FY 2023 Recipient Training
Wastewater Facilities Projects

Tammie McClure
Water Quality Program
Welcome and Introductions

Have you Managed an Ecology Grant or Loan Before?
• Water Quality Combined Funding Program Overview
• Ecology Website & EAGL Login
• Ecology’s Administration of Grants & Loans (EAGL) Basics
• Managing Roles in EAGL
• 10 Minute Break
• Document Management & Uploads
• Payment Request/Progress Report (PRPR)
• Amendments and Closeout
• Resources
Water Quality Combined Funding Program

SRF Loans

Centennial Grants

319 Grants

SFAP

NEP

Over $364 million combined for FY23
Ecology Website & EAGL Login

Accessing Resources

Ecology.wa.gov
Accessing Grant & Loan Resources

• Scroll down to the bottom of the Ecology website home page and click the on Grants and Loans.
Resources Available

• Find Ecology Funding Opportunities
• Access Current and Past Funding Cycle Information
• Access Resources to Help Manage Your Grant/Loan
• Instructions on How to get a Secure Access Washington (SAW) or EAGL Account
• EAGL User Manual
• Administration Requirements for Grants and Loans (Yellow Book)
• Register for Statewide Vendor Number
Accessing EAGL

Instructions for:
• New SAW and EAGL Users
• New EAGL Users with a SAW Account
• Current EAGL Users

Applying for or managing a grant or loan

You can apply for and manage most grants and loans in EAGL, Ecology's Administration of Grants and Loans system. To use EAGL, you must:

1. Have a Secure Access Washington (SAW) account
2. Register as an EAGL user

See the options below to set up a SAW account and register in EAGL.

If you manage a grant or loan that is not in EAGL, please visit our page for guidance and links to information not in EAGL.

Log in to your Secure Access Washington (SAW) account here, and you will be directed to EAGL.
Accessing Your Project in EAGL

• Must be registered in both SAW/EAGL and received a confirmation e-mail from Ecology confirming you have access.

• Do Not share SAW/EAGL accounts.

• Review roles in the EAGL User Manual to determine what role makes sense for you.

• Know who your Organization’s Authorized Official is (Note: this is different that the Authorized Signatory)

• Contractors and Other Consultants may have different roles for more than one organization in EAGL.
Accessing EAGL

- Link to EAGL Through SAW:  https://secureaccess.wa.gov/ecy/eagl
EAGL Basics

General Overview
Navigating EAGL Homepage

Instructions:
- Select the SHOW HELP button above for detailed instructions on the following:
  - Applying for an Opportunity
  - Using System Messages
  - Understanding your Tasks
  - Managing your awarded grant

The system will undergo maintenance on Mondays from 2:00-3:00 PM. Please save your work and exit the system prior to this time in order to avoid losing data. Thanks for your patience.

Hello [User], please choose an option below.

View Available Opportunities
You have 7 opportunities available. Select the View Opportunities button below to see what is available to your organization.

My Inbox
You have 2 new messages. Select the Open My Inbox button below to open your system message inbox.

Authorized Officials and Contractors can click View Opportunities to see grant and loan programs available to your organization(s).

Click My Profile to view your EAGL profile information. Go here to update your contact information in the system.

Click Open My Inbox to view messages sent to you by the EAGL system. All of these messages are also sent to your email address.
Access Your Application

My Applications

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

Search Results

Export Results to

<table>
<thead>
<tr>
<th>Ecology Program</th>
<th>Organization</th>
<th>Name</th>
<th>Current Status</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Quality</td>
<td>Spokane city of</td>
<td>WQC-2015-Spokan-00016</td>
<td>Agreement Active</td>
<td>2015</td>
</tr>
<tr>
<td>Water Quality</td>
<td>Spokane Valley city of</td>
<td>WOSWGRS-2016-SpokVal-00016</td>
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<td>Spokane city of</td>
<td>WQC-2017-Spokan-00016</td>
<td>Fund Coordinator Review</td>
<td>2017</td>
</tr>
</tbody>
</table>
# Application Menu/My Training Materials

![Application Menu/My Training Materials](image.png)

## Application Menu

**Document Information:** WQC-2016-Wapato-00093

<table>
<thead>
<tr>
<th>Info</th>
<th>Document Type</th>
<th>Organization</th>
<th>Role</th>
<th>Current Status</th>
<th>Period Date / Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Wapato city of</td>
<td>Financial Manager</td>
<td>Amendment Requires Signature</td>
<td></td>
<td>N/A - N/A 11/07/2014 11:59PM PST</td>
</tr>
</tbody>
</table>
Application Menu

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 determines which forms are editable.

Change the Status
Select the View Status Options button below to change the status of your application, funding agreement, and/or amendment. You 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, funding agreement, and/or amendment. 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/Progress Reports, Equipment Purchase Reports, Site Visit Reports, and Close Out Reports.
Accessing the Forms Menu

Application Menu

Document Information: WQC-2016-Wapato-00093

<table>
<thead>
<tr>
<th>Info</th>
<th>Document Type</th>
<th>Organization</th>
<th>Role</th>
<th>Current Status</th>
<th>Period Date / Date Due</th>
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<tbody>
<tr>
<td></td>
<td>Application</td>
<td>Wapato city of</td>
<td>Financial Manager</td>
<td>Amendment Requires Signature</td>
<td>N/A - N/A 11/07/2014 11:59PM PST</td>
</tr>
</tbody>
</table>

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 determines which forms are editable.

VIEW FORMS
## Forms Menu

**Application Menu - Forms**

Please complete all required forms below.

Document Information: WQC-2016-Wapato-00093

### 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>
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<tr>
<td></td>
<td>SFY 2016 Water Quality Combined Financial Assistance Guidelines</td>
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<td></td>
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<td></td>
<td>SFY 2016 Scoring Guidance</td>
<td></td>
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<td></td>
<td>SFY 2016 Contact Information</td>
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<td></td>
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<td></td>
<td>SFY 2016 Application Instructions</td>
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</tr>
<tr>
<td></td>
<td>Project Characterization</td>
<td></td>
<td>Grant System 9/25/2017 2:10:23 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mapping Information</td>
<td></td>
<td>Grant System 11/1/2017 1:04:47 PM</td>
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<tr>
<td></td>
<td>Scope of Work - Task 1 Project Admin</td>
<td></td>
<td>Mr. Mengliu Wang 10/8/2014 8:30:10 AM</td>
<td>Bill Hashim (ECY) 1/29/2016 6:36:10 AM</td>
</tr>
<tr>
<td></td>
<td>Scope of Work - Additional Tasks (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scope of Work Summary</td>
<td></td>
<td>Mr. Mengliu Wang 10/8/2014 8:32:10 AM</td>
<td>Bill Hashim (ECY) 2/25/2016 2:02:52 PM</td>
</tr>
</tbody>
</table>
### Forms Menu (continued)

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Details</th>
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</thead>
<tbody>
<tr>
<td><strong>Screening/Evaluation/Offer</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Uploads" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Screening, Eligibilities, and Additional Requirements Checklist" /></td>
<td>Daniel Thompson (ECY) 11/30/2017 3:24:59 PM</td>
</tr>
<tr>
<td><img src="image" alt="Application Modification Comments" /></td>
<td>Shelly D McMurry (ECY) 10/30/2017 12:07:26 PM</td>
</tr>
<tr>
<td><img src="image" alt="Evaluation Scorecard" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Offer Form" /></td>
<td>Daniel Thompson (ECY) 2/13/2018 4:08:57 PM</td>
</tr>
<tr>
<td><img src="image" alt="Evaluation Scorecard Report" /></td>
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</tr>
<tr>
<td><img src="image" alt="Evaluation Summary" /></td>
<td>Grant System 12/19/2017 6:57:27 AM</td>
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<td><img src="image" alt="Agreement" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Ecology Contacts" /></td>
<td>Sean Mellon (ECY) 12/18/2018 11:03:09 AM</td>
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<td><img src="image" alt="Agreement Information" /></td>
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<td><img src="image" alt="Funding Distribution Summary" /></td>
<td>Sean Mellon (ECY) 12/18/2018 10:57:14 AM</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

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

Project Title
North Wapato Sewage Lift Station Replacement

Project Short Description
The RECIPIENT will design and construct a new lift station to replace the existing North Wapato Lift Station, the largest lift station in the RECIPIENT’s sewer system. If the lift station fails, the RECIPIENT will face significant risks and liability for sewage backup and environmental pollution into the groundwater. To address the backup sewer issue, a new generator will be installed.

385 of 500

Project Long Description
The RECIPIENT will design and construct a new lift station to replace the existing North Wapato Lift Station, the largest lift station in the RECIPIENT’s sewer system. If the lift station fails, the RECIPIENT will face significant risks and liability for sewage backup and environmental pollution into the groundwater. To address the backup sewer issue, a new generator will be installed.

The North Wapato Lift Station is responsible for pumping the wastewater generated from the service area north of the SHFR extended tracks. The lift station was constructed in 1993 and is in a dehydrated configuration. It is approaching the end of its life. It has many operational problems and risk of structural and mechanical failure in recent years because of the aging equipment. The RECIPIENT has identified structural issues with the well pump and when the pumps are off and the water level in the wet well rises to a certain elevation, sewage

1926 of 4000

Total Cost
$84,600.00

Total Eligible Cost
$184,750.95

Effective Date
07/01/2015

Expiration Date
06/06/2019
Scope of Work Task Form

Task Number: 
Task Title: Project Administration/Management

Task Description:
A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).

B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.

C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designee, ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement: Properly managed and fully documented project that meets ECOLOGY’s grant or loan administrative requirements.

Task Expected Outcomes:
* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and RECIPIENT closeout report.
* Properly maintained project documentation

Recipient Task Coordinator: Linda Hayes, Clerk-Treasurer

Deliverables:

<table>
<thead>
<tr>
<th>Deliverable #</th>
<th>Description</th>
<th>Due Date</th>
<th>Received? (ECF Use Only)</th>
<th>EIM Study ID</th>
<th>EIM System Link</th>
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<tbody>
<tr>
<td>1.1</td>
<td>Quarterly Progress Reports</td>
<td></td>
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<td></td>
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<tr>
<td>1.2</td>
<td>Recipient Closeout Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Project Outcome Summary Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Funding Distribution Form

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: EL100273

* Funding Title: State Revolving Fund Standard Loan

* Funding Type: L0201

* Funding Category: Water Quality Comitted Funding

* Match %: 8.00

* Indirect Rate: Approved State Indirect

* Rate: 30.00 %

Source:

* DWRF-SFY19: 100.00 %

*
## Funding Distribution Summary Form

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

### By Task Funding Distribution

<table>
<thead>
<tr>
<th>Task Title</th>
<th>State Revolving Fund Standard Loan</th>
<th>State Revolving Fund Forgivable Principal</th>
<th>Total</th>
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</thead>
<tbody>
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<td>Facility Planning</td>
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<tr>
<td>Total</td>
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<td>$65,500.00</td>
<td>$131,000.00</td>
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</tbody>
</table>

### Recipient/Ecology Share

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<tr>
<th>Funding Distribution</th>
<th>Recipient Match %</th>
<th>Recipient Share</th>
<th>Ecology Share</th>
<th>Total</th>
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<tbody>
<tr>
<td>State Revolving Fund Standard Loan</td>
<td>0.00%</td>
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<td>State Revolving Fund Forgivable Principal</td>
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<td>$65,500.00</td>
<td>$65,500.00</td>
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<tr>
<td>Total</td>
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<td>$0</td>
<td>$131,000.00</td>
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</table>

<table>
<thead>
<tr>
<th>Total Eligible Costs</th>
<th>Ecology Share</th>
<th>Recipient Share</th>
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</thead>
<tbody>
<tr>
<td>$131,000.00</td>
<td>$131,000.00</td>
<td>$0</td>
</tr>
</tbody>
</table>
Important Dates

• **Effective Date:** First day eligible project costs can be incurred.

• **Expiration/Completion Date:** Last day eligible project costs can be incurred.

• **Initiation of Operation Date (Construction Only):** The day the facility can be used for its intended purpose.

• **Loan Repayment Starts 1 Year from the Completion Date or the Initiation of Operation Date, whichever comes first.**
Managing Roles in EAGL

EAGL is a Role and Status Based System
What is a Role?  Security

• A Role gives staff access & permissions to perform specific functions within EAGL.
• Your Organization decides who has what role.
• Each Organization will have at least 1 Authorized Official (at least 2 are recommended) that assigns and changes roles.
• Roles are different than Recipient Contacts.
• Every contact and staff with a role must first have a SAW Account and EAGL Access.
EAGL Roles

• Roles are Assigned at an Organizational, Parent Document and Sub-document Level.

• **Organization:** Staff are added during SAW/EAGL registration

• **Document – “Parent Document”/Application/Agreement:** Roles must be assigned by your organization.

• **Sub-document – Payment Request/Progress Report (PRPR), Closeout Report, etc.:** Roles are automatically inherited based on the roles assigned to the Parent Document.
EAGL Roles Best Practices

• Always have **at least 2 Authorized Officials** at the Organizational Level and for Each Project.

• Authorized Official(s) should **reassess roles on a regular basis**, particularly during staffing changes.

• **Manage Active Dates** for new and former employees.

• Do not give **non-organizational staff** the role of Authorized Official.
## Role Permissions

### Document Roles

<table>
<thead>
<tr>
<th>What my role allows me to do in EAGL:</th>
<th>Authorized Official</th>
<th>Contractor</th>
<th>Recipient Project Manager</th>
<th>Recipient Financial Officer</th>
<th>Writer</th>
<th>Reader</th>
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</thead>
<tbody>
<tr>
<td><strong>Applications &amp; Amendments (Parent Documents)</strong></td>
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<tr>
<td>Read Application Forms</td>
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<td>X</td>
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<tr>
<td>Edit Forms when Application in Process</td>
<td>X</td>
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<tr>
<td>Initiate Applications</td>
<td>X</td>
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<tr>
<td>Submit Applications</td>
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<tr>
<td>Cancel Applications</td>
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</tr>
<tr>
<td><strong>Payment Requests &amp; Progress Reports (Subdocuments)</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Initiate Payment Request or Progress Report</td>
<td>X</td>
<td></td>
<td>X</td>
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<tr>
<td>Read Payment Request or Progress Report</td>
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<td>X</td>
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<tr>
<td>Cancel Payment Request or Progress Report</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment Purchase Reports &amp; Closeout Reports (Sub-documents)</strong></td>
<td></td>
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<td>Initiate Sub-documents</td>
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<td>Read Sub-documents</td>
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<tr>
<td>Change the Status of Sub-documents</td>
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<td>X</td>
</tr>
</tbody>
</table>
How to Verify & Add/Edit Roles

Application Menu

• Content

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete your application, funding agreement, an
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 Access Management Tools button below to see tools and options available for your application
amendment, 2013-2014 status history, role assignments, check for errors, create print versions, and
check for errors.
Managing Roles

• Former Staff:
  • Don’t delete the Active Start Date
  • Do enter an Active End Date
  • Don’t uncheck the box on the left

• New Staff
  • Must have a SAW Account & Request Access to EAGL
  • Wait for confirmation email from Ecology
  • Check the box on the left and enter an Active Start Date
EAGL Recipient Contacts vs. Roles

Access Management Tools

Select the View Management Tools button below to see tools and options to manage project data. You can review status history, role assignments, check for errors,
Break

10 Minutes
Document Management & Uploading Guidance
Document Management & Uploads

• No more paper files.
  • **What** do you upload?
    ➢ Deliverables
    ➢ Requested documentation
    ➢ PRPR Backup

• **Where** should you upload documents?
  ➢ General “Uploads” Form for deliverables and other documents that are relevant to the project as a whole, including PRPR backup that applies to more than one PRPR.
  ➢ Environmental and Cultural Review Form – self explanatory – **Do Not Upload** sensitive/confidential cultural site information.
  ➢ PRPR Uploads Form for backup documentation that is specific to that particular payment request or progress report.
General Uploads

Application Menu

Document Information: WQC-2016-Snoqua-00309

- Content

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete your application, funding agree 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 and 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. You can review status history, role assignments, check for errors, create print versions.

Examine Related Items

Select the View Related Items button below to initiate and view subdocuments such as Payne Purchase Reports, Site Visit Reports, and Close Out Reports.

- Water Body and Water Quality Needs Addressed
- Stormwater Facility Project Information
- Stormwater Project Analysis
- Water Quality and Public Health Improvements
- Coordination with State and Federal Priorities
- Project Team
- Project Development, Local Support, and Past Performance
- Readiness to Proceed
- NRF Federal Reporting Information
- Section 319 Initial Data Reporting
- Section 319 Annual Load Reduction Reporting
- Uploads
- Screening/ Evaluation/ Offer
- Screening Checklist
- Application Modification Comments
- Evaluation Scorecard
- Evaluation Summary
- Evaluation Scorecard Report
- Offer Form
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.)

• Best Practices
  ➢ Deliverable name should include the deliverable number as identified in the funding agreement (example: 2.1 Plans and Specs).
  ➢ Email your Ecology PM & FM when you’ve uploaded something.
  ➢ Don’t delete uploads. Add updates or revisions.
  ➢ Upload from the Bottom of the General Uploads Form only.
### General Uploads Form

<table>
<thead>
<tr>
<th>Item</th>
<th>File Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE Approval Letter</td>
<td>6485-12.02.13.WRichlandmond.pdf</td>
</tr>
<tr>
<td>SERP Approval</td>
<td>6485- 2-12.02.13.WRichlandSERP.pdf</td>
</tr>
<tr>
<td>SERP Checklist</td>
<td>6485 3-12.02.13.WRichlandSERPChecklist.pdf</td>
</tr>
<tr>
<td>Financial Capability Assessment</td>
<td>6485-WOC-2015-WeRPW-00061-FinancialCapabilityAssessment.xlsx</td>
</tr>
<tr>
<td>Estimated Project Life</td>
<td>6485 2-EstimatedProjectLife.xlsx</td>
</tr>
<tr>
<td>Face Sheet</td>
<td>6485 3-WOC-2015-WeRPW-00061_FaceSheet.pdf</td>
</tr>
<tr>
<td>Signed Router</td>
<td>6485 4-WOC-2015-WeRPW-00061_SignedRouter.pdf</td>
</tr>
<tr>
<td>NOTICE OF AWARD</td>
<td>6485 5-NOTICEOFAWARD.pdf</td>
</tr>
<tr>
<td>BID TABULATIONS</td>
<td>6485 6-BIDTABULATIONS.pdf</td>
</tr>
<tr>
<td>ADVERTISEMENT AND AFFIDAV</td>
<td>6485 7-ADVERTISEMENTANDAFFIDAV.pdf</td>
</tr>
<tr>
<td>CONTRACT DOCUMENTS</td>
<td>6485 8-CONTRACTDOCUMENTS.pdf</td>
</tr>
<tr>
<td>PRE-CONSTRUCTION CONFERENCE</td>
<td>6485 9-PRECONSTRUCTIONCONFERENCEMINUTES.pdf</td>
</tr>
<tr>
<td>PRE-CONSTRUCTION SIGN IN</td>
<td>6485 10-PRECONSIGNINSHEET.pdf</td>
</tr>
<tr>
<td>NOTICE TO PROCEED</td>
<td>6485 11-NoticetoProceedSigned.pdf</td>
</tr>
</tbody>
</table>
Payment Request/Progress Report (PRPR)

Getting Paid
Things to Know Before Starting a PRPR

- Check that the Agreement is in “Active” status.
- Ensure any previously submitted PRPR are “Active.”
- Know and understand your Funding Budget.
- Verify your role.
- PRPRs can be submitted no more than monthly, but at least quarterly.
- PRPRs can be submitted without expenditures, but not without a progress report.
- Quarterly Reports are due 30 days from the end of the quarter.
Who Initiates a PRPR

- Authorized Official
- Recipient Project Manager
- Recipient Financial Officer
# How to Initiate a PRPR

**Application Menu**

Document Information: WQC-2015:Burlin-00288

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Current Status</th>
<th>Period Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Request</td>
<td>Initiate a/an Apr - Jun 2014 Payment Request / Progress Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Request</td>
<td>Initiate a/an Apr - Jun 2015 Payment Request / Progress Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Purchase Report</td>
<td>Initiate a/an Equipment Purchase Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Request</td>
<td>Initiate a/an Jul - Sep 2014 Payment Request / Progress Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Request</td>
<td>Initiate a/an Oct - Dec 2014 Payment Request / Progress Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recipient Close Out Report</td>
<td>Initiate a/an Recipient Close Out Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Purchase Report</td>
<td>EPR-2014-AppOrg2-00043 Equipment Purchase Report In Process</td>
<td>N/A - N/A</td>
<td>05/01/2025 12:00PM</td>
</tr>
<tr>
<td>Payment Request</td>
<td>PPRR-AprJun2014-AppOrg2-00109 Payment Request/Progress Report Cancelled</td>
<td>N/A - N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- **View, Edit and Complete Forms**
  - Select the View Forms button below to view, edit, and complete your application, funding 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, full 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 amendment. You can review status history, role assignments, check for errors, create print.

- **Examine Related Items**
  - Select the View Related Items button below to initiate and view sub documents such as Purchase Reports, Site Visit Reports, and Close Out Reports.
How to Complete a PRPR

Note: Subdocument number is created
Review Payment History

PAYMENT HISTORY

Cumulative Approved Expenditures

NOTE: Any expenditures not yet approved are not included in the table below.

<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 EG160053</td>
<td>Construction</td>
<td>$0.00</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>
</tr>
<tr>
<td>SFAP EG160053</td>
<td>Construction Management</td>
<td>$0.00</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>
</tr>
<tr>
<td>SFAP EG160053</td>
<td>Design Plans and Specs, Environmental Review</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$135,000.00</td>
<td>$135,000.00</td>
<td>$0.00</td>
<td>$135,000.00</td>
</tr>
<tr>
<td>SFAP EG160053</td>
<td>Project Administration/Management</td>
<td>$695.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$695.00</td>
<td>$15,000.00</td>
<td>$14,305.00</td>
<td>$695.00</td>
</tr>
<tr>
<td>SFAP EG160053: Distribution Total</td>
<td>$695.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$695.00</td>
<td>$500,000.00</td>
<td>$499,305.00</td>
<td>$695.00</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>$695.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$695.00</td>
<td>$500,000.00</td>
<td>$499,305.00</td>
<td>$695.00</td>
</tr>
</tbody>
</table>

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".

<table>
<thead>
<tr>
<th>Payment Request #</th>
<th>Disbursement Amount</th>
<th>Payment Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$521.25</td>
<td>Payment Request/Progress Report Active</td>
</tr>
<tr>
<td>2</td>
<td>30</td>
<td>Payment Request/Progress Report In Process</td>
</tr>
</tbody>
</table>
Complete Progress Report

Document Information: PRPR-JanMar2015-SequPW-00041
Parent Information: WQC-2015-SequPW-00008

You are here: Payment Request Menu > Forms Menu > Payment Request

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

<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>10%</td>
<td>Completed progress report and billing. Coordinated team meetings and time accounting.</td>
</tr>
</tbody>
</table>
What is Included in the Progress Report?

• Enter percent of work completed for each task.
• Enter reporting period.
• Describe activities, deliverables completed, delays or anticipated issues.
• Enter quantitative information, if applicable.
• Include verification statement in general comments (SRF projects only)
  ➢ 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 recipients that had a signed funding agreement(s) with Ecology on or after August 26, 2010)
• Upload associated files (i.e., photos)
• Don’t forget to “Save.”
Complete 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: 4
Billing Period Start Date: 12/1/2016
Cumulative Expenditure Entered: $1,857.39
Billing Period End Date: 2/28/2017
Cumulative Expenditure Approved:
Ecology Project Manager Approval:

Do you have expenditures to report? Yes No

Expenditures

<table>
<thead>
<tr>
<th>Item #</th>
<th>Detail #</th>
<th>Funding Distribution</th>
<th>Task Title</th>
<th>Item Category</th>
<th>Item Description</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>44897</td>
<td>Stormwater Financial Assistance</td>
<td>Design Plans and Specs, Environ</td>
<td>Contracts</td>
<td>Consultant Services</td>
<td>Reedus Engineering</td>
</tr>
<tr>
<td>2</td>
<td>44898</td>
<td>Stormwater Financial Assistance</td>
<td>Project Administration/Management</td>
<td>Salaries/Benefits</td>
<td>Administrative Services</td>
<td>Acotin County Public W</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Date Incurred Start</th>
<th>Date Incurred End</th>
<th>Amount</th>
<th>Expenditure Type</th>
<th>Approved Denied / Modified</th>
<th>Authorized Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>11343</td>
<td>12/13/2016</td>
<td>12/13/2016</td>
<td>$1,822.50</td>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>96096</td>
<td>12/11/2016</td>
<td>12/31/2016</td>
<td>$34.69</td>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Payment Request Expenditures

- Enter Expenditure Details

### Expenditures

<table>
<thead>
<tr>
<th>Item #</th>
<th>Detail #</th>
<th>Funding Distribution</th>
<th>Task Title</th>
<th>Item Category</th>
<th>Item Description</th>
<th>Payee</th>
<th>Invoice #</th>
<th>Date Incurred Start</th>
<th>Date Incurred End</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>214643</td>
<td>SRF Loan [EL2000367]</td>
<td>Construction</td>
<td>Contracts</td>
<td>PROJECT CONSTRUCTION</td>
<td>RGHNLS INC</td>
<td>NINE(9)</td>
<td>3/20/2022</td>
<td>4/29/2022</td>
<td>$44,580.00</td>
</tr>
<tr>
<td>2</td>
<td>214644</td>
<td>SRF Loan [EL2000367]</td>
<td>Construction</td>
<td>Contracts</td>
<td>PROJECT CONSTRUCTION</td>
<td>PACIFIC TESTINO &amp; INS</td>
<td>5552</td>
<td>3/16/2022</td>
<td>3/19/2022</td>
<td>$734.30</td>
</tr>
<tr>
<td>4</td>
<td>214669</td>
<td>SRF Forivable Principal [EF200066]</td>
<td>Design</td>
<td>Contracts</td>
<td>Project Construction</td>
<td>Roghline</td>
<td>0</td>
<td>3/26/2022</td>
<td>4/29/2022</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
Payment Request Uploads

- Upload Backup Documentation
Payment Request Backup

• Uploads should be legible – if you can’t read the numbers, neither can we.

• Organized (example: in same order as listed on expenditure form, names including invoice number as identified on the expenditure form.

• Include any reason why amounts requested are different from backup.

• The clearer the backup documentation the faster the reimbursement.
Form D

- Form D is required if your reimbursement request includes any contractors (this includes consultants and engineering firms)
Complete Form D

- Instructions are in EAGL
- Must list all prime & sub-contractors separately.
- Amounts should add up to amounts on expenditure form.
Review Payment History (again)

- EAGL will require that you visit this form before you submit the PRPR.
- Won’t reflect current request until approved by Ecology, but a last chance to make sure expenditures don’t exceed budget.
PRPR Final Check

- Payment Request Completed: Backup Uploaded to the Right Place; and Readable
- Progress Report Completed: Photos Uploaded; Verification Statement Added
- Form D: All Prime and Sub-contractors listed separately and numbers consistent with Expenditure Form.
- General Upload (Application Menu): Completed deliverables are uploaded.
Submitting the PRPR

- Ensure you are still in the PRPR then click View Status Options.
- Click Apply Status.
- Click “I Agree” if true.
- Submit (Status of PRPR should now be “Payment/Request/Progress Report Submitted”)

![Image of PRPR submission process]

**Details**: PRPR-JanMar2015-SequPW-00041
Parent Information: WQC-2015-SequPW-00008

**Current Status**: Payment Request/Progress Report Screening

**Period Date/Date Due**: N/A - N/A 04/30/2015 5:00PM PST

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

• Ecology may send a PRPR back for modifications if not complete:
  ➢ Need additional backup
  ➢ Corrections are needed
  ➢ Deliverables have not been uploaded
  ➢ Progress Report is not complete

• EAGL will send a notification email to the Authorized Official(s).
• Check the PRPR Modification Comments Form for explanation.
• Make requested edits and resubmit.
Amendments

The Only Way to Change a Signed Agreement
Amendments

• If you think you may need an amendment, contact your Project’s Ecology Financial Manager & Project Manager first.
• Change the Scope of Work
• Change Dates (i.e., schedule change)
• Change Budget (i.e., reduce/increase funds by task or in total)
• Closeout the Loan and Establish the Final Loan Repayment Schedule
• Can be initiated by the Recipient or Ecology
• Amendments and PRPRs can not happen at the same time.
• If approved, amendment process similar to agreement development.
Amendments

• Requesting an amendment in EAGL is a 2-Step Process:

  ➢ Change the Status of the Agreement on the Application Menu.
  ➢ Complete the Amendment Request Form – Should include everything you want changed and why it’s necessary.
Project Closeout

To Officially Closeout the Agreement in EAGL
Closeout

• Final PRPRs and All deliverables, including a final outcome summary report must be completed/uploaded within 30 Days after the agreement expiration or project completion date.

• A final amendment is required for all loans – initiated by Ecology once the Final PRPR has been processed.

• Must complete a Recipient Closeout Report in EAGL – Initiated the same way you initiate a PRPR.
Resources

Helpful Links
Resources

• EAGL:  https://secureaccess.wa.gov/ecy/eagl

• EAGL Grant & Loan Webpage: https://ecology.wa.gov/About-us/How-we-operate/Grants-loans

• Funding Guidelines:  https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-Combined-Funding-Program/WQC-funding-cycle

• Administrative Requirements (Yellow Book): https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html
Thank you

Questions or Comments?

Tammie McClure
Tammie.mcclure@ecy.wa.gov
360-407-6410