# Welcome to Ecology's Water Quality Recipient Training

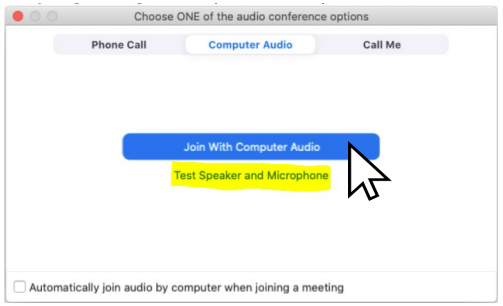
DEPARTMENT OF ECOLOGY
State of Washington

## Technical Problems?

### Can't hear the Panelists?

*Before the Meeting:*

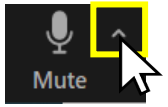
1. Try testing your speaker and microphone before joining, click Test Speaker and Microphone.




2. Next, click Join With Computer Audio to exit the test and join the session.

*During the Meeting:*

1. In the lower left side of the toolbar, click the up arrow next to Mute/Unmute.




2. Click Audio Settings; this will open Zoom settings where you will have the option to change the speaker and microphone.

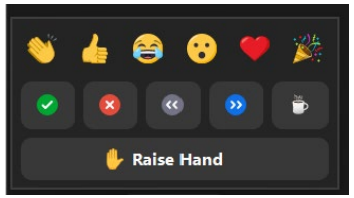
## Want to Interact with the Panelists?

### To ask a question about the presentation or communicate with the host, open and use the Chat tab located in the toolbar.

- Once in the meeting, click Chat in the toolbar.
- Select who you would like to Chat with – in the To: drop-down menu, select Everyone or the Host.
- Type your message in the chat window, press the **Enter** key to send.

### To communicate with the host without disrupting the webinar, try using Non-verbal Meeting Reactions.

- Click **Reactions** in the toolbar.
- Select the reaction to appear next to your name for the Host to see.

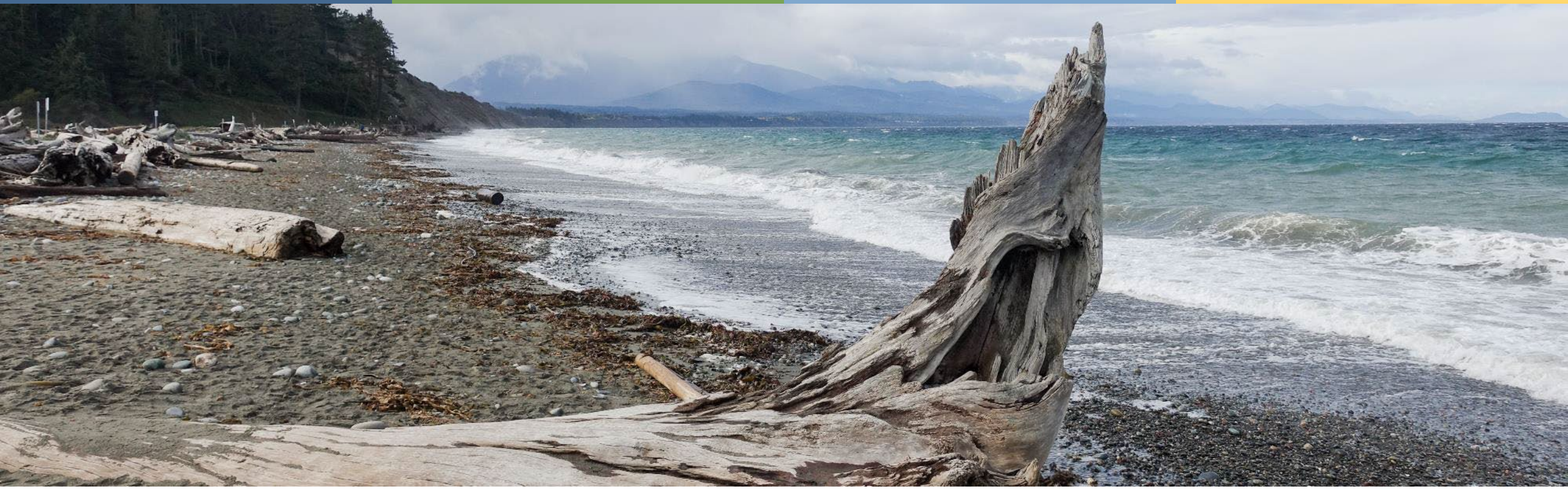



- To enable meeting reactions – Click Settings > Meeting > In Meeting (Basic) > turn the Non-verbal feedback setting on

## Need to change your view?

### Click View in the top-right corner, select either:

- Speaker View: Recommended during the presentation.
- Gallery View: Recommended during the Q&A – allows you to see participants that are not actively speaking



DEPARTMENT OF ECOLOGY
State of Washington

# Agreement Negotiation & Development for Wastewater Facilities Projects

Jeanna Ridner – Water Quality Program

July 13, 2026

# Am I in the right session?

- Do you have a **wastewater** project on the Ecology FY27 Final Offer list?
- Are you a Project Manager, Billing Contact, Authorized Official, or representative of an applicant on the FY27 Final Offer list?
- After this session we will move right into the Agreement Management in EAGL IGX (submitting Payment Requests/Progress Reports, amendment requests etc.) session with Sean Mellon.
- Afternoon session (1pm – 3pm) with David Dunn, Kim Prisock, and Stephanie Allen, will discuss project design and engineering.

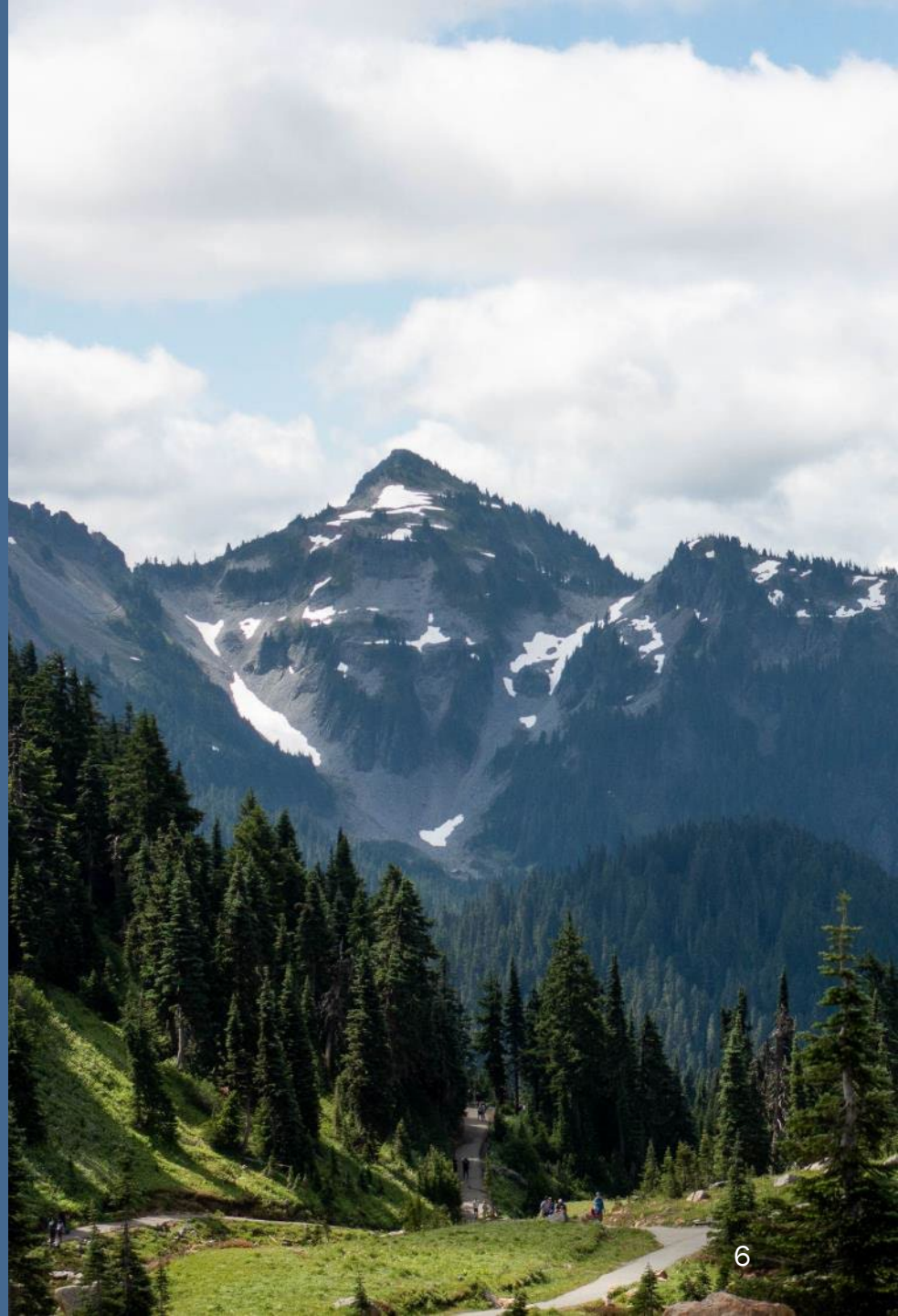
DEPARTMENT OF ECOLOGY
State of Washington

# Welcome and Introductions

# Agenda

- Basic components of an Ecology Agreement
- Negotiation process step-by-step
- Ecology Administration of Grants and Loans (EAGL) and Secure Access Washington (SAW) registration
- Process for electronic signature using DocuSign

# Basic Components of an Ecology Agreement



# General Information

DEPARTMENT OF ECOLOGY
State of Washington

**Agreement No. WQC-2020-OkanCD-00195**

**WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT**

**BETWEEN**

**THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY**

**AND**

**OKANOGAN CONSERVATION DISTRICT**

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

**GENERAL INFORMATION**

| | |
|---|---|
| Project Title: | Livestock Best Management Practices for Riparian Restoration |
| Total Cost: | $333,333.33 |
| Total Eligible Cost: | $333,333.33 |
| Ecology Share: | $250,000.00 |
| Recipient Share: | $83,333.33 |
| The Effective Date of this Agreement is: | 12/01/2019 |
| The Expiration Date of this Agreement is no later than: | 11/30/2022 |
| Project Type: | Nonpoint Source Activity |

Project Short Description:
This project will protect riparian and wetland areas from water quality impacts by installing downed "jackstraw" logs to exclude livestock from three properties. The RECIPIENT will monitor the effectiveness of jackstraw livestock exclusion and the survival and growth of both natural and installed vegetation. In addition, the RECIPIENT will maintain four completed projects previously funded by ECOLOGY, develop three restoration plans, and provide outreach and

# Project Short & Long Descriptions

DEPARTMENT OF ECOLOGY
State of Washington

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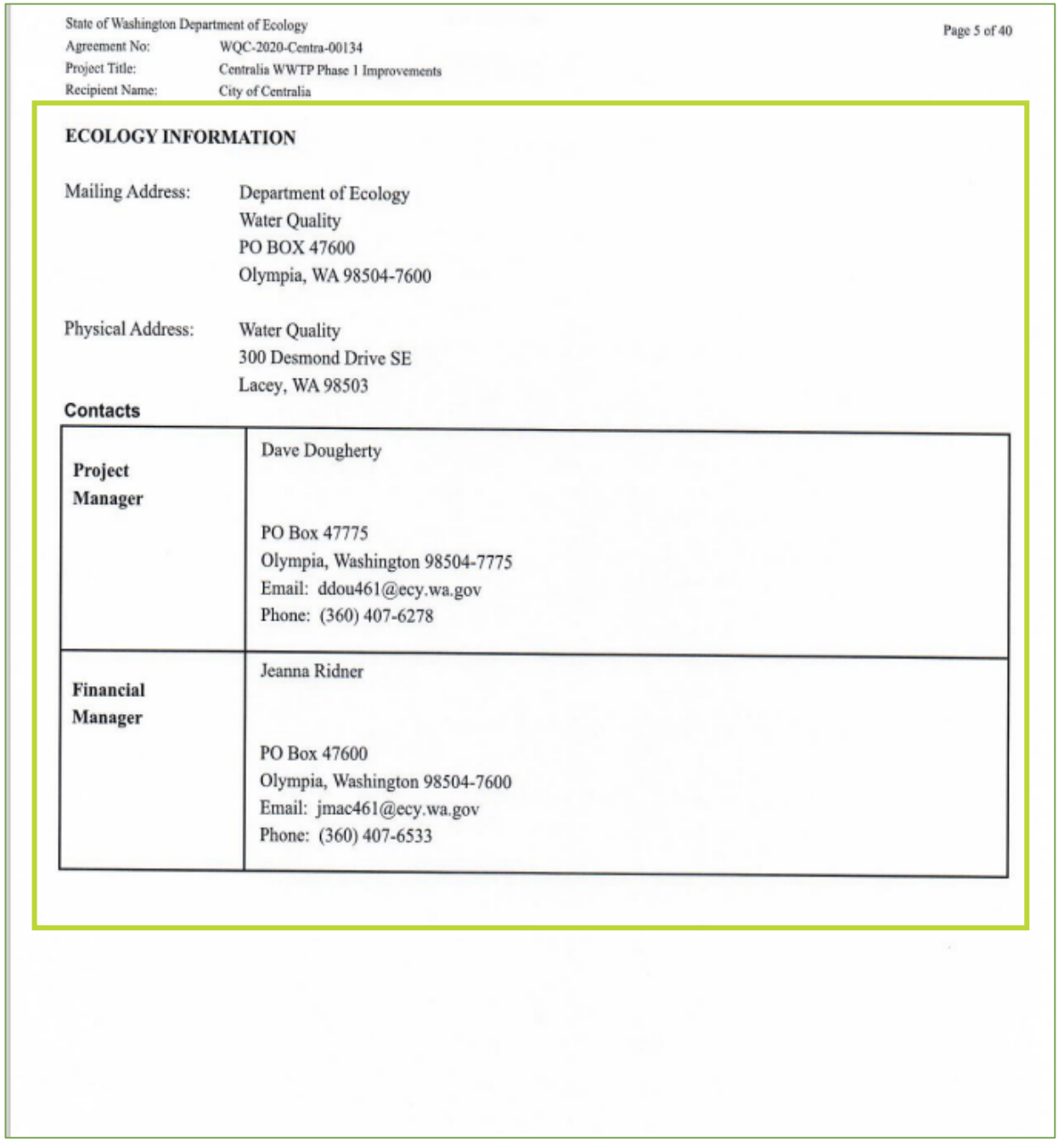
Project Long Description:
To improve water quality and habitat enhancement practices, the RECIPIENT will install jackstraw barriers to exclude livestock from surface water at three properties. While fencing can be effective for excluding cattle from riparian areas, it is costly and requires annual maintenance which is difficult in remote areas or wetlands. These barriers will mimic natural barriers to browsing by being constructed with downed logs and slash moved into a "jackstraw" formation. The

# Recipient & Ecology Contact Information





**ECOLOGY INFORMATION**

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

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

**Contacts**

| | |
|---|---|
| **Project Manager** | Dave Dougherty<br><br>PO Box 47775<br>Olympia, Washington 98504-7775<br>Email: ddou461@ecy.wa.gov<br>Phone: (360) 407-6278 |
| **Financial Manager** | Jeanna Ridner<br><br>PO Box 47600<br>Olympia, Washington 98504-7600<br>Email: jmac461@ecy.wa.gov<br>Phone: (360) 407-6533 |

# Scope of Work by task



**SCOPE OF WORK**

Task Number: 1 **Task Cost:** $258,500.00

Task Title: Grant and Loan Administration

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; the EAGL (Ecology Administration of Grants and Loans) recipient closeout report; and a two-page outcome summary report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including 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. This documentation shall be available upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. 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 Outcome:

* Timely and complete submittal of requests for reimbursement, quarterly progress reports, Recipient Closeout Report, and two-page outcome summary report.

* Properly maintained project documentation.

Recipient Task Coordinator: Rick Eaton

**Grant and Loan Administration**

**Deliverables**

| Number | Description | Due Date |
|---|---|---|
| 1.1 | Progress Reports that include descriptions of work accomplished, project challenges or changes in the project schedule. Submitted at least quarterly. | |
| 1.2 | Recipient Closeout Report (EAGL Form) | |
| 1.3 | Two-page Outcome Summary Report | |

# Funding Distributions and Budget & Terms and Conditions



**Funding Distribution Summary**

**Recipient / Ecology Share**

| Funding Distribution Name | Recipient Match % | Recipient Share | Ecology Share | Total |
|---|---|---|---|---|
| Centennial Grant | 0.00 % | $ 0.00 | $ 2,951,388.00 | $ 2,951,388.00 |
| SRF Loan | 0.00 % | $ 0.00 | $ 4,124,274.00 | $ 4,124,274.00 |
| **Total** | | **$ 0.00** | **$ 7,075,662.00** | **$ 7,075,662.00** |

**AGREEMENT SPECIFIC TERMS AND CONDITIONS**

N/A

**SPECIAL TERMS AND CONDITIONS**

SECTION 1: DEFINITIONS

Unless otherwise provided, the following terms will have the respective meanings for all purposes of this agreement:

"Administration Charge" means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology's cost to administer the State Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

"Administrative Requirements" means the effective edition of ECOLOGY's Administrative Requirements for Recipients of Ecology Grants and Loans at the signing of this agreement.

"Annual Debt Service" for any calendar year means for any applicable bonds or loans including the loan, all interest plus all principal due on such bonds or loans in such year.

"Average Annual Debt Service" means, at the time of calculation, the sum of the Annual Debt Service for the remaining years of the loan to the last scheduled maturity of the loan divided by the number of those years.

"Acquisition" means the purchase or receipt of a donation of fee or less than fee interests in real property. These interests include, but are not limited to, conservation easements, access/trail easements, covenants, water rights, leases, and mineral rights.

"Centennial Clean Water Program" means the state program funded from various state sources.

"Contract Documents" means the contract between the RECIPIENT and the construction contractor for construction of the project.

"Cost Effective Analysis" means a comparison of the relative cost-efficiencies of two or more potential ways of solving a water quality problem as described in Chapter 173-98-730 WAC.

"Defease" or "Defeasance" means the setting aside in escrow or other special fund or account of sufficient investments and money dedicated to pay all principal of and interest on all or a portion of an obligation as it comes due.

"Effective Date" means the earliest date on which eligible costs may be incurred.

"Effective Interest Rate" means the total interest rate established by Ecology that includes the Administrative Charge.

"Estimated Loan Amount" means the initial amount of funds loaned to the RECIPIENT.

"Estimated Loan Repayment Schedule" means the schedule of loan repayments over the term of the loan based on the Estimated Loan Amount.

"Equivalency" means projects designated by ECOLOGY to meet additional federal requirements.

"Expiration Date" means the latest date on which eligible costs may be incurred.

# General Information & Important Dates

- **Effective Date:** First date that eligible project costs can be reimbursed
- **Expiration Date:** Last date that eligible project costs can be reimbursed
- **Initiation of Operation Date:** The date that the facility can be used for its intended purpose *(Construction only)*
- **Loan Repayment:** Begins one year from the Expiration Date *or* one year from the Initiation of Operation Date, whichever comes first

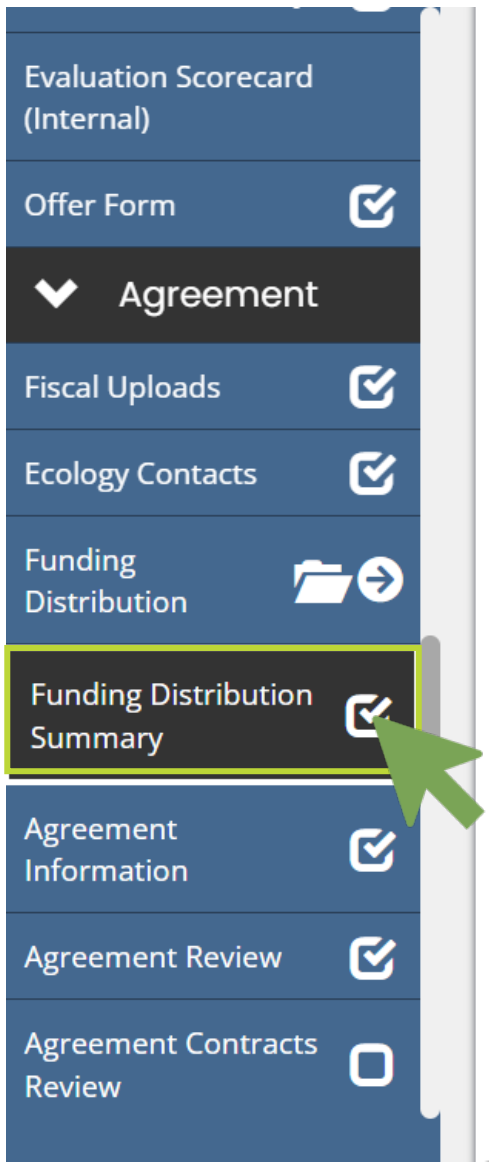
# Scope of Work

- Uses template language
- Describes what will be accomplished in the project by task, for example…
  - Project design
  - Construction management
  - Construction
- Each task has corresponding deliverables
- A project/task is not considered complete until all deliverables have been received by Ecology
- Scope must be completed between the agreement Effective and Expiration Dates to be eligible for reimbursement

# Funding Distributions and Budget

- May have multiple funding sources
  - *State Revolving Fund Standard Loan*
  - *Forgivable Principal*
  - *Centennial Grant*
  - *Puget Sound Nutrient Reduction Grant*
- Each funding source is established as a separate Funding Distribution in EAGL
- Review your Ecology offer for specific funding allocations
- Funding distribution and budget will be finalized during negotiation by the PM team (Ecology Financial Manager & Project Manager, Recipient)
- Additional funds *may* be available for bid overruns or change orders

# Funding Distribution Summary




By Task Funding Distribution

| Task Title | SRF Loan (State) | SRF Forgivable Principal | Total |
|---|---|---|---|
| Grant and Loan Administration | $ - | $ - | $0.00 |
| Project Design | $627,500.00 | $627,500.00 | $1,255,000.00 |
| Total | $627,500.00 | $627,500.00 | $1,255,000.00 |

Recipient/Ecology Share

| Funding Distribution | Recipient Match % | Recipient Share | Ecology Share | Total |
|---|---|---|---|---|
| SRF Loan (State) | 0.00% | $0.00 | $627,500.00 | $627,500.00 |
| SRF Forgivable Principal | 0.00% | $0.00 | $627,500.00 | $627,500.00 |
| Total | | $0.00 | $1,255,000.00 | $1,255,000.00 |

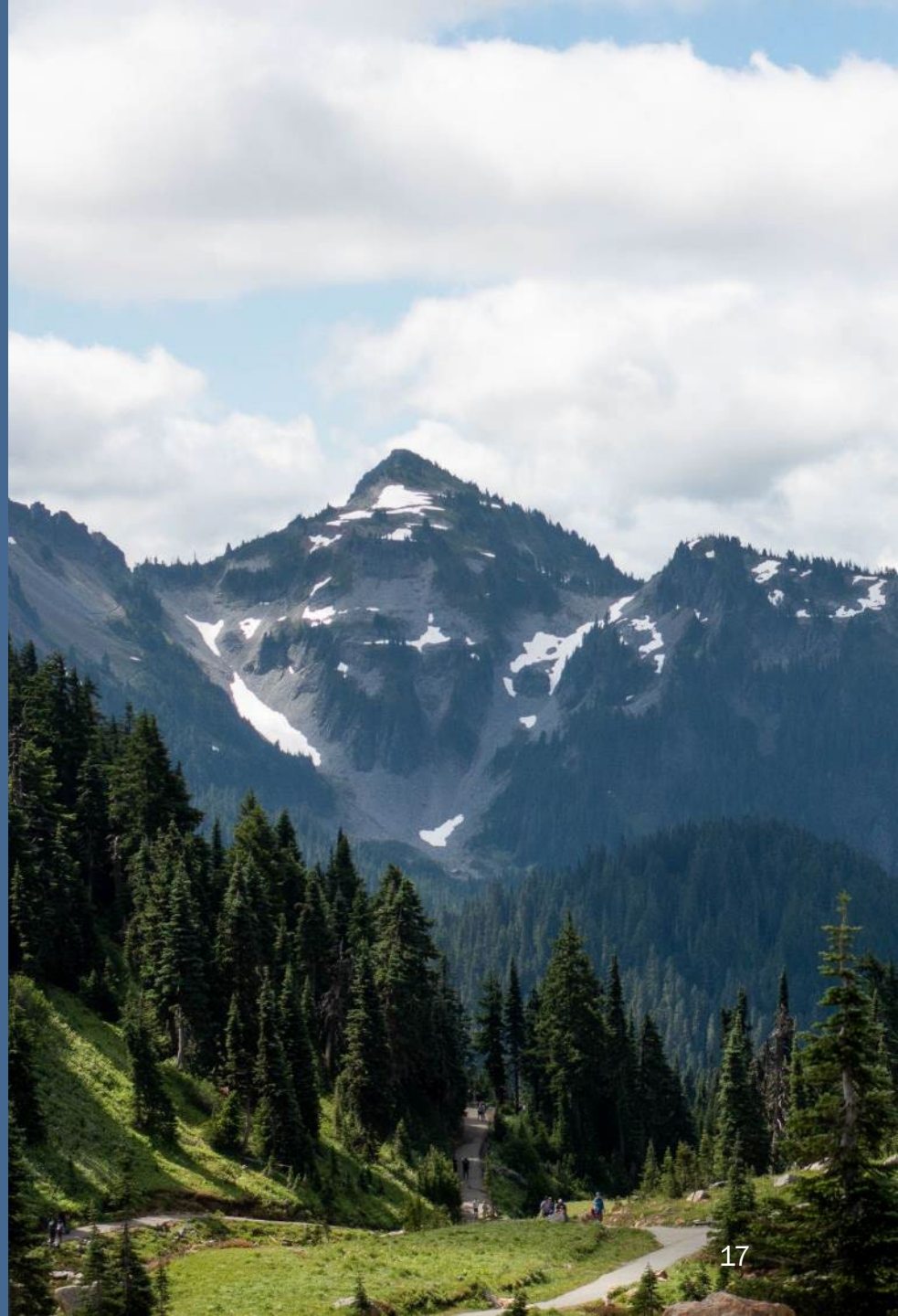
| Total Eligible Costs | Ecology Share | Recipient Share |
|---|---|---|
| $1,255,000.00 | $1,255,000.00 | $0.00 |

# Terms and Conditions

- 24 Pages of Terms and Conditions. *Not all may apply to you!*
- Headings can help you find the conditions that apply to your project
  - Unsure what applies to you? Ask your Ecology Financial or Project Manager!
- Preview the WQ Terms and Conditions in the FY27 Funding Guidelines
- Signed agreements are available in EAGL

# Negotiation Process

Step-by-Step



# Steps of Agreement Negotiation

1. **Ecology Internal Meeting:** Ecology staff meet to discuss the application information
2. **Initial Contact with Ecology:** Ecology Project Manager contacts recipient to update project information and draft agreement
3. **Kickoff Meeting:** Ecology Project Manager sets up meeting with recipient contacts
4. **Ecology Review:** Ecology Financial Manager finalizes draft agreement and routes
5. **Recipient Review:** Recipient reviews agreement and makes sure that prerequisite requirements are met
6. **Signatures:** Recipient and Ecology sign agreement electronically

# Pre-requisites (Documents and forms required prior to Ecology signature)

- **Financial Capability Assessment** – Ecology initiates
- **Opinion of Legal Counsel** – Form on Ecology website
- **Ordinance or Resolution authorizing loan**
- **Fiscal Sustainability Plan Certification** – Form in EAGL
- **Cost and Effectiveness Analysis Certification** – Form in EAGL
- **CWSRF Initial Data Reporting Form** – Form in EAGL
- **Federal Accountability and Transparency Act Form** – *Equivalency projects only, does not apply to all recipients*

# Other Pre-requisites

- **Growth Management Act** (GMA) compliant
- **State Environmental Review Process** (SERP) complete prior to agreement execution for Step 3 Construction projects
- **Cultural Resources Review** complete prior to any ground disturbing activities
- Additional requirements will be discussed in the afternoon session
- Agreements *should* be signed by January 31, 2027

# Negotiation Timeline

## July:
### Final Offer List Published

Ecology Project Manager contacts recipient

## Aug – Oct:
### Kickoff Meetings

Project details negotiated, agreement reviewed by Ecology and recipient

## Sept – Nov:
### Signature Process Initiated

Agreement sent out for signature using DocuSign

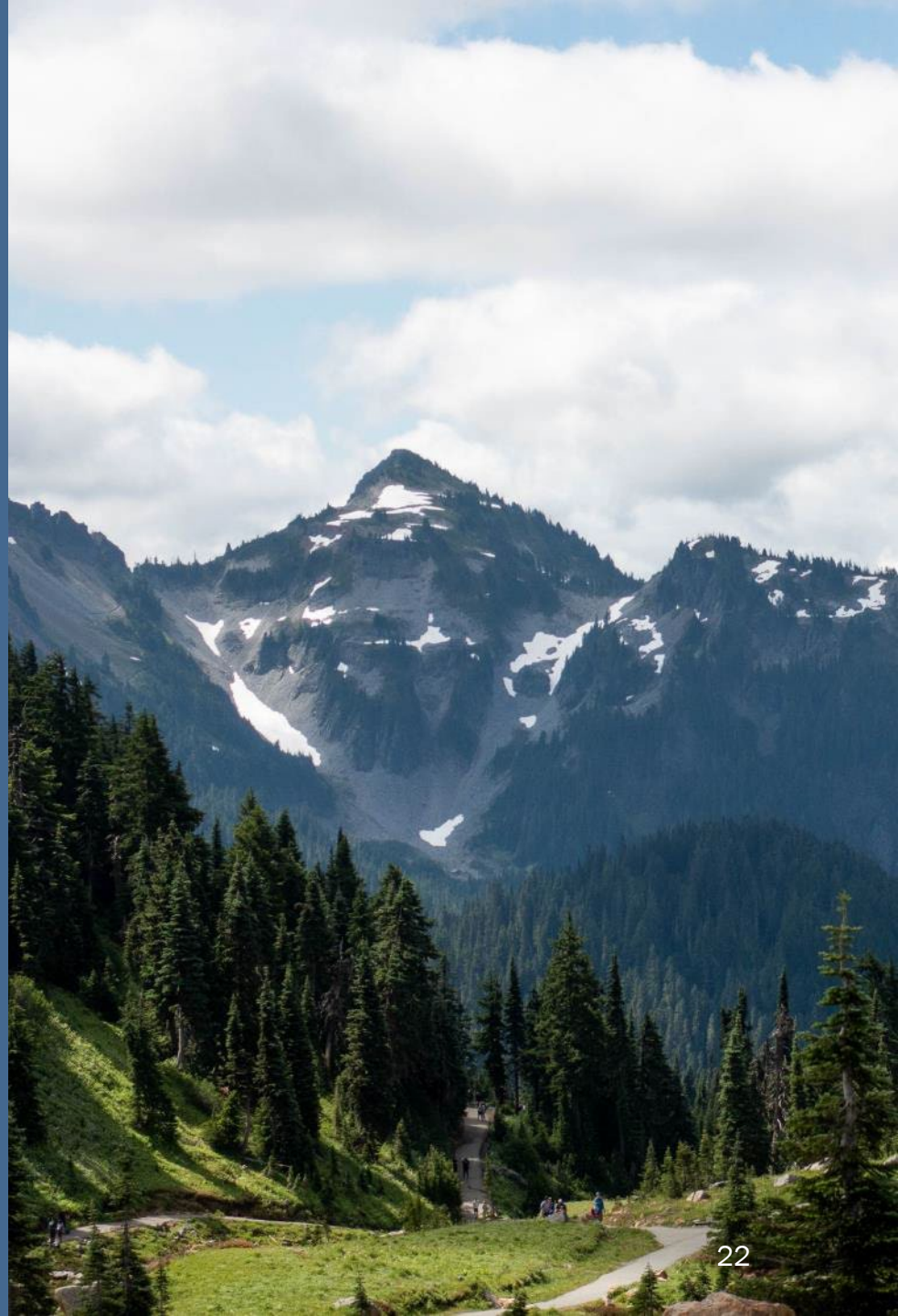
## Nov – Jan:
### Agreements Executed

Signed agreement sent to recipient and activated in EAGL system

*Things to watch out for:* GMA compliance, EAGL/SAW registration, required forms not filled out in EAGL, Opinion of Legal Counsel & resolution

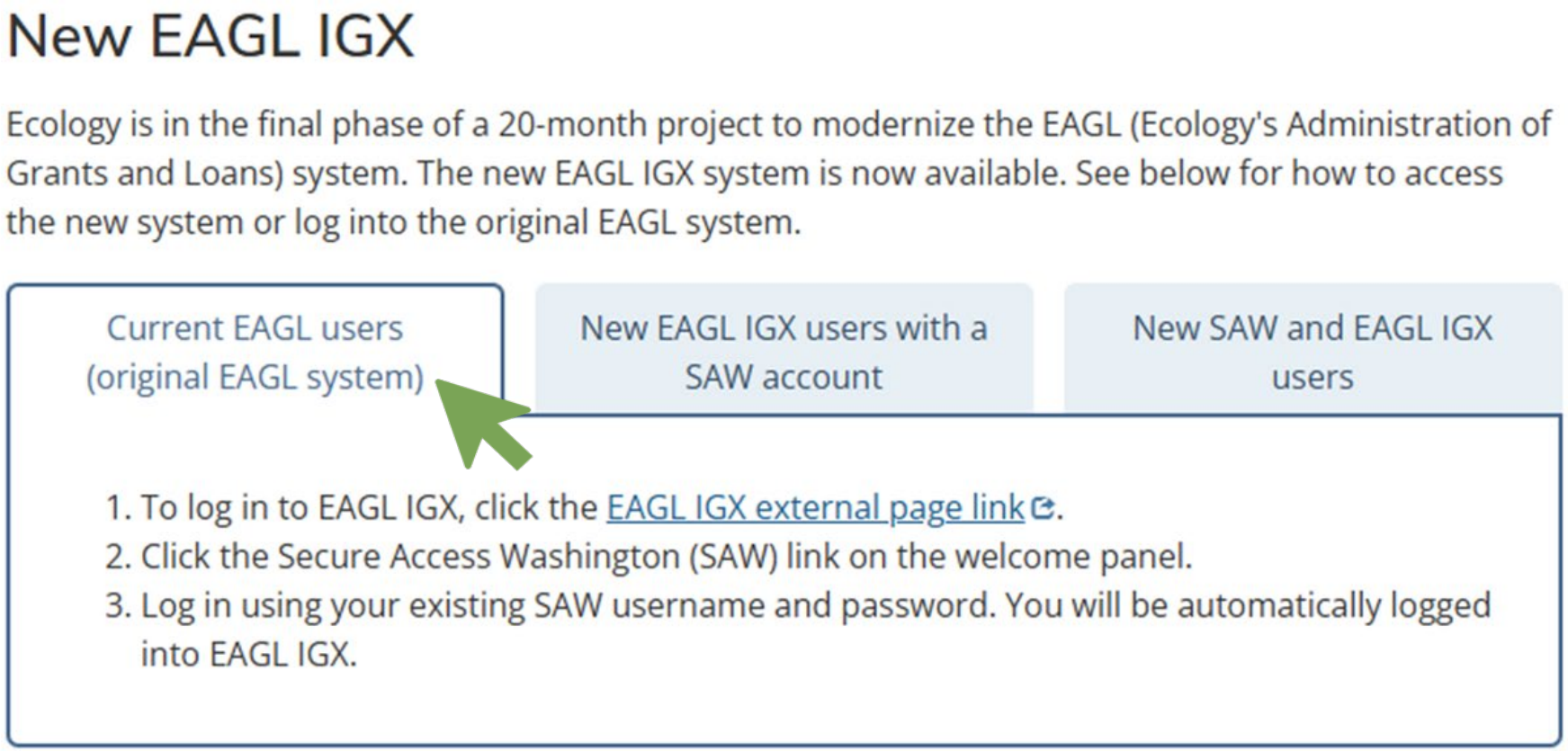
# EAGL & SAW Registration

https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans



# Who needs access to EAGL?

- Project Managers
- Authorized Signatories
- Authorized Officials
- Billing Contacts



## New EAGL IGX

Ecology is in the final phase of a 20-month project to modernize the EAGL (Ecology's Administration of Grants and Loans) system. The new EAGL IGX system is now available. See below for how to access the new system or log into the original EAGL system.

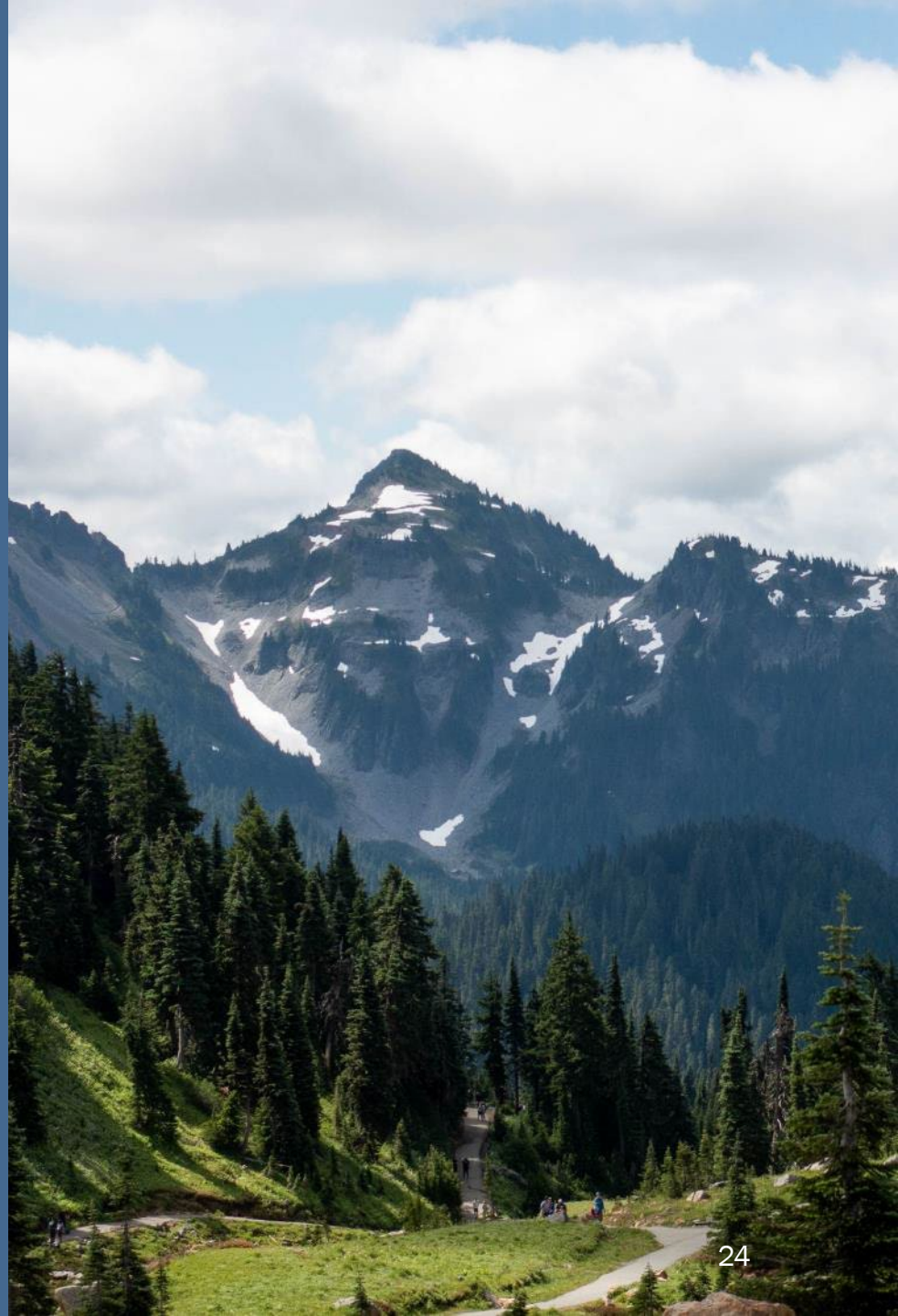
Current EAGL users (original EAGL system) | New EAGL IGX users with a SAW account | New SAW and EAGL IGX users

1. To log in to EAGL IGX, click the EAGL IGX external page link.
2. Click the Secure Access Washington (SAW) link on the welcome panel.
3. Log in using your existing SAW username and password. You will be automatically logged into EAGL IGX.

*EAGL Grant & Loan Webpage*
https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans

# Signature Process

Using DocuSign



# Signature Process

1. **Agreement Requires Signature**: Ecology Financial Manager (FM) changes status of agreement in EAGL
2. **Ecology Notifies Recipient:** Ecology FM notifies recipient that Authorized Signatory will receive Agreement via Docusign
3. **Recipient Signs Agreement:** Authorized Signatory receives email from DocuSign with instructions for how to electronically sign
4. **Ecology Signs Agreement:** DocuSign automatically routes agreement to Ecology for signature
5. **Agreement Executed:** Ecology FM uploads signed agreement to EAGL and changes EAGL status

# Other Agreement Signing Notes

- Additional Signatories can be added
  - Additional Signatories do not need a SAW/EAGL account
- Amendment signing follows the same process
- Payment Request/Progress Reports (PRPRs) can be submitted once EAGL status is changed to Agreement Active

# Questions?

## Ecology's vision and mission

### Our Mission

To protect, preserve, and enhance Washington's environment for current and future generations.

### Our Vision

Our innovative partnerships protect and sustain healthy land, air, and water in harmony with a strong economy.

# Thank you!

Jeanna Ridner

Jeanna.ridner@ecy.wa.gov

(360) 628-4918