

7/1/15

City of Burien, Washington City Hall Contract Routing Sheet

Name of Contracting Party: Washington State Dept. of Ecology

Project Name/Description: Moshier Park Stormwater Retrofit Grant - Funding Guidelines

Contract Amount: \$ N/A - Funding Guidelines for Water Quality Grants

Type of Contract: (Includes Agreements, Grants, Interlocals, Leases, MOUs, etc.)

<input type="checkbox"/> <u>Architectural/Engineering</u> <input type="checkbox"/> From MSRC Engineering Roster <input type="checkbox"/> RFQ Process Done	<input type="checkbox"/> <u>Construction/Public Works</u> <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$35,000) <input type="checkbox"/> From MRSC Small Works Roster (\$35,000 to \$300,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$300,000) <input type="checkbox"/> Other: <u>Sole Source - Emergency</u>	<input type="checkbox"/> <u>Grant</u> <input type="checkbox"/> <u>Lease</u> <input checked="" type="checkbox"/> <u>Other:</u> <u>Funding Guidelines</u> <input type="checkbox"/> <u>Contract Amendment to Contract No.</u> _____
<input type="checkbox"/> <u>Consulting/Services</u> (Non-Engineering)		
<input type="checkbox"/> <u>Human Svcs/Arts&Culture</u>		

Is this contract authorized in the current year's budget? Yes No

If budgeted, list Fund/Dept.: Parks CIP- Moshier Park Restroom-Field Improvements

Page # in Budget: _____ Budget line item amount: _____

BARS Account Number: _____

CONTRACT ROUTING INSTRUCTIONS:

Contract Manager Directions/Review: _____ Date: _____

- Draft contract, get contract file checklist items
- Prepare Contract Package (Contract Routing Sheet, contract, and checklist items)
- Obtain Dept. Director Approval _____ Date: _____

Legal Dept. Directions/Review: _____ Date: _____

- Review insurance
- Review of City Attorney (non-routine contracts)

Finance Dept. Directions/Review: Spleming Date: 6-27-16

- Review contract budget/administrative review.

City Manager Review if over \$25,000: _____ Date: _____

- Return Contract Package to Finance Dept.

Contract Manager Directions:

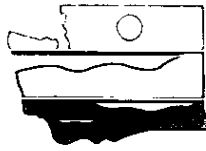
- Obtain signatures on contract.
- Provide fully signed copy of contract to other party.
- Make copy of contract for own files, if desired.
- Return original Contract Package to Finance Dept.

Finance Dept. Directions:

- Assign contract number.
- Provide contract number to Contract Manager.
- Provide Contract Package to Scanner.

<p>Contract File Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> W-9 Taxpayer ID Form <input type="checkbox"/> Burien Business License# _____ <input type="checkbox"/> Insurance Certificate <input type="checkbox"/> Bids, if applicable <input type="checkbox"/> N/A <input type="checkbox"/> Contract Fully Signed

Contract # 4589
support



DEPARTMENT OF
ECOLOGY
State of Washington

Funding Guidelines State Fiscal Year 2016

Water Quality Financial Assistance

Centennial Clean Water Program

Clean Water Act Section 319 Program

Stormwater Financial Assistance Program

*Washington State Water Pollution Control
Revolving Fund Program*

August 2014
Publication no. 14-10-045

Lori -

I attached 2
pages that show
this agreement
is backdated
because the legislation
allows us to charge
back to 2015. lin

Once the agreement is signed by Ecology, a fully executed original will be returned to the recipient. The *applicant* becomes the *recipient* once the agreement is signed.

Agreement management

Incurring eligible costs

The *effective date* is the earliest date on which eligible costs may be incurred. The effective date is negotiated between the applicant and Project Management Team during agreement development.

Unless explicitly stated by the State Legislature in a budget appropriation, the effective date for grants cannot be before beginning of the state fiscal year, which occurs July 1.

The effective date for Revolving Fund loans can go back to the beginning of the project if appropriate (see the Interim Refinance subsection in Chapter 2).

The applicant may incur project costs on and after the effective date and before Ecology's signature of the final agreement, but expenditures cannot be reimbursed until the agreement has been signed by Ecology's Water Quality Program Manager. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

Important dates

The time limits for starting and ending projects are based on the publication date of the Final List that identifies the project for funding.

The funding agreement for the project must be signed by both parties no later than seven months after the publication date of the Final List. Generally this means January 31 of the year following the publication of the Final List.

Actual work on the project should begin no later than 10 months after the publication date of the Final List. Generally this means April 30 of the year following the publication of the Final List.

The *expiration date* (of an agreement or amendment) is the last date on which costs may be incurred and be considered eligible. The *project completion date* is the date specified in the agreement as that on which the Scope of Work will be fully completed. Both dates are negotiated between the applicant and the Project Management Team.

The *initiation of operation date* applies to facilities construction projects. It is the actual date that a facility starts operation or can be used for its intended purpose. This date may occur prior to final inspection. Ecology will determine the initiation of operation date after consultation with the recipient. This date may be the same as the project completion date, or it may be earlier. The initiation of operation date triggers the start of the one-year loan repayment grace period. If the project completion date occurs before the initiation of operation date, the start of the one-year loan repayment grace period starts with the project completion date.