Application Instructions for the
2023-25 Ramp Litter Cleanup Program

**Solid Waste Management's guidance for using
Ecology's Administration of Grants & Loans System (EAGL)
to apply for Ramp Litter Cleanup Program (RLCP) funds**

For the

Solid Waste Management Program

**Washington State Department of Ecology
Olympia, Washington**

Publication Information

This document is available on the Department of Ecology's website at:
https://apps.ecology.wa.gov/publications/summarypages/2307043.html[1]

Related Information

[Publication 23-07-041[2]: CLCP Funding Guidelines 2023-25](https://apps.ecology.wa.gov/publications/SummaryPages/2307041.html)

Contact Information

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P.O. Box 47600
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Website[3]: [Washington State Department of Ecology](www.ecology.wa.gov/contact)

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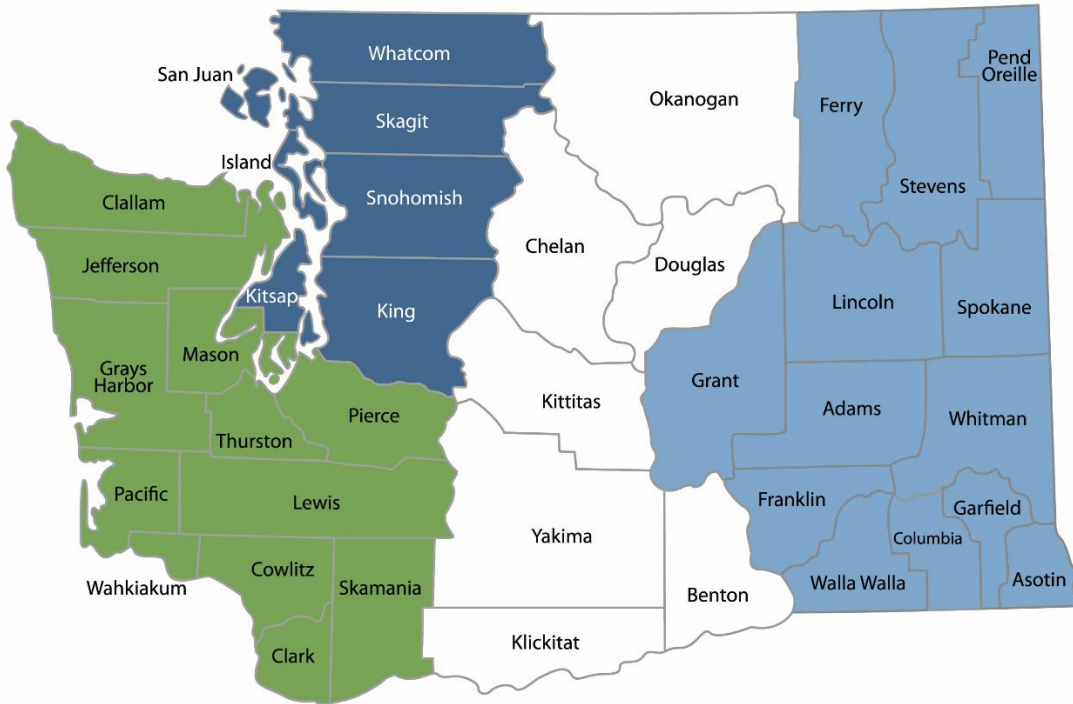
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[1] https://apps.ecology.wa.gov/publications/summarypages/2307043.html
[2] https://apps.ecology.wa.gov/publications/SummaryPages/2307041.html
[3] www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served

| Southwest Region 360-407-6300 | Northwest Region 206-594-0000 | Central Region 509-575-2490 | Eastern Region 509-329-3400 |

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	P.O. Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 North Monroe Spokane, WA 99205	509-329-3400
Headquarters	Statewide	P.O. Box 46700 Olympia, WA 98504	360-407-6000

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DEPARTMENT OF
ECOLOGY
State of Washington

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Introduction

The Ramp Litter Cleanup Program (RLCP) through the Washington State Department of Ecology assists local governments with funding for litter cleanup activities on state ramps located within the jurisdiction of the local government. RLCP was established by SB5040, the Welcome to Washington Act, in the 2021 legislative session and is now codified in RCW 70A.200.190(3).

Ecology designed these grant application instructions for users planning to submit a RLCP application for the 2023-25 biennium in Ecology's Administration of Grants and Loans (EAGL) system. This document supplements Ecology's broader guidance in the EAGL External Users' Manual[4] and the Administrative Requirements for Recipients of Ecology's Grants and Loans (Yellow Book)[5].

If you have questions about the grant program, see the funding program guidelines for the 2023-25 Community Litter Cleanup Program[6] or visit Ecology's webpage[7].

Please contact the Grant Manager in your region, or headquarters staff, if you have any questions about the application process.

Grant Manager Contacts

Southwest Regional Office, Olympia

Interim, Kelsey Dunne - (360) 485-8378

kelsey.dunne@ecy.wa.gov

Eastern Regional Office, Spokane

Ryan Plouse - (509) 951-2132

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[4] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html
[5] https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html
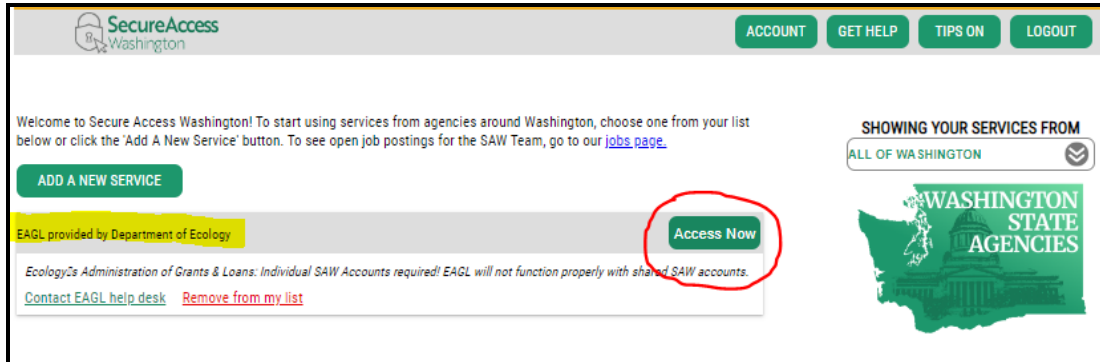[6] https://apps.ecology.wa.gov/publications/SummaryPages/2307005.html
[7] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Community-litter-cleanup-grants

Getting Started in EAGL

Accessing EAGL

Current EAGL users

Log in to your Secure Access Washington (SAW) account.[8] Access EAGL by selecting the Access Now button.

Screenshot 1 Accessing EAGL in SAW

New SAW or EAGL users

If you do not already have one, you must create a Secure Access Washington (SAW) account. You may not "share" a SAW account with another person or organization. You also need to complete an EAGL registration form through SAW. Please see detailed instructions on our website -- including a how-to video for registering as a new SAW and/or EAGL user[9].

After you have a SAW account and your EAGL registration is approved by Ecology EAGL staff, you can access EAGL provided by the Department of Ecology through Secure Access Washington. Please be aware it may take up to three business days for Ecology EAGL staff to approve your EAGL registration.

The first person to register your organization in EAGL is assigned by EAGL staff the role of "Authorized Official". For subsequent EAGL registrations under your organization, the system auto-generates an email notifying the Authorized Official(s) that you are a new user. Before you can access Applications/Agreements and subdocuments, an Authorized Official must first activate you and assign your role for each application/agreement and subdocuments you need to access.

Training materials and guidance documents

Training materials, such as the [EAGL External User's Manual](#)[10], are in EAGL under the **My Training Materials** link at the top right of the screen on the homepage. You should familiarize yourself with this document. It has additional step-by-step instructions, important system requirements, and tips for navigating EAGL. Please be sure to read the 2023-25 [CLCP funding guidelines](#) [11]and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](#))[12] before starting the application process.

Screenshot 2 My Training Materials link

Important tips for navigating EAGL

1. **Open EAGL using one of these web browsers**. We do not recommend using Internet Explorer with EAGL.
   o Google Chrome
   o Edge Chromium
   o Mozilla Firefox
   o Safari
2. **EAGL is not available from 2:00 p.m. to 3:00 p.m. on Mondays.**
   o This is EAGL's scheduled maintenance time. Make sure to save your work and exit the system prior to this time to avoid losing data.
3. **Save often!**
   o For network security purposes, both SAW and EAGL have timeout features based on inactivity.
      ▪ When SAW times out after inactivity, data entered to that point should not be lost. The system will prompt you to re-enter your Username and Password.
      ▪ When EAGL times out due to inactivity, unsaved data will be lost. Frequently save your work using the SAVE button in EAGL.
4. **There is no logout feature in EAGL.**
   o If you are interrupted or need to leave in the middle of filling out your application, hit the save button located at the top right of the application form and then exit.

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[10] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html
[11] https://apps.ecology.wa.gov/publications/SummaryPages/2307005.html
[12] https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html

Exit the system from the Menu bar by selecting the "File" drop-down menu and Exit, or simply click the "X" in the upper right corner of the screen.

5. **Write down your system generated Document Information number.**
   o You can use the last three digits to search for your Application/Agreement later.

6. **The back button does not work in EAGL.**
   o Using the back button in EAGL or your browser may result in losing information. Instead, select your Document Information number to return to the Application Menu screen.

7. **Remove formatting before copying and pasting text into EAGL.**
   o The EAGL system does not easily read formatted text or special characters. For best results, type directly into the textboxes or cut and paste your text from Notepad or a Word document (saved as plain text) into the application's textboxes. Notepad is a Windows Accessory found in the "Start" button list.

8. **Check your spelling.**
   o EAGL is not a word processing application. You must manually check for typos and grammar. Pay particular attention to email addresses. Web browsers have built-in spell check tools that should work with EAGL.

9. **Red asterisk (*).**
   o This indicates that the field is required. The system will generate an error notice at the top of the page in orange font if you try to submit an application with errors or missing information.

10. **Question mark icon.**
    o A blue circle with a white question mark in the middle indicates more information is available. Hovering over it displays instructions.

11. **Global errors icon.**
    o A red stop sign symbol with a white hand in the middle indicates an error. After you fill out your Application Form, you can run the Check Global Errors command. This button is located at the top right on each application form.
    o If you do get global errors, the message provides links to the forms that you need to fix. Go to the form in the error message, edit it, and re-save the form. Sometimes you simply need to visit a form to clear the error message.

Screenshot 3 Check for Global Errors

Beginning an EAGL Application

Locating the RLCP funding opportunity

On the **My Home** page in EAGL, Authorized Officials can find grant opportunities by clicking on the **View Opportunities** button.

If you do not see the **View Available Opportunities** section, you likely have a system role that does not allow you to start or submit applications. An Authorized Official in your organization is responsible for changing the roles for others within the organization. You can also contact your Regional Grant Manager for help modifying your role.

Screenshot 4 Locating RLCP funding opportunity

After selecting the **View Opportunities** button, the **My Opportunities** page loads. This is where you can filter for the RLCP funding opportunity. Simply enter litter as the document instance and click filter. Remember not to use the back button in EAGL because it does not work.

Screenshot 5 Filter to quickly find the RLCP application

Applying for RLCP funds

After filtering, you should see information about the Solid Waste Management Ramp Litter Cleanup Program. The system is set to only allow your organization one application. If your organization needs a second application, contact your grant manager.

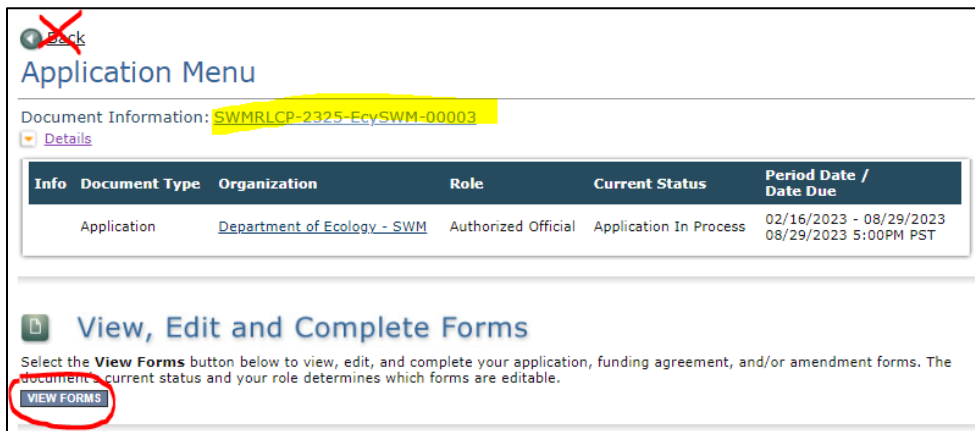Select **Apply Now** at the bottom.

Screenshot 6 Select the Apply Now to initiate an RLCP application

Application menu

You have now entered the application process. The system automatically assigned you a **Document Information Number**. In the screenshot below, you can see the number under **Application Menu** at the top of the page. This is your application number. It may be helpful to write this number down for later.

From the **Application Menu** page, you can view your role and the status of your application. If you are funded, this will also be your grant number. In the screenshot below, the person's role is **Authorized Official,** and the application status is "**in Process**".

To complete your application from the **Application Menu**, go to the **View, Edit, and Complete Forms** section. Select the **View Forms** button.

Screenshot 7 Capture your application number for future access

After clicking the **View Forms** button, you should be on the **Application Menu-Forms** screen. A convenient link to the RLCP Guidelines and these application instructions are located on this screen.

Starting with **General Information**, click on each of the **Application Forms** in the list and fill out the required fields. Save often while working!

You can return to the **Application Menu** from any screen by selecting your **Document Information Number**.
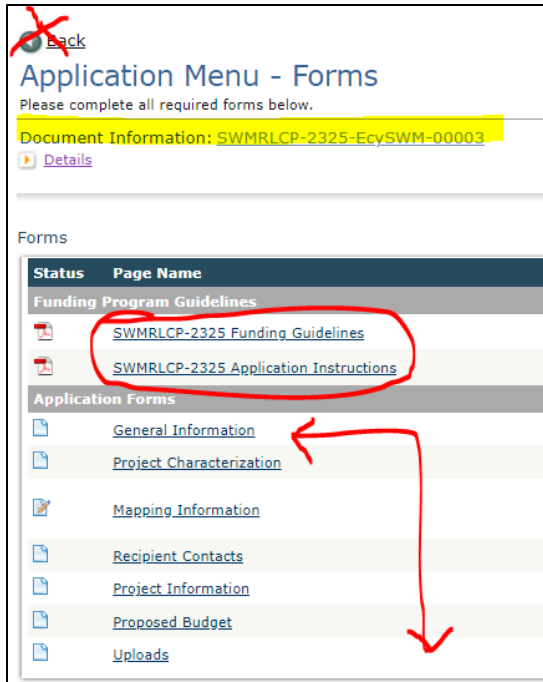
Screenshot 8 Reference documents and application forms

If a form is not complete when you select **Save**, a page error message will show at the top of the form. Don't worry if you see this error message. EAGL will still save your work and allow you to finish the form later.

Screenshot 9 Example of a page error

How to search for your application

If you don't complete the application in one session, you can search for the application when you return to EAGL. You have a couple different options.

"My Applications"

Select **My Applications** in the top menu to take you to that screen. Simply click on the **Search** button with no criteria added. This gives you a list of applications associated with your agency.
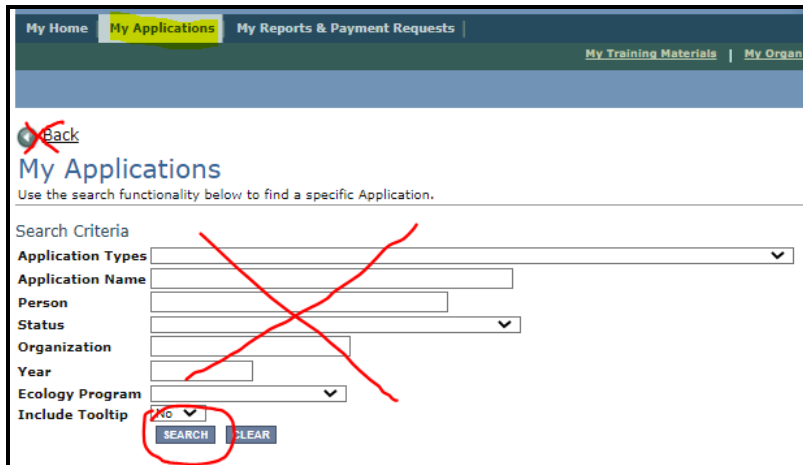
Screenshot 10 Easiest way to search for an application in process

A list of applications associated with your organization appears on the same page below in the Search Results. From there, find your **Document Information Number** under the **Name** column.

If there are too many results, enter the last three digits of your **Document Information Number** as the **Application Name** in the Search Criteria and select **Search** again.
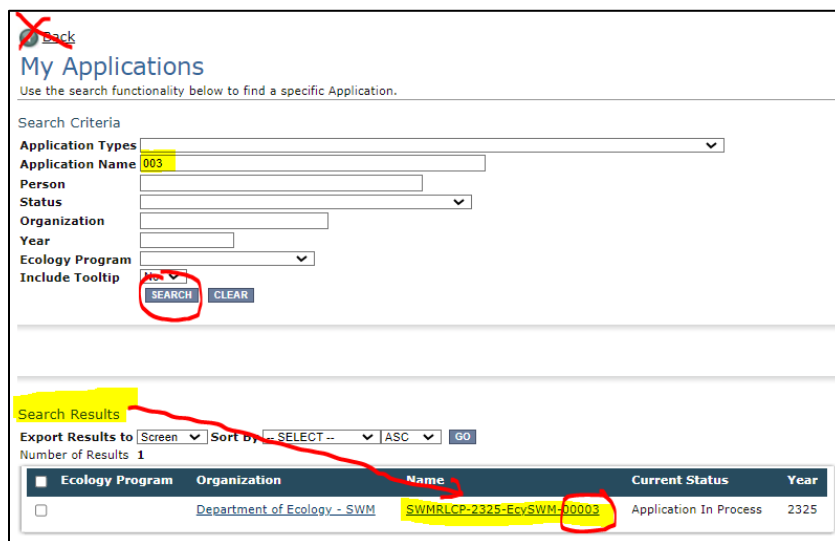
Screenshot 11 Narrow the search results

"My Tasks"

If you are the Authorized Official and your application is still in process, you can access your application through **My Tasks** on your EAGL homepage. Open your tasks list and select your application number under the **Name** column.
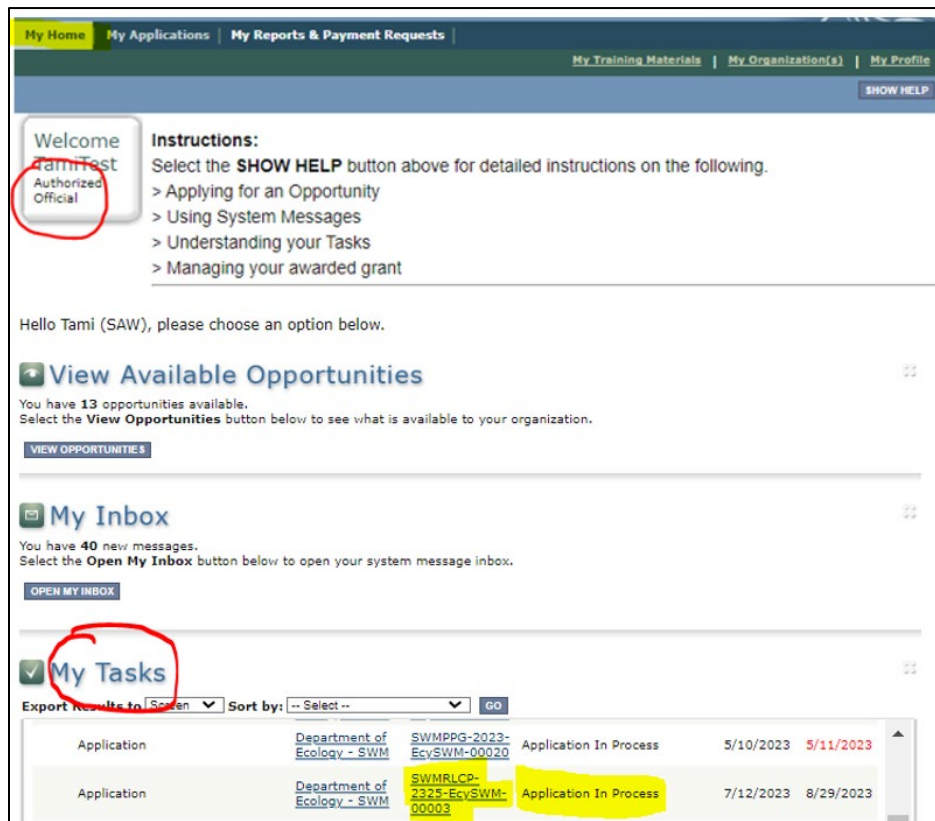
Screenshot 12 Another search option for an application in process

Application Forms

This section describes the forms found on the **Application Menu-Forms** page and instructions for filling them out. Remember to type or paste all content in the application forms in plain text and do not use special characters.

If you get lost navigating the various EAGL forms, select your **Document Information Number** at the top of the page to return to the **Application Menu.** Then select **View Forms** to see the list of **Application Forms**.

At the bottom of each form are **Navigation Links**. These allow you to move between forms easier. After completing one form, continue to the next form in the list.

Remember to **Save** your work often and do not use the back-button in EAGL. You can hover your cursor over the icon that is a white question mark in a blue circle for more instructions.

General information

The **General Information** form is first in the list of **Application Forms**. Please fill this out completely. For RLCP there are only a few fields to complete:

- **Project Title.**
  - Enter your organization's name as it appears in EAGL.
- **Total Cost.**
  - Enter your best guess as the total cost of all the work to implement your project over the two-year grant period especially if it is more than the grant award.
- **Total Eligible Cost.**
  - RLCP limits the amount per application to $60,000. Enter the amount you are requesting not to exceed $60,000. Please do not request more than you can spend in the grant period.

Project characterization

Use the drop-down menu to select primary and secondary themes for the project type. Ecology's Administration of Grants and Loans (EAGL) Map[13] displays this information for the public. This interactive statewide map shares information on Ecology funded projects during a grant's life cycle and after it is closed.

- **Primary Theme:** Solid Waste
- **Secondary Theme:** Litter pickup
- **Project Website**: Optional, enter if available
- **Save the form.**

Mapping information

Ignore the instructions on the **Mapping Information** form. Instead, follow these simple instructions:

Click on the **Add/Modify Location(s)** button to go to the map.

1. Look for the **Define project area by county** drop-down box and select your county.
2. Click **Add**. This highlights your county on the map.
3. Click **Next**. It will auto-fill the statistics.
4. Click **Save**. This takes you back to the Mapping Information form and the map is checked out to you.
5. Click **Save** again to check-in the map.

The person that has the map checked out is the only one that can check it back in. To check-in the map, the person who has it checked-out must access the form and click on the "save"

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[13] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map

button at the top of the **Mapping Information** form to check it in. Look above the large blue "Add/Modify Location(s) button to see if the map is checked out.

Recipient contacts

To appear in the drop-down list in this form, your organization's contacts must have a Secure Access Washington (SAW) account and an Ecology approved EAGL registration. You can identify the same person for multiple roles.

The project manager and billing contact are the points of contact during the life of the grant agreement. You can update them as needed. You must have at least one signatory registered in EAGL. This person is the Authorized Signatory contact and shows up as the first signature block on the agreement.

Select the appropriate person for each contact from the drop-down lists. If they are not listed, it means they do not have an approved EAGL registration.

- Project Manager
- Authorized Signatory
- Billing Contact

Other recipient signatures on printed agreement

You can add additional signatories at the bottom of the form. Additional signatories are not required to register in EAGL. The system will populate a signature block under the Authorized Signatory's block on the final grant document for each additional name/title you enter.

Screenshot 13 Add additional signatures to the final grant agreement

Project information

RLCP is a competitive funding opportunity. The information you provide in this form will be used to evaluate and score your project. To the best of your ability, complete each field. For information that may help your application score well, see Part IV Application and Screening in the RLCP Guidelines.

- **Amount of Funds Requested:** The amount entered here should equal the amount you entered on the General Information form for Total Eligible Cost and cannot exceed $60,000. It should also be the same as the total of all Cost Categories under Ecology Funds Requested on the Proposed Budget form.

    Please only apply for an amount you know you can spend in the biennium.

- **Goal Statement:** What do you hope to achieve as a result of the work?

- **Project Description:** Identify all partners in the project and the roles they play. Also, demonstrate readiness to proceed in detailing how each phase of the project will occur, include collection, schedule, frequency of cleaning, transport, disposal, etc. Describe how you will coordinate with other litter control groups (EYC, WSDOT, WDOC).

- **Eligible Costs:** List the costs you anticipate the grant will cover, such as staff time, contractors, etc. Do not identify the amounts on this form, those will be captured on the Proposed Budget form.

- **Community Support:** List all partners committed to the project, including contractors, volunteers, and other participants, donated goods, waived tipping fees, etc. These demonstrate the degrees of local cooperation and investment.

- **Estimated / Expected Outcomes / Impacts:** For each measure in the table, enter the total result you anticipate achieving in the grant period with the Task Budget. If you do not anticipate results, enter 0. Ecology recognizes these are only estimates and will expect you to report actual numbers quarterly, as work is performed.

Hours worked	
Miles cleaned *To estimate mileage of ramps, assume each ramp section is ½ mile. In a standard diamond interchange, cleaning the on and off ramps in both directions is equivalent to 4 miles.*	
Pounds of material collected	
Number of ramps cleaned *There are 4 ramps in one diamond interchange.*	
Number of intersections cleaned (if applicable)	
Number of times ramps/interchanges/intersections were cleaned during the reporting period	

Screenshot 14 Enter estimated outcomes for the entire grant period

Proposed budget

The total of all Cost Categories under Ecology Funds Requested should equal the amount you entered on the General Information form for "Total Eligible Cost", and the "Amount of Fund Requested" on the Project Information form and cannot exceed $60,000.

Enter the total cost anticipated in the grant period for Cost Category "Tools/Supplies". If you entered an amount for this cost category under "Ecology Funds Requested", please itemize the tools and or supplies you expect to charge to the grant and estimate their cost in the text box provided.

Uploads

For information about the file types and sizes accepted by EAGL, see page 17 of the [EAGL Users' Manual](#)[14].

Upload anything you feel is relevant to the application and the project. Follow the instructions on the form to add and remove an upload.

Submitting Your Application

Once you have completed all forms, you're ready to submit your application. There are six (6) steps to submit your application.

1. Click on the **Document Information Number** to navigate back to the Application Menu.
2. Click **View Status Options** under the Change the Status heading.
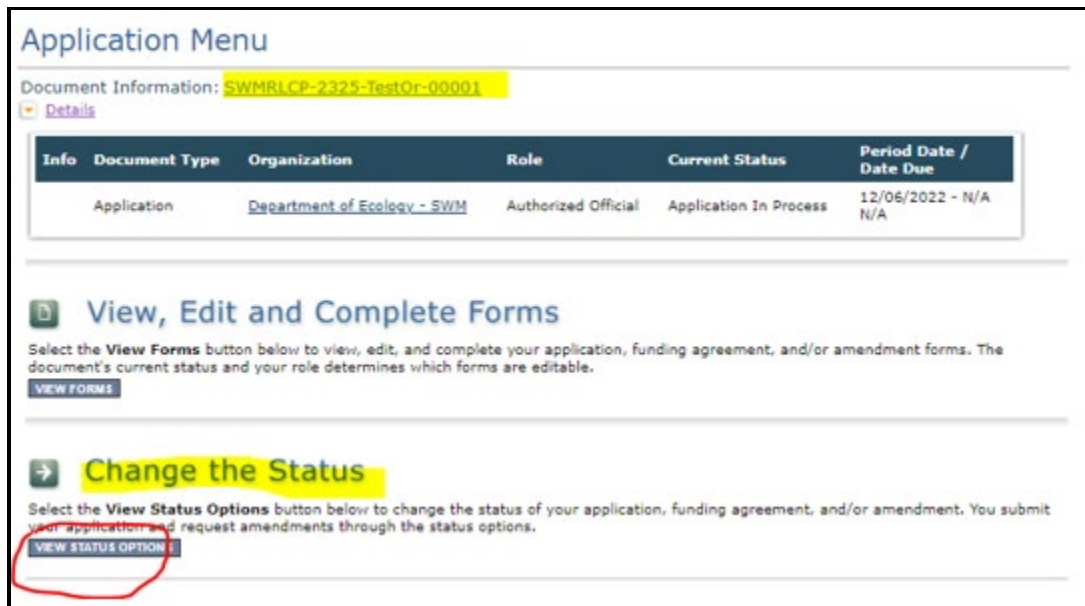
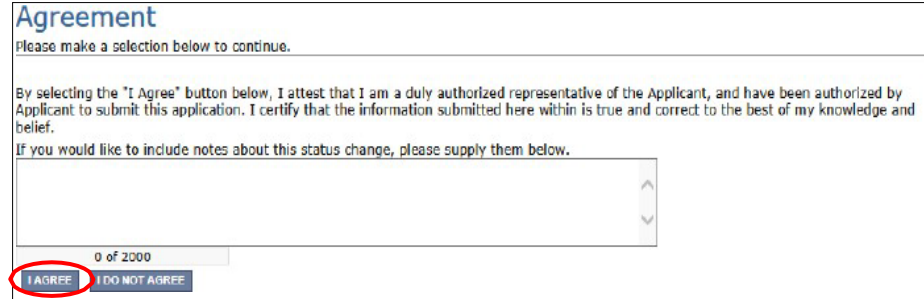Screenshot 15 First step to submit the application

3. On the Application Menu – Status Options page, there are two options:
   o Application Submitted
      ▪ Select Apply Status if you want to continue.
   o Application Cancelled
      ▪ If you accidentally apply this status, contact your grant manager.

[14] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html
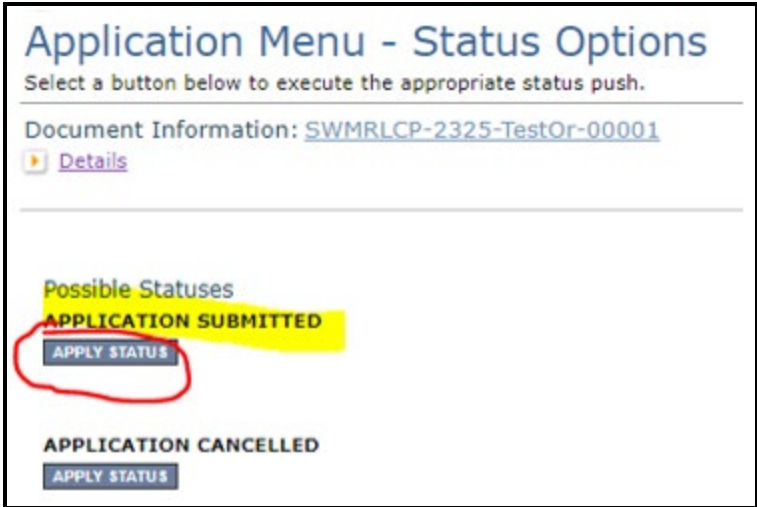
Screenshot 16 First step in submitting the application

4. You're almost there. You must be able to agree to the attestation statement. If you agree, select **I Agree** on the **Agreement** screen. If you do not agree, your application cannot be submitted.

Screenshot 17 Attestation statement is the second step to submitting the application

5. If you get a **Global Errors** message after attempting submission, simply go back to the form that has the error, make the correction, **Save** the form, and then try submitting again. Repeat as needed.
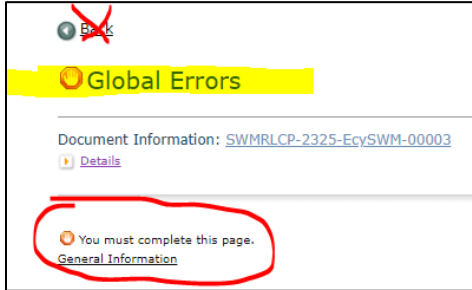
Screenshot 18 Example of Global Errors message

6. **Last step!** To confirm you successfully submitted your application, go to the **Application Menu** and check the **Current Status**.
   o Select your document information number at the top of the screen
   o Expand the purple Details button if it isn't already
   o Find **Current status**, it should indicate Application Submitted. If not, contact your grant manager

Screenshot 19 Final step in submitting an application