# Application Instructions in EAGL

Register in Secure Access Washington (SAW)

To gain access to the EAGL system, you must first register through Secure Access Washington (SAW). Click on this link to get started: <u>EAGL home page</u>

Tips on Navigating the EAGL System

Important points to remember:

- The EAGL system undergoes maintenance every Monday from 2 to 3 p.m. Plan to access EAGL before or after this time on Mondays.

- When the system generates your Document Information: #, write it down so that you can easily search for your application later.

- The Back (**back button**) does not work in the EAGL system. Do NOT use it.

- The EAGL system does not read formatted text. For best results, type directly into text boxes or use Notepad.

- The EAGL system does not have a log out feature. If you are interrupted in the middle of an application, select the SAVE button at the top of the screen, and then close out.

- The EAGL system "times out" for security reasons. Remember to SAVE often to ensure all of your hard work is captured. The SAVE button is at the top of each application form.

For more information on Ecology's Grants & Loans, click: <u>EAGL home page</u>.

Register in Secure Access Washington (SAW)

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

For more information on Ecology's Grants & Loans, click: <u>EAGL home page</u>.

To learn about EAGL Recipient User Guide Instructions, click on My Training Materials located in the green ribbon at the top of any screen in the EAGL system. This guide provides general instructions about features of the EAGL system.

If you have questions or need assistance, your regional financial manager is available to help.

Login to EAGL

SCREEN: My Home

> **You are on the** My Opportunities **screen. Scroll down to find the CPG funding opportunity.**

SCREEN: My Opportunities

You are now on the Application Menu screen. Under View, Edit and Complete Forms, click: **VIEW FORMS** .

SCREEN: Application Menu

Ecology's Administration of Grants & Loans (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests |

My Training Materials | My Organization(s) | My Profile

SHOW HELP

Application Menu

Document Information: W2RCPG-1517-Wave5-00020

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Wave 5 Organization	Authorized Official	Application In Process	N/A - N/A N/A

Write down your **Document Information #** so that you can easily search for it later. Click on it at any time to return to the Application Menu screen.

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Click **VIEW FORMS** under View, Edit and Complete Forms to find the list of forms for this application.

You are now on the Application Menu - Forms screen.

SCREEN: Application Menu – Forms

Click: ▼ Details to view your Role and Current Status. Click again to hide it.

These are links to the CPG guidelines and application instructions.

Application forms. Click on the General Information form.

- You are now on the GENERAL INFORMATION screen. Remember to save often to avoid losing work. If you click SAVE when a form is not yet complete, you will see an error message. Don't worry, you saved your work and you can continue or finish the form later.

- Information from this form appears in the actual grant agreement.

SCREEN: General Information

Ecology's Administration of **Grants & Loans** (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests |

My Training Materials | My Organization(s) | My Profile

SAVE   CHECK GLOBAL ERRORS

Document Information: W2RCPG-1517-Wave5-00020
Details

You are here: > Application Menu > Forms Menu

GENERAL INFORMATION

Instructions:

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

Required fields are marked with an *.

Project Title   *

The Project Title represents the entire grant and shows on the cover page of the agreement. We suggest this naming convention:
2015-17 CPG [recipient name] [grant type]
Examples:
2015-17 CPG Wahkiakum Co IMP
2015-17 CPG Thurston Co PHSS SWE

Project Short Description

Write 1-2 sentences for each task in this application that includes task title, total task cost, type of activity, and expected outcomes.

0 of 500

Project Long Description

This is not a required CPG field. Please leave blank.

0 of 4000

Grant budget: state share plus local match. Numbers only (no symbols or punctuation).

Total Cost $100,000.00 *   Total Eligible Cost $100,000.00 *

Effective Date   07/01/2015 *   Expiration Date   06/30/2017 *

Ecology Program   Waste 2 Resources ▾

Project Category *   ◉ Implementation
                      ○ Solid Waste Enforcement

Choose either IMP or SWE. You cannot apply for both in one application.

Will Environmental Monitoring Data be collected?   No ▾

Click **SAVE** at the top of the screen. If you get an error message, address the error(s) and click **SAVE** again.

On your Navigation Links you will see your Project Category.

Navigation Links

Status	Page Name		Created By	
✏️	General Information		Ramsey, TamiSAW 10/13/2014 12:17:49 PM	Ramsey, TamiSAW 10/13/2014 1:22:31 PM
📄	Recipient Contacts			
📄	Category Specific Task(s) - Implementation			
📄	Task Rollup			
📄	Proof of Coordination			

A pencil shows the form is complete.

If you selected the Project Category Implementation, this form becomes available.

Or if you selected Solid Waste Enforcement, this form becomes available.

Navigation Links

Status	Page Name	Note	Created	
✏️	General Information		Ramsey, Tami 10/13/20__ __7:49 PM	Ramsey, TamiSAW 12/17/2014 3:23:32 PM
✏️	Recipient Contacts		Ramsey, TamiSAW 10/13/2014 1:55:05 PM	
📄	Category Specific Task(s) - Solid Waste Enforcement			
✏️	Task Rollup		Ramsey, TamiSAW 11/10/2014 2:25:48 PM	
✏️	Uploads		Ramsey, TamiSAW 11/10/2014 2:44:35 PM	

All forms have a **SAVE** button located at the top of the screen. Save often to avoid losing your work. Next step: Click on the Recipient Contacts form to complete next.

> You are now on the Recipient Contacts form, regardless of which Project Category you selected.

SCREEN: Recipient Contacts

DEPARTMENT OF **ECOLOGY** State of Washington

Ecology's Administration of **Grants & Loans** (EAGL) **TEST ENVIRONMENT**

My Home | My Applications | My Reports & Payment Requests |

My Training Materials | My Organization(s) | My Profile

SAVE   CHECK GLOBAL ERRORS

Document Information: W2RCPG-1517-Wave5-00020

Details

You are here: > Application Menu > Forms Menu

> A contact must register in SAW and EAGL or they will not be in the drop down list. To register, Click: EAGL home page

RECIPIENT CONTACTS

Instructions:

Please select an individual from your organization for each contact type.
Required fields are marked with an *.
When done, click the SAVE button.

Project Manager   ▼ *

Authorized Signatory   ▼ *

> The same person may be shown as more than one contact type.

Billing Contact   ▼ *

➕ Other recipient signatures on printed agreement

To Add a Row	To Delete a Row
Enter a name and title	In the row you want to delete, remove the information in the Name and Title textboxes
When done, click the **SAVE** button	When done, click the **SAVE** button
After SAVE, a new row will appear	After SAVE, the row will be deleted

Name	Title

> The Name and Title you enter in the fields above will become the signature block on the printed agreement.
> Enter as many signatories as you need (only one must register in EAGL). To enter a signatory, type the Name and Title, and then click SAVE at the top of the page. By clicking SAVE, your entry is accepted and a new row appears. To enter multiple signatories, repeat the process. Continue until you have saved your last Name and Title. You may modify this section any time before it is printed.

> When you are finished adding signatories and have clicked SAVE for the last time, scroll down to Navigation Links to click on the Category Specific Task(s) - form.

You are now on the Category Specific Task(s) - form. Depending on your choice (IMP or SWE), the screen
title may look like this:

SCREEN: CATEGORY SPECIFIC TASK(S) – IMPLEMENTATION

or

SCREEN: CATEGORY SPECIFIC TASK(S) – SOLID WASTE ENFORCEMENT

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
📝	General Information		Ramsey, TamiSAW 10/13/2014 12:17:49 PM	Ramsey, TamiSAW 10/13/2014 1:22:31 PM
📝	Recipient Contacts		Ramsey, TamiSAW 10/13/2014 1:55:05 PM	
📄	Category Specific Task(s) - Implementation			
📄	Task Rollup			
📄	Proof of Coordination			

The Category Specific Task(s) - form is where you identify
the specifics of a task, one form per task.

Answer each question per task. Required fields are marked with an *.
See below on page 18 for information about each field in the application.

All forms have a SAVE button located at the top of the screen. Save often to avoid losing your work.

SCREEN: <u>CATEGORY SPECIFIC TASK(S) – cont.</u>

Applicant will collect the following. Check all that apply.

> **This does not apply to Solid Waste Enforcement tasks.**

☐ Computers/Laptops/TV's
☐ Florescent tubes/bulbs

> **Total of quarterly Expected Costs must equal the Total Task Cost or you'll get an error message!**
> **Enter numbers only, the system will not accept symbols such as a "$" or ",".**

Workplan, Deliverables, Timeline

*Grant Year 1

Jul-Sept Expected Cost	Jul - Sep Workplan, Deliverables and Timeline	Oct - Dec Expected Cost	Oct - Dec Workplan, Deliverables and Timeline	Jan - Mar Expected Cost	De...
$12,500.00	recycling program operations	$12,500.00	recycling program operations	$12,500.00	recyclin...
	28 of 500		28 of 500		

*Grant Year 2

Jul-Sept Expected Cost	Jul - Sep Workplan, Deliverables and Timeline	Oct - Dec Expected Cost	Oct - Dec Workplan, Deliverables and Timeline	Jan - Mar Expected Cost	De...
$12,500.00	recycling program operations	$12,500.00	recycling program operations	$12,500.00	recyclin...
	28 of 500		28 of 500		

> **Scroll to view the entire Workplan.**

> box locations to collect
> ...dia outlets to educate residents
> ...a local hauler to swap out
> ...ch. Other expected costs are
> ...erial.

Oct - Dec Workplan, Deliverables and Timeline	Jan - Mar Expected Cost	Jan - Mar Workplan, Deliverables and Timeline	Apr - Jun Expected Cost	Apr - Jun Workplan, Deliverables and Timeline
...ycling program operations	$12,500.00	recycling program operations	$12,500.00	recycling program operations
28 of 500		28 of 500		28 of 500

Oct - Dec Workplan, Deliverables and Timeline	Jan - Mar Expected Cost	Jan - Mar Workplan, Deliverables and Timeline	Apr - Jun Expected Cost	Apr - Jun Workplan, Deliverables and Timeline
...ycling program operations	$12,500.00	recycling program operations	$12,500.00	recycling program operations
28 of 500		28 of 500		28 of 500

> **To add another task, click the** ADD **button. When done, click the** SAVE **button.**
> **Scroll down to** Navigation Links **and select the next form.**

Form options **for CATEGORY SPECIFIC TASK(S) – SOLID WASTE ENFORCEMENT**

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
✎	General Information		Ramsey, TamiSAW 10/13/2014 12:17:49 PM	Ramsey, TamiSAW 12/17/2014 3:23:32 PM
✎	Recipient Contacts		Ramsey, TamiSAW 10/13/2014 1:55:05 PM	Ramsey, TamiSAW 12/17/2014 4:18:32 PM
✎	Category Specific Task(s) - Solid Waste Enforcement		Ramsey, TamiSAW 12/17/2014 5:12:18 PM	Ramsey, TamiSAW 12/17/2014 5:15:16 PM
✎	Task Rollup		Ramsey, TamiSAW 11/10/2014 2:25:48 PM	
✎	Uploads		Ramsey, TamiSAW 11/10/2014 2:44:35 PM	

Form options **for CATEGORY SPECIFIC TASK(S) – IMPLEMENTATION**

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
✎	General Information		Ramsey, TamiSAW 10/13/2014 12:17:49 PM	Ramsey, TamiSAW 10/13/2014 1:22:31 PM
✎	Recipient Contacts		Ramsey, TamiSAW 10/13/2014 1:55:05 PM	
✎	Category Specific Task(s) - Implementation		Ramsey, TamiSAW 10/13/2014 2:35:56 PM	Ramsey, TamiSAW 11/10/2014 2:20:18 PM
▯	Task Rollup			
▯	Proof of Coordination			
▯	Uploads			

This form only for Implementation.

You do not need to do anything with the Task Rollup **form. If you click** TASK ROLLUP **a screen appears with a snapshot of the Task(s) and Budget(s).**

The final two forms in a CPG application are Proof of Coordination **and** Uploads .

You are on the Proof of Coordination screen. You are able to link to the Proof of Coordination form. Complete the form and save it as a PDF on your computer.

SCREEN: <u>PROOF OF COORDINATION</u>

Follow the steps to upload the form.

Link to form:

https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070524.html

*Upload Proof of Coordination
Click the Browse button
Select your file
Click Save, your file will appear in the List of uploaded documents
Repeat for each file
To Delete a file, select the Delete checkbox next to the file and click SAVE

Z:\My Documents\!!JAG C   Browse....

When the form is in queue, it looks like this.

Browse... ☐ DELETE
13432-ProofofCoordinationfake-form.docx
Browse...
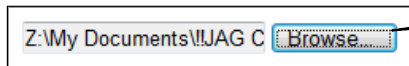
When the form is added to your application, you are able to ☐ DELETE it or Browse... for another form.

If you have attachments, the Uploads screen is the feature to upload your items. The steps for attachments are the same as for uploading the Proof of Coordination form. You are almost ready to submit your application.

A final step is to check for global errors. This step is recommended and may save you time. Click the CHECK GLOBAL ERRORS button at the top of your screen prior to Submitting Your Application.

TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests |

My Reports | My Training Materials | My Organization(s) | My Profile

SAVE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Back
Document Information: W2RCPG-1517-Wave5-00020
Details

E You are here: > Application Menu > Forms Menu > Application Forms

Global Errors

Document Information: W2RCPG-1517-Wave5-00020
Details

No errors have been found.

This means you are ready to submit your application. Click on your Document Information #.

Global Errors

Document Information: W2RCPG-1517-Wave5-00020
Details

Please Upload a Document;
Proof of Coordination

This message 🛑 will tell what you need to address before you submit your application. In this example, the applicant did not upload the Proof of Coordination form.

When you are finished with:
- each form required for this funding opportunity
- checking for Global Errors has returned the green light

You are ready to submit your application to Ecology. Click on your Document Information #.

Submitting Your Application

You are on the Application Menu screen. Click on your Document Information #.

SCREEN: Application Menu

← Back

Application Menu

Document Information: W2RCPG-1517-Wave5-00020

▼ Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Wave 5 Organization	Authorized Official	Application In Process	N/A - N/A N/A

📄 View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Click on VIEW STATUS OPTIONS **. You are a couple clicks away from submitting your application.**

➡ Change the Status

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

VIEW STATUS OPTIONS

You are on the Application Menu - Status Options **screen. There are two statuses to choose from.**

SCREEN: Application Menu – Status Options

← Back

Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: W2RCPG-1517-Wave5-00020

▶ Details

Possible Statuses

APPLICATION SUBMITTED

APPLY STATUS

To submit application click: APPLY STATUS **.**

APPLICATION CANCELLED

APPLY STATUS

You are now on the Agreement screen.

SCREEN: Agreement

Agreement
Please make a selection below to continue.

By selecting the "I Agree" button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by Applicant to submit this application. I certify that the information submitted here within is true and correct to the best of my knowledge and belief.
If you would like to include notes about this status change, please supply them below.

> If you have anything to add to this statement, include it here.

0 of 2000

[I AGREE]   [I DO NOT AGREE]

Powered by GiftGrants™

> Click [I AGREE] to officially submit your application. Congratulations! Ecology will contact you for further information as needed.
>
> If you click [I DO NOT AGREE], your applicaction will benot be submitted.

Contact your regional Financial Manager if you discover a problem after you submit your application.

Search for an Existing CPG Application

DEPARTMENT OF ECOLOGY State of Washington

Ecology's Administration of **Grants & Loans** (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

Select **My Applications** from the blue ribbon at the top of any page in the system.

Back

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   CLEAR

Click on the drop-down arrow for Application Types, select **Coordinated Prevention Grants Program : 1517**.

Enter the last 3 digits of your Document Information #, in the **Application Name** field and click **SEARCH**. If you don't remember your DI#, enter your Organization name and click **SEARCH**.

Back

My Applications
Use the search functionality below to find a specific Application.

Search Criteria

Application Types	Coordinated Prevention Grant Program : 1517
Application Name	20
Person	
Status	
Organization	
Year	
Ecology Program	

SEARCH   CLEAR

From the list generated, find your Document Information # and click it. Be sure the link you click is your DI#.

Search Results

Export Results to [Screen ▾]   Sort By [-- SELECT -- ▾] [ASC ▾] [GO]

	Ecology Program	Organization	Name	Current Status	Year
☐	Waste 2 Resources	Wave 5 Organization	W2RCPG-1517-Wa___00020	Application In Process	1517

Log Out

The system does not have a log out feature so if you are interrupted or need to leave in the middle of an application, select the `SAVE` button and then close out. If the form is not yet complete, you will see the following error message. Don't worry, you saved your work and you can continue the process later.

> ✋ Page Error(s)
> Expiration Date is required
> Expiration Date cannot be before the Effective Date

> **You will need your Document Information # to resume. Follow the Application Search instructions above to find your application again when you reenter the system.**

Ecology Assistance

Financial Manager	Address	Phone/E-Mail/Fax	Serving
Trent Hurlbut	Central Regional Office 15 W Yakima Ave Suite 200 Yakima 98902-3387	Ph: 509-575-2782 Trent.Hurlbut@ecy.wa.gov Fax: 509-575-2809	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Laurie Dahmen	Eastern Regional Office N 4601 Monroe Suite 202 Spokane 99205-1295	Ph: 509-329-3432 Laurie.dahmen@ecy.wa.gov Fax: 509-329-3572	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
Taisa Welhasch	Northwest Regional Office 3190 160th Ave. SE Bellevue 98008-5452	Ph: 425-649-7266 Taisa.welhasch@ecy.wa.gov Fax: 425-649-7098	Snohomish, Kitsap, King County and some King County cities
Diana Wadley	Northwest Regional Office 3190 160th Ave. SE Bellevue 98008-5452	Ph: 425-649-7056 .Diana.wadley@ecy.wa.gov Fax: 425-649-7098	Island, San Juan, Skagit, Whatcom, and some King County cities
Tami Ramsey	Southwest Regional Office PO Box 47775 Olympia 98504-7775	Ph: 360-407-6612 Tami.Ramsey@ecy.wa.gov	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum
CPG COORDINATOR			
Sharon Hlavka	Department of Ecology PO Box 47600 Olympia, WA 98504-7600	Ph: 360-407-6223 Sharon.hlavka@ecy.wa.gov Fax: 360-407-6102	Statewide CPG coordination

CATEGORY SPECIFIC TASK FORMS INFORMATION

CATEGORY SPECIFIC TASK(S) – IMPLEMENTATION

Estimated diversion outcomes by tons.
Breakout the estimated outcomes in the boxes identified in the application. If there are other outcomes that are not reflected in the general statement or the breakout boxes, you may identify them in the "Other Outcomes" section of the application.

Describe your method of evaluating task outcomes.
Indicate the measurements you plan to track to evaluate whether expected outcomes meets the stated goal achieved.

Identify the target audience. Check all that apply.
A targeted audience can range from county-wide, small businesses, city residents, or be none if for example your task is a solid waste plan update.

Task description
Summarize key elements of the task. The summary answers these questions: 1) what work will be performed; 2) who will perform the work; and 3) what anticipated costs are expected to be reimbursed by the grant?

Work plan, deliverables and timeline
Identify by quarter, the work expected to occur over the grant period. The work plan will be negotiated and included in the grant agreement. The work plan includes a place to enter estimated costs by quarter and equals the desired budget requested for that task.

FORM: CATEGORY SPECIFIC TASK(S) – SOLID WASTE ENFORCEMENT

Solid Waste Enforcement (SWE) grants commonly include two types of tasks: solid waste handling facility and site compliance; and solid waste investigation, assistance and enforcement. The CPG program writes the agreement as one task with one task budget. The two tasks include Activity 1 and 2 in the grant agreement. Occasionally a SWE grant applicant wants to perform work that does not fall under the typical work performed in Activity 1 or 2. The CPG program refers to this work as a special task. Special tasks are subject to the same application and reporting requirements as an implementation task. A special task is written as a separate task and budget in the grant agreement.

Activity 1 – Solid waste handling facility and site compliance

Typical activity includes monitoring for compliance at solid waste handling facilities with applicable state solid waste regulations and related local regulations and codes. Activities include but are not limited to inspections and oversight, review of groundwater data, and annual review of financial assurance. Standard language is provided in the SWE application for this task. The applicant may edit the language as applicable to meet local circumstances.

Task Goal Statement
The overall goal of this activity is to protect human health and the environment by monitoring compliance with state and local solid waste regulations, and enforcing compliance when necessary.

Other Outcomes
The expected outcomes under this activity are to complete at least one inspection per calendar year at each permitted solid waste facility or site identified in the task. You can identify a more frequent inspection schedule.

Describe your method of evaluating task outcomes.
The method of evaluation is to track oversight activities at the solid waste facilities and sites, and report progress quarterly.

Task Description
Summarize key elements of the task. The summary should include answers to these questions: 1) what work will be performed; 2) who will perform the work; and 3) what anticipated costs are expected to be reimbursed by the grant?

Work plan, Deliverables and Timeline
The expected work plan for this activity is to develop a prospective annual inspection schedule and follow it; provide oversight; monitor for compliance; provide follow-up as required or needed; and comply with any other expectations outlined in the activity's scope of work.

Activity 2 – Solid waste investigation, assistance and enforcement

Typical activity includes investigating solid waste related complaints or concerns that do not fit under the solid waste facility and site compliance activity, and necessary enforcement actions. At the grant recipient's discretion, eligible activity can also include limited assistance such as staff time for title searches and issuing paperwork that allows the proper handling of abandoned or illegally stored junk or nuisance vehicles. The applicant is encouraged to include an education element under this activity providing technical assistance about solid waste regulations, including how to comply and addresses proper handling and disposal methods.

Task Goal Statement
The overall goal of this activity is to protect human health and the environment by monitoring compliance with state and local solid waste regulations, and enforcing compliance when necessary.

Other Outcomes
The expected outcomes under this activity are to investigate and resolve solid waste complaints and concerns.

Describe your method of evaluating task outcomes.
The method of evaluation is to track the number of complaints, investigations and resolutions, (including enforcement actions) track the number of general technical assistance activities, and report progress quarterly.

Task Description
Summarize key elements of the task. The summary should include answers to these questions: 1) what work will be performed; 2) who will perform the work; and 3) what anticipated costs are expected to be reimbursed by the grant?

Work plan, Deliverables and Timeline
The expected work plan for this activity is complaint response and follow-up, and education/outreach.

Activity 3 – Special task

An example of a special task in a SWE grant is an inventory of closed and abandoned landfills. Typical activity under this task includes:

- researching closed and abandoned landfills in the county, identifying the location of each by GPS, recording or GIS mapping locations;
- assessing the current state of the site;
- preparing a report of the information.

A special task in a SWE grant requires a separate task budget. Special tasks should meet application and reporting requirements in the same way as an implementation task.

Work plan, Deliverables and Timeline

The work plan includes a place to enter estimated costs by quarter and should equal the desired budget requested for that task. The financial manager to monitor grant spending throughout the grant period will use the estimate by quarter as a baseline. The estimate by quarter auto-fills the total budget request in the grant application for that task.

Contact information

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