



EAGL Application Instructions for the 2021-23 Community Litter Cleanup Program

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

For the

Solid Waste Management Program

Washington State Department of Ecology
Olympia, Washington

February 2021, Publication 21-07-002

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ADA Accessibility

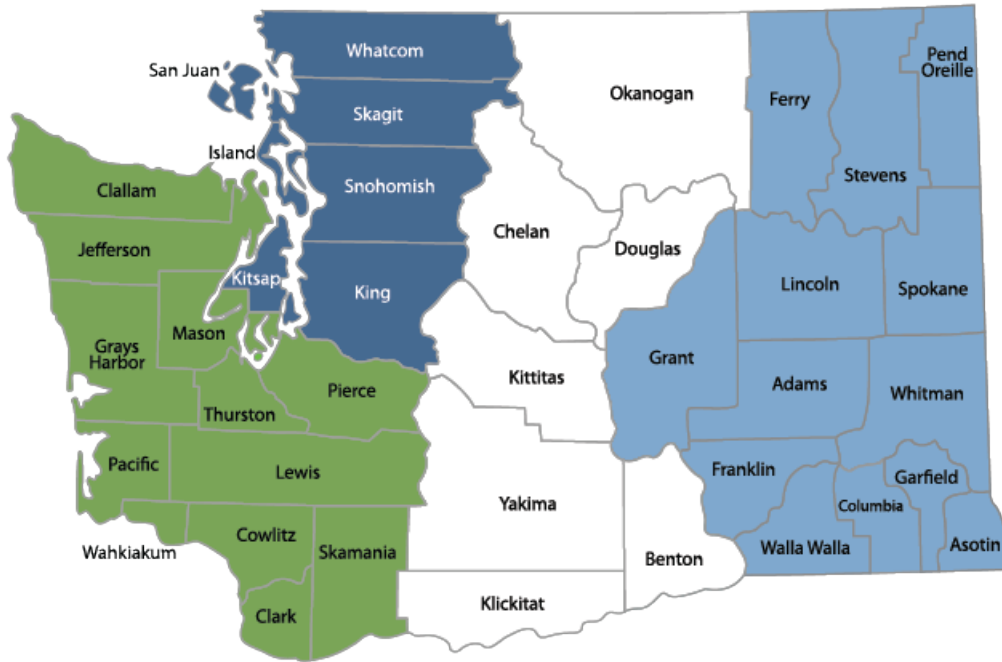
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¹ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 425-649-7000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	3190 160th Ave SE Bellevue, WA 98008	425-649-7000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

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DEPARTMENT OF
ECOLOGY
State of Washington

Table of Contents

EAGL Screenshots	6
Acknowledgements	8
Executive Summary	9
Introduction	10
Getting Started in EAGL	10
Accessing EAGL.....	10
Training materials and guidance documents	11
Important tips for navigating EAGL.....	11
Beginning an EAGL Application	13
Locating the CLCP funding opportunity	13
Applying for CLCP funds	14
Application menu	15
How to search for your application.....	17
Application Forms	18
General information form	19
Navigation links	20
Project characterization	21
Mapping information	22
Recipient contacts.....	23
Scope of work – additional tasks.....	24
Scope of work summary.....	25
Project information	26
Proposed budget.....	28
Tools and trucks	29
Proof of coordination.....	30
Uploads	31
Submitting Your Application	32
Change the status and submit.....	32
Global Errors	33
Confirm your submission	34

EAGL Screenshots

Screenshot 1: Click the My Training Materials link on the EAGL homepage to access helpful materials like the EAGL User's Manual.....	11
Screenshot 2: Run the "Check Global Errors" command each time you complete a form.....	12
Screenshot 3: To locate the CLCP application, click on View Opportunities on the My Home page.....	13
Screenshot 4: Type in "Community Litter Cleanup Program" in the Document Instance field and select Filter.	14
Screenshot 5: After reading the grant information, click on Apply Now to initiate your CLCP application.	14
Screenshot 6: If you are eligible, select I Agree to continue on the Important Eligibility Form.	15
Screenshot 7: Finish your application by clicking on the View Forms button on the Application Menu page....	15
Screenshot 8: The Application Menu-Forms page displays a list of guidelines to reference and forms to complete. You use the 2123 Guidelines and Instructions, and ignore the older 1921 versions.....	16
Screenshot 9: Don't worry if you see this error message after you save. EAGL will still save your work and allow you to finish the form later.....	16
Screenshot 10: Use the My Application screen to search for your application.	17
Screenshot 11: The search results display your organization's applications. Select the application Name.....	17
Screenshot 12: The My Tasks link on the EAGL homepage is another way Authorized Officials can navigate to an application in progress.....	18
Screenshot 13: Fill out all the required information on the General Information Form. The Project Title is "CLCP 2021-2023 grant."	19
Screenshot 14: This is the bottom half of the General Information Form. You can copy and paste your Overall Goal from your 19/21 CLCP grant if applicable.	19
Screenshot 15: Use the navigation links at the bottom of each form to move to the next form in the list.....	20
Screenshot 16: Use the Forms Menu link at the top of each form to choose the next form you would like to work on.	20
Screenshot 17: Information on the Project Characterization page populates Ecology's interactive EAGLE map.	21
Screenshot 18: Follow the simplified instructions for the Mapping Information form.	22
Screenshot 19: Individuals must have a SAW and EAGL account to appear in the drop-down boxes in the Recipient Contacts form. You can also add additional signatures for the final grant agreement.	23
Screenshot 20: The Scope of Work – Additional Tasks form describes your work and expected outcomes.	24
Screenshot 21: The information you entered on the Scope of Work – Additional Tasks form carries over to the Scope of Work Summary form.....	25
Screenshot 22: If your project is the same as last biennium, you can copy and paste information from your last grant into the Project Information form.....	26
Screenshot 23: Fill out all applicable information on the bottom of the Project Information form.	27
Figure 24: Fill in all costs in the table on the Proposed Budget form. The Totals column will auto fill.	28

Screenshot 25: There is optional Tools & Trucks funding available. Itemize and describe how each item will benefit the collection of litter and illegal dump cleanup in your county. 29

Screenshot 26: If you are not the County Solid Waste Planning Authority, you must have them complete and sign the Proof of Coordination form. Then upload the completed form. 30

Screenshot 27: Upload any supporting documents to the Uploads form..... 31

Screenshot 28: The first step in submitting your application is selecting View Status Options on the Application Menu..... 32

Screenshot 29: Select Apply Status underneath Application Submitted. If you accidentally cancel your application instead, contact your Grant Manager to help you correct it..... 32

Screenshot 30: The last step in officially submitting your application is agreeing to some basic terms. 33

Figure 31: You may get a Global Errors message when trying to submit your application. If you do, it will let you know what form you need to fix..... 33

Figure 32: You can confirm you submitted your application by checking the status on the Application Menu page..... 34

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Executive Summary

The Community Litter Cleanup Program (CLCP) through the Washington State Department of Ecology assists counties with the costs of picking up litter, cleaning up illegal dumps, and providing public education and outreach to prevent litter and illegal dumping.

Ecology designed this document for users planning to submit a CLCP grant application for the 2021-23 biennium. This document supplements Ecology's broader guidance in the [EAGL External Users' Manual](#) and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](#)).

If you have questions about the grant program, see the 2021-23 [Community Litter Cleanup Program Funding Guidelines](#) or visit [Ecology's webpage](#).

Introduction

The Community Litter Cleanup Program (CLCP) through the Washington State Department of Ecology assists counties with the costs of picking up litter, cleaning up illegal dumps, and providing public education and outreach to prevent litter and illegal dumping.

Ecology designed these grant application instructions for users planning to submit a CLCP application for the 2021-23 biennium in Ecology's Administration of Grants and Loans (EAGL) system. This document supplements Ecology's broader guidance in the [EAGL External Users' Manual](#) and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](#)).

If you have questions about the grant program, see the [2021-23 Community Litter Cleanup Program Funding Guidelines](#) or visit [Ecology's webpage](#).

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

- Southwest Regional Office, Olympia
Ariona - (360) 407-6351
ariona@ecy.wa.gov
- Eastern Regional Office, Spokane
Laurie Dahmen - (509) 329-3506
laurie.dahmen@ecy.wa.gov
- Central Regional Office, Union Gap
Rodney Hankinson - (509) 454-7209
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Getting Started in EAGL

Accessing EAGL

Current EAGL users

[Log in to your Secure Access Washington \(SAW\) account](#) and the system will direct you to EAGL.

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. Please see the detailed instructions, including a how-to video, for [registering as a new SAW and/or EAGL user](#).

Once you have your SAW account and Ecology's EAGL staff validates you as a new user, you will have access to EAGL. Please note that it may take up to three business days for Ecology to approve your user request.

EAGL assigns the first person to register for your Organization as the role of "Authorized Official". For subsequent EAGL registrations, the system notifies the Authorized Official that you are a new user. The Authorized Official must assign your role in the EAGL system and add you to the appropriate Applications/Agreements and subdocuments before you can access them.

Training materials and guidance documents

Training materials, such as the [EAGL External User's Manual](#), 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 2021-23 [CLCP funding guidelines](#) and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](#)) before starting the application process.






Screenshot 1: Click the My Training Materials link on the EAGL homepage to access helpful materials like the EAGL User's Manual.

Important tips for navigating EAGL

1. **Open EAGL using one of these web browsers:** Internet Explorer 7+, Mozilla Firefox 2.0+, or Safari 5+. We do not suggest Google Chrome since it does not interface well with EAGL at this time.
2. **EAGL is not available from 2:00 p.m. to 3:00 p.m. on Mondays.** 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!** 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 User Name and Password.
 - When EAGL times out due to inactivity, unsaved data will be lost. Frequently save your work using the SAVE button. Once you save your work, you can exit EAGL. You can re-open your application and pick up where you left off.
4. **There is no logout feature in EAGL.** 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. 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.** You can use the last three digits to search for your Application/Agreement later.
6. **The back button ( Back) does not work in EAGL.** 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.** 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.** EAGL is not a word processing application. Please be sure to check for typos and grammar before submitting your application. Pay particular attention to email addresses. Modern web browsers may have a spellcheck feature that can assist you with grammar and spelling.
9. **Red asterisk (*).** This indicates that the field is required. The system will give you 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.**  This symbol indicates more information is available. Hovering over it displays instructions.
11. **Global errors icon.**  This symbol indicates an error. After you fill out your Application Form, you can run the Check Global Errors command. The button is located at the top right on each application form. See the screenshot below.



Screenshot 2: Run the "Check Global Errors" command each time you complete a form.

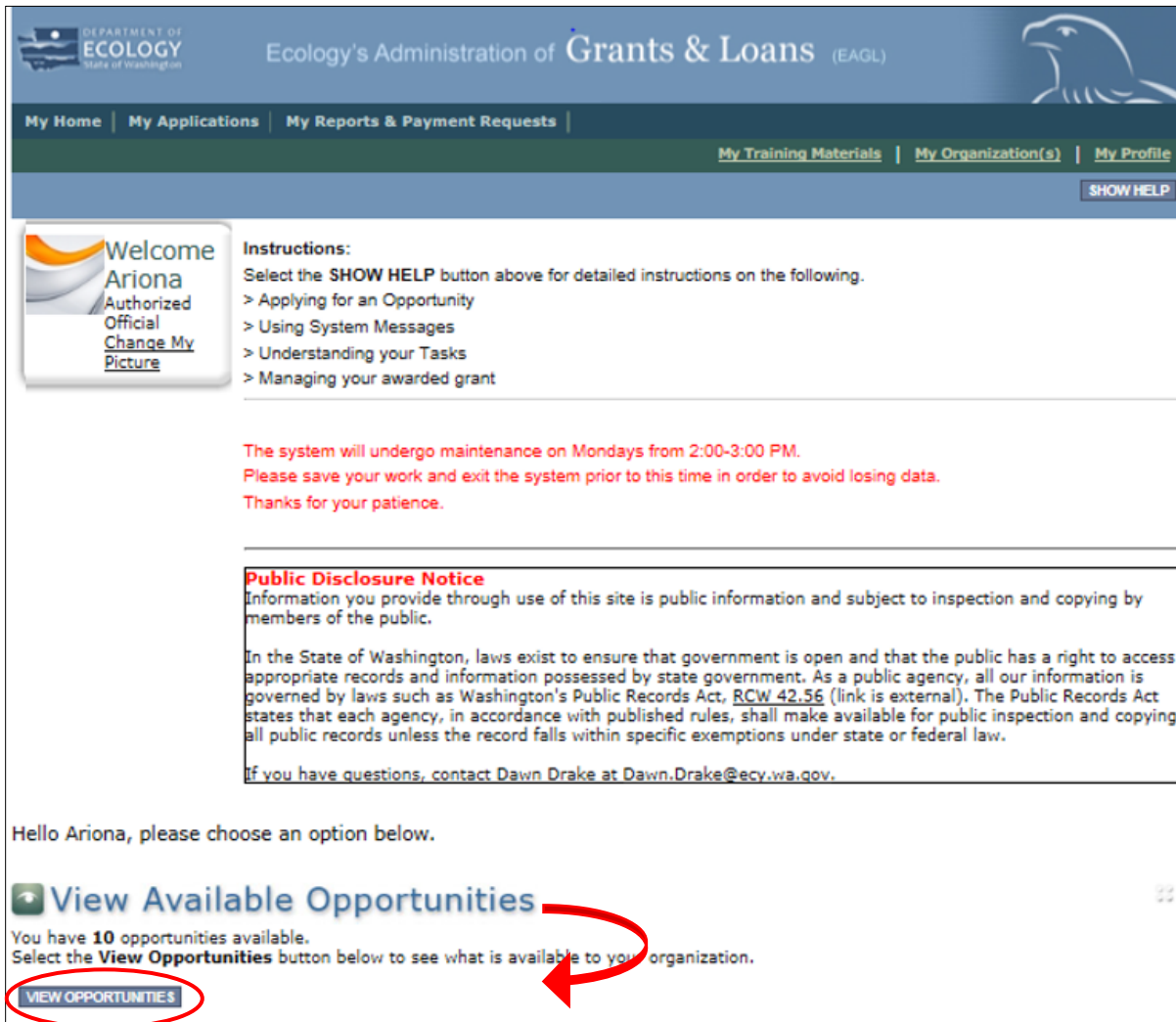
If you do get global errors, the message provides links to the forms that you need to fix. Go to the form in the error message, edit it, and re-save the form. Sometimes you simply need to visit a form to clear the error message.

Beginning an EAGL Application

Locating the CLCP funding opportunity

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

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 3: To locate the CLCP application, click on View Opportunities on the My Home page.

After selecting the **View Opportunities** button, the **My Opportunities** page loads. This is where you can search for the CLCP funding opportunity. Remember; do not use the back button in EAGL because it does not work.

My Opportunities
 To apply for an item listed below, select the **Apply Now** button below each description.

RE-SET MY OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

Screenshot 4: Type in “Community Litter Cleanup Program” in the Document Instance field and select Filter.

Applying for CLCP funds

After searching, you will see information about the Community Litter Cleanup Program. Select **Apply Now** at the bottom. Only click on **Apply Now** once. It is very easy to create multiple applications accidentally.

Solid Waste Management Community Litter Cleanup Program for Department of Ecology - SWM
 Offered By:
 Department of Ecology

Application Availability Dates:
 2/02/2021-03/02/2021

Application Period:
 02/02/2021-03/02/2021

Application Due Date:
 03/02/2021

The Community Litter Cleanup Program (CLCP) provides local governments with funding for litter pickup, illegal-dump cleanup, and litter-prevention education. This funding comes from the Waste Reduction, Recycling, and Model Litter Control Account. In 1998, the Legislature dedicated 20 percent of litter monies from this account to provide financial assistance to local governments. **Please note:** If you are a City, you *must* contact your County Solid Waste Authority before applying for this grant to check on the availability of funds. You *must* have their approval before you proceed.

After you select the Apply Now button, a new application will be generated and an application number will be assigned. Make note of the application number because you will use it to search for the application.

If you intend to complete only one application for this opportunity and have already started an application by selecting the "Apply Now" button once, **Do Not Select the "Apply Now" button again.** Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.

APPLY NOW NOT INTERESTED

Screenshot 5: After reading the grant information, click on Apply Now to initiate your CLCP application.

After selecting **Apply Now**, you will see **Important Eligibility Information**. If you are not sure that you are an eligible entity, please do not apply at this time. Instead, select **I Do Not Agree** and contact your [Regional Grant Manager](#) at Ecology. If you are sure you are eligible, and have approval form the County Solid Waste Authority in your area, select **I Agree** and continue.

Agreement

Please make a selection below to continue.



Important Eligibility Information

If you are not sure that you are an eligible entity, please do not apply at this time. Instead, select *I DO NOT AGREE*. For further information, you may contact the Ecology CLCP regional grant officer in your region. (Check the CLCP 17-19 Guidelines available on our CLCP website (page 11) for names and contact information.)

By selecting *I AGREE*, you are certifying that you have approval from the County Solid Waste Authority and that your application is being submitted by a city or county office. EAGL will not accept additional applications for funding from the same city or county.

I AGREE

I DO NOT AGREE

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Screenshot 6: If you are eligible, select I Agree to continue on the Important Eligibility Form.

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 that number right under **Application Menu** at the top of the page. It's important to write this number down. It becomes your grant application number and you can search for it later.

From the **Application Menu** page, you can view your role and the status of your application or grant. In the screenshot below, the person's role is **Authorized Official** and the grant's status is **Application in Process**.

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

Application Menu

Document Information: [SWMCLCP-1921-EcySWM-00009](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Authorized Official	Application In Process	12/16/2018 - N/A N/A

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.

Screenshot 7: Finish your application by clicking on the View Forms button on the Application Menu page.

Clicking on the **View Forms** button takes you to the **Application Menu-Forms** screen as shown in the screenshot on the next page. 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**.

Application Menu - Forms
Please complete all required forms below.

Document Information: [SWMCLCP-2123-EcySWM-00037](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	SWMCLCP 2123 Application Instructions			
	SWMCLCP 2123 Funding Guidelines			
	SWMCLCP 1921 Application Instructions			
	SWMCLCP 1921 Funding Guidelines			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		Ms. Ariona Ariona 1/5/2021 3:30:45 PM	
	Recipient Contacts			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Project Information			
	Proposed Budget			
	Application for Tools and Trucks			
	Proof of Coordination			
	Uploads			

Screenshot 8: The Application Menu-Forms page displays a list of guidelines to reference and forms to complete. You use the 2123 Guidelines and Instructions, and ignore the older 1921 versions.

If the form you're working on is not complete when you select **Save**, you receive a page error message that looks like the screenshot below.

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

Screenshot 9: Don't worry if you see this error message after you save. EAGL will still save your work and allow you to finish the form later.

How to search for your application

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

“My Applications” Option

Select **My Applications** in the top menu to take you to that screen. The quickest way to search is clicking on the **Search** button with no criteria added. This gives you a list of applications associated with your agency.

From there, select your **Document Information Number** in the **Name** column. If there are too many results, enter the last three digits of your **Document Information number** as the **Application Name** and select **Search** again.

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Ecology's Administration of Grants & Loans (EAGL)

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

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

SHOW HELP

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

Include Tooltip

SEARCH CLEAR

Screenshot 10: Use the My Application screen to search for your application.

Search Results

Export Results to Screen Sort By -- SELECT -- ASC GO

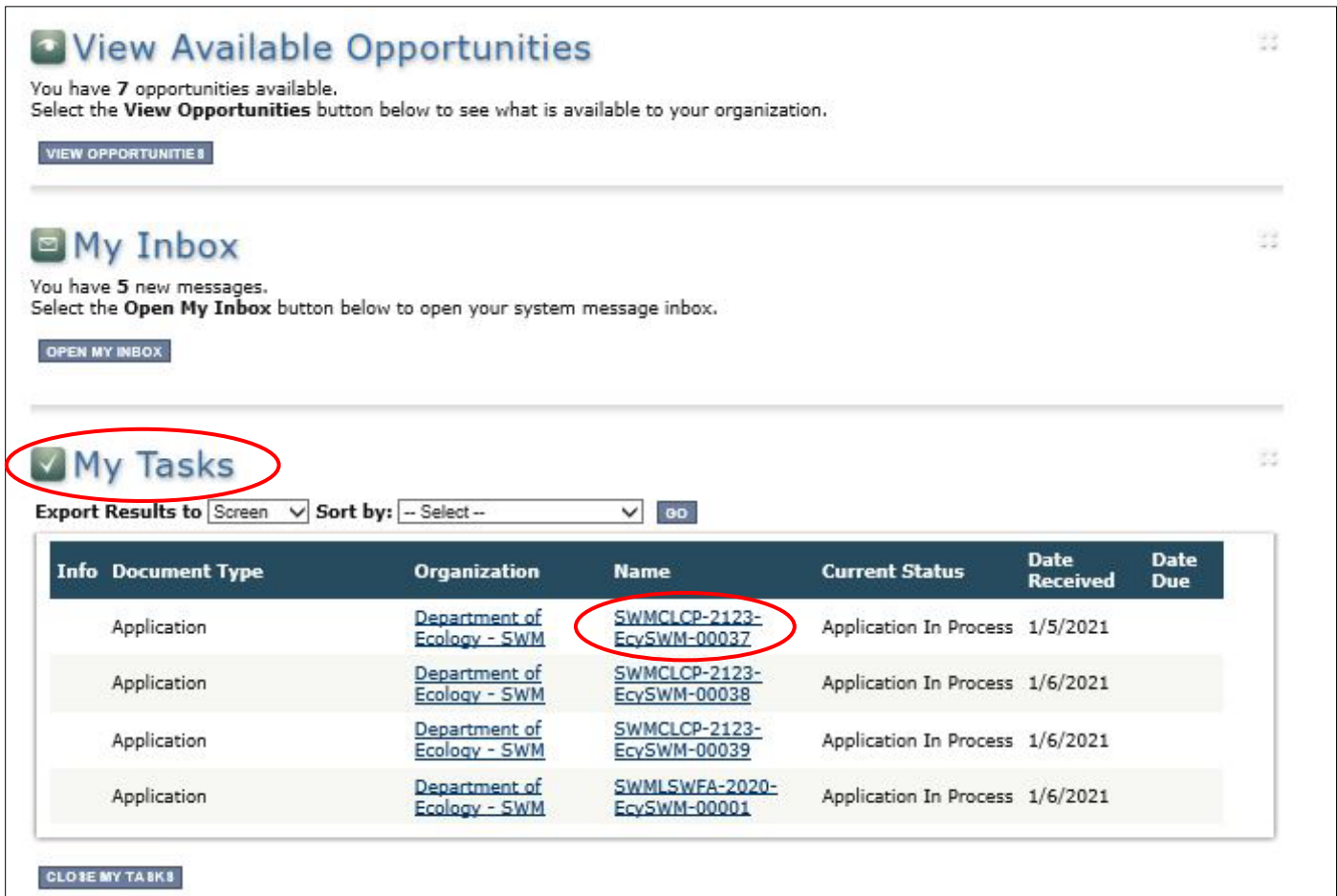
Number of Results 5

Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/> Solid Waste Management	Department of Ecology - SWM	SWMCLCP-1921-EcySWM-00006	Agreement Active	1921
<input type="checkbox"/>	Department of Ecology - SWM	SWMCLCP-1921-EcySWM-00009	Application In Process	1921
<input type="checkbox"/>	Department of Ecology - SWM	SWMCLCP-1921-EcySWM-00010	Application In Process	1921
<input type="checkbox"/> Waste 2 Resources	Department of Ecology - SWM	SWMCLCP-1921-EcySWM-00011	Application In Process	1921
<input type="checkbox"/>	Department of Ecology - SWM	SWMCLCP-1921-EcySWM-00012	Application In Process	1921

Screenshot 11: The search results display your organization's applications. Select the application Name.

“My Tasks” Option

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



The screenshot shows the EAGL homepage with three main sections: 'View Available Opportunities', 'My Inbox', and 'My Tasks'. The 'My Tasks' link is circled in red. Below it is a table of application tasks.

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 5 new messages.
Select the **Open My Inbox** button below to open your system message inbox.

My Tasks

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Department of Ecology - SWM	SWMCLCP-2123-EcySWM-00037	Application In Process	1/5/2021	
	Application	Department of Ecology - SWM	SWMCLCP-2123-EcySWM-00038	Application In Process	1/6/2021	
	Application	Department of Ecology - SWM	SWMCLCP-2123-EcySWM-00039	Application In Process	1/6/2021	
	Application	Department of Ecology - SWM	SWMLSWFA-2020-EcySWM-00001	Application In Process	1/6/2021	


Screenshot 12: The My Tasks link on the EAGL homepage is another way Authorized Officials can navigate to an application in progress.

Application Forms

This section describes the forms found on the **Application Menu-Forms** page and any 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. That will take you back to the **Application Menu**. Then select **View Forms** to see the list of **Application Forms**.

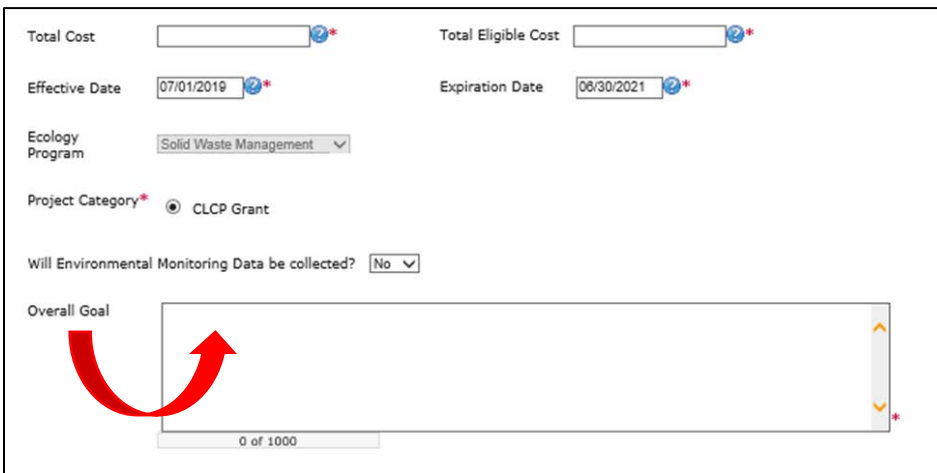
General information form

The **General Information** form is first in the list of **Application Forms**. Ecology uses this information to screen and evaluate your application. Please fill this out completely. Remember to **Save** your work frequently and do not use the **Back** button in EAGL. You can hover your cursor over the  symbol for instructions for that field.

Type in “2021-23 [name of organization]” into the **Project Title** field.



Screenshot 13: Fill out all the required information on the General Information Form. The Project Title is “2021-23[name of organization].”



Screenshot 14: This is the bottom half of the General Information Form. You can copy and paste your Overall Goal from your 2019-21 CLCP grant if applicable.

Navigation links

After completing the **General Information** Form, make sure to save your work. There are **Navigation Links** at the bottom of each form. This allows you to move between forms easier. Continue to the next form in the list.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information			
	Project Characterization			
	Mapping Information		Recipient, Ariona	1/16/2019 2:56:03 PM
	Recipient Contacts			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Project Information			
	Proposed Budget			
	Application for Tools and Trucks			
	Proof of Coordination			
	Uploads			

Screenshot 15: Use the navigation links at the bottom of each form to move to the next form in the list.

You can also navigate the **Application Forms** by selecting the **Forms Menu** link at the top of each form. If you don't see the **Application Menu** and **Forms Menu** links, click on the purple **Details** link to display them.



Screenshot 16: Use the Forms Menu link at the top of each form to choose the next form you would like to work on.

Project characterization

Use the drop-down menu to select primary and secondary themes for the project type. [Ecology's Administration of Grants and Loans \(EAGLE\) Map](#) 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.

- Select **Solid Waste** for the **Primary Theme**.
- Select **Litter** for the **Secondary Theme**.
- Enter the **Project Website**, if available.
- Then select **Save**.

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Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

SAVE CHECK GLOBAL ERRORS

Back

Document Information: [SWMCLCP-1921-EcySWM-00011](#)

Details

You are here: > [Application Menu](#) > [Forms Menu](#)

PROJECT CHARACTERIZATION

Instructions:

Required fields are marked with an *.
Select a Primary Theme, click the **SAVE** button
Select a Secondary Theme, and save the form a second time.

Project Themes
Select a primary and secondary theme that best describes the work to be achieved during this project.

Primary Theme

Secondary Theme(s)

Project Website
If your project has a website, please enter the web address below.
After entering a website and saving, another blank row will appear. Up to three websites may be provided.

Website Title/Name	Web Address
<input type="text"/>	<input type="text"/>

Screenshot 17: Information on the Project Characterization page populates Ecology's interactive [EAGL map](#).

Mapping information

EAGL allows only one person at a time to check out and edit the map. The person who has the map checked out appears above the **Add/Modify Location(s)** button. If you need access to the map that someone else has checked out, please contact that individual to have them check it back in. The person that has the map checked out is the only one that can check it back in. Check the map back in by clicking on the “save” button at the top of the **Mapping Information** form.

Ignore the instructions on the **Mapping Information** form. Follow these simple instructions:

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

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

SAVE ADD NOTE CHECK GLOBAL ERRORS

Back

Document Information: [SWMCLCP-1921-EcySWM-00011](#)
[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

MAPPING INFORMATION

1. Click "Add/Modify Location(s)"
2. You will be directed to the Map
For more detailed instructions click "My Training Materials" in the top navigation
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

No location data currently exists for this project. To add location data, please click the map button below.

Add/Modify Location(s)

Screenshot 18: Follow the simplified instructions for the Mapping Information form.

Recipient contacts

Staff must have a Secure Access Washington (SAW) and EAGL user account to appear in the drop-down menus in this form. These individuals are the points of contact during the administration of the grant project. You can identify the same person for multiple roles. Typically, these individuals in your organization have the system role of Authorized Official or Reader. Select the appropriate person for each contact from the drop down lists.

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. You can add additional signatories, not registered in EAGL, at the bottom of the page. The system will add their signature blocks on the final grant.

DEPARTMENT OF ECOLOGY
Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

SAVE **CHECK GLOBAL ERRORS**

Document Information: SWMCLCP-2123-EcySWM-00038
[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

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 ←

Billing Contact ←

Other recipient signatures on printed agreement

To Add a Row
Enter a name and title
When done, click the **SAVE** button
After SAVE, a new row will appear

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

Name	Title
<input type="text"/>	<input type="text"/>

Screenshot 19: Individuals must have a SAW and EAGL account to appear in the drop-down boxes in the Recipient Contacts form. You can also add additional signatures for the final grant agreement.

Scope of work – additional tasks

Fill in all the required fields (marked with an *) and **Save** when you're done.

- **Task Expected Outcomes** are the hours you worked, miles cleaned, acres cleaned, number of illegal dumps cleaned, pounds of litter collected, pounds of illegal dump material collected, and pounds of materials recycled.
- **Deliverables Description** at the bottom of the page, type in "Deliverables are the expected outcomes."
- **Due Date** is June 30, 2023.

SCOPE OF WORK - ADDITIONAL TASKS

Instructions:
 Please enter all task information.
 Next enter the first deliverable.
 Required fields are marked with *.
 When done, click the **SAVE** button.
 After **SAVE** a new row will appear.
 Continue entering deliverables, clicking the **SAVE** button after each.
 To add a new task, click the **Add** button.

Task Number: _____

Task Title: * Task Cost: *

Task Description: (0 of 3500)

Task Goal Statement: (0 of 1500)

Task Expected Outcomes: (0 of 1500)

Recipient Task Coordinator:

Deliverables

To Add a Row: Enter a deliverable. When done, click the **SAVE** button. After **SAVE** a new row will appear. Repeat these steps for each deliverable.

To Delete a Row: Delete data entered in a row. When done, click the **SAVE** button.

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(0 of 500)

Screenshot 20: The Scope of Work – Additional Tasks form describes your work and expected outcomes.

Scope of work summary

You must review this information and then **Save**. If the information is inaccurate, go back to the **Scope of Work – Additional Tasks** form to correct it.

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 PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Page Information
The information has been saved.

~~Back~~

Document Information: [SWMCLCP-2123-EcySWM-00041](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

SCOPE OF WORK SUMMARY

Instructions:
Review the following information.
When done, click the **SAVE** button.

Task Title	Task Cost
Litter Pickup and Illegal Dump Cleanup	\$60,000.00
<i>Task Total</i>	\$60,000.00

Total Eligible Costs (from the General Information Form)
\$60,000.00

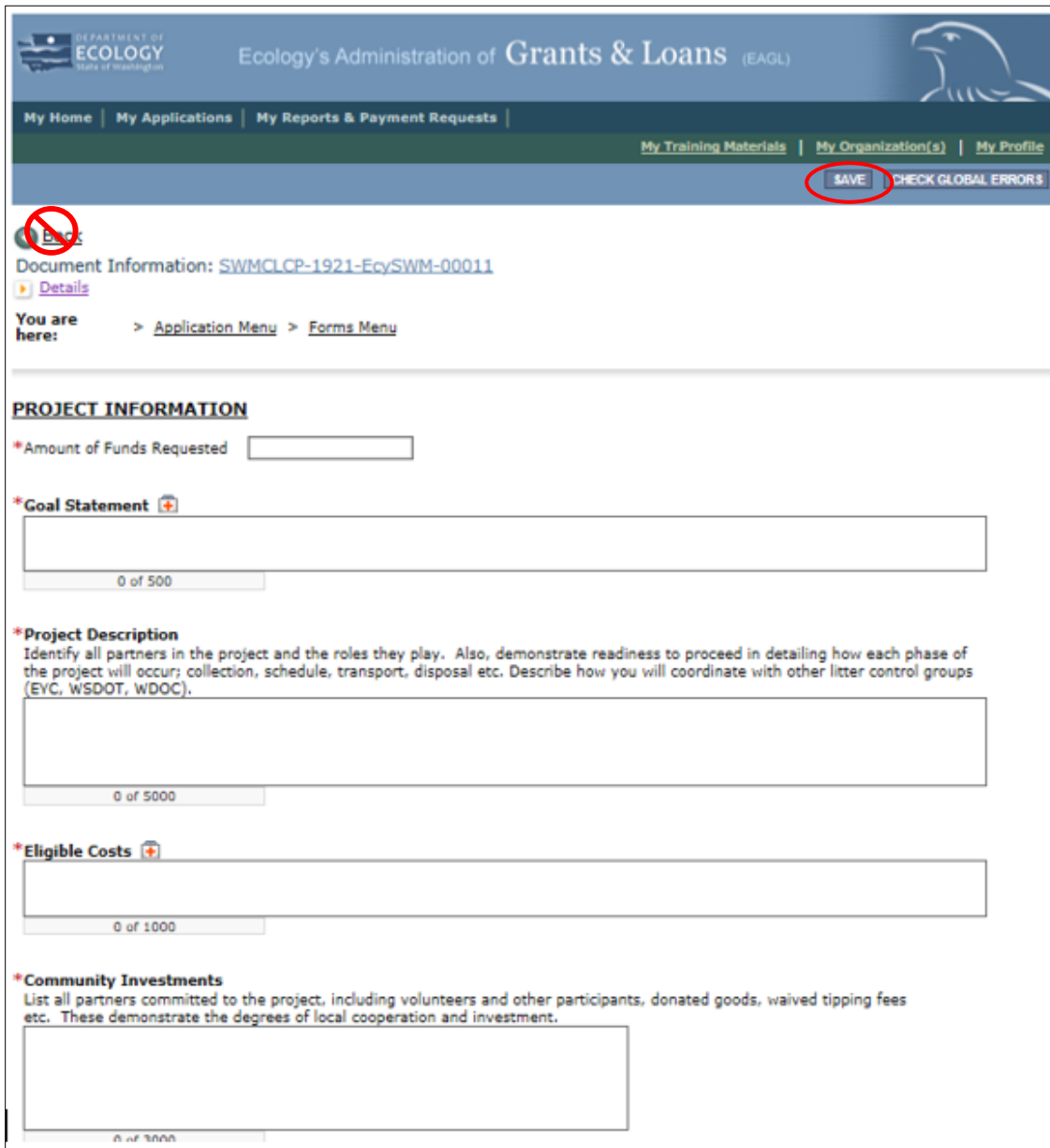
Screenshot 21: The information you entered on the Scope of Work – Additional Tasks form carries over to the Scope of Work Summary form.

Project information

If you plan to run the same CLCP project, you can copy and paste the text from a previous grant. You can make any needed changes after you paste the information into the appropriate box. There are three ways to do this:

1. If you have two computer screens, bring up the prior grant on one screen and copy and paste the text into each field in the current document on the other.
2. Split your screen into two windows and copy and paste from the prior grant.
3. Print out your prior grant and refer to the hardcopy to type the text into the new application.

Remember, you can only put plain text into the application fields. Do not use formatting, symbols, bullets, italics, or special characters of any kind. This could cause you to lose information. **Save** when you're done.



The screenshot shows the Ecology's Administration of Grants & Loans (EAGL) web application. The header includes the Department of Ecology logo and navigation links: My Home, My Applications, My Reports & Payment Requests, My Training Materials, My Organization(s), and My Profile. A 'SAVE' button is circled in red. The main content area displays 'Document Information: SWMCLCP-1921-EcySWM-00011' and a 'Details' link. Below this is a breadcrumb trail: 'You are here: > Application Menu > Forms Menu'. The 'PROJECT INFORMATION' section contains several required fields:

- *Amount of Funds Requested: A text input field.
- *Goal Statement: A large text area with a character count of '0 of 500'.
- *Project Description: A large text area with a character count of '0 of 5000'. The instructions state: '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; collection, schedule, transport, disposal etc. Describe how you will coordinate with other litter control groups (EYC, WSDOT, WDOC).'.
- *Eligible Costs: A large text area with a character count of '0 of 1000'.
- *Community Investments: A large text area with a character count of '0 of 3000'. The instructions state: 'List all partners committed to the project, including volunteers and other participants, donated goods, waived tipping fees etc. These demonstrate the degrees of local cooperation and investment.'

Screenshot 22: If your project is the same as last biennium, you can copy and paste information from your last grant into the Project Information form.

On the bottom of the **Project Information** form, fill out all the **Estimated/Expected Outcomes**. If you are doing any litter prevention education and outreach, describe that in the **For Education and Information** field.

Estimated / Expected Outcome / Impacts
Estimate what the project will accomplish. These are the same measures you will be required to track and report regularly.

For Litter Pickup and Illegal Dump Cleanup *

<input type="text"/>	Road Miles to be cleaned
<input type="text"/>	Acres to be cleaned
<input type="text"/>	Illegal dumpsites to be cleaned
<input type="text"/>	Pounds of material recycled
<input type="text"/>	Pounds of litter collected
<input type="text"/>	Pounds of debris from illegal dumps
<input type="text"/>	Supervisor Hours
<input type="text"/>	Total Crew Hours

For Education and Information
Describe what you will accomplish through education efforts. For Example, a 25 percent decrease in the amount of litter found on roadways or parks or a decrease in the amount of debris illegally dumped. Be sure to pick something you can measure.

0 of 3000

* Ecology recognizes that at this time you may not be able to estimate the amounts of material you will clean up but you need to be aware that Ecology will expect you to measure these for your progress reports.

Screenshot 23: Fill out all applicable information on the bottom of the Project Information form.

Proposed budget

Estimate all costs and contributions and fill in the chart. Enter the total value of community investment, Ecology funds requested, and total cost of all the projects. The **Totals** column will auto populate. The total on this form must match the total you put in the **General Information** form.

DEPARTMENT OF ECOLOGY
Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

SAVE CHECK GLOBAL ERRORS

Document Information: [SWMCLCP-1921-EcySWM-00011](#)
[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

PROPOSED BUDGET

Instructions:

Please fill in the appropriate fields.
 Required fields are marked with an *

When done, click the **SAVE** button.

Use this section to show your estimated costs and contributions. Show the total value of community investment, the total amount of Ecology funds requested, and the total cost of all the projects.

Values must be rounded to the nearest dollar with no dollar sign, comma or decimal.

Cost Categories	Litter Cleanup Activities		Illegal Dump Cleanup		Education / Outreach		Tools and Trucks	Totals	
	Ecology \$	Value of community	Ecology \$	Value of community	Ecology \$	Value of community	Ecology \$	Ecology \$	Value of community
Administration (Ecology share not to exceed 10% of total grant amount)	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Equipment, Tools, and Supplies (List individually, should not include Tools and Trucks)	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Disposal Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Crew Supervisor Salaries/Benefits (cannot include correction crews)	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Paid Crew Salaries/Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Litter Prevention Education/Outreach (List individual costs if known)	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Other (Add description below)	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Totals \$									

If Other, Describe

0 of 200

Figure 24: Fill in all costs in the table on the Proposed Budget form. The Totals column will auto fill.

Tools and trucks

If you do not want to apply for **Tools and Trucks** funds, select **No** and **Save**. If you do, select **Yes** and fill in the additional required information. Enter the tools, vehicles, or equipment you would like to purchase individually in the **Tools/Equipment to be purchased** field. When you finish one, make sure to **Save**. Once you **Save**, another line drops down to fill out. Remember to upload your estimate documents in the **Uploads** form.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

SAVE CHECK GLOBAL ERRORS

Page Information
The information has been saved.

Back

Document Information: [SWMCLCP-1921-EcySWM-00011](#)
[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

APPLICATION FOR TOOLS AND TRUCKS

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

*Would you like to apply for Tool and Truck funding?
 Yes No

Award is contingent on funding availability
* Amount Requested

To Add a Row
Enter a tool/equipment and estimated cost
When done, click the **SAVE** button.
After **SAVE** a new row will appear
Repeat these steps for each location

To Delete a Row
In the row you want to delete, remove the information both textboxes for that row
When done, click the **SAVE** button.
After **SAVE** the row will be deleted

* Tools/Equipment to be purchased	Estimated Cost
<input type="text"/>	<input type="text"/>

*What will each item be used for and how will each item benefit the collection of litter and illegally dumped material in your county.
Please be as specific as possible.

0 of 2000

Screenshot 25: There is optional Tools & Trucks funding available. Itemize and describe how each item will benefit the collection of litter and illegal dump cleanup in your county.

Proof of coordination

All CLCP grant applicants need to coordinate with their County Solid Waste Planning Authority on their project plans, unless you are the County Solid Waste Planning Authority. If you answer **No**, you aren't the **Solid Waste Planning Authority**, download the **Proof of Coordination** form. Print it or email it to your County Solid Waste Planning Authority. They will fill it out, sign it, and return it to you. You must upload the completed, signed document on this page. Directions for uploading the form are at the bottom of the page.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Reports | My Administration | My Training Materials | My Organization(s) | My Profile

SAVE CHECK GLOBAL ERRORS

Document Information: [SWMCLCP-1921-EcySWM-00009](#)
[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

PROOF OF COORDINATION

Instructions:

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

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In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.
If you have questions, contact Dawn Drake at Dawn.Drake@ecy.wa.gov.

The Proof of Coordination form must be completed when the applicant is not the County Solid Waste Planning Authority.

*Are you the County Solid Waste Planning Authority?
 Yes No

*Upload Proof of Coordination

1. Please download the [Proof of Coordination form](#).
2. Print the Proof of Coordination form.
3. Have the County Solid Waste Planning Authority and your program fill in all required fields and have the appropriate parties sign the document.
4. Scan the completed form and upload it on this page.

To Add a File
Click the browse button
Select your file
Click SAVE, your file will be listed in the uploaded files section
Repeat for each file

To Delete a File
Select the Delete checkbox next to the file
Click SAVE

Browse...

Screenshot 26: If you are not the County Solid Waste Planning Authority, you must have them complete and sign the Proof of Coordination form. Then upload the completed form.

Uploads

This form is for attaching all relevant supporting documents such as the estimate documents for **Tools and Trucks** funds. For each attachment, enter the document title and click the **Browse** button to attach the file. For more information about the file types and sizes accepted by EAGL, see page 17 of the [EAGL Users' Manual](#). If you use all three rows, a new row will appear after clicking **Save**.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

SAVE CHECK GLOBAL ERRORS

[Back](#)
Document Information: [SWMCLCP-1921-EcySWM-00011](#)
[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

UPLOADS

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In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

If you have questions, contact Dawn Drake at Dawn.Drake@ecy.wa.gov.

To add an attachment
Enter a description for the file
Click the browse button and select your file
Click Save, your file will appear in the list of uploaded documents
Repeat for each file.

To delete an attachment
Remove the file's description
Select the Delete checkbox next to the file's name and click Save

Description	Attachments
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

Screenshot 27: Upload any supporting documents to the Uploads form.

Submitting Your Application

Change the status and submit

Once you have completed all forms, you're ready to submit your application.

1. Click on the **Document Information Number** to navigate back to the **Application Menu**.
2. Select **View Status Options** located under the **Change the Status** heading.

Application Menu

Document Information: [SWMCLCP-1921-EcySWM-00011](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
Application		Department of Ecology - SWM	Authorized Official	Application In Process	12/16/2018 - N/A N/A

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

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.
VIEW STATUS OPTIONS

Screenshot 28: The first step in submitting your application is selecting View Status Options on the Application Menu.

3. On the **Application Menu – Status Options** screen, select **Apply Status** underneath **Application Submitted**.

Application Menu - Status Options
Select a button below to execute the appropriate status push.

Document Information: [SWMCLCP-1921-EcySWM-00011](#)
[Details](#)

Possible Statuses

APPLICATION SUBMITTED
APPLY STATUS

APPLICATION CANCELLED
APPLY STATUS

Screenshot 29: Select Apply Status underneath Application Submitted. If you accidentally cancel your application instead, contact your Grant Manager to help you correct it.

4. The last step in submitting your application is selecting **I Agree** on the **Agreement** screen.

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.

0 of 2000

I AGREE I DO NOT AGREE

Screenshot 30: The last step in officially submitting your application is agreeing to some basic terms.

Global Errors

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 re-submit using the steps above.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

PRINT SHOW HELP

Global Errors

Document Information: [SWMCLCP-1921-EcySWM-00011](#)
[Details](#)

You must complete this page.
[Scope of Work Summary](#)

Figure 31: You may get a Global Errors message when trying to submit your application. If you do, it will let you know what form you need to fix.

Confirm your submission

To confirm you successfully submitted your application, go to the **Application Menu** and check the **Current Status**.



DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Reports | My Administration | My Training Materials | My Organization(s) | My Profile

SHOW HELP

Back

Application Menu

Document Information: [SWMCLCP-1921-EcySWM-00011](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Fund Coordinator	Application Submitted	12/16/2018 - N/A N/A

Figure 32: You can confirm you submitted your application by checking the status on the Application Menu page.