



EAGL Application Instructions for the 2021-23 Public Participation Grants Program

*Solid Waste Management's guidance for using Ecology's
Administration of Grants & Loans System (EAGL) to apply for
Public Participation Grants (PPG) Program funds*

For the

Solid Waste Management Program

Washington State Department of Ecology
Olympia, Washington

March 2021, Publication 21-07-008

Publication Information

This document is available on the Department of Ecology's website at:
<https://apps.ecology.wa.gov/publications/summarypages/2107008.html>

Related Information

Publication 21-07-007: [Pubic Participation Grants Program Funding Guidelines](#)¹

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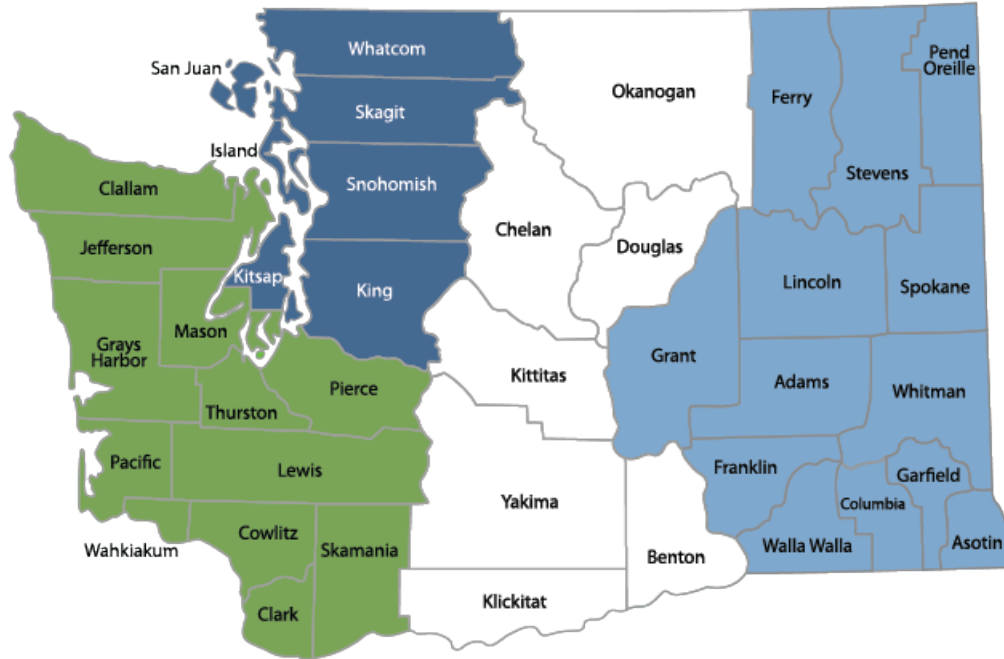
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¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2107007.html>

² 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

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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Acknowledgements

The Solid Waste Management Program would like to thank the following authors, reviewers, and contributors to this guidance.

- Lynn Gooding (author)
- Amber Smith (author)
- Tami Ramsey

Executive Summary

The Washington State Department of Ecology's (Ecology) Public Participation Grants (PPG) program is a competitive grant program that provides up to \$60,000 per year to eligible individuals and not-for-profit public interest organizations. The purpose of these grants are to facilitate public participation in the investigation and remediation of contaminated sites, and to facilitate implementation of the state's solid and hazardous waste management priorities.

Ecology designed this document for users planning to submit a PPG application for the 2021-2023 biennium. This document supplements Ecology's broader guidance in the [EAGL External Users' Manual](#)³ and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](#)⁴).

You may apply for more than one project. You will need to fill out a separate application for each project. EAGL will limit you to one application. You will have to contact Lynn Gooding at lynn.gooding@ecy.wa.gov or (360) 742-2724 in order to get access to additional applications.

If you have questions about the grant program, see the 2021-2023 [Public Participation Grants Program Guidelines](#)⁵ or visit [Ecology's PPG webpage](#)⁶. Please contact Lynn Gooding at lynn.gooding@ecy.wa.gov or (360) 724-2724 if you have any questions about the application process.

³ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

⁴ <https://apps.ecology.wa.gov/publications/documents/1701004.pdf>

⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/2107007.html>

⁶ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Public-participation-grants>

Introduction

The Washington State Department of Ecology's (Ecology) Public Participation Grants (PPG) program is a competitive grant program that provides up to \$60,000 per year to eligible individuals and not-for-profit public interest organizations. The purpose of these grants are to facilitate public participation in the investigation and remediation of contaminated sites, and to facilitate implementation of the state's solid and hazardous waste management priorities.

Ecology designed this document for users planning to submit a PPG application for the 2021-2023 biennium. All Ecology grants are administered through Ecology's Administration of Grants and Loans (EAGL) online system. You will be applying for the grant in EAGL. This document supplements Ecology's broader guidance in the [EAGL External Users' Manual⁷](#) and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book⁸](#)).

You may apply for more than one project. You will need to fill out a separate application for each project. EAGL will limit you to one application. You will have to contact Lynn Gooding at lynn.gooding@ecy.wa.gov or 360-742-2724 in order to get access to additional applications.

If you have questions about the grant program, see the 2021-2023 [Public Participation Grants Program Guidelines⁹](#) or visit [Ecology's webpage¹⁰](#).

Please contact Lynn Gooding at lynn.gooding@ecy.wa.gov or 360-724-2724 if you have any questions about the application process.

Getting Started in EAGL

Accessing EAGL

Current EAGL users

[Log in to your Secure Access Washington \(SAW\) account¹¹](#) 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 user¹²](#).

⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

⁸ <https://apps.ecology.wa.gov/publications/documents/1701004.pdf>

⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/2107007.html>

¹⁰ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Public-participation-grants>

¹¹ <https://secureaccess.wa.gov/ecy/eagl>

¹² <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans#Apply>

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 Manual¹³](#), 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 2021-2023 [PPG program guidelines¹⁴](#) and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book¹⁵](#)) 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:** Google Chrome, Edge Chromium, Mozilla Firefox, or Safari. EAGL does not spell check. The web browsers listed have built-in spell check tools that should work in EAGL. We no longer recommend using Internet Explorer.
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.

¹³ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

¹⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2107007.html>

¹⁵ <https://apps.ecology.wa.gov/publications/documents/1701004.pdf>

- 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– if you try to submit an application with errors or missing information.
 10. **Tool tip 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

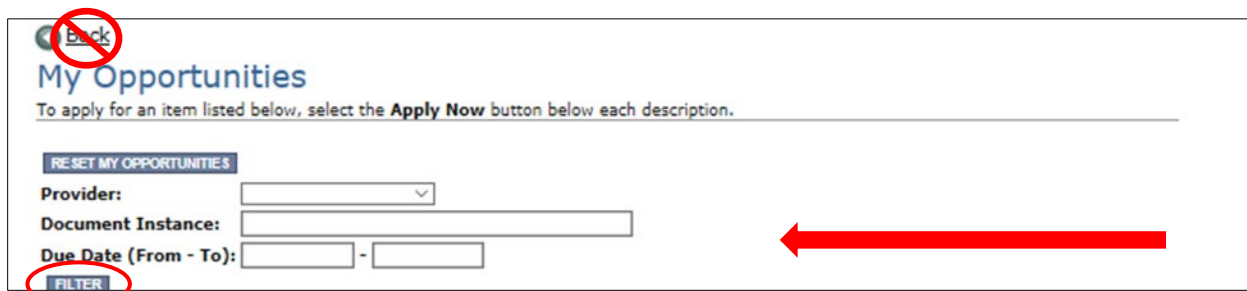
Locating the PPG funding opportunity

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.

Screenshot 3: To locate the PPG 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 PPG funding opportunity. Remember, do not use the back button in EAGL because it does not work.



Screenshot 4: Type in “public participation” in the Document Instance field and select Filter.

Applying for PPG funds

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



Screenshot 5: After reading the grant information, click on Apply Now to initiate your PPG 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 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: [SWMPPG-2021-EcySWM-00009](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
Application	Department of Ecology - SWM	Authorized Official	Application In Process	02/23/2021 - 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

Screenshot 6: Find the application forms 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: [SWMPPG-2021-EcySWM-00009](#)

 [Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	2021 Public Participation Grant Guidelines			
	2021 Public Participation Grant Application Instructions			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		Ms. Lynn (SAW) Gooding 3/22/2021 2:16:56 PM	
	Recipient Contacts			
	Scope of Work - Task 1 Project Administration			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Organization and Project Information			
	Uploads			

Screenshot 7: The Application Menu - Forms page displays a list of guidelines to reference and forms to complete.

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



Screenshot 8: 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 fastest way to search is clicking on the **Search** button with no criteria added. This gives you a list of applications associated with your organization.

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.

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

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

Search Results

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

Number of Results 7

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>	Solid Waste Management	Department of Ecology - SWM	SWMPPG-2021-EcySWM-00003	Agreement Active	2021
<input type="checkbox"/>	Solid Waste Management	Department of Ecology - SWM	SWMPPG-2021-EcySWM-00004	Agreement Active	2021
<input type="checkbox"/>	Solid Waste Management	Department of Ecology - SWM	SWMPPG-2021-EcySWM-00005	Agreement Active	2021
<input type="checkbox"/>	Solid Waste Management	Department of Ecology - SWM	SWMPPG-2021-EcySWM-00006	Application Under Review	2021
<input type="checkbox"/>		Department of Ecology - SWM	SWMPPG-2021-EcySWM-00007	Application In Process	2021
<input type="checkbox"/>	Solid Waste Management	Department of Ecology - SWM	SWMPPG-2021-EcySWM-00008	Agreement Initiated	2021
<input type="checkbox"/>		Department of Ecology - SWM	SWMPPG-2021-EcySWM-00009	Application In Process	2021

Screenshot 10: The search results display your organization's applications. Select your document information number located under 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.

View Available Opportunities

You have 8 opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

My Inbox

You have 20 new messages.
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

My Tasks

Export Results to Screen Sort by: -- Select -- GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Department of Ecology - SWM	SWMPPG-2021-EcySWM-00007	Application In Process	3/22/2021	
	Application	Department of Ecology - SWM	SWMPPG-2021-EcySWM-00009	Application In Process	3/22/2021	

[CLOSE MY TASKS](#)


Screenshot 11: The My Tasks link on the EAGL homepage is another way Authorized Officials can navigate to an application in progress.

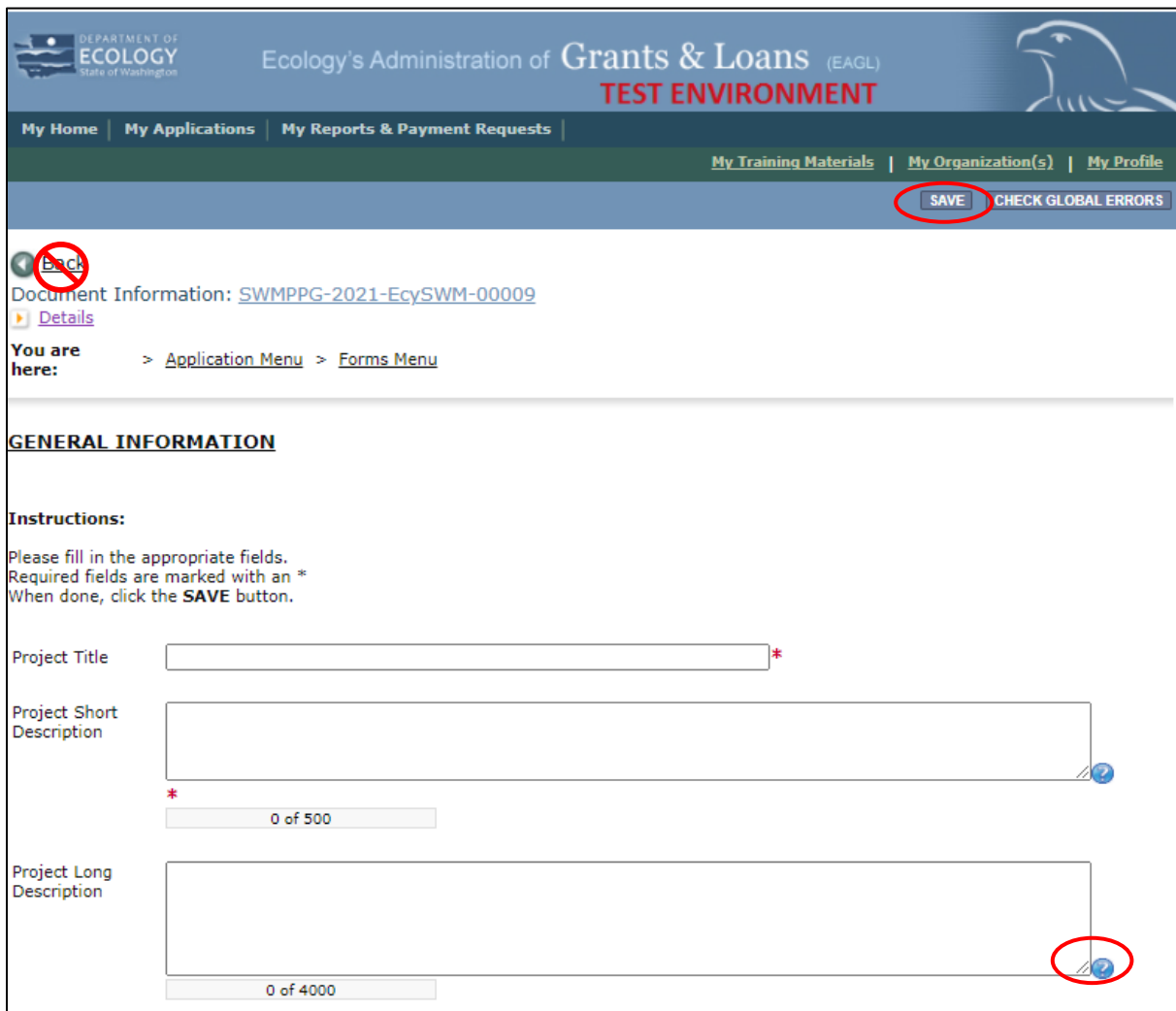
Application Forms

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.



Screenshot 12: Fill out all the required information on the General Information Form.

Total Cost ?*

Total Eligible Cost ?*

Effective Date ?*

Expiration Date ?*

Ecology Program

Project Category* ☐ Contaminated Site ☐ Waste Management

Will Environmental Monitoring Data be collected?

Overall Goal

* 0 of 1000

Screenshot 13: This is the bottom half of the General Information Form.

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		Gooding, Ms. Lynn (SAW)	3/22/2021 2:16:56 PM
	Recipient Contacts			
	Scope of Work - Task 1 Project Administration			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Organization and Project Information			
	Uploads			

Screenshot 14: 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 15: 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 \(EAGL\) Map¹⁶](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-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** or **Remedial Action** (contaminated sites) for the **Primary Theme** depending on your project.
- Select **Education & Outreach** for the **Secondary Theme**. **Solid Waste** projects also select **Solid Waste Management**.
- Enter the **Project Website**, if available.
- Then select **Save**.

¹⁶ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map>

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: [SWMPPG-2021-EcySWM-00009](#)
Details

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

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
Solid Waste *

Secondary Theme(s)
Education & Outreach *
Solid Waste Management *

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

Screenshot 16: Information on the Project Characterization page populates Ecology's interactive [EAGL map](#)¹⁷.

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.

¹⁷ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map>

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.

The screenshot shows the 'Mapping Information' form in the EAGL system. At the top, the header includes the Department of Ecology logo, the text 'Ecology's Administration of Grants & Loans (EAGL)', and 'TEST ENVIRONMENT'. Navigation links include 'My Home', 'My Applications', 'My Reports & Payment Requests', 'My Training Materials', 'My Organization(s)', and 'My Profile'. Action buttons at the top right are 'SAVE', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. The 'ADD NOTE' button is circled in red. Below the header, a 'Back' button is circled in red. The document information is 'SWMPPG-2021-EcySWM-00009'. A breadcrumb trail shows 'You are here: > Application Menu > Forms Menu > Application Forms'. The section title is 'MAPPING INFORMATION'. Instructions 1, 2, and 3 are listed, with instruction 1 circled in red. A message states: 'No location data currently exists for this project. To add location data, please click the map button below.' Below this message, the 'Add/Modify Location(s)' button is circled in red.


Screenshot 17: 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.

If you have a fiscal sponsor, their information will be entered under recipient contacts. The sponsored organization will enter their Authorized Signatory information in “other recipient signatures on printed agreement.”



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
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SAVE CHECK GLOBAL ERROR!




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[Details](#)



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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

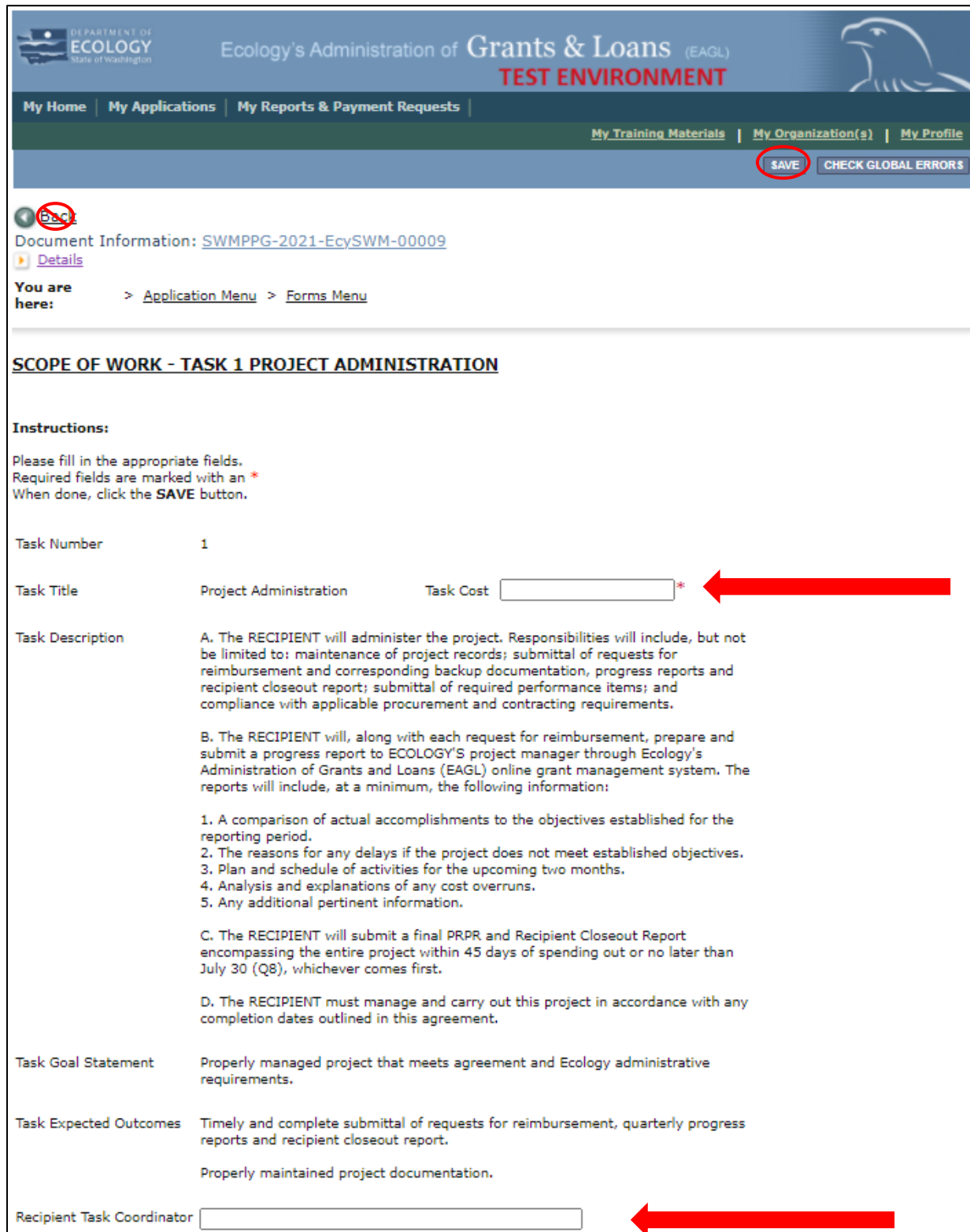
To Delete a Row
In the row you want to delete, remove the information in the Name and Title textboxes
When done, click the **SAVE** button
After SAVE, the row will be deleted

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

Screenshot 18: 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 – Task 1 Project Administration

This task is already filled out by Ecology. All you have to do is enter the task cost and recipient task coordinator and **Save** when you're done.



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SCOPE OF WORK - TASK 1 PROJECT ADMINISTRATION

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

Task Number	1
Task Title	Project Administration
Task Cost	<input type="text"/> *
Task Description	<p>A. The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report; submittal of required performance items; and compliance with applicable procurement and contracting requirements.</p> <p>B. The RECIPIENT will, along with each request for reimbursement, prepare and submit a progress report to ECOLOGY'S project manager through Ecology's Administration of Grants and Loans (EAGL) online grant management system. The reports will include, at a minimum, the following information:</p> <ol style="list-style-type: none">1. A comparison of actual accomplishments to the objectives established for the reporting period.2. The reasons for any delays if the project does not meet established objectives.3. Plan and schedule of activities for the upcoming two months.4. Analysis and explanations of any cost overruns.5. Any additional pertinent information. <p>C. The RECIPIENT will submit a final PRPR and Recipient Closeout Report encompassing the entire project within 45 days of spending out or no later than July 30 (Q8), whichever comes first.</p> <p>D. The RECIPIENT must manage and carry out this project in accordance with any completion dates outlined in this agreement.</p>
Task Goal Statement	Properly managed project that meets agreement and Ecology administrative requirements.
Task Expected Outcomes	Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report. Properly maintained project documentation.
Recipient Task Coordinator	<input type="text"/>

Screenshot 19: The Scope of Work – Task 1 Project Administration form describes your work administering the grant.

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
1.1	Quarterly payment request and progress report	10/30/2021	<input type="checkbox"/>					
1.2	Quarterly payment request and progress report	01/30/2022	<input type="checkbox"/>					
1.3	Quarterly payment request and progress report	04/30/2022	<input type="checkbox"/>					
1.4	Quarterly payment request and progress report	07/30/2022	<input type="checkbox"/>					
1.5	Quarterly payment request and progress report	10/30/2022	<input type="checkbox"/>					
1.6	Quarterly payment request and progress report	01/30/2023	<input type="checkbox"/>					
1.7	Quarterly payment request and progress report	04/30/2023	<input type="checkbox"/>					
1.8	A final PRPR and Recipient Closeout Report is submitted within 45 days of spending out or no later than July 30 (Q8), whichever comes first.		<input type="checkbox"/>					


Screenshot 20: This is the deliverable table on The Scope of Work – Task 1 Project Administration form. You do not fill anything out here.

Scope of work – additional tasks

You will only fill out one additional task form for your entire project. Do not **Add** any additional tasks. Fill in all the required fields (marked with an *****) and **Save** when you're done.

- **Task Title** is the title of your project.
- **Task Cost** is how much the task activities will cost. This should be only what you are going to charge to the grant. The task cost for Task 1 and Task 2 should total the amount of grant funding you are requesting.
- **Task Description** should outline your entire project. Include all of the activities you will conducting. Also include what you expect task funds to cover. This may include salaries and benefits, overhead, printing, supplies, travel, or contractors. See the [program guidelines](#)¹⁸ for all eligible expenses.
- **Task Goal Statement** should be the same as your overall goal on the general information form.
- **Task Expected Outcomes** are outcomes or outputs you expect to achieve from your project.
- **Deliverables Description** and **Due Date** should be similar to any outputs you've described. Due dates are broken up into two dates, one for each year of the agreement: 06/30/2022 and 6/30/23. You must have deliverables due in each year. You do not fill out the any other fields in the deliverable table.

¹⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/2107007.html>




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SCOPE OF WORK - ADDITIONAL TASKS

Instructions:

Please enter all task information
Next enter the first deliverable
Required fields are marked with an *
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

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Task Goal Statement

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Task Expected Outcomes

0 of 1500

Recipient Task Coordinator

Screenshot 21: The Scope of Work – Additional Tasks form describes your work and expected outcomes.

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? (ECV Use Only)	ETH #	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"/>

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Screenshot 22: The Scope of Work – Additional Tasks deliverables table. You only fill out the description and due date fields.

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.

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Page Information
The information has been saved.

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SCOPE OF WORK SUMMARY

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

Task Title	Task Cost
<i>Task Total</i>	\$0

Total Eligible Costs (from the General Information Form)
\$0

Screenshot 23: The information you entered on the Scope of Work – Additional Tasks form carries over to the Scope of Work Summary form.

Organization and Project information

You will enter information based on whether you are an organization or an individual applicant. Organizations are broken into two categories based on the organizations annual budget. Both types of organizations will upload their Articles of Incorporation, an organizational chart, and a copy of their by-laws. Answer the additional accompanying questions. You may be asked to upload additional documents.

All applicants will provide the additional information if applicable. See the [program guidelines](#)¹⁹ for information on highly-impacted communities. **Save** when you're done.

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ORGANIZATION AND PROJECT INFORMATION

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

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Information you provide through use of this site is public information and subject to inspection and copying by members of the public.
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.

Are you an:
☐ Organization
☐ Individual

Screenshot 24: Organization and project information form. Select one type of applicant.

¹⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/2107007.html>



Are you an:

☒ Organization


☐ Individual

Organizations:

Please attach your current Articles of Incorporation from the Office of the Secretary of State, an organizational chart, and a copy of your organization's by-laws.
Attach documents (required).

  No file chosen


Select either > \$500,000 per year or < \$500,000 per year. Follow specific instructions for your selection.

☐ Annual budget is greater than \$500,000 per year 

In the last two years have you had a formal audit, formal annual review, or board oversight by a qualified financial professional?

☐ Yes

☐ No

☐ Annual budget is less than \$500,000 per year 

Do you have dedicated accounting staff or contract out financial services? Explain.

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How often does your Board of Directors meet?

☐ Monthly

☐ Quarterly

☐ Other

Screenshot 25: Organization type. Select only one and answer the accompanying questions.

Are you an:


☐ Organization


☒ Individual


Individuals:


☒ You are an individual affected by the release or threatened release of a hazardous substance.
Attach a minimum of three letters of support and/or references.

Attach documents (required).

 No file chosen

 No file chosen

 No file chosen

 No file chosen

Please describe your relationship to the release and how you are affected by it.

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Have you managed grant funds or conducted similar projects in the past? Please explain.

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Will you be using accounting software or a certified financial professional? Describe.

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Screenshot 26: Requirements for individual applicants.

Additional Information

Will a Public Participation Grant award fully fund this project? Yes ☐ No ☐

Does your project facilitate public participation in a highly impacted or low-income community? See the [program guidelines](#) on how to determine these factors. Explain your determination including ranking and location information in the box below.

*

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Screenshot 27: All applicants fill out this section.

Uploads

This form is for attaching all relevant supporting documents. 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**.

The screenshot shows the 'Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT' interface. 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 red circle highlights the 'SAVE' button in the top right corner. Below the header, there is a 'Back' button with a red 'X' over it, and a 'Details' button. The breadcrumb trail reads: 'You are here: > Application Menu > Forms Menu'. The main section is titled 'UPLOADS'. Below this is a 'Public Disclosure Notice' box containing text about public information and a contact email 'Dawn.Drake@ecy.wa.gov'. The form is divided into two columns: 'To add an attachment' and 'To delete an attachment'. The 'To add an attachment' column has instructions: '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', and 'Repeat for each file.' The 'To delete an attachment' column has instructions: 'Remove the file's description' and 'Select the Delete checkbox next to the file's name and click Save'. At the bottom, there is a table with two columns: 'Description' and 'Attachments'. The 'Description' column has three text input fields. The 'Attachments' column has three rows, each with a 'Choose File' button and the text 'No file chosen'.

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UPLOADS

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Information you provide through use of this site is public information and subject to inspection and copying by members of the public.

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="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

Screenshot 28: 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: [SWMP PG-2021-EcySWM-00009](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Authorized Official	Application In Process	02/23/2021 - 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 29: 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.

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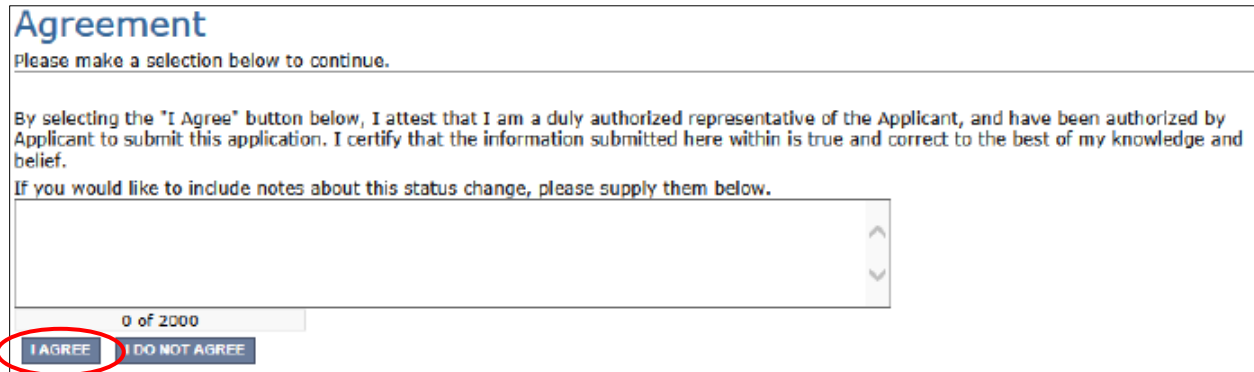
Possible Statuses

APPLICATION SUBMITTED
[APPLY STATUS](#)

APPLICATION CANCELLED
[APPLY STATUS](#)

Screenshot 30: Select Apply Status underneath Application Submitted. If you accidentally cancel your application instead, contact your Grant Manager to help you correct it.

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



Screenshot 31: 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.



Screenshot 32: 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**.

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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

Screenshot 33: You can confirm you submitted your application by checking the status on the Application Menu page.