



## **EAGL Application Instructions for the 2021-23 Local Solid Waste Financial Assistance**

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*Solid Waste Management's guidance for using Ecology's  
Administration of Grants & Loans System (EAGL) to apply for  
Local Solid Waste Financial Assistance (LSWFA)*

For the

**Solid Waste Management Program**

Washington State Department of Ecology  
Olympia, Washington

May 2021, Publication 21-07-015

## Publication Information

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<https://fortress.wa.gov/ecy/publications/summarypages/2107015.html>

Related Information

Publication 21-07-016: [Local Solid Waste Financial Assistance Funding Guidelines](#)<sup>1</sup>

## Contact Information

### Solid Waste Management Program

Headquarters  
P.O. Box 47600  
Olympia, WA 98504-7600  
Phone: 360-407-6105

**Website**<sup>2</sup>: [Washington State Department of Ecology](#)

## ADA Accessibility

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To request an ADA accommodation, contact Ecology by phone at 360-407-6195 or email at [rachael.white@ecy.wa.gov](mailto:rachael.white@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

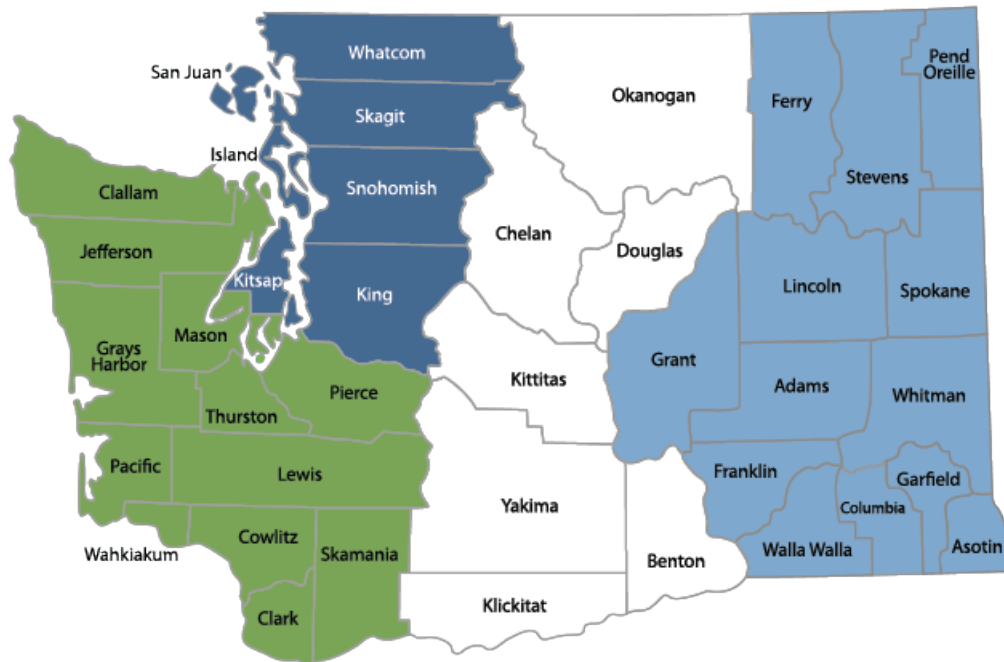
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<sup>1</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/2107016.html>

<sup>2</sup> [www.ecology.wa.gov/contact](http://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
<b>Southwest</b>	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
<b>Northwest</b>	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	3190 160th Ave SE Bellevue, WA 98008	425-649-7000
<b>Central</b>	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
<b>Eastern</b>	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
<b>Headquarters</b>	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

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Washington State Department of Ecology  
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DEPARTMENT OF  
**ECOLOGY**  
State of Washington

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# Introduction

The Local Solid Waste Financial Assistance (LSWFA) grant program, administered through the Washington State Department of Ecology, assists counties with the costs to maintain their local Solid and Hazardous Waste Management plans. Counties can use these funds to implement eligible activities identified in their plans and to enforce local and state solid waste rules and regulations.

Ecology designed these grant application instructions for those planning to submit a LSWFA application for the 2021-23 Biennium through Ecology's Administration of Grants and Loans (EAGL) system. This document supplements Ecology's broader guidance in the [EAGL External Users' Manual<sup>3</sup>](#) and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book<sup>4</sup>](#)).

If you have questions about the grant program, see the [2021-23 Local Solid Waste Financial Assistance Funding Guidelines<sup>1</sup>](#) or visit [Ecology's webpage<sup>5</sup>](#).

Please contact the grant manager assigned to your jurisdiction, or headquarters staff, if you have any questions about the application process. You can find their Contact Information in the accompanying 2021-2023 LSWFA Guidelines.

## Getting Started in EAGL

### Accessing EAGL

#### Current EAGL users

[Log in to your Secure Access Washington \(SAW\) account<sup>6</sup>](#) 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<sup>7</sup>](#).

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.

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

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

<sup>5</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Coordinated-prevention-grants>

<sup>6</sup> <https://secureaccess.wa.gov/ecy/eagl>

<sup>7</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans#Apply>

## Training materials and guidance documents

Training materials, such as the [EAGL External User's Manual](#)<sup>3</sup>, are in EAGL under the **My Training Materials** link at the top right of the My Home screen. 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 [LSWFA funding guidelines](#)<sup>1</sup> and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](#)<sup>4</sup>) 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.
  - 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 screen – 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.

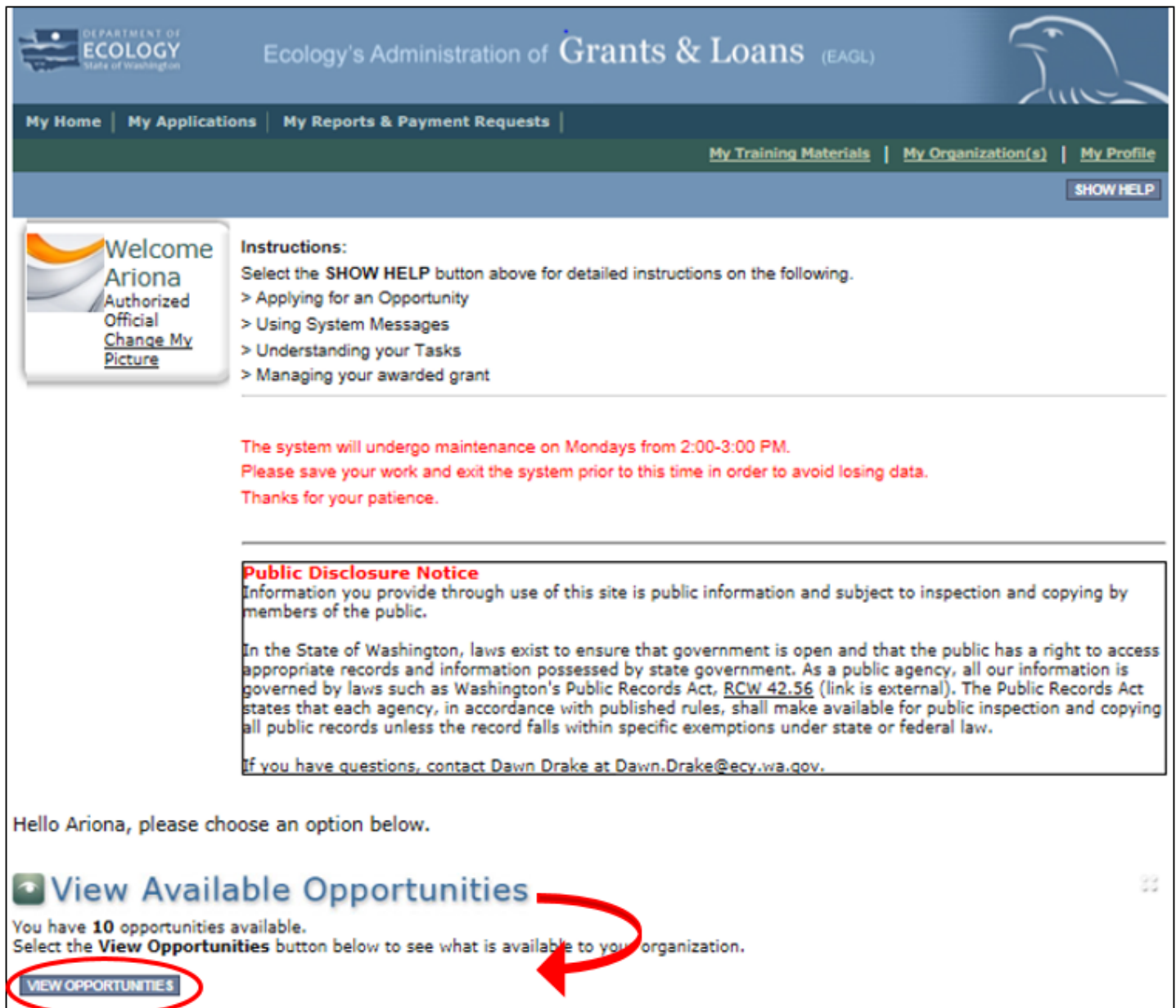
If you do get global errors, the message provides links to the forms that you need to fix. Go to the form in the error message, edit it, and re-save the form. Sometimes you simply need to visit a form to clear the error message.

# Beginning an EAGL Application

## Locating the LSWFA funding opportunity

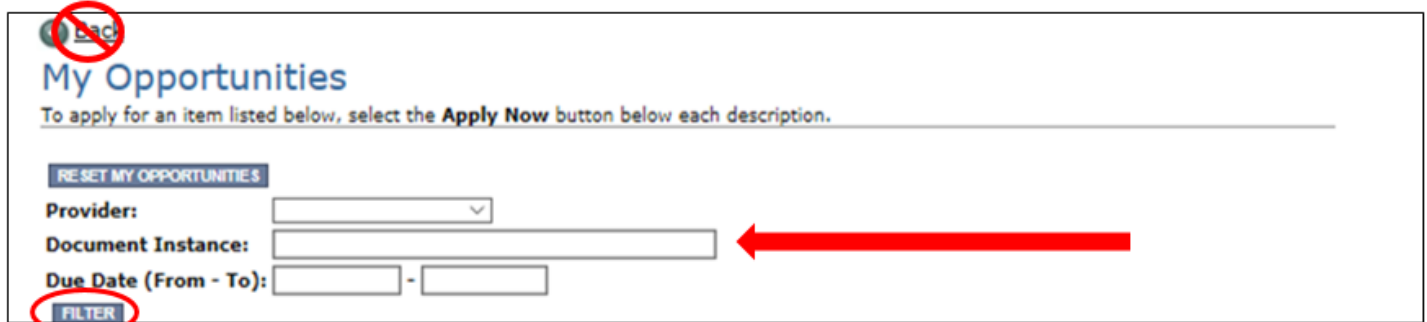
On the **My Home** screen in EAGL, Authorized Officials can find grant opportunities by clicking on the **View Opportunities** button. See Screenshot 3.

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 grant manager for help modifying your role.



Screenshot 3: To locate the LSWFA application, click on View Opportunities on the My Home screen.


After selecting the **View Opportunities** button, the **My Opportunities** screen loads. This is where you can search for the LSWFA 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.

**RESET MY OPPORTUNITIES**

**Provider:**

**Document Instance:**  

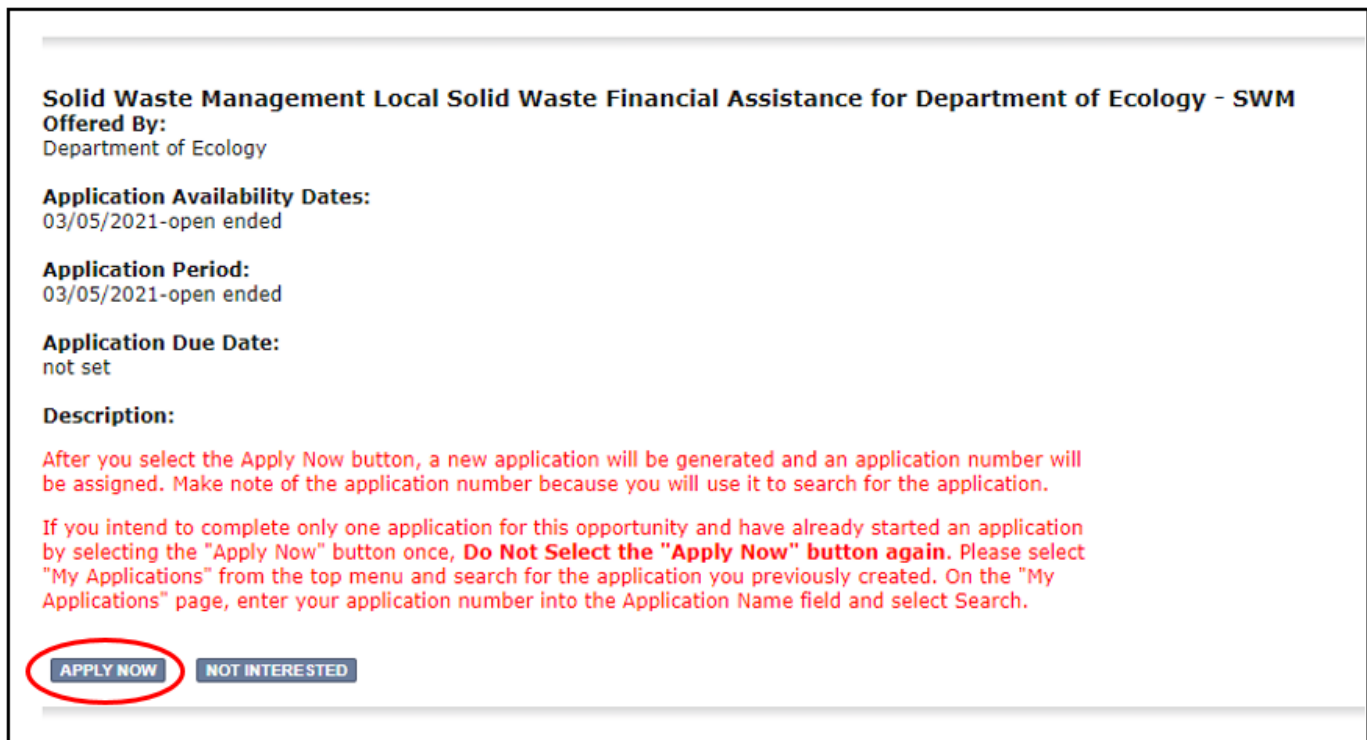
**Due Date (From - To):**  -

**FILTER**

Screenshot 4: Enter "local solid" in the Document Instance field and select Filter.

## Applying for LSWFA

Scroll down the list until you see Local Solid Waste Financial Assistance. Select **Apply Now**. Only click on **Apply Now** once to avoid unintentionally creating multiple applications.



**Solid Waste Management Local Solid Waste Financial Assistance for Department of Ecology - SWM**  
**Offered By:**  
Department of Ecology

**Application Availability Dates:**  
03/05/2021-open ended

**Application Period:**  
03/05/2021-open ended

**Application Due Date:**  
not set

**Description:**

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 LSWFA application.

## Application menu

You are now in 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 screen. It's important to write this number down. It becomes your grant application number and you can use the last three digits to search for it later.

From the **Application Menu** screen, 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.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
Application		<a href="#">Department of Ecology - SWM</a>	Authorized Official	Application In Process	03/05/2021 - 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: Finish your application by selecting the View Forms button on the Application Menu screen.

Selecting the **View Forms** button takes you to the **Application Menu - Forms** screen as shown in the next screenshot. Starting with **General Information**, select each of the **Application Forms** in the list and complete each one. **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: [SWMLSWFA-2021-EcySWM-00015](#)

[Details](#)

### Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	<a href="#">SWMLSWFA 2021 Funding Guidelines</a>			
Application Forms				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Mrs. Kelsey (SAW) Dunne 4/20/2021 10:32:25 AM	
	<a href="#">Recipient Contacts</a>			
	<a href="#">Additional Funds and Coordination</a>			
	<a href="#">Spending Plan and Outcomes Data Collection</a>			
	<a href="#">Uploads</a>			

Screenshot 7: The Application Menu - Forms screen displays a link to the LSWFA 2021 Funding Guidelines, these application instructions, and all the forms you need to complete.

If the form you're working on is not complete when you select **Save**, you will receive a page error message. EAGL saves the work you already did. You can go back later to finish the form.



#### Page Error(s)

Expiration Date is required  
Expiration Date cannot be before the Effective Date

Screenshot 8: Page error message indicates the form is not complete.

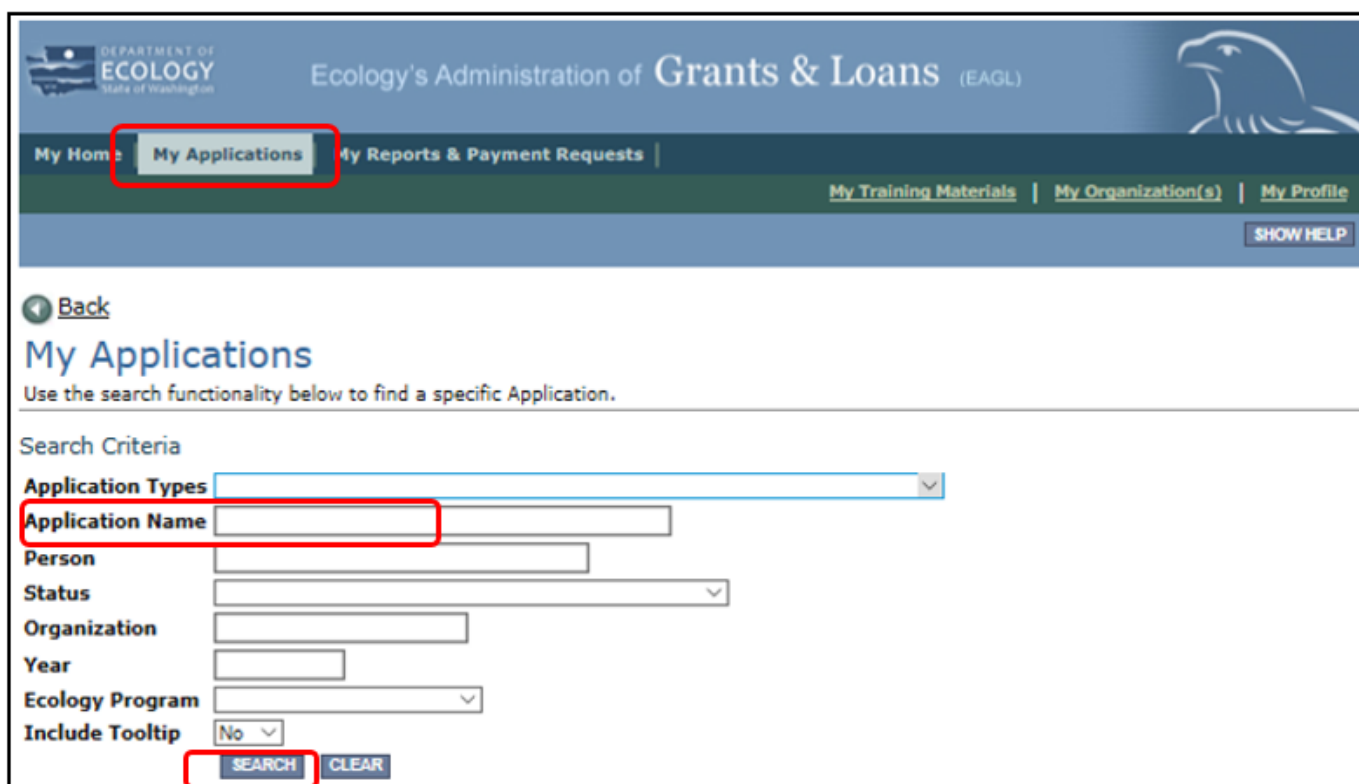
## How to search for your application

If you don't complete the application in one session, search for the application when you return to EAGL. Here are two search options.

### “My Applications” Option

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



The screenshot shows the 'My Applications' page of the Ecology's Administration of Grants & Loans (EAGL) system. The top navigation bar includes 'My Home', 'My Applications' (highlighted with a red box), 'My Reports & Payment Requests', 'My Training Materials', 'My Organization(s)', and 'My Profile'. A 'SHOW HELP' button is also present. Below the navigation bar, there is a 'Back' link and the title 'My Applications'. A instruction states: 'Use the search functionality below to find a specific Application.' The search criteria section includes fields for 'Application Types' (a dropdown menu), 'Application Name' (a text input field highlighted with a red box), 'Person', 'Status' (a dropdown menu), 'Organization', 'Year', 'Ecology Program' (a dropdown menu), and 'Include Tooltip' (a dropdown menu set to 'No'). At the bottom of the search criteria section, there are 'SEARCH' and 'CLEAR' buttons, with the 'SEARCH' button highlighted by a red box.

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

Search Results

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

Number of Results 3

<input type="checkbox"/> Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/> Solid Waste Management	<a href="#">Test Organization</a>	<a href="#">SWMLSWFA-2021-TestOr-00001</a>	Amendment Initiated	2021
<input type="checkbox"/>	<a href="#">Department of Ecology - SWM</a>	<a href="#">SWMLSWFA-2021-EcySWM-00002</a>	Application In Process	2021
<input type="checkbox"/>	<a href="#">Department of Ecology - SWM</a>	<a href="#">SWMLSWFA-2021-EcySWM-00003</a>	Application In Process	2021

Screenshot 10: The search results display your organization's applications, select your Document Information Number under the Name column.

## “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 7 opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

**My Inbox**

You have 5 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	<a href="#">Department of Ecology - SWM</a>	<a href="#">SWMCLCP-2123-EcySWM-00037</a>	Application In Process	1/5/2021	
	Application	<a href="#">Department of Ecology - SWM</a>	<a href="#">SWMCLCP-2123-EcySWM-00038</a>	Application In Process	1/6/2021	
	Application	<a href="#">Department of Ecology - SWM</a>	<a href="#">SWMCLCP-2123-EcySWM-00039</a>	Application In Process	1/6/2021	
	Application	<a href="#">Department of Ecology - SWM</a>	<a href="#">SWMLSWFA-2020-EcySWM-00001</a>	Application In Process	1/6/2021	

[CLOSE MY TASKS](#)

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




# Application Forms

Below is a list of LSWFA application forms found on the **Application Menu - Forms** screen with instructions for completing each form. When entering content, remember to type or paste it in plain text and **do not** use special characters.

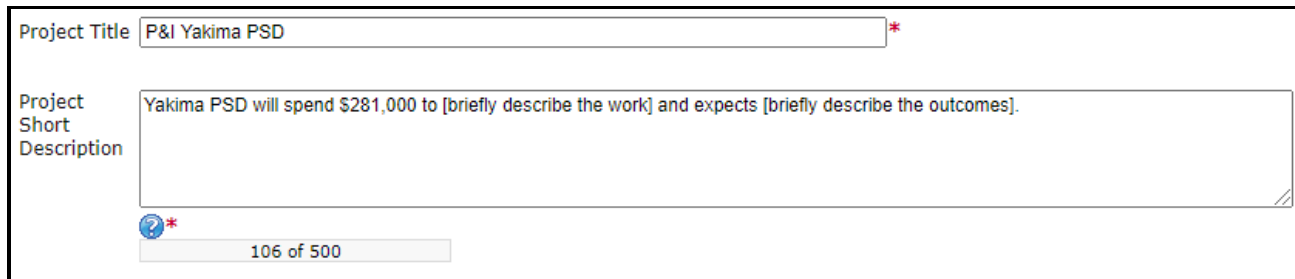
If you get lost navigating the various EAGL forms, select your **Document Information Number** at the top of the screen. That will take you back to the **Application Menu** screen. Then select **View Forms** to see the list of **Application Forms**.

## General information form

The **General Information** form is first in the list of **Application Forms**. Remember to **Save** your work frequently and do not use the **Back** button in EAGL. You can hover your cursor over the  tool tip for help in completing that field.

**Project Title:** Type P&I (short for Planning and Implementation) or SWE (short for Solid Waste Enforcement) followed by the short name of your Organization. For example, if Chelan-Douglas Health Department wanted to do solid waste enforcement, the title would be SWE Chelan-Douglas HD. Or, if Yakima Public Services Division wanted to do planning and implementation work, the title would be P&I Yakima PSD.

**Project Short Description:** Summarize the work performed with the agreement budget, and the outcomes you expect.



The screenshot shows a web form with two main input areas. The first is a text box labeled 'Project Title' containing the text 'P&I Yakima PSD' and a red asterisk indicating it is required. The second is a larger text box labeled 'Project Short Description' containing the text 'Yakima PSD will spend \$281,000 to [briefly describe the work] and expects [briefly describe the outcomes]'. Below the description box is a character count '106 of 500' and a small blue help icon with a red asterisk.

Screenshot 12: Use Ecology's naming convention for the Project Title and summarize the work your organization will perform with the agreement budget.

**Total Cost:** This is the entire cost of the project. In some cases, this is more than the Ecology share plus the required local contribution.

**Total Eligible Cost:** This is the agreement amount, which is the Ecology share plus the required local contribution.

**Project Category:** This is the type of funding you are applying for. Each category has its own application forms.



Total Cost	<input type="text" value="\$281,000.00"/>	Total Eligible Cost	<input type="text" value="\$281,000.00"/>
Effective Date	<input type="text" value="07/01/2021"/>	Expiration Date	<input type="text" value="06/30/2023"/>
Ecology Program	<input type="text" value="Solid Waste Management"/>		
Project Category*	<input checked="" type="radio"/> Planning & Implementation <input type="radio"/> Solid Waste Enforcement		

Screenshot 13: At the bottom of the General Information Form, select the correct Project Category for your organization and the expected work.

## Navigation links tool

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.

If you selected the Project Category of Planning & Implementation, the application forms you complete are shown in the following screenshot.

If you selected the Project Category of Solid Waste Enforcement, the application forms you complete are the same with one exception. Instead of completing the Category Specific Task(s) – Planning and Implementation form, you will complete the Category Specific Task(s) – Solid Waste Enforcement form.

Navigation Links				
Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Tami Ramsey (ECY)	4/12/2021 4:43:04 PM
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Dunne, Mrs. Kelsey (SAW)	3/29/2021 2:18:36 PM
	<a href="#">Recipient Contacts</a>			
	<a href="#">Additional Funds and Coordination</a>			
	<a href="#">Category Specific Task(s) - Planning &amp; Implementation</a>			
	<a href="#">Spending Plan and Outcomes Data Collection</a>			
	<a href="#">Uploads</a>			

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 refresh the forms list.

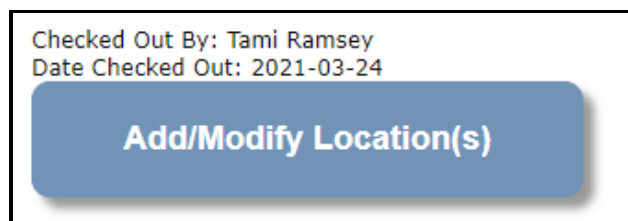
## Project characterization form

Use the drop-down menu to select primary and secondary themes for the project type. [Ecology's Administration of Grants and 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 closes.

- Primary Theme: **Solid Waste**  
After selected, the options for Secondary Theme are available.
- Secondary Theme:
  - If you selected Planning & Implementation as the Project Category on the General Information form, your secondary theme is **Solid Waste Management**.
  - If you selected Solid Waste Enforcement as the Project Category on the General Information form, your secondary theme is **Enforcement**.
- **Project Website** information is not a required field, enter information as applicable.
- Then select **Save**.

## Mapping information form

EAGL only allows 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 as shown in the screenshot below.



Screenshot 16: Look above the Add/Modify Location(s) button to see if the Map is checked out.

If you need access to the map and someone else has it 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.

1. Check the map back in by clicking **Save** at the top of the **Mapping Information** form.
2. To complete this form, follow the first instruction on the **Mapping Information** form and then follow these simplified instructions instead:
  - Click on the **Add/Modify Location(s)** button to go to the map.
  - Look for the **Define project area by county** drop-down box and select your county.
  - Click **Add**. This highlights your county on the map. If your project is implemented in more than one county, be sure to **Add** all counties.
  - Click **Next**. The system will calculate the statistics. It may take a moment.
  - After the statistics are loaded, click **Save**. This takes you back to the Mapping Information form and the map is checked out to you.
  - Click **Save** again to check the map back in.

## Recipient contacts form

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 screen. The system adds their signature blocks to the agreement when it is ready for you to sign.

**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
<div> <input type="text"/> </div>	<input type="text"/>

Screenshot 17: Add additional signatures that will print on the final agreement by using the feature at the bottom of the form.

## Additional funds and coordination form

This form covers two very important application steps.

### Additional Funds

Requesting additional funds is part of the “unrequested process” and should not be confused with the deobligation/reobligation process also known as the “unspent process” conducted in quarter 6 of the biennium. Your only opportunity to request additional funds through the unrequested process is through application and this form.

Local governments listed on the allocation table (also referred to as the Primary), excluding an independent city, can request additional funds should they become available at the start of the biennium. Typically, these funds are the result of a Primary applying for less than what was shown on the allocation table.

If you are a Primary (county government or jurisdictional health department) listed on Ecology’s allocation table, select **Yes** and answer the two questions under “**Additional Funds (“unrequested”)**”. In rare circumstances, the Primary is not the county government. If you are unsure, please refer to the [LSWFA Guidelines](#)<sup>1</sup> for clarification.

If you are not eligible to request additional funds, select **No** and move on to the **Proof of Coordination** section.

### Proof of Coordination

This section is **only** required for applicants that selected Planning & Implementation as the Project Category on the General Information form, excluding independent cities. If you selected Solid Waste Enforcement as the Project Category, or if you are an independent city listed on the allocation table, you do not complete this section of the form. You can move on to the Category Specific Task(s) form.

If you are required to coordinate, the requirements are different for a primary local government than for a partnering local government.

- If you are unsure which best describes your organization, refer to the Coordination section in the [LSWFA Guidelines](#)<sup>1</sup>.
- Upload the required proof of coordination for your organization.
  - Checking the boxes indicates you have read and understand the types of documentation required, regardless if they apply to you.
  - Both boxes must be checked before the form will save without an error.
- When you are finished, **Save** the form.

### Category specific task(s) form

You’ll complete the Category Specific Task(s) – Planning & Implementation or Category Specific Task(s) – Solid Waste Enforcement form depending on which Project Category you selected on the General Information form. Complete the form and **Save** when you’re done.

## Planning & Implementation

Do your best to answer all the questions. Your grant manager may contact you for clarification after your application is submitted. This form changed, and all explanations are below.

### Task Category:

Select the category that best describes the work you plan to perform. Your grant manager will select a standard project title when drafting the agreement. It's okay if your application includes more than one task with the same Task Category.

### Task Total Eligible Cost:

This is the Ecology share plus the 25% local contribution requirement. If your application includes more than one task, the sum of all Task Total Eligible Costs should equal the Total Eligible Cost entered on the General Information form.

### Task Goal Statement:

State the overall goal for the work. Your grant manager may use stock language for the goal statement when drafting the agreement.

### Task Description:

Describe the work, who will perform it, and the reimbursement costs you expect within the Task Total Eligible Cost.

### Outcomes Expected:

Refer to the Outcomes Guidance in Appendix E of the [Guidelines](#)<sup>1</sup>. List a measure or measures for the work you plan to perform, and include the overall expected outcome for each measure. Identify the unit of measure as needed. See the screenshot below for an example.

Outcomes Recipient Expects to Achieve		
Enter the total overall expected outcome for each measure. See application instructions for details on how to calculate the metric.		
Measureable Outcome	Overall Expected Outcome	Unit of Measure
Preliminary draft LSWMP that includes a CROP	1	document
Final CROP incorporated in the LSWMP	1	plan

Screenshot 18: List measurable outcome(s), the overall expected outcome for each measure, and identify a unit of measure, as necessary.

In the 2021-23 Biennium, LSWFA continues to ask that you only report outcomes achieved with the Total Eligible Task Cost (TETC). If the TETC is not enough to cover all expenses and you track all outcomes, please use the formula provided by your grant manager to calculate and report the portion achieved with the TETC.

## Solid Waste Enforcement

Do your best to answer all the questions. Your grant manager may contact you for clarification after your application is submitted. This form has changed, and all explanations are below.

### Task Category:

Select the category that best describes the work you plan to perform. Your grant manager will select a standard project title when drafting the agreement. It's okay if your application includes more than one task with the same Task Category.

### Task Total Eligible Cost:

This amount is the Ecology share plus the 25% local contribution requirement. If your application includes more than one task, the sum of all Task Total Eligible Costs should equal the Total Eligible Cost entered on the General Information form.

### Task Goal Statement:

State the overall goal for the work. Your grant manager may use stock language for the goal statement when drafting the agreement.

### Task Description:

Describe the work, who will perform it, and the reimbursement costs you expect within the Task Total Eligible Cost. We tried to simplify it by providing stock language in this form. Paste it into this field and modify as necessary.

### Facility / Site Compliance:

If the budget for this Task does not include paying the expenses of monitoring solid waste handling facilities, select **No**, and move on to the next set of questions.

If you are requesting reimbursement for expenses to monitor solid waste handling facilities for compliance, select **Yes**. Then, upload a document listing the name of each facility and the status of its permit.

### Solid Waste Investigation, Assistance, Enforcement:

If you anticipate spending the Task budget on the work listed, please answer **Yes**. Otherwise, answer **No**. Your grant manager will draft the scope the work in the agreement and follow-up with you regarding any other terms.

### Outcomes Expected:

Ecology is simplifying the reporting requirement and will only ask you to report on measures that we actually use to promote LSWFA.

If you are not using your Total Eligible Task Cost to perform this work enter a **0** as the overall expected outcome and leave the unit of measure blank. Otherwise complete the table with your best guess. If there are other outcomes or outputs you want to track, even though Ecology doesn't use them, add them in the text box provided.

In the 2021-23 Biennium, LSWFA continues to ask that you only report outcomes achieved with the Total Eligible Task Cost (TETC). If the TETC is not enough to cover all expenses and you track all outcomes, please use the formula provided by your grant manager to calculate and report the portion achieved with the TETC.

## Spending plan and outcomes data collection form

This form includes two sections, but you only complete the **Spending Plan section** for the application. After you complete it, **Save** the form.

### Total Eligible Cost:

The amount you entered as the Total Eligible Cost is reflected in red font on this form. Confirm this is the correct total for your entire agreement. If it is not correct, you can fix it on the General Information form.

### Task Title:

Use the drop down menu to select each task title in the agreement.

For each task title selected, enter the amount in each quarter that you expect to spend for the selected task. The “Biennial Total” for each task should equal the Task Total Eligible Cost on the Category Specific Task(s) form.

The “Grand Total” should equal the Total Eligible Cost in red font. If it does not, make the necessary corrections.

SPENDING PLAN									
<b>Instructions:</b> Complete one row for each task in your agreement and enter data in all fields. Click the SAVE button to add additional rows. When done, click the SAVE button. <b>Note:</b> Quarterly amounts must be entered as 100% (100% is Ecology's 75% share and Recipient's 25% contribution). And the Total must equal the agreement total eligible cost. ( Total Eligible Cost = \$100,000.00 )									
Start Year	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	
2021	2021	2021	2022	2022	2022	2022	2023	2023	
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Biennial Total
Task Title									
<div><div></div><div></div></div>	\$50,000.00	\$50,000.00	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000.00
<div><div></div><div></div></div>									
Total	\$50,000.00	\$50,000.00	\$0	\$0	\$0	\$0	\$0	\$0	Grand Total \$100,000.00

Screenshot 19: Spending Plan table Grand Total should equal the Total Eligible Cost entered on the General Information form.

## Uploads form

Use this form to attach anything you feel is relevant for the application. You can also use this form during the agreement period to upload supporting documentation. Ecology uses it to upload your risk assessment and required written communication.

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**.

# Submitting Your Application

## Change the status and submit

When you finish all the forms, you're ready to submit your application.

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

**Application Menu**

Document Information: [SWMLSWFA-2021-EcySWM-00003](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Department of Ecology - SWM</a>	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 20: The first step in submitting your application is selecting View Status Options on the Application Menu screen.

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

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

Document Information: [SWMLSWFA-2021-EcySWM-00003](#)  
[Details](#)

**Possible Statuses**

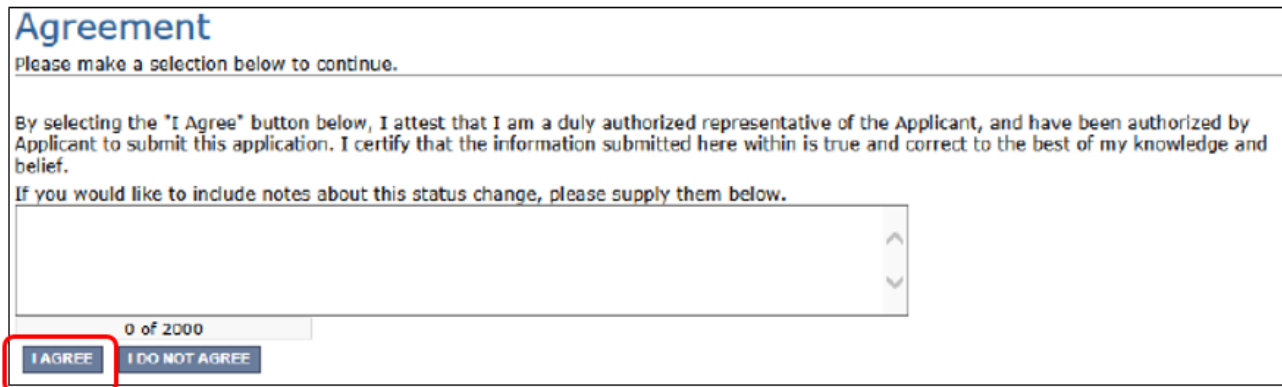
**APPLICATION SUBMITTED**  
[APPLY STATUS](#)

**APPLICATION CANCELLED**  
[APPLY STATUS](#)

Screenshot 21: Select Apply Status under Application Submitted; if you cancel the application instead, contact your grant manager for help.



- The last step in submitting your application is to select **I Agree** on the **Agreement** screen. If you cannot select I Agree, you cannot submit the application.



Screenshot 22: 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 read the error message and correct the problem. Sometimes, the error message provides a link to the form with an error. Select the link, make the correction(s), **Save** the form, and try re-submitting using the steps above. Continue until all Global Errors are cleared.



Screenshot 23: Follow instructions to clear errors if you get a Global Errors message when trying to submit your application.

## Confirm your submission

To confirm you successfully submitted your application, select your **Document Information** number to take you back to the **Application Menu** screen and check the **Current Status**. If it isn't already expanded, select the

purple **Details** link. Your Authorized Official should also get an auto-generated email confirming the application was submitted to Ecology.

Application Menu				
Document Information: <a href="#">SWMLSWFA-2021-EcySWM-00003</a>				
<a href="#">Details</a>				
Info	Document Type	Organization	Role	Current Status
	Application	<a href="#">Department of Ecology - SWM</a>	Authorized Official	Application Submitted
				Period Date / Date Due 03/05/2021 - N/A N/A

Screenshot 24: Confirm your application is submitted by checking the Current Status on the Application Menu screen.