EAGL Application Instructions for 2022-23 Waste Reduction and Recycling Education grants

Solid Waste Management's guidance for using Ecology's Administration of Grants & Loans System (EAGL) to apply for Waste Reduction and Recycling Education (WRRED) grants

For the

Solid Waste Management Program

Washington State Department of Ecology
Olympia, Washington

Publication Information

Contact Information

ADA Accessibility

---

[1] https://apps.ecology.wa.gov/publications/SummaryPages/2107035.html

[2] www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served
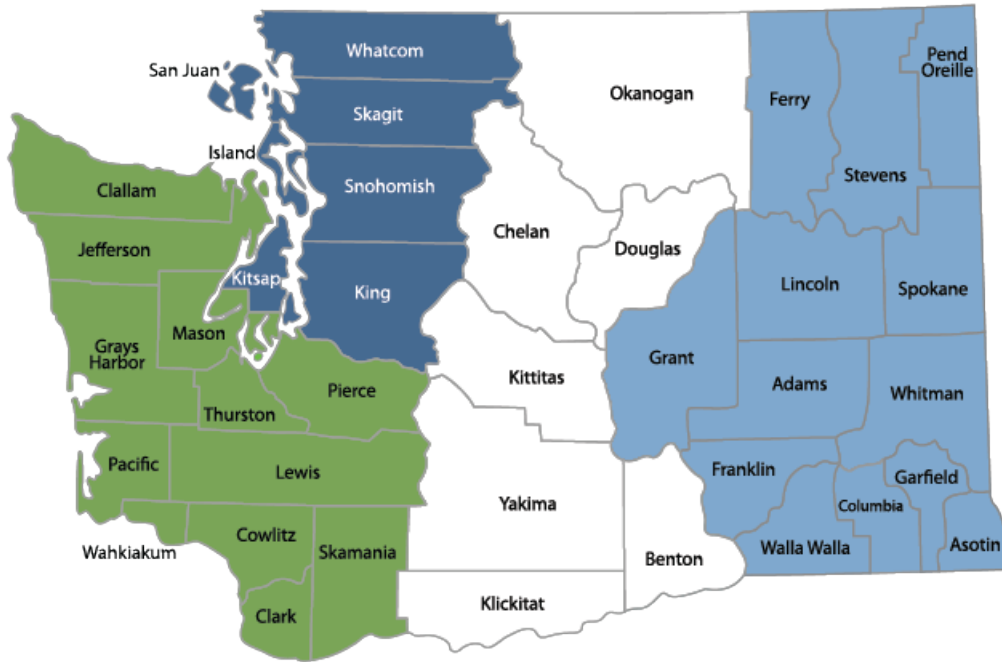
| Southwest Region 360-407-6300 | Northwest Region 425-649-7000 | Central Region 509-575-2490 | Eastern Region 509-329-3400 |

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	PO Box 330316 Shoreline, WA 98133	206-594-0000
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

EAGL Application Instructions for
2022-23 Waste Reduction and Recycling Education

Solid Waste Management's guidance for using Ecology's Administration of Grants & Loans System (EAGL) to apply for Waste Reduction and Recycling Education (WRRED)

Solid Waste Management Program
Washington State Department of Ecology

Olympia, WA

October 2021 | Publication 21-07-034

Table of Contents

EAGL Screenshots

Introduction

Ecology's Waste Reduction and Recycling Education (WRRED) grant program is a competitive grant program providing up to $60,000 in state dollars, plus 25% matching funds to qualified local governments and nonprofit organizations for local or statewide education programs designed to help the public with litter control, waste reduction, recycling, and composting or for the development and implementation of a contamination reduction and outreach plan (CROP).

Ecology designed these grant application instructions for those planning to submit a WRRED 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](3) and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](4)).

If you have questions about the grant program, see the [2022-23 Waste Reduction and Recycling Education Funding Guidelines](5) or visit [Ecology's webpage](6).

Please contact headquarters staff, if you have any questions about the application process. You can find their Contact Information in the accompanying 2022-2023 WRRED Guidelines.

Getting Started in EAGL

This is a competitive funding opportunity. EAGL will stop accepting applications promptly at 5:00 pm on the due date. It is in your best interest to change the status of your application to submitted well in advance of this time. If you are not successful at applying before this deadline, your application will not be considered for funding.

Accessing EAGL

Current EAGL users

[Log in to your Secure Access Washington (SAW) account](7) 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](8).

---

[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/2107035.html
[6] https://ecology.wa.gov/WRRED
[7] https://secureaccess.wa.gov/ecy/eagl
[8] 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 Manual [9], 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 2022-2023 2022-2023 WRRED funding guidelines [10] and the Administrative Requirements for Recipients of Ecology's Grants and Loans (Yellow Book[4]) 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 before 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.

---

[9] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html
[10] https://apps.ecology.wa.gov/publications/SummaryPages/2107035.html

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 text boxes. 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 WRRED 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 of others within the organization. You can also contact your grant manager for help modifying your role.

Screenshot 3: To locate the WRRED application, click on View Opportunities on the My Home screen.
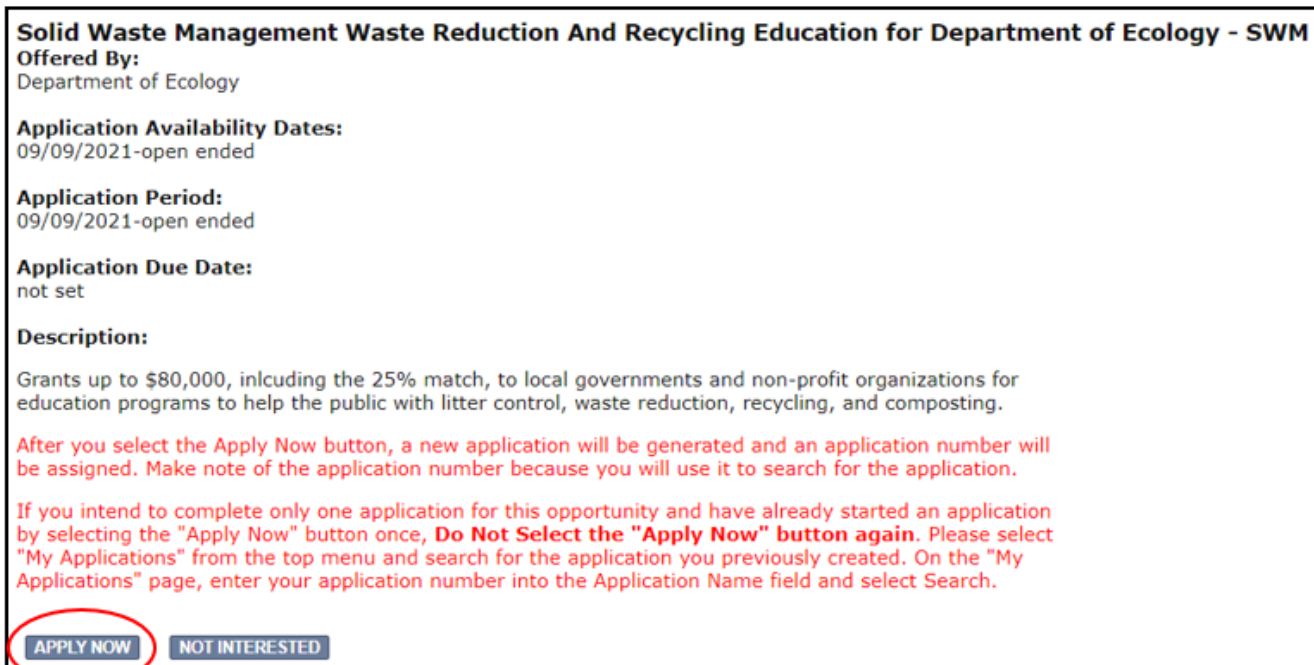
After selecting the **View Opportunities** button, the **My Opportunities** screen loads. This is where you can search for the WRRED funding opportunity. Remember, do not use the back button in EAGL because it does not work.

Screenshot 4: Enter "waste reduction" in the Document Instance field and select Filter.

Applying for WRRED

Scroll down the list until you see Solid Waste Management Waste Reduction and Recycling Education. Select **Apply Now**. Only click on **Apply Now** once to avoid unintentionally creating multiple applications.

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

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: SWMWRRED-2022-EcySWM-00002
▶ Details

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
📄	2022 Waste Reduction and Recycling Education Application Instructions			
📄	2022 Waste Reduction and Recycling Education Guidelines			
Application Forms				
📄	General Information			
📄	Project Characterization			
📝	Mapping Information		TestTami TestRamsey 10/5/2021 2:38:50 PM	
📄	Recipient Contacts			
📄	Category Specific Task(s)			
📄	Spending Plan			
📄	Uploads			

Screenshot 7: The Application Menu - Forms screen displays a link to the WRRED 2022 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

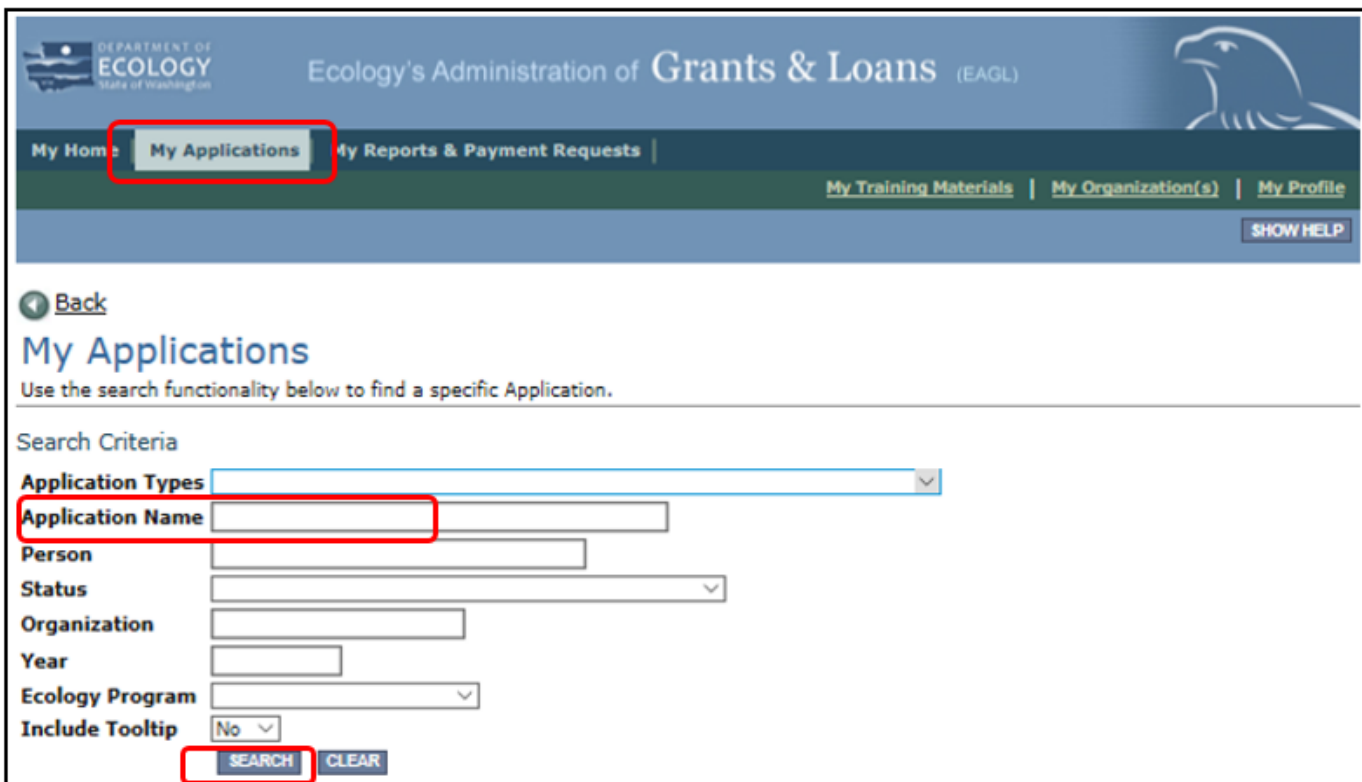Screenshot 8: Page error message indicates the form is not complete.

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.

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

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.

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

Application Forms

Below are instructions for completing each form found on the WRRED **Application Menu - Forms** screen. 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**.
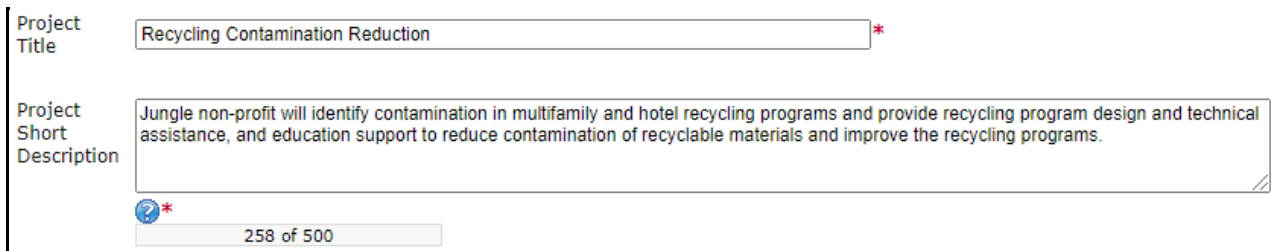
General information form

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 🌐 tooltip for help in completing that field.

Project Title: Write a descriptive Project Title. The title should capture the main purpose of the project.

Project Short Description: Write a brief, one or two sentences, paragraph describing the proposed project and its anticipated outcomes.

Project Long Description: Describe the proposed project, along with any additional information necessary for evaluating the proposal.

Project Title	Recycling Contamination Reduction	*
Project Short Description	Jungle non-profit will identify contamination in multifamily and hotel recycling programs and provide recycling program design and technical assistance, and education support to reduce contamination of recyclable materials and improve the recycling programs.	
	🌐* 258 of 500	

Screenshot 12: Write a descriptive Project Title and use other fields as needed to explain the work your organization will perform with the agreement budget.
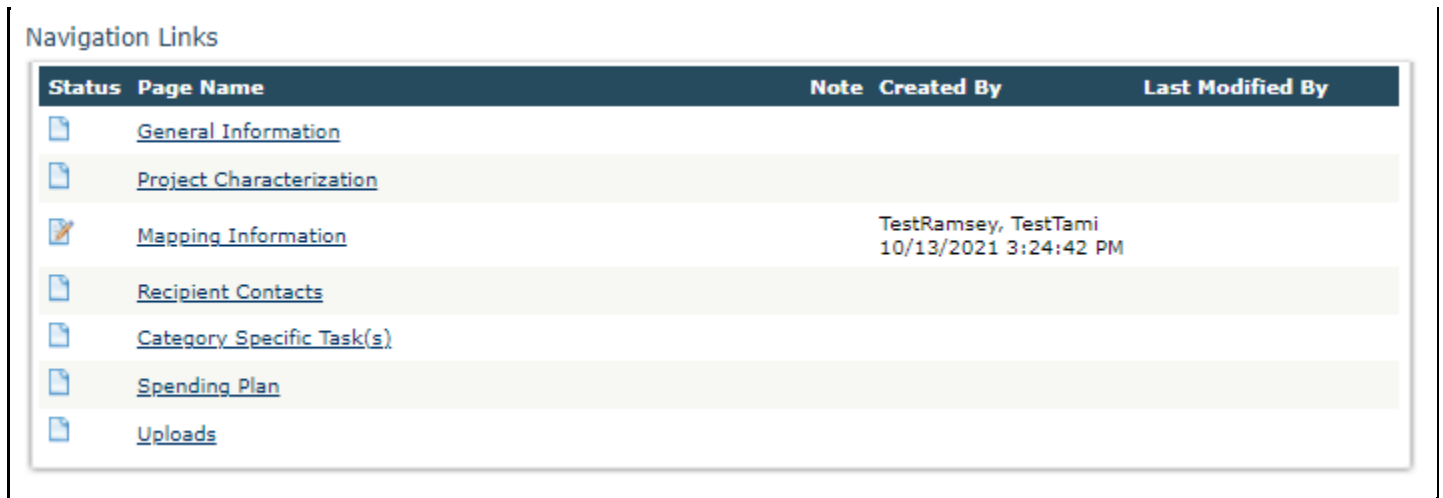
Total Cost: This amount should be the same as Total Eligible Cost.

Total Eligible Cost: This amount should equal the Ecology amount you are applying for plus the required local contribution.

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.

Screenshot 13: 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.

Screenshot 14: 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 being selected, the options for Secondary Theme are available.
- Secondary Theme: **Education & Outreach**
- **Project Website:** This 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.
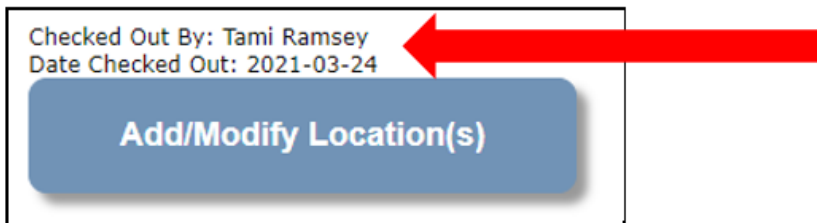

Screenshot 15: Look above the Add/Modify Location(s) button to see if the Map is checked out.

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, ignore the instruction in the form and 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 an Ecology approved EAGL registration to appear in the drop-down menus in this form. These individuals are the points of contact during the administration of the grant project. 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 can identify the same person for multiple contact types.

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.

Screenshot 16: Add additional signatures that will print on the final agreement by using the feature at the bottom of the form.

Category specific task(s) form

Content in this form should answer all the evaluation questions. If you need more space to answer those questions, you can use the General Information form.

Task Title: Select a title that best summarizes your entire Task.

Task Total Eligible Cost: This amount should reflect the Ecology share of this Task you are applying for 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.

What work will be conducted under this task?

Describe all the work you expect will be covered under this task and identify who will perform it.

What costs will be charged to this Task?

List all costs you expect to charge to the Task Total Eligible Cost.

What will be accomplished when this task is complete?

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.

Does this task support any of the biennial priorities as outlined in guidelines?

The current pandemic has impacted the ability for in-person outreach activities. How will this be addressed in the proposed project?

Additional project information such as information used in the evaluation criteria and scoring process may also be included in this section of the application.

Spending plan

Enter zero for quarters 1 and 2. Complete the remainder of the table based on the proposed project timeline. 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 for the same task.

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

SPENDING PLAN

Instructions:
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.
Note: 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 2021	Jul-Sept 2021	Oct-Dec 2021	Jan-Mar 2022	Apr-Jun 2022	Jul-Sept 2022	Oct-Dec 2022	Jan-Mar 2023	Apr-Jun 2023	
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Biennial Total
Task Title									
⌄ *	$50,000.00	$50,000.00	$0	$0	$0	$0	$0	$0	$100,000.00
⊕ ⌄ *									
Total	$50,000.00	$50,000.00	$0	$0	$0	$0	$0	$0	Grand Total $100,000.00

Screenshot 17: 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.
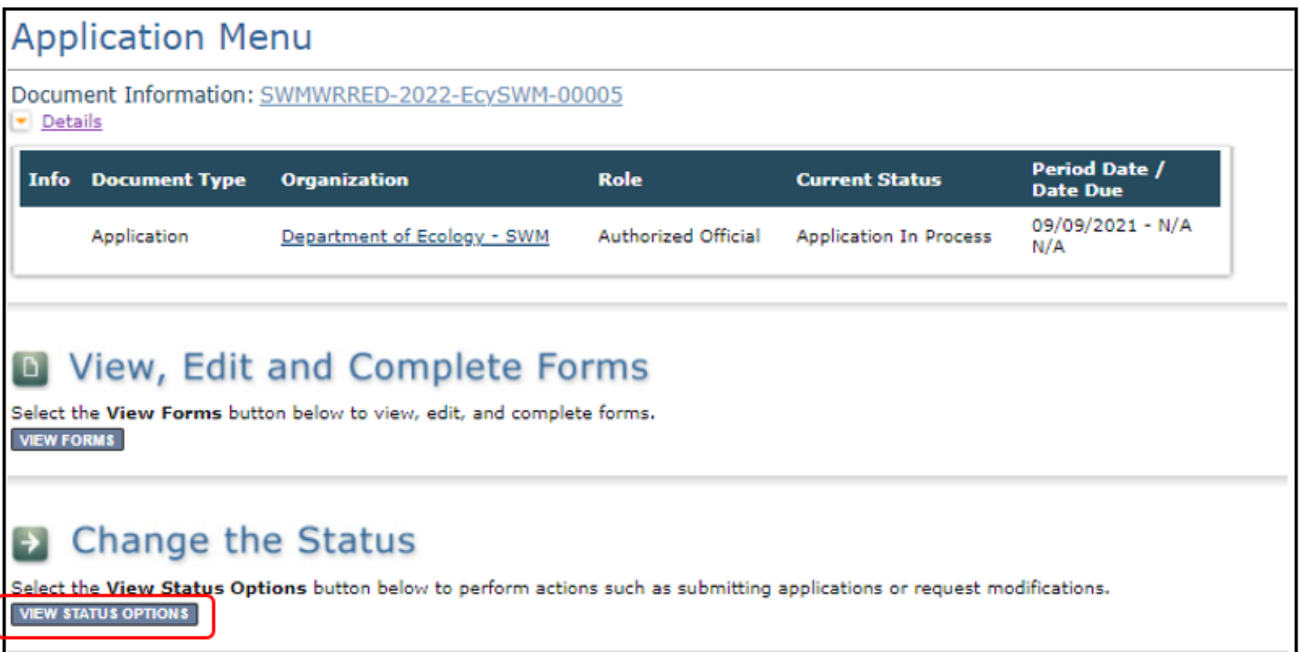
For each attachment, enter the document title and click the **Browse** button to attach the file. For more information about the file types and sizes accepted by EAGL, see page 17 of the EAGL Users' Manual[11]. If you use all three rows, a new row will appear after clicking **Save**.

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.

Screenshot 18: The first step in submitting your application is selecting View Status Options on the Application Menu screen.

---

[11] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html

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

Screenshot 18: Select Apply Status under Application Submitted; if you cancel the application instead, contact ECOLOGY for help.

4. 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 19: 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 20: 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.

Screenshot 21: Confirm your application is submitted by checking the Current Status on the Application Menu screen.