



Managing Your Grant in EAGL

2021-2023 Biennium

For the

Office of Columbia River

Washington State Department of Ecology
Union Gap, Washington

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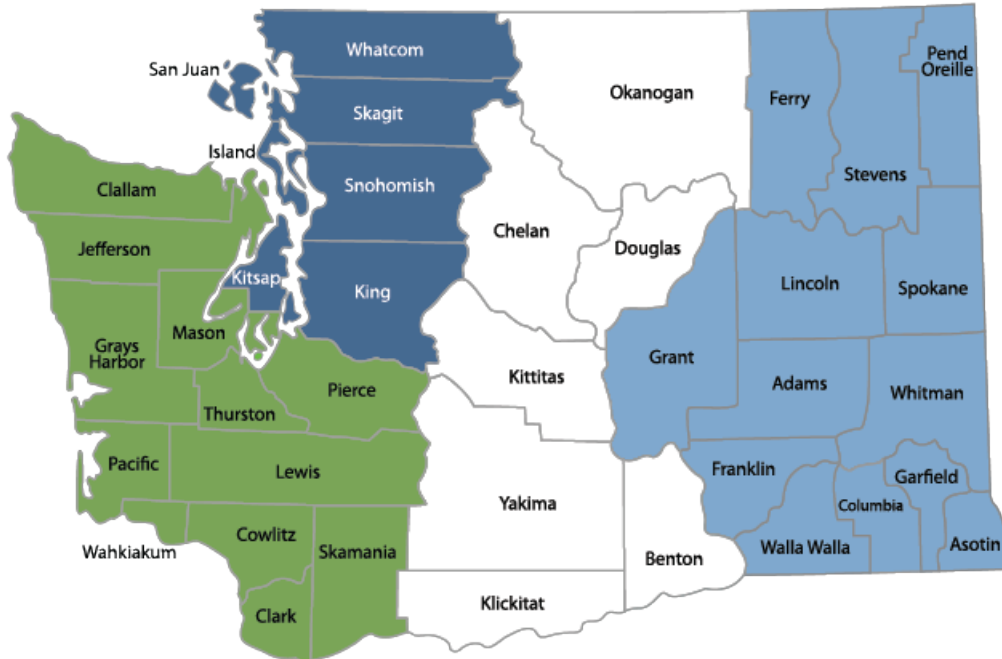
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¹ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



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

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DEPARTMENT OF
ECOLOGY
State of Washington

EAGL – Managing Your Grant in EAGL

(Ecology’s Administration of Grants and Loans)

Ecology’s grants and loans are managed in the electronic grant system - EAGL. The following section provides a summary of key elements of managing your grant in EAGL.

1. EAGL External User Manual

The [EAGL External User’s Manual](#)² can be found at the following link. Complete instructions for EAGL can be found in under “**My Training Materials**” in the green ribbon at the top of each page in EAGL.

2. EAGL Templates – Scope of Work and Budget

The scope of work should be completed in a separate word document and then copy and pasted into the appropriate sections in EAGL. A template can be provided to you by your project manager to use as a “working” draft. You can use Appendix A for some guidance on completing the scope of work draft.

Please share your draft (in word document) with your project manager before uploading the information into EAGL. It is difficult for us to provide edits and suggestion once the document is uploaded.

The budget should be completed in a separate excel document and then copied and pasted into the appropriate sections in EAGL. A template can be provided to you by your project manager to use as a “working” draft.

Both the scope of work and budget working drafts should be sent to the project manager and financial manager for review and comment before working in EAGL.

3. EAGL User Set Up - Registration

If you are new to EAGL, you will need to register as a Statewide Vendor and set up a SAW (Secure Access Washington) account. This can take several days, so plan accordingly.

Setting Up a SAW Account

Go to [Secure Access Washington](#)³ to create a SAW account, then follow the instructions below. You may not "share" a SAW account with another person or organization.

1. Create your SAW account and wait for a confirmation email.
2. Click the confirmation link in the email and log back into SAW. You will automatically be directed to the EAGL system.

² <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

³ <https://secureaccess.wa.gov/ecy/eagl>

3. If you are registering your organization in EAGL for the first time, you will need this information:
 - [Statewide Vendor Number](#)⁴
 - DUNS (Dun & Bradstreet) Number
 - Federal tax ID
4. Complete the EAGL registration page in the system.
5. You'll know you completed the process when you receive a system-generated email, letting you know that Ecology will activate your EAGL registration within three business days.

[Watch a YouTube video showing how to create a SAW account](#)⁵

After You Obtain a SAW Account

- Access your SAW account.
- Select Add a New Service.
- Click I would like to browse a list of services.
- Click Department of Ecology.
- Find EAGL, click apply.
- You will receive a system-generated notice once your EAGL account application is confirmed.
- You will be directed to page offering to access EAGL account –click access.
- You will be directed to registration page.
- Complete the registration form fields.
- Once you select the save button a new system-generated email will be sent to Ecology with your registration request.
- You will receive a system-generated email once your registration is approved.

[Watch a You Tube video which shows both SAW and EAGL registration](#)⁶

Registration Confirmation – Application Number Needed

Once you have been notified that you are receiving a grant, and you have obtained a SAW (Secure Access Washington) account and are registered in EAGL (see link), you will be assigned an application number. If you don't have an application number contact your project manager or financial manager to obtain one. Keep this application number handy as you enter and exit the system.

4. EAGL Roles - Multiple EAGL Users

If multiple people will be working in EAGL they should be registered as well. For example, a project manager who completes the scope of work, a financial manager who completes the PRPR and a signatory for final signature. This would require all three people to register with different roles.

⁴ <https://des.wa.gov/services/contracting-purchasing/doing-business-state/receiving-payment-state>

⁵ <https://youtu.be/pi0EnljG3RQ>

⁶ <https://www.youtube.com/watch?v=9B3gvb3QRBk>

Some additional EAGL role points to clarify include:

- Each organization should have at least two Authorized Officials to have a back up in case of staff turnover or unavailability.
- The Authorized Signatory should have a SAW account and be registered in EAGL.
- Contractors cannot be assigned the role of Authorized Official to maintain proper internal controls related to accounting and payment request submittal. Assign a “Writer” if want to allow access to parent or subdocuments.
- If a staff member leaves your organization put an end date in the date section next to their name. Do not “uncheck” their box under “Access Management Tools- Add/Edit People at both the agreement level and document level. Doing so will “undo” the work they have done on all agreements and will be problematic in EAGL and for auditing.
- An organization’s “Authorized Official” in EAGL may change other user’s role within their organization.

5. EAGL Application – Populating EAGL Forms

Once the scope of work and budget templates have been approved by the project manager and financial manager, the EAGL application can be put into the EAGL application forms. There are several things to keep in mind while working in EAGL.

The following page contains several links about grant management and expectations. Please take time to explore and review it. <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>

Keep these important tips in mind while working on your application in EAGL.

- EAGL users must use modern browsers Chrome, Edge, or Safari to access the database. EAGL will no longer support the Internet Explorer browser.
- The EAGL system undergoes routine maintenance on Mondays from 2:00 pm to 3:00 pm. If you work during this time, you may lose data.
- SAVE regularly. Work can be saved at any point to be revisited and completed later. SAW/EAGL times out after 20 minutes of inactivity. Each time save is selected, the 20-minute clock is restarted.
- Public Disclosure. You will notice that all pages in EAGL have a statement regarding public disclosure. Information you provide through use of this site is public information and subject to inspection and copying by members of the public.
- EAGL does not support formatted text (bold, italics, underlining, symbols, etc.) It’s recommended that you type up your answers in Notepad or Word first. Save your work as Plain Text, then “cut and paste” it into the EAGL text box. The text boxes have a character limit shown at the bottom. See Appendix A for more information about character limits.

- Spell Check. Double check for typos and grammar prior to submitting documents. The system is not a word processor and does not have a spell checker. However, most browsers now have a spellcheck function which should work with EAGL.
- If a subcontractor or consultant is part of your scope of work, do not refer to the contractor by name in this agreement. Use the term contractor or consultant.
- A red asterisk * indicates that the field is required. Applications may not be submitted if information is missing from required fields.
- To see all errors, select “Check Global Errors.” We recommend that before you leave a page you routinely run the “Check Global Errors” command.

6. Uploads

- Upload all deliverables under the General Uploads Menu and identify with task name and number, for example, Del 2.1, 2.2, etc.
- EAGL limits individual files to 35 MB.
- Give all uploaded files a descriptive title that makes it easy to identify. Invoice related documents should be uploaded in the “payment request” section. Progress report related documents should be uploaded in the “progress report”.
- Once you have uploaded a document in a PRPR and submitted it, you cannot delete it. If an error or update needs to be made to a document, a new document will need to be uploaded with a title that makes the correct document easy to identify.

7. Payment Requests/Progress Reports (PRPRs)

Payment Requests/Progress Reports (PRPRs) are required quarterly even if no expenses are billed. The link provided is a YouTube video on How to submit a Payment Request/Progress Report EAGL.

[How to submit a payment request or progress report for grants and loans - YouTube](#)

When doing a Payment Request/Progress Report (PRPR) or other special form, please only hit the enter button once for each document you need. Each time a new document is created, it cannot be deleted. Be sure to jot down the document number, so you can find it easily when you return.

8. EAGL Guidance

For additional EAGL resources, please visit Ecology’s Grants & Loans Guidance and forms at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>. Scrolling down through the page you will find information on QAPP’s, Statewide Vendor Number registration, additional forms that may be needed for your payment request, and EAGL’s Public Map.

Appendix A

EAGL Application Summary Instructions

These instructions are intended to help you draft a scope of work in a template outside of EAGL. If you have additional questions contact your project manager or financial manager.

Character length - Many fields have character length indicated. You are not obligated to use the entire amount. In fact, it is better if you don't. By not using all the characters allocated in the application, you will be leaving room for future amendments and expanding the language at that point.

Application-to-Agreement - By entering the project information in EAGL, it will become the agreement. Take care to be sure that it is written from that perspective and ensure that it is understandable for the average reader. For instance, use phrases such as: the project "will", not "would"; spell out acronyms first time using; ensure that it is "plain talked", and so forth. The Project Short Description is shown with on the public facing map. It is important that the general public can understand what the project is and its benefits.

General Information:

Project Title:

Project Short Description (<500 characters): This section should briefly address "who, what, where, when, and why." This will ultimately be the description that is on the EAGL Map Project Details and will be visible to the public.

Project Long Description (<4,000 characters): Please go into detail regarding your project. If there are multiple tasks that are not related, include a separate paragraph for each task. Specifically address the project, who is the responsible agency, where it is located, why the project is important and when it will be completed. We recommend NOT using all 4,000 characters when creating the original agreement. If an amendment is needed, additional capacity may be needed to add to the Project Long Description.

Total Cost: Total cost of the project for OCR projects these will usually be the same.

Total Eligible Cost: Cost Ecology will pay.

Effective Date: NOTE: We do not back date grants. Drafts need to be worked well in advance of when effective dates are needed to give adequate time to review and prepare in EAGL.

Expiration Date: The final date negotiated with Ecology. The last day expenditures may be incurred. Recipients are to submit the Closeout Report within 30 days of the expiration of the agreement.

Will Environmental Monitoring Data be collected? (Y/N)

If yes, please contact your project manager for specific instructions. A task may be included for a Quality Assurance Project Plan.

Overall Goal (1,000 characters): What will be accomplished upon completion of this project? This will be the goal that is on the EAGL Map Project Details and will be visible to the public.

Contact Information:

Project Manager: The person responsible for the day-to-day implementation and management of the project.

Authorized Signatory: This individual has legal authority to execute the agreement and bind their organization to the agreement. This individual must have a SAW account and be registered in to EAGL.

See the [External User's Manual](#)⁷, Appendix 3 for the EAGL Role Permissions Table.

There is a difference between a system role of “Authorized Official” and an individual’s role of “Authorized Signatory” for an application/agreement.

- The person who signs the final grant is the “Authorized Signatory”. They can have a system role of “Reader”, or any other system role. **They will need a SAW account and EAGL access.**
- Many people can have the role of “Authorized Official”. Only one person may be the “Authorized Signatory” for an agreement.
- There is a feature that allows additional signature blocks to be added for people associated with an organization. These people will not need a SAW account or EAGL access.

Billing Contact: The person responsible for billings and the contact point in the event of questions.

Project Characterization:

The primary and secondary themes are used for mapping purposes. The primary theme will be “Water Supply”

The secondary theme will be either “Yakima Basin Integrated Plan” or Office of Columbia River. Select the secondary theme based off of your funding application.

Optional - You may enter a Project Website if you have one.

Mapping:

Recipients will provide location information by mapping the area in which Ecology provided funding to benefit environmental quality. The recipient will be able to upload a GIS map of the project area as well. Specific instructions can be found under “My Training Materials-Map Instructions (Recipient)” in the blue ribbon at the top of each page in EAGL. The map will be available for public viewing for all EAGL projects.

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

Scope of Work-Task 1 Project Admin:

This optional task is pre-set for project administration/management. While you aren't required to charge administration time to the grant, if you do, it should be under this task.

Scope of Work - Task Information (Include additional tasks as required):

Task Number: Will be assigned by EAGL. Tasks should be in sequential order when possible.

Task Title:

Task Description (3,500 characters): This should be a well-developed description of your task, specifically address who, what, when, where and why. Please avoid the use of jargon. A single sentence is not adequate.

Task Goal Statement (1,500 characters): What will the objective of this task? Why is this task being done?

Task Expected Outcomes (1,500 characters): What does successful completion of this task look like (a quantitative and measureable change as a result of doing the task)? Example: Obtain final design of new canal.

Recipient Task Coordinator: This is not required.

Deliverables: Include deliverable and date to be submitted. The date to be submitted can be the contract end date if appropriate.

Budget Table: The budget table you prepared as part of your proposal will be entered into EAGL. Each cell entry will need to be completed. If there are no dollars, enter "0" in the cell.