

# Tribal Consultation for Climate Commitment Act Funding Decisions Grant Application Instructions



## General EAGL User Information

In order to apply for this funding opportunity, you must have both a registered Secure Access Washington (SAW) account and a registered Ecology's Administration of Grants and Loans (EAGL) account. For more information and instructions, see the resources listed below:

[Ecology's Grants & Loans webpage](#)<sup>1</sup>

[How to Create a SAW Account](#)<sup>2</sup>

[How to Register for EAGL](#)<sup>3</sup>

[EAGL External Users' Manual](#)<sup>4</sup>

### EAGL Tips:

\* Fields with a red asterisk are required to be filled out.



A red cross is a hover symbol, which indicates more information is available.



A hand on an orange stop sign indicates a Global Error. Once all of your forms are filled out, it is recommended that you run the "Check Global Errors", you can locate the Check Global Errors button at the top right corner on each application form. Global errors must be addressed in order to submit your application.

EAGL text boxes do not accept formatted text. 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.

EAGL Navigation: EAGL does not have a log out feature, so if at any time, you want to leave the application and return later; you must click Save on the right side of the page header before exiting the application or moving to the next form.

System Requirements – To use EAGL, you must have access to the internet and one of the following web browsers: Google Chrome, Edge Chromium, Mozilla Firefox, and Safari. We do not recommend using Internet Explorer with EAGL.

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<sup>1</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

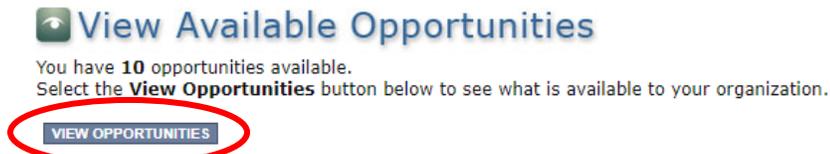
<sup>2</sup> <https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be>

<sup>3</sup> <https://www.youtube.com/watch?v=XXJh9arfasQ>

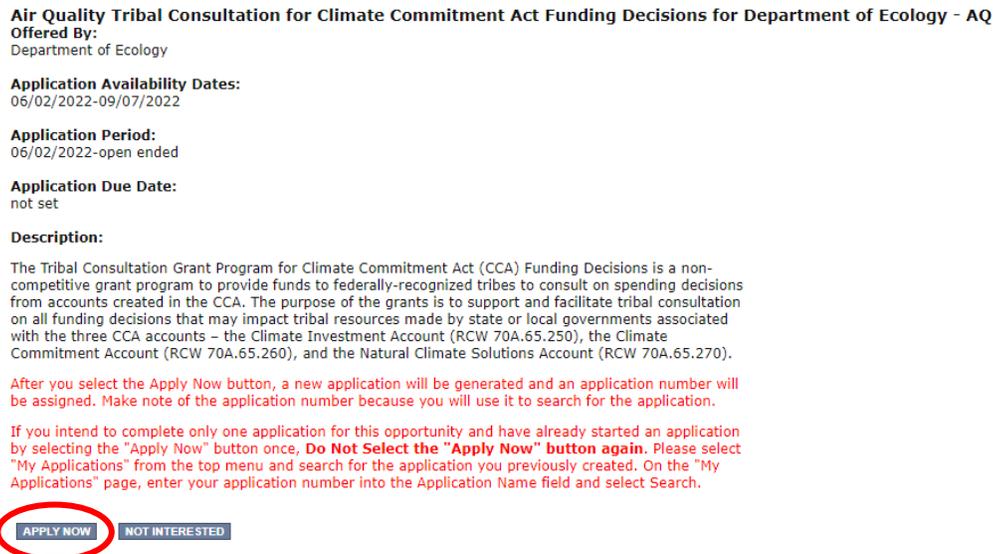
<sup>4</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>

# Creating an Application

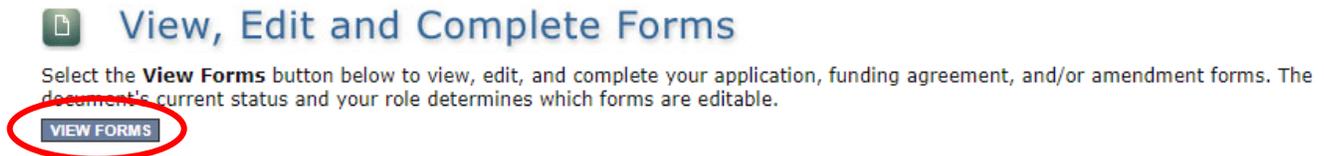
1. Once logged into EAGL, click View Opportunities, under View Available Opportunities.



2. Search for “Air Quality Tribal Consultation for Climate Commitment Act Funding Decisions for Department of Ecology – AQ” in the Document Instance field. Click Apply Now. This will take you to the application.



3. You are now on the Application Menu. Click View Forms under View, Edit and Complete Forms.



4. The next page lists all the application forms that need to be completed in order to submit the application. The following instructions walk through the steps to fill out each form.

Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Funding Program Guidelines</b>				
	<a href="#">AQTCCA-2023 Funding Guidelines</a>			
	<a href="#">AQTCCA-2023 Application Instructions</a>			
<b>Application Forms</b>				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Kelsey (SAW) Smith 6/10/2022 1:35:40 PM	
	<a href="#">Recipient Contacts</a>			
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

5. Before continuing to the forms, you must carefully read the AQTCCA-2023 Funding Guidelines, located under the Funding Program Guidelines and circled in red in the above image. If you have questions before continuing, please contact the Ecology Project Manager, Carrie Sessions, at [carrie.sessions@ecy.wa.gov](mailto:carrie.sessions@ecy.wa.gov).
6. At any time, you may leave the application and return later; however, the forms do not save automatically. **You must click Save** on the right side of the page header before exiting the application or moving to the next form.



- If you need to log out, you can return to continue your application. You will find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and navigate to your application.


**My Tasks**  
 You have **5** new tasks.  
 You have **0** tasks that are critical.  
 Select the **Open My Tasks** button below to view your active tasks.



## General Information Form

- Select General Information form the Application Forms list.

Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Funding Program Guidelines</b>				
	<a href="#">AQOTCCA-2023 Funding Guidelines</a>			
	<a href="#">AQOTCCA-2023 Application Instructions</a>			
<b>Application Forms</b>				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Kelsey (SAW) Smith	6/10/2022 1:35:40 PM
	<a href="#">Recipient Contacts</a>			
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

- The following steps 2 – 4 should be completed as shown in the image below. Enter the Project Title, Project Short Description, and Project Long Description in the boxes provided.
- Enter the Total Cost of the project in the box circled in red in the image below. The Total Cost is what the total project will cost regardless of grant funding.
- Enter the Total Eligible Cost in the box circled green in the image below. This is the grant amount you are requesting from Ecology. See the AQOTCAA-2023 Grant Guidelines for more detail.

**GENERAL INFORMATION**

**Instructions:**

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

Project Title \*

Project Short Description   
0 of 500

Project Long Description   
0 of 4000

Total Cost \*

Total Eligible Cost \*

- 5. The following steps 5 – 9 should be completed as shown in the image below. Enter the Effective Date in the box provided. The Expiration date has been pre-populated and cannot be edited. Your project must be completed by June 30, 2023, as listed in the AQTCAA-2023 Guidelines.
- 6. The Ecology Program should be prepopulated. Confirm that Air Quality is selected.
- 7. The Project Category should be prepopulated. Confirm that Climate Commitment Act is selected.
- 8. The answer to “Will Environmental Monitoring Data be collected” should be prepopulated with No and cannot be edited.
- 9. Enter the Overall Goal in the box provided.

Effective Date \*      Expiration Date \*

Ecology Program

Project Category\*  Climate Commitment Act

Will Environmental Monitoring Data be collected?

Overall Goal   
0 of 1000

- When you are finished, click Save in the top right corner of the Ecology's Administration of Grants & Loans (EAGL) banner. When you click Save, EAGL will provide error notices if any information is missing or incomplete.



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## Project Characterization Form

- Scroll to the Navigation Links section at the bottom of the page and select the next form, Project Characterization. If you have left your application, you can also select this form under the Application Forms section.

### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

- The following steps 2 – 5 should be completed as shown in the image below. Use the first dropdown menu to choose the primary theme of Air Quality.
- Use the second dropdown menu to choose the secondary theme of Climate Commitment Act.
- Adding a website is optional. You do not have to add one if it is not needed.
- Before leaving this form, Click Save in the top right corner of the EAGL banner. When you click Save, EAGL will provide error notices if any information is missing or incomplete.

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Document Information: [AQTCCA-2023-EcyAQ-00005](#)

[Details](#)

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

## PROJECT CHARACTERIZATION

### Instructions:

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

### Project Themes

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

Primary Theme  
\*



Secondary Theme(s)  
\*

### Project Website

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



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

## Mapping Information Form

1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Mapping Information. If you have left your application, you can also select this form under the Application Forms section.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
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	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

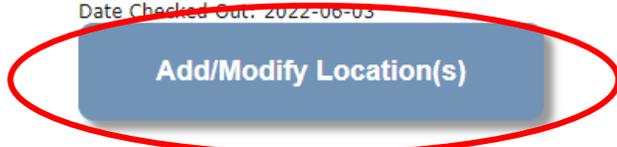
2. Once on the Mapping Information form, click on Add/Modify Location(s).

**MAPPING INFORMATION**

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

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

Checked Out By: Kelsey (SAW) Smith  
Date Checked Out: 2022-06-03



3. Click on Project Area options.

**Project area options**

Define project area by city

Define project area by county

Define project area by tribal area

Define using Washington State boundary

- You will see a selection of methods to enter the boundary for your object. Select the method you would like to use. This will most likely be City, County, or Drawing/Import Tools, so those options are prepopulated for you. If you would like to draw your own boundary, you can select Drawing/Import Tools.
- After you are finished making your selection, click Go.

Select method(s) to enter boundary

<input type="checkbox"/> Air Authority	<input type="checkbox"/> Lake
<input checked="" type="checkbox"/> City	<input type="checkbox"/> Parcel
<input checked="" type="checkbox"/> County	<input type="checkbox"/> WRIA <span>?</span>
<input type="checkbox"/> Grant Project Area	<input type="checkbox"/> School District
<input type="checkbox"/> Transit Authority	<input type="checkbox"/> HUC 12 <span>?</span>
<input checked="" type="checkbox"/> Tribal Areas	<input checked="" type="checkbox"/> Drawing/Import Tools

**Go**

- You may also choose from the drop-down list or type in the name of the project area. Select Add. An outline of the area you selected will appear.
- When you are finished, click Next at the bottom of the page, and the system will calculate the area statistics.

The screenshot shows a web application interface for defining project areas. On the left, there is a sidebar with the following options:

- Test Project Title** (with a help icon)
- Project area options**
- Define project area by city**: A text input field with "Enter city" and an **Add** button (circled in red).
- Define project area by county**: A dropdown menu with "Choose county" and an **Add** button.
- Define using Washington State boundary
- Define project area by drawing or importing boundary**: Includes icons for Draw, Edit, and Import, and a list of boundary types: Boundary, Boundary, Shapefile.
- Project Areas**: A list containing "Seattle" with a red 'X' icon.
- Return to EAGL** button.
- Next** button (circled in red).

The main area shows a satellite map of Seattle with a yellow boundary outline around a central area. The map includes labels for various neighborhoods and landmarks like Elliott Bay, Seattle, and Mercer Island.

- After the calculations are complete, click Save at the bottom of the page.

Legislative District:	Area %
District 25	< 1%
District 26	< 1%
District 27	72.94%
District 28	9.32%
District 29	17.53%
District 30	< 1%
District 34	< 1%



- The Mapping Information form will reload with a table of statistics. Click Save in the top right corner of the application when finished.



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## Recipient Contacts Form

- Scroll to the Navigation Links section at the bottom of the page and select the next form, Recipient Contacts. If you have left your application, you can also select this form under the Application Forms section.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

- Use the dropdown menus to select a staff person for the following roles in EAGL: Project Manager, Authorized Signatory, and Billing Contact.

Note: Each of your staff assigned a role in EAGL will need both an EAGL and SAW account. For more information on signing up for these accounts, visit [Ecology's Grants & Loans webpage](#)<sup>5</sup>.

## 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  \*

- If you need additional signatories, use the blank fields provided at the bottom of the page. Note: Additional signatories do not need EAGL accounts.

### 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"/>

- Click Save in the top right corner of the application. The original page will reload with addresses and phone numbers for the persons entered.

<sup>5</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans>

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## Scope of Work – Additional Tasks Form

1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Scope of Work – Additional Tasks. If you have left your application, you can also select this form under the Application Forms section.

### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of work Summary</a>			
	<a href="#">Uploads</a>			

2. The following steps 2 – 6 should be completed as shown in the image below. Enter Task Title and Task Cost in the boxes provided.
3. Enter Task Description in the box provided.
4. Enter Task Goal Statement in the box provided.
5. Enter Task Expected Outcomes in the box provided.
6. Enter Recipient Task Coordinator in the box provided.

**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

\*  
0 of 3500

Task Goal  
Statement

\*  
0 of 1500

Task  
Expected  
Outcomes

\*  
0 of 1500

Recipient  
Task  
Coordinator

7. Enter the deliverable description and due date in the boxes provided.



**Deliverables**

**To Add a Row**

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

**To Delete a Row**

Delete data entered in a row  
 When done, click the **SAVE** button

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
	<input type="text"/> * 0 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Click Save in the top right corner of the application when finished with the first deliverable. The Scope of

Work – Additional Tasks form page should reload with Task Number 1 prepopulated.



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9. To insert a new deliverable, scroll to the bottom of the page and click the + icon. Enter your deliverable description and due date in the boxes provided.

**Deliverables**

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

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

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

10. Click Save in the top right corner of the application when finished with the second deliverable.



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11. Repeat steps 9 – 10 to add as many deliverable as you need. Click Save in the top right corner of the application when finished.



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12. To add an additional Task Number, click Add in the top right corner of the application.



13. Repeat steps 2 – 10 for the second task. Click Save in the top right corner of the application when finished.



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## Scope of Work Summary Form

1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Scope of Work Summary. If you have left your application, you can also select this form under the Application Forms section.

### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

2. Review the Scope of Work Summary page.

### SCOPE OF WORK SUMMARY

**Instructions:**

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

Task Title	Task Cost
Test Task Title	\$5,000.00
Test Task Title 2	\$5,000.00
<i>Task Total</i>	\$10,000.00

Total Eligible Costs (from the General Information Form)
\$10,000.00

3. Click Save in the top right corner of the application when finished.



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## Uploads Form

1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Uploads. If you have left your application, you can also select this form under the Application Forms section.

### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

2. Upload any additional documents you need for this application.

**Add Upload**

Enter a description for the file  
 Select the **Choose File** button and select your file  
 To add an additional file, click the (+) or **Save** at the top of the page and a new line will appear  
 Click **Save** at the top of the page once all files are selected

**Remove Upload**

Remove the file's description  
 Select the **Delete** checkbox to the right of the file's name  
 Click **Save** at the top of the page

**Description**
  
  

**Upload**

Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen

- You are now ready to submit your application.

## Submitting Your Application

- When you have completed all the forms and uploaded the required documents, select Application Menu towards the top of the page.

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

- Under Change the Status, click View Status Options.

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### Application Menu

Document Information: [AQTCCA-2023-EcyAQ-00005](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Department of Ecology - AQ</a>	Authorized Official	Application In Process	06/02/2022 - 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](#)

- Under Application Submitted, click Apply Status. If you wish to cancel your application, you can click Application Cancelled if needed.

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## 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**

4. If any part of your application is missing or incomplete, the page will display Global Errors and inform you which sections need to be completed.
5. If your application is complete, click I AGREE. You may use the Statement box if you'd like. It is not required.

### Agreement

Please make a selection below to continue.

By selecting the "I Agree" button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by Applicant to submit this application. I certify that the information submitted here within is true and correct to the best of my knowledge and belief.

If you would like to include notes about this status change, please supply them below.

0 of 2000

**I AGREE**

**I DO NOT AGREE**

6. Upon submission, you will receive a confirmation email.

## Contact information

### Air Quality Program

#### Technical Questions

Carrie Sessions

Phone: 360-407-6574

Email: [carrie.sessions@ecy.wa.gov](mailto:carrie.sessions@ecy.wa.gov)

#### EAGL Questions

Kelsey Smith

Phone: 564-200-4466

Email: [kelsey.smith@ecy.wa.gov](mailto:kelsey.smith@ecy.wa.gov)

**Website**<sup>6</sup>: [Washington State Department of Ecology](http://www.ecy.wa.gov)

## ADA accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-XXXX or email at [first.last@ecy.wa.gov](mailto:first.last@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>6</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)