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[1]
How to Create a SAW Account[2]
How to Register for EAGL[3]
EAGL External Users' Manual[4]

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.

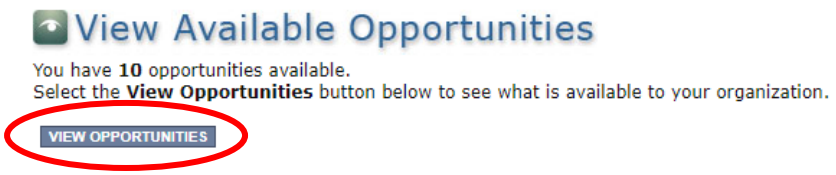
EAGL Navigation: EAGL does not have a log out feature, so if at any time, you want to leave the application and return later; you must click Save on the right side of the page header before exiting the application or moving to the next form.

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.

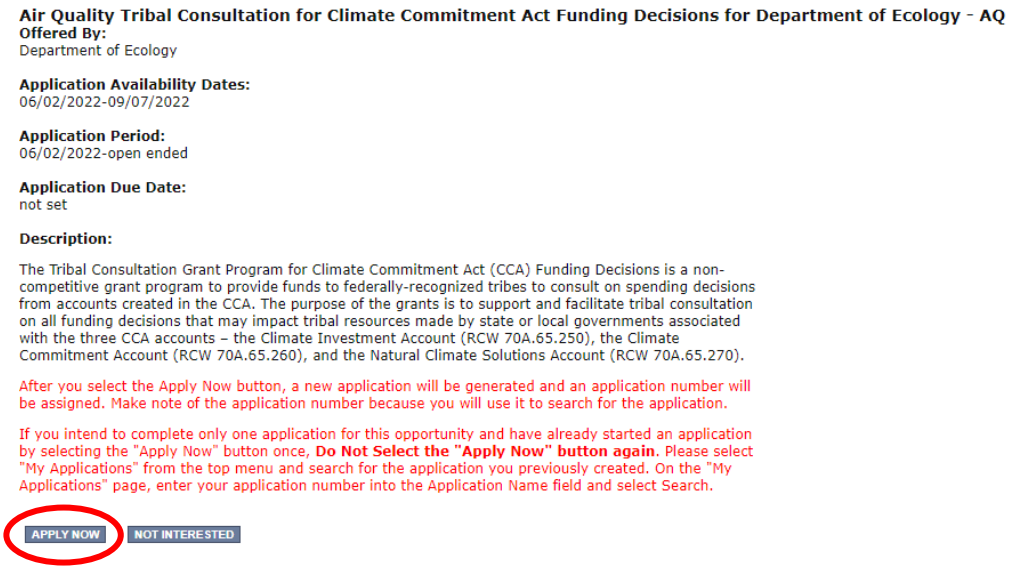
[1] https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance
[2] https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be
[3] https://www.youtube.com/watch?v=XXJh9arfasQ
[4] https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html

Creating an Application

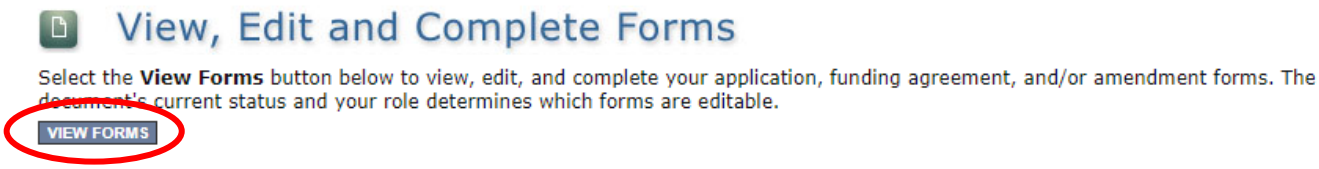
1. Once logged into EAGL, click View Opportunities, under View Available Opportunities.



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.

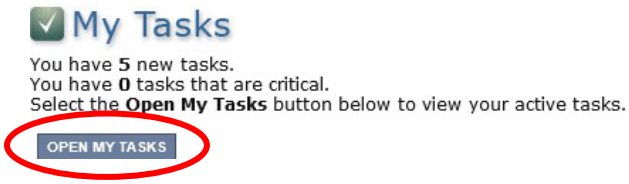
Forms

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

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.

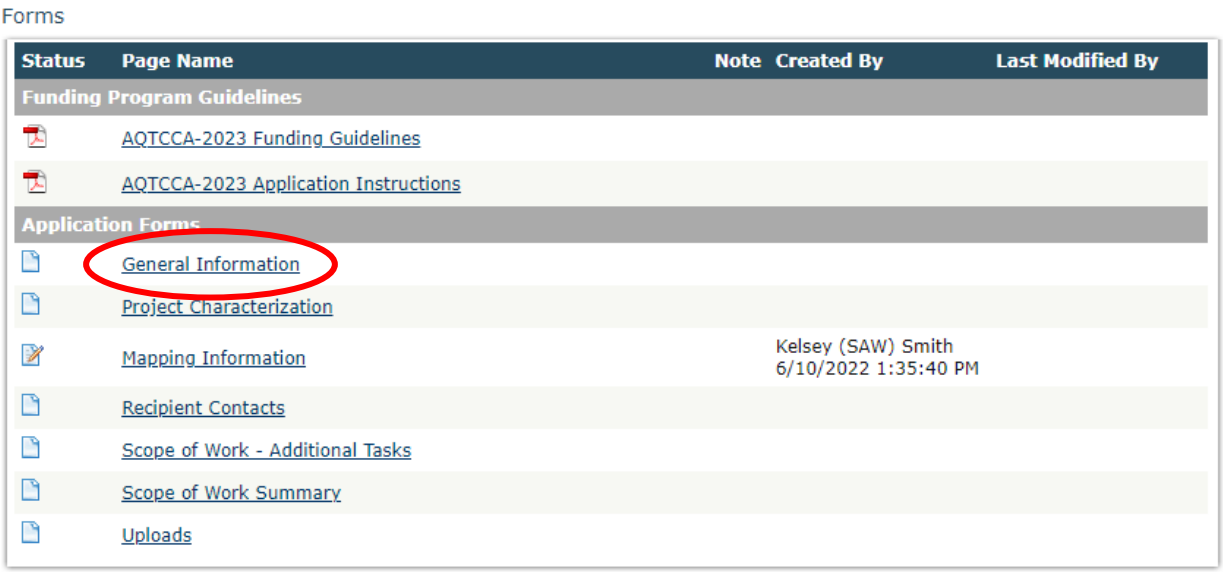
6. At any time, you may leave the application and return later; however, the forms do not save automatically. **You must click Save** on the right side of the page header before exiting the application or moving to the next form.

7. 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.

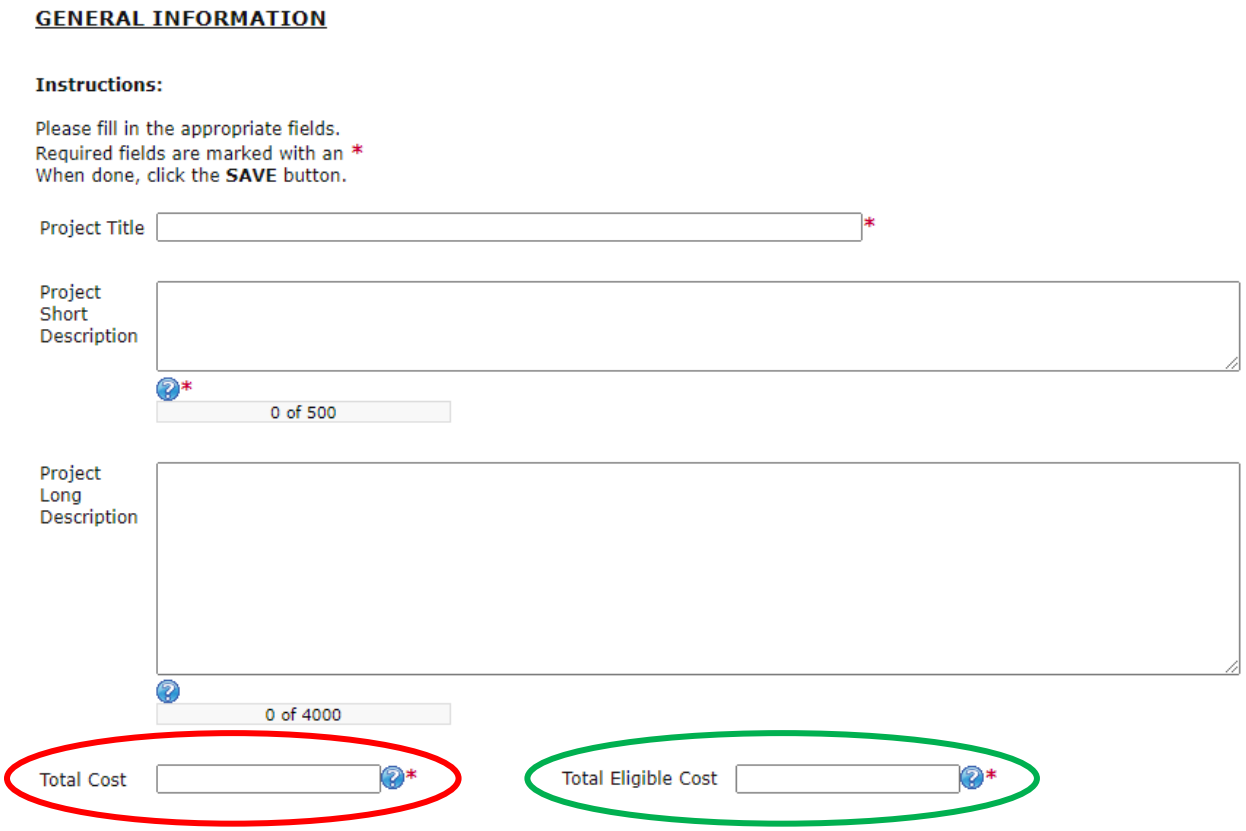


General Information Form

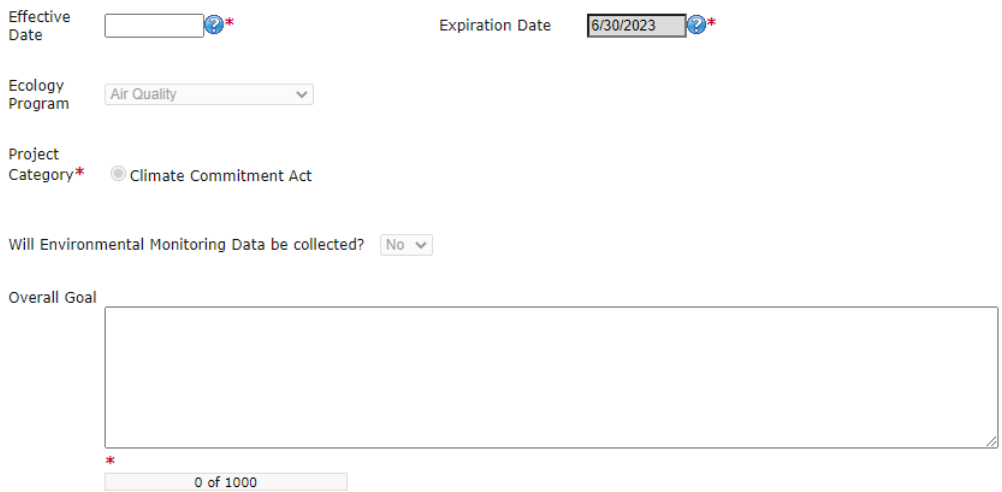
1. Select General Information form the Application Forms list.



2. 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.
3. 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.
4. 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 AQTCAA-2023 Grant Guidelines for more detail.



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.



10. 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.

Project Characterization Form

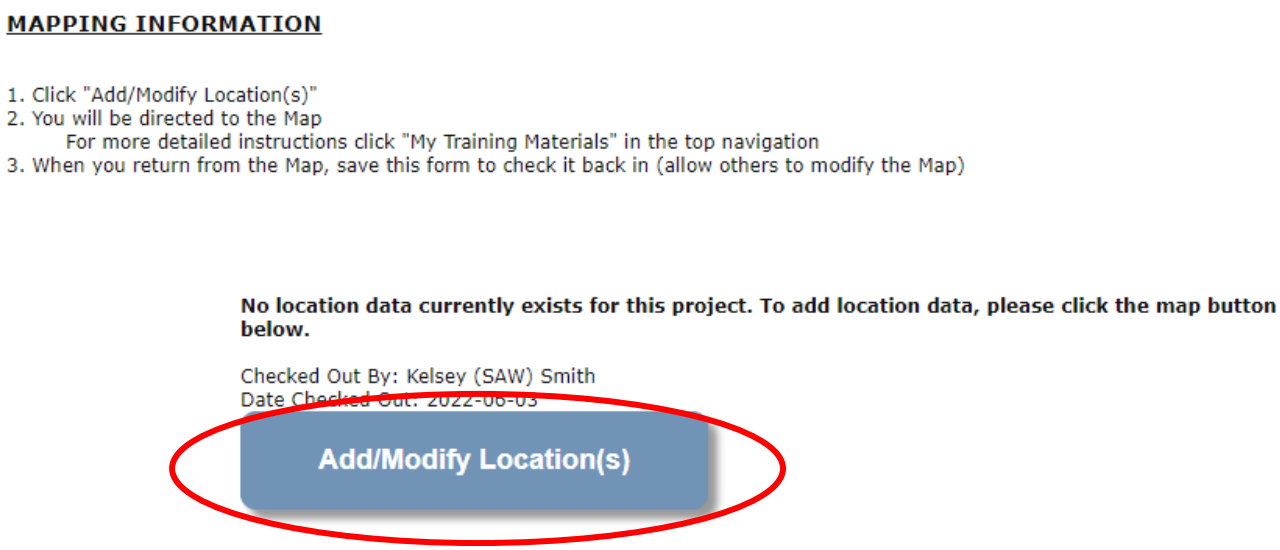
1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Project Characterization. If you have left your application, you can also select this form under the Application Forms section.

2. 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.
3. Use the second dropdown menu to choose the secondary theme of Climate Commitment Act.
4. Adding a website is optional. You do not have to add one if it is not needed.
5. 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.

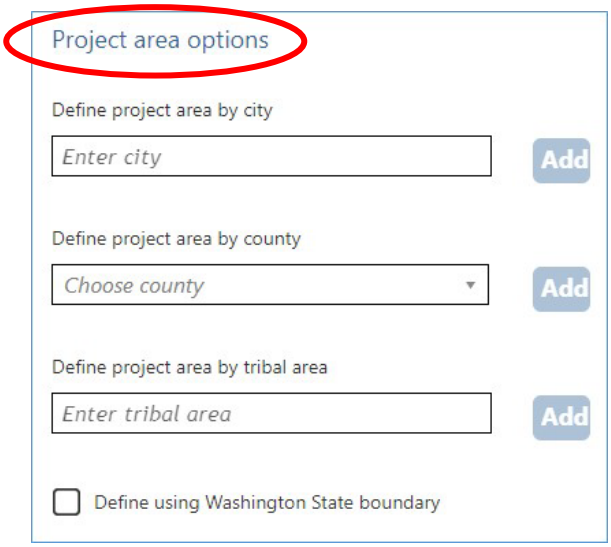
Mapping Information Form

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.

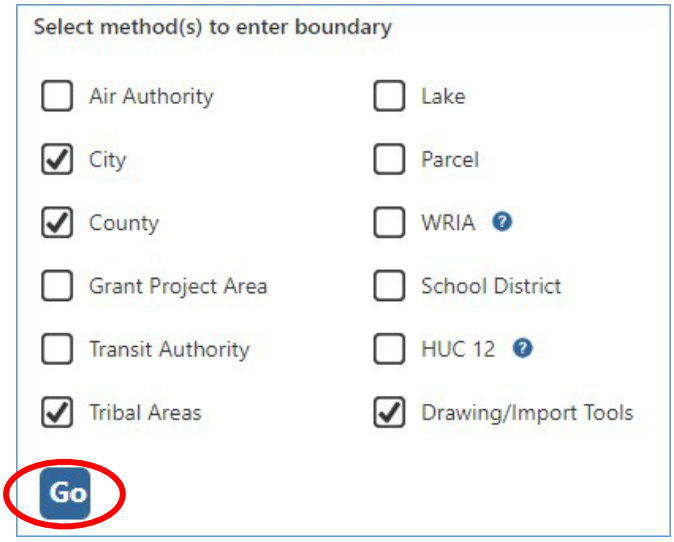
2. Once on the Mapping Information form, click on Add/Modify Location(s).



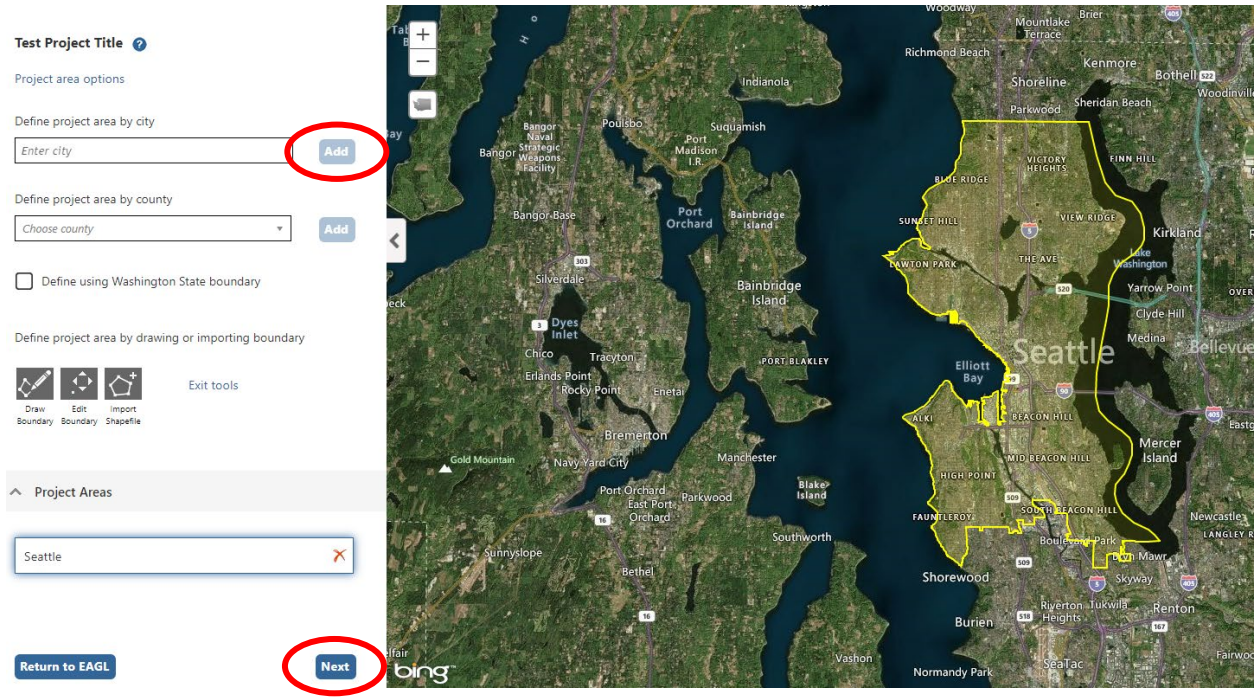
3. Click on Project Area options.



4. 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.
5. After you are finished making your selection, click Go.



6. 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.
7. When you are finished, click Next at the bottom of the page, and the system will calculate the area statistics.



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

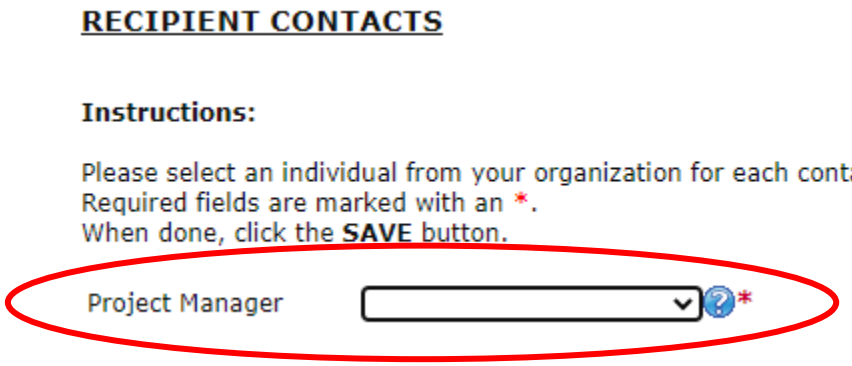
9. The Mapping Information form will reload with a table of statistics. Click Save in the top right corner of the application when finished.

Recipient Contacts Form

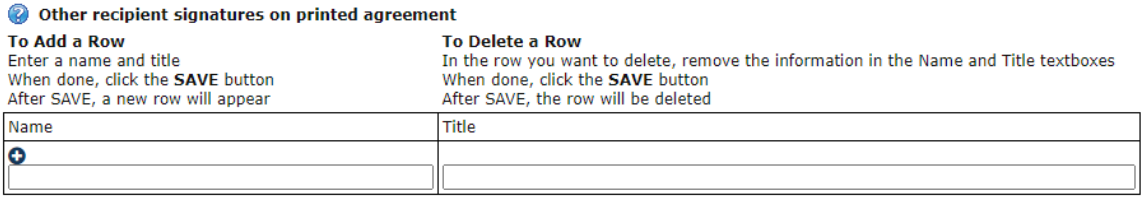
1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Recipient Contacts. If you have left your application, you can also select this form under the Application Forms section.

2. 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[5].



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



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

[5] 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.

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

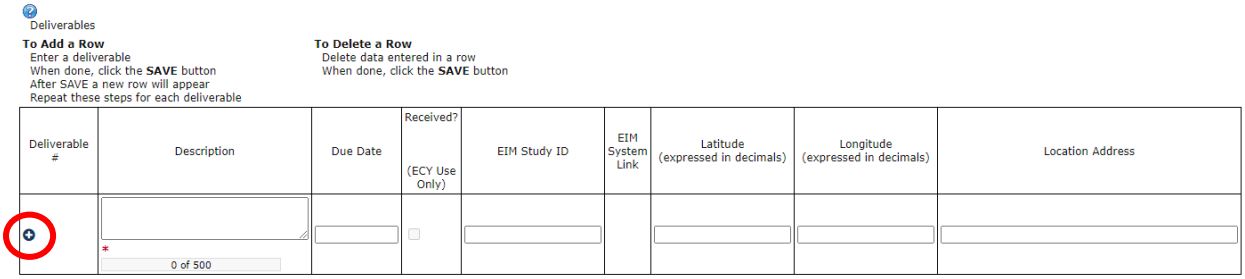
To Delete a Row
Delete data entered in a row
When done, click the **SAVE** button

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
	* 0 of 500							

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.

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.



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

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.

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.

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
Task Total	$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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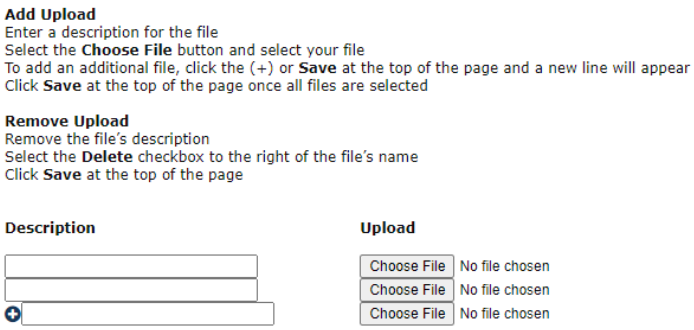
Uploads Form

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
	General Information		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	Project Characterization		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	Mapping Information		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	Recipient Contacts		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Uploads			

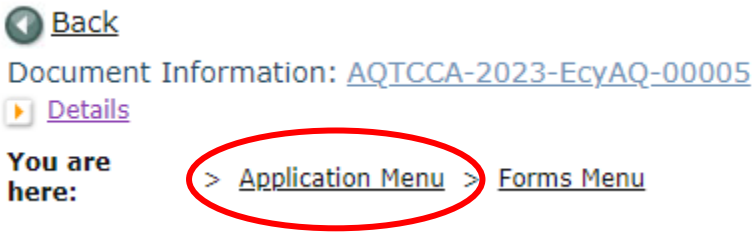
2. Upload any additional documents you need for this application.



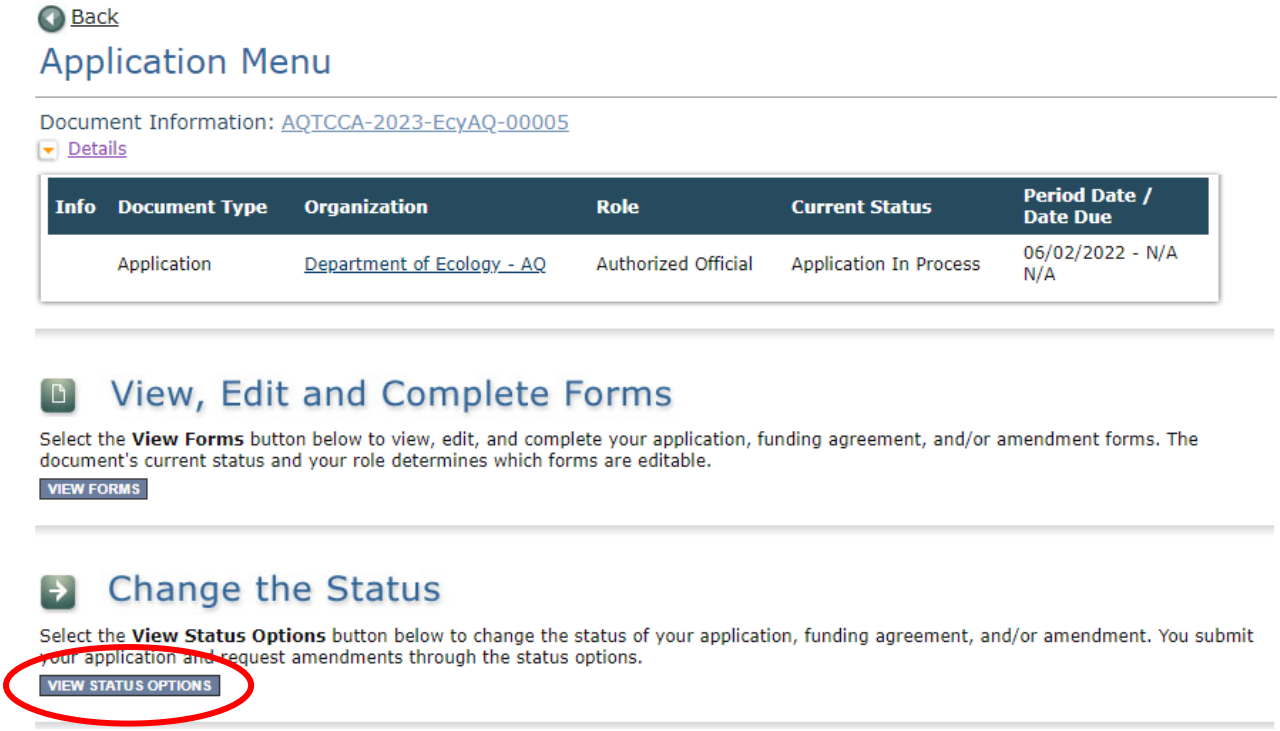
3. You are now ready to submit your application.

Submitting Your Application

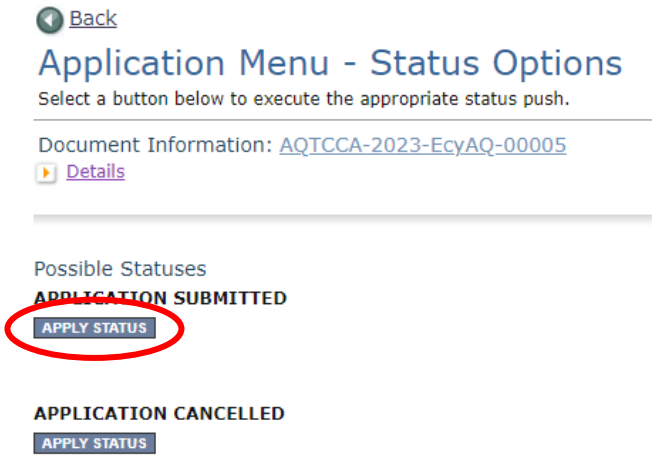
1. When you have completed all the forms and uploaded the required documents, select Application Menu towards the top of the page.



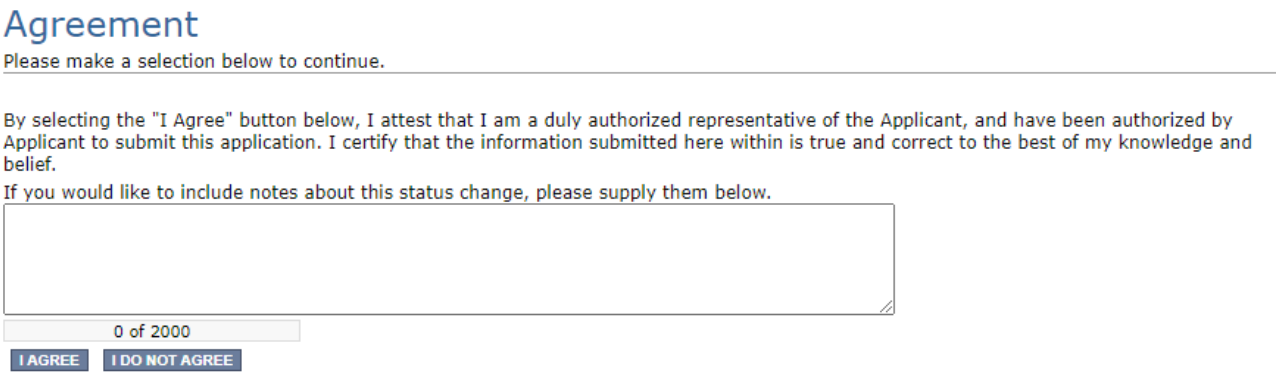
2. Under Change the Status, click View Status Options.



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



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.



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

EAGL Questions
Kelsey Smith
Phone: 564-200-4466
Email: kelsey.smith@ecy.wa.gov

Website[6]: Washington State Department of Ecology

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. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

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