



EAGL Instructions for 2023–25 Affordable Housing Cleanup Grant Applications

**Toxics Cleanup Program’s guidance for
using Ecology’s Administration of Grants
& Loans System (EAGL) to apply for**

Affordable Housing Cleanup Grants

Toxics Cleanup Program
Washington State Department of Ecology
Olympia, Washington

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Related Information

- *Affordable Housing Cleanup Grants Guidance for the 2023-25 Biennium: Affordable Housing Cleanup Grants* (Ecology Publication No. 22-09-048): <https://apps.ecology.wa.gov/publications/summarypages/2209048.html>
- *EAGL External Users' Manual* (Ecology Publication No. 17-01-015): <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

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¹ www.ecology.wa.gov/contact

² <https://ecology.wa.gov/About-us/Accessibility-equity/Accessibility>

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	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	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

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DEPARTMENT OF
ECOLOGY
State of Washington

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Executive Summary

The Toxics Cleanup Program (TCP) at the Washington State Department of Ecology offers the Affordable Housing Cleanup Grants to help developers clean up contaminated sites and provide affordable housing. Applicants must apply for this funding through Ecology's Administration of Grants and Loans system (EAGL).

This document is designed for users who plan to submit Affordable Housing Cleanup Grant applications in response to TCP's **2023–25 Affordable Housing Cleanup Grant solicitation**.

This document supplements Ecology's broader guidance—*EAGL External Users' Manual*—available at <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>.

If you have questions or need assistance while completing your application, please contact one of TCP's grant managers listed at the end of this document.

If you have questions about TCP's Affordable Housing Cleanup Grant Program, download *Affordable Housing Cleanup Grants Guidance for the 2023-25 Biennium* (Ecology Publication No. 22-09-048) at <https://apps.ecology.wa.gov/publications/summarypages/2209048.html>

To learn more about contaminated sites and cleanups happening in your neighborhood, visit Ecology's webpage at <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup>

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Chapter 1: Getting Started with EAGL

Before you apply

Register for SAW account and EAGL access

Three requirements are needed before you can apply for an Affordable Housing Cleanup Grant through Ecology's Administration of Grants and Loans (EAGL) web-based system:

1. Register for an account with Secure Access Washington (SAW).
2. Register to use EAGL.
3. Be assigned the correct role in EAGL to be able to view available opportunities and apply for a grant or loan. Only applicants in the role of "Authorized Official" may view opportunities and submit applications in EAGL.

This guidance is intended for users who have their SAW account, EAGL access, and proper system role to apply.

If you don't yet have a SAW account or EAGL access

Visit our Grants & Loans webpage for instructions, including a how-to video for SAW:

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

Once you have been validated as a new user by Ecology's EAGL staff, you'll have access to EAGL. *Please note that it may take up to three business days for Ecology to approve your user request.*

Instructions are only for Affordable Housing Cleanup grants

These instructions are specifically for applying for **Affordable Housing Cleanup Grants**.

If you would like to apply for Oversight Remedial Action Grants and Loans, Area-wide Groundwater Investigation Grants, Safe Drinking Water Action Grants, Independent Remedial Action or Integrated Planning Grants, **do not use** this particular EAGL application; you will need to use EAGL applications specific to those grants. Visit the [Oversight Remedial Action Grants and Loans](#),³ [Area-wide Groundwater Investigation Grants](#),⁴ [Safe Drinking Water Action](#)

³ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Oversight-remedial-action-grants-loans>

⁴ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Area-wide-groundwater-investigation-grants>

[Grants](#),⁵ [Independent Remedial Action Grant](#),⁶ and [Integrated Planning Grant](#)⁷ webpages for information about those types of funding.

Additional grant and loan guidance

- **Affordable Housing Cleanup Grant Guidance for the 2023–25 Biennium** describes the policies and expectations when applying for this grants, meeting Toxics Cleanup Program’s requirements, and managing funded projects.
<https://apps.ecology.wa.gov/publications/summarypages/2209048.html>
- **EAGL External Users’ Manual (2017)** offers guidance for tasks such as submitting payment requests and equipment purchase reports, requesting amendments, etc.
<https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Important tips for navigating EAGL

Before starting your application, please read the following tips to help you navigate the EAGL system.

1. **All users must have a SAW account and EAGL access.** When you assign staff as contacts on agreements, they must already have these accounts. If someone does not have authorization to be in EAGL, they cannot have a role assigned in the system.
2. **Do not share SAW accounts to access EAGL.** Do not change EAGL account names to give a new user an existing account.
3. **Avoid creating duplicate applications.** Please hit “Apply” button only once for each application. The system automatically limits each organization to two applications to avoid the accidental creation of unintentional applications. If you need to submit more than two applications on behalf of your organization, please contact your Ecology Grant Financial Manager (see last page of this document). They can approve additional applications for you.

4. **To find an application you had already started:**

From your EAGL homepage, select **My Applications** in menu bar at top. You don’t need to enter search criteria—just hit the **Search** button to see a list of your organization’s applications/agreements. If you know your application number, copy it into *Application Name* field and hit **Search** again.

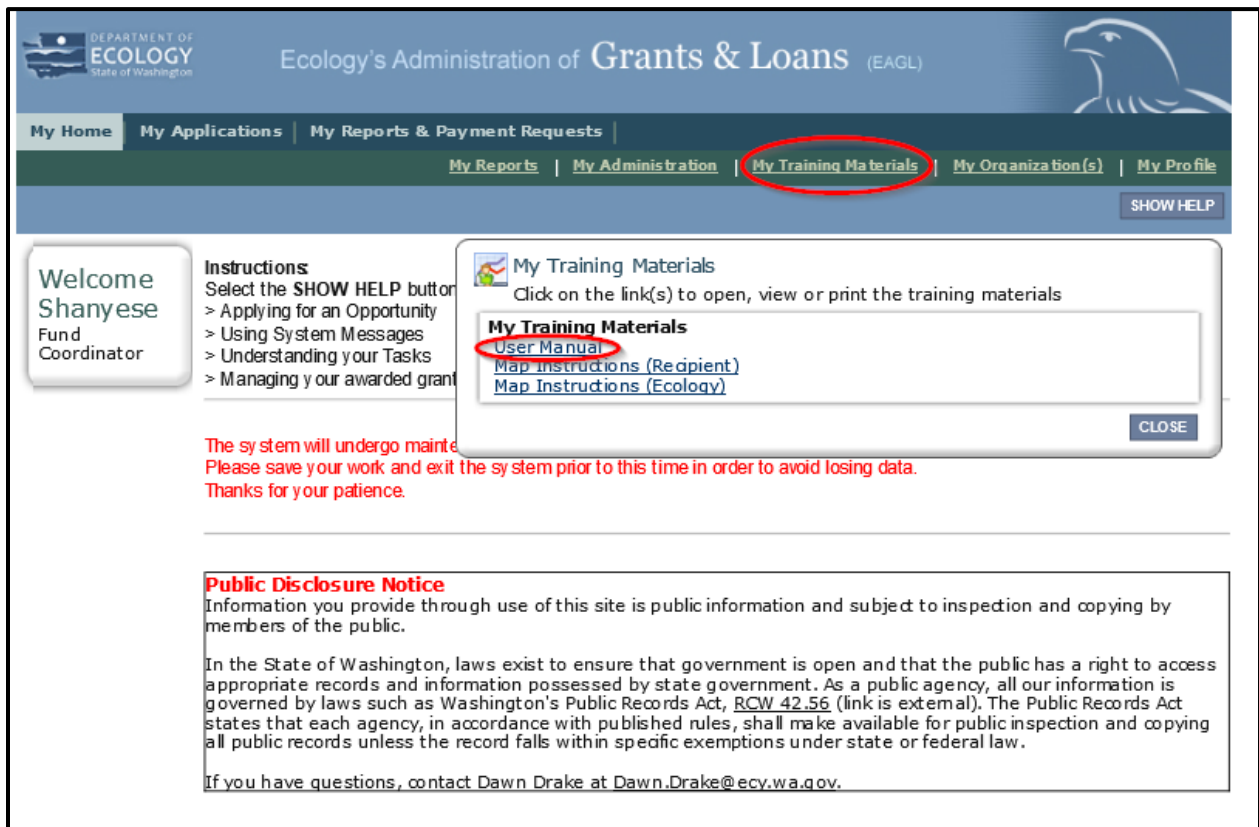
⁵ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Safe-drinking-water-grants>

⁶ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Independent-remedial-action-grants>

⁷ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Integrated-planning-grants>

Find more details in Chapter 2 or contact your grant manager if you need help finding an application already in progress.

5. **Familiarize yourself with the *EAGL External Users' Manual (User Manual)*.** It has additional step-by-step instructions, important system requirements, and tips for navigating EAGL. It's available in two locations:
 - a. Ecology's website:
<https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>
 - b. EAGL's **Welcome Page** under **My Training Materials**. See screenshot below.




Screenshot 1: Navigate to the EAGL External Users' Manual (also called the User Manual) by clicking the "My Training Materials" link on the EAGL homepage.

6. Use the [EAGL External Users' Manual](#)⁸ (also known as the User Manual) to familiarize yourself with how EAGL roles are assigned at the Organization and Document levels. Only those in the Authorized Official Role can view available funding opportunities, and initiate and submit a grant application.


Authorized Officials can change role assignments at the organization or document level. Roles set at the organization level serve as the user's default role for newly initiated applications. For more information about roles, see EAGL Role Permissions Overview (p. 27) and Comprehensive Role Matrix (p. 105) in the [EAGL External Users' Manual](#).

7. **Open EAGL using one of these web browsers:**

Google Chrome, MS Edge Chromium, Mozilla Firefox 2.0+, or Safari 5+. [EAGL no longer supports the use of IE.](#)

8. **Save frequently!** For network security purposes, both SAW and EAGL systems have timeout features based on inactivity. **Remember to SAVE often.**
 - When SAW times out after inactivity, data entered to that point should not be lost. You will be prompted 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 located in the top right of each application form. Once your work is saved, you can exit EAGL, then re-open your application and pick up where you left off.
9. **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.
10. **Remove formatting before copying and pasting your text into EAGL.** The EAGL system does not easily read special characters or formatted text. 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.
11. **Red asterisk (*)**. This indicates that the field is required. Applications cannot be submitted if any required fields are left blank. The system will give you an error notice—at top of the page in orange font—if you save or try to submit an application with errors or missing fields of information.
12. **Question mark icon.**  This symbol indicates more information is available. Hovering over it displays instructions, such as Refer to Funding Guidelines.

⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

13. **Global errors icon.**  A hand on orange stop sign next to a form indicates an error. After you have filled out each Application Form *in order*, we recommend running the **Check Global Errors** command. The button is located at the top right on each application form. See screenshots below.



Screenshot 2: Run the "Check Global Errors" command each time you complete a form.

If you do get global errors, go to the form in the error message, edit it, and re-save each of the forms *in the order they are listed in the **Error Message***. The message will provide links to the forms that need to be fixed. Sometimes you may simply need to visit a form to clear the error message.



Screenshot 3: If EAGL finds an error when you run "Check Global Errors," a message will direct you to which field needs to be corrected.

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Chapter 2: Beginning an EAGL Application

Locating the Affordable Housing Cleanup Grant funding opportunity

On the **Welcome Page**, Authorized Officials can find grant opportunities by selecting **View Opportunities**. See screenshot.

The screenshot shows the EAGL system interface. At the top, there is a header for the Department of Ecology, State of Washington, and Ecology's Administration of Grants & Loans (EAGL) in a TEST ENVIRONMENT. Navigation links include My Home, My Applications, My Reports & Payment Requests, My Training Materials, My Organization(s), and My Profile. A 'SHOW HELP' button is visible. A 'Welcome Lydia(SAW) Authorized Official' message is displayed. Below this, 'Instructions' are provided, including a link to 'SHOW HELP' and a list of tasks: Applying for an Opportunity, Using System Messages, Understanding your Tasks, and Managing your awarded grant. A red maintenance notice states: 'The system will undergo maintenance on Mondays from 2:00-3:00 PM. Please save your work and exit the system prior to this time in order to avoid losing data. Thanks for your patience.' A 'Public Disclosure Notice' is also present. At the bottom, a message says 'Hello Lydia(SAW), please choose an option below.' The 'View Available Opportunities' section shows 'You have 22 opportunities available.' and 'Select the View Opportunities button below to see what is available to your organization.' The 'VIEW OPPORTUNITIES' button is circled in red.

Screenshot 4: Click the “View Opportunities” button to find grant opportunities available to your organization.

If you do not see “View Available Opportunities,” you likely have a system role that doesn’t allow you to start or submit applications. An Authorized Official in your organization must perform

these actions. Any Authorized Official in your organization may change the roles for other members of your organization. You can also contact a grant manager for help modifying your role so that you can view and apply for grant opportunities in EAGL.

Applying for the Affordable Housing Cleanup Grant funding opportunity

NOTE: This EAGL application is specific to **Affordable Housing Cleanup Grants**. If you'd like to apply for an [Oversight Remedial Action Grant](#),⁹ [Independent Remedial Action Grant](#),¹⁰ or [Integrated Planning Grant](#),¹¹ please visit the webpages for more information.

After selecting the View Opportunities button, **My Opportunities** page will load. This allows you to search for the grant opportunity to apply for.

In the **Document Instance** search bar, type *Toxics Cleanup Program Affordable Housing*, then select the **Filter** button.

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 5: Search for Toxics Cleanup Program Affordable Housing Cleanup on the “My Opportunities” page.

The Affordable Housing Cleanup Grant 2023–25 Biennium application should appear. Click the **Apply Now** button to begin your application. Please click only once.

⁹ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Oversight-remedial-action-grants-loans>

¹⁰ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Independent-remedial-action-grants>

¹¹ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Integrated-planning-grants>

Application Menu

You have now entered the Application process. The system automatically assigned you a **Document Information number**. **It is important to write this number down—it becomes your grant application number and will show up on each of your application forms.** If you receive funding, this will be the grant agreement number throughout the life cycle of your grant.

From the Application Menu, you can also view your role, and the current status of the application or grant. In the screenshot below, the person's role is **Authorized Official** and the grant's current status is **Application In Process**.

Reminder: Always know your role and the document's current status. These determine the work that can be done and can help us troubleshoot problems for you.

To complete the application from the **Application Menu**, click **View, Edit and Complete Forms**. Select **View Forms** button. See screenshot below.

Application Menu


Document Information: [TCPRA-2325-EcyTCP-00028](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - TCP	Authorized Official	Application In Process	12/16/2021 - 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.



Screenshot 6: Complete your application by clicking the "View Forms" button on the Application Menu page.

This takes you to the **Application Menu-Forms** screen below. Click on each form in the list and fill out required fields. **Save often as you work!**









Application Menu - Forms

Please complete all required forms below.

Document Information: [TCPRA-2325-EcyTCP-00028](#)

 [Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	TCPRA-2325 Funding Guidelines			
	TCPRA-2325 Application Instructions			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information			
	Recipient Contacts			
	Ten Year Cost Projection			
	Uploads			

Screenshot 7: The Application Menu of Forms displays a list of guidelines to reference and forms to complete.

Returning to an application already in progress

As mentioned in Chapter 1, you can return to your application at any time. Before quitting your session, remember to click the **Save** button in the header and exit your browser. When you're ready to begin working on your application, sign into your **SAW** account and access **EAGL**.

From here, you have two options for finding an application that is already underway:

“My Application” option:

On your EAGL homepage, select **My Applications** from the menu bar on the top ribbon. See screenshot.



Screenshot 8: “My Applications” link on EAGL’s welcome page is one way to navigate to an application already in progress.

This brings you to the search criteria for **My Applications**. The easiest method is clicking the **Search** button to list every agreement for your organization. If this is not a large list, it's the quickest way to find a grant application in progress. If this is a large list, you may want to add additional search criteria. See screenshots below.

For example, under **Search Criteria**, select the application type under **Application Types**. In this case, select **Toxics Cleanup Program Affordable Housing Cleanup** from the drop down menu, then hit the **Search** button.

Your agreement should be listed under the **Search Results**.

My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Types Toxics Cleanup Program Affordable Housing Cleanup: 2023
Application Name
Person
Status
Organization
Year
Ecology Program
Include Tooltip

Search Results

Export Results to Screen **Sort By** --SELECT-- ASC
 Number of Results **3**

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>		Department of Ecology - TCP	TCPAHC-2023-EcyTCP-00001	Application In Process	2023
<input type="checkbox"/>	Toxics Cleanup	Department of Ecology - TCP	TCPAHC-2023-EcyTCP-00004	Application Submitted	2023
<input type="checkbox"/>	Toxics Cleanup	Department of Ecology - TCP	TCPAHC-2023-EcyTCP-00005	Application Submitted	2023

Screenshot 9: Add search criteria on the “My Applications” page to narrow your list when looking for applications that are in progress or already submitted.

FYI: At this point, you can view everyone who has an EAGL account for your organization by clicking your organization’s name under **Organization** and selecting **Organization Members**.

In the **Results** under the **Name** column, select the **Application’s document number**.

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>	Toxics Cleanup	Department of Ecology - TCP	TCPAHC-2023-EcyTCP-00001	Application Submitted	2023
<input type="checkbox"/>	Toxics Cleanup	Department of Ecology - TCP	TCPRA-2325-EcyTCP-00009	Application In Process	2325
<input type="checkbox"/>	Toxics Cleanup	Department of Ecology - TCP	TCPRA-2325-EcyTCP-00012	Application In Process	2325

Screenshot 10: The search results will display your organization's application document number.

This takes you to the **Application Menu**. Under **View, Edit, and Complete Forms**, hit **View Forms** button to continue filling in the application.

“My Tasks” option:

If you are in the role of “Authorized Official” and your application is still in process (and has not been submitted) you can access your application through **My Tasks** on your EAGL homepage. Once you open your task list, a list of your applications will appear. Select your Application’s document number under the **Name** column.

The screenshot shows the EAGL homepage with three main sections: "View Available Opportunities", "My Inbox", and "My Tasks". The "My Tasks" link is circled in red. Below it is a table of applications with the following data:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Department of Ecology - TCP	TCPAHC-2023-EcyTCP-00001	Application In Process	1/3/2022	
	Application	Department of Ecology - TCP	TCPIRA-2123-EcyTCP-00027	Application In Process	12/21/2021	
	Application	Department of Ecology - TCP	TCPRA-2325-EcyTCP-00009	Application In Process	12/21/2021	
	Application	Department of Ecology - TCP	TCPRA-2325-EcyTCP-00012	Application In Process	12/21/2021	

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

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Chapter 3: Navigating the Application Forms

This chapter describes the forms found on the **Application Menu-Forms** page and instructions for filling them out.

If you get lost at any time navigating the various EAGL forms, select your **Document Information Number**.

Application Menu - Forms

Please complete all required forms below.

Document Information: [TCPRA-2325-EcyTCP-00009](#)

[Details](#)

This is called your document information #, grant application #, grant #, and parent document #. It will be shown on all of your forms and subdocuments throughout the lifecycle of your grant.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - TCP	Authorized Official	Application In Process	12/16/2021 - N/A N/A

Screenshot 12: Clicking the Document Information Number at any time gives you options for navigating your application.

By clicking on the Document Information # you will be taken to the **Application Menu**. Select **View Forms** under **View, Edit, and Complete Forms** to return to the **Application Menu-Forms** screen where all the forms are located. **Remember to SAVE each form before moving to the next form.** See screenshots below.

Application Menu

Document Information: [TCPRA-2325-EcyTCP-00009](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - TCP	Authorized Official	Application In Process	12/16/2021 - 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 13: Find your application's list of forms by clicking "View Forms" in the Application Menu.

The screenshot shows a web application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu is titled 'Application Menu for Forms' and contains the following items:

Status	Page Name
Funding Program Guidelines	
	TCPAHC 2023 Funding Guidelines
	TCPAHC 2023 Application Instructions
Application Forms	
	General Information
	Project Characterization
	Mapping Information
	Recipient Contacts
	Other Funding Sources
	Project Eligibility
	Scoring Criteria
	Project Details
	Uploads

The main content area on the right is blurred, showing a grid of information that likely corresponds to the forms listed in the sidebar.

Screenshot 14: “Application Menu for Forms” page displays the list of all forms to complete for your application.

Forms

This solicitation supports the Affordable Housing Cleanup Grants (AHCG) only.

Forms for AHCG

- General Information
- Project Characterization
- Mapping Information
- Recipient Contacts
- Ten Year Cost Projection
- Other Funding Sources Project Eligibility
- AHCG Scoring Criteria
- AHCG Project Details
- Uploads

General Information (form)

The **General Information** form is the first form you'll see on the **Application Menu-Forms** page. Ecology uses information from this form to screen and evaluate your application.

Enter the following information:

- **Project Title:** This should be the official site name listed in Ecology's Integrated Site Information System (ISIS) database. If you don't know the official site name, find it by searching TCP's [Cleanup Site Search](#)¹² or contacting your grant manager. You can also provide the common name of your site in this field.
- **Project Short Description:** Enter a short and concise paragraph describing the overall project and environmental benefits.
- **Project Long Description:** Enter a detailed description of the project to include project location, past and current site uses and ownership; environmental issues at the site; a summary of the past; and planned remedial actions. Do not include any discussion of liability.
- **Total Cost:** Enter the total project cost, including other funds associated with the project.

¹² <https://apps.ecology.wa.gov/gsp/SiteSearchPage.aspx>

- **Total Eligible Cost:** The total costs needed for the upcoming 2023–25 biennium (two year period). This includes the state share and the recipient share. For example, the 2023–25 biennium begins July 1, 2023 and ends June 30, 2025.
- **Effective Date:** May vary depending on the project:
 - If the site was in the Voluntary Cleanup Program (VCP) prior to entering a formal agreement, the effective date is the date that Ecology accepted the site into the Voluntary Cleanup Program;
 - If the site has conducted independent remedial actions prior to entering into an agreed order or consent decree, the effective date will be two years prior to the signature date of the order or decree;
 - If neither of the above applies, then the effective date will be the date the project is expected to begin.
- **Expiration Date:** The end of the two-year funding period requested. Enter **06/30/2025**.
- **Will Environmental Monitoring Data be collected?** Choose yes or no from the drop down menu. If you will perform any monitoring or sampling and analysis at the site, select “yes.” This should be the correct response in most cases.
- **Overall Goal:** Provide a brief summary of the outcomes expected, the overall goal, and environmental benefits.

The **Save** button is located at the top of each forms page. After saving your page, an icon (see below) will display indicating your information was saved. Error messages, if any, will appear at the top left of the form after you save the page.



Screenshot 15: EAGL displays a message letting you know when your information was successfully saved.

How to navigate the Application Forms:

Select the **Forms Menu** link (at top of each form) and choose the next form that you would like to work on. These links are the best way to navigate EAGL. If you don't see the Application Menu and Forms Menu links, click the Details (purple) link to display them. See screenshot below.



Screenshot 16: Selecting the link called Forms Menu is the best way to navigate forms in EAGL.

Project Characterization (form)

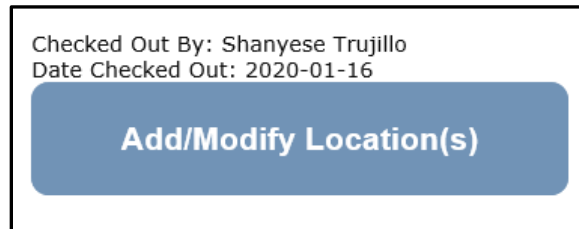
Use the drop-down menu to select primary and secondary themes that associate the project type on the statewide map of Ecology's grants and loans (<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map>). This interactive public map displays information on projects funded through grants or loans during a grant's life cycle and after it is closed.

Enter the following information:

- **Primary Theme:** Select Remedial Action
- **Secondary Theme:** Select one or more of the following themes. To select more than one secondary theme, select one, then click **Save** to add another theme. **Save** again.
 - Cleanup Construction (J006)
 - Emergency & Interim Actions (J002)
 - Engineering Design (J005)
 - Feasibility Study (J004)
 - Grant & Project Administration (J008)
 - Operation & Maintenance or Monitoring (J007)
 - Remedial Investigations (J003)
- **Project Website:** Enter your project's website address, if available.

Mapping Information (form)

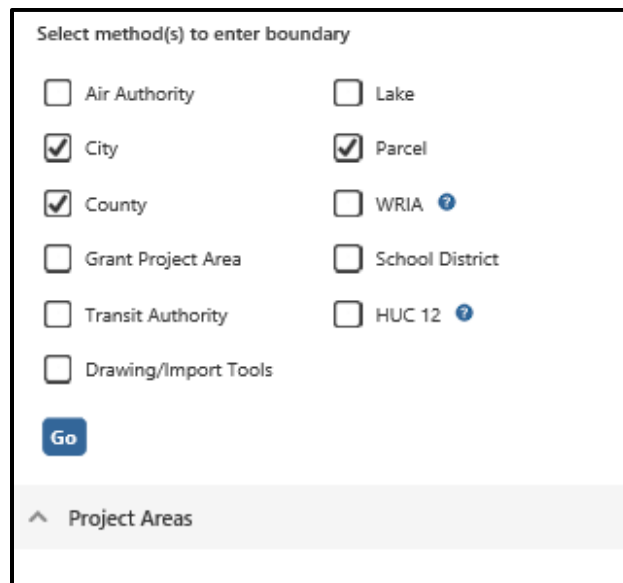
NOTE: EAGL allows only one person at a time to check out and edit the map. The person who has the map checked out appears above **Add/Modify Location(s)** button. If you need access to the map that someone else has checked out, please contact the individual from your organization to have them check it back in or a grant manager can request an override if the individual is out of the office. Check the map back in by clicking **Save** on the **Mapping Information** form.



Screenshot 17: If the EAGL map is checked out, contact the individual or your grant manager.

To check out the EAGL Editor Map, click the blue box called **Add/Modify Location(s)** on the **Mapping Information** form.

Click **Project Area Options** located under the project Site Name. This displays a set of checkboxes to help with entering the project's boundary. See screenshot.



Screenshot 18: Define your project's boundary using either parcel number, city, or county.

Select one of three options: **Parcel, City, or County**.

- If you know the parcel number, select **Parcel**, then click **Go**.
- If you don't know the parcel number, select either **City** or **County**, then click **Go**.

Depending on which option you select, one of the following fields will appear. Enter the necessary information. Select **Add**. When finished, select **Next**.

Project area options

Define project area by city

Enter city

Define project area by county

Choose county

Define project area by parcel

Choose county Enter parcel

Define using Washington State boundary

Project Areas

Screenshot 19: EAGL will display one of three fields depending on whether you select City, County or Parcel to define your project's boundary.

It will take a few moments for the **Project Location Summary** to calculate. **Review** the populated information for your project area. Select **Save** and you will return to the **Mapping Information** form.

IMPORTANT: Check in the map when you're done. Select **Save** at the top of the **Mapping Information** form to check it in. To ensure that your save was successful, look for the icon and message, "Page Information, the information has been saved" at the top of the page.

Before you submit your application, you must check Mapping Information, choose a project area, and check in the map form **before** you change your application's status to "submitted."

Recipient Contacts (form)

Staff listed on this form must be Recipient employees, and cannot be consultants or contractors. The following staff contacts must be identified and have a **Secure Access Washington** and **EAGL** user account to appear in the drop-down menu. These three recipient contacts will be the points of contact during the administration of the grant project. Typically, these are individuals in your organization who have the system role of Authorized Official or Reader.

- **Project Manager (EAGL functionality role):** The person responsible for the overall project and for completing quarterly progress reports.
- **Billing Contact (EAGL functionality role):** The person responsible for completing and submitting payment requests and associated back-up documentation.
- **Authorized Signatory:** The person who legally authorizes an agreement with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners.
 - The **Authorized Signatory** will be the first name shown on the signature page.
 - Consider assigning them the role of **Reader**. The **Reader** role will not receive the EAGL system-generated emails throughout the lifecycle of the grant.
 - See [EAGL Users' Manual's Appendix 1: Quick Steps for EAGL Processes](#)¹³ (p. i) for Managing Roles at the Organization Level or Managing Roles at the Document Level.

If there are additional individuals who need to be signatory to the agreement such as legal staff or a city council member, their name and title should be added to the “**Other recipient signatories on printed agreement**” matrix found at the bottom of the page. **Save** after each entry and EAGL will create a new line.

These additional signatories need a SAW or EAGL account. Staff listed on this form can be changed later if the Application is selected for funding.

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"/>

Screenshot 20: In EAGL's table for other signatures, add people who should be signatory to the agreement, such as a legal staff person or a city council member.

¹³ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

If you need a special signatory page for your organization, please inform your Ecology grant manager.

Be sure to keep this contact list up-to-date; you can change it at any time during the grant's life cycle. Ecology uses this contact information to distribute important information to your organization.

Other Funding Sources (form)

This form is required for all project characterizations other than the MTCA Ten-Year Financing Report Submission-Not Requesting Funding.

If you **won't** have any contribution/settlement or other grant funds to commit to the project, select **No** and **Save**.

If you **will** have contribution/settlement or other grant funds to commit to the project, select **Yes** and **Save**. Once you click **Save**, a table becomes available for your information regarding these other funding sources, including the funding organization type, organization name, type of funding, funding/agreement number, and the amount committed.

Please fill out the table to the best of your ability (screenshot below). It is understood that you might not have complete information at the time of your application. If this information changes at any point in the application or grant life cycle, notify the appropriate Ecology Grant Financial Manager (see last page of this document).

*Do you have any contribution/settlement funds to commit to the grant funded activities? Yes No

Other Funding Sources

Funding Organization Type *	Organization Name *	Type of Funding *	Funding/Agreement #	Amount Committed *
▼		▼		
▼		▼		
▼		▼		
▼		▼		
▼		▼		
▼		▼		
▼		▼		
▼		▼		

If Funding Organization type "Other" was selected above, describe.

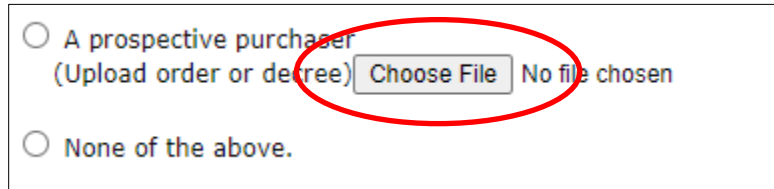
Upload Settlement Document (PLP or Insurance)
 Enter a description for your file
 Click the Browse button and select your file
 Click Save, your file will appear in the list of uploaded documents
 Repeat for each file
 To Delete a file, remove a file's description and select the Delete checkbox next to the file then click SAVE.

Attachment Description Attachment

Screenshot 21: Identify additional funds that can be committed to the grant-funded activities.

Project Eligibility (form)

The answers to questions 1 through 6 on this form will be used to determine project eligibility. If the project is not eligible, an error indicating that the project is not eligible will appear when the form is saved. You will be required to provide documentation to support your responses, where applicable. A box indicating to “choose file” will be available:



The screenshot shows a form field with two radio button options. The first option is "A prospective purchaser (Upload order or de(ree) Choose File No file chosen". The "Choose File" button is highlighted with a red oval. The second option is "None of the above."

Screenshot 22: Choose files to upload that will support responses.

AHCG Scoring Criteria (form)

The responses to this form are used to evaluate and score your application. Please respond completely and accurately to all questions on this form. Most comment boxes and uploads after each question are required. Please provide as much supporting documentation and backup to the answers on your application as possible.

AHCG Project Details (form)

Please use this form to summarize the scope of work you plan to conduct under this grant. Select one of seven available tasks from the dropdown menu and add tasks as needed. Tasks include *Grant and Project Administration*, *Remedial Investigation*, *Feasibility Study*, *Engineering Design*, *Cleanup Construction*, *Operations and Maintenance or Monitoring*, and *Emergency and Interim Actions*. Each task can only be used once. Complete the required fields to summarize the task, its deliverables, goals, and outcome.

Ten Year Cost Projection (form)

The **Ten Year Cost Project** form provides an estimate of funds needed to clean up sites known to Ecology likely to occur within the next ten years. Under Washington’s environmental cleanup law, the Model Toxics Control Act, [RCW 70A.305D.030\(4\)](https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305.030)¹⁴ requires Ecology to submit a ten year financing report to the legislature outlining remedial action funding needs for the next ten years.

¹⁴ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305.030>

Using the total project costs (this is both the recipient's share and Ecology's share), **enter the expected eligible funding needs** through the project's anticipated completion for each biennium, by task. The biennium is noted by the date columns at the top of the chart beginning with 2023–2025 through 2031–2033. Leave off any costs that go beyond ten years.

Please round all values to the nearest thousand (e.g. \$1,000). The **Total** column and **Total** row values are automatically calculated. **Click the Save** button to run the calculations. The 2023-25 column on this form must match the total eligible cost included in the General Information Form.

If submitting for the **MTCA Ten-Year Financing Report Submission Only-Not Requesting Funding**, then both the General Information Form's Total Eligible Cost Field and 2023–25 column should both be entered as \$0.

Uploads (form)

You may attach any relevant supporting documents such as:

- Maps, aerial photos, and other graphics that clarify the proposed location and/or help to illustrate the project's purpose or tasks.
- Evidence of support and coordination with relevant stakeholders.
- Project schedule, cost estimates, and task budgets that demonstrate how the project will be completed on time and within budget.

For each attachment, click the **Choose File** button to attach the file. For more information about the file types and sizes accepted by EAGL, see p. 17 of the [EAGL External Users' Manual](#).

If all three rows are used, a new row will appear after clicking **Save**.



After adding items and clicking **Save**, a **Delete** checkbox will appear next to the completed rows. If something was added in error, check the **Delete** box and select **Save** to remove.

Do not upload large documents that are already available online; instead, provide a web link and the document page number that is relevant to your project. Any materials related to criteria for evaluation should be uploaded in the Project Eligibility and AHCG Scoring Criteria forms.

Chapter 4: Submitting Your Application

Once you have completed all forms and fields, you are ready to move on to submitting your application.

Before leaving the **Application Menu-Forms** page, double check the icons next to each of your forms:

- Remember to **Check Global Errors**.
- If you have a **Global Error icon**  go back to the form, edit, and re-save it.
- If all of your forms have the **Pencil on Paper**  icon you can proceed in the submittal.

To submit your application:

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

Application Menu

Document Information: [TCPRA-2325-EcyTCP-00009](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - TCP	Authorized Official	Application In Process	12/16/2021 - 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](#)

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.

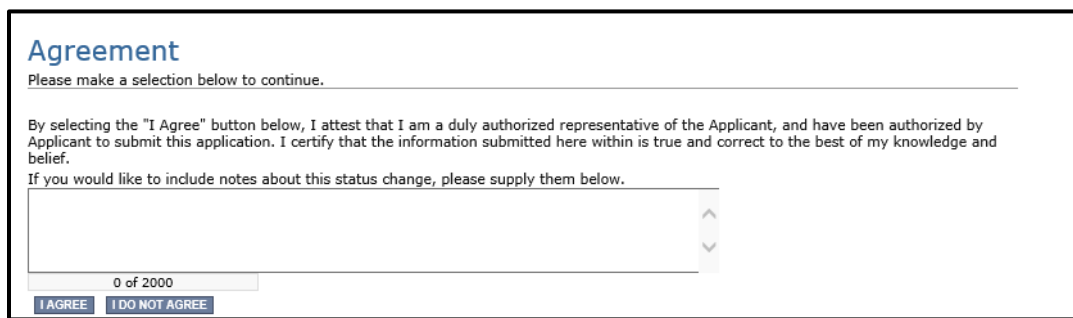
[VIEW STATUS OPTIONS](#)

Screenshot 23: Change your application's status to "Application Submitted" from the Application Menu.

3. There will be two **Possible Statuses: Application Submitted** and **Application Cancelled**. Select **Apply Status** under **Application Submitted**.

IMPORTANT: If you accidentally cancel your application instead of submitting, immediately contact an Ecology Grant Financial Manager to help you correct it.

4. On the **Agreement** page, you will be provided a text box if you would like to include any comments. You be given the choice of two buttons:
 - a. **I agree:** This allows you to submit your application. You will receive a system generated email.
 - b. **I Do Not Agree:** This means your application will not be submitted.



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**

Screenshot 24: You'll have an opportunity to provide additional notes about a status change on your application's Agreement page.

5. If you selected **I Agree**, CONGRATULATIONS! Your application has been successfully submitted. The current status of your **grant application** will now display as **Application Submitted**.

Application Menu

Document Information: [TCPRA-2325-EcyTCP-00009](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - TCP	Authorized Official	Application Submitted	12/16/2021 - N/A N/A

Screenshot 25: The grant application's status changes to "submitted" when the process is complete.

Questions about your application

If you have questions about the Affordable Housing Cleanup Grant application, please contact the Grant Manager:

- Lydia Lindwall, Lydia.Lindwall@ecy.wa.gov, 360-515-6217

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