

Air Quality Local Partner Woodstove Education & Enforcement 2023-25 Application Instructions

Purpose: The purpose of these instructions is to ensure that our local air agency partners are able to review, edit, and submit their 2023-25 Woodstove Education & Enforcement application.

Access to Ecology's Administration of Grants and Loans (EAGL) Database

Wood Stove Education & Enforcement 2023-25 applications are to be completed and submitted via Ecology's EAGL (Ecology Administration of Grants and Loans). To access the system, applicants must first:

1. Register for a Secure Access Washington (SAW) online services account.
To register for a SAW account, visit Secure Access Washington in order to access the EAGL system. SAW accounts may take some time to set up, so starting early is encouraged. Each staff member of an organization that will have a role in the project (e.g., project manager, financial manager, and grant signatory) must each establish their own separate SAW account before you can apply. You may not share a SAW account with another person or organization.
2. Register as an EAGL User.
After registration for SAW is complete, you will then apply for EAGL Services. Confirmation of your organization role, and approval for EAGL is done manually, and may take 3-5 business days.

COMPLETE THE FOLLOWING APPLICATION INSTRUCTIONS:

Please use these instructions to review, complete, and submit your 2023-25 Woodstove Education & Enforcement EAGL Application:

1. Log into EAGL, and access your application, "AQWDSTV-23-25- XXXXX-XXXXX"
2. Under View, Edit and Complete Forms, select VIEW FORMS

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

3. Review, complete, and save each of the forms listed in the following instructions:

TIP: Use the "cookie crumbs" at the top of the page to return to the Application Menu or the various forms"

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

General Information

- a. Project Title: Ensure the title indicates your agency. Example:
"BENTON CLEAN AIR AGENCY (BCAA) WOODSTOVE EDUCATION AND ENFORCEMENT FY23-25"

- b. Total Cost and Total Eligible Cost: Use the amount of your award in both boxes. Your award amount should have been emailed to your agency. Please contact Dave Grant at 360.407.6978 or by email at david.grant@ecy.wa.gov if you have not received this email.



The screenshot shows two input fields side-by-side. The left field is labeled 'Total Cost' and contains the value '\$15,750.00' with a blue globe icon and a red asterisk to its right. The right field is labeled 'Total Eligible Cost' and also contains the value '\$15,750.00' with a blue globe icon and a red asterisk to its right.

- c. All other fields should be completed. Now SAVE your work (upper right corner of screen).
d. Use the navigation links at the bottom of your screen to advance to next form OR use your cookie crumbs to go back to the forms menu.

✓ **Project Characterization**

This is for Ecology purposes only. There is no need to access this form.

✓ **Mapping Information Form**

This information includes your entire jurisdiction.

- a. Change or Accept the Information:

To change this information, proceed with:

- First. Select Add/Modify Location at the bottom of the screen.
- Second. Indicate your project area and select Add.
- Third. Select NEXT. Be patient while the statistics are calculated.
- Fourth. Select Save. You MUST select SAVE again or the map will remain checked out to you.

To accept this information, proceed with:

- First. Select SAVE at the top of your screen.
- b. Select SAVE again (just to be safe!)
- c. Use the navigation links at the bottom of your screen to advance to next form OR use your cookie crumbs to go back to the forms menu.

✓ **Recipient Contacts Form**

- a. Use the drop-down box to select your Recipient Contacts.
- b. Select SAVE.
- c. Use the navigation links at the bottom of your screen to advance to next form OR use your cookie crumbs to go back to the forms menu.

✓ **Scope of Work – (Task 1 Woodstove Education and Enforcement)**

- a. Task cost must equal your award amount since both education and enforcement have been incorporated into a single task.
- b. Due date for each deliverable is 6/30/25. You can leave the other boxes blank.
- c. There are no additional tasks or deliverables connected with this funding source
- d. Select SAVE.
- e. Use the navigation links at the bottom of your screen to advance to next form OR use your cookie crumbs to go back to the forms menu

✓ **Scope of Work – (Additional Tasks)**

- f. Task cost is \$0. This task is strictly being used to highlight a few very important recipient responsibilities.
- g. Due date for each deliverable is left blank, as the “final” PRPR and the Recipient Close Out report are not due until July 30, 2025. This date would be after the expiration date and would cause EAGL issues. The due date is mentioned within the deliverable description.
- h. Select SAVE.
- i. Use the navigation links at the bottom of your screen to advance to next form OR use your cookie crumbs to go back to the forms menu

✓ **Scope of Work – Summary**

FYI: There is only one task in the Woodstove Education & Enforcement grant

- a. Task cost must equal your award amount since both education and enforcement have been incorporated into a single task.
- b. Due date for each deliverable is 6/30/25. You can leave the other boxes blank.
- c. Select SAVE.

4. Select CHECK GLOBAL ERRORS at the top of your screen. Correct any errors that may occur. This may not mean corrects. It may result in simply selecting SAVE again on the form. Continue selecting CHECK GLOBAL ERRORS, until no errors are found. When no errors are found, proceed with #5.

5. Select your “Application Name” at the top of the screen, next to Document Information.

Document Information: [AQWDSTV-1921-NWCAA-00017](#)

6. Under Change the Status, select VIEW STATUS OPTIONS

7. Apply the status to **submit** your application

8. Complete the EAGL steps as prompted to successfully submit your application.

9. Verify your application has been submitted by:

First. Select your “Application Name” at the top of the screen, next to Document Information.

Second. In the dark blue ribbon, find “Current Status” – does it read Application Submitted? If so – CONGRATS! You have submitted your 2023-25 Woodstove Education and Enforcement application to Ecology!

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Northwest Clean Air Agency	Funding Program Administrator	Application Submitted	05/30/2019 - 07/15/2019 /A

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 360-407-6800 or email at melanie.forster@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341.