Instructions for the
2023-25 Community Litter Cleanup Program

**Solid Waste Management's guidance for using
Ecology's Administration of Grants & Loans System (EAGL)
to apply for Community Litter Cleanup Program (CLCP) funds**

For the

Solid Waste Management Program

**Washington State Department of Ecology
Olympia, Washington**

Publication Information

This document is available on the Department of Ecology's website at:
https://apps.ecology.wa.gov/publications/summarypages/2307006.html[1]

Related Information

Publication 23-07-005[2]: CLCP Funding Guidelines 2023-25

Contact Information

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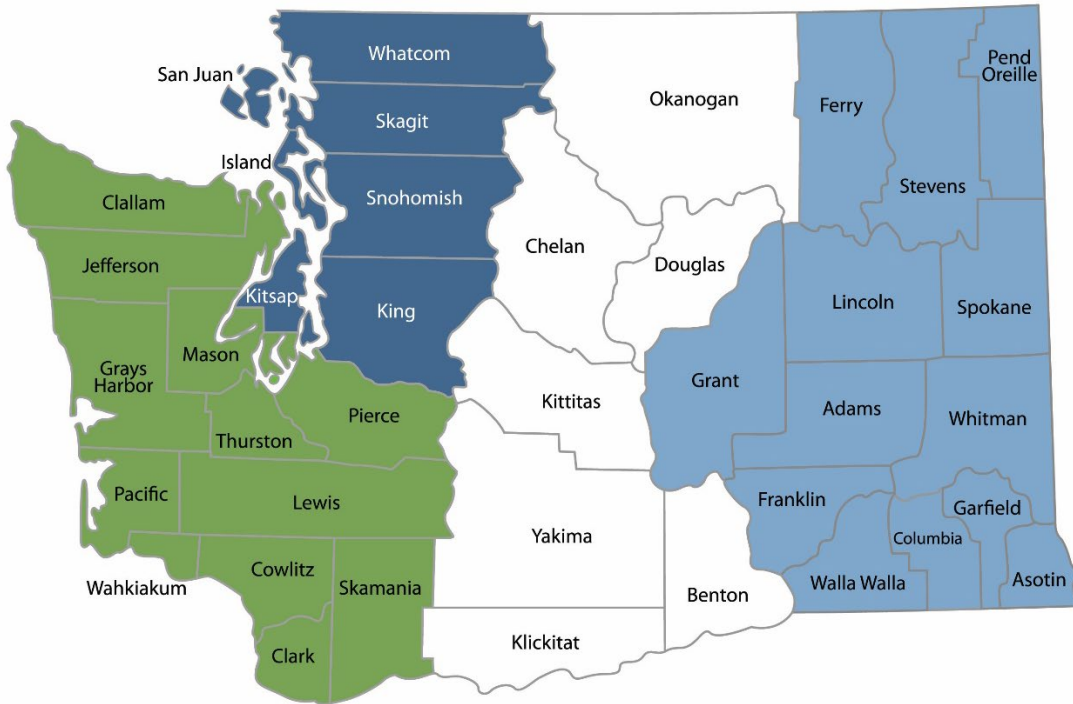
Department of Ecology's Regional Offices

Map of Counties Served

Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	P.O. Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 North Monroe Spokane, WA 99205	509-329-3400
Headquarters	Statewide	P.O. Box 46700 Olympia, WA 98504	360-407-6000

EAGL Application Instructions for the 2023-25 Community Litter Cleanup Program

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to apply for Community Litter Cleanup Program (CLCP) funds**

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DEPARTMENT OF
ECOLOGY
State of Washington

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Introduction

The Community Litter Cleanup Program (CLCP) through the Washington State Department of Ecology assists counties with the costs of picking up litter, cleaning up illegal dumps, and providing public education and outreach to prevent litter and illegal dumping.

Ecology designed these grant application instructions for users planning to submit a CLCP application for the 2023-25 biennium in Ecology's Administration of Grants and Loans (EAGL) system. This document supplements Ecology's broader guidance in the EAGL External Users' Manual[4] and the Administrative Requirements for Recipients of Ecology's Grants and Loans (Yellow Book)[5].

If you have questions about the grant program, see the funding program guidelines for the 2023-25 Community Litter Cleanup Program[6] or visit Ecology's webpage[7].

Please contact the Grant Manager in your region, or headquarters staff, if you have any questions about the application process.

Southwest Regional Office, Olympia

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Eastern Regional Office, Spokane

Ryan Plouse - (509) 951-2132

ryan.plouse@ecy.wa.gov

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[4] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html
[5] https://apps.ecology.wa.gov/publications/documents/1701004.pdf
[6] https://apps.ecology.wa.gov/publications/SummaryPages/2307005.html
[7] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Community-litter-cleanup-grants

Getting Started in EAGL

Accessing EAGL

Current EAGL users

Log in to your Secure Access Washington (SAW) account.[8] Access EAGL by selecting the Access Now button.
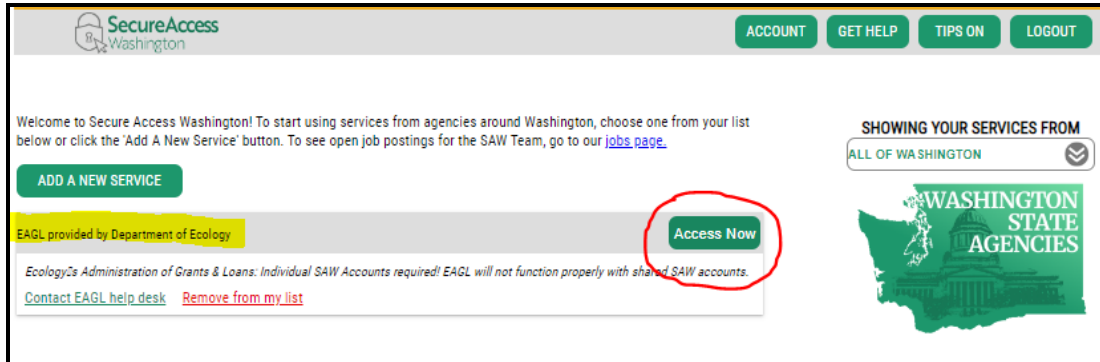
Figure 1. Accessing EAGL in SAW.

New SAW or EAGL users

If you do not already have one, you must create a Secure Access Washington (SAW) account. You may not "share" a SAW account with another person or organization. You also need to complete an EAGL registration form through SAW. Please see detailed instructions on our website -- including a how-to video for registering as a new SAW and/or EAGL user[9].

After you have a SAW account and your EAGL registration is approved by Ecology EAGL staff, you can access EAGL provided by the Department of Ecology through Secure Access Washington. Please be aware it may take up to three business days for Ecology EAGL staff to approve your EAGL registration.

The first person to register your organization in EAGL is assigned by EAGL staff the role of "Authorized Official". For subsequent EAGL registrations under your organization, the system auto-generates an email notifying the Authorized Official(s) that you are a new user. Before you can access Applications/Agreements and subdocuments, an Authorized Official must first activate you and assign your role for each application/agreement and subdocuments you need to access.

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[8] https://secureaccess.wa.gov/ecy/eagl
[9] https://youtu.be/XXJh9arfasQ

Training materials and guidance documents

Training materials, such as the EAGL External User's Manual[10], are in EAGL under the **My Training Materials** link at the top right of the screen on the homepage. You should familiarize yourself with this document. It has additional step-by-step instructions, important system requirements, and tips for navigating EAGL. Please be sure to read the 2023-25 CLCP funding guidelines [11]and the Administrative Requirements for Recipients of Ecology's Grants and Loans (Yellow Book)[12] before starting the application process.

Figure 2. My Training Materials link on the EAGL homepage to access helpful materials like the EAGL User's Manual.

Important tips for navigating EAGL

1. **Open EAGL using one of these web browsers**. We do not recommend using Internet Explorer with EAGL.
   o Google Chrome
   o Edge Chromium
   o Mozilla Firefox
   o Safari
2. **EAGL is not available from 2:00 p.m. to 3:00 p.m. on Mondays.**
   o This is EAGL's scheduled maintenance time. Make sure to save your work and exit the system prior to this time to avoid losing data.
3. **Save often!**
   o For network security purposes, both SAW and EAGL have timeout features based on inactivity.
      ▪ When SAW times out after inactivity, data entered to that point should not be lost. The system will prompt you to re-enter your Username and Password.
      ▪ When EAGL times out due to inactivity, unsaved data will be lost. Frequently save your work using the SAVE button in EAGL.
4. **There is no logout feature in EAGL.**
   o If you are interrupted or need to leave in the middle of filling out your application, hit the save button located at the top right of the application form and then exit.

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[10] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html
[11] https://apps.ecology.wa.gov/publications/SummaryPages/2307005.html
[12] https://apps.ecology.wa.gov/publications/documents/1701004.pdf

Exit the system from the Menu bar by selecting the "File" drop-down menu and Exit, or simply click the "X" in the upper right corner of the screen.

5. **Write down your system generated Document Information number.**
   - You can use the last three digits to search for your Application/Agreement later.

6. **The back button does not work in EAGL.**
   - Using the back button in EAGL or your browser may result in losing information. Instead, select your Document Information number to return to the Application Menu screen.

7. **Remove formatting before copying and pasting text into EAGL.**
   - The EAGL system does not easily read formatted text or special characters. 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. Notepad is a Windows Accessory found in the "Start" button list.

8. **Check your spelling.**
   - EAGL is not a word processing application. You must manually check for typos and grammar. Pay particular attention to email addresses. Web browsers have built-in spell check tools that should work with EAGL.

9. **Red asterisk (*).**
   - This indicates that the field is required. The system will generate an error notice at the top of the page in orange font if you try to submit an application with errors or missing information.

10. **Question mark icon.**
    - A blue circle with a white question mark in the middle indicates more information is available. Hovering over it displays instructions.

11. **Global errors icon.**
    - A red stop sign symbol with a white hand in the middle indicates an error. After you fill out your Application Form, you can run the Check Global Errors command. This button is located at the top right on each application form.
    - If you do get global errors, the message provides links to the forms that you need to fix. Go to the form in the error message, edit it, and re-save the form. Sometimes you simply need to visit a form to clear the error message.

Figure 3. Click the Check Global Errors link each time you complete a form.

Beginning an EAGL Application

Locating the CLCP funding opportunity

On the **My Home** page in EAGL, Authorized Officials can find grant opportunities by clicking on the **View Opportunities** button.

If you do not see the **View Available Opportunities** section, you likely have a system role that does not allow you to start or submit applications. An Authorized Official in your organization is responsible for changing the roles for others within the organization. You can also contact your Regional Grant Manager[13] for help modifying your role.
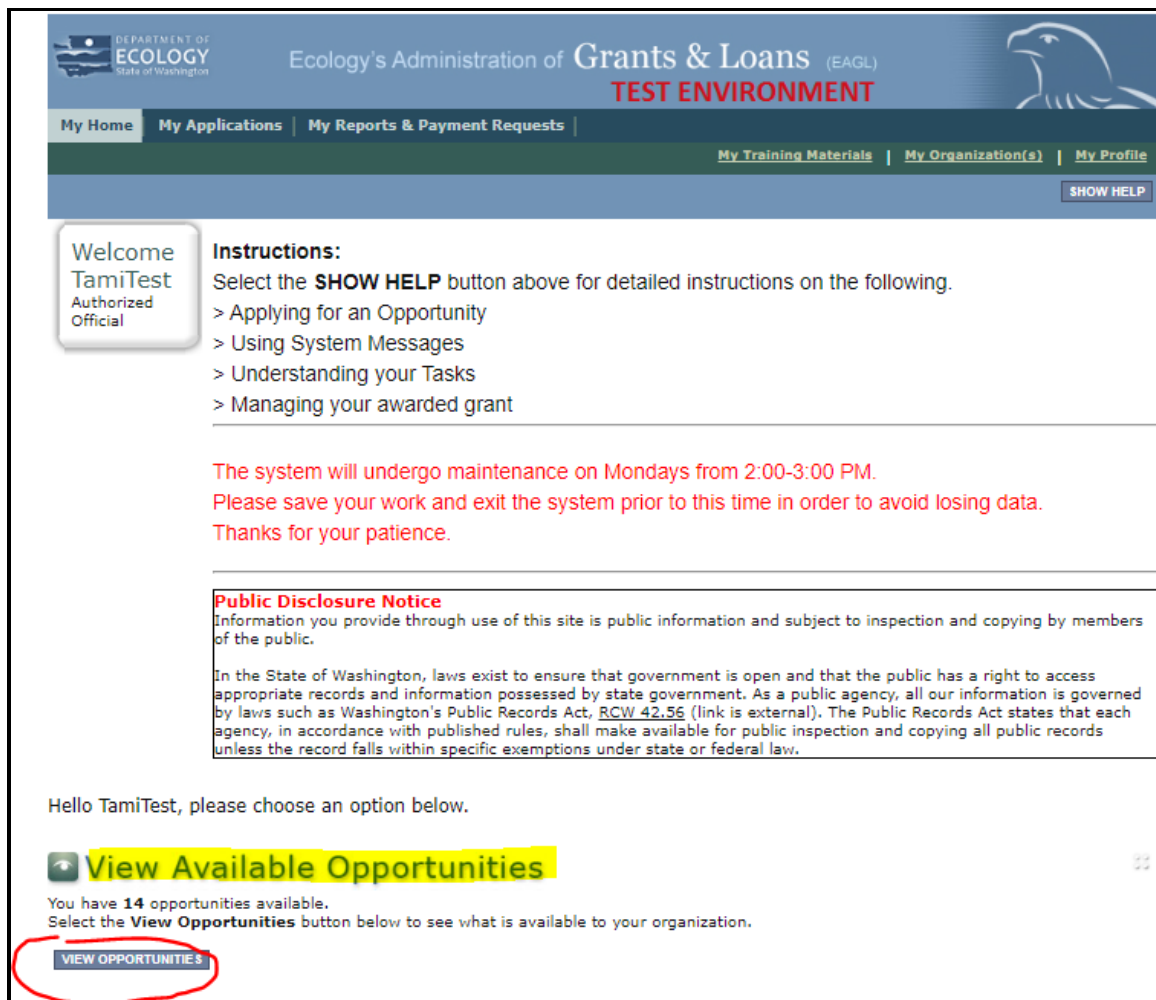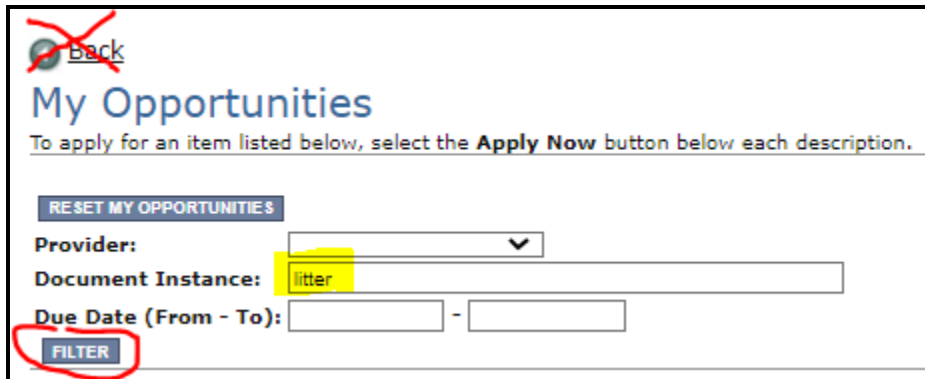

Figure 4. Click on View Opportunities on the My Home page to locate the CLCP funding opportunity in EAGL

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[13] #_bookmark5

After selecting the **View Opportunities** button, the **My Opportunities** page loads. This is where you can filter for the CLCP funding opportunity. Simply enter litter as the document instance and click filter. Remember not to use the back button in EAGL because it does not work.

Figure 5. Quickly filter for the CLCP application.

Applying for CLCP funds

After filtering, you should see information about the Solid Waste Management Community Litter Cleanup Program. The system is set to only allow your organization one application. If your organization needs a second application, contact your grant manager.

City applicants must contact their County Solid Waste Authority for approval to apply for CLCP.

Select **Apply Now** at the bottom.

Figure 6. To initiate an application for CLCP, select the apply now button.

After selecting **Apply Now**, you will see **Important Eligibility Information**. If you are not sure that you are an eligible entity, please do not apply at this time. Instead, select **I Do Not Agree** and contact your Regional Grant Manager at Ecology. If you are sure you are eligible, and have approval form the County Solid Waste Authority in your area, select **I Agree** and continue.

Figure 7. If you are eligible to apply, select I Agree to proceed. Otherwise select I do not agree to exit the application.

Application menu

You have now entered the application process. The system automatically assigned you a **Document Information Number**. In the screenshot below, you can see the number under **Application Menu** at the top of the page. This is your application number. It may be helpful to write this number down for later.

From the **Application Menu** page, you can view your role and the status of your application. If you are funded, this will also be your grant number. In the screenshot below, the person's role is **Authorized Official,** and the application status is "**in Process**".

To complete your application from the **Application Menu**, go to the **View, Edit, and Complete Forms** section. Select the **View Forms** button.

Figure 8. Write down your application number and then proceed to the forms by clicking view forms.

After clicking the **View Forms** button, you should be on the **Application Menu-Forms** screen. Starting with **General Information**, click on each of the **Application Forms** in the list and fill out the required fields. Save often while working!

You can return to the **Application Menu** from any screen by selecting your **Document Information Number**.

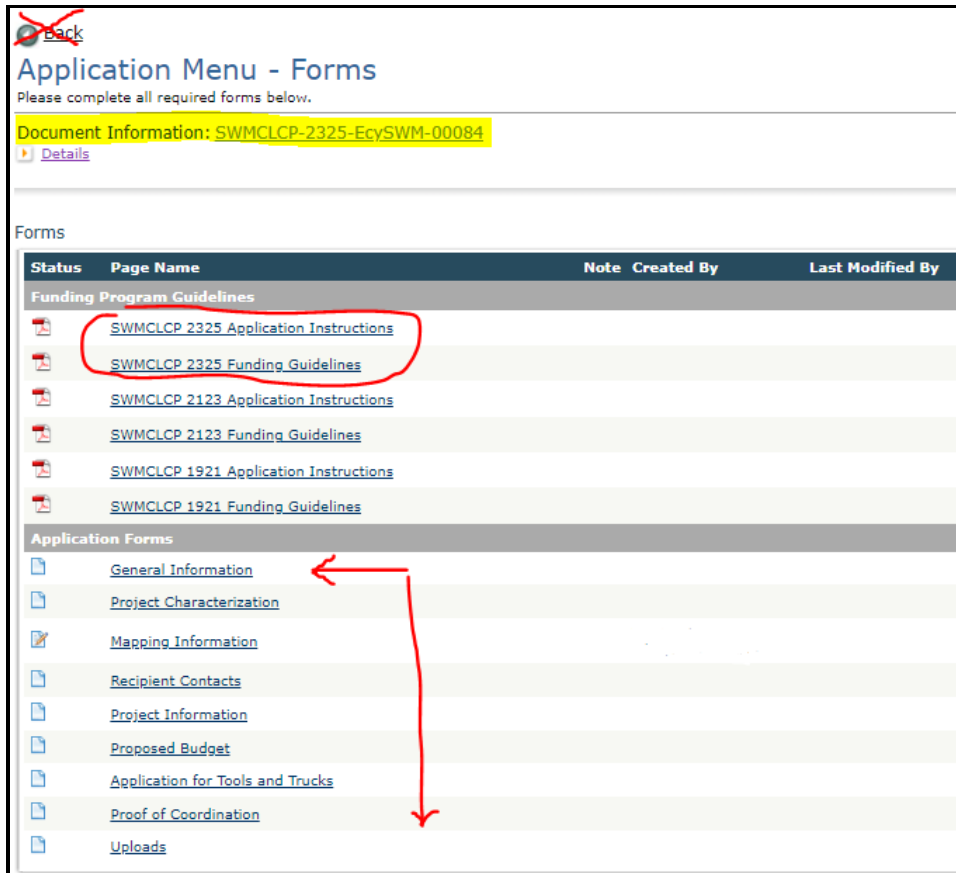Figure 9. The Application Menu-Forms page displays a list of guidelines to reference and forms to complete. Use the 2325 Guidelines and Instructions, ignoring older versions.

If a form is not complete when you select **Save**, a page error message will show at the top of the form. Don't worry if you see this error message. EAGL will still save your work and allow you to finish the form later.
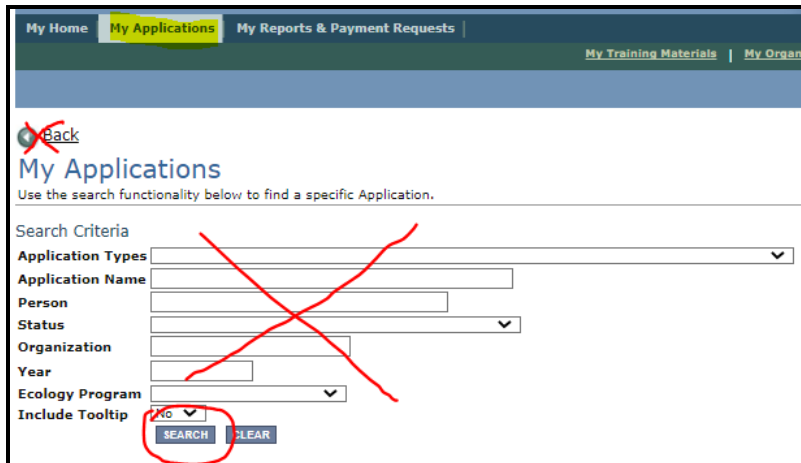

Figure 10. Page error example.

How to search for your application

If you don't complete the application in one session, you can search for the application when you return to EAGL. You have a couple different options.

"My Applications"

Select **My Applications** in the top menu to take you to that screen. Simply click on the **Search** button with no criteria added. This gives you a list of applications associated with your agency.

Figure 11. Easiest way to search for your application from the My Applications screen

A list of applications associated with your organization appears on the same page below in the Search Results. From there, find your **Document Information Number** under the **Name** column.

If there are too many results, enter the last three digits of your **Document Information Number** as the **Application Name** in the Search Criteria above and select **Search** again.

Figure 12. Enter the last 3 digits of your document information number to narrow the search results.

"My Tasks"

If you are the Authorized Official and your application is still in process, you can access your application through **My Tasks** on your EAGL homepage. Open your tasks list and select your application number under the **Name** column.
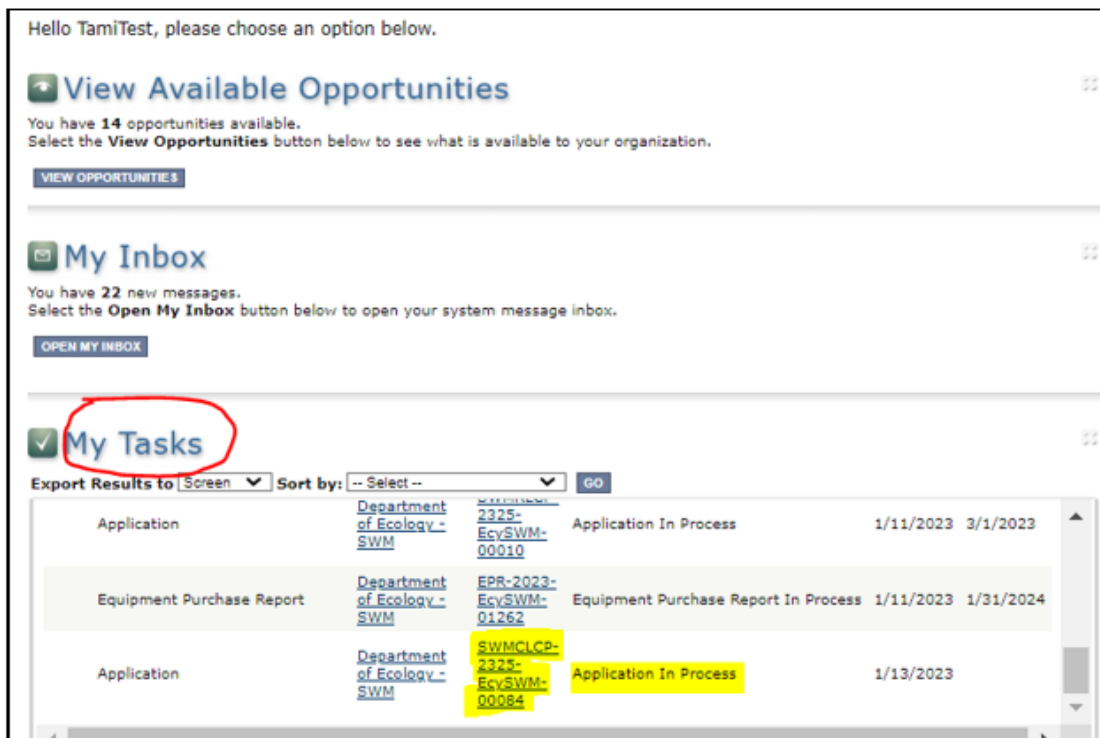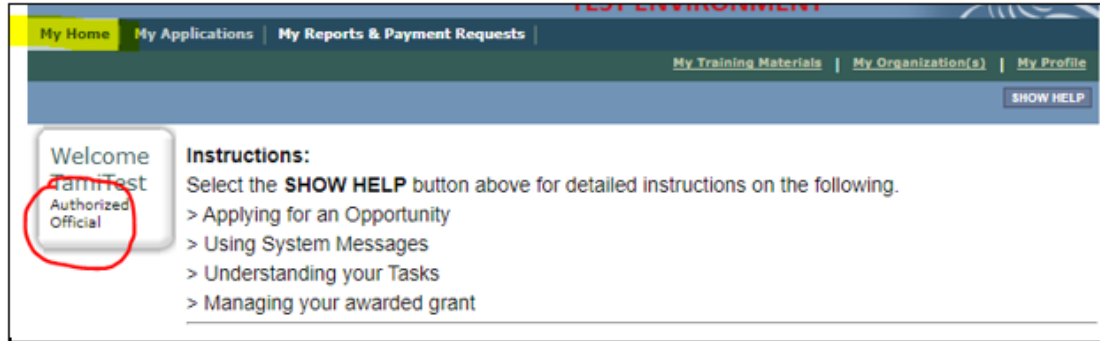

Figure 13. My Tasks link on the EAGL My Home page is another way an Authorized Official can access an application in process.

Application Forms

This section describes the forms found on the **Application Menu-Forms** page and instructions for filling them out. Remember to type or paste all content in the application forms in plain text and do not use special characters.

If you get lost navigating the various EAGL forms, select your **Document Information Number** at the top of the page. That will take you back to the **Application Menu.** Then select **View Forms** to see the list of **Application Forms**.

At the bottom of each form are **Navigation Links**. These allow you to move between forms easier. After completing one form, continue to the next form in the list.

Remember to **Save** your work frequently and do not use the back-button in EAGL. You can hover your cursor over the icon that is a white question mark in a blue circle for more instructions.

General information

The **General Information** form is first in the list of **Application Forms**. Please fill this out completely. For CLCP there are only a few fields to complete:

- **Project Title.**
    - Enter your organization's name as it appears in EAGL.
- **Total Cost.**
    - Enter your best guess as the total cost of all the work to implement your project over the two-year period especially if it is more than the grant amount.
- **Total Eligible Cost.**
    - Based on the amount shown in the allocation table as available for your organization, enter the amount you are requesting. If you are also requesting Tools & Trucks funding, add that amount here as well.
- **Overall Goal.**
    - We request you copy the following text and paste it into the form:
      "The overall goal of the Community Litter Cleanup Program (CLCP) is to assist a county solid waste planning authority or its designated local government agency with the costs of cleaning up litter, illegal dumps, and providing public education and outreach to prevent litter and illegal dumping."

Project characterization

Use the drop-down menu to select primary and secondary themes for the project type. [Ecology's Administration of Grants and Loans (EAGL) Map](#)[14] displays this information for the public. This interactive statewide map shares information on Ecology funded projects during a grant's life cycle and after it is closed.

- **Primary Theme:** Solid Waste
- **Secondary Theme:** Litter pickup
- **Project Website**: Optional, enter if available
- **Save the form.**

Mapping information

Ignore the instructions on the **Mapping Information** form. Instead, follow these simple instructions:

Click on the **Add/Modify Location(s)** button to go to the map.

1. Look for the **Define project area by county** drop-down box and select your county.
2. Click **Add**. This highlights your county on the map.
3. Click **Next**. It will auto-fill the statistics.
4. Click **Save**. This takes you back to the Mapping Information form and the map is checked out to you.
5. Click **Save** again to check-in the map.

The person that has the map checked out is the only one that can check it back in. To check-in the map, the person who has it checked-out must access the form and click on the "save" button at the top of the **Mapping Information** form to check it in. Look above the large blue "Add/Modify Location(s) button to see if the map is checked out.

Recipient contacts

To appear in the drop-down list in this form, your organization's contacts must have a Secure Access Washington (SAW) account and an Ecology approved EAGL registration. You can identify the same person for multiple roles.

The project manager and billing contact are the points of contact during the life of the grant agreement. You can update them as needed. You must have at least one signatory registered in EAGL. This person is the Authorized Signatory contact and shows up as the first signature block on the agreement.

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[14] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map

Select the appropriate person for each contact from the drop-down lists. If they are not listed, it means they do not have an approved EAGL registration.

- Project Manager
- Authorized Signatory
- Billing Contact

Other recipient signatures on printed agreement

You can add additional signatories at the bottom of the form. Additional signatories are not required to register in EAGL. The system will populate a signature block under the Authorized Signatory's block on the final grant document for each additional name/title you enter.

Figure 14. Add additional signatures for the final grant agreement.

Project information

For efficiency, we have created template language that you can paste into the following fields on this form. Contact your Ecology grant manager if you haven't received the template language. Edit as appropriate for your project.

- **Goal Statement**
- **Project Description**

Pro tip: If you have two computer monitors, display the template language on one screen and your application on the other. If you don't have two monitors, you may be able to split your screen into two windows using your keyboard: hold down the windows key and press the right arrow key.

When pasting information into application fields, remember, you can only paste plain text. Do not use formatting, symbols, bullets, italics, or special characters of any kind. This could cause you to lose information. **Save** as you go and when you're done.

On the bottom of the **Project Information** form, fill out all the **Estimated/Expected Outcomes**. If you are doing any litter prevention education and outreach, describe that in the For Education and Information field.

Estimated / Expected Outcome / Impacts
Estimate what the project will accomplish. These are the same measures you will be required to track and report regularly.

For Litter Pickup and Illegal Dump Cleanup *

	Road Miles to be cleaned
	Acres to be cleaned
	Illegal dumpsites to be cleaned
	Pounds of material recycled
	Pounds of litter collected
	Pounds of debris from illegal dumps
	Supervisor Hours
	Total Crew Hours

For Education and Information
Describe what you will accomplish through education efforts. For Example, a 25 percent decrease in the amount of litter found on roadways or parks or a decrease in the amount of debris illegally dumped. Be sure to pick something you can measure.

0 of 3000

* Ecology recognizes that at this time you may not be able to estimate the amounts of material you will clean up but you need to be aware that Ecology will expect you to measure these for your progress reports.

Figure 15. Enter applicable estimated outcomes.

Proposed budget

Enter cost estimates and contributions in the table except Tools and Trucks funding.

Enter the total value of community investment, Ecology funds requested, and total cost of all the projects.

Important Note: Due to a system error, the **Totals** column does not populate. Manually sum the total of costs listed and confirm it matches the total eligible cost you entered on the **General Information** form minus the Tools & Trucks amount.

Application for Tools and Trucks

If you do not want **Tools and Trucks** (T&T) funding at this time, select **No** on the form and **Save**. You will not be included for consideration when initial awards are determined however, if T&T funds are available later in the biennium, you may be able to apply for them at that time. You are done with this form and can proceed to the next form.

We anticipate $400,000 initially available for Tools and Trucks. You must submit your application before 5:00pm on the due date to compete for these funds.

Select **Yes** and complete the form. Enter the first tool, vehicle, or equipment you would like to purchase in the **Tools/Equipment to be purchased** field then Save the form.

To add a row: Enter a tool/equipment and estimated cost. When done, click the blue circle with the white plus sign in the middle. This will save the line item you just entered and create a new row. Repeat these steps as many times as needed.

To delete a row: In the row you want to delete, remove the information from both textboxes for that row.

When done, click the **SAVE** button to delete the row. Because this is a repeatable row feature built into the form, you will always have a blank row.

For each item listed, you must upload an estimate in the **Uploads** form. Use the last form in the list called "Uploads" to upload your estimate(s).

Proof of coordination

Unless you are the County Solid Waste Planning Authority, all applicants for CLCP must coordinate with their County Solid Waste Planning Authority on their project plans.

- If you answer **No**, you aren't the Solid Waste Planning Authority,
  - o Download the **Proof of Coordination** form and coordinate with your county solid waste planning authority.
  - o They must complete the form, sign/date, and return it to you.
  - o There is an uploads feature built into this form. You must upload the signed/dated Proof of Coordination document into this form.
    - Click choose file
    - Select the signed/dated document
    - Select the **SAVE** button on the Proof of Coordination form in EAGL
    - Your form should be uploaded
- If you answer **Yes,** you are the County Solid Waste Planning Authority,
  - o Save the form.
  - o Move on to the next form.

Figure 16. Download the document and coordinate with your County Solid Waste Planning Authority to complete it, then upload the signed/dated document on this form.

Uploads

This form is for attaching all relevant supporting documents such as the estimate documents for **Tools and Trucks** funds. For each attachment, enter the document title and click the **Choose File** button to attach the file. For more information about the file types and sizes accepted by EAGL, see page 17 of the [EAGL Users' Manual](15). Enter a description for the file. Select the **Choose File** button and select a file.

- **Add Upload:** 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 after all files are uploaded.
- **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.

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15 https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html

Submitting Your Application

Once you have completed all forms, you're ready to submit your application. There are six (6) steps to submit your application.

1. Click on the Document Information Number to navigate back to the Application Menu.
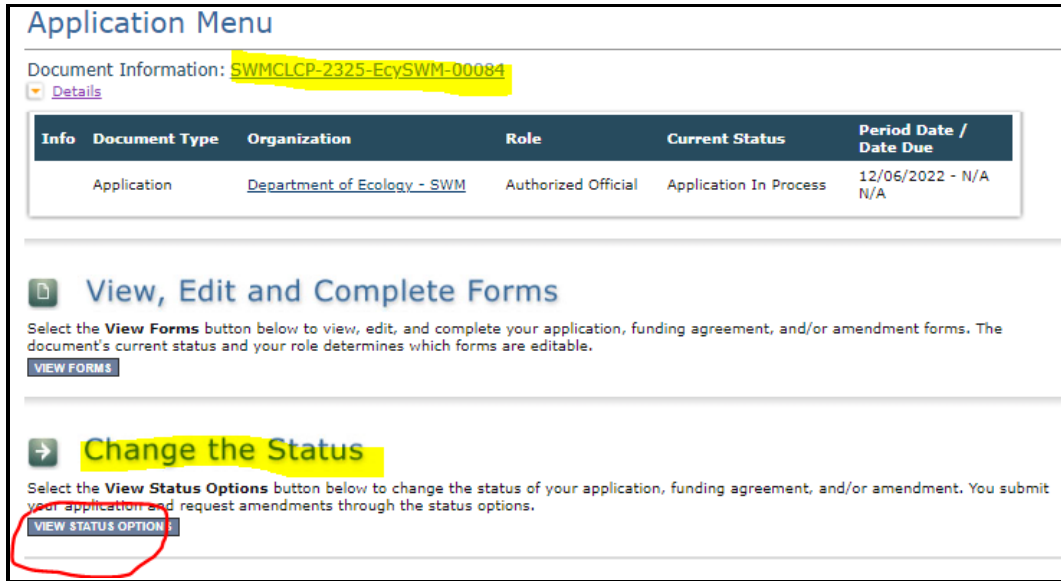2. Click View Status Options under the Change the Status heading.

Figure 17. The first step to submit your application is selecting View Status Options on the Application Menu.

3. On the Application Menu – Status Options page, there are two options:
   - Application Submitted
     - Select Apply Status if you want to continue.
   - Application Cancelled
     - If you accidentally apply this status, contact your grant manager.
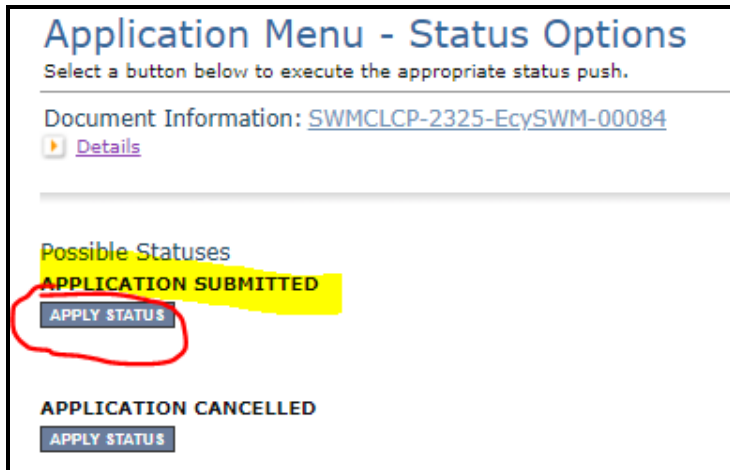
Figure 18. Under Application Submitted, select apply status to continue the process

4. You're almost there. You must be able to agree to the attestation statement. If you agree, select **I Agree** on the **Agreement** screen. If you do not agree, your application cannot be submitted.
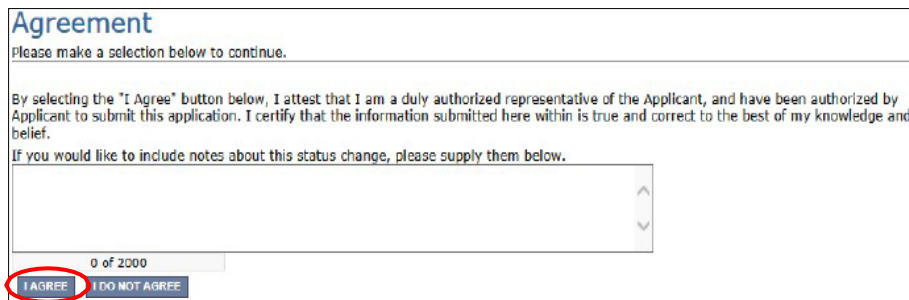

Figure 19. Attestation statement with the option to agree or not agree.

5. If you get a **Global Errors** message after attempting submission, simply go back to the form that has the error, make the correction, **Save** the form, and then try submitting again. Repeat as needed.
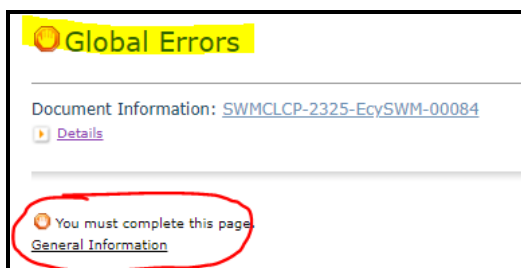

Figure 20. Example of a Global Error with a link to the form that has the error.

6. **Last step!** To confirm you successfully submitted your application, go to the **Application Menu** and check the **Current Status**.
   o Select your document information number at the top of the page
   o Expand the purple Details button if it isn't already.

o Find **Current status**, it should indicate Application Submitted. If not, contact your grant manager.

Figure 21. Current status of application should be submitted.