



EAGL Application Instructions for 2023-25 Local Solid Waste Financial Assistance

*Solid Waste Management's guidance for using Ecology's
Administration of Grants & Loans System (EAGL) to apply for Local
Solid Waste Financial Assistance (LSWFA)*

For the
Solid Waste Management Program

Washington State Department of Ecology
Olympia, Washington

April 2023 - Publication 23-07-017

Publication Information

This document is available on the Department of Ecology's website at:
<https://fortress.wa.gov/ecy/publications/summarypages/2307017.html>

Related Information

Publication 23-07-018: [Local Solid Waste Financial Assistance Funding Guidelines](#)¹

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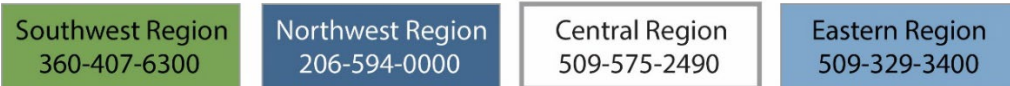
To request an ADA accommodation, contact Ecology by phone at 360-407-6000 or email at swmpublications@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2307018.html>

² www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



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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Introduction

The Local Solid Waste Financial Assistance (LSWFA) grant program, administered through the Washington State Department of Ecology, assists counties with the costs to maintain their local Solid and Hazardous Waste Management plans. Counties can use these funds to implement eligible activities identified in their plans and to enforce local and state solid waste rules and regulations.

Ecology designed these grant application instructions for those planning to submit a LSWFA application for the 2023-25 Biennium through Ecology's Administration of Grants and Loans (EAGL) system. This document supplements Ecology's broader guidance in the [EAGL External Users' Manual](#)³ and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](#)⁴).

If you have questions about the grant program, see the [2023-25 Local Solid Waste Financial Assistance Funding Guidelines](#)¹ or visit [Ecology's webpage](#)².

Please contact the grant manager assigned to your jurisdiction, or headquarters staff, if you have any questions about the application process. You can find their Contact Information in the accompanying 2021-2023 LSWFA Guidelines.

Getting Started in EAGL

Accessing EAGL

Current EAGL users

[Log in to your Secure Access Washington \(SAW\) account](#)⁵ and the system will direct you to EAGL.

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. Please see the detailed instructions, including a how-to video, for [registering as a new SAW and/or EAGL user](#)⁷.

Once you have your SAW account and Ecology's EAGL staff validates you as a new user, you will have access to EAGL. Please note that it may take up to three business days for Ecology to approve your user request.

EAGL assigns the first person to register for your Organization as the role of "Authorized Official". For subsequent EAGL registrations, the system notifies the Authorized Official that you are a new user. The Authorized Official must assign your role in the EAGL system and add you to the appropriate Applications/Agreements and subdocuments before you can access them.

³<https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

⁴ <https://apps.ecology.wa.gov/publications/documents/1701004.pdf>

⁵ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Coordinated-prevention-grants>

⁶ <https://secureaccess.wa.gov/ecy/eagl>

⁷ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans#Apply>


Training materials and guidance documents

Training materials, such as the [EAGL External User's Manual](#)³, are in EAGL under the **My Training Materials** link at the top right of the My Home screen. 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 2023-2025 [LSWFA funding guidelines](#)¹ and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](#)⁴) before starting the application process.





Screenshot 1. Access My Training Materials for helpful EAGL resources

Important tips for navigating EAGL

1. **Open EAGL using one of these web browsers:** Google Chrome, Edge Chromium, Mozilla Firefox, or Safari. EAGL does not spell check. The web browsers listed have built-in spell check tools that should work in EAGL. We no longer recommend using Internet Explorer.
2. **EAGL is not available from 2:00 p.m. to 3:00 p.m. on Mondays.** 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!** 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. Once you save your work, you can exit EAGL. You can re-open your application and pick up where you left off.
4. **There is no logout feature in EAGL.** 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. 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 ( Back) 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. 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.
9. **Red asterisk (*).** This indicates that the field is required. The system will give you an error notice – at the top of the screen – if you try to submit an application with errors or missing information.
10. **Tool tip icon.**  This symbol indicates more information is available. Hovering over it displays instructions.
11. **Global errors icon.**  This symbol indicates an error. After you fill out your Application Form, you can run the Check Global Errors command. The button is located at the top right on each application form. See the screenshot below.



Screenshot 2. Check for Global Errors after completing a 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.

Beginning an EAGL Application

Locating the LSWFA funding opportunity

On the **My Home** screen in EAGL, Authorized Officials can find grant opportunities by clicking on the **View Opportunities** button. See Screenshot 3.

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 grant manager for help modifying your role.

The screenshot shows the EAGL (Ecology's Administration of Grants & Loans) interface. At the top, there is a header with the Department of Ecology logo and the text 'Ecology's Administration of Grants & Loans (EAGL)'. Below the header is a navigation bar with links for 'My Home', 'My Applications', 'My Reports & Payment Requests', 'My Training Materials', 'My Organization(s)', and 'My Profile'. A 'SHOW HELP' button is located in the top right corner.

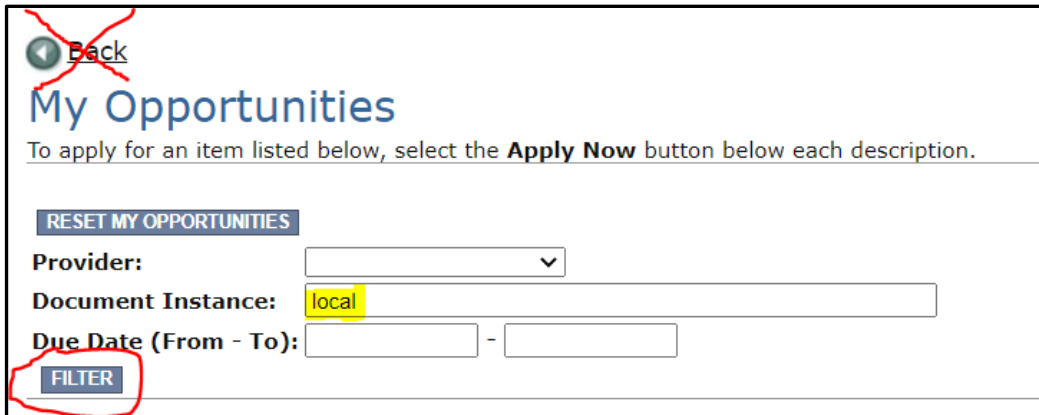
A welcome message for Ariona, an Authorized Official, is displayed. It includes links for 'Change My Picture' and 'Instructions'. The instructions list several tasks: 'Applying for an Opportunity', 'Using System Messages', 'Understanding your Tasks', and 'Managing your awarded grant'. A maintenance notice states that the system will undergo maintenance on Mondays from 2:00-3:00 PM, advising users to save their work and exit the system prior to this time.

A 'Public Disclosure Notice' is also present, stating that information provided through the site is public information and subject to inspection and copying by members of the public. It references Washington's Public Records Act, RCW 42.56, and provides contact information for Dawn Drake at Dawn.Drake@ecy.wa.gov.

Below the notices, a message says 'Hello Ariona, please choose an option below.' The main content area features a large blue button labeled 'View Available Opportunities'. Below this button, it states 'You have 10 opportunities available. Select the **View Opportunities** button below to see what is available to your organization.' The 'VIEW OPPORTUNITIES' button is circled in red, and a red arrow points to it from the right.

Screenshot 3. How to locate the LSWFA application

After selecting the **View Opportunities** button, the **My Opportunities** screen loads. This is where you can filter for the LSWFA funding opportunity. Simply enter “local” as the document instance and hit filter. Remember, do not use the back button in EAGL because it does not work.



Back

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Provider:

Document Instance: local

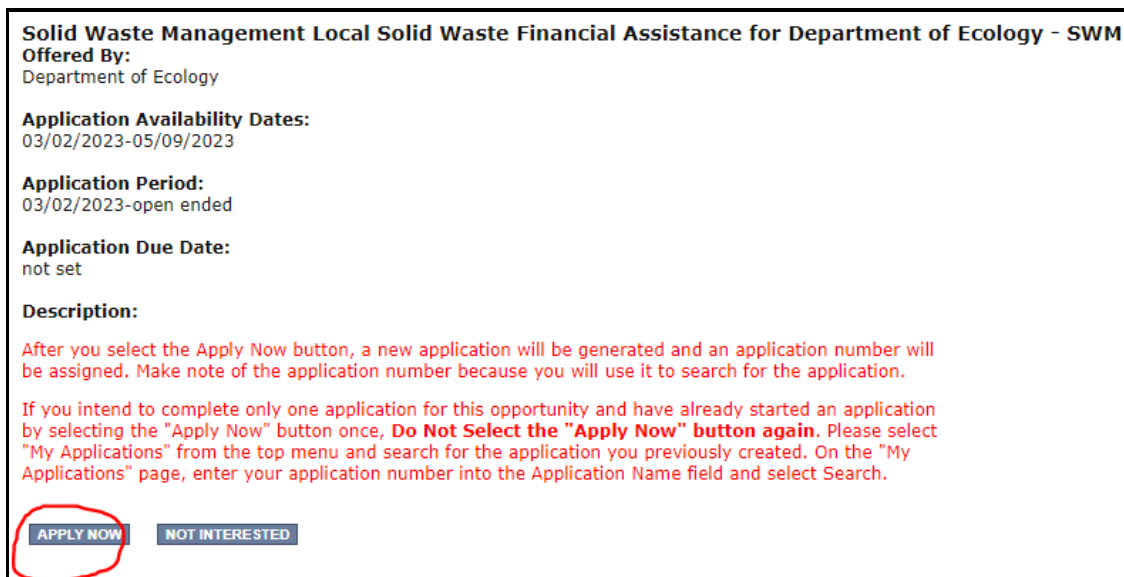
Due Date (From - To): -

FILTER

Screenshot 4. Quickly filter for the LSWFA application

Applying for LSWFA

Scroll down the list until you see Local Solid Waste Financial Assistance. Select **Apply Now**. Only click on **Apply Now** once to avoid unintentionally creating multiple applications.



Solid Waste Management Local Solid Waste Financial Assistance for Department of Ecology - SWM
Offered By:
Department of Ecology

Application Availability Dates:
03/02/2023-05/09/2023

Application Period:
03/02/2023-open ended

Application Due Date:
not set

Description:

After you select the Apply Now button, a new application will be generated and an application number will be assigned. Make note of the application number because you will use it to search for the application.

If you intend to complete only one application for this opportunity and have already started an application by selecting the "Apply Now" button once, **Do Not Select the "Apply Now" button again.** Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.

APPLY NOW **NOT INTERESTED**

Screenshot 5. How to initiate an LSWFA application

Application menu

You are now in the application process. The system automatically assigned you a **Document Information Number**. In the screenshot below, you can see that number right under **Application Menu** at the top of the screen. It's important to write this number down. It becomes your grant application number, and you can use the last three digits to search for it later.

From the **Application Menu** screen, you can view your role and the status of your application or grant.

To continue, select **View Forms** under **View, Edit, and Complete Forms**. You can return to the **Application Menu** from any screen by selecting your **Document Information Number**.

Application Menu

Document Information: **SWMLSWFA-2023-EcySWM-00116**
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Authorized Official	Application In Process	03/02/2023 - 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 6. Remember your application number and continue to complete the application forms.

Application Menu - Forms

Please complete all required forms below.

Document Information: **SWMLSWFA-2023-EcySWM-00116**
[Details](#)

Forms

Status	Page Name	Note	Created By
Funding Program Guidelines			
	SWMLSWFA 2023 Funding Guidelines		
	SWMLSWFA 2021 Funding Guidelines		
Application Forms			
	General Information		
	Project Characterization		
	Mapping Information		Tami (SAW) Ramsey 3/8/2023 4:45:47 PM
	Recipient Contacts		
	Additional Funds and Coordination		
	Spending Plan and Outcomes Data Collection		
	Uploads		

Screenshot 7. Application forms for LSWFA

If the form you're working on is not complete when you select **Save**, you will receive a page error message. EAGL saves the work you already did. You can go back later to finish the form.



Screenshot 8. Example of a page error message

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 to access it again. Here are two search options:

1. "My Applications" Option

Select **My Applications** in the top menu to take you to the screen in Screenshot 9. The quickest way to search for your application is by clicking on the **Search** button with no criteria added. This gives you a list of applications associated with the organization name you applied under. From there, select your **Document Information Number** in the **Name** column.

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

A screenshot of the "My Applications" search screen. The header includes the Department of Ecology logo and "Ecology's Administration of Grants & Loans (EAGL)". A navigation bar has "My Applications" highlighted with a red box. Below the header, there are links for "My Training Materials", "My Organization(s)", and "My Profile", along with a "SHOW HELP" button. The main content area has a "Back" link and the title "My Applications". A search instruction says "Use the search functionality below to find a specific Application." Below this is a "Search Criteria" section with several input fields: "Application Types" (dropdown), "Application Name" (text input, highlighted with a red box), "Person" (text input), "Status" (dropdown), "Organization" (text input), "Year" (text input), "Ecology Program" (dropdown), and "Include Tooltip" (dropdown set to "No"). At the bottom of the search criteria are "SEARCH" and "CLEAR" buttons, with "SEARCH" highlighted by a red box.

Screenshot 9. Use the My Applications screen to search for your application

Search Results

Export Results to Screen Sort By -- SELECT -- ASC GO

Number of Results 3

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>	Solid Waste Management	Test Organization	SWMLSWFA-2021-TestOr-00001	Amendment Initiated	2021
<input type="checkbox"/>		Department of Ecology - SWM	SWMLSWFA-2021-EcySWM-00002	Application In Process	2021
<input type="checkbox"/>		Department of Ecology - SWM	SWMLSWFA-2021-EcySWM-00003	Application In Process	2021

Screenshot 10. Example of "Search Results" for previous instruction

2. "My Tasks" Option

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

View Available Opportunities

You have 7 opportunities available. Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

My Inbox

You have 5 new messages. Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

My Tasks

Export Results to Screen Sort by: -- Select -- GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Department of Ecology - SWM	SWMCLCP-2123-EcySWM-00037	Application In Process	1/5/2021	
	Application	Department of Ecology - SWM	SWMCLCP-2123-EcySWM-00038	Application In Process	1/6/2021	
	Application	Department of Ecology - SWM	SWMCLCP-2123-EcySWM-00039	Application In Process	1/6/2021	
	Application	Department of Ecology - SWM	SWMLSWFA-2020-EcySWM-00001	Application In Process	1/6/2021	

CLOSE MY TASKS


Screenshot 11. Example of a document list under "My Tasks"

Application Forms

This section instructs you on how to complete each of the LSWFA application forms found on the **Application Menu - Forms** screen. When entering content, remember to type or paste it 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 screen to get back to the **Application Menu** screen. Then select **View Forms** to see the list of **Application Forms**.

General information form

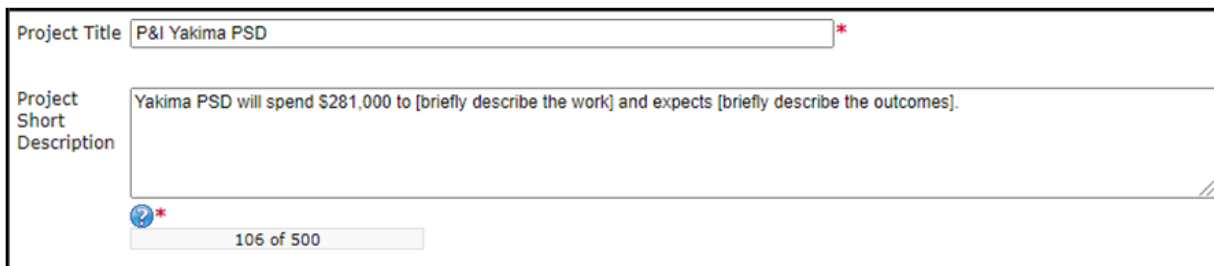
The **General Information** form is first in the list of **Application Forms**. Remember to **Save** your work frequently and do not use the **Back** button in EAGL. You can hover your cursor over the  tool tip for help in completing that field.

Project Title:

Enter P&I (short for Planning and Implementation) or SWE (short for Solid Waste Enforcement) followed by the short name of your Organization. For example, if Chelan-Douglas Health Department is applying for solid waste enforcement, enter “SWE Chelan-Douglas HD”. Or, if Yakima Public Services Division is applying for planning and implementation, enter “P&I Yakima PSD”.

Project Short Description:

Summarize the work performed with the agreement budget, and the expected outcomes.



The screenshot shows a web form with two main input areas. The first is a text box labeled 'Project Title' containing the text 'P&I Yakima PSD' with a red asterisk to its right. The second is a larger text area labeled 'Project Short Description' containing the text 'Yakima PSD will spend \$281,000 to [briefly describe the work] and expects [briefly describe the outcomes]'. Below the text area is a character count '106 of 500' and a small blue question mark icon with a red asterisk.

Screenshot 12. Example of LSWFA's naming convention and short description format

Total Cost: This is the entire cost of the project. In some cases, this amount is more than the total eligible cost of the agreement.

Total Eligible Cost: This is the amount the organization and Ecology agree is available to implement all scopes of work. For LSWFA it includes Ecology share plus the required local contribution.

Project Category: This is the type of funding you are applying for. Each category has its own application forms. NOTE: If your organization applies for both types. Pick one for this application. Notify your grant manager for a 2nd application that Ecology creates for you. Your grant manager will let you know the document information number for the 2nd application.

Total Cost	<input type="text" value="\$150,000.00"/>	Total Eligible Cost	<input type="text" value="\$100,000.00"/>
Effective Date	<input type="text" value="07/01/2023"/>	Expiration Date	<input type="text" value="06/30/2025"/>
Ecology Program	<input type="text" value="Solid Waste Management"/>		
Project Category*	<input checked="" type="radio"/> Planning & Implementation <input type="radio"/> Solid Waste Enforcement		

Screenshot 13. Select the correct Project Category related to the funds you are applying for

Navigation links tool

After completing the **General Information** Form, make sure to save your work. **Navigation Links** at the bottom of a page are an easy way to toggle through forms.

If you selected the project category of Planning & Implementation, the application forms you complete are shown in Screenshot 14 under Navigation Links.

If you selected the project category of Solid Waste Enforcement, the application forms you complete are the same with one exception. Instead of completing the Category Specific Task(s) – Planning and Implementation form, you will complete the Category Specific Task(s) – Solid Waste Enforcement form.

Regardless of the project category selected, instructions for completing all forms are provided below.

Status	Page Name
	General Information
	Project Characterization
	Mapping Information
	Recipient Contacts
	Additional Funds and Coordination
	Category Specific Task(s) - Planning & Implementation
	Spending Plan and Outcomes Data Collection
	Uploads

Screenshot 14. Use the navigation links at the bottom of each form to move to the next form on the list

You can also navigate the **Application Forms** by selecting the **Forms Menu** link at the top of each form. Selecting this link will refresh the list of application forms.



Screenshot 15. Select the Forms Menu link at the top of each form to navigate to other application forms.

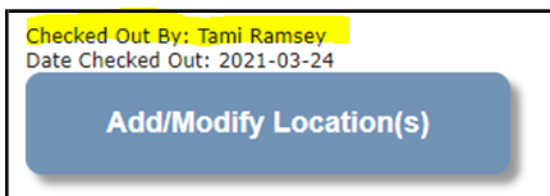
Project characterization form

Use the drop-down menu to select primary and secondary themes for the project type. [Ecology's Administration of Grants and Loans \(EAGL\) Map⁸](#) 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 closes.

- Primary Theme: **Solid Waste**
After selected, the options for Secondary Theme are available.
- Secondary Theme:
 - If you selected Planning & Implementation as the Project Category on the General Information form, your secondary theme is **Solid Waste Management**.
 - If you selected Solid Waste Enforcement as the Project Category on the General Information form, your secondary theme is **Enforcement**.
- **Project Website** information is not a required field.
- Select **Save**.

Mapping information form

EAGL only allows one person at a time to check out and edit the map. The person who has the map checked out appears above the **Add/Modify Location(s)** button as shown in the screenshot below.



Screenshot 16. Above the Add/Modify Location(s) button will show if the map is checked out and to whom

IMPORTANT: If you need access to the map and someone else has it checked out, please contact that individual to have them check it back in. The person that has the map checked out is the only one that can check it back in.

⁸ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map>

1. Check out the map by clicking Save at the top of the Mapping Information form.
2. To complete this form, ignore the instructions on the form and follow these simplified instructions instead:
 - Click on the Add/Modify Location(s) button to go to the map.
 - Look for the Define project area by county drop-down box and select your county.
 - Click Add. This highlights your county on the map. If your project is implemented in more than one county, be sure to Add all counties.
 - Click Next. The system will calculate the statistics. It may take a moment.
 - After the statistics are loaded, click Save. This takes you back to the Mapping Information form and the map is checked out to you.
 - Click Save again to check the map back in.

Recipient contacts form

To appear in the drop-down list in this form, the person must have a Secure Access Washington (SAW) and approved EAGL user account tying them to your organization. Select the appropriate person for each contact from the drop-down list. The same person can be selected more than once.

The person you select as the Authorized Signatory shows up as the first signature block on the agreement. If you have more than one signatory, add them in the table at the bottom of the form. These people do not need an approved EAGL registration because you are not selecting them from a drop-down list. The system adds their signature blocks to the agreement template in the order listed when the agreement is ready for the recipient to sign.

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

Screenshot 17. Add people who need to sign the agreement beyond the Authorized Signatory to this table.

Additional Funds and Coordination form

This form covers two very important application steps: applying for additional funds and providing proof of required coordination.

1. Additional Funds

Requesting additional funds is part of the “unrequested process” and should not be confused with the deobligation/reobligation process also known as the “unspent process” conducted in quarter 6 of the biennium. Your only opportunity to request additional funds through the unrequested process is through application and this form.

Local governments listed on the allocation table (also referred to as the Primary), excluding an independent city, can request additional funds should they become available at the start of the biennium. Typically, these funds are the result of a Primary applying for less than what was shown on the allocation table.

If you are a Primary (county government or jurisdictional health department) listed on Ecology's allocation table, select **Yes** and answer the two questions under "**Additional Funds ("unrequested")**". In rare circumstances, the Primary is not the county government. If you are unsure, please contact your grant manager for clarification.]

If you are not eligible to request additional funds, select **No** and move on to the **Proof of Coordination** section.

2. Proof of Coordination

This section is **only** required for applicants that selected Planning & Implementation as the Project Category on the General Information form, excluding independent cities. If you selected Solid Waste Enforcement as the Project Category, or if you are an independent city listed on the allocation table, select No to the first question and save the form. You can move on to the Category Specific Task(s) form.

If you are required to coordinate, the requirements are different for a primary local government than for a partnering local government.

- If you are unsure which best describes your organization, refer to the Coordination section in the [LSWFA Guidelines](#)¹.
- Upload the required proof of coordination for your organization.
- Checking the boxes indicates you have read and understand the types of documentation required, even if they aren't applicable to your situation. Both boxes must be checked before the form will save error-free.
- When you are finished, **Save** the form.

Category specific task(s) form

You'll complete the Category Specific Task(s) – Planning & Implementation or Category Specific Task(s) – Solid Waste Enforcement form depending on which Project Category you selected on the General Information form. Complete the form and **Save** when you're done.

Adding a Task

After you save the form the first time, the "Add" option appears. To add a new task, select the ADD button at the top of the form.



Screenshot 18. To add another task, select the Add button

Planning & Implementation

This form has not changed since last biennium, do your best to answer all the questions. Your grant manager may contact you for clarification after your application is submitted. Instructions for how to complete fields on this form are provided below.

Task Category:

Select the category that best describes the work you plan to perform in this task. Your grant manager will select a standard project title when drafting the agreement. It's okay if your application includes more than one task with the same Task Category.

Task Total Eligible Cost:

This is the Ecology share plus the 25 percent local contribution requirement. If your application includes more than one task, the sum of all Task Total Eligible Costs should equal the Total Eligible Cost entered on the General Information form.

Task Goal Statement:

State the overall goal for the work. Your grant manager may use stock language for the goal statement when drafting the agreement.

Task Description:

Describe the work, who will perform it, and the costs you expect reimbursed that equal the Task Total Eligible Cost.

Outcomes Recipient Expects to Achieve:

Refer to the Outcomes Guidance in Appendix E of the [Guidelines](#)¹. List a measure or measures for the work you plan to perform and include the overall expected outcome for each measure. Identify the unit of measure as needed.

Outcomes Recipient Expects to Achieve		
Enter the total overall expected outcome for each measure. See application instructions for details on how to calculate the metric.		
Measurable Outcome	Overall Expected Outcome	Unit of Measure
Preliminary draft LSWMP that includes a CROP	1	document
Final CROP incorporated in the LSWMP	1	plan

Screenshot 19. List measurable outcome(s), enter the overall expected outcome and unit of measure for each LSWFA continues to request reported outcomes reflect what was achieved with the Total Eligible Task (TETC). If the TETC is not enough to cover all expenses and you track all outcomes, please use the formula $\text{Cost} \times \frac{\text{TETC}}{\text{Total Eligible Task}}$ provided by your grant manager to calculate and report the portion achieved with the TETC.

To add a new task, select the ADD button at the top of the form. You will have to save the form first to see the “Add” option below.

Solid Waste Enforcement

This form has not changed since last biennium, do your best to answer all the questions. Your grant manager may contact you for clarification after your application is submitted. Instructions for how to complete fields on this form are provided below.

Task Category:

Select the category “SOLID WASTE ENFORCEMENT” if the work you plan to perform aligns with the two tracks listed below under Task Description. Your grant manager will select a standard project title when drafting the agreement. It’s okay if your application includes more than one task with the same Task Category.

Select the category “ENFORCEMENT SPECIAL TASK” if the work you plan to perform does not fall within the work described for either of the two tracks listed below under Task Description. If you select this category, follow the instructions under [“Enforcement Special Task”](#) to complete the form.

Task Total Eligible Cost:

This amount is the Ecology share plus the 25 percent local contribution requirement. If your application includes more than one task, the sum of all Task Total Eligible Costs should equal the Total Eligible Cost entered on the General Information form.

Task Goal Statement:

State the overall goal for the work. Your grant manager may use stock language for the goal statement when drafting the agreement.

Task Description:

There are two tracks of work listed as activities. Your organization may do both or a variation of each. Copy the stock language provided for both tracks and paste it into the Task Description box. Modify as necessary to best describe the work, who will perform it, and the costs you expect reimbursed that equal the Task Total Eligible Cost.

Under the Task Description box, there are additional questions that cover both tracks of work. Answer them as they apply to the task.

1. Facility / Site Compliance:

If the budget for this task does not include paying the expenses of monitoring solid waste handling facilities, select **No**, and move on to the next set of questions.

If you are requesting reimbursement for expenses to monitor solid waste handling facilities for compliance, select **Yes**. Upload a document listing the name of each facility and the status of its permit.

2. Solid Waste Investigation, Assistance, Enforcement:

Answer the questions as they relate to the costs you expect to charge to the task. Your grant manager will draft the scope the work in the agreement and follow-up with you regarding any other terms.

Enforcement Special Task

Task Category:

You've selected ENFORCEMENT SPECIAL TASK as the category. Your grant manager will select a standard project title when drafting the agreement. It's okay if your application includes more than one task with the same Task Category.

Task Description:

If your special task is Homeless Encampment Response or Syringe Collection Program, briefly describe the work and detail the expected outcomes. Your grant manager will use template language to draft the task.

If your special task is something else, clearly describe the work and expected outcomes. If you need more space, you can use the text box under "List any other outcomes or outputs you would like to track".

Remainder of form

For this task, it's unlikely the remainder of the fields in this form are relevant to your task. Answer questions as No. Under "Outcomes Recipient Expects to Achieve", enter a 0 as the overall expected outcome and leave the unit of measure blank.

Save the form.

Spending plan and outcomes data collection form

This form includes two sections, but you only complete the **Spending Plan section** for the application. After you complete it, **Save** the form.

Total Eligible Cost:

The amount you entered as the agreement Total Eligible Cost is reflected in red font on this form. Confirm this is the correct total for your entire agreement. If it is not correct, you can fix it on the General Information form.

Task Title:

Use the drop-down list to select the correct task title. NOTE: Task titles become available after you complete and save the Category Specific Task(s) form.

For each task title, enter an amount you expect to spend each quarter for the work performed in that task. You must at least enter 0. The “Biennial Total” for each task should equal the Task Total Eligible Cost on the Category Specific Task(s) form.

The “Grand Total” should equal the Total Eligible Cost in red font. If it does not, make the necessary corrections.

SPENDING PLAN

Instructions:

Complete one row for each task in your agreement and enter data in all fields. Click the SAVE button to add additional rows. When done, click the SAVE button.

Note: Quarterly amounts must be entered as 100% (100% is Ecology's 75% share and Recipient's 25% contribution).

And the Total must equal the agreement total eligible cost.

(Total Eligible Cost = **\$100,000.00**)

Start Year 2023	Jul-Sept 2023	Oct-Dec 2023	Jan-Mar 2024	Apr-Jun 2024	Jul-Sept 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Biennial Total
Task Title	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	
PLANNING*	\$0	\$20,000.00	\$20,000.00	\$0	\$20,000.00	\$0	\$20,000.00	\$20,000.00	\$100,000.00 <input type="checkbox"/> Delete
<input type="button" value="+"/> <input type="button" value="v"/> *									<input type="checkbox"/> Delete
Total	\$0	\$20,000.00	\$20,000.00	\$0	\$20,000.00	\$0	\$20,000.00	\$20,000.00	Grand Total \$100,000.00

Screenshot 20. Grant Total should equal the Total Eligible Cost in red

Uploads form

Use this form to attach anything you feel is relevant for the application. You can also use this form during the agreement period to upload supporting documentation. Ecology uses it to upload your reporting assessment and other required written communication.

For each attachment, enter the document title and click the **Browse** 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](#)³. If you use all three rows, a new row will appear after you **Save** the form.

Submitting Your Application

Change the status and submit

When you finish all the forms, you're ready to submit your application.

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

The screenshot shows the 'Application Menu' interface. At the top, it displays 'Document Information: SWMLSWFA-2023-EcySWM-00116' with a 'Details' link. Below this is a table with columns: Info, Document Type, Organization, Role, and Current Status. The table contains one row: Application, Department of Ecology - SWM, Authorized Official, Application In Process. Underneath the table, there are two main sections: 'View, Edit and Complete Forms' with a 'VIEW FORMS' button, and 'Change the Status' with a 'VIEW STATUS OPTIONS' button. The 'VIEW STATUS OPTIONS' button is circled in red.

Info	Document Type	Organization	Role	Current Status
	Application	Department of Ecology - SWM	Authorized Official	Application In Process

Screenshot 21. The first step in submitting the application is to View Status Options

3. On the **Application Menu – Status Options** screen, select **Apply Status** under **Application Submitted**.
Warning – DO NOT select **Apply Status** under **Application Cancelled**.

The screenshot shows the 'Application Menu - Status Options' interface. It includes the same document information as Screenshot 21. Below the information, there are two sections: 'Possible Statuses' and 'APPLICATION CANCELLED'. Under 'Possible Statuses', there is an 'APPLICATION SUBMITTED' section with an 'APPLY STATUS' button circled in red. Below that is an 'APPLICATION CANCELLED' section with an 'APPLY STATUS' button crossed out with a red X.

Screenshot 22. Under Application Submitted, select Apply Status

4. The last step in submitting your application is to select **I Agree** on the **Agreement** screen. If you cannot select I Agree, you cannot submit the application.

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

Screenshot 23. Attest to authority to submit the application

Global Errors

If you get a **Global Errors** message after attempting submission, simply read the error message and correct the problem(s). Sometimes, the error message provides a link to the form with an error. Select the link and make the correction(s). Save the forms you corrected.

DEPARTMENT OF ECOLOGY
Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

PRINT SHOW HELP

Global Errors

Document Information: [SWMLSWFA-2021-EcySWM-00003](#)
[Details](#)

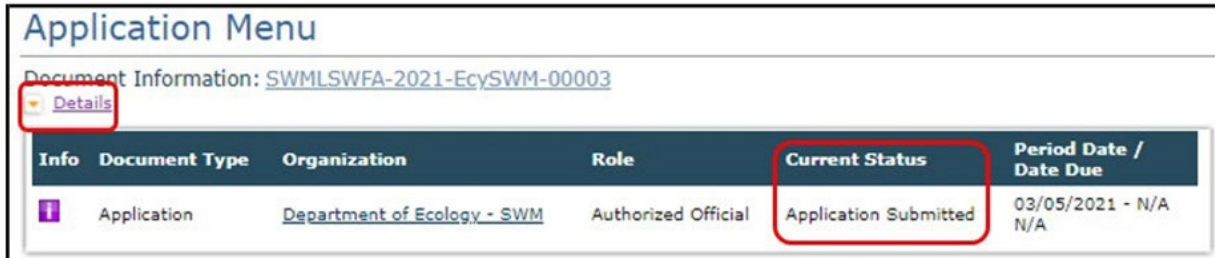
You must complete this page.
[Scope of Work Summary](#)

Screenshot 24. The Global Errors message indicates which form the error is located


Try submitting your application again using the steps described above under **Submitting your Application**. Continue until all Global Errors are cleared, and the status of your application is Application Submitted.

Confirm your submission

To confirm the application was successfully submitted, select the **Document Information** number to return to the **Application Menu** screen to check the **Current Status**. If it isn't already expanded, select the purple **Details** link and look under Current Status. It should say, "Application Submitted". Also, all Authorized Officials for your organization should get an auto-generated email confirming the application was submitted to Ecology.



The screenshot shows the 'Application Menu' interface. At the top, it displays 'Document Information: [SWMLSWFA-2021-EcySWM-00003](#)'. Below this, there is a purple 'Details' link. A table below the link contains the following information:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Authorized Official	Application Submitted	03/05/2021 - N/A N/A

Screenshot 25. Confirm the application is submitted