



EAGL Application Instructions for the 2023-25 Public Participation Grants Program

**Solid Waste Management's guidance for using
Ecology's Administration of Grants & Loans System (EAGL)
to apply for Public Participation Grants (PPG) funds**

For the

Solid Waste Management Program

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

April 2023 - Publication 23-07-029

Publication Information

This document is available on the Department of Ecology's website at:
<https://apps.ecology.wa.gov/publications/summarypages/2307029.html>¹

Related Information

[Publication 23-07-002²: PPG Funding Guidelines 2023-25](#)

Contact Information

Solid Waste Management Program

Headquarters

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-407-6105

Website³: [Washington State Department of Ecology](#)

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¹ <https://apps.ecology.wa.gov/publications/summarypages/2307029.html>

² <https://apps.ecology.wa.gov/publications/SummaryPages/2307002.html>

³ www.ecology.wa.gov/contact

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	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

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DEPARTMENT OF
ECOLOGY
State of Washington

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Introduction

The Public Participation Grants (PPG) program through the Washington State Department of Ecology is a competitive grant program that provides up to \$60,000 per year to eligible individuals and nonprofit public interest organizations. The purpose of these grants is to facilitate participation in the investigation and remediation of contaminated sites, and to facilitate implementation of the state's solid and hazardous waste management priorities.

Ecology designed these grant application instructions for users planning to submit a PPG 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 Public Participation Grants program](#)⁶ or visit [Ecology's webpage](#)⁷.

Please contact the grant manager or headquarters staff if you have any questions about the application process.

Grant Manager

Faith Wimberley

(425) 275-7285

faith.wimberley@ecy.wa.gov

Grants Technical Assistance Lead

Alaina Robertson

(360) 706.4048

alaina.robertson@ecy.wa.gov

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/2307002.html>

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

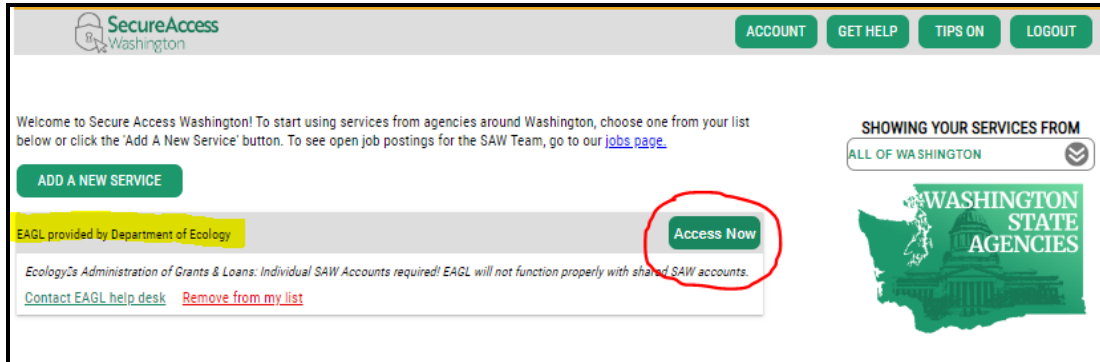


Figure 1. Accessing EAGL in SAW.

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. 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.

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 step-by-step instructions, important system requirements, and tips for navigating EAGL. Please be sure to read the 2023-25 [PPG 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.
 - Google Chrome
 - Edge Chromium
 - Mozilla Firefox
 - Safari
- 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 in EAGL.
- 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.

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 PPG 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 the PPG Grant Manager for help modifying your role.

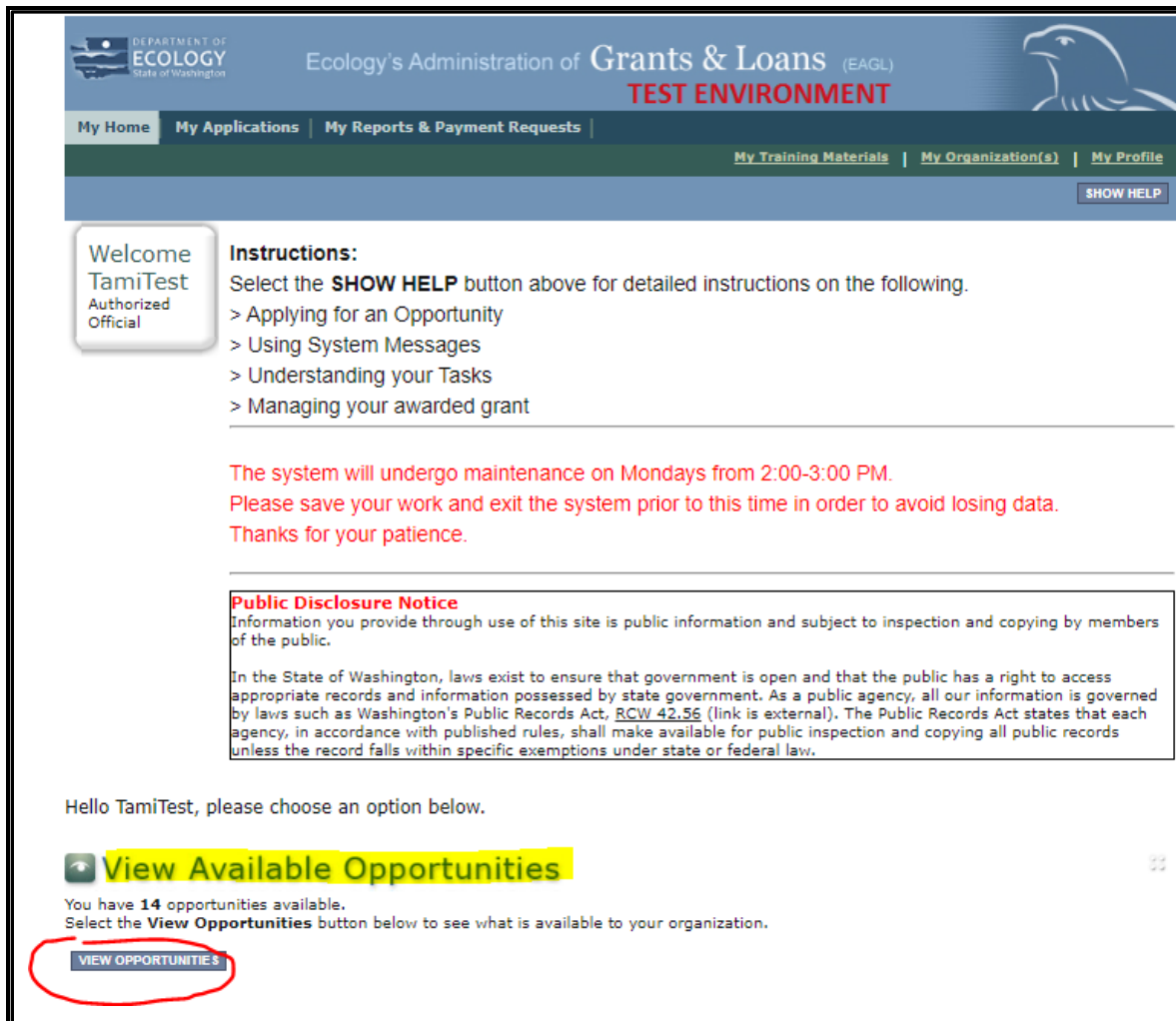


Figure 4. Click on View Opportunities on the My Home page to locate the PPG funding opportunity in EAGL

After selecting the **View Opportunities** button, the **My Opportunities** page loads. This is where you can filter for the PPG funding opportunity. Enter litter as the Document Instance and click filter. Remember not to 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:
Due Date (From - To): -

FILTER

Figure 5. Quickly filter for the PPG application.

Applying for PPG funds

After filtering, you should see information about the Solid Waste Management Public Participation Grant Program.

Select **Apply Now** at the bottom.

Solid Waste Management Public Participation Grants for Department of Ecology - SWM
Offered By:
 Department of Ecology

Application Availability Dates:
 02/13/2023-04/05/2023

Application Period:
 02/13/2023-04/05/2023

Application Due Date:
 04/05/2023

Description:
 Public Participation Grants (PPG) provide up to \$60,000 per year to individuals and nonprofit organizations to increase public understanding and involvement in cleaning up contaminated sites and to improve Washington's waste management practices.

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**

Figure 6. To initiate an application for PPG, 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, select **I Do Not Agree** and contact your Regional Grant Manager at Ecology. If you are sure you are eligible, 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**.

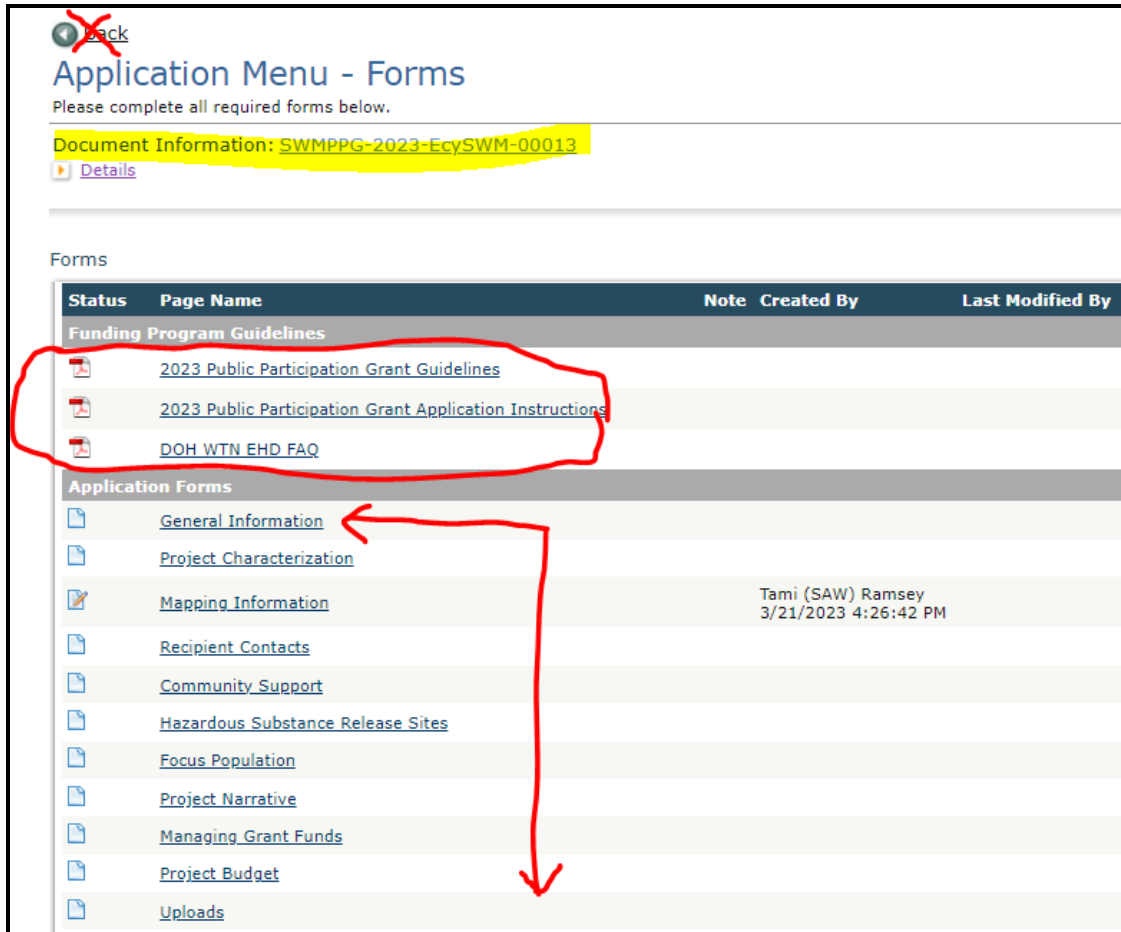


Figure 9. The Application Menu-Forms page displays a list of guidelines to reference and forms to complete. Use the 2325 Guidelines and Instructions, ignoring older versions.

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.



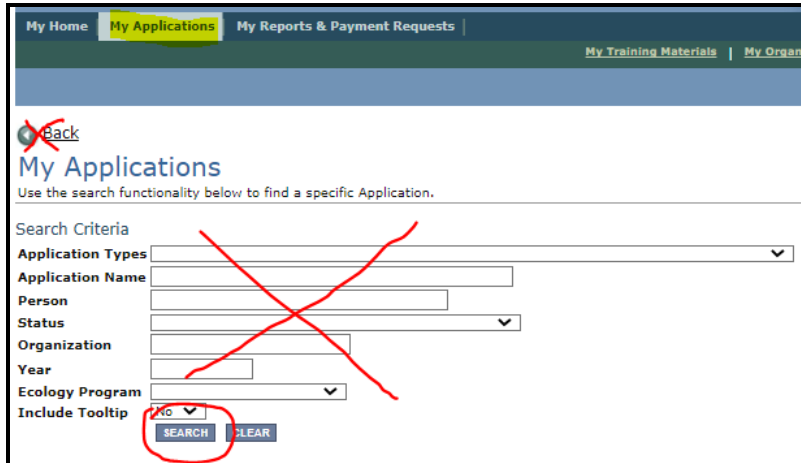
Figure 10. Page error example.

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 organization.

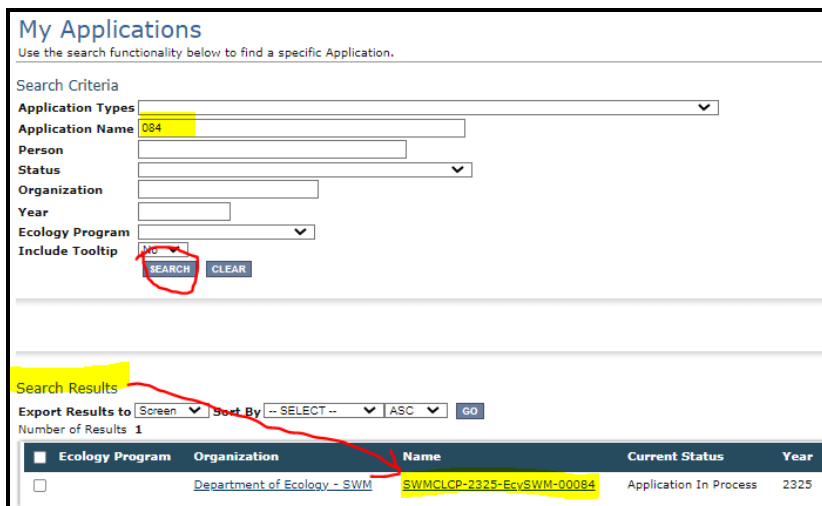


The screenshot shows the 'My Applications' page with a search criteria form. The form fields are: Application Types (dropdown), Application Name (text), Person (text), Status (dropdown), Organization (text), Year (text), Ecology Program (dropdown), and Include Tooltip (dropdown). The 'SEARCH' button is circled in red, and the entire search criteria section is marked with a large red 'X'.

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.



The screenshot shows the 'My Applications' page with search criteria and search results. The 'Application Name' field contains '084'. The 'SEARCH' button is circled in red. The search results table shows one result with the document information number 'SWMCLCP-2325-EcySWM-00084' highlighted in yellow.

Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>	Department of Ecology - SWM	SWMCLCP-2325-EcySWM-00084	Application In Process	2325

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.

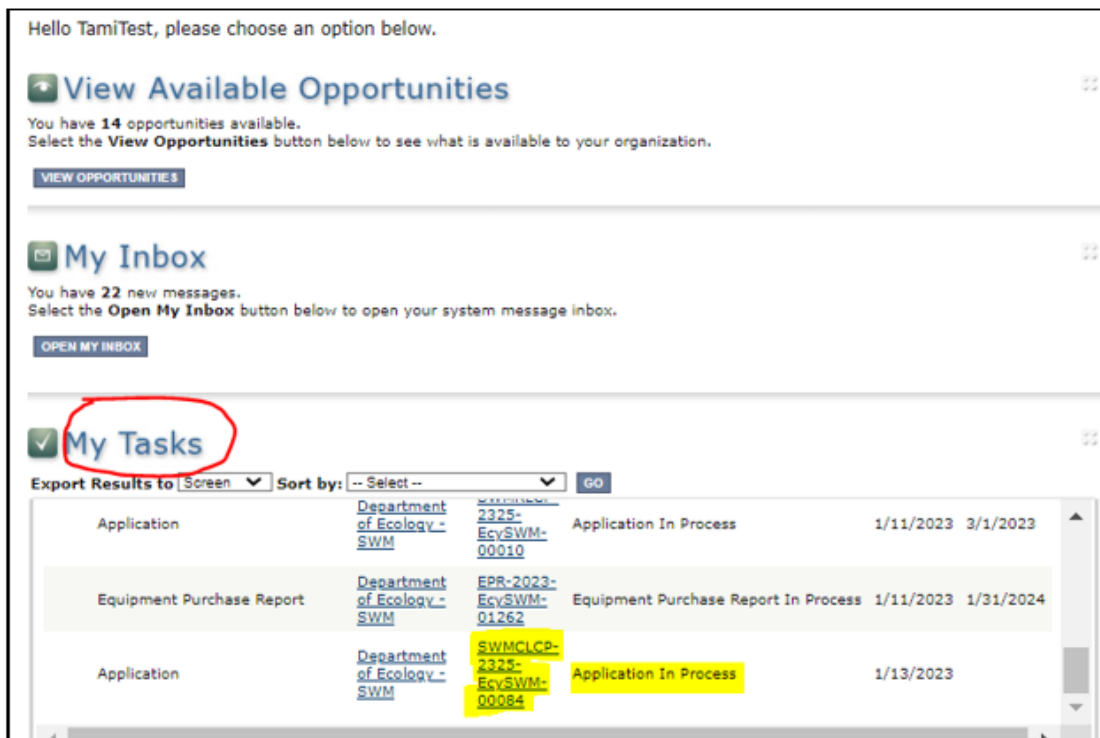
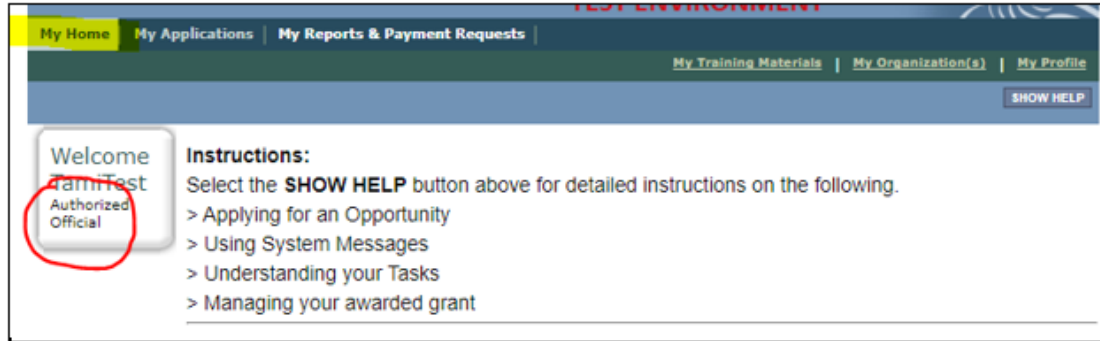


Figure 13. My Tasks link on the EAGL My Home page is another way an Authorized Official can access an application in process.

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.

Navigating the Forms

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**.

Navigation Links at the bottom of a page are an easy way to access different forms.

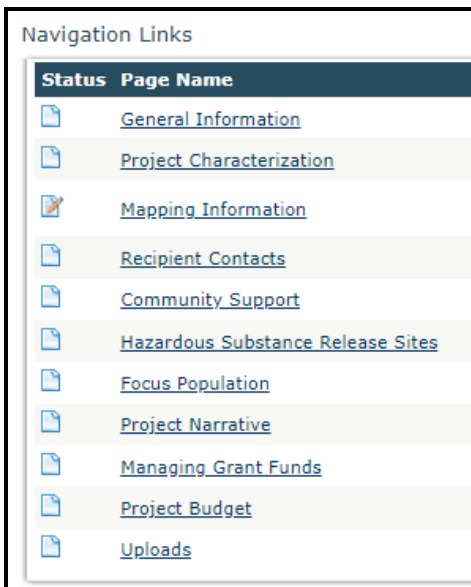


Figure 14: Use the navigation links at the bottom of a form to quickly move to the next form

If the navigation links are not showing on the page, select the Forms Menu link located at the top of each form to refresh the list of application forms.

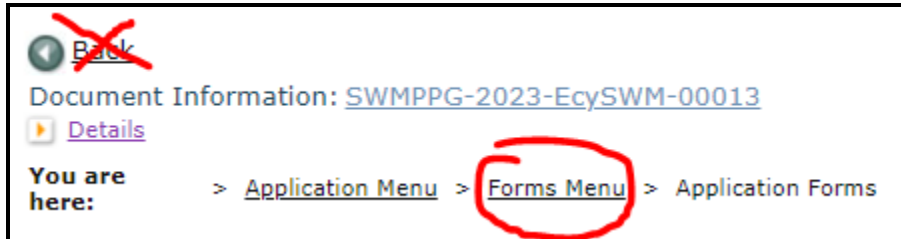


Figure 15. Form Menu link at the top of each form

Remember to **Save** your work frequently and do not use the back-button in EAGL.

General Information form

The **General Information** form is first in the list of **Application Forms**. Complete and save this form first. Note, the Project Long Description and the Overall Goal are already completed.

- **Project Title.**
 - Enter your organization’s name as it appears in EAGL.

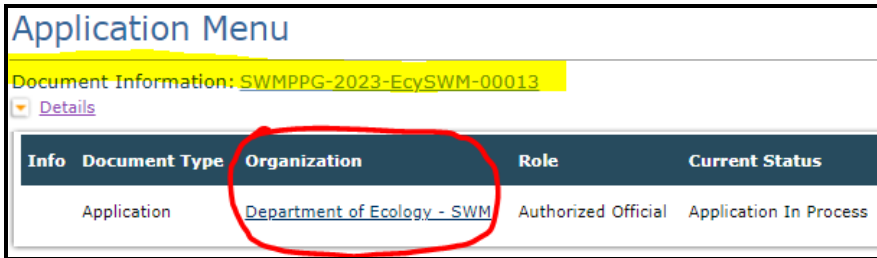


Figure 16: Organization name as it appears in EAGL

Project Short Description

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

Total Cost

This is the entire cost of the project. When the applicant uses alternate revenue to do the project, this amount is more than the total eligible cost of the agreement. This figure should be equal to the Total Project Costs on the Budget Form.

Total Eligible Cost

This is the Public Participation Grant amount the organization is requesting to be awarded for the entire biennium. This figure should be equal to the Total Grant Request on the Budget Form.

Project Category

Pick one for this application.

The screenshot shows the following form fields:

- Total Cost: \$240,000.00
- Total Eligible Cost: \$120,000.00
- Effective Date: 07/01/2023
- Expiration Date: 06/30/2025
- Ecology Program: Solid Waste Management
- Project Category: Solid waste management

Figure 17: Select the correct Project Category related to the total eligible cost

Save the form and continue to the next form in the list.

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 \(EAGL\) Map¹³](#) 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:** Education & Outreach
- **Project Website:** Optional, enter if available

Save the form and continue to the next form in the list.

Mapping Information form

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.

Save and continue to the next form on the list.

Recipient Contacts Form

Select the appropriate person for each contact from the drop-down lists. If they are not listed, check that they are assigned to the document (application). You will do this in the **Application Menu**, under **Access Management Tools** and then clicking **Add/Edit People**. If they are not listed there, it means they do not have an approved EAGL registration.

- **Project Manager**
- **Authorized Signatory**
- **Billing Contact**

¹³ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map>

To appear in the drop-down list on this form, your organization's contacts must have a Secure Access Washington (SAW) account and an Ecology approved EAGL registration.

The project manager and billing contact must be kept current on this form during the life of the grant agreement. *List at least two people on this form. Avoid selecting the same name for all three roles if appropriate.*

The applicant 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.

If the applicant is a fiscal sponsor, enter at least one representative of their organization on this form as the **Billing Contact** and **Authorized Signatory**. The sponsored organization's authorized signatory must also sign the agreement. Add their signatory information under "other recipient signatures on printed agreement."

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.

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" value=""/>	<input type="text" value=""/>

Figure 18: Add additional signatures for the final grant agreement

Save the form and continue to the next form in the list.

Community Support form

This is a new form. The purpose of this form is to capture community support. Follow the instructions on the form.

Save the form and continue to the next form in the list.

Hazardous Substance Release Sites form

This is a new form. The purpose of this form is to capture information about projects that address cleanup of a hazardous substance release site.

- If your project does not address the cleanup of a hazardous substance release site, answer the question **No**. You can **Save** and continue to the next form.
- If you answer **Yes**, include information about your site on this form.
 - **Click the list** that your site is on and look up your site. **Check the box** that your site is on.

When you've located your site, write the name of the site and the ranking number or score in the text box field. Ranking numbers may not be available for all sites.

* Does the project address the cleanup of a hazardous substance release site? Yes No

If yes, check the box that corresponds to the list your project's cleanup site is on.

Washington State Confirmed and Suspected Contaminated Sites List
 National Priorities List (Superfund Sites)

* Use the textbox below to add the site's name, ID, rank or score, or any additional detail.

CBC WSU Nurse Training Facility - Site rank 3
Per the Dept of Ecology website, the site may have as many as two public comment periods during July 1, 2023 - December 30, 2024.

Figure 19: Form completed to show site selections

You can find this information on the lists as shown below.

Washington State Confirmed and Suspected Contaminated Sites List

DEPARTMENT OF ECOLOGY
State of Washington

Cleanup and Tank Search

Home Search Cleanups Search USTs Contact Help

All Cleanup Sites in Washington State

Details about contaminated sites around Washington State.

Filter Table Export Table

Site Name [?]	CSID [?]	FSID [?]	Address	City or Zip	County
Site Name	1373	FSID	Address	City or Zip	County
Region [?]	Site Status [?]	Contaminant [?]	Institutional Control [?]	Current VCP [?]	
Central	Cleanup Started	Contaminant	<input type="radio"/>	<input type="radio"/>	

Clear

Click on the > button or site row to view more details.

CSID	FSID	Site Name	Site Status	Address	City	Zip	County	
>	1373	999978	CBC WSU Nurse Training Facility	Cleanup Started	901 NORTHGATE DR	RICHLAND	99339	Benton

Showing 1 to 1 of 1 entries (filtered from 14,015 total entries)

Figure 20: Washington Contaminated Site List

Select your site and locate the **Site Rank** number as shown:

DEPARTMENT OF ECOLOGY State of Washington		Cleanup Site Details		Cleanup Site ID: 1373	
Cleanup Site ID: 1373	Facility/Site ID: 999978	UST ID: N/A	Site Page	Site Documents	View Map
Cleanup Site Name: CBC WSU Nurse Training Facility			Glossary		
Alternate Names: CBC WSU Nurse Training Facility, Delta High School					
LOCATION					
Address: 901 NORTHGATE DR		City: RICHLAND	Zip Code: 99339	County: Benton	
Latitude: 46.27908	Longitude: -119.27838	WRIA: 40	Legislative District: 8	Congressional District: 4	TRS: 9N 28E 11
DETAIL					
Status: Cleanup Started	NFA Received? No	Is PSI site? No			
Statute: MTCA	NFA Date: N/A	Current VCP? No	Past VCP? No		
Site Rank: 3 - Moderate Risk	NFA Reason: N/A	Brownfield? No			

Figure 21: Site Details Report

National Priorities List

National Priorities List (NPL) Sites - by State

[\[View NPL Sites - by Site Name\]](#) | [\[View NPL Sites - by Date\]](#)

Choose a state or territory from the map or list below.

Figure 22: Select Washington State from the National Priorities list

Search for your site from the alphabetical list and locate the **Site Score** as shown:

Washington (46 sites)				
Site Name	City	Site EPA ID	Listing Date	Site Score
American Lake Gardens/McChord AFB	Tacoma	WAD980833065	09/21/1984	28.90

Figure 23: National Priority Site Name and Score

Save the form and continue to the next form in the list.

Focus Population form

This is a new form. The purpose of this form is to capture information about the population(s) being served by the project.

- Answer **Yes** if the population(s) you're including in your project are highly impacted communities or vulnerable populations. Definitions for each are provided in the form.
 - If you answer **Yes**, you must include references to support this designation. Several data sets are listed in the application. Ecology will accept alternative references on a case by case basis. **Site the reference data in the text box on this form.**

Continue to complete the form.

- Answer **No** if the population(s) you're including in your project do not meet the definition of highly impacted communities or vulnerable populations. Continue to complete the form by describing the population this project focuses on.

You must describe the population(s) being served by the project in the text box provided regardless of a 'yes' or 'no' answer to the question above.

27,226 people in Clark County speak Spanish as their primary language and speak only some English. All the people whose participation is facilitated by this project will primarily speak a language other than English in the home, primarily Spanish. 32 of the 48 census tracts in Clark County rank 8 - 10 on the WTN EHD map for environmental justice concerns.
--

Figure 24: Example description of focus population

Save the form and continue to the next form in the list.

Project Narrative form

This is a new form. The purpose of this form is to capture details of your project. Follow the instructions on the form. **Save** the form and continue to the next form in the list.

Managing Grant Funds form

This is a new form for PPG. The purpose of this form is to capture details of the applicant's prior experience managing grant funds.

First, we need to know if you are applying as a **nonprofit organization, individual, or a fiscal sponsor**. A fiscal sponsor applies on behalf of a nonprofit or individual and must administratively manage the grant while the nonprofit or individual they are sponsoring implements the project.

After you select which **applicant type**, additional questions will become visible.

- Answer the additional questions.
- Upload requested documents.
 - Nonprofit applicants and fiscal sponsor applicants must upload
 - Organizational chart (showing their reporting hierarchy)

- Applicants' bylaws
- If the fiscal sponsor and the sponsored entity have a **Memorandum of Understanding or contract**, they should upload it to the application. If they haven't created an MOU yet, it can be uploaded upon award, but before Ecology will approve reimbursement of costs incurred.

Save the form and continue to the next form in the list.

Project Budget form

This is a new form. The purpose of this form is to capture details of the applicant's total budget request.

The table in the form is broken out by **Task 1 Project Administration** and **Task 2 Project Costs**. For each task, enter the estimated costs by category for each budget year starting with Budget Year 1 being July 1, 2023, through June 30, 2024, followed by Budget Year 2 as July 1, 2024, through June 30, 2025.

Enter salary and benefit expenses for staff employed by the applicant under **Salary and Benefit expenses**. Under **Other Direct Expenses**, list all other expenses including service provider fees and contractor expenses. See the Program Guidelines for a list of eligible and ineligible expenses.

The Total, Total Project Cost should be equal to the Total Project Cost from the General Information Form. The Total, Total Grant Request should be equal to the Total Eligible Costs on the General Information Form.

PROJECT BUDGET

Instructions:
Use the table below to breakdown the costs of your total grant request. The table separates costs between Administration and Project Costs. It divides budgeted expenses between the two grant budget years. Applicants can request up to \$60,000 in budget year 1 and up to \$60,000 in budget year 2. Note, fiscal year 2 budget is contingent on performance in fiscal year 1 and a successful grant renewal.

For additional rows, click the "+." To delete a row, click the Delete box then click Save.

Form completed by:

	Task 1 - Project Administration Costs		Task 2 - Project Costs		Total	
	Budget Year 1 7/1-6/30	Budget Year 2 7/1-6/30	Budget Year 1 7/1-6/30	Budget Year 2 7/1-6/30	Biennium Year 1 & Year 2	
Salary and Benefit expenses						
Development Director	\$500	\$500	\$400	\$400	\$1,800	<input type="checkbox"/> Delete
Subtotal Salary and Benefits						
	\$500	\$500	\$400	\$400	\$1,800	<input type="checkbox"/> Delete
Indirect Rate and Cost	<input type="text" value="30%"/>	\$150	\$150	\$120	\$120	\$540
Total Personnel Expense	\$650	\$650	\$520	\$520	\$2,340	
Other Direct Expenses						
Subtotal Other Direct Expenses						
	\$0	\$0	\$0	\$0	\$0	<input type="checkbox"/> Delete
Total Project Costs	\$650	\$650	\$520	\$520	\$2,340	
Revenue						
Other Revenue					\$0	
Total Grant Request	\$650	\$650	\$520	\$520	\$2,340	

Figure 25: Budget Form showing cross reference with General Information Form

Uploads form

Ecology and grant recipients use this form during the agreement period to upload relevant materials about the grant agreement.

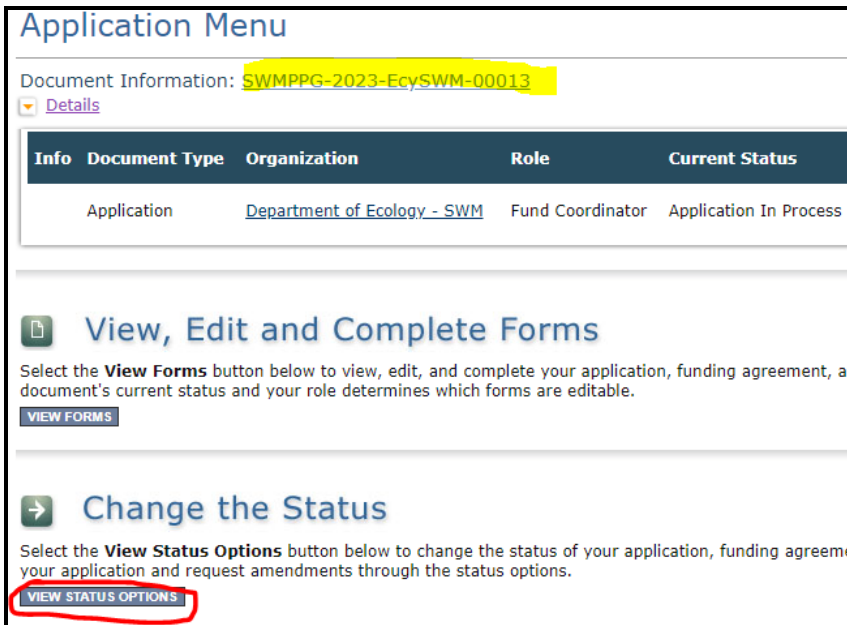
For more information about the file types and sizes accepted by EAGL, see page 17 of the [EAGL Users' Manual](#). If you use all three rows, a new row will appear after you **Save** the form.

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. Under the **Change the Status** heading, select **View Status Options**.



The screenshot shows the 'Application Menu' interface. At the top, it displays 'Document Information: SWMPPG-2023-EcySWM-00013' with a yellow highlight. Below this is a 'Details' link. A table with columns 'Info', 'Document Type', 'Organization', 'Role', and 'Current Status' is shown. The table contains one row: 'Application', 'Department of Ecology - SWM', 'Fund Coordinator', and 'Application In Process'. Below 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 circled in red.

Info	Document Type	Organization	Role	Current Status
	Application	Department of Ecology - SWM	Fund Coordinator	Application In Process

Figure 26: Submitting the application

3. On the **Application Menu – Status Options** screen, under **Application Submitted**, select **Apply Status**.

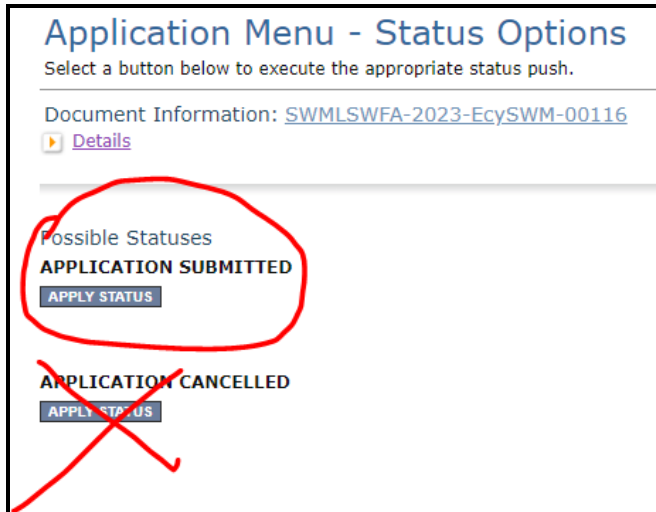


Figure 27: Under Application Submitted, select apply status to continue the process

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.

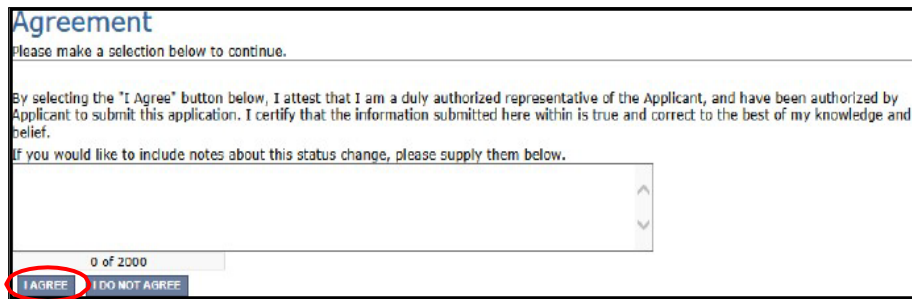


Figure 28: Attestation statement with the option to agree or not agree

4. 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.

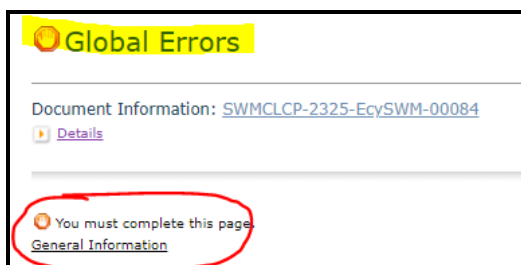


Figure 29: Example of a Global Error with a link to the form that has the error

5. **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

- Expand the purple Details button if it isn't already.
- Find **Current status**, it should indicate Application Submitted. If not, contact your grant manager.



Figure 30: Current status of application should be submitted