EAGL Application Instructions for 2023-25 Waste Reduction & Recycling Education (WRRED) Grants

Solid Waste Management's guidance for using Ecology's Administration of Grants & Loans System (EAGL) to apply for Waste Reduction and Recycling Education (WRRED) Grants

For the
Solid Waste Management Program

Washington State Department of Ecology
Olympia, Washington

August 2023 - Publication 23-07-051

Publication Information

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https://apps.ecology.wa.gov/publications/SummaryPages/2307051.html

Related Information:

- Publication 23-07-050: 23-25 Waste Reduction and Recycling Education Grants Guidelines[1]

Contact Information

Solid Waste Management Program

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[1] https://apps.ecology.wa.gov/publications/SummaryPages/2307050.html
[2] 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

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

Ecology's Waste Reduction and Recycling Education (WRRED) grant program provides funding to qualified local governments and nonprofit organizations for projects that educate the public on litter control, waste reduction, recycling, or composting, or for the implementation of a contamination reduction and outreach plan (CROP).

Ecology designed these grant application instructions for those planning to submit a WRRED 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 Waste Reduction and Recycling Education Funding Guidelines](#)[1] or visit [Ecology's Grants and Loans webpage](#)[5].

Please contact headquarters staff if you have any questions about the application process. You can find their Contact Information in the accompanying [2023-2025 WRRED Guidelines](#)[1].

Getting Started in EAGL

Accessing EAGL

Current EAGL users

[Log in to your Secure Access Washington (SAW) account](#)[6] 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.

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

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[3] https://apps.ecology.wa.gov/publications/documents/1701015.pdf
[4] https://apps.ecology.wa.gov/publications/summarypages/2301002.html
[5] https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans
[6] https://secureaccess.wa.gov/ecy/eagl
[7] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans#Apply

additional step-by-step instructions, important system requirements, and tips for navigating EAGL. Please be sure to read the 2023-2025 [WRRED Funding Guidelines](1)[1] and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](4)[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 WRRED 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.

Screenshot 3. How to locate the WRRED application

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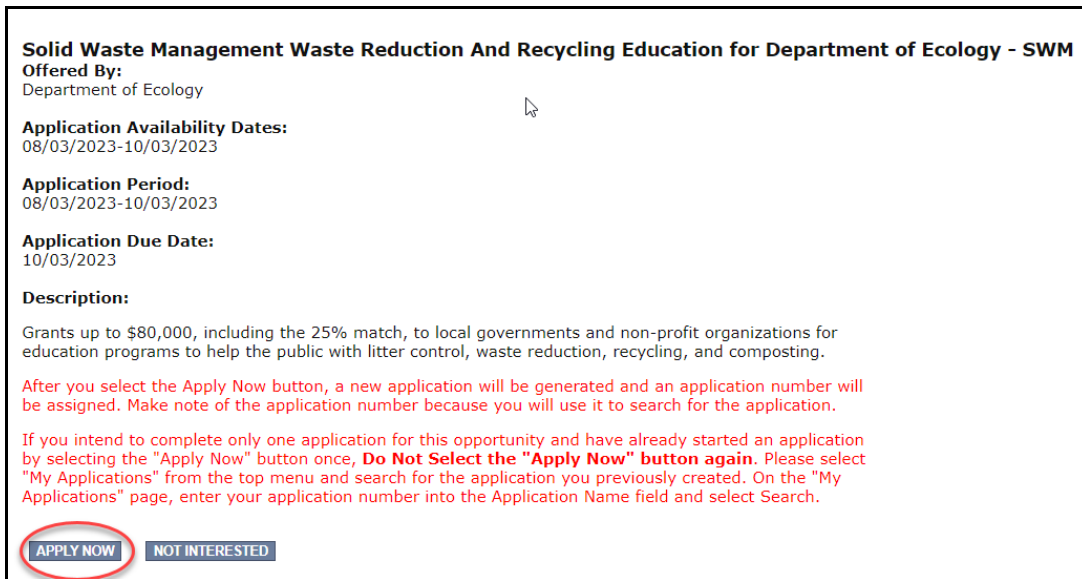

Screenshot 4. Quickly filter for the WRRED application

Applying for WRRED

Scroll down the list until you see Waste Reduction and Recycling Education. Select **Apply Now**. Only click on **Apply Now** once to avoid unintentionally creating multiple applications.

Screenshot 5. How to initiate an WRRED 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**.

Screenshot 6. Remember your application number and continue to complete the application forms

Screenshot 7. Application forms for WRRED

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.
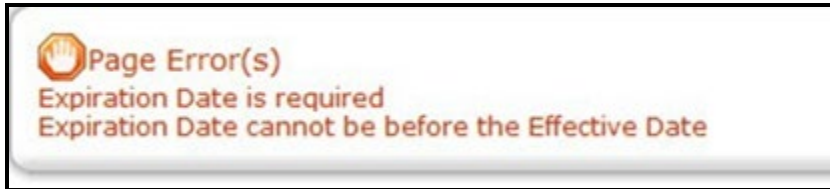
Screenshot 8. Example of a page error message

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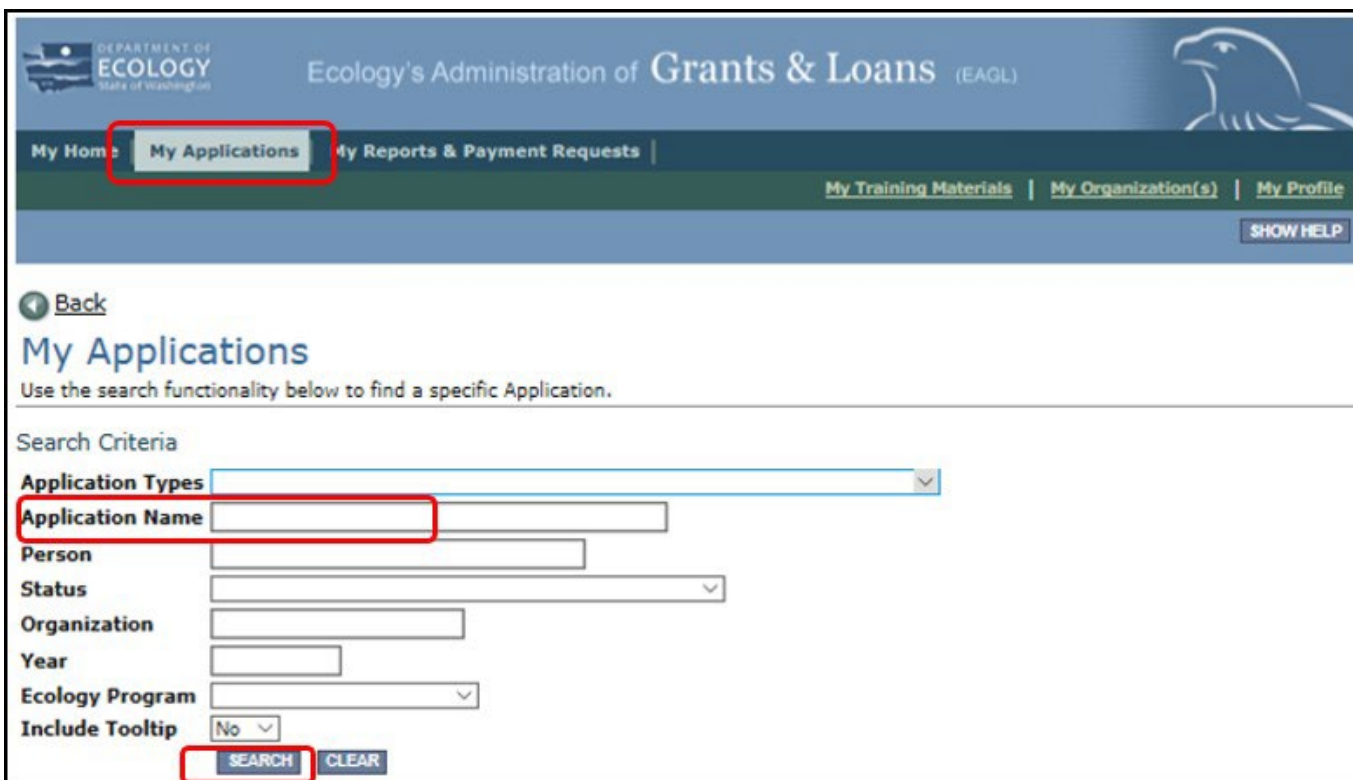
Screenshot 9. Use the My Applications screen to search for your application

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.

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

Application Forms

Below are instructions for completing each form found on the WRRED **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. That will take you back to the **Application Menu** screen**.** Then select **View Forms** to see the list of **Application Forms**.

While filling out the application forms, remember to **Save** your work frequently and do not use the **Back** button in EAGL. You can hover your cursor over the 🔵 tooltip for help in completing that field.

General information form

The **General Information** form is first in the list of **Application Forms**. Please fill this out completely.
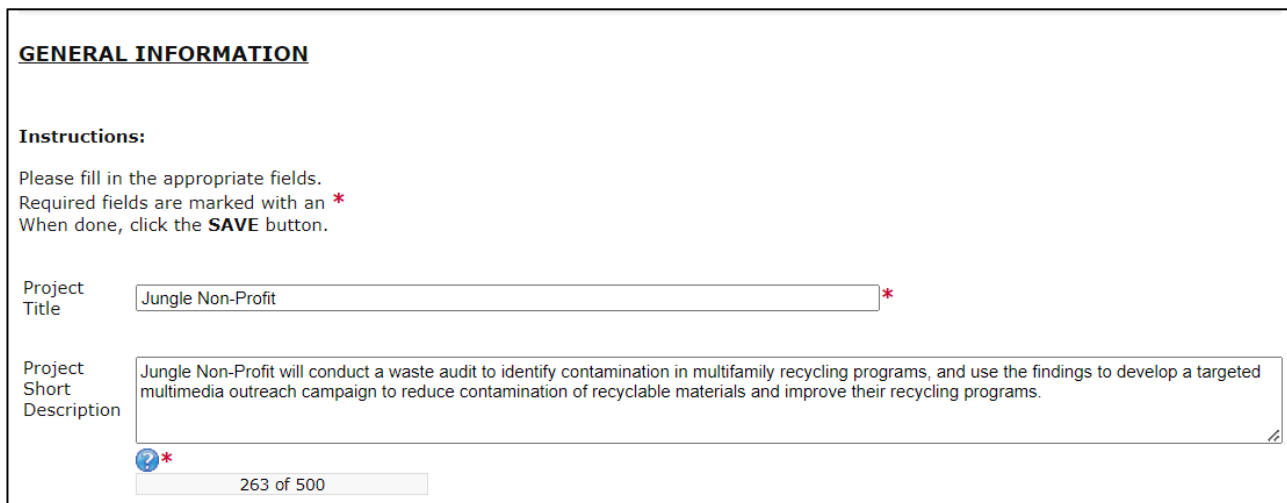
Project Title:

Enter your Organization Name as it appears in EAGL.

Project Short Description:

In one or two sentences, summarize the work you plan to perform with the agreement budget.

- Note that this field will be visible to the public and linked to the Mapping Information Form – see Screenshot 12.

GENERAL INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

| Project Title | Jungle Non-Profit | * |
| Project Short Description | Jungle Non-Profit will conduct a waste audit to identify contamination in multifamily recycling programs, and use the findings to develop a targeted multimedia outreach campaign to reduce contamination of recyclable materials and improve their recycling programs. | |

🔵*
263 of 500

Screenshot 12. Example Project Title and Project Short Description

Project Long Description:

Describe the proposed project in detail, to include an overview of the key scope of work components as defined in Guidelines[1]:

- Activities.
- Deliverables.
- Outcomes.
- Goals.

These scope of work components can be further elaborated on in the application questions on the [Category Specific task(s) form](#).

Total Cost:

Enter your best guess as the total cost of all the work to implement your project over the 18 month grant period, especially if it is more than the grant request (for example, if your project has multiple funding sources).

Total Eligible Cost:

This is your full grant request. For WRRED, the total eligible cost includes the Ecology share plus the required 25% local contribution.

WRRED limits the total eligible cost per application to $80,000. Enter the amount you are requesting not to exceed $80,000. Please do not request more than you can spend in the grant period, and ensure that this number includes both state share and the required 25% match.

Example 1: Maximum Grant Award
- Total Eligible Cost = **$80,000**; this is composed of:
    - State Share = 75% of Total Eligible Cost, or $60,000
    - Recipient Share = 25% of Total Eligible Cost, or $20,000

Example 2: Minimum Grant Award
- Total Eligible Cost = **$15,000**; this is composed of:
    - State Share = 75% of Total Eligible Cost, or $11,250
    - Recipient Share = 25% of Total Eligible Cost, or $3,750
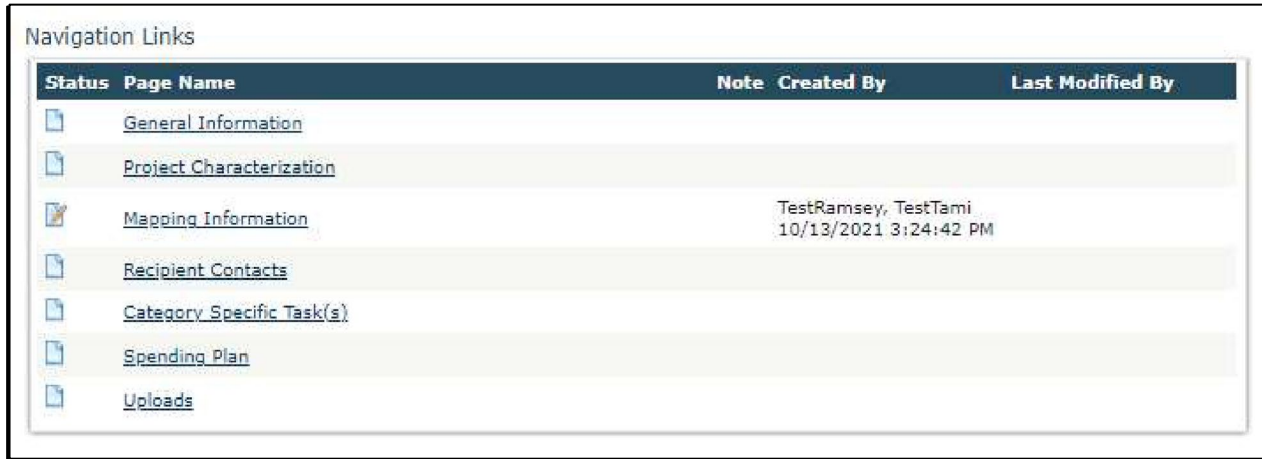
Example 3: Calculation Help
- Total Eligible Cost = **$TEC**; this is comprised of:
    - State Share = 75% of Total Eligible Cost, or 0.75*$TEC
    - Recipient Share = 25% of Total Eligible Cost, or 0.25*$TEC

Navigation links tool

After completing the **General Information** Form, make sure to **save** your work. There are **Navigation Links** at the bottom of each form. This allows you to move between forms easier. Continue to the next form in the list.

Screenshot 13. Use the navigation links at the bottom of each form to move to the next form in the list.

You can also navigate the **Application Forms** by selecting the **Forms Menu** link at the top of each form.

Screenshot 14. Use the Forms Menu link at the top of each form to refresh the forms 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) Map[8] 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 Primary Theme is selected, the option for Secondary Theme becomes available.

- **Secondary Theme**: Education & Outreach
- **Project Website:** This is not a required field, enter information as applicable. Then 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. To check the map back in, simply select save at the top of the form.
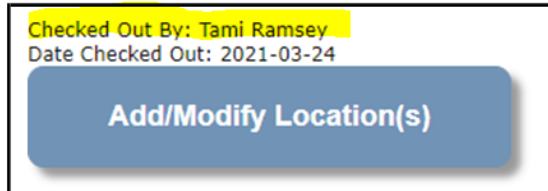
Screenshot 15. Above the Add/Modify Location(s) button will show if the map is checked out and to whom

To complete this form, ignore the instructions on the form and follow these simplified instructions instead:

1. Click on the Add/Modify Location(s) button to go to the map.
2. Look for the **Define project area by county** drop-down box and select the county where your project will be implemented.
3. 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.
4. Click Next. The system will calculate the statistics. It may take a moment.
5. After the statistics are loaded, click Save. This takes you back to the Mapping Information form and the map is checked out to you.
6. Click Save again to check the map back in.

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.
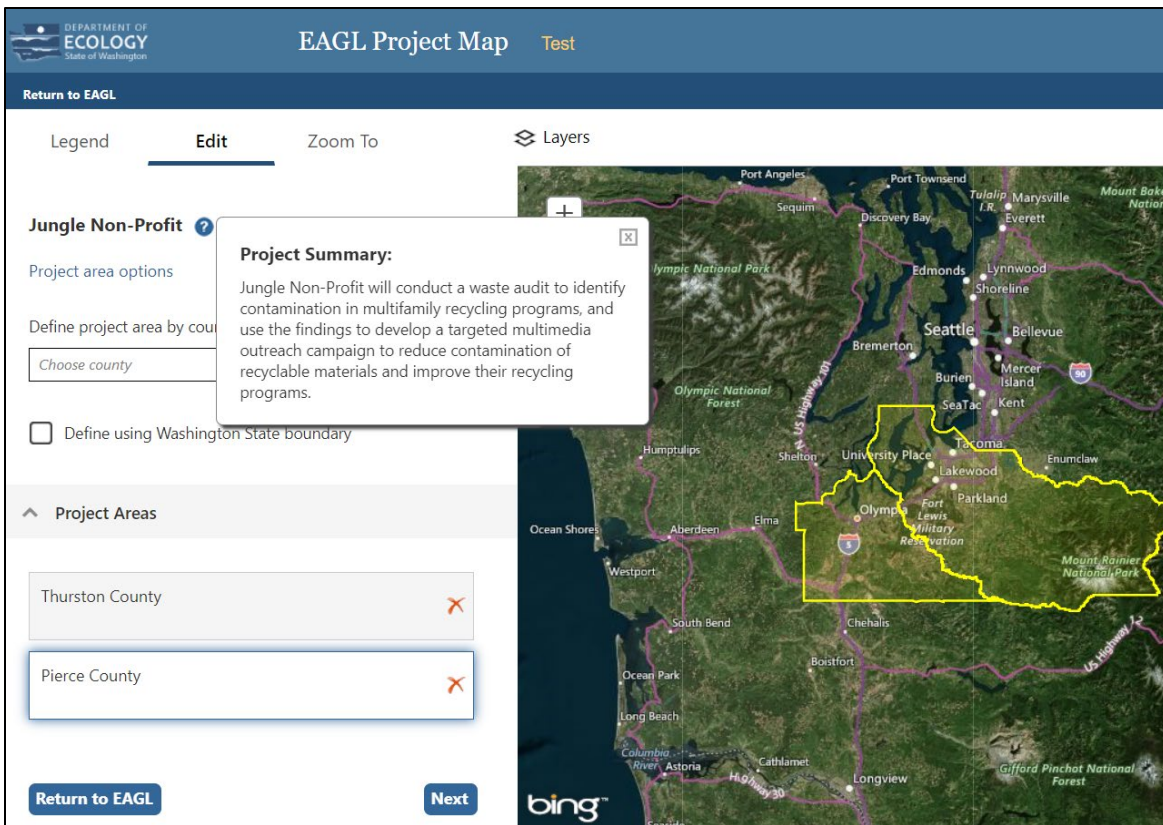
Screenshot 16. The "Project Summary" is populated from the Project Short Description on the General Information Form.

Recipient contacts form

To appear in the drop-down list in this form, the person must have a Secure Access Washington (SAW) and an Ecology approved EAGL registration 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.

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. If you have more than one signatory, add them in the table at the bottom of the form. Additional signatories 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.

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

Category specific task(s) form

Additional project information, including information used in the evaluation criteria and scoring process, should be included on this form. If you need more space to answer these questions and address all of the evaluation criteria, you can use the General Information form or the Uploads form. Refer to the Evaluation Criteria in Guidelines[1] for more guidance on how your responses will be scored.

Please save this form often as you fill out your responses. When you click Save, new menu options for "Add" and "Delete" become available. **Do not** click either of these.

- **Add** will generate a new task. All WRRED applications should only submit this form for one task, so you do not need to add another task.
- **Delete** will delete all of the content in the form for your task. If you accidentally add another task, you can hit the "Delete" button for that extra task to remove it. Ensure you do not accidentally hit "Delete" on the task you need.

Screenshot 18. Do not click the Add or Delete menu options on this form

Form Fields

Task Title:

For WRRED, applications only have one task, so the word "task" is synonymous with "project". Choose a short, informative title that best summarizes your project.

Task Total Eligible Cost: This should be the same as the Total Eligible Cost on the General Information Form. It should reflect the Ecology share of your grant request, plus the 25% local contribution requirement.

Application Questions

What work will be conducted under this task?

Provide a detailed scope of work that includes a list of activities, deliverables for each activity, and a schedule for deliverables. Your response should also identify the target audience for your work, and a plan to specifically engage them.

Your response should expand on the scope of work overview you provided in the Project Long Description on [the General Information Form](#).

What costs will be charged to this Task?

List all costs you expect to charge to the grant total eligible cost, including how you plan to meet the local contribution requirement. Describe how each cost is aligned with the scope of work. Refer to [Guidelines](#)[1] and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](#)[4]) for a list of eligible and ineligible costs.

What will be accomplished when this task is complete?

Identify one or more measurable outcomes for the task activities. For each measurable outcome, include the overall expected outcome you expect to reach at the end of the grant period, and a plan to track and evaluate success as you move towards this measure.

Does this task support any of the biennial priorities as outlined in guidelines?

If your task **does not** address any of the biennial funding priorities outlined in the Guidelines, **select no** and move to the next question.

If your task **does** address one or more of the biennial funding priorities outlined in the Guidelines, **select yes**. A text box will appear for you to provide a detailed response.

In your response, identify which priority criteria your task addresses, and clearly describe how your work supports each identified priority.

Screenshot 19. If you select yes, a text box will appear for your response.

Biennial Specific Question

The biennial-specific question for 2023-2025 is this:

Can the task work begin on January 1, 2024?

In your response, please address plans and any support already in place to begin work upon the agreement effective date of January 1, 2024. If you are not ready to immediately proceed, please explain why not, and your plan to ensure readiness.

Plans and support may include dedicated staff, resources, contracts, work plans, community support, and additional funding sources that are already in place or in consideration.

Spending plan form

Enter zero for quarters 1 and 2. Complete the remainder of the table based on the proposed project timeline. After you complete it, **Save** the form. Your spending plan should be realistic and align with your scope of work and expected costs.

Total Eligible Cost

The amount you entered in the General Information Form for the Total Eligible Cost is reflected in red font on this form. Confirm this is the correct total for your entire agreement, and that it includes both the state share and the local contribution requirement. 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. There should only be one task title for your application.
NOTE: Task titles become available after you complete and save the Category Specific Task(s) form.

Table

In the table, enter the amount you expect to spend each quarter for the work performed in that task. You must at least enter 0.

Because there is only one task for your application, the "Biennial Total" and "Grand Total" should both be equal to the total Eligible Cost in red font. If they do not match, you will receive an error message when you save the form. Make the corrections and click Save. You may still receive an error message after this step; if so, click Save again to clear the error.

Screenshot 20. The Grand Total and the Biennial Total must match 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. Application uploads may include, but are not limited to:

- Letters of contribution.
- Letters of support.
- Contracts.
- Additional Project Information.

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.

Additional Project Information

If you are unable to answer an application question in the space provided, you may submit the rest of your response through the Uploads form. To ensure the information is included in your evaluation, the following conditions must be met:

- Upload responses separately with an identifying file name, or grouped into one document that clearly identifies each corresponding question and answer.
- At the end of your response in the application field, note that the rest of your response is provided in the Uploads form, and identify the file name of the upload.

Add Upload
Enter a description for the file
Select the **Choose File** button and select your file
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 once all files are selected

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

| Description	Upload
Letter of Contribution	Choose File No file chosen ☐ DELETE 232316_884773-HowtoAddorEditPeople(PDF).pdf
Letter of Support	Choose File No file chosen ☐ DELETE 232316_884825-EAGLExternalUserManual.pdf
Supplemental Responses	Choose File No file chosen ☐ DELETE 232316_884823-HowtoCompleteaRecipientCloseOutReport(PDF).pdf
⊕	Choose File No file chosen

Screenshot 21. Example Uploads Form with descriptive file names

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.
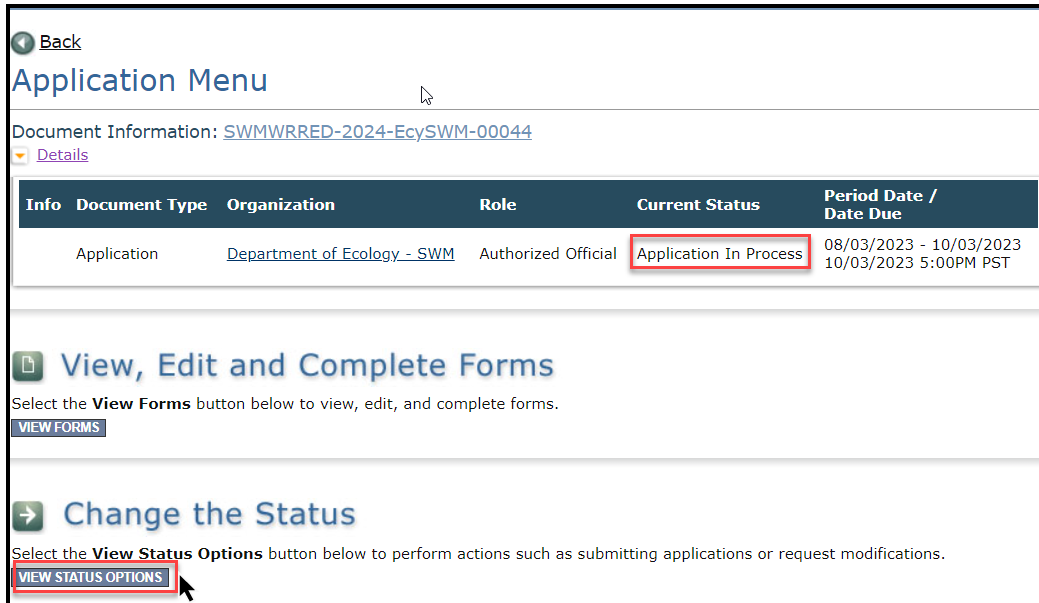
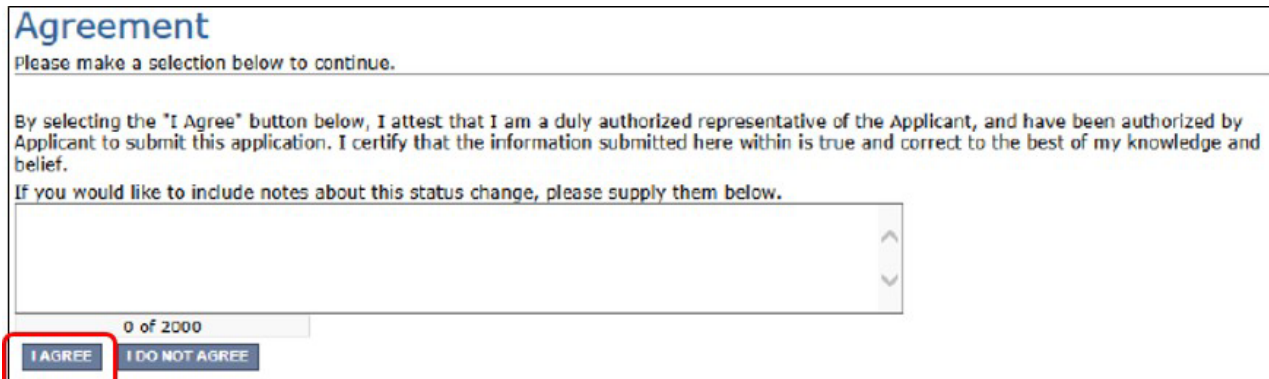Screenshot 22. The first step in submitting the application is to View Status Options

On the **Application Menu – Status Options** screen, select **Apply Status** under **Application Submitted**.
Warning – DO NOT select **Apply Status** under **Application Cancelled**.
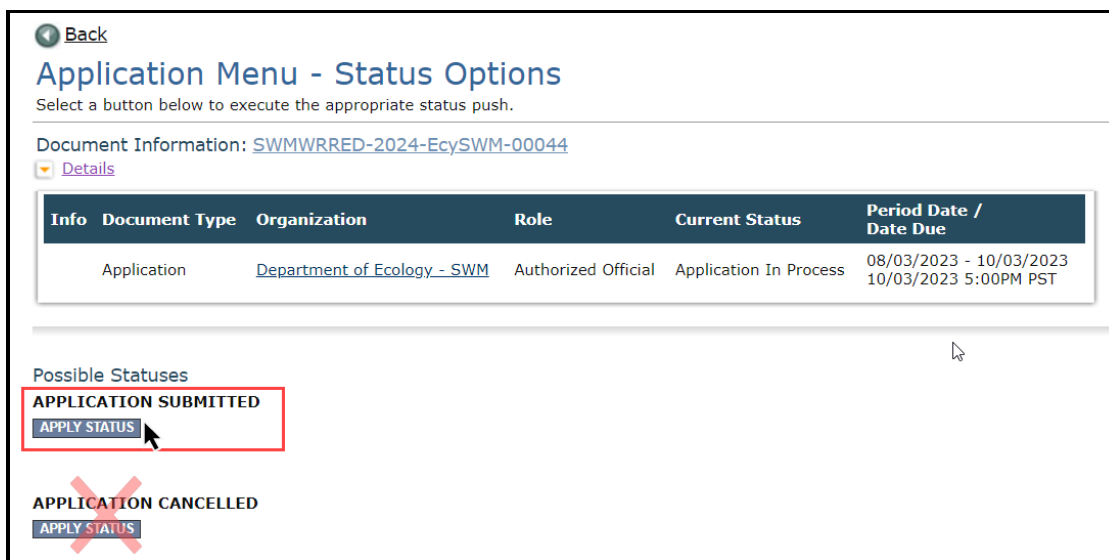
Screenshot 23. Under Application Submitted, select Apply Status

3. 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.

Screenshot 24. 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.

Screenshot 25. 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. If should say, "Application Submitted". Also, all Authorized Officials for your organization should get an auto-generated email confirming the application was submitted to Ecology.

Application Menu

Document Information: SWMWRRED-2024-EcySWM-00044

▼ Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
ℹ	Application	Department of Ecology - SWM	Authorized Official	Application Submitted	08/03/2023 - 10/03/2023 10/03/2023 5:00PM PST

Screenshot 26. Confirm the application is submitted