



EAGL Instructions for 2023–25 Affordable Housing Cleanup Grant Program Application

Toxics Cleanup Program’s guidance for using Ecology’s Administration of Grants & Loans System (EAGL) to apply for:

Affordable Housing Planning Grants

Toxics Cleanup Program

Washington State Department of Ecology

Olympia, Washington

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Contact Information

Toxics Cleanup Program

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-407-7170

Website: [Washington State Department of Ecology](https://ecology.wa.gov)¹

ADA Accessibility

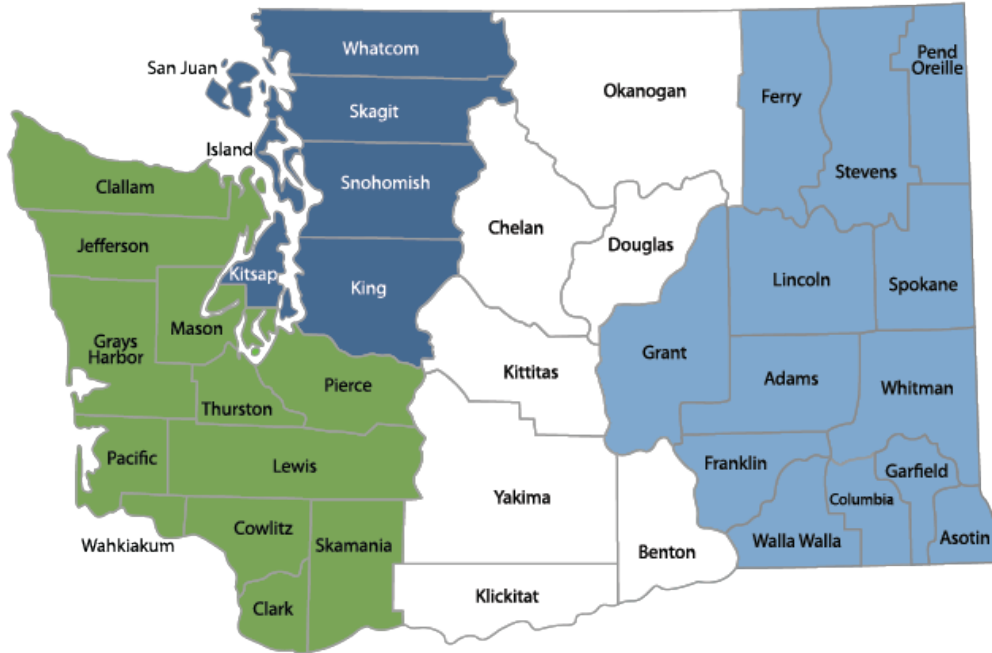
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¹ <https://ecology.wa.gov/About-us/Get-to-know-us/Contact-us>

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 425-594-0000	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	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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DEPARTMENT OF
ECOLOGY
State of Washington

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Executive Summary

The Toxics Cleanup Program (TCP) at the Washington State Department of Ecology offers several types of grants and loans to help communities cleanup contaminated sites and protect drinking water. Applicants must apply for this funding through Ecology’s Administration of Grants and Loans system (EAGL).

This document is designed for users who plan to submit Affordable Housing Planning Grants applications in response to TCP’s **2023–25 Affordable Housing Planning Grants solicitation**. It is specifically intended to help people apply for one type of grant through EAGL called:

- Affordable Housing Planning Grants

This document supplements Ecology’s broader guidance — **EAGL External Users’ Manual**— available at <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>.

If you have questions or need assistance while completing your application, please contact one of TCP’s grant managers listed at the [end of this document](#).

If you have questions about TCP’s Affordable Housing Cleanup Grant Program, download **Affordable Housing Cleanup Grant Program: Affordable Housing Planning Grants Guidelines for the 2023–25 Biennium** (Ecology Publication No. 23-09-047) at <https://apps.ecology.wa.gov/publications/SummaryPages/2309047.html>.

To learn more about contaminated sites and cleanups happening in your neighborhood, visit Ecology’s webpage at <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup>.

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Chapter 1: Getting Started with EAGL

Before you apply

Register for a SAW account and EAGL access

Three requirements are needed before you can apply for a remedial action grant or loan through Ecology’s Administration of Grants and Loans (EAGL) web-based system:

1. Register for an account with Secure Access Washington (SAW).
2. Register to use EAGL.
3. Be assigned the correct role in EAGL to be able to view available opportunities and apply for a grant or loan. Only applicants in the role of “Authorized Official” may view opportunities and submit applications in EAGL.

This guidance is intended for users who have their SAW account, EAGL access, and proper system role to apply.

If you don’t have a SAW account or EAGL access

Visit our Grants & Loans webpage for instructions, including a how-to video for SAW:

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

Once you have been validated as a new user by Ecology’s EAGL staff, you’ll have access to EAGL. **Please note it may take up to three business days for Ecology to approve your user request.**

Instructions are only for Affordable Housing Planning Grants

This EAGL application is only for applying for Affordable Housing Planning Grants.

If you would like to apply for an Affordable Housing Cleanup Grant, Independent Remedial Action, Oversight Remedial Action Grants and Loans, Area-wide Groundwater Investigation Grants, or Safe Drinking Water Action Grants, **do not use** this application; you will need to use EAGL applications specific to those grants. Visit the [Affordable Housing Cleanup Grants](#)², [Independent Remedial Action Grants](#),³ [Oversight Remedial Action Grants and Loans](#),⁴ [Area-wide](#)

² <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Affordable-Housing-Cleanup-grants>

³ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Independent-remedial-action-grants>

⁴ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Oversight-remedial-action-grants-loans>

[Groundwater Investigation Grants](#),⁵ and [Safe Drinking Water Action Grants](#)⁶ webpages to learn how to apply for that type of funding.

Additional grant and loan guidance

- **Affordable Housing Cleanup Grant Program: Affordable Housing Planning Grants Guidelines for the 2023–25 Biennium** describes the policies and expectations when applying for grants, meeting Toxics Cleanup Program’s requirements, and managing funded projects. The guidance is specific to Affordable Housing Planning Grants. <https://apps.ecology.wa.gov/publications/SummaryPages/2309047.html>
- **EAGL External Users’ Manual (2017)** offers guidance for tasks such as submitting payment requests and equipment purchase reports, requesting amendments, etc. <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Important tips for navigating EAGL

Before starting your application, please read the following tips to help you navigate the EAGL system.

1. **All users must have a SAW account and EAGL access.** When you assign staff as contacts on agreements, they must already have these accounts. If someone does not have authorization to be in EAGL, they cannot have a role assigned in the system.
2. **Do not share SAW accounts to access EAGL.** Do not change EAGL account names to give a new user an existing account.
3. **Avoid creating duplicate applications.** Please hit the “Apply” button only once for each application. The system automatically limits each organization to two applications. If you need to submit more than two applications on behalf of your organization, please contact your Ecology Grant Financial Manager (see last page of this document) who can generate additional applications for you.
4. **To find an application you had already started:**
 - From your EAGL homepage, select **My Applications** in menu bar at top. You don’t need to enter search criteria—just hit the **Search** button to see a list of your organization’s applications/agreements. If you know your application number, copy it into **Application Name** field and hit **Search** again.

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

⁶ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Safe-drinking-water-grants>

- Find more details in Chapter 2 or contact your grant manager if you need help finding an application already in progress.
5. **Familiarize yourself with the EAGL External Users' Manual (User Manual).** It has additional step-by-step instructions, important system requirements, and tips for navigating EAGL. It's available in two locations:
- Ecology's website:
<https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>
 - EAGL's **Welcome Page** under **My Training Materials**. See screenshot below.



Screenshot 1: Navigate to the EAGL External Users' Manual (also called the User Manual) by clicking the "My Training Materials" link on the EAGL homepage.

6. Use the [EAGL External Users' Manual](https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html)⁷ (also known as the User Manual) to familiarize yourself with how EAGL roles are assigned at the Organization and Document levels. Only those in the Authorized Official role can view available funding opportunities and initiate and submit a grant application.

⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Authorized Officials can change role assignments at the organization or document level. Roles set at the organization level serve as the user’s default role for newly initiated applications. For more information about roles, see EAGL Role Permissions Overview (p. 27) and Comprehensive Role Matrix (p. 105) in the EAGL External Users’ Manual.

7. **Open EAGL using one of these web browsers:**

Internet Explorer 7+, Mozilla Firefox 2.0+, Google Chrome, or Safari 5+.


8. **Save frequently!** For network security purposes, both SAW and EAGL systems have timeout features based on inactivity. Remember to **SAVE** often.


- When SAW times out after inactivity, data entered to that point should not be lost. You will be prompted 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 located in the top right of each application form. Once your work is saved, you can exit EAGL, then re-open your application and pick up where you left off.

9. **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.

10. **Remove formatting before copying/pasting your text into EAGL.** The EAGL system does not easily read special characters or formatted text. 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.

11. **Red asterisk (*).** This indicates the field is required. Applications cannot be submitted if any required fields are left blank. The system will give you an error notice—at top of the page in orange font—if you save or try to submit an application with errors or missing fields of information.

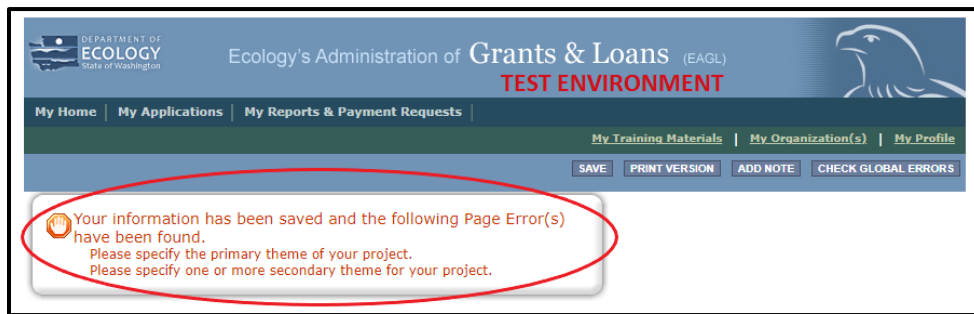
12. **Question mark icon.**  This symbol indicates more information is available. Hovering over it displays instructions, such as Refer to Funding Guidelines.

13. **Global errors icon.**  A hand on orange stop sign next to a form indicates an error. After you have filled out each Application Form **in order**, we recommend running the **Check Global Errors** command. The button is located at the top right on each application form. See screenshots below.



Screenshot 2: Run the "Check Global Errors" command each time you complete a form.

If you do get global errors, go to the form in the error message, edit it, and re-save each of the forms **in the order they are listed in the Error Message**. The message will provide links to the forms that need to be fixed. Sometimes you may simply need to visit a form to clear the error message.



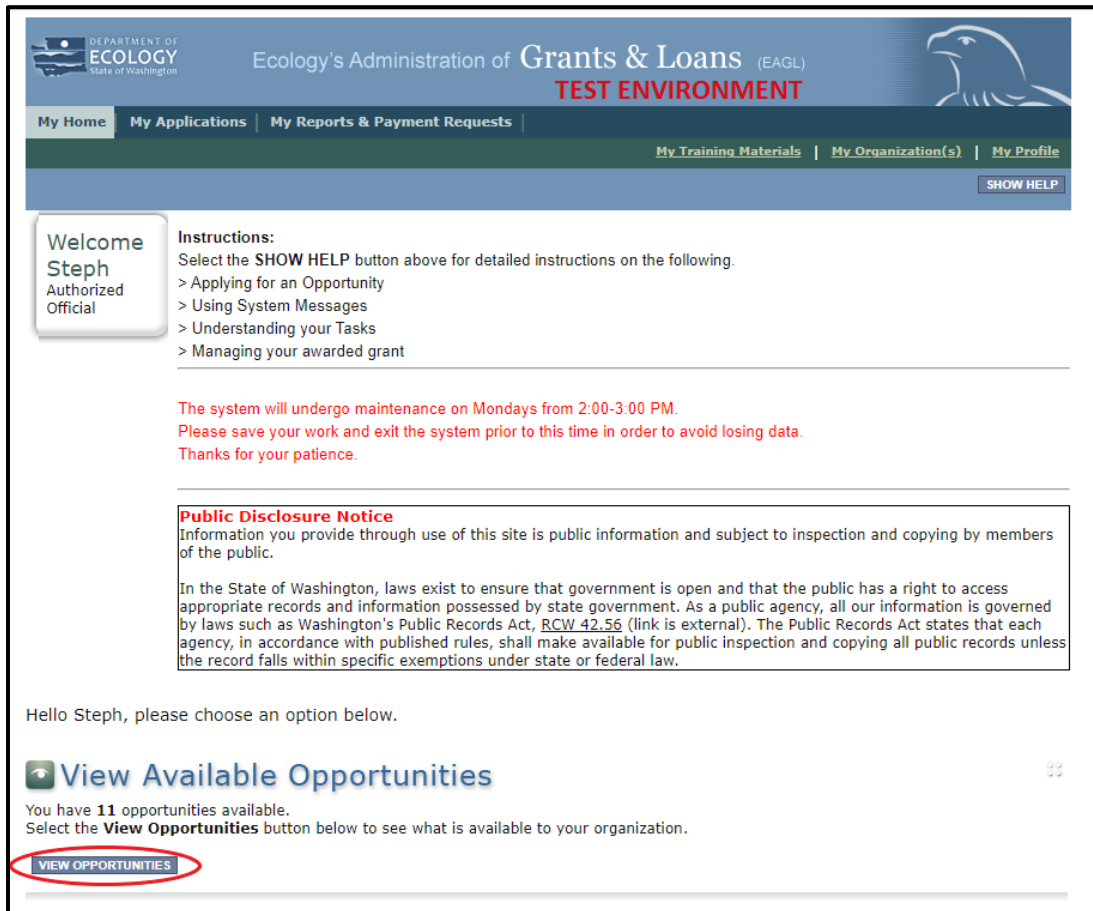
Screenshot 3: After you run the "Check Global Errors" command, EAGL will direct you to specific fields if they need to be corrected.

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Chapter 2: Starting Your EAGL Application

Locate the Affordable Housing Planning Grant opportunity

On the **Welcome Page**, Authorized Officials can find grant opportunities by selecting **View Opportunities**. See screenshot.



Screenshot 4: Click the “View Opportunities” button to find grant opportunities available to your organization.

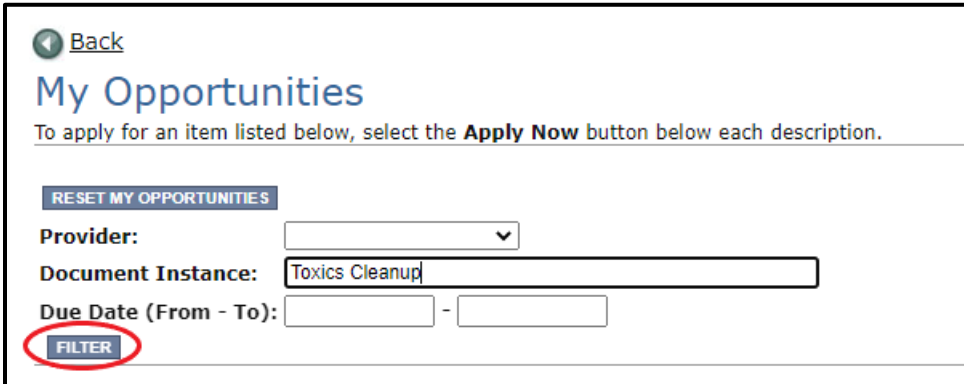
If you do not see “View Available Opportunities,” you likely have a system role that doesn’t allow you to start or submit applications. An Authorized Official in your organization must perform these actions. Any Authorized Official in your organization may change the roles for other members of your organization. You can also contact a grant manager for help modifying your role so that you can view and apply for grant opportunities in EAGL.

Applying for the Affordable Housing Planning Grant opportunity

NOTE: This EAGL application is specific to Affordable Housing Planning Grants. If you'd like to apply for Affordable Housing Cleanup Grants, [Independent Remedial Action Grants](#),⁸ [Oversight Remedial Action Grants and Loans](#),⁹ [Area-wide Groundwater Investigation Grants](#),¹⁰ or [Safe Drinking Water Action Grants](#),¹¹ please visit the individual webpages for more information.

After selecting the View Opportunities button, **My Opportunities** page will load. This allows you to search for the grant opportunity to apply for.

In the **Document Instance** search bar, type **Toxics Cleanup** then select the **Filter** button.



The screenshot shows the 'My Opportunities' page with a search filter. At the top left is a 'Back' button. Below it is the title 'My Opportunities' and a note: 'To apply for an item listed below, select the **Apply Now** button below each description.' There is a 'RESET MY OPPORTUNITIES' button. Below that are three search fields: 'Provider:' with a dropdown arrow, 'Document Instance:' with a text input containing 'Toxics Cleanup', and 'Due Date (From - To):' with two empty date input boxes. A 'FILTER' button is circled in red at the bottom left of the filter section.

Screenshot 5: Search for Toxics Cleanup Remedial Action grants on the “My Opportunities” page.

The **Toxics Cleanup Program Affordable Housing Planning Grant for Department of Ecology TCP 2023–25 Biennium** application should appear. If you meet the eligibility requirements for the grant type, click the **Apply Now** button. Please click only once.

⁸ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Independent-remedial-action-grants>

⁹ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Oversight-remedial-action-grants-loans>

¹⁰ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Area-wide-groundwater-investigation-grants>

¹¹ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Safe-drinking-water-grants>

Application Menu

You have now entered the Application process. The system automatically assigned you a **Document Information number**. It is important to write this number down—it becomes your grant application number and will show up on each of your application forms. If you receive funding, this will be the grant agreement number throughout the life cycle of your grant.

From the Application Menu, you can also view your role, and the current status of the application or grant. In the screenshot below, the person’s role is **Authorized Official**, and the grant’s current status is **Application In Process**.

Reminder: Always know your role and the document’s current status. These determine the work that can be done and can help us troubleshoot problems for you.

To complete the application from the **Application Menu**, click **View, Edit and Complete Forms**. Select **View Forms** button. See screenshot below.

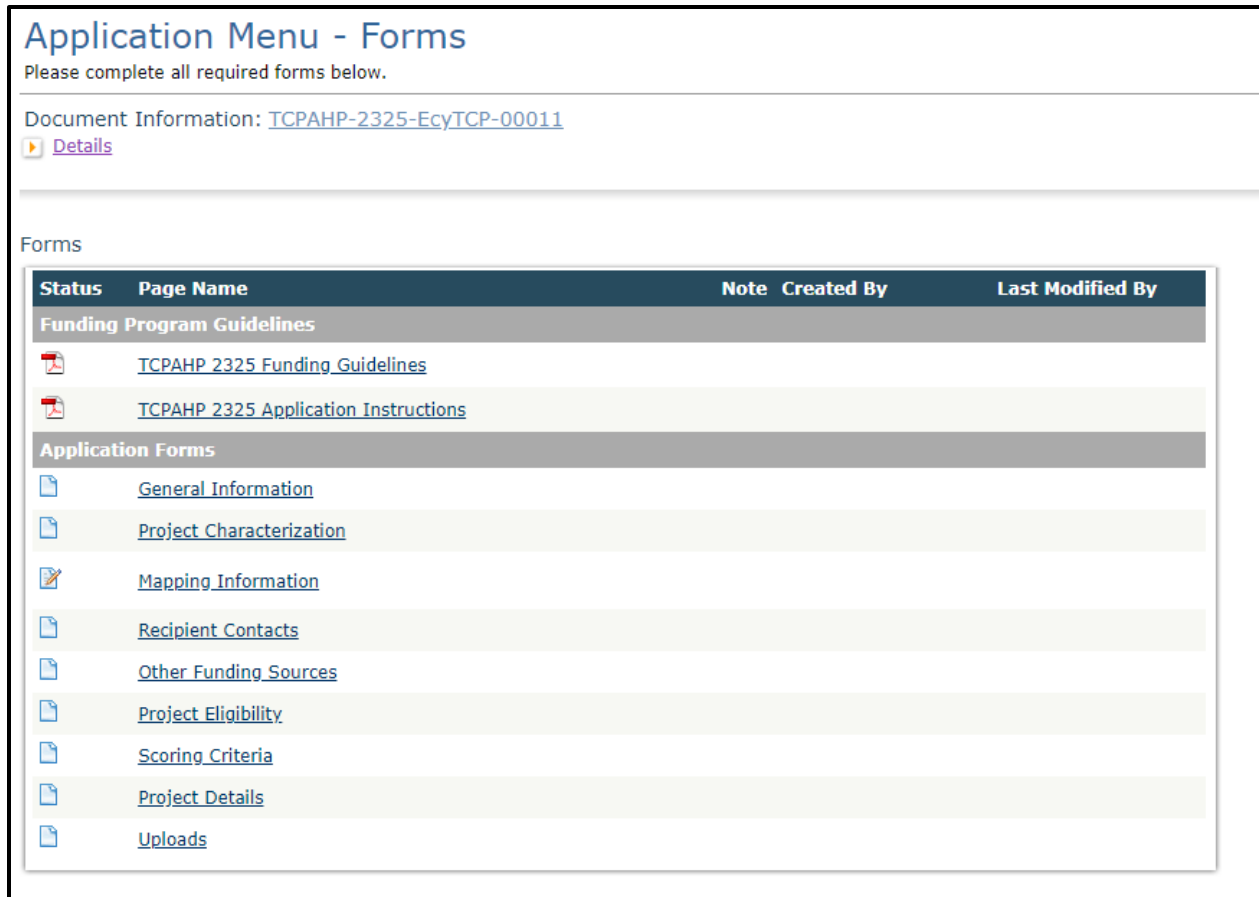
The screenshot shows the 'Application Menu' interface. At the top, it displays 'Document Information: [TCPAHP-2325-EcyTCP-00011](#)' and a 'Details' link. Below this is a table with the following data:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - TCP	Authorized Official	Application In Process	05/20/2023 - N/A N/A

Below the table is a section titled 'View, Edit and Complete Forms' with a document icon. It contains the text: '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.' At the bottom of this section is a button labeled 'VIEW FORMS', which is circled in red in the screenshot.

Screenshot 6: Finish your application by clicking the "View Forms" button on the Application Menu page.

This takes you to the **Application Menu-Forms** screen below. Click on each form in the list and fill out required fields. **Save often as you work!**



Screenshot 7: The Application Menu of Forms displays a list of guidelines to reference and forms to complete.

Returning to an application already in process

As mentioned in Chapter 1, you can return to your application at any time. Before quitting, remember to click the **Save** button in the header and exit your browser. When you're ready to begin working on your application, sign into your **SAW account** and access **EAGL**.

From here, you have two options for finding an application that is already underway:

“My Application” option

On your EAGL homepage, select **My Applications** from the menu bar on the top ribbon. See screenshot.



Screenshot 8: “My Applications” link on EAGL’s Welcome page is one way to navigate to an application already in progress.

This brings you to the search criteria for **My Applications**. The easiest method is clicking the **Search** button to list every agreement for your organization. If this is not a large list, it’s the quickest way to find a grant application in progress. If this is a large list, you may want to add additional search criteria.

For example, under **Search Criteria**, select the application type under **Application Types**. In this case, select **Toxics Cleanup Program Affordable Housing Planning: 2325** from the drop-down menu, then hit the **Search** button.

Your agreement should be listed under the **Search Results**.

See screenshots below.

Back

My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Type Toxics Cleanup Program Affordable Housing Planning: 2325

Application Name

Person

Status

Organization

Year

Ecology Program

Include Tooltip No

SEARCH **CLEAR**

Search Results

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

Number of Results 1

Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/> Toxics Cleanup	Department of Ecology - TCP	TCPAHP-2325-EcyTCP-00011	Application In Process	2325

Screenshot 9: Add search criteria on the "Applications" page to narrow your list when looking for applications that are in progress or already submitted.

FYI: At this point, you can view everyone who has an EAGL account for your organization by clicking your organization’s name under **Organization** and select **Organization Members**.

In the **Results** under the **Name** column, select the **Application’s document number**.

Search Results

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

Number of Results 1

Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/> Toxics Cleanup	Department of Ecology - TCP	TCPAHP-2325-EcyTCP-00011	Application In Process	2325

Screenshot 10: The search results will display your organization's application document number.

This takes you to the **Application Menu**. Under **View, Edit, and Complete Forms**, hit **View Forms** button to continue filling in the application.

“My Tasks” option

If you are in the role of “Authorized Official” and your application is still in process (and has not been submitted), you can access your application through **My Tasks** on your EAGL homepage. Once you open your task list, a list of your applications will appear. Select your application’s document number under the **Name** column.

View Available Opportunities
You have **11** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

My Inbox
You have **15** 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: **Date Received Descending** **GO**

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Department of Ecology - TCP	TCPAHP-2325-EcyTCP-00011	Application In Process	6/2/2023	

CLOSE MY TASKS

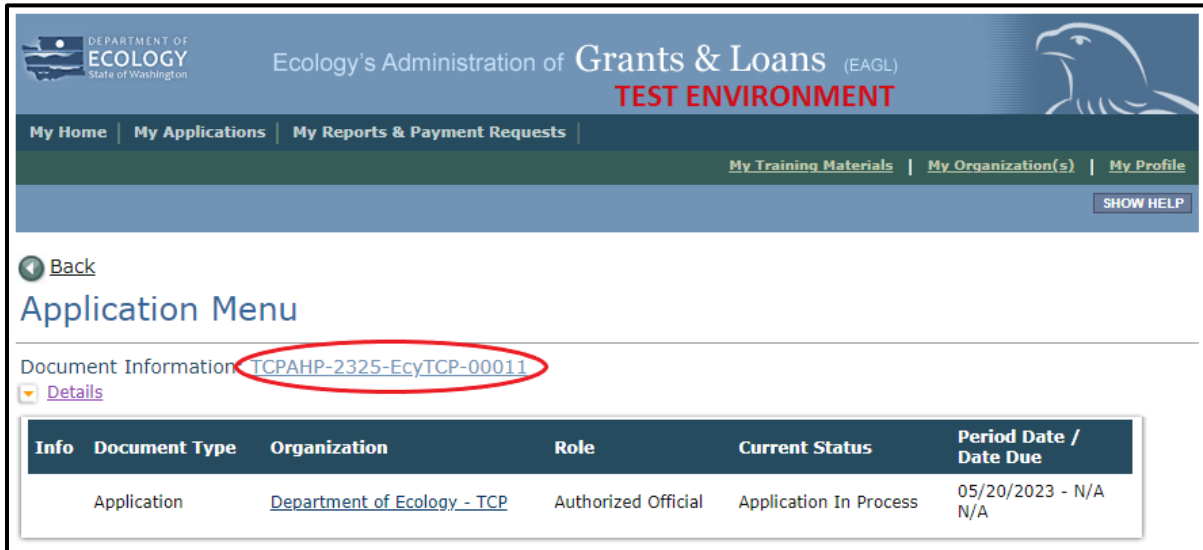
Screenshot 11: "My Tasks" link on the EAGL homepage is another way Authorized Officials can navigate to an application already in progress.

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Chapter 3: Navigating the Application Forms

This chapter describes the forms found on the **Application Menu-Forms** page and instructions for filling them out.

If you get lost at any time navigating the various EAGL forms, select your **Document Information Number**.



Screenshot 12: Clicking the Document Information Number at any time gives you options for navigating your application.

This brings you to the **Applications Menu**. Select **View Forms** under **View, Edit, and Complete Forms** to return to the **Application Menu-Forms** screen where all the forms are located. **Remember to SAVE each form before moving to the next one.** See screenshots below.














Screenshot 13: Find your application's list of forms by clicking "View Forms" in the Application Menu.

Application Menu - Forms

Please complete all required forms below.

Document Information: [TCPAHP-2325-EcyTCP-00011](#)
[▶ Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	TCPAHP 2325 Funding Guidelines			
	TCPAHP 2325 Application Instructions			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information			
	Recipient Contacts			
	Other Funding Sources			
	Project Eligibility			
	Scoring Criteria			
	Project Details			
	Uploads			

Screenshot 14: “Application Menu for Forms” page displays the list of all forms to complete for your application.

General Information (form)

The **General Information** form is the first form you'll see on the **Application Menu-Forms** page. Ecology uses information from this form to screen and evaluate your application.

Enter the following information:

- **Project Title:** This should be the official site name listed in Ecology's Integrated Site Information System (ISIS) database, **if available**. If you don't know the official site name, find it by searching TCP's [Cleanup Site Search](#) or contacting your grant manager. You can also provide the common name of your site in this field.
- **Project Short Description:** Enter a short and concise paragraph describing the overall project, future use of the site, if known, and environmental benefits.
- **Project Long Description:** Enter a detailed description of the project to include past and current site uses and ownership; environmental issues at the site; a summary of the past; and planned remedial actions. Do not include any discussion of liability.
- **Total Eligible Cost:** The Affordable Housing Planning Grant maximum total eligible cost is \$400,000 and is 100% state funds with no applicant match required.
- **Effective Date:** Enter the date you anticipate starting work.
- **Expiration Date:** The end of the two-year funding period requested. Enter **06/30/2025**.
- **Project Category:** The application is locked on Affordable Housing Cleanup Grant - Planning; this is the only project you can apply for with this application.
- **Will Environmental Monitoring Data be collected?** Choose "yes" or "no" from the drop-down menu. If you will perform any monitoring or sampling and analysis at the site, select "Yes." This should be the correct response in most cases.
- **Overall Goal:** Provide a brief summary of the outcomes expected, the overall goal, and environmental benefits.

The **Save** button is located at the top of each forms page. After saving your page, an icon (see below) will display indicating your information was saved. Error messages, if any, will appear at the top left of the form after you save the page.



Screenshot 15: EAGL displays a message letting you know when your information was successfully saved.

How to navigate the Application Forms

Select the **Forms Menu** link (at the top of each form) and choose the next form that you would like to work on. These links are the best way to navigate EAGL. If you don't see the Application Menu and Forms Menu links, click the Details (purple) link to display them. See screenshot below.



Screenshot 16: Selecting the link called Forms Menu is the best way to navigate forms in EAGL.

Project Characterization (form)

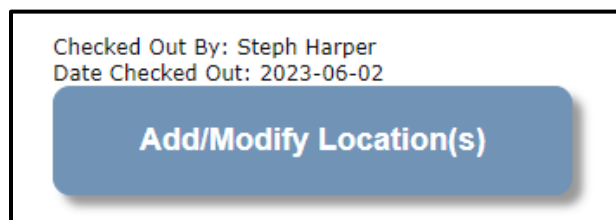
Use the drop-down menu to select primary and secondary themes that associate the project type on the statewide map of Ecology’s grants and loans (<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map>). This interactive public map displays information on projects funded through grants or loans during a grant’s life cycle and after it is closed.

Enter the following information:

- **Primary Theme:** Select Remedial Action
- **Secondary Theme:** Select one or more of the following themes. To select more than one secondary theme, select one, then click **Save** to add another theme. **Save** again.
 - Affordable Housing Planning Grant (J011)
 - Feasibility Study (J004)
 - Grant & Project Administration (J008)
 - Outreach (J011)
 - Remedial Investigations (J003)
- **Project Website:** Enter your project’s website address, if available.

Mapping Information (form)

NOTE: EAGL allows only one person at a time to check out and edit the map. The person who has the map checked out appears above **Add/Modify Location(s)** button. If you need access to the map that someone else has checked out, please contact the individual from your organization to have them check it back in or a grant manager can request an override if the individual is out of the office. Check the map back in by clicking **Save** on the **Mapping Information** form.



Screenshot 17: If the EAGL map is checked out, contact the individual or your grant manager.

To check out the EAGL Editor Map, click the blue box called **Add/Modify Location(s)** on the **Mapping Information** form.

Click **Project Area Options** located under the project Site Name. This displays a set of checkboxes to help with entering the project’s boundary. See screenshot.

Select method(s) to enter boundary

<input type="checkbox"/> Air Authority	<input type="checkbox"/> Lake
<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> Parcel
<input checked="" type="checkbox"/> County	<input type="checkbox"/> WRIA ?
<input type="checkbox"/> Grant Project Area	<input type="checkbox"/> School District
<input type="checkbox"/> Transit Authority	<input type="checkbox"/> HUC 12 ?
<input type="checkbox"/> Tribal Reservations ?	<input type="checkbox"/> Drawing/Import Tools

Go

Screenshot 18: Define your project's boundary using either parcel number, city, or county.

Select one of three options: **Parcel, City, or County**.

- If you know the parcel number, select **Parcel**, then click **Go**.
- If you don't know the parcel number, select either **City** or **County**, then click **Go**.

Depending on which option you select, one of the following fields will appear. Enter the necessary information. Select **Add**. When finished, select **Next**.

Project area options

Define project area by city

Add

Define project area by county

Add

Define project area by parcel

Add

Define using Washington State boundary

Screenshot 19: EAGL will display one of three fields depending on whether you select City, County or Parcel to define your project's boundary.

It will take a few moments for the **Project Location Summary** to calculate. **Review** the populated information for your project area. Select **Save** and you will return to the **Mapping Information** form.

IMPORTANT: Check in the map when you’re done. Select **Save** at the top of the **Mapping Information** form to check it in. To ensure that your save was successful, look for the icon and message, **“Page Information, the information has been saved”** at the top of the page.

Before you submit your application, you must check Mapping Information, choose a project area, and check in the map form **before** you change your application’s status to **“Submitted.”**

Recipient Contacts (form)

Staff listed on this form must be Recipient employees and cannot be consultants or contractors. The following staff contacts must be identified and have a **Secure Access Washington** and **EAGL** user account to appear in the drop-down menu. These three recipient contacts will be the points of contact during the administration of the grant project. Typically, these are individuals in your organization who have the system role of Authorized Official or Reader.

- **Project Manager (EAGL functionality role):** The person responsible for the overall project and for completing quarterly progress reports.
- **Billing Contact (EAGL functionality role):** The person responsible for completing and submitting payment requests and associated back-up documentation.
- **Authorized Signatory:** The person who legally authorizes an agreement with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners. (This person must have an **SAW** and **EAGL account**.)
 - The **Authorized Signatory** will be the first name shown on the signature page.
 - Consider assigning them the role of **Reader**. The **Reader** role will not receive the EAGL system-generated emails throughout the lifecycle of the grant.
 - See [EAGL Users’ Manual-Appendix 1: Quick Steps for EAGL Processes](https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html)¹² (p. i) for Managing Roles at the Organization Level or Managing Roles at the Document Level.

If there are additional individuals who need to be signatory to the agreement such as legal staff or a city council member, their name and title should be added to the **“Other recipient signatories on printed agreement” matrix** found at the bottom of the page. **Save** after each entry and EAGL will create a new line.

¹² <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

These additional signatories do not need a SAW or EAGL account. Staff listed on this form can be changed later if the Application is selected for funding.

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

Screenshot 20: In EAGL's table for other signatures, add people who should be signatory to the agreement, such as a legal staff person or a city council member.

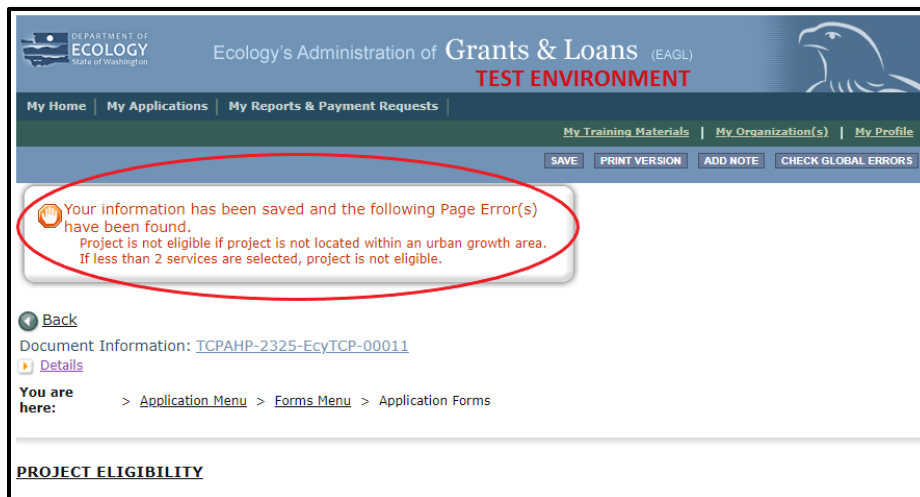
If you need a special signatory page for your organization, please inform your Ecology grant manager.

Be sure to keep this contact list up to date; you can change it at any time during the grant's life cycle. Ecology uses this contact information to distribute important information to your organization.

Project Eligibility (form)

The **Project Eligibility** form will determine if your application meets program eligibility. Please respond completely and accurately to all questions. Information regarding program eligibility can be found in the [Affordable Housing Cleanup Grant Program: Affordable Housing Planning Grants Guidelines for the 2023-25 Biennium](#).¹³

Please note that failure to meet eligibility requirements will result in a page error and will not allow you to proceed. The global error will identify which eligibility criteria that was not met in the event it was entered incorrectly.



Screenshot 22: Example of page errors when questions answered do not meet program eligibility.

Please upload Additional Documentation for Consideration. For each attachment, enter the **Document Title**, the **Evaluation Criteria number** it pertains to, and click the **Browse** button to attach the file. For more information about which file types are accepted by EAGL, see p. 17 of the [EAGL External Users' Manual](#).¹⁴

Some questions on this form will require you to upload files with the appropriate documentation. To upload documents, click the **Choose File** button. For more information about which file types are accepted by EAGL, see p. 17 of the [EAGL External Users' Manual](#).¹⁵

After adding items and clicking **Save**, a **Delete** checkbox will appear next to the completed rows. If something was added in error, check the **Delete** box and select **Save** to remove.

¹³ <https://apps.ecology.wa.gov/publications/SummaryPages/2309047.html>

¹⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

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

Scoring Criteria (form)

The **Scoring Criteria** form will be used to score and evaluate your application. Questions are organized based on the 4 main categories for scoring: faster cleanup – project readiness to proceed, improve human health and the environment for residential use, equitable distribution of funds, and community investment.

Questions in this form may be multi-part questions that require you to answer all prompts for it to be considered complete. For example, one question may have multiple choice, have a text box, and/or prompt you for attachments. If a question is marked as required, you must answer every part of the questions, unless noted otherwise. **Note:** The maximum combined size of the attachments is 35MB. Should files exceed the 35MB combined size, you will need to upload and save attachments one at a time (unless the total size is less than 35MB).



* (1.2) The APPLICANT (select the option that best describes property access):

- Has written proof of legal access to site signed and fully executed.
- Has a purchase and sale or access agreement drafted.
- None of the above apply.

Upload property ownership, access agreement, or a drafted purchase and sale agreement or access agreement.

No file chosen

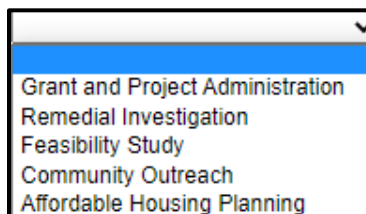
0 of 500

Screenshot 23: Provide answers to each prompt for multi-part questions in the scoring criteria section.

Project Details (form)

The **Project Details** form is the section where you will have the ability to outline all tasks included in your application. Your application must include at least one (1) task.

Task Title: Select from the drop-down list the selection that best describes the description of work to be completed. Available task title selections include: Grant and Project Administration, Remedial Investigation, Feasibility Study, Community Outreach, and Affordable Housing Planning.



Grant and Project Administration
Remedial Investigation
Feasibility Study
Community Outreach
Affordable Housing Planning

Screenshot 24: Select the Task Title from the drop-down menu for each task.

Projected Task Cost: Include the total amount budgeted for this task.

Describe the work that will be billed to this task (3500 characters): Provide a detailed description of the work that will be performed for this task.

Deliverables: List the deliverables for this task - must include at least one (1000 characters): Outline all the deliverables planned to be completed for this task. These deliverables should be a specific product that was a result of the task. Deliverables can include but are not limited to, meeting minutes/attendance logs, outreach materials, reports, laboratory results, or affordable housing planning documents.

Outcome expected: Describe the expected outcome or benefit directly tied to the tasks.

Helpful Hint: Deliverables should be specific products that are created or developed as the task is completed. Outcomes should be the benefits or impact of the task.

If Task Title is selected, all other information for that task will be required (i.e., Cost, Description, Deliverables, and Outcomes). Be sure that the tasks included in this form outline the work to be completed with this funding opportunity. The combined budget amounts from all tasks should match the **Total Eligible Cost** on the **General Information (form)**.

Uploads (form)

You may attach any relevant supporting documents such as:

- Maps, aerial photos, and other graphics that clarify the proposed location and/or help to illustrate the project’s purpose or tasks.
- Evidence of support and coordination with relevant stakeholders including local governments and tribal governments.
- Project schedule, cost estimates, and task budgets that demonstrate how the project will be completed on time and within budget.

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 p. 17 of the [EAGL External Users’ Manual](#).¹⁶

If all three rows are used, a new row will appear after clicking **Save**.

¹⁶ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

After adding items and clicking **Save**, a **Delete** checkbox will appear next to the completed rows. If something was added in error, check the **Delete** box and select **Save** to remove.



Do not upload large documents that are already available online; instead, provide a web link and the document page number that is relevant to your project. Any materials related to criteria for eligibility or scoring should be uploaded in the **Project Eligibility** and **Scoring Criteria** forms.

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Chapter 4: Submitting Your Application

Once you have completed all forms and fields, you are ready to move on to submitting your application.

Before leaving the **Application Menu-Forms** page, double check the icons next to each of your forms:


- Remember to **Check Global Errors**.
- If you have a **Global Error**  icon, go back to the form, edit, and re-save it.
- If all of your forms have the **Pencil on Paper**  icon, you can proceed with the submittal.

To submit your application


1. Click on the **Document Information number** to navigate back to the **Application Menu**.
2. Select **View Status Options** located under **Change the Status** heading.
3. There will be two possible statuses: **Application Submitted** and **Application Cancelled**. Select **Apply Status** under **Application Submitted**.

Application Menu

Document Information: [TCPAHP-2325-EcyTCP-00011](#)


 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - TCP	Authorized Official	Application In Process	05/20/2023 - 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](#)

 **Change the Status**

Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and request amendments through the status options.

[VIEW STATUS OPTIONS](#)

Screenshot 25: Change your application's status to "Application Submitted" from the Application Menu.

IMPORTANT: If you accidentally cancel your application instead of submitting, immediately contact an Ecology Grant Financial Manager to help you correct it.

4. On the **Agreement** page, you will be provided a text box if you would like to include any comments. You will be given the choice of two buttons:
 - a. **I agree:** This allows you to submit your application. You will receive a system generated email.
 - b. **I Do Not Agree:** This means your application will not be submitted.

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

I AGREE I DO NOT AGREE

Screenshot 26: You'll have an opportunity to provide additional notes about a status change on your application's Agreement page.

5. If you selected **I Agree**, CONGRATULATIONS! Your application has been successfully submitted. The current status of your **grant application** will now display as **Application Submitted**.

Application Menu

Document Information: [TCPAHP-2325-EcyTCP-00011](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - TCP	Authorized Official	Application Submitted	05/20/2023 - N/A N/A

Screenshot 27: The grant application's status changes to "Submitted" when the process is complete.

Questions about your application

If you have questions about Affordable Housing Planning Grant Program applications, please contact one of the grant managers below:

Laurie Dahmen

laurie.dahmen@ecy.wa.gov

360-628-7499

Lydia Lindwall

lydia.lindwall@ecy.wa.gov

360-515-6217

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