

Landfill Methane Emissions Reduction Grant Application Instructions



General EAGL User Information

1. In order to apply for this funding opportunity, you must have both a registered Secure Access Washington (SAW) account and a registered Ecology's Administration of Grants and Loans (EAGL) account. For more information and instructions, see the resources listed below:

[Ecology's Grants & Loans webpage](#)¹

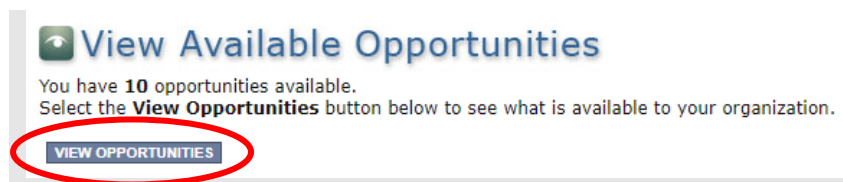
[How to Create a SAW Account](#)²

[How to Register for EAGL](#)³

[EAGL External Users' Manual](#)⁴

Please plan to register for EAGL well before the application deadline. Ecology will typically take a few days to approve new EAGL registrations.

2. Once logged into EAGL, click View Opportunities, under View Available Opportunities.



3. Search for "Landfill Methane" in the Document Instance field. Click Apply Now. This will take you to the application.

¹ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

² <https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be>

³ <https://www.youtube.com/watch?v=XXJh9arfasQ>

⁴ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>

Air Quality Landfill Methane Emissions Reduction Grant Program for Department of Ecology - AQ

Offered By:

Department of Ecology

Application Availability Dates:

06/24/2024-open ended

Application Period:

06/24/2024-open ended

Application Due Date:

not set

Description:

Grants available to help municipal solid waste landfills to comply with methane emission requirements established in chapter 70A.540 RCW.

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

4. You are now on the Application Menu. Click View Forms under View, Edit and Complete Forms.



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

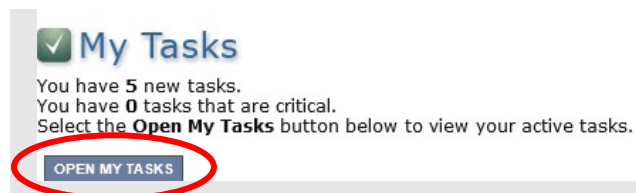
5. The next page lists all the application forms that need to be completed in order to submit the application. The following instructions walk through the steps to fill out each form.

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	AQLMER-2325 Application Questions			
	AQLMER-2325 Project Budget			
	AQLMER-2325 Cultural Resources Review Form			
	AQLMER-2325 Inadvertent Discovery Plan			
	AQLMER-2325 Application Instructions			
	AQLMER-2325 Funding Guidelines			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		Sare Webster	7/30/2024 9:25:04 AM
	Recipient Contacts			
	Uploads			

- Before continuing to the forms, you must carefully read the AQLMER-2325 Funding Guidelines, located under the Funding Program Guidelines and circled in red in the above image. If you have questions before continuing, please contact the Ecology Project Team at AQcommunitygrants@ecy.wa.gov.
- At any time, you may leave the application and return later; however, the forms do not save automatically. **You must click Save** on the right side of the page header before exiting the application or moving to the next form.














- If you need to log out, you can return to continue your application. You will find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and navigate to your application.



General Information Form

1. Select General Information from the Application Forms list.

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	AQLMER-2325 Application Questions			
	AQLMER-2325 Project Budget			
	AQLMER-2325 Cultural Resources Review Form			
	AQLMER-2325 Inadvertent Discovery Plan			
	AQLMER-2325 Application Instructions			
	AQLMER-2325 Funding Guidelines			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		Sare Webster 7/30/2024 9:25:04 AM	
	Recipient Contacts			
	Uploads			

2. The following steps should be completed as shown in the image below. The project title, project short description, and project long description are pre-populated and should not be edited.
3. Enter the Total Cost of the project in the box circled in red in the image below. The Total Cost is what the total project will cost regardless of grant funding.
4. Enter the Total Eligible Cost in the box circled blue in the image below. This is the grant amount you are requesting from Ecology. See the AQLMER-2325 Grant Guidelines for more detail. The amount entered here should not include the cost of any ineligible expenditures, such as:
 - a. Purchase or rental of real estate
 - b. Construction or general maintenance of buildings and parking facilities
 - c. New paving and landscaping
 - d. Administrative costs
 - e. Electric supply costs

GENERAL INFORMATION

Instructions:

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

Project Title *

Project Short Description
 *
0 of 500

Project Long Description

0 of 4000

Total Cost  *

Total Eligible Cost  *

- 5. The following steps should be verified as shown in the image below. The Effective Date and Expiration Date has been pre-populated and should not be edited.
- 6. The Ecology Program should be prepopulated. Confirm that Air Quality is selected.
- 7. The Project Category should be pre-populated. Confirm that Landfill Methane Emissions Reduction Grant is selected.
- 8. The answer to “Will Environmental Monitoring Data be collected” should be prepopulated with No and cannot be edited.
- 9. The Overall Goal will describe the planned project outcome.

Effective Date ?*

Expiration Date ?*

Ecology Program*

Project Category* Landfill Methane Emissions Reduction Grant

Will Environmental Monitoring Data be collected?

Overall Goal

*

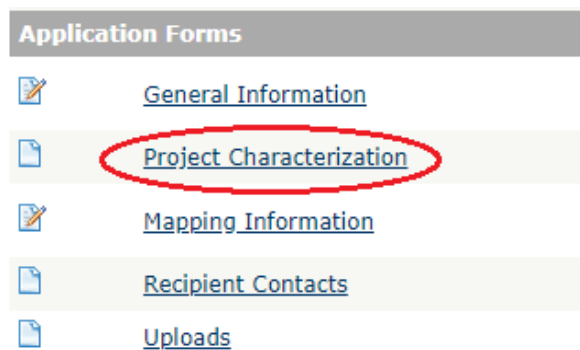
- When you are finished, click Save in the top right corner of the Ecology’s Administration of Grants & Loans (EAGL) banner. When you click Save, EAGL will provide error notices if any information is missing or incomplete.



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Project Characterization Form

- Return to the Application menu and scroll to the Navigation Links section at the bottom of the page and select the next form, Project Characterization. If you have left your application, you can also select this form under the Application Forms section.



- The following steps 2 – 5 should be completed as shown in the image below. Use the first dropdown menu to choose the primary theme of Air Quality.
- Use the second dropdown menu to choose the secondary theme of Landfill Methane Emissions Reduction.
- Adding a website is optional. You do not have to add one if it is not needed.
- Before leaving this form, Click Save in the top right corner of the EAGL banner. When you click Save, EAGL will provide error notices if any information is missing or incomplete.



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Document Information: [AQLMER-2325-EcyAQ-00005](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

PROJECT CHARACTERIZATION

Instructions:

Required fields are marked with an *****.
 Select a Primary Theme, click the **SAVE** button
 Select a Secondary Theme, and save the form a second time.

Project Themes

Select a primary and secondary theme that best describes the work to be achieved during this project.

Primary Theme
*

+ Secondary Theme(s)
*

Project Website

If your project has a website, please enter the web address below.
 After entering a website and saving, another blank row will appear. Up to three websites may be provided.

+

Website Title/Name	Web Address
<input type="text"/>	<input type="text"/>

Mapping Information Form

- Scroll to the Navigation Links section at the bottom of the page and select the next form, Mapping Information. If you have left your application, you can also select this form under the Application Forms section.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information		Smith, Kelsey (SAW) 6/17/2022 9:57:17 AM	Smith, Kelsey (SAW) 6/17/2022 1:11:58 PM
	Project Characterization			
	Mapping Information		Smith, Kelsey (SAW) 6/17/2022 9:49:21 AM	
	Recipient Contacts			
	Required Eligibility Information - Idle Reduction			
	Uploads			

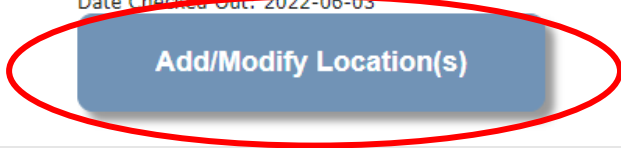
2. Once on the Mapping Information form, click on Add/Modify Location(s).

MAPPING INFORMATION

1. Click "Add/Modify Location(s)"
2. You will be directed to the Map
For more detailed instructions click "My Training Materials" in the top navigation
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

No location data currently exists for this project. To add location data, please click the map button below.

Checked Out By: Kelsey (SAW) Smith
Date Checked Out: 2022-06-03



3. Choose how to define the project area. The preset options of city or county are available on the map page. If city or county is not the best way to define the boundaries of the project, then there are more options under Project Area Options.

Landfill Methane Emissions Reduction ?

Project area options

Define project area by city

Add

Define project area by county

Add

Define using Washington State boundary

Define project area by drawing or importing boundary



Draw
Boundary



Edit
Boundary



Import
Shapefile

Exit tools

4. You will see a selection of methods to enter the boundary for your object. Select the method you would like to use. If you would like to draw your own boundary, you can select Drawing/Import Tools.
5. After you are finished making your selection, click Go.

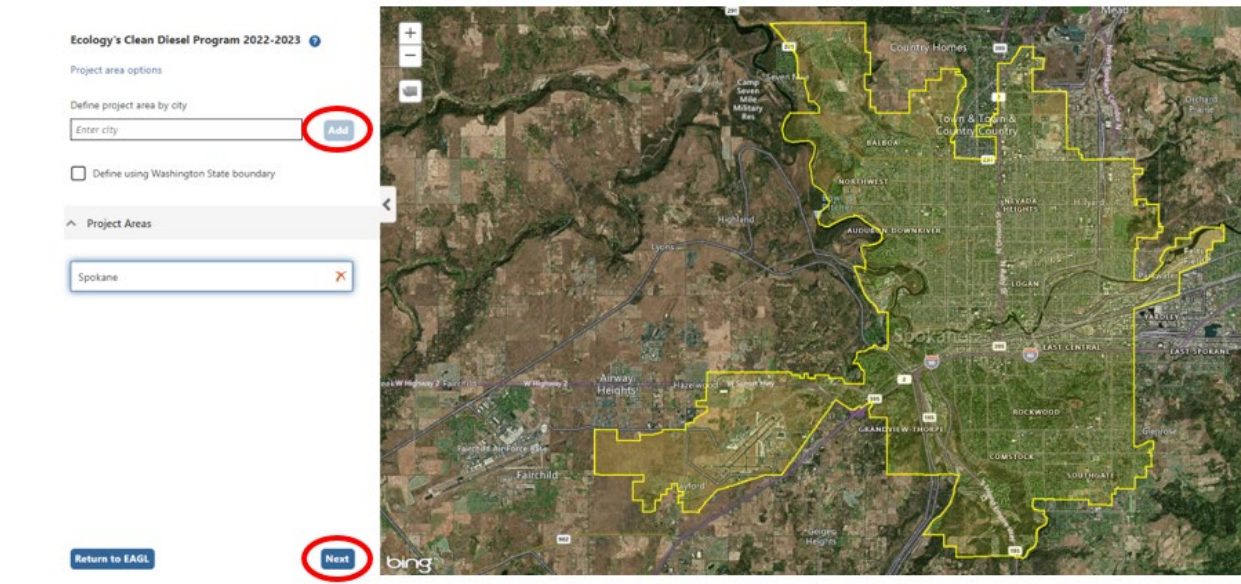
Landfill Methane Emissions Reduction ?

Select method(s) to enter boundary

- | | |
|--|--|
| <input type="checkbox"/> Air Authority | <input type="checkbox"/> Lake |
| <input checked="" type="checkbox"/> City | <input 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 checked="" type="checkbox"/> Drawing/Import Tools |

Go

- Once you have made your boundary method, you may also choose from a drop-down list or name of the project area. Select Add. An outline of the area you selected will appear.
- When you are finished, click Next at the bottom of the page, and the system will calculate the area statistics.



8. After the calculations are complete, click Save at the bottom of the page.

Legislative District:	Area %
District 25	< 1%
District 26	< 1%
District 27	72.94%
District 28	9.32%
District 29	17.53%
District 30	< 1%
District 34	< 1%



9. The Mapping Information form will reload with a table of statistics. Click Save in the top right corner of the application when finished.



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Recipient Contacts Form

1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Recipient Contacts. If you have left your application, you can also select this form under the Application Forms section.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information		Smith, Kelsey (SAW) 6/17/2022 9:57:17 AM	Smith, Kelsey (SAW) 6/17/2022 1:11:58 PM
	Project Characterization			
	Mapping Information		Smith, Kelsey (SAW) 6/17/2022 9:49:21 AM	
	Recipient Contacts			
	Required Eligibility Information - Idle Reduction			
	Uploads			

2. Use the dropdown menus to select a staff person for the following roles in EAGL: Project Manager, Authorized Signatory, and Billing Contact.

Note: Each of your staff assigned a role in EAGL will need both an EAGL and SAW account. For more information on signing up for these accounts, visit [Ecology's Grants and Loans webpage](#)⁵.

RECIPIENT CONTACTS

Instructions:

Please select an individual from your organization for each contact type. Required fields are marked with an * . When done, click the **SAVE** button.

Project Manager *

3. If you need additional signatories, use the blank fields provided at the bottom of the page. Note: Additional signatories do not need EAGL accounts.

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=""/>

4. Click Save in the top right corner of the application. The original page will reload with addresses and phone numbers for the persons entered.

⁵ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans>

Uploads

Navigate back to the forms menu and select the Uploads form.

Document Information: [AQLMER-2325-EcyAQ-00005](#)

 [Details](#)

You are here:

> [Application Menu](#) > [Forms Menu](#)

Please upload the required documents for this grant opportunity.

1. AQLMER-2325 Application Questions
2. AQLMER-2325 Project Budget

2. Upload every document individually and include a description in the form field next to the upload.

You are here:

> [Application Menu](#) > [Forms Menu](#)

UPLOADS

Public Disclosure Notice

Information you provide through use of this site is public information and subject to inspection and copying by members of the public.

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

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

Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen

3. The application is ready to submit.

Submitting Your Application

1. When you have completed all the forms and uploaded the required documents, select Application Menu towards the top of the page.

Document Information: [AQLMER-2325-EcyAQ-00005](#)

 [Details](#)

You are here:

> [Application Menu](#) > [Forms Menu](#)

2. Under Change the Status, click View Status Options.

Application Menu

Document Information: [AQLMER-2325-EcyAQ-00005](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	06/24/2024 - 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](#)

3. Under Application Submitted, click Apply Status.

Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [AQLMER-2325-EcyAQ-00005](#)

 [Details](#)

Possible Statuses

APPLICATION SUBMITTED

APPLY STATUS

APPLICATION CANCELLED

APPLY STATUS

4. If any part of your application is missing or incomplete, the page will display Global Errors and inform you which sections need to be completed.
5. If your application is complete, click I AGREE. You may use the Statement box if you'd like. It is not required.
6. Upon submission, you will receive a confirmation email.

Contact information

Air Quality Program

Grant Opportunity Questions

Janée Zakoren

Phone: (564) 669-8041

Email: janee.zakoren@ecy.wa.gov

EAGL Questions

Sare Webster

Phone: 564-233-9155

Email: sare.webster@ecy.wa.gov

Website⁶: [Washington State Department of Ecology](http://www.ecology.wa.gov)

ADA accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6800 or email at melanie.forster@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

⁶ www.ecology.wa.gov/contact