



EAGL IG Application Instructions 2025-27 Public Participation Grants

For the

Solid Waste Management Program

Washington State Department of Ecology
Olympia, Washington

November 2024, Publication 24-07-037

Publication Information

This document is available on the Department of Ecology's website at:

<https://apps.ecology.wa.gov/publications/summarypages/2407037.html>

Related Information

- [2025-27 PPG Funding Program Guidelines](#)¹
- [Administrative Requirements for Recipients of Ecology Grants and Loans](#)²

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¹ <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2307036.html>

² <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

³ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	P.O. Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 North Monroe Spokane, WA 99205	509-329-3400
Headquarters	Statewide	P.O. Box 46700 Olympia, WA 98504	360-407-6000

EAGL IG Application Instructions Public Participation Grants

2025-2027 Biennium

Solid Waste Management Program
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DEPARTMENT OF
ECOLOGY
State of Washington

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Ecology's Online Application System

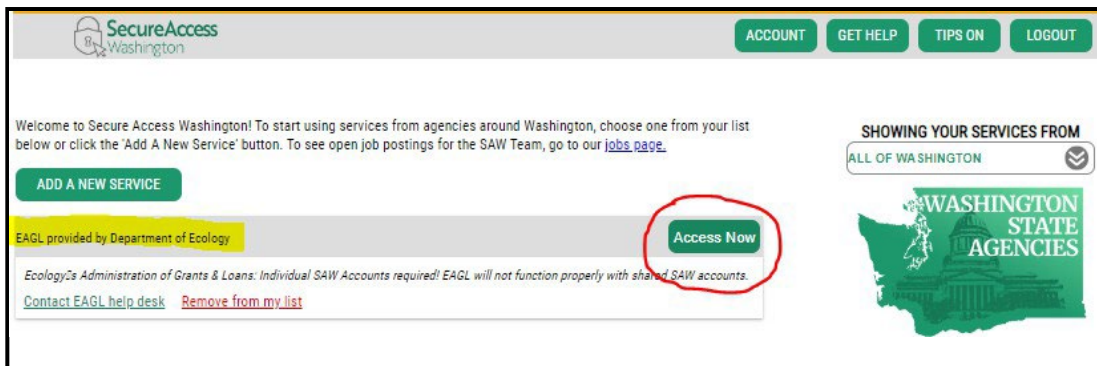
Ecology administers grants and loans through an online application system called EAGL. EAGL is currently being upgraded from version IG to IGX. These application instructions are specific to applying in the IG system. In the unlikely event the IGX system is ready before the 25-27 application period opens, a second application instruction document is available for IGX.

Accessing EAGL IG

Regardless of which version is used, applicants must have an approved EAGL registration. EAGL is a service accessed through Washington State's Secure Access Washington (SAW) portal.

Returning users

Log in to your [Secure Access Washington \(SAW\)](#)⁴ account. Access EAGL by selecting the Access Now button.



Screenshot 1 Accessing EAGL IG in SAW for returning users.

New users

If you don't already have one, you must create a Secure Access Washington (SAW) account. You may not "share" a SAW account with another person or organization.

Access your SAW account and complete an EAGL registration form through SAW.

- Select ADD A NEW SERVICE
- Scroll the list to find Ecology
- Select EAGL

It may take up to three business days for Ecology EAGL staff to approve your EAGL registration. If you need a visual instruction, please watch a [how-to video for registering as a new SAW and/or EAGL user](#).⁵

The first person to register your organization in EAGL is assigned by EAGL staff the role of "Authorized Official". For subsequent EAGL registrations under your organization, the system auto-generates an email

⁴ <https://secureaccess.wa.gov/ecy/eagl>

⁵ <https://www.youtube.com/watch?v=XXJh9arfasQ>

notifying the Authorized Official(s) that you are a new user. Before you can access Applications, an Authorized Official must first activate you and assign your role for each application you need to access. After you have a SAW account and your EAGL registration is approved by Ecology EAGL staff, you can access EAGL. Follow the instructions for returning users, if needed.

Navigation tips for EAGL IG

1. **Open EAGL using one of these web browsers.** We do not recommend using Internet Explorer with EAGL IG.
 - a. Google Chrome
 - b. Edge Chromium
 - c. Mozilla Firefox
 - d. Safari
2. EAGL IG is not available from 2:00 p.m. to 3:00 p.m. on Mondays.
 - a. This is EAGL's scheduled maintenance time.
 - b. 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.
 - a. 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.
 - b. When EAGL times out due to inactivity, unsaved data **will be lost**. Frequently save your work using the SAVE button at the top of a form or page.
4. There is no logout feature in EAGL IG.
 - a. If you are interrupted or need to leave in the middle of filling out your application, save your work.
 - b. Exit the program simply by selecting the "X" in the upper right corner of the screen.

5. EAGL IG system generated Document Information number.
 - a. Write down this number in case you need it for later use.
 - b. You can also use the last three digits to search for your Application/Agreement later.
6. The “back button”.
 - a. On most forms in EAGL IG, this button does not function properly. Using the back button in EAGL IG or your browser may result in losing information.
 - b. Instead, select your Document Information number to return to the Application Menu screen.
7. Remove formatting before copying and pasting text into EAGL IG.
 - a. EAGL IG does not easily read formatted text or special characters.
 - b. For best results, type directly into the textboxes or cut and paste your text into the application’s textboxes from Notepad or a Word document saved as plain text.
8. Check your spelling.
 - a. EAGL IG is not a word processing application. You must manually check for typos and grammar. Pay particular attention to email addresses.
 - b. Web browsers have built-in spell check tools that should work with EAGL IG.
9. Red asterisk (*).
 - a. This indicates that the field is required.
10. EAGL IG may generate an error message if you try to submit an application with errors or missing information.
11. Question mark icon.
 - a. Also known as a Tool Tip, looks like a blue circle with a white question mark in the middle.
 - b. It indicates more information is available. Hovering over it displays the information.
12. Global errors icon.
 - a. A red stop sign symbol with a white hand in the middle indicates an error.
 - b. After you fill out an application form, you can run the Check Global Errors command. This button is located at the top right on each application form.
 - c. If you do get global errors, the message may provide 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 open a form to clear the error message.



Training materials and guidance documents

These application instructions for EAGL IG are very specific in guiding you through the PPG application forms. Should you need additional assistance with navigating EAGL IG, including step-by-step instructions and important system requirements, refer to the [EAGL External User's Manual⁶](#) located under the *My Training Materials* link at the top right of the screen on the homepage in EAGL IG. Or select the user manual link in these instructions for a downloadable copy.



Screenshot 3 My Training Materials link on the EAGL homepage.

Additionally, and before starting the application process, we recommend you familiarize yourself with the contents of the [2025-27 PPG funding guidelines](#) and the Administrative Requirements for Recipients of Ecology's Grants and Loans ([Yellow Book](#)).

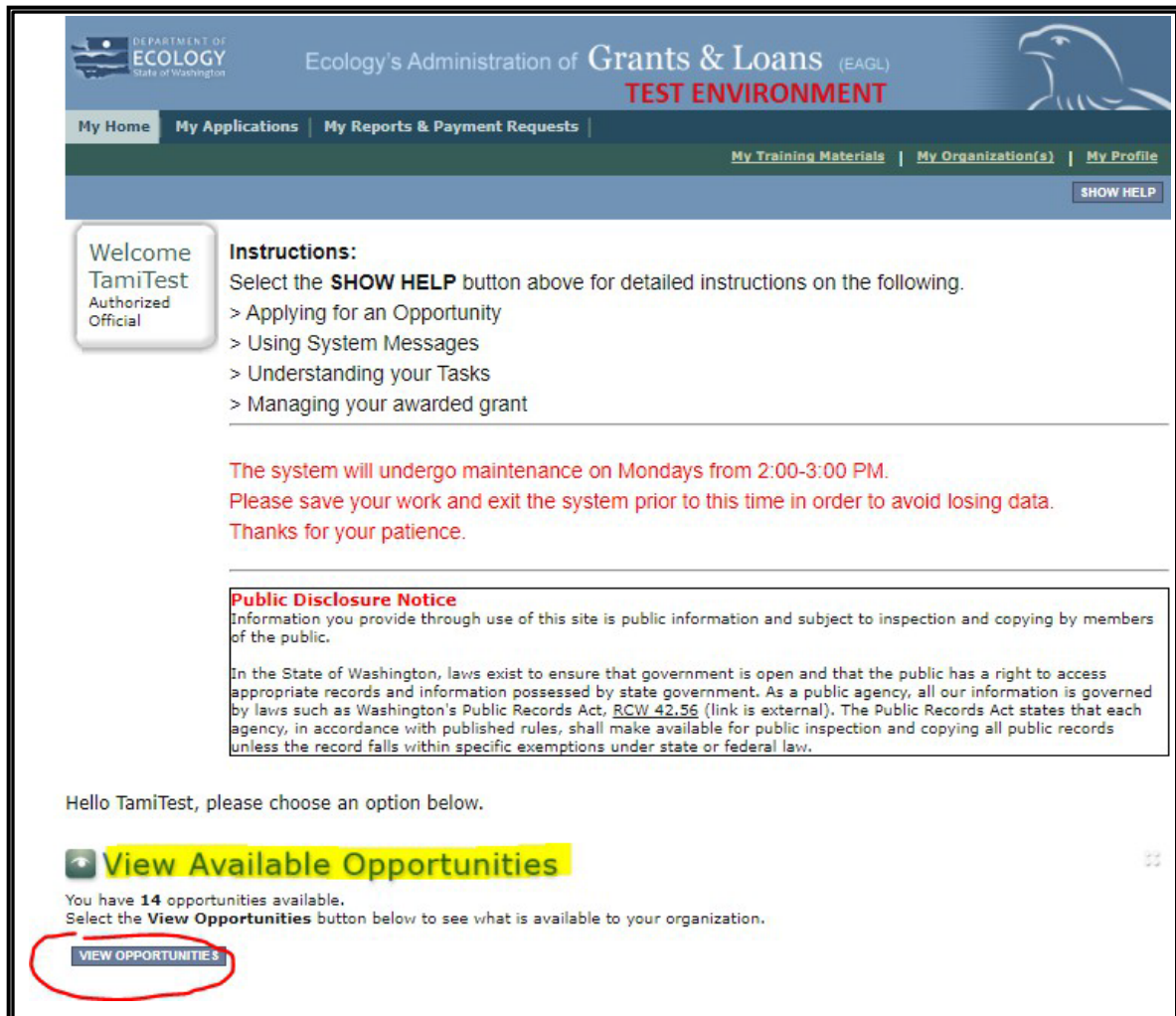
⁶ <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

PPG application in EAGL IG

Locate the PPG funding opportunity

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

If you do not see the *View Available Opportunities* section, you likely have a system role that does not allow you to start an application. An Authorized Official in your organization is responsible for adding people and changing their roles within the organization. You can also contact the PPG team for help.



Screenshot 4 Locate the PPG funding opportunity in EAGL.

After selecting the *View Opportunities* button, you should be on the *My Opportunities* page. This is where you filter for the PPG funding opportunity. Enter "public" as the Document Instance and click filter.

Back

My Opportunities

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

RESET MY OPPORTUNITIES

Provider:

Document Instance: public

Due Date (From - To): -

FILTER

Screenshot 5 Quickly filter for the PPG application.

Initiate a PPG application

After filtering, you should see Solid Waste Management Public Participation Grants. When ready to initiate an application, select *Apply Now* at the bottom.

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

Offered By:
Department of Ecology

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

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

Application Due Date:
04/05/2023

Description:

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

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

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

APPLY NOW NOT INTERESTED

Screenshot 6 Initiate an application for PPG.

After selecting *Apply Now*, you will see *Important Eligibility Information*. If you are not sure that you are an eligible entity, select *I Do Not Agree* and contact the PPG team. If you are sure that you are eligible, select *I Agree* and continue.

Agreement

Please make a selection below to continue.

Important Eligibility Information

If you are not sure that you are an eligible entity, please do not apply at this time. Instead, select **I DO NOT AGREE**. For further information, you may contact the Ecology CLCP regional grant officer in your region. (Check the CLCP Guidelines available on our CLCP website for names and contact information.)

By selecting **I AGREE**, you are certifying that you have approval from the County Solid Waste Authority and that your application is being submitted by a city or county office. EAGL will not accept additional applications for funding from the same city or county.

I AGREE I DO NOT AGREE

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Application menu

You have now entered the application process. The system automatically assigned your application a **Document Information Number**. In the screenshot below, the number is highlighted at the top of the page.

On the *Application Menu* page, you can view your role and the status of the application. If you are funded, this will also be your grant number. In the screenshot below, the person’s role is “Authorized Official,” and the application status is “In Process.”

IMPORTANT: If a fiscal sponsor is applying, financial related questions in the PPG application are answered from the fiscal sponsor perspective while project related questions are answered from the perspective of the implementing organization or individual.

Begin completing your application forms by selecting **View Forms**.

Application Menu

Document Information: SWMPPG-2023-EcySWM-00013

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
Application		Department of Ecology - SWM	Authorized Official	Application In Process	02/13/2023 - 04/05/2023 04/05/2023 5:00PM PST

View, Edit and Complete Forms

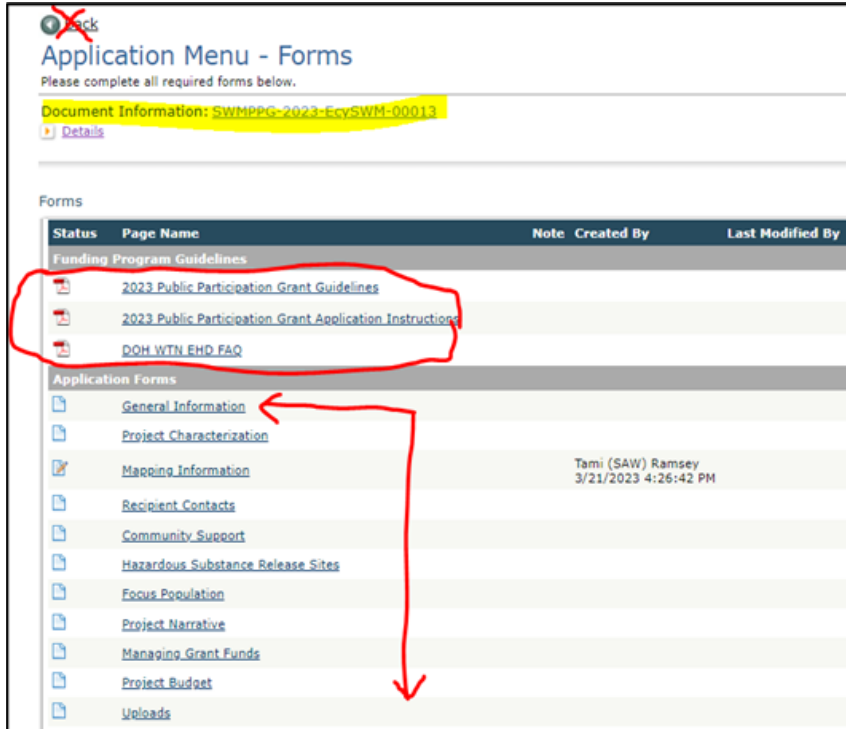
Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

VIEW FORMS

Screenshot 8 Locate application number, confirm current role and status of application, begin.

On the *Application Menu-Forms* screen is a list of the PPG application forms. Under *Funding Program Guidelines*, you will see a list of PPG guidelines and PPG application instructions. Use the 2025 Guidelines and 2025 Instructions for this application cycle.

If a form is not complete when you select *SAVE*, a page error message may appear at the top of the form. Don't worry if you see this error message. EAGL will still save your work and allow you to finish the form later.



Screenshot 9 Link to 2025 PPG guidelines and application instructions.



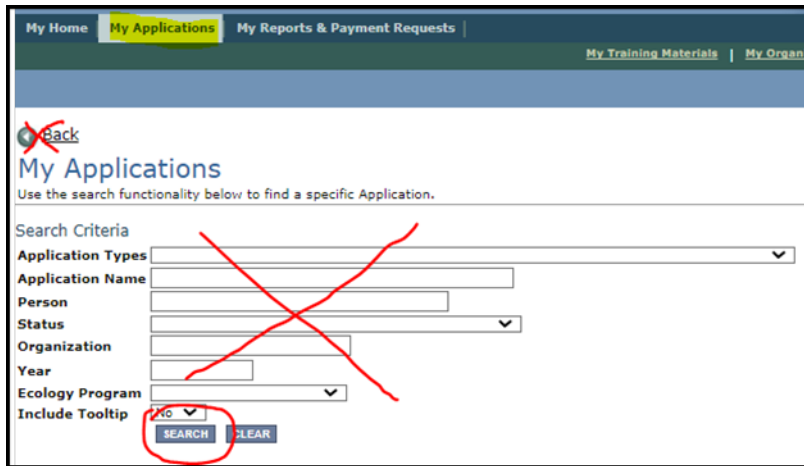
Screenshot 10 Page error example.

How to return to your application

If you don't complete the application in one session, you can search for the application when you return to EAGL. Below are two search options.

1. My Applications:

Select My Applications in the top menu to take you to that screen. Click on the SEARCH button without adding search criteria.



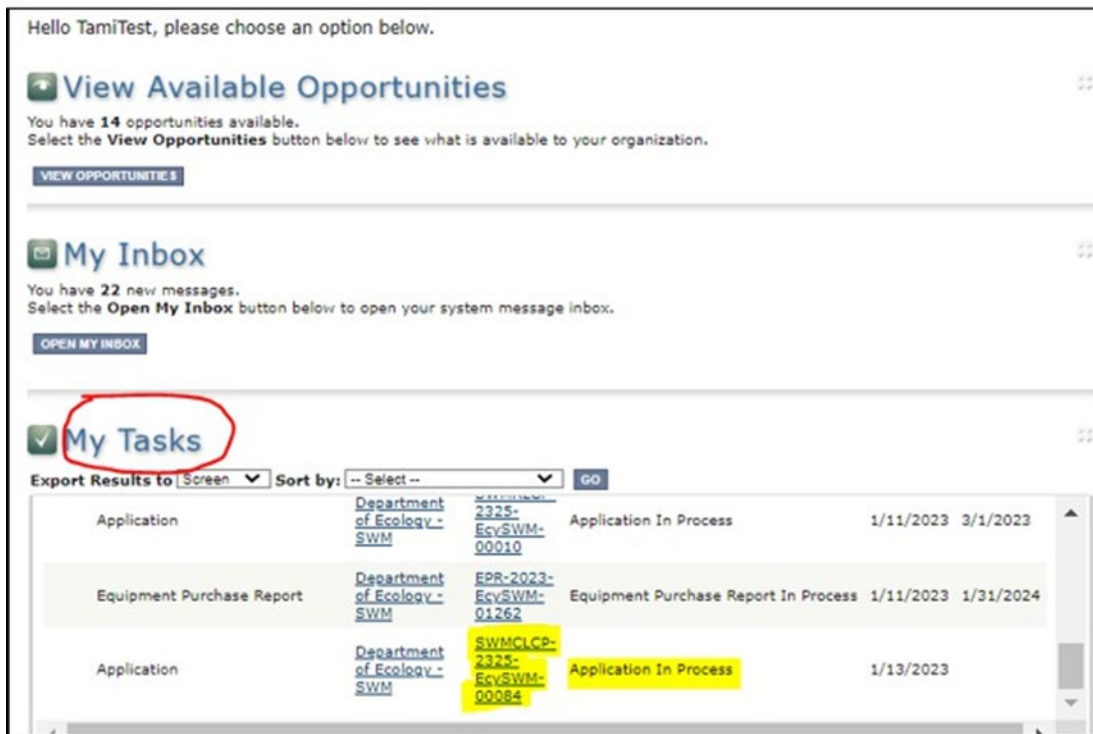
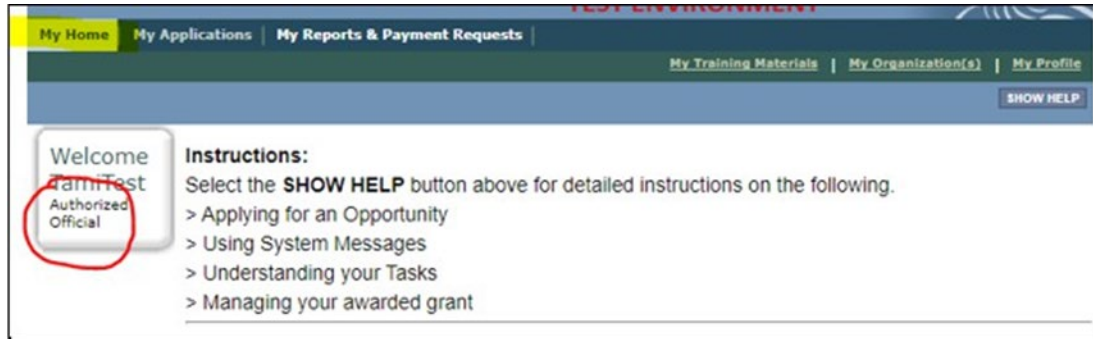
The screenshot shows the 'My Applications' page in a web application. At the top, there is a navigation bar with 'My Home', 'My Applications' (highlighted), and 'My Reports & Payment Requests'. Below this, there are links for 'My Training Materials' and 'My Organi...'. The main content area has a 'Back' button and the title 'My Applications'. A message says 'Use the search functionality below to find a specific Application.' Below this is a 'Search Criteria' section with the following fields: 'Application Types' (dropdown), 'Application Name' (text), 'Person' (text), 'Status' (dropdown), 'Organization' (text), 'Year' (text), 'Ecology Program' (dropdown), and 'Include Tooltip' (checkbox). A red 'X' is drawn over the search criteria fields, and the 'SEARCH' button is circled in red.

Screenshot 11 Example of how to search for your application with no search criteria.

A list of applications associated with your organization appears on the same page below in the Search Results. From the list, find your Document Information Number under the Name column. If there are too many results, enter the last three digits of your Document Information Number as the Application Name in the Search Criteria and select SEARCH again.

2. My Tasks:

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



Screenshot 12 Example search option using My Tasks for an applicant in the role of Authorized Official.

How to complete PPG application forms

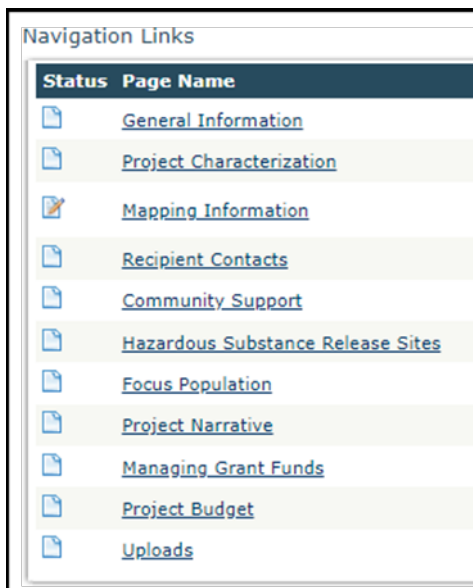
Ecology began the EAGL modernization project in 2023 to upgrade EAGL from IG to IGX. The PPG program was unable to update these application forms in the EAGL IG system.

This section lists each application form. Please pay close attention to these instructions for each form. Where we can, we offer a way to simplify the application process. Remember to **SAVE** your work frequently and do not use the back-button in EAGL IG.

If a fiscal sponsor is applying, note that the financial related questions in the PPG application are answered from the fiscal sponsor perspective while project related questions are answered from the perspective of the implementing organization or individual.

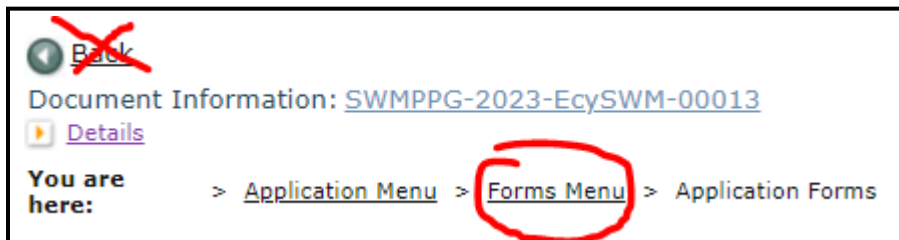
Pro tips:

1. If you get lost navigating the various PPG application forms, select your Document Information Number at the top of the page to take you back to the Application Menu. Then select View Forms to see the list of Application Forms.
2. Navigation Links at the bottom of a page are an easy way to toggle between forms.



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

If the navigation links are not showing on the page, go to the top of the page and select the Forms Menu link to refresh the list of application forms.

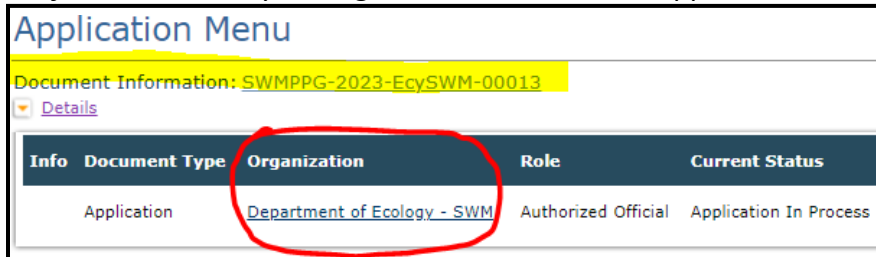


Screenshot 14 Refresh application forms list.

General Information form

Complete and save this form first. Some fields are prepopulated and not editable.

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



Application Menu

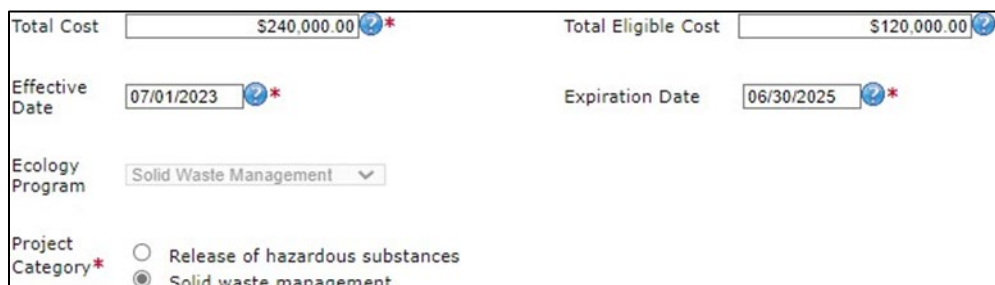
Document Information: SWMPPG-2023-EcySWM-00013

[Details](#)

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

Screenshot 15 Organization name as it appears in EAGL

- **Project Short Description:** Enter 1-2 sentences summarizing the work performed with the agreement budget, and the expected results.
- **Total Cost:** This is the entire cost of the project. This amount should be equal to or great than the Total Eligible Cost entered on this form. Note: When other revenue is used to fund the project, beyond the grant award, this amount would be more than the total eligible cost of the agreement.
- **Total Eligible Cost:** This is the grant amount the organization is requesting. This amount cannot exceed \$120,000 and should represent a budget total for both Year 1 and Year 2 work. Reminder: Year 2 funding is not guaranteed, a recipient must qualify for a renewal.
- **Project Category:** Pick one of the following for this application:
 - **Release of hazardous substances:** Select this option when the task work encourages public involvement regarding contaminated sites.
 - **Solid waste management:** Select this option when the task work motivations public involvement regarding priorities identified in the state's solid and hazardous waste plan or emerging solid waste issues identified in guidelines.



Total Cost Total Eligible Cost

Effective Date Expiration Date

Ecology Program

Project Category* Release of hazardous substances
 Solid waste management

Screenshot 16 Example of Total Cost, Total Eligible Cost, Project Category fields.

Project Characterization form

Use the drop-down menu to select these primary and secondary themes for the project type:

- **Primary Theme:** Solid Waste
- **Secondary Theme:** Education & Outreach
- **Project Website:** Optional, enter if available

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

Mapping Information form

Ignore the instructions on the **Mapping Information** form. Instead, do the following to simplify the process. *Note: All SWM grant programs map to the county level.*

Click on the Add/Modify Location(s) button.

1. Look for the **Define project area by county** drop-down box. Select the county where the grant work happens. If work happens in more than one county, select all of them that apply.
2. Click **Add**. This highlights the county or counties on the map.
3. Click **Next**. The system will auto-calculate statistics.
4. Click **Save**. This takes you back to the Mapping Information form and the map is checked out to you.
5. You must click **Save** again on the Mapping Information form to check-in the map.

Pro tip: The user identified on the form above the large blue “Add/Modify Location(s)” button is the **ONLY** one who can check in the map. That person must access the **Mapping Information** form and click on the “save” button at the top of the form to check in the map.

Save and continue to the next form on the list.

Recipient Contacts Form

Select the correct person for each contact from the drop-down list. Avoid selecting the same name for all three roles.

The selected authorized signatory will become the first signature block on the agreement. If the applicant is a **fiscal sponsor**, a representative of their organization must be selected on this form as the Authorized Signatory.

The **sponsored organization** must also sign the agreement. Additional signatories are not required to register in EAGL IG. Add the sponsored organization’s signatory information under “Other recipient signatures on printed agreement.” The EAGL IG system will populate a signature block for each additional name/title you enter. In the grant agreement, they will be under the authorized signatory’s block in the order they are listed here.

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"/>

Screenshot 17 Add additional signatures to sign final grant agreement.

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

Community Support form

The information provided in this form is scored by evaluators. Applications that include Letters of Contribution and or Letters of Support will receive additional points towards their evaluation score.

Ignore the instructions on this form, and instead use the following guidance to complete the form:

Letter of Contribution

Select Yes and upload a letter from a contributing source if any of the following circumstances fits the project. Otherwise, select No.

- Completion of the project relies on additional funding more than the grant amount requested and is provided by another source. Letter should be from the source and include their name, amount contributed, and if the contribution is tagged for specific work.
- Another source is providing resources, other than money, including but not limited to meeting spaces, meeting facilitation, and or other means of engaging the public that the grant amount requested would not reimburse. Letter should be from the source and include their name, a list of resources provided, and if the provided resource is tagged for specific work.

Letter of Support

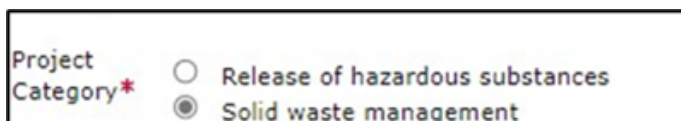
Select Yes and upload a letter from a supporting party when all the following criteria apply. Otherwise, select No.

- Recommendation and or support is from a source not employed or contracted by the applicant organization or fiscal sponsor and implementing organization.
- Letter is recommending the applicant organization or fiscal sponsor and/or implementing organization to perform the work.
- Letter is in support of the project.

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

Hazardous Substance Release Sites form

You should only complete this form if you selected the project category, “Release of hazardous substances” on the General Information form. If you selected Solid Waste Management on the General Information form, answer No to the first question on this form, save the form, and continue to the next application form on the list.



The screenshot shows a form titled "Project Category*" with two radio button options. The first option is "Release of hazardous substances" with an unselected radio button. The second option is "Solid waste management" with a selected radio button.

Screenshot 18 Example of Project Category's on the General Information form.

For projects that focus on the “Release of hazardous substances”, the following instructions should help you complete this form as simply as possible.

Projects that focus on contaminated sites receive extra points in the application evaluation process. The number of points depends on the type of site and its ranking or score.

This form includes two external links where you can find information about your project site. If you are selecting yes on this form, your project site must be listed on either the contaminated sites list or the superfund sites list:

1. Click an external link to search for the site.
2. When you’ve located the site, in the text box provided, enter the site name, cleanup ID, facility/site ID, site rank (if available), and any other information you deem important.
3. After you find the site, check the box next to the site list where you found it.

[Confirmed and Suspected Contaminated Sites List](#)
[National Priorities List \(Superfund Sites\)](#)

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

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

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

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

2. Name: CBC WSU Nurse Training Facility, Delta High School
 Cleanup Site ID: 1373
 Facility/Site ID 999978
 Site Rank: 3
 Located in Richland, WA Benton County

157 of 1000

Screenshot 19 Illustration of steps to follow in the form.

DEPARTMENT OF ECOLOGY
 State of Washington

Cleanup Site Details

Cleanup Site ID: 1373

Cleanup Site ID: 1373 Facility/Site ID: 999978 UST ID: N/A Site Page Site Documents View Map
 Cleanup Site Name: CBC WSU Nurse Training Facility Glossary
 Alternate Names: CBC WSU Nurse Training Facility, Delta High School

LOCATION

Address: 901 NORTHGATE DR City: RICHLAND Zip Code: 99339 County: Benton
 Latitude: 46.27908 Longitude: -119.27838 WRIA: 40 Legislative District: 8 Congressional District: 4 TRS: 9N 28E 11

DETAIL

Status: Cleanup Started	NFA Received? No	Is PSI site? No
Statute: MTCA	NFA Date: N/A	Current VCP? No Past VCP? No
Site Rank: 3 - Moderate Risk	NFA Reason: N/A	Brownfield? No

Screenshot 20 Example of information found for a contaminated site.

Washington (46 sites)							
Site Name	City	Site EPA ID	Listing Date	Site Score	Federal Facility Indicator	Additional Information	Site Location
American Lake Gardens/McChord AFB	Tacoma	WAD980833065	09/21/1984	28.90	Yes	<ul style="list-style-type: none"> Site Listing Narrative Site Progress Profile Federal Register Notice (PDF) (22 pp, 177 K) 	Site Location

Screenshot 21 Example of information found for a superfund site.

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

Focus Population form

The information provided in this form is scored by evaluators.

Does your project prioritize highly impacted communities or vulnerable populations? If you can answer yes to at least one of the following criteria, you would answer **Yes** to the question on the form:

- The project category on the General Information form is “Release of hazardous substances”.
- Populations served by your project are highly impacted communities or vulnerable populations. *Definitions for each are provided in the form.*

If you answer **Yes** to the question on the form, you must also include citations to support the designation. Links are provided in the form to data sets where you can find supporting references to cite in the textbox on the form. *Note: The PPG team may accept alternative references on a case-by-case basis.*

Answer **No** if the population(s) included in your project do not meet the definition of highly impacted communities or vulnerable populations. You must still describe the population(s) being served by your project in the text box, but you do not need to reference the data sets.

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

Screenshot 22 Example of data for the textbox.

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

Project Narrative form

The purpose of this form is to capture the scope of your project work. *Note: Expected costs are not captured in this form, they belong in the Project Budget form.* The information provided in this form is scored by evaluators.

The instructions on the form for each question are specific. Some clarifications and or adjustments are provided below:

Question 1: Describe the need for the project scope. If the work is already being addressed elsewhere, describe how your project will not duplicate efforts.

Question 2: Ignore the instruction/description on the form and instead refer to the following:

- The project scope proposes to engage a community and/or address a community need.
 - Explain the connection between the applicant or implementing organization and this community and/or community need.
 - If the project work will utilize representatives of a focus community, explain how they are engaged.
 - Describe project leaders’ experiences in community engagement and/or the community need being addressed.

Question 3: Tell us about the project scope of work. Answer the bulleted questions in the form.

Question 4: Deliverables are defined in program guidelines. The PPG program intends on utilizing the deliverables table in a grant agreement differently than how it was used in the previous biennium.

Instead of deliverables, please enter the schedule of work you intend to complete in Year 1 and Year 2. The next screenshot illustrates how the table in the form would look if we were able to update it.

Remember, because PPG is limited to \$60,000 per fiscal year, the completion date for the work you identify should either be Year 1 (06/30/2026) or Year 2 (06/30/2027). If funded, you will be held accountable for completing Year 1 work to qualify for Year 2 funding.

Deliverable # Work #	Deliverable Description Description of Work	Estimated Completion Date Completed in Year 1 or Year 2
1	Create and deliver 4 presentations in schools for contamination reduction.	06/30/2026
2	Plan, design, and hold 2 public workshops on impacts of hazardous release to the community.	06/30/2026
3	Update website using digital media and talking points created in Work #1.	06/30/2026
4	Hold 2 additional public workshops on impacts of hazardous release to the community.	06/30/2027

Screenshot 23 Example table replacing form table.

Question 5: Outcomes are the quantitative, measurable, results expected from the project work. For this question, separate the expected outcomes between Year 1 and Year 2. What do you expect will be outcomes of Year 1 work? What do you expect will be outcomes of Year 2 work?

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

Managing Grant Funds form

The purpose of this form is to capture details of the applicant's prior experience managing grant funds. The information provided in this form is scored by evaluators.

First, we need to know if you are applying as a **nonprofit organization, individual, or a fiscal sponsor**. For fiscal sponsorships, the fiscal sponsor is the applicant, not the implementing organization.

- **Nonprofit organization and individual applicants** apply for the grant, administratively manage the grant, and implement the project with or without third-party assistance.
- **Fiscal sponsor applicants** apply for the grant and administratively manage the grant, while an eligible nonprofit or individual implements the project as the implementing organization.

After you select the **applicant type**, additional questions will become visible on the form.

- Answer the additional questions.
- Upload requested documents.
 - Nonprofit organizations and fiscal sponsor applicants must upload:
 - Organizational chart (showing their reporting hierarchy)
 - Bylaws of the applicant
 - For fiscal sponsorships: If the fiscal sponsor and the implementing organization already have a **Memorandum of Understanding (MOU) or contract**, they should upload it with the application. If the MOU or contract has not been executed at the time of application, it must be executed and provided to Ecology before associated costs are reimbursed.

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

Project Budget form

Reminder: If a fiscal sponsor is applying, the financial related questions in the PPG application are answered from the fiscal sponsor perspective, while project related questions are answered from the perspective of the implementing organization or individual.

The purpose of this form is to capture details of the total grant funds requested to complete the project scope of work. All line items in the table should sum to \$60,000 or less for Year 1 and \$60,000 or less for Year 2. The total grant request cannot be more than \$120,000. The information provided in this form is scored by evaluators.

Pay close attention to the table format.

- Task 1 in the table covers costs associated with managing the grant, not implementing the project. Note: The applicant is not required to use grant funds for project administration.
 - Project Administration Task 1: breaks out the budget by Year 1 and Year 2.
 - You must identify Year 1 costs for project administration separate from Year 2 costs.

- If not requesting grant funds for project administration, and the system prompts you to enter a cost, enter \$0.
- Task 2 in the table covers the costs to implement the project.
 - You must identify Year 1 costs to complete the project scope of work separate from Year 2 costs.
- Fields cannot be left blank, so enter zero, where appropriate.
- For this grant cycle, Year 1 ends June 30, 2026, and Year 2 ends June 30, 2027.

Begin by entering the costs you anticipate spending for salary and benefits in Year 1 separate from Year 2 for each Task. Salary and benefit expenses solely represent W2 employees of the applicant (and implementing organization when a fiscal sponsor is the applicant). All other labor costs should be itemized under Other Direct Expenses as purchased services or contracted services.

Enter the applicant organization’s “Indirect Rate” not to exceed 30%. Reimbursement for indirect is calculated by multiplying the percent identified and the hours charged to the task (applicant organization W2 employee hours and implementing organization W2 employees when a fiscal sponsor is the applicant).

In the table, the system will estimate the indirect cost automatically by applying the percent you enter by the salary and benefits costs you entered in the form.

- If a fiscal sponsor is applying and the implementing organization has a different indirect rate than the fiscal sponsor, you must list the salaries and benefits of the implementing organization’s W2 employees under Other Direct Expenses. You can label it “IO Salaries and Benefits”.
- You must then multiply the total salaries and benefits cost by the implementing organization’s indirect rate to get the indirect costs. This cost must also be entered under Other Direct Expenses and labeled Indirect for Implementing Organization.

Under Other Direct Expenses, list all other costs you would like reimbursed, including purchased services and contracted services. Review the [Program Guidelines](#) for guidance on eligible and ineligible expenses. *Note: If awarded, costs identified in this form will be confirmed eligible and reflected in the agreement scope of work.*

When finished entering data in the budget table for Tasks 1 and 2, save the form and review the Budget Request Summary at the bottom of the form.

1. Ensure the Budget Total identified in the Budget Request Summary matches the amount identified on the General Information form as total eligible cost. **Note: If there is a discrepancy, evaluation and potential awards will be based on the amount identified on the General Information form as total eligible cost. The project budget for Year 1 and Year 2 in the budget table will be adjusted accordingly.**
2. Confirm the budget for Year 1 in the Budget Request Summary is accurate and not more than \$60,000.
3. Confirm the budget for Year 2 in the Budget Request Summary is accurate and not more than \$60,000.

- If the Budget Request Summary doesn't reflect your budget intentions, re-enter the data in the fields above table until it does.
- Confirm the individual costs by expense category and by Task accurately reflects the costs you expect the grant to reimburse.

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

	Task 1 - Project Administration		Task 2 - Project Costs		Total	
	Budget Year 1 7/1-6/30	Budget Year 2 7/1-6/30	Budget Year 1 7/1-6/30	Budget Year 2 7/1-6/30	Biennium Year 1 & Year 2	
Salary and Benefit expenses						
Example applicant W2 employee	\$2,800	\$2,800	\$40,000	\$40,000	\$85,600	
Subtotal Salary and Benefits	\$2,800	\$2,800	\$40,000	\$40,000	\$85,600	
Indirect Rate and Cost	20%	\$560	\$560	\$8,000	\$8,000	\$17,120
Total Personnel Expense	\$3,360	\$3,360	\$48,000	\$48,000	\$102,720	
Other Direct Expenses						
Outreach Video	\$0	\$0	\$5,600	\$0	\$5,600	
Outreach supplies	\$0	\$0	\$1,000	\$1,000	\$2,000	
Meeting space			\$1,380	\$1,500	\$2,880	
Subtotal Other Direct Expenses	\$0	\$0	\$7,980	\$2,500	\$10,480	
Total Project Costs	\$3,360	\$3,360	\$55,980	\$50,500	\$113,200	
Revenue						
Other Revenue	\$0	\$0	\$0	\$0	\$0	
Total Grant Request	\$3,360	\$3,360	\$55,980	\$50,500	\$113,200	
Budget Request Summary						
	Budget Year 1	Budget Year 2	Budget Total			
Quarterly Spending Estimate	\$14,835	\$13,465				
Task 1 - Administration Costs	\$3,360	\$3,360	\$6,720			
Task 2 - Project Costs	\$55,980	\$50,500	\$106,480			
Totals	\$59,340	\$53,860	\$113,200			

Screenshot 24 Example budget table and budget request summary.

Uploads form

Ecology grant managers and recipients use this form during the agreement period to upload relevant materials about the grant agreement. If an upload is required on a specific PPG application form, there will be a place to upload the document directly on that form. Do not use this form for application uploads, unless you run out of space on the application forms where they are requested.

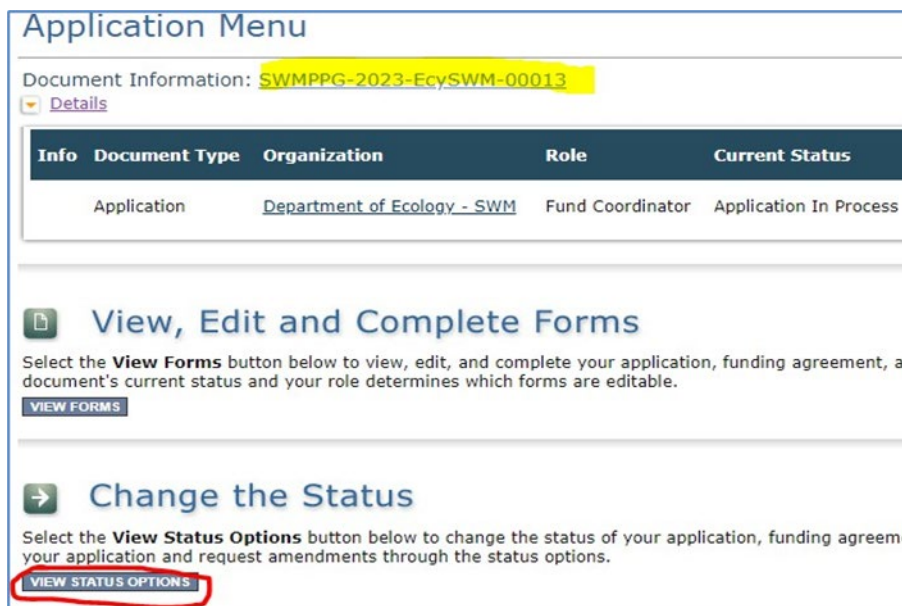
Submit an Application in EAGL IG

Give yourself enough time to complete the forms, clear all form errors, and successfully submit before the application period closes. **EAGL IG will not accept applications after 5:00 p.m. on the last day of the application period.**

Change the status

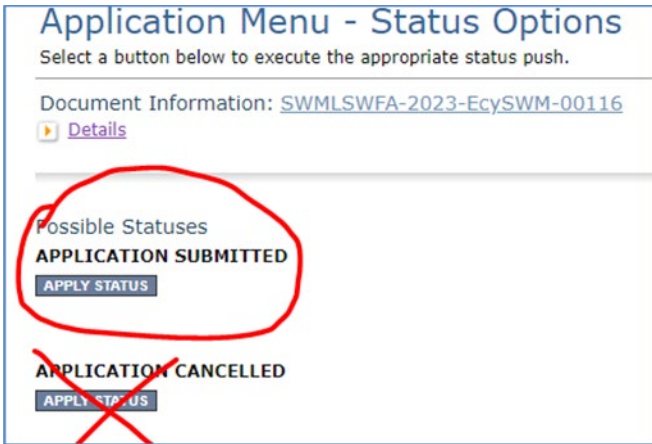
When you finish all the forms, you're ready to submit your application.

1. Click on the Document Information Number to navigate back to the Application Menu screen.
2. Under the **Change the Status** heading, select View Status Options.



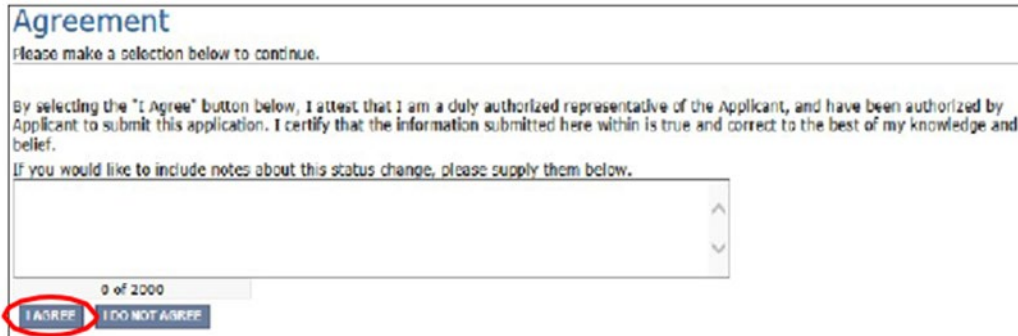
Screenshot 25 Where to go to change the status.

3. You should be on the "Application Menu – Status Options screen". Under the status of "Application Submitted", select Apply Status.



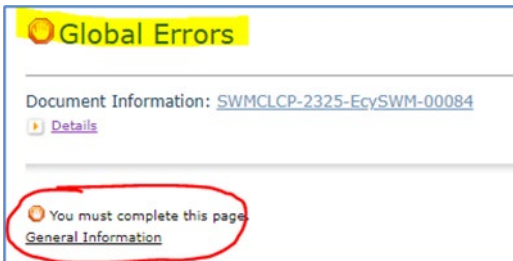
Screenshot 26 Under Application Submitted, select apply status to continue the process.

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



Screenshot 27 Attestation statement with the option to agree or not agree.

5. If you get a Global Errors message after attempting submission, simply go back to the form that has the error, make the correction, SAVE the form, and then try submitting again. Repeat as needed.



Screenshot 28 Example of a Global Error with a link to the form that has the error.

Confirm submitted

Last step! To confirm you successfully submitted your application, go to the Application Menu and check the Current Status.

- Select your document information number at the top of the page
- Expand the purple Details button if it isn't already.
- Find Current status, it should indicate Application Submitted.



Screenshot 29 Current status of application should be submitted.

Trouble submitting

If the “Current Status” is not “Application Submitted”, contact someone on the PPG team for assistance.

Be advised, the application status must be **Application Submitted** on the due date before 5:00 p.m. for funding consideration. Applications that are still “In Process” after this time will not be considered for evaluation. Trouble submitting your application on the last day at the last minute is common. Do not wait and give yourself plenty of time to ensure your application is submitted before the deadline.