2025-27 Local Solid Waste Financial Assistance (LSWFA) EAGL IG Application Instructions

Solid Waste Management's guidance for using Ecology's Administration of Grants & Loans System (EAGL IG) to apply for Local Solid Waste Financial Assistance (LSWFA)

For the

Solid Waste Management Program

Washington State Department of Ecology
Olympia, Washington

Publication Information

This document is available on the Department of Ecology's website at:
https://apps.ecology.wa.gov/publications/summarypages/2407043html

Related Information

- 2025-27 LSWFA Funding Program Guidelines
- Administrative Requirements for Recipients of Ecology Grants and Loans[1]

Contact Information

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[1] https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html
[2] www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served

| Southwest Region 360-407-6300 | Northwest Region 206-594-0000 | Central Region 509-575-2490 | Eastern Region 509-329-3400 |

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	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
Local Solid Waste Financial Assistance

2025-2027 Biennium

Solid Waste Management Program
Washington State Department of Ecology

December 2024 | Publication 24-07-043

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Screenshots

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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 will be available for IGX.

Accessing EAGL IG

Regardless of which EAGL 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)[3] account. Access EAGL by selecting the Access Now button.
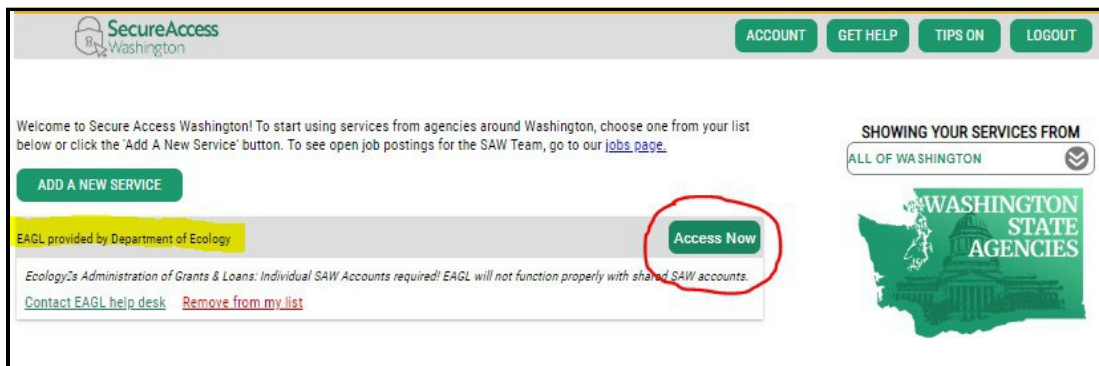
Screenshot 1 Accessing EAGL IG in SAW for returning users.

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.[4]

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

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[3] https://secureaccess.wa.gov/ecy/eagl
[4] https://youtube.com/watch?v=XXJh9arfasQ

auto-generates an email 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.

    -   Google Chrome
    -   Edge Chromium
    -   Mozilla Firefox
    -   Safari

2. EAGL IG is not available from 2:00 p.m. to 3:00 p.m. on Mondays.

    -   This is EAGL's scheduled maintenance time.
    -   Make sure to save your work and exit the system prior to this time to avoid losing data.

3. Save often! For network security purposes, both SAW and EAGL have timeout features based on inactivity.

    -   When SAW times out after inactivity, data entered to that point should not be lost. The system will prompt you to re-enter your Username and Password.
    -   When EAGL times out due to inactivity, unsaved data **will be lost**. Frequently save your work using the SAVE button at the top of a form or page.

4. There is no logout feature in EAGL IG.

    -   If you are interrupted or need to leave in the middle of filling out your application, save your work.
    -   Exit the program simply by selecting the "X" in the upper right corner of the screen.

5. EAGL IG system generated Document Information number.

    -   Write down this number in case you need it for later use.
    -   You can also use the last three digits to search for your Application/Agreement later.

6. The "back button".

    -   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.
    -   Instead, select your Document Information number to return to the Application Menu screen.

7. Remove formatting before copying and pasting text into EAGL IG.

    -   EAGL IG does not easily read formatted text or special characters.

- 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.

- EAGL IG is not a word processing application. You must manually check for typos and grammar. Pay particular attention to email addresses.
- Web browsers have built-in spell check tools that should work with EAGL IG.

9. Red asterisk (*).

- 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.

- Also known as a Tool Tip, looks like a blue circle with a white question mark in the middle.
- It indicates more information is available. Hovering over it displays the information.

12. Global errors icon.

- A red stop sign symbol with a white hand in the middle indicates an error.
- 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.
- 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.

Screenshot 2 Click the Check Global Errors link each time you complete a form.

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 Manual[5] located under the *My Training Materials* link at the top right of the screen on the

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[5] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html

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 LSWFA funding guidelines[6] and the Administrative Requirements for Recipients of Ecology's Grants and Loans (Yellow Book[7]).

[6] https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2407042.html

LSWFA application in EAGL IG
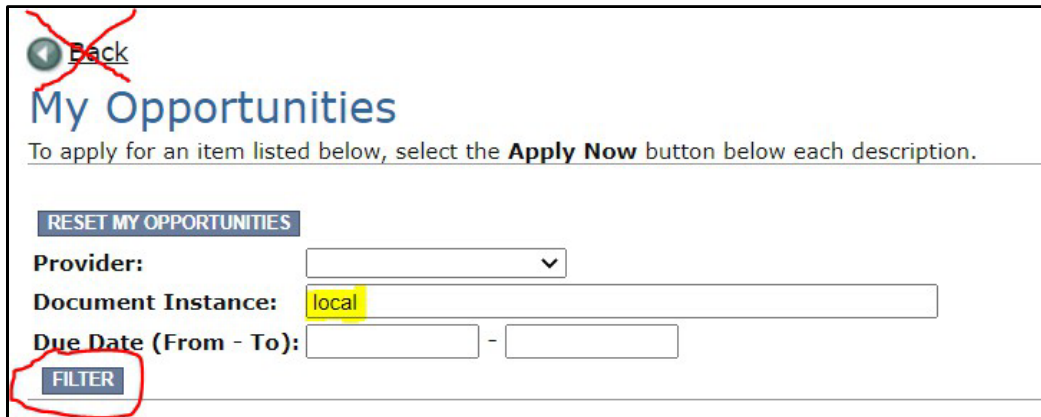
Locate the LSWFA funding opportunity

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.
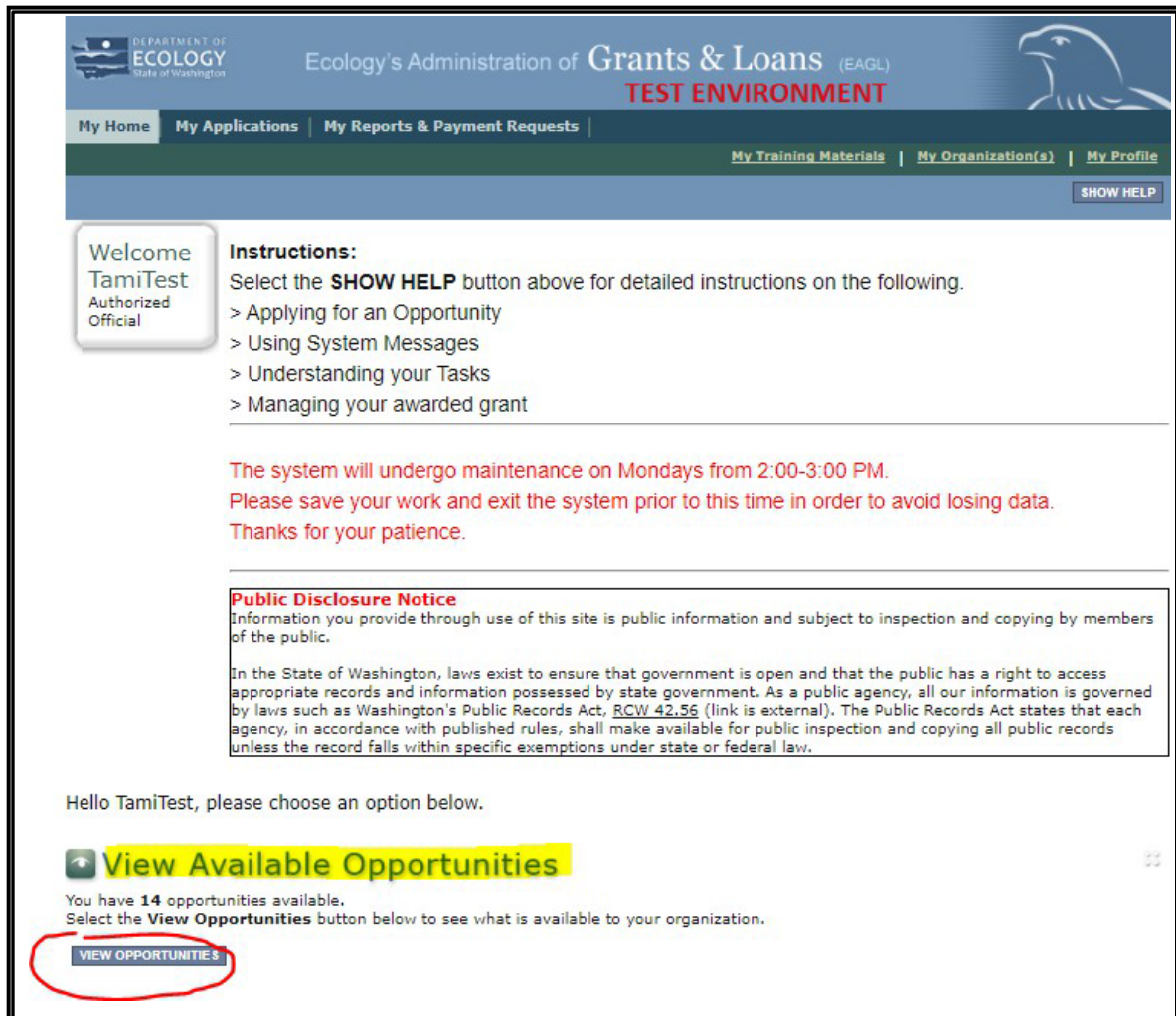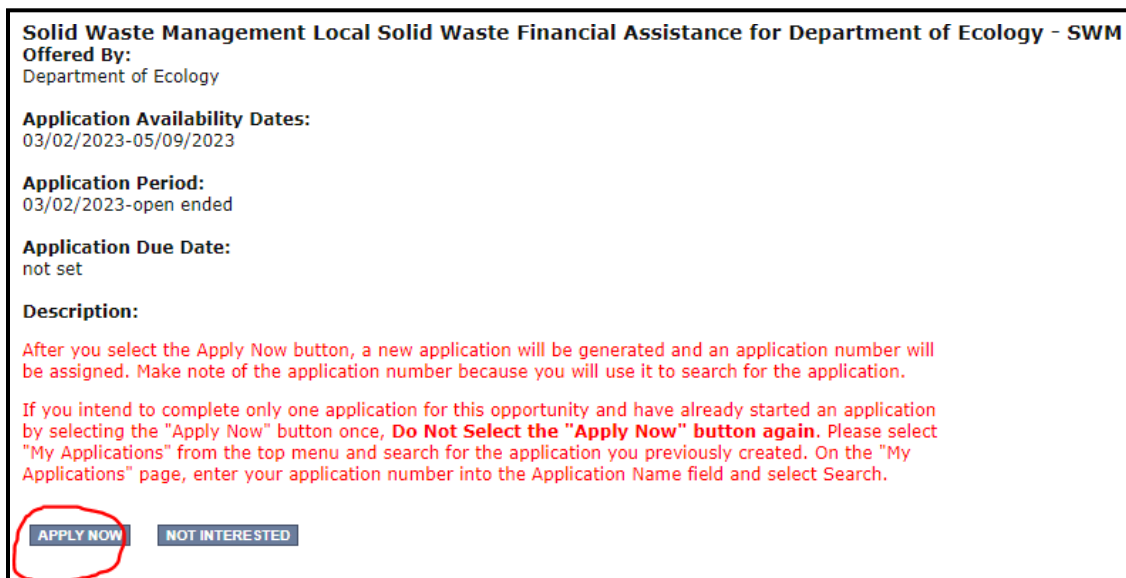

Screenshot 4 Locate the LSWFA funding opportunity in EAGL IG.

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.

Screenshot 5 Quickly filter for the LSWFA application.

Initiate a LSWFA application

Screenshot 6 Initiate an application for LSWFA.

After filtering, you should see Solid Waste Management Local Solid Waste Financial Assistance. When ready to initiate an application, select *Apply Now* at the bottom.

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.

Screenshot 7 Certification to submit an application.

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**".**

Begin completing your application forms by selecting **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 LSWFA application forms. Under *Funding Program Guidelines,* you will see a list of LSWFA guidelines and LSWFA application instructions. Use the 2025 Guidelines and 2025 Instructions for this application cycle.

Screenshot 9 Link to 2025 LSWFA guidelines and application instructions.

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 10 Page error example.
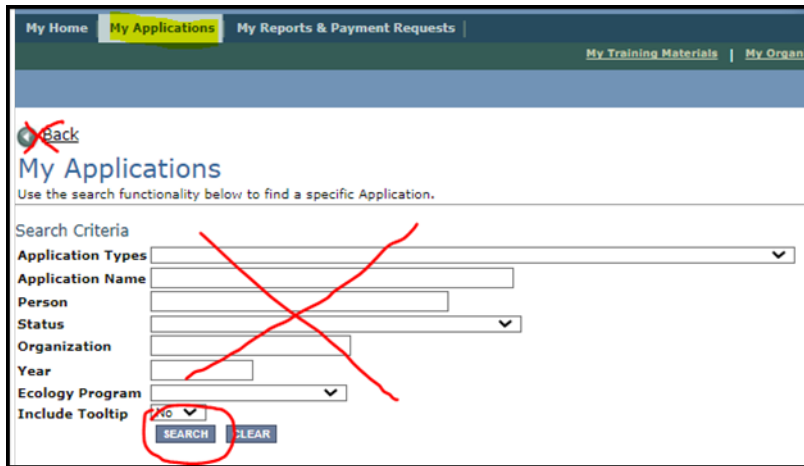
How to return to your application

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.

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 LSWFA application forms

Ecology began the EAGL modernization project in 2023 to upgrade EAGL from IG to IGX. The LSWFA 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.

Pro tips:

1. If you get lost navigating the various LSWFA 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.
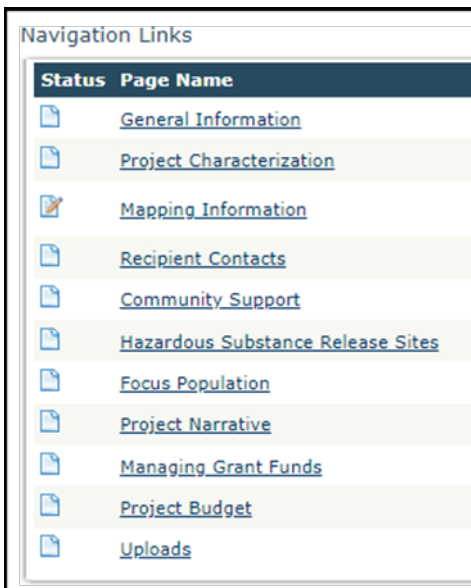
Screenshot 13 Use the navigation links at bottom of form to move to next form.
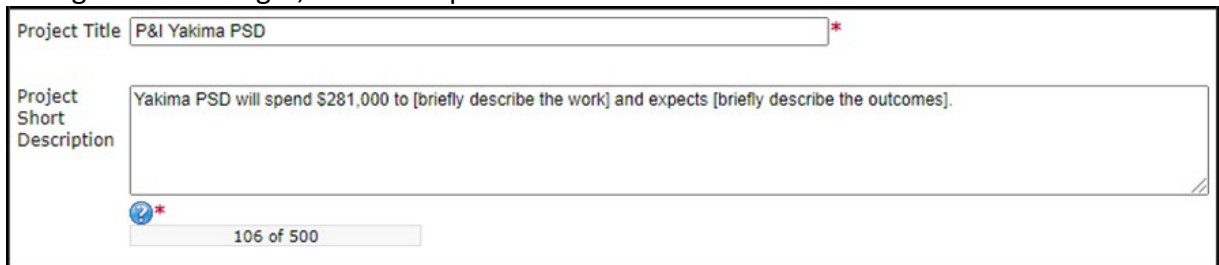
Screenshot 14 Select the Forms Menu link at the top of each form to navigate to other application forms.

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.

General Information form

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

- **Project Title**: Enter P&I (short for Planning and Implementation) or SWE (short for Solid Waste Enforcement) followed by the short name of your organization. For example, if Chelan-Douglas Health Department is applying for solid waste enforcement, enter "SWE Chelan-Douglas HD". Or, if Yakima Public Services Division is applying for planning and implementation, enter "P&I Yakima PSD".
- **Project Short Description**: Enter 1-2 sentences summarizing the work performed with the agreement budget, and the expected results.

Project Title	P&I Yakima PSD	*
Project Short Description	Yakima PSD will spend $281,000 to [briefly describe the work] and expects [briefly describe the outcomes].	
	❓* 106 of 500	

Screenshot 15 Example of LSWFA's naming convention and short description format.

- **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, the total cost would be more than the total eligible cost of the agreement.
- **Total Eligible Cost**: This is the amount the organization and Ecology agree is available to implement all scopes of work. For LSWFA it includes Ecology share plus the required local contribution.
- **Project Category**: Pick one of the following for this application.
  - **Planning & Implementation**
  - **Solid Waste Enforcement**

Note: If your organization applies for both P&I and SWE, pick one for this application. Then, notify your grant manager to generate a second application for the other project category. When Ecology creates the 2nd application, your grant manager will let you know the document information number. You will then need to complete the second application in addition to this one.

Screenshot 16 Select the correct Project Category related to the funds you are applying for on the current application.

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:**
  - If you selected Planning & Implementation as the Project Category on the General Information form, your secondary theme is **Solid Waste Management.**
  - If you selected Solid Waste Enforcement as the Project Category on the General Information form, your secondary theme is **Enforcement.**

Save the form and proceed 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.

The selected authorized signatory will become the first signature block on the agreement.

Additional signatories are not required to register in EAGL IG. Add their 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.

Screenshot 18 Add additional signatories to sign final grant agreement.

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

Additional Funds and Coordination form

This form covers two very important application steps: applying for additional funds and providing proof of required coordination.

Additional Funds

Requesting additional funds is part of the "unrequested process" and should not be confused with the deobligation/reobligation process also known as the "unspent process" conducted in quarter 6 of the biennium. Your only opportunity to request additional funds through the unrequested process is through this application form.

Local governments listed on the allocation table (also referred to as the Primary), excluding independent cities, can request additional funds should they become available at the start of the biennium. Typically, these unrequested funds become available when a Primary applies for less than what was identified on the allocation table.

If you are a Primary (county government or jurisdictional health department) listed on Ecology's allocation table, select Yes and answer the two questions under "Additional Funds

("unrequested")". In rare circumstances, the Primary is not the county government. If you are unsure, please contact your grant manager for clarification.

If you are not a Primary, or otherwise ineligible to request additional funds, select **No** and move on to the **Proof of Coordination** section.

Proof of Coordination

This section is **only** required for applicants that selected Planning & Implementation as the Project Category on the General Information form, excluding independent cities. If you selected Solid Waste Enforcement as the Project Category, or if you are an independent city listed on the allocation table, select No to the first question and save the form. You can move on to the Category Specific Task(s) form.

If you are required to coordinate, the requirements are different for a primary local government than for a partnering local government.

- If you are unsure which best describes your organization, refer to the Coordination section in the LSWFA Guidelines[1].
- Upload the required proof of coordination for your organization.
- Checking the boxes indicates you have read and understand the types of documentation required, even if they aren't applicable to your situation. Both boxes must be checked before the form will save error-free.

Save the form when you are finished and proceed to the next form.

Category Specific Task(s) form

You'll complete the Category Specific Task(s) – Planning & Implementation or Category Specific Task(s) – Solid Waste Enforcement form depending on which Project Category you selected on the General Information form. Save often as you work through this form.

Adding a Task

After you save the form the first time, the "Add" option appears. To add a new task, select the ADD button at the top of the form.
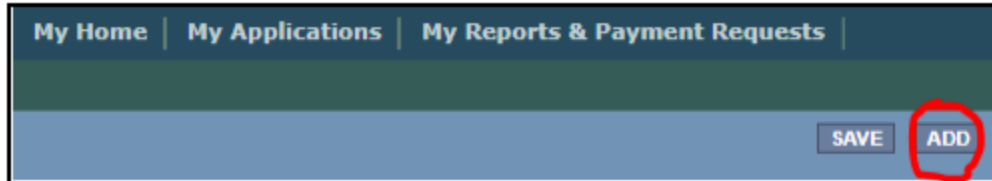
Screenshot 19 To add another task, select the Add button.

Planning & Implementation

This form has not changed since last biennium, do your best to answer all the questions. Your grant manager may contact you for clarification after your application is submitted. Instructions for how to complete fields on this form are provided below.

Task Category: Select the category that best describes the work you plan to perform in this task. Your grant manager will select a standard project title when drafting the agreement. It's okay if your application includes more than one task with the same Task Category.

Task Total Eligible Cost: This is the Ecology share plus the 25 percent local contribution requirement. If your application includes more than one task, the sum of all Task Total Eligible Costs should equal the Total Eligible Cost entered on the General Information form.

Task Goal Statement: State the overall goal for the work. Your grant manager may use stock language for the goal statement when drafting the agreement.

Task Description: Describe the work, who will perform it, and the costs you expect reimbursed that equal the Task Total Eligible Cost.

Outcomes Recipient Expects to Achieve: Refer to the Outcomes Guidance in Appendix J of the Guidelines. List a measure or measures for the work you plan to perform and include the overall expected outcome for each measure. Identify the unit of measure as needed.

Outcomes Recipient Expects to Achieve
Enter the total overall expected outcome for each measure. See application instructions for details on how to calculate the metric.

Measureable Outcome	Overall Expected Outcome	Unit of Measure
Contamination reduction	50	Cubic yards
Contamination reduction	500	Participants

Screenshot 20 Example of completed table.

Solid Waste Enforcement

This form has not changed since last biennium, do your best to answer all the questions. Your grant manager may contact you for clarification after your application is submitted. Instructions for how to complete fields on this form are provided below.

Task Category:

- Select the category "SOLID WASTE ENFORCEMENT" if the work you plan to perform aligns with the two tracks listed below under Task Description. Your grant manager will select a standard project title when drafting the agreement. It's okay if your application includes more than one task with the same Task Category.
- Select the category "ENFORCEMENT SPECIAL TASK" if the work you plan to perform does not fall within the work described for either of the two tracks listed below "SOLID WASTE ENFORCEMENT" under Task Description. If you select this category, follow the instructions under "Enforcement Special Task" to complete the form.

Task Total Eligible Cost: This amount is the Ecology share plus the 25 percent local contribution requirement. If your application includes more than one task, the sum of all Task Total Eligible Costs should equal the Total Eligible Cost entered on the General Information form.

Task Goal Statement: State the overall goal for the work. Your grant manager may use stock language for the goal statement when drafting the agreement.

Task Description: There are two tracks of work listed as activities. Your organization may do both or a variation of each. Copy the template language provided in this form for both tracks and paste it into the Task Description box. Modify the template language as necessary to best describe the work, who will perform it, and the costs you expect reimbursed that equal the Task Total Eligible Cost.

Under the Task Description box, there are additional questions that cover both tracks of work. Answer them as they apply to this task.

1. Facility / Site Compliance: If the budget for this task does not include paying the expenses of monitoring solid waste handling facilities, select No, and move on to the next set of questions.
   - If you are requesting reimbursement for expenses to monitor solid waste handling facilities for compliance, select Yes.
   - Upload a document listing the name of each facility and the status of its permit.
2. Solid Waste Investigation, Assistance, Enforcement: Answer the questions as they relate to the costs you expect to charge to the task. Your grant manager will draft the scope the work in the agreement and follow-up with you regarding any other terms.

Enforcement Special Task

Task Category: You've selected ENFORCEMENT SPECIAL TASK as the category. Your grant manager will select a standard project title when drafting the agreement. It's okay if your application includes more than one task with the same Task Category.

Task Description: If your special task is Homeless Encampment Response or Syringe Collection Program, briefly describe the work and detail the expected outcomes. Your grant manager will use template language to draft the task. If your special task is something else, clearly describe the work and expected outcomes. If you need more space, you can use the text box under "List any other outcomes or outputs you would like to track".

Remainder of form

For this task, it's unlikely the remainder of the fields in this form are relevant to your task. Answer questions as No. Under "Outcomes Recipient Expects to Achieve", enter a 0 as the overall expected outcome and leave the unit of measure blank.

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

Spending Plan and Outcomes Data Collection form

This form includes two sections: Spending Plan and Outcomes Data Collection.

New in 25-27, you are **not required** to complete the Spending Plan section during the agreement period; however, during application, the EAGL system may require you complete the Spending Plan section. If you are prompted, enter the following:

Total Eligible Cost: The amount you entered as the agreement Total Eligible Cost is reflected in red font on this form. Confirm this is the correct total for your entire agreement. If it is not correct, you can fix it on the General Information form.

Task Title: Use the drop-down list to select the correct task category. Do this for each Category Specific Task form you completed in the application.

Quarterly Costs: Because we are not using the spending plan during the biennium, enter the Total Task Cost in Qtr. 1 for each task title, enter zeroes in the remaining quarters.

The "Biennial Total" for each task should equal the Task Total Eligible Cost on the Category Specific Task(s) form. The "Grand Total" should equal the Total Eligible Cost in red font. If it does not, make the necessary corrections.

And the Total must equal the agreement total eligible cost.
(Total Eligible Cost = $100,000.00)

Start Year 2023	Jul-Sept 2023	Oct-Dec 2023	Jan-Mar 2024	Apr-Jun 2024	Jul-Sept 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Biennial Total
Task Title									
PLANNING ▾ *	$25,000.00	$0	$0	$0	$0	$0	$0	$0	$25,000.00
WRR ▾ *	$75,000.00	$0	$0	$0	$0	$0	$0	$0	$75,000.00
⊕ ▾ *									
Total	$100,000.00	$0	$0	$0	$0	$0	$0	$0	Grand Total $100,000.00

Screenshot 21 Example Spending Plan completed as described in instructions.

There is nothing for you to do in the Outcomes Data Collection section for the application.

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

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 LSWFA 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.
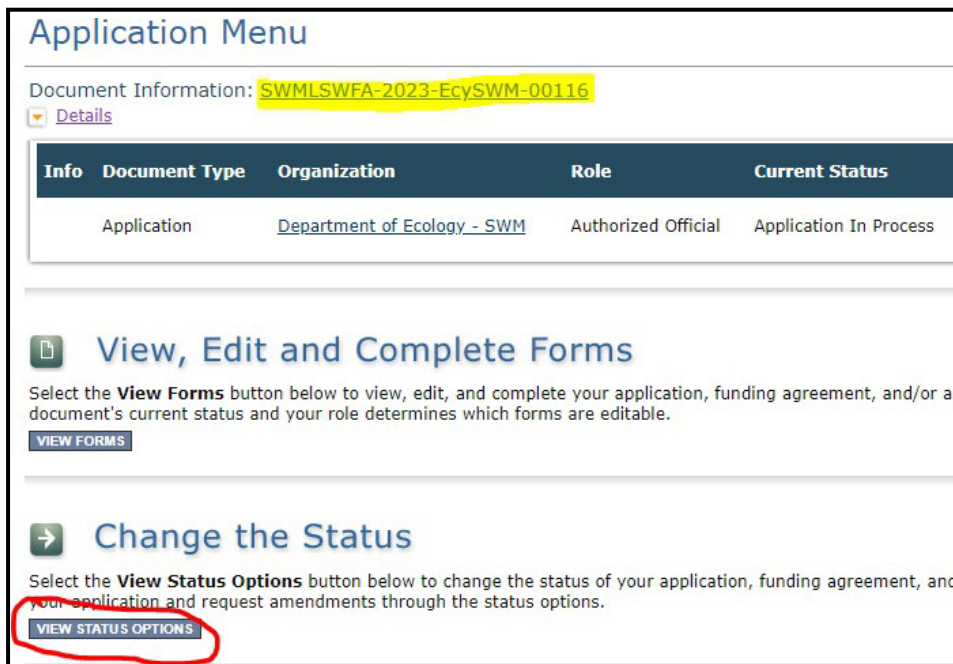
Screenshot 22 Where to go to change the status.

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

Screenshot 23 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 24 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 25 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 26 Current status of application should be submitted.

Trouble submitting

If the "Current Status" is not "Application Submitted", contact your LSWFA grant manager 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 forfeit consideration for additional funds. 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.