



Pilot Competitive Drought Planning and Preparedness Grants

Application Instructions

2024

For the Water Resources Program

Washington State Department of Ecology

Olympia, Washington

January 2024, Publication 24-11-001

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Cover photo credit

- Issaquah Creek as seen overlooking the creek on a clear day

Contact Information

Water Resources Program

P.O. Box 47600
Olympia, WA 98504-7600
Phone: 360-407-6872
Email: DroughtPreparedness@ecy.wa.gov

Website¹: [Washington State Department of Ecology](http://www.ecology.wa.gov)

Headquarters, Olympia	360-407-6000
Northwest Regional Office, Shoreline	206-594-0000
Southwest Regional Office, Olympia	360-407-6300
Central Regional Office, Union Gap	509-575-2490
Eastern Regional Office, Spokane	509-329-3400

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¹ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region
360-407-6300

Northwest Region
206-594-0000

Central Region
509-575-2490

Eastern Region
509-329-3400

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

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DEPARTMENT OF
ECOLOGY
State of Washington

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Chapter 1: Getting Started with EAGL

Before you apply

Register for SAW account and EAGL access

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

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

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

If you don't yet have a SAW account or EAGL access

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

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

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

Additional grant and loan guidance

- **Pilot Competitive Drought Planning and Preparedness Grants, 2024** is a guide for applicants of the drought planning and preparedness grant to prepare a complete and competitive application.
<https://apps.ecology.wa.gov/publications/SummaryPages/2311019.html>
- **Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book) July 2023** documents administrative requirements to all Washington State Department of Ecology grants and loans with an agreement effective date of July 1, 2023 or later.
<https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>
- **EAGL External Users' Manual (2017)** offers guidance for tasks such as submitting payment requests and equipment purchase reports, requesting amendments, etc.
<https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Important tips for navigating EAGL

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

1. **All users must have a SAW account and EAGL access.** When you assign staff as contacts on agreements, they must already have these accounts. If someone does not have authorization to be in EAGL, they cannot have a role assigned in the system.
2. **Do not share SAW accounts to access EAGL.** Do not change EAGL account names to give a new user an existing account.
3. **To find an application you already started:**
 - a. From your EAGL homepage, select My Applications in menu bar at top. You don't need to enter search criteria—select Search button to see a list of your organization's applications/agreements. If you know your application number, copy it into Application Name field and select Search again.
 - b. Find more details in Chapter 2 or contact the financial manager if you need help finding an application already in progress.
4. **Familiarize yourself with the *EAGL External Users' Manual (User Manual)*.** It has additional step-by-step instructions, important system requirements, and tips for navigating EAGL. It's available in two locations:
 - a. Ecology's website:
<https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>
 - b. EAGL's **Welcome Page** under **My Training Materials**. See screenshot on the next page.





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

- c. Use the [EAGL External Users' Manual](#) (also known as the User Manual) to familiarize yourself with how EAGL roles are assigned at the Organization and Document levels. Only those in the Authorized Official Role can view available funding opportunities and initiate and submit a grant application.
 - Authorized Officials can change role assignments at the organization or document level. Roles set at the organization level serve as the user's default role for newly initiated applications. For more information about roles, see EAGL Role Permissions Overview (p. 27) and Comprehensive Role Matrix (p. 105) in the [EAGL External Users' Manual](#).
5. **Open EAGL using one of these modern web browsers:** Mozilla Firefox, Safari, Edge Chromium, or Google Chrome. Do not use Internet Explorer.
6. **Save frequently!** For network security purposes, both SAW and EAGL systems have timeout features based on inactivity. *Remember to **SAVE** often.*
 - a. When SAW times out after inactivity, data entered to that point should not be lost. You will be prompted to re-enter your User Name and Password.
 - b. When EAGL times out due to inactivity, unsaved data will be lost. Frequently save your work using the **SAVE** button located in the top right of each application form. Once your work is saved, you can exit EAGL, then re-open your application and pick up where you left off.
7. **Check your spelling.** EAGL is not a word processing application. Please be sure to check for typos and grammar before submitting your application. Pay particular attention to

email addresses. Modern web browsers may have a spellcheck feature that can assist you with grammar and spelling.

8. **Remove formatting before copying and pasting your text into EAGL.** The EAGL system does not easily read special characters or formatted text. For best results, type directly into the textboxes or cut and paste your text from Notepad or a Word document (saved as plain text) into the application's textboxes.
9. **Red asterisk (*).** This indicates that the field is required. Applications cannot be submitted if any required fields are left blank. The system will give you an error notice—at top of the page in orange font—if you save or try to submit an application with errors or missing fields of information.

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

10. **Global errors icon.**  A hand on orange stop sign next to a form indicates an error. After you have filled out each Application Form *in order*, we recommend running the **Check Global Errors** command. The button is located at the top right on each application form. See screenshots 2 and 3.



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

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



Screenshot 3: If EAGL finds an error when you run "Check Global Errors," a message will direct you to which field needs to be corrected.

Chapter 2: Beginning an EAGL Application

Locating the Drought Planning and Preparedness funding opportunity Application

On the **Welcome Page**, Authorized Officials can find the initiated grant application by selecting “**View Opportunities**”. See screenshot.

The screenshot displays the EAGL TEST ENVIRONMENT interface. At the top, the header includes the Department of Ecology logo and the text 'Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT'. A navigation bar contains links for 'My Home', 'My Applications', 'My Reports & Payment Requests', 'My Training Materials', 'My Organization(s)', and 'My Profile', along with a 'SHOW HELP' button. The main content area features a 'Welcome' message for Lydia(SAW), an Authorized Official. Below this, there are instructions for users, a maintenance notice, and a 'Public Disclosure Notice'. The 'View Available Opportunities' button is highlighted with a red circle.

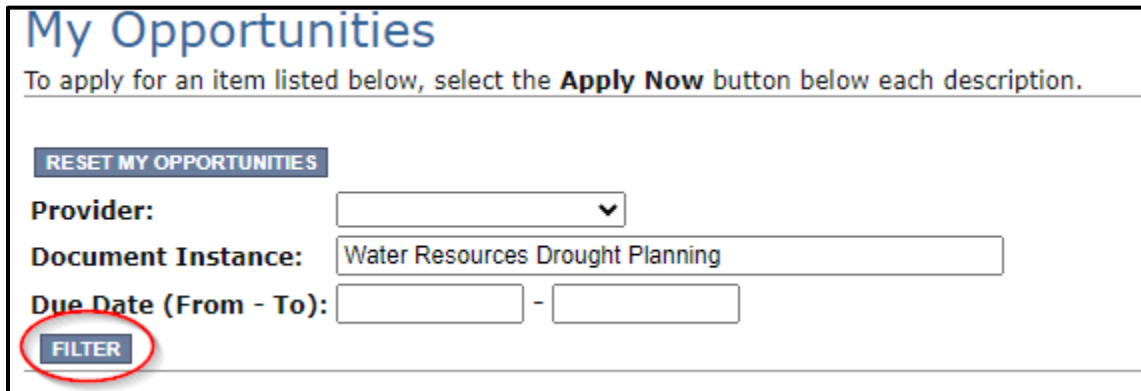
Screenshot 4: Click the “View Opportunities” button to find grant opportunities available to your organization.

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

Applying for the Drought Planning and Preparedness Funding Opportunity

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

In the **Document Instance** search bar, type *Water Resources Drought Planning*, then select the **Filter** button.



The screenshot shows the 'My Opportunities' page with the following elements:

- Header: **My Opportunities**
- Instruction: To apply for an item listed below, select the **Apply Now** button below each description.
- Buttons: **RESET MY OPPORTUNITIES** (blue button)
- Form fields:
 - Provider:** dropdown menu
 - Document Instance:** text input field containing 'Water Resources Drought Planning'
 - Due Date (From - To):** two text input fields separated by a hyphen
- Action: **FILTER** button (blue button, circled in red)

Screenshot 5: Search for Water Resources Drought Planning on the “My Opportunities” page.

The Water Resources Drought Planning and Preparedness application should appear. If you meet the eligibility requirements outlined in the guidelines, click the **Apply Now** button.

Please hit “Apply” button only once for each application. The system automatically limits each organization to two applications to avoid the accidental creation of unintentional applications. If you need to submit more than two applications on behalf of your organization, please contact the Financial Manager (see Chapter 5: [EAGL Guidance](#) of this document). They can approve additional applications for you.

Application Menu

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

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

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

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

Application Menu

Document Information: [WRDPP-2024-EcyWR-00003](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - WR	Authorized Official	Application In Process	12/22/2023 - N/A N/A

View, Edit and Complete Forms

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

VIEW FORMS

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

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












Application Menu - Forms

Please complete all required forms below.

Document Information: [WRDPP-2024-EcyWR-00003](#)

 [Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	WRDPP-2024 Application Instructions			
	WRDPP-2024 Funding Guidelines			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information			
	Recipient Contacts			
	Drought Planning Preparedness Eligibility and Scoring Criteria			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Budget Proposal			
	Uploads			

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

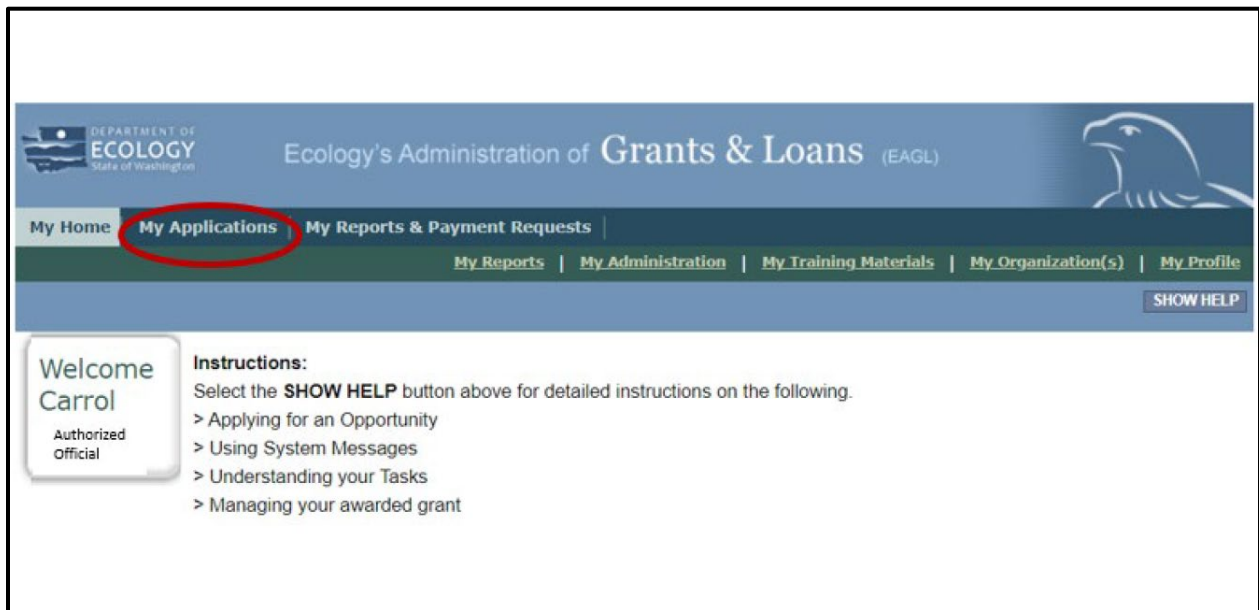
Returning to an application already in progress

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

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

"My Application" option:

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



Screenshot 8: "My Applications" link on EAGL's welcome page is one way to navigate to an application already in progress.

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

For example, under **Search Criteria**, select the application type under **Application Types**. In this case, select *Water Resources Drought Planning and Preparedness: 2024* from the drop-down menu, then click the **Search** button. See screenshots below.

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

[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Type: **Water Resources Drought Planning and Preparedness: 2024**

Application Name:

Person:

Status:

Organization:

Year:

Ecology Program:

Include Tooltip:

Search Results

Export Results to: Sort By: ASC

Number of Results: 1

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>		Department of Ecology - WR	WRDPP-2024-EcyWR-00003	Application In Process	2024

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

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

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

Search Results

Export Results to: Sort By: ASC

Number of Results: 1

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>		Department of Ecology - WR	WRDPP-2024-EcyWR-00003	Application In Process	2024

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

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

My Tasks" option:

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

My Inbox
You have **50** new messages.
Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

My Tasks

Export Results to **Screen** Sort by: **-- Select --** **GO**

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Department of Ecology - WR	WRDPP-2024-EcyWR-00003	Application In Process	2/22/2023	

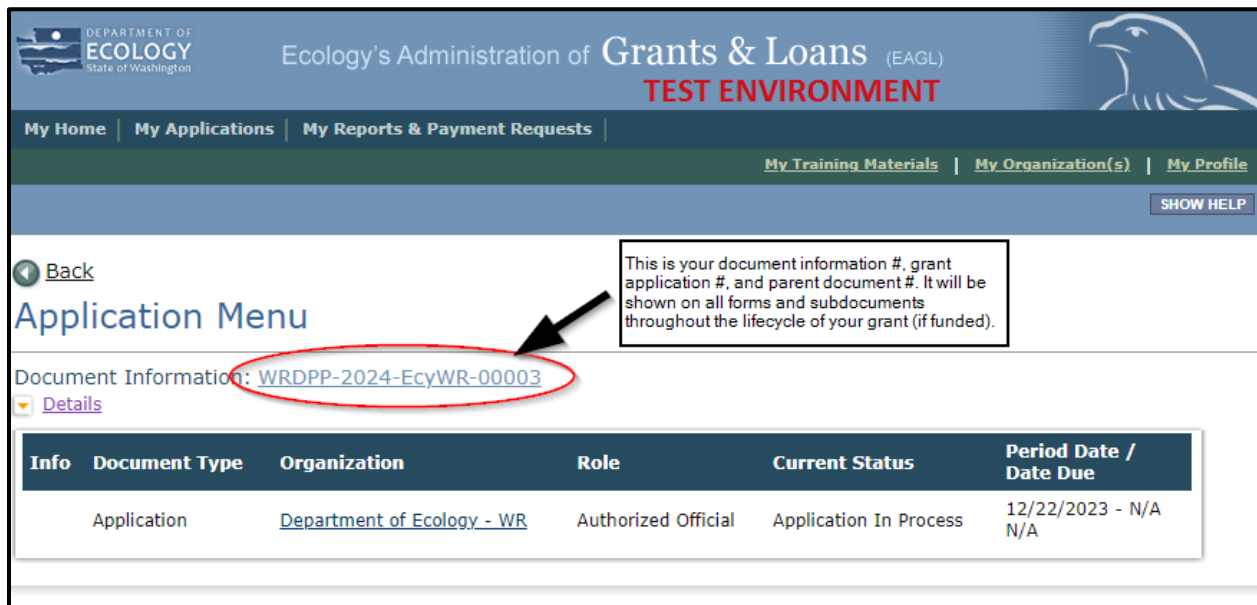
CLOSE MY TASKS

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

Chapter 3: Navigating the Application Forms

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

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

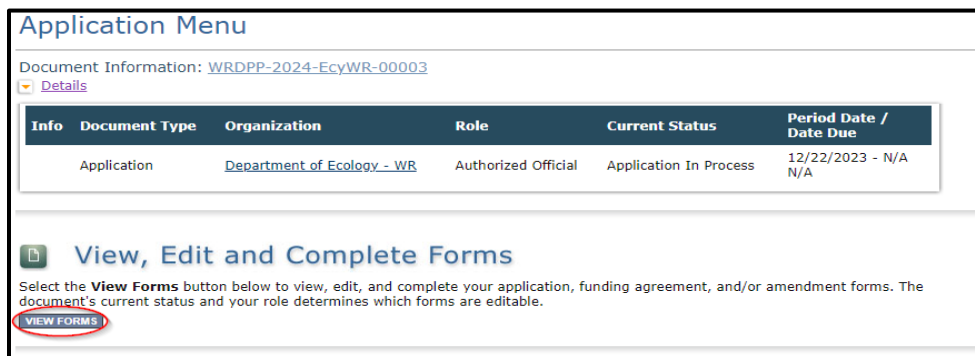


The screenshot shows the EAGL (Ecology's Administration of Grants & Loans) interface. At the top, there is a navigation bar with links for "My Home", "My Applications", "My Reports & Payment Requests", "My Training Materials", "My Organization(s)", and "My Profile". A "SHOW HELP" button is also present. Below the navigation bar, the "Application Menu" is displayed. A callout box points to the "Document Information" field, which contains the number "WRDPP-2024-EcyWR-00003". A table below the callout provides details about the application.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - WR	Authorized Official	Application In Process	12/22/2023 - N/A N/A

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

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



The screenshot shows the "Application Menu" page. It displays the "Document Information" field with the number "WRDPP-2024-EcyWR-00003" and a "Details" link. Below this is a table with the same data as in Screenshot 12. At the bottom of the page, there is a section titled "View, Edit and Complete Forms" with a "VIEW FORMS" button circled in red.

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













Application Menu - Forms

Please complete all required forms below.

Document Information: [WRDPP-2024-EcyWR-00003](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	WRDPP-2024 Application Instructions			
	WRDPP-2024 Funding Guidelines			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information			
	Recipient Contacts			
	Drought Planning Preparedness Eligibility and Scoring Criteria			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Budget Proposal			
	Uploads			

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

As you begin filling out your application, here are some important things to keep in mind:

- Save regularly.
- EAGL does not support formatted text (bold, italics, underlining, symbols, etc.) It’s recommended that you type up your answers in Notepad or Word first. Save your work as Plain Text, then “cut and paste” it into the EAGL text box. The text boxes have a character limit shown at the bottom. See Appendix A for more information about character limits.
- Spell Check. Double check for typos and grammar prior to submitting documents. The system is not a word processor and does not have a spell checker. However, most browsers now have a spellcheck function which should work with EAGL.

- Public Disclosure. You will notice that all pages in EAGL have a statement regarding public disclosure. Information you provide through use of this site is public information and subject to inspection and copying by members of the public.
- A red asterisk * indicates that the field is required. Applications may not be submitted if information is missing from required fields.
- To see all errors, select “**Check Global Errors**”. We recommend that before you leave a page you routinely run the “**Check Global Errors**” command.

General Information (form)

The **General Information** form is the first form you’ll see on the **Application Menu-Forms** page.

Enter the following information:

- **Project Title.**
- **Project Short Description:** This section should briefly address “who, what, where, when, and why.” This will ultimately be the description that is on the EAGL Map Project Details and will be visible to the public.
- **Project Long Description:** Please go into detail regarding your project. If there are multiple tasks that are not related, include a separate paragraph for each task. Specifically address the project, who is the responsible agency, where it is located, why the project is important and when it will be completed. We recommend NOT using all 4,000 characters when creating the original agreement. If an amendment is needed, additional characters may be required for the Project Long Description.
- **Total Cost:** Enter the total project cost.
- **Total Eligible Cost:** There is no match requirement or budget cap, Ecology expects all proposed budgets to reflect a judicious and responsible use of taxpayer funds that adhere to the specified requirements of this grant offering.
- **Effective Date:** This should be the start date of the project; this can be negotiated if the application is funded. NOTE: We do not backdate grants.
- **Expiration Date:** The last date expenditures may be incurred. It is anticipated these grants will take 2 years for completion. Recipients are to submit the Closeout Report within 30 dates of the expiration of the agreement.
- **Ecology Program:**
 - Water Resources (default).
- **Project Category:**
 - Drought Planning (default).

- **Will Environmental Monitoring Data be collected?**
 - No (default).
- **Overall Goal:** Provide a brief summary of the outcomes expected, the overall goal, and environmental benefits. This will be the goal that is displayed on the **EAGL Map Project Details**, visible to the public.

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



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

How to navigate the Application Forms:

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

The screenshot displays the user interface of the Ecology's Administration of Grants & Loans (EAGL) system. At the top left, the logo for the Department of Ecology, State of Washington, is visible. The main header reads "Ecology's Administration of Grants & Loans (EAGL)". A navigation bar below the header contains links for "My Home", "My Applications", and "My Reports & Payment Requests". A secondary navigation bar includes "My Training Materials", "My Organization(s)", and "My Profile". Below these are buttons for "SAVE", "PRINT VERSION", "ADD NOTE", and "CHECK GLOBAL ERRORS". A "Page Information" box states "The information has been saved." A "Back" button is present. The document information is "WRDPP-2024-EcyWR-00003" with a "Details" link. The breadcrumb trail shows "You are here: > Application Menu > Forms Menu > Application Forms", with "Forms Menu" circled in red.

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

Project Characterization (form)

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

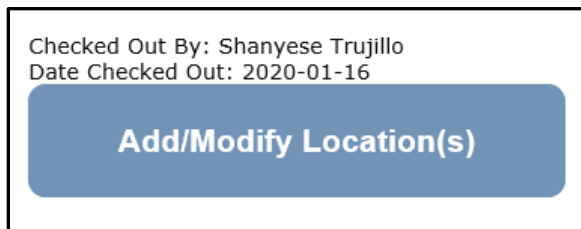
Enter the following information:

- **Primary Theme:** Select Water Resources
- **Secondary Theme:** Select Drought Planning.
- **Project Website:** Enter your project's website address, if available.

Select **Save** before navigating to the next form.

Mapping Information (form)

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



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

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

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

Select method(s) to enter boundary

<input type="checkbox"/> Air Authority	<input type="checkbox"/> Lake
<input type="checkbox"/> City	<input type="checkbox"/> Parcel
<input type="checkbox"/> County	<input checked="" 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

^ Project Areas

Screenshot 18: Define your project's boundary using either WRIA or Drawing/Import Tools.

Select option: **Drawing/Import Tools**. The applicant will be able to upload a GIS map of the project area. To import the shape file, select import shape file, upload a GIS shape file of the project area. Additional Mapping instructions are available in **“My Training Materials”, “Map Instructions (Recipient)”** in the blue ribbon at the top of each page in EAGL.

Or select option: **WRIA**. The applicant can choose the WRIA (Water Resource Inventory Area) that the project falls under.

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

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

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

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

Recipient Contacts (form)

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

- **Project Manager (EAGL functionality role):** The person responsible for the overall project and for completing quarterly progress reports.
- **Billing Contact (EAGL functionality role):** The person responsible for completing and submitting payment requests and associated back-up documentation.
- **Authorized Signatory:** The person who legally authorizes an agreement with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners.
 - The **Authorized Signatory** will be the first name shown on the signature page.
 - Consider assigning them the role of **Reader**. The **Reader** role will not receive the EAGL system-generated emails throughout the lifecycle of the grant.
 - See [EAGL Users' Manual's Appendix 1: Quick Steps for EAGL Processes \(page i\)](#) for Managing Roles at the Organization Level or Managing Roles at the Document Level.
 - Contractors cannot be assigned the role of **Authorized Official** to maintain proper internal controls related to account and payment request submittal. Assign them the role of **Writer** if you want to allow them to assist in filling out the application or payment requests and progress reports.

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

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

Other recipient signatures on printed agreement	
<p>To Add a Row Enter a name and title When done, click the SAVE button After SAVE, a new row will appear</p>	<p>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</p>
Name	Title
<input type="text"/>	<input type="text"/>

Screenshot 19: In EAGL’s table for other signatures, add people who should be signatory to the agreement, such as a legal staff person or a city council member.

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

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

If a staff member leaves your organization put an end date in the date section next to their name. **Do not uncheck their box** under **Access Management Tools-Add/Edit People** at both the agreement level and document level. Doing so will undo the work they have done on all agreements and is problematic in EAGL and for auditing.

FYI: Each organization should have at least two Authorized Officials to have a backup in case of staff turnover or unavailability.

An organization’s **Authorized Official** in EAGL may change other user’s role within their organization.

Drought Planning Preparedness Eligibility and Scoring Criteria (form)

Please fill out the form accurately and completely (screenshots below). Please provide as much context and backup to the answers on your application as possible. Each question has a comment box and upload button for you to provide additional information to support your response. The comment box and upload feature are required on some questions and will be noted with a **Red asterisk (*)**.

The questions are organized for easy reference based on the Evaluation Criteria Scorecard on page 18 of the [Funding Program Guidelines](#)².

² <https://apps.ecology.wa.gov/publications/SummaryPages/2311019.html>

Helpful Tips:

If you write a response over the character limit and hit save, your response will not be saved. You will need to edit your response to be at or below the character limit and hit save again.

If you try to add an upload to one of the scoring criteria questions with a response over the character limit the upload will not be saved. You will need to edit your response to be at or below the character limit and re-upload your document then hit save.

<p><u>DROUGHT PLANNING PREPAREDNESS ELIGIBILITY AND SCORING CRITERIA</u></p> <p>Instructions:</p> <p>Applicant answers to the following questions will be used to evaluate your Drought Planning and Preparedness Grant Application. Please answer accurately and completely as this may impact your score. Each question has a required field either text, check box or upload option. Where there is a required text box there is also an optional upload field to allow you to provide any additional items to support your response or if you reach the character limit. Please note on some questions the upload feature is required.</p> <p>Please fill in the appropriate fields. Required fields are marked with an * When done, click the SAVE button.</p> <p>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.</p> <p>Eligibility * Please select your eligible entity type.</p> <ul style="list-style-type: none"><input type="radio"/> City/Town<input type="radio"/> Conservation district<input type="radio"/> County<input type="radio"/> Federally recognized Tribe<input type="radio"/> Irrigation district<input type="radio"/> Port district<input type="radio"/> Public utility district<input type="radio"/> Sewer district<input type="radio"/> Water district<input type="radio"/> Watershed management partnership <p>If your entity type is not listed above, you may not be eligible to apply. Please reach out to the contact(s) identified in the funding program guidelines with any questions.</p>
--

Screenshot 20: The first portion of the form is the Eligibility section.

Scoring Criteria

Category 1: Prioritizing Overburdened Communities and Vulnerable Populations in the Local Drought Preparedness Plan (LDPP)

Please follow the two-step process described in the funding program guidelines found on the Application Menu page for identifying, if any, the overburdened communities where vulnerable populations are highly impacted by drought within your project planning area(s).

* 1.1(a) Please select the environmental justice screening tool(s) you used to identify if any vulnerable populations are highly impacted in your drought planning area(s):

[Washington State Environmental Health Disparities Map](#)
 [EPA's EJ Mapping Tool \(EJScreen\)](#)
 Tribal Land

* (b) Please select the vulnerable populations in your planning area(s), if any:

Communities with a 9 or 10 ranking on the Washington State Environmental Health Disparities Map.
 An 80th percentile or above for the "People of color" and "Low income" socioeconomic indicators using the EPA EJ Mapping Tool (EJScreen).
 Tribal land.
 None identified.

* (c) Please list the census tracts or other geographic units of the vulnerable populations you identified in your planning area(s). If none identified, write Not Applicable in the textbox.

0 of 5000

* (d) Please list the census tracts or other geographic units for the overburdened communities highly impacted by drought identified in your planning area(s). If none identified, write Not Applicable in the textbox.

0 of 5000

* 1.2 Please explain the water supply insecurity faced by the identified overburdened communities highly impacted by drought found in section 1.1.

If none identified, write Not Applicable in the textbox.

0 of 5000

Optional: No file chosen

Screenshot 21: Scoring Criteria Category 1 questions.

For questions 1.1 a-d and 1.2 please use the following two-step process to identify, if any, the overburdened communities where vulnerable populations are highly impacted by drought within the planning area(s).

These overburdened communities highly impacted by drought may be a portion or all your planning area and will vary across different planning areas. Both steps are required to determine your overburdened communities highly impacted by drought.

Questions for Step 1:

Step 1. Identify vulnerable populations:

1.1.a) Please select the environmental justice screen tool(s) you used to identify if any vulnerable populations are in your planning area(s):

- Communities with a 9 or 10 ranking on the [Washington State Environmental Health Disparities Map](#)³.
- OR an 80th percentile or above for the “People of color” and “Low income” socioeconomic indicators using the [EPA’s EJ Mapping](#)⁴ Tool (EJScreen).
- OR Tribal land.

b) Please select the vulnerable populations in your planning area(s), if any:

- Communities with a 9 or 10 ranking on the [Washington State Environmental Health Disparities Map](#).
- OR an 80th percentile or above for the “People of color” and “Low income” socioeconomic indicators using the [EPA’s EJ Mapping](#) Tool (EJScreen).
- OR Tribal land.
- None.

c) Please list the census tracts or other geographic units of the vulnerable populations you identified in your planning area(s). If none identified, write “Not Applicable” in the textbox.

To satisfy Step 1, you must identify vulnerable populations using at least one of the above tools. We welcome the use of additional demographic or vulnerability factors.

Step 2. Of the vulnerable populations identified in Step 1, if any, determine if a portion or all are highly impacted by drought for your planning area(s):

- The impacts of drought will vary depending on the entity, geography, context, and type of conditions. Therefore, the impacts of drought are determined by the applicant. The impacts specific to your context and planning area(s) should be included in your answer.

The geographic areas that these vulnerable populations live or work in are your overburdened communities highly impacted by drought.

Question for Step 2:

d) Please list the census tracts or other geographic units for your overburdened communities highly impacted by drought you identified in your planning area(s). If none were identified, write Not Applicable in the textbox.

1.2) Please explain the water supply insecurity faced by the identified overburdened communities highly impacted by drought found in section 1.1. If none were identified, write Not Applicable in the textbox.

Responses should include the data used and the reasoning specific to your context and planning area. This will allow Ecology to better understand your rationale, thus strengthening your application.

³ <https://fortress.wa.gov/doh/wtnibl/WTNIBL/>

⁴ <https://ejscreen.epa.gov/mapper/>

Summary: Step 1 + Step 2 = The intersections are your overburdened communities highly impacted by drought

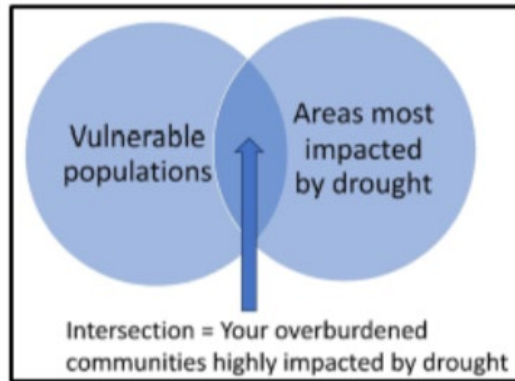


Figure 1. Visual description of overburdened communities highly impacted by drought for a planning area.

Category 2: Capacity to Complete an LDPP that can be implemented.

* 2.1 Please describe the planning area and identify any coordinating entities as well as the role they will play in preparation of the proposed LDPP.

0 of 5000

Optional: No file chosen

* 2.2 Please provide a list of the plans or documents, with hyperlinks/URLs, related to the current status of drought planning and preparedness for the planning area.

0 of 5000

Optional: No file chosen

* 2.3 Please detail the extent to which drought planning and preparation in this planning area has been completed, if any external support funding was provided and by whom, and the implementation of any drought specific demand and supply management practices that are underway.

0 of 5000

Optional: No file chosen

* 2.4 Please identify the barriers this planning area faces when planning and preparing for drought and how these barriers intensify the area's water supply insecurity from drought.

0 of 5000

Optional: No file chosen

* 2.5 Please describe the resources needed to complete an LDPP and how these resources will meaningfully enable the area to increase its water supply security in the face of drought.

0 of 5000

Optional: No file chosen

Screenshot 22: Scoring Criteria Category 2 questions.

Category 3: Proposed Scope of Work, Budget, and Schedule

- * 3.1 Scope of Work. Please review the Scope of Work forms to ensure they detail, in chronological order, the work to be undertaken when preparing the proposed LDPP and ensure the tasks include all elements for the LDPP (see the funding program guidelines).
Please check the following box when you have completed your review.
- * 3.2 Budget. Please review the Budget Proposal Form to ensure you have provided a complete breakdown of all costs that are anticipated as the proposed LDPP is prepared.
Applicant Note: Ecology expects the proposed budget to reflect a responsible use of these taxpayer funds that adheres to the specified requirements identified in the funding program guidelines.
Please check the following box when you have completed your review.
- * 3.3 Schedule. Please upload a detailed timeline, with key milestones, for preparing and completing the proposed LDPP. Ecology anticipates a reasonable timeframe for LDPP completion is within 2 years of signing the grant agreement.

* Required: No file chosen

Screenshot 23: Scoring Criteria Category 1 questions.

Category 4: Additional Considerations

- * 4.1 Please upload any additional considerations and proposed solutions you feel further clarify your application. These considerations and solutions include but are not limited to legal or policy concerns, probable failure points, potential permitting concerns, inter-programmatic comments, multiple environmental goals, and geographic considerations.

0 of 5000

Optional: No file chosen

Screenshot 24: Scoring Criteria Category 1 questions.

Scope of Work-Task 1 Project Admin (form)

This is an optional task with pre-set language, no changes can be made to the Task description, Task Goal Statement or Task Expected Outcomes. The only updates required on this form are the Task Cost and the Recipient Task Coordinator. You are not required to charge administration time to the grant, if you do, it should be under this task.

Scope of Work-Additional Tasks (form)

You will need to create a **Task form** for each **Task** needed to complete your Local Drought Preparedness Plan.

- **Task Number:** Will be assigned by EAGL.

Fill out:

- **Task Title:** Provide a clear, concise title for the task.
- **Task Cost:** This is the total cost for the task to be completed.

- **Task Description (3,500 characters):** This should be a well-developed description of your task, specifically address who, what, when, where and why. Please avoid the use of jargon. A single sentence is not adequate.
- **Task Goal Statement (1,500 characters):** What is the objective of this task? Why is this task required?
- **Task Expected Outcomes (1,500 characters):** What defines successful completion of this task (a quantitative and measurable change as a result of doing the task)? Example: Obtain final design of new canal.
- **Recipient Task Coordinator:** The person that can be contacted to answer questions about the Task.
- **Deliverables:** Include deliverable and date to be submitted. The date to be submitted can be the agreement end date, if appropriate.

Select **Save** in the upper right-hand corner to save the information you just entered and to create a new Additional Task Form for the next task.

Budget Proposal Form (form)

Please fill out both tables completely (screenshots below) and upload an itemized list of all Goods and Services and equipment if being requested. The by task line items should equal to the task total you indicated on the Scope of Work forms. The by element total must equal the grant total.

- In the FY1 box you will want input 2024.

BUDGET PROPOSAL

Instructions:

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

If you have added or made any changes to the Scope of Work before visiting this form, please save the Scope of Work Summary form prior to updating this form.

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.

Estimate your proposal's total budget needs by task and by element for State Fiscal Year (FY) 1, FY 2 and beyond.

State Fiscal Years		
Fiscal Year	Start Date	End Date
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023
2024	July 1, 2023	June 30, 2024
2025	July 1, 2024	June 30, 2025
2026	July 1, 2025	June 30, 2026
2027	July 1, 2026	June 30, 2027

Total Eligible Costs (from General Information form)
\$1,000,000.00

By Task - For the appropriate fiscal year please reference the fiscal year table

Task Title	Task Cost	*FY 1 <input type="text"/> (enter year)*	*FY 2 1 <input type="text"/>	Additional Fiscal Years <input type="text"/>	Total
		<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	\$0
Total	\$0	\$0	\$0	\$0	\$0

Screenshot 25: Identify by task and fiscal year the grant-funded activities.

By Element

Element	*FY 1 ()	*FY 2 ()	Additional Fiscal Years	Total
Salaries ¹	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	\$0
Benefits ¹	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	\$0
Salaries and Benefits Combined ¹	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	\$0
Contracts	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	\$0
Travel	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	\$0
Equipment ²	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	\$0
Goods/services ³	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	\$0
Overhead ⁴	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	\$0
Total	\$0	\$0	\$0	\$0

If you receive a grant, you are responsible for procuring professional, personal, or other services using sound business judgment and good administrative procedures consistent with applicable state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters.

- 1 Fill in either the "Salaries" field and the "Benefits" field or fill in the "Salaries and Benefits Combined" field
- 2 Upload an itemized list of all equipment, its cost, and explain why the equipment is needed. Equipment is defined as tangible, personal property with a useful life of more than one year and an acquisition cost of more than \$ 5,000 per functional unit or system. Equipment will be tracked on the Equipment Purchase Report in EAGL.
- 3 Upload an itemized list of all Goods and Services
- 4 Overhead cannot exceed the rate identified in the Ecology publication –Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL, current version.

Upload Documents
 Click the Browse button
 Select your file
 Click Save, your file will appear in the List of uploaded documents
 Repeat for each file
 To Delete a file, select the Delete checkbox next to the file and click SAVE

No file chosen

Screenshot 26: Identify by element and fiscal year the grant-funded activities.

Uploads (form)

You may attach any relevant supporting documents such as:

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

For each attachment, enter the document title and select the **Browse** button to attach the file. For more information about the file types and sizes accepted by EAGL, see p. 17 of the [EAGL External Users’ Manual](#).

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

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

Do not upload large documents that are already available online; instead, provide a web link and the document page number that is relevant to your project. Any additional materials related to criteria for evaluation should be uploaded including the evaluation criteria number it is being supplied for.

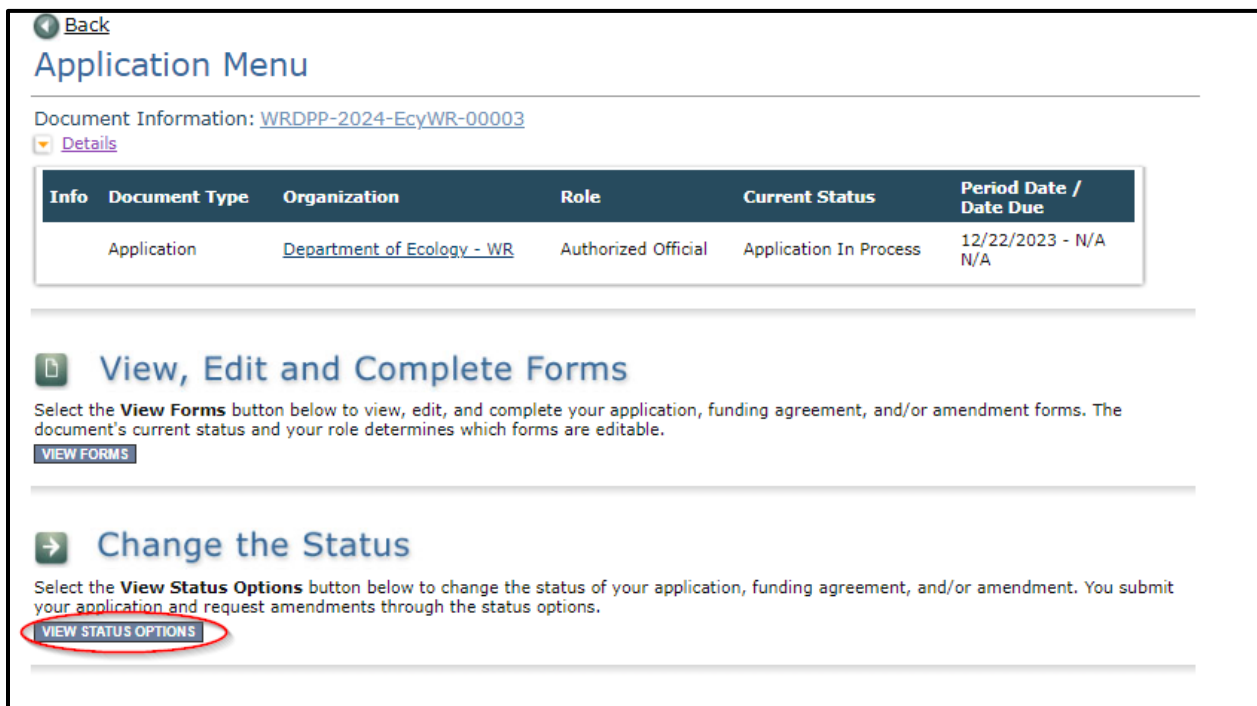
Chapter 4: Submitting Your Application

Once you have completed all forms and fields, you are ready to move on to submitting your application. Before leaving the **Application Menu-Forms** page, double check the icons next to each of your forms:

- Remember to Check Global Errors.
- If you have a **Global Error icon** 🛑 go back to the form, edit, and re-save it.

Submit your application

1. Click on the Document Information number to navigate back to the Application Menu.
2. Select View Status Options located under Change the Status heading.



The screenshot shows the 'Application Menu' page. At the top, there is a 'Back' button. Below it, the 'Document Information' is displayed as 'WRDPP-2024-EcyWR-00003'. A 'Details' link is visible. A table with the following columns: 'Info', 'Document Type', 'Organization', 'Role', 'Current Status', and 'Period Date / Date Due'. The table contains one row: 'Application', 'Department of Ecology - WR', 'Authorized Official', 'Application In Process', and '12/22/2023 - N/A'. Below the table, there are two main sections: 'View, Edit and Complete Forms' with a 'VIEW FORMS' button, and 'Change the Status' with a 'VIEW STATUS OPTIONS' button circled in red.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - WR	Authorized Official	Application In Process	12/22/2023 - N/A N/A

Screenshot 27: Change your application’s status to “Application Submitted” from the Application Menu.

3. There will be two Possible Statuses: **Application Submitted** and **Application Cancelled**. Select Apply Status under **Application Submitted**.

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

4. On the **Agreement** page, you will be provided a text box if you would like to include any comments. You will be given the choice of two buttons:

- a. **I agree:** This allows you to submit your application. You will receive a system generated email.
- b. **I Do Not Agree:** This means your application will not be submitted.

Screenshot 28: You'll have an opportunity to provide additional notes about a status change on your application's Agreement page.

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

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - WR	Authorized Official	Application Submitted	12/22/2023 - N/A N/A

Screenshot 29: The grant application's status changes to "submitted" when the process is complete.

Ecology will review all submitted applications when the funding opportunity closes. After applications have been evaluated and scored, Ecology will then announce the funding decisions. You will be notified by Ecology on the decision for your submitted application.

Chapter 5: EAGL Guidance

For additional EAGL resources, please visit Ecology's Grants & Loans Guidance and forms at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>. Scrolling down through the page you will find information on QAPP's, Statewide Vendor Number registration, additional forms that may be needed for your payment request, and EAGL's Public Map.

For help completing your application:

- DroughtPreparedness@ecy.wa.gov

For help using EAGL:

Shanyese Trujillo, Contract and Grant Planner, Shanyese.Trujillo@ecy.wa.gov