



Drought Response

Application Instructions and Managing your Grant in EAGL

2024

Water Resources Program

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- Teanaway River, Kittitas County. Photo credit: Department of Ecology, 2015

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¹ www.ecology.wa.gov/contact

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Map of Counties Served



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	Mike Gallagher Mike.Gallagher@ecy.wa.gov 360-407-6058
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	Kasey Cykler Kasey.Cyklar@ecy.wa.gov 360-603-1037
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	Heather Simmons Heather.Simmons@ecy.wa.gov 509-379-4600
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	Jaime Short Jaime.Short@ecy.wa.gov 509-329-3586
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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

Before you can apply for a grant or loan through Ecology’s Administration of Grants and Loans (EAGL) web-based system, you must:

1. Register for an account with Secure Access Washington (SAW).
2. Register to use EAGL.
3. Be assigned the role of “Authorized Official” 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 are Authorized Officials in EAGL.

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

[2024 Drought Response Grant Funding Guidance](#)² describes the policy expectations when applying for grants, meeting Water Resource Program’s requirements, and managing funded projects. The guidance is specific to Drought Response Grants.

[EAGL External Users’ Manual](#)³ (2023) offers guidance for tasks such as submitting payment requests and equipment purchase reports, requesting amendments, etc.

Important tips for navigating EAGL

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

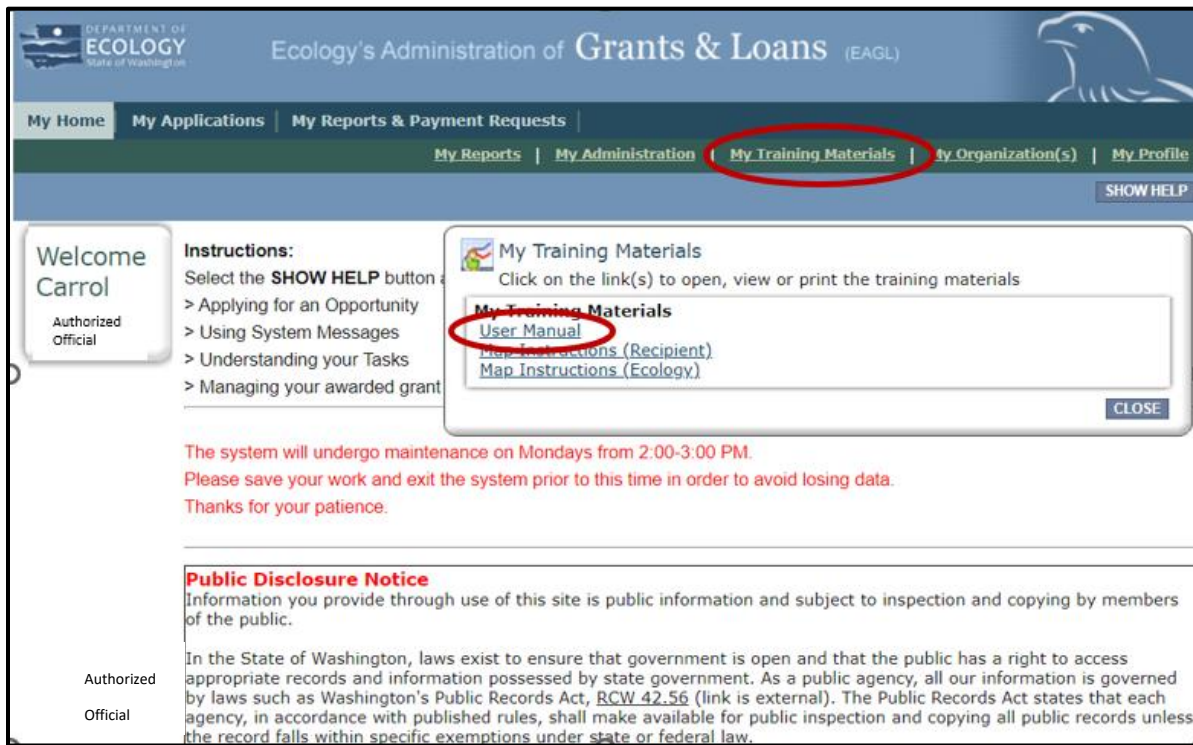
1. **All users must have a SAW account and EAGL access.** When you assign staff as contacts on agreements, they must already have these accounts. If someone does not have authorization to be in EAGL, they cannot have a role assigned in the system.
2. **Do not share SAW accounts to access EAGL.** Do not change EAGL account names to give a new user an existing account.
3. To find an application you have already started:

² <https://apps.ecology.wa.gov/publications/SummaryPages/2411030.html>

³ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

From your EAGL homepage, select **My Applications** in menu bar at top. You don't need to enter search criteria—select the **Search** button to see a list of your organization's applications/agreements. If you know your application number, copy it into *Application Name* field and select **Search** again. Find more details in Chapter 2 or see information in Chapter 6: EAGL Guidance 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/2301002.html>
 - b. EAGL's **Welcome Page** under **My Training Materials**. See screenshot below.





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

- c. **Use the [EAGL External Users' Manual](#)⁴ 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.
 - i. Authorized Officials can change role assignments at the organization or document level. Roles set at the organization level serve as the user's

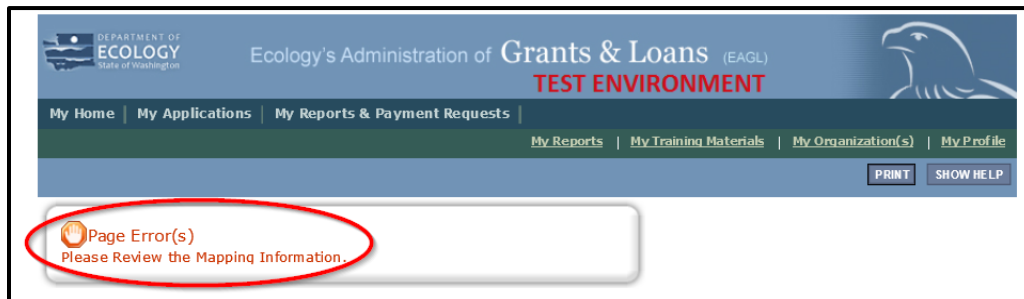
⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

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 due to 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 spelling.** Please be sure to check for typos and grammar before submitting your application that spellcheck may not detect. Pay particular attention to email addresses.
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.
10. **Question mark icon.**  This symbol indicates more information is available. Hovering over it displays instructions, such as “Refer to Funding Guidelines”.
11. **Global errors icon.**  A hand on orange stop sign next to a form indicates an error. After you have filled out each Application Form *in order*, we recommend running the **Check Global Errors** command. The button is located at the top right on each application form. See screenshots below.
 - 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 2: Run the "Check Global Errors" command each time you complete a form.

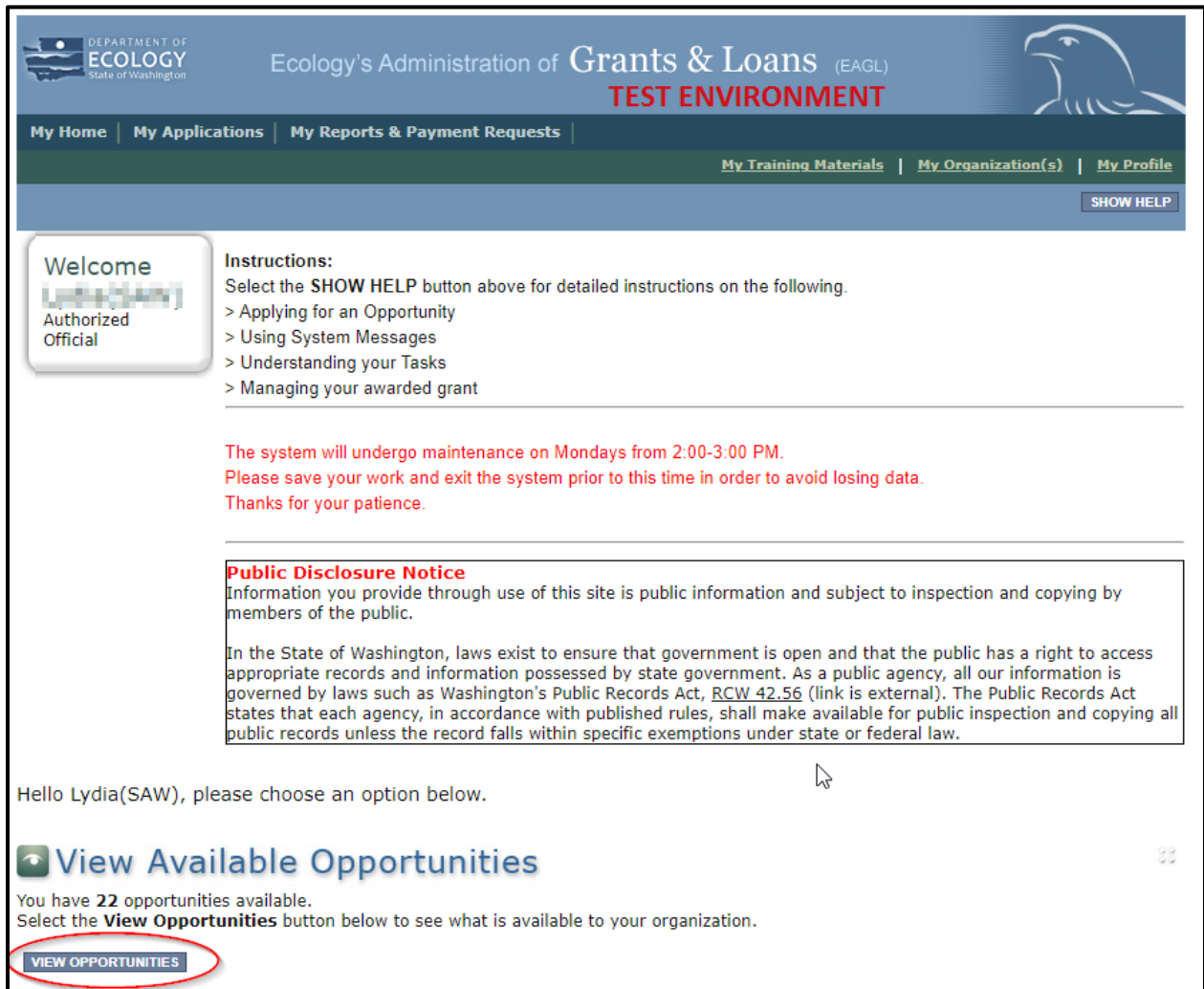


Screenshot 3: If EAGL finds an error when you run "Check Global Errors," a message will direct you to which field needs to be corrected.

Chapter 2: Beginning an EAGL Application

Locating the Water Resource Drought Response funding opportunity

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



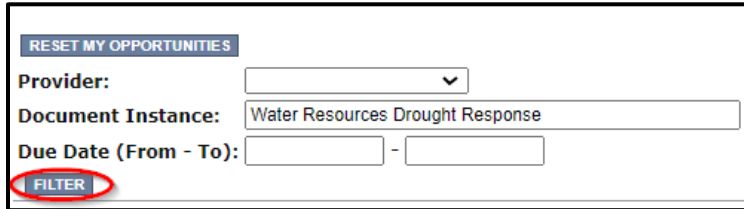
Screenshot 4: Click the “View Opportunities button to find grant opportunities available to your organization.

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

Applying for the Drought Response 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 Response*, then select the **Filter** button.



RESET MY OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

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

The Water Resources Drought Response: 2024 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 Ecology Contract and Grant Planner (see Chapter 6: 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 next screenshot.

Application Menu

Document Information: [WRDROU-2024-EcyWR-00058](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - WR	Fund Coordinator	Application In Process	10/26/2023 - 07/02/2024 07/02/2024 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 6: Finish your application by clicking the "View Forms" button on the Application Menu page.

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

Application Menu - Forms

Please complete all required forms below.

Document Information: [WRDROU-2024-EcyWR-00058](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	2025 Water Resources Drought Assistance Guidelines			
	2025 Water Resources Drought Assistance Instructions			
	2024 Water Resources Drought Assistance Guidelines			
	2024 Water Resources Drought Assistance Instructions			
	2325 Water Resources Drought Assistance Guidelines			
	2325 Water Resources Drought Assistance Instructions			
	1923 Water Resources Drought Assistance Guidelines			
	1923 Water Resources Drought Assistance Instructions			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information			
	Recipient Contacts			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Drought Relief			
	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. See the following screenshots.

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

Your agreement should be listed under the Search Results.

My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Type: Water Resources Drought Response: 2024

Application Name:

Person:

Status:

Organization:

Year:

Ecology Program:

Include Tooltip:

Search Results

Export Results to: Sort By: ASC

Number of Results: 6

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>	Water Resources	Test Organization	WRDROU-2024-TestOr-00048	Agreement Closed	2024
<input type="checkbox"/>		Department of Ecology - WR	WRDROU-2024-EcyWR-00058	<u>Application In Process</u>	2024
<input type="checkbox"/>	Water Resources	Department of Ecology - WR	WRDROU-2024-EcyWR-00060	Application Submitted	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: 6

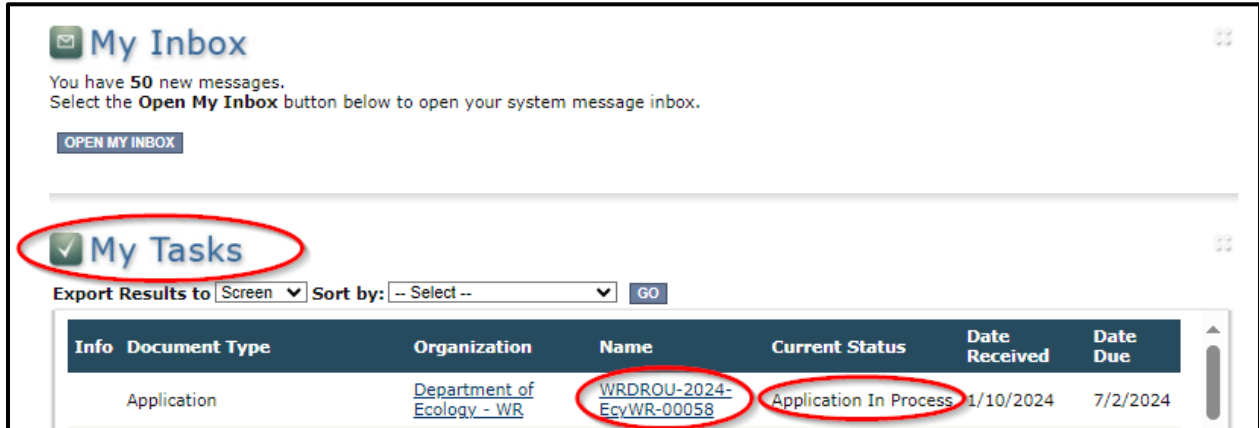
<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>	Water Resources	Test Organization	WRDROU-2024-TestOr-00048	Agreement Closed	2024
<input type="checkbox"/>		Department of Ecology - WR	<u>WRDROU-2024-EcyWR-00058</u>	Application In Process	2024

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 document number under the **Name** column.



The screenshot shows the EAGL homepage interface. At the top, there is a 'My Inbox' section with a message icon and the text 'You have 50 new messages. Select the **Open My Inbox** button below to open your system message inbox.' Below this is a button labeled 'OPEN MY INBOX'. The main section is titled 'My Tasks' with a checkmark icon, which is circled in red. Below the title are filters for 'Export Results to' (set to 'Screen') and 'Sort by' (set to '-- Select --'), with a 'GO' button. A table of applications is displayed below, with the following columns: Info, Document Type, Organization, Name, Current Status, Date Received, and Date Due. The table contains one row of data, where the 'Name' and 'Current Status' cells are circled in red.

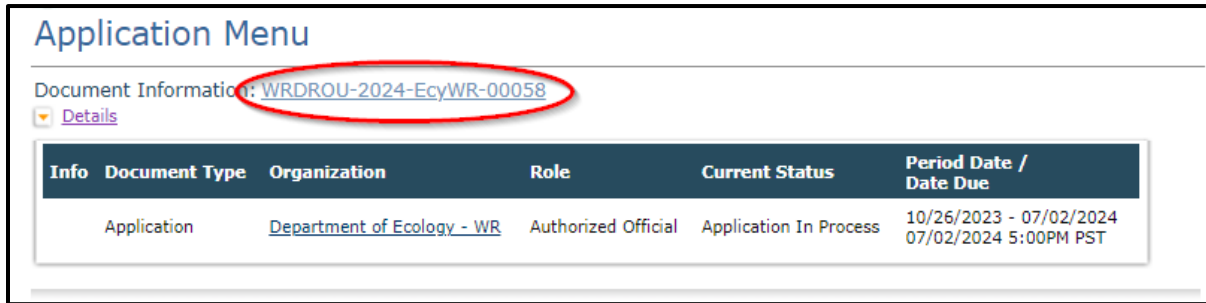
Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Department of Ecology - WR	WRDROU-2024-EcyWR-00058	Application In Process	1/10/2024	7/2/2024

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

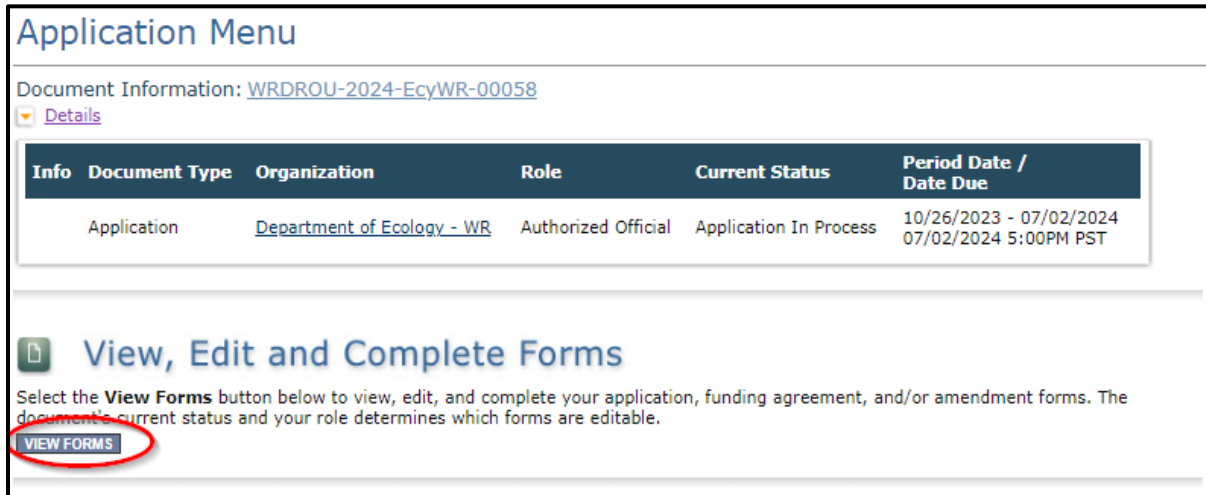
This chapter describes the forms found on the **Application Menu-Forms** page and instructions for filling them out.

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



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.



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: [WRDROU-2024-EcyWR-00058](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	2025 Water Resources Drought Assistance Guidelines			
	2025 Water Resources Drought Assistance Instructions			
	2024 Water Resources Drought Assistance Guidelines			
	2024 Water Resources Drought Assistance Instructions			
	2325 Water Resources Drought Assistance Guidelines			
	2325 Water Resources Drought Assistance Instructions			
	1923 Water Resources Drought Assistance Guidelines			
	1923 Water Resources Drought Assistance Instructions			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information			
	Recipient Contacts			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Drought Relief			
	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.
- 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 required fields are empty.
- 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.

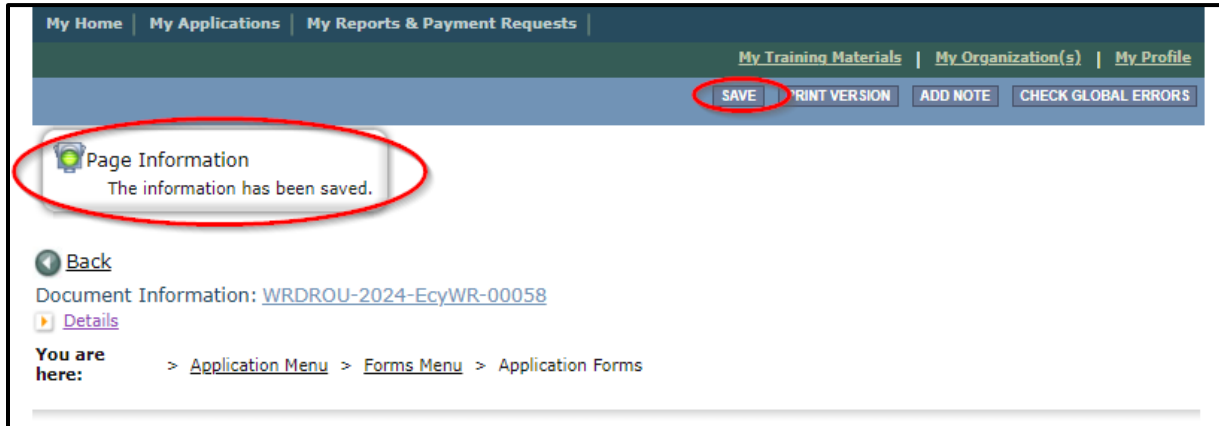
Enter the following information:

- **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 to add to the Project Long Description.
- **Total Cost:** Enter the total project cost.
- **Total Eligible Cost:** The Department of Ecology will provide no more than 25 percent of the total funds available under this funding opportunity to any single entity or any single project.
- **Effective Date:** The date of the emergency drought declaration.
- **Expiration Date:** The last date expenditures may be incurred. Recipients are to submit the **Closeout Report** within 30 dates of the expiration of the agreement.
- Project Category:
 - Choose one of the following: Public Health and Safety, Domestic, Commercial, Industrial, Agricultural Environmental.

Will Environmental Monitoring Data be collected? Choose yes or no from the drop-down menu. If you will perform any monitoring or sampling and analysis at the site, select “yes.” Please contact your Ecology Project Manager (see Chapter 6: EAGL Guidance) for specific instructions, a task may be included for a **Quality Assurance Project Plan**.

- **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.

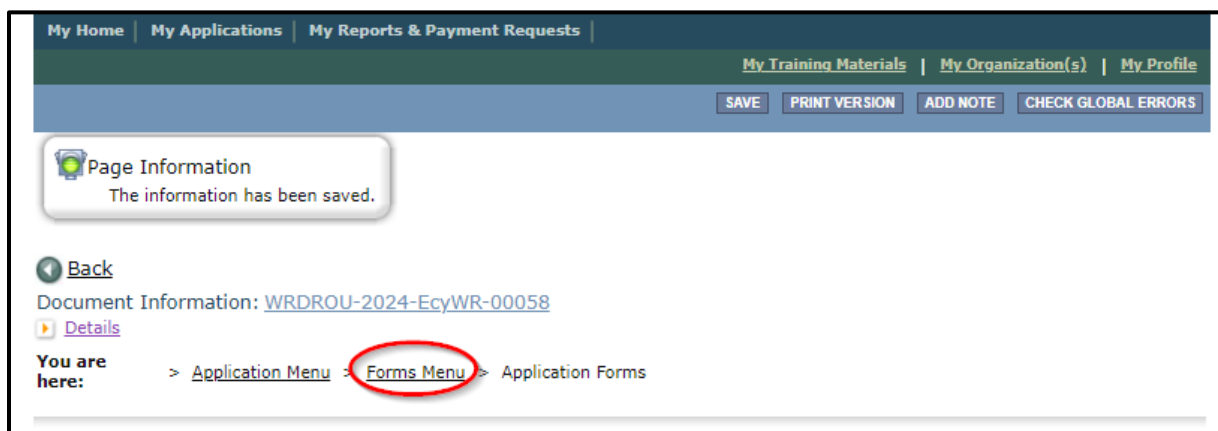
The **SAVE** button is located at the top of each forms page. After saving your page, an icon (see below) will display indicating your information was saved. Error messages, if any, will appear at the top left of the form after you save the page.



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 16.



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. This [interactive public map](#)⁵ 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 Supply
- **Secondary Theme:** Select Drought
- **Project Website:** Enter your project's website address, if available.

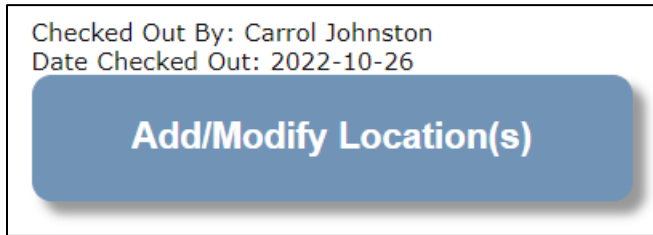
Select **Save** before navigating to the next form.

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. A grant manager can request an override if the

⁵ <https://ecology.wa.gov/issues-and-local-projects/investing-in-communities/eagl-map>

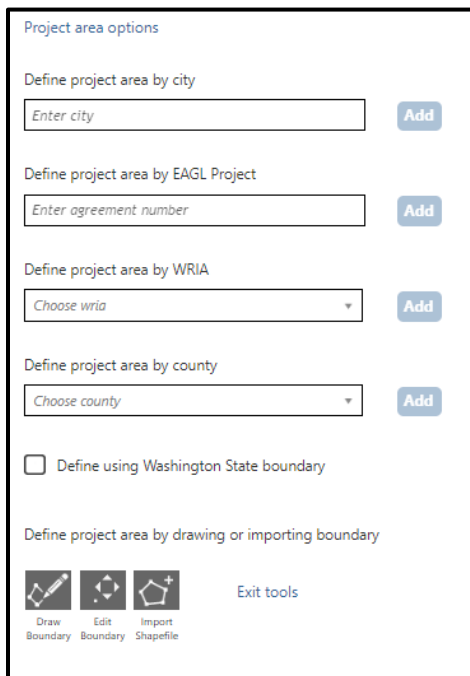
individual is out of the office. Check the map back in by selecting **Save** on the **Mapping Information** form.



Screenshot 17: If the EAGL map is checked out, contact the individual or the Ecology Contract and Grant Planner.

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. **Choose only one option to add.** See screenshot 18.



Screenshot 18: Define your project's boundary using the city, previous EAGL project agreement number, WRIA, County, **or** by using the Drawing/Import Tools.

- Select option: **City**. The applicant can choose the **City** that the project falls under.
- Select option: **EAGL Project**. The applicant can enter the **Agreement Number** of a project that was previously funded under another grant.

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

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 page *i* of the [EAGL Users' Manual's Appendix 1: Quick Steps for EAGL Processes](#)⁶ 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 more 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>				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">Name</td> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">Title</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>	Name	Title			
Name	Title				

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 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 users’ roles within their organization.

⁶ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Scope of Work-Additional Tasks (form)

You will need to create a **Task form** for each **Task** you have identified in your EAGL Word Application.

- **Task Number:** Will be assigned by EAGL. Tasks should be in sequential order when possible.

Fill out:

- Task Title
- Task Cost
- **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 resulting from 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.

Scope of Work Summary (form)

Visit this form, review.

Select **SAVE** in the upper right-hand corner to verify that you have reviewed this page.

Drought Relief (form)

- Select the Applicant Category: **Public Entity**
- Provide the water right or well identification number(s) and proposed purpose(s) of use for the proposed place.
Enter the Water Right or Well ID on the left, Purpose(s) of use on the right.
Additional lines will drop when you hit save in the upper right-hand corner.
- Enter the Water Right Holder Name (if other than applicant).
- Enter their Mailing Address.

- Please describe how your project addresses hardship caused by drought conditions that negatively affect the delivery of safe and reliable drinking water supplies, the survival of fish and wildlife, the viability of agricultural activities and/or livestock operations during this drought declaration. **See section 5.A. Impacts and Benefits of the Emergency Drought Relief Funding Guidelines for more information** (8,000 characters). Enter your response in the corresponding text box.
- Describe the project location, including the WRIA and upload a map, drawing or engineering design of the project, project area map(s), and other relevant schematics (1,000 characters). Enter your response in the corresponding text box.
 - There is a space to Upload Description. Select Choose File. This will allow you to find the document you would like to upload.
- Is the project area or water source in an area currently under drought declaration? Choose the appropriate radio button.
- Does this project cover irrigation of new lands, restoration or enhancement of the fisheries resource, or a new water use? Choose the appropriate radio button.
- Does the project proponent own the land where the project would occur if funded? If no, describe how the proponent will be able to get permission to enter the project site. Enter your response in the corresponding text box.
- Describe this project's Readiness to proceed. Please include anticipated start and finish dates for this project. Enter your response in the corresponding text box.
- Describe the amount and source of funding for cost-share for this project. Enter your response in the corresponding text box.
- Upload any additional supporting documentation, if applicable. Write an upload description and select choose file to upload the corresponding document. Hitting save in the upper right-hand corner will create a new line for another upload.
 - For more information about the file types and sizes accepted by EAGL, see p. 17 of the [EAGL External Users' Manual](#).

Budget Proposal Form (form)

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

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.

Total Eligible Costs (from General Information form)
\$30,000.00

By Task

Task Title	Task Cost	*Amount	Total
A	\$10,000.00	<input type="text"/>	
B	\$20,000.00	<input type="text"/>	
Total	\$30,000.00	\$0	\$0

Screenshot 20: Identify by task the grant-funded activities.

By Task

Task Title	Task Cost	*Amount	Total
A	\$10,000.00	<input type="text"/>	
B	\$20,000.00	<input type="text"/>	
Total	\$30,000.00	\$0	\$0

By Element

Element	*Amount	Total
Salaries ¹	<input type="text"/>	\$0
Benefits ¹	<input type="text"/>	\$0
Salaries and Benefits Combined ¹	<input type="text"/>	\$0
Contracts	<input type="text"/>	\$0
Travel	<input type="text"/>	\$0
Equipment ²	<input type="text"/>	\$0
Goods/services ³	<input type="text"/>	\$0
Overhead ⁴	<input type="text"/>	\$0
Total	\$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 the 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

Additional Comments

0 of 2000

Screenshot 21: Identify by element the grant-funded activities. This should total the grant total.

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 show 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 materials related to criteria for evaluation should be uploaded in the **Uploads form**.


If you are awarded a grant, you will use the Upload Form to:

- Upload all deliverables and identify with the task name and number (e.g., Del 2.1, 2.2, etc.)
 - Give all uploaded files a descriptive title that makes is easy to identify.
 - Invoice related documents should be uploaded in the **payment request** section. Progress report related documents should be uploaded in the **progress report**.

Chapter 4: Submitting Your Application

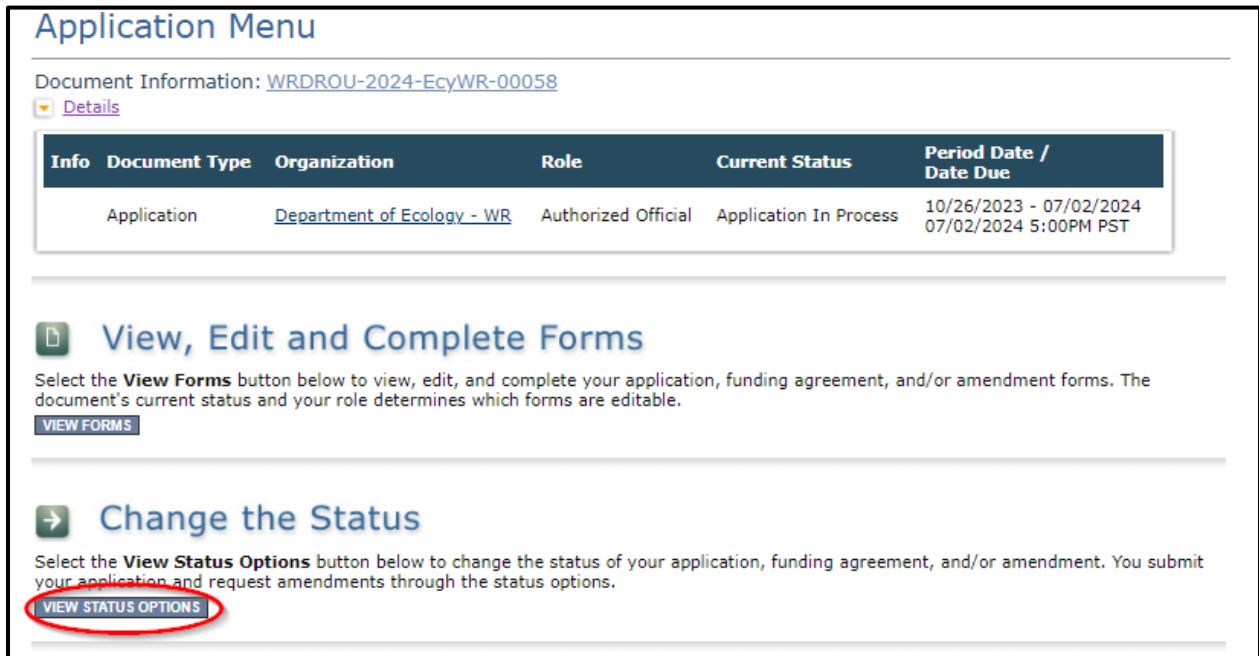
Once you have completed all forms and fields, you are ready to move on to submitting your application.

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.

To submit your application

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



Screenshot 22: 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 the Ecology Contract and Grant Planner in Chapter 6: EAGL Guidance 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'll 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 23: You'll have an opportunity to provide additional notes about this status change on your application's Agreement page.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - WR	Authorized Official	Application Submitted	10/14/2022 - 12/31/2022 12/31/2022 12:00PM PST

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**.

Screenshot 24: The grant application's status changes to "submitted" when the process is complete.

Once your application has been submitted, it will be reviewed. You will be notified via letter of the funding decision.

Chapter 5: Payment Request/Progress Reports (PRPRs)

Payment Requests/Progress Reports (PRPRs) are required quarterly even if no expenses are billed. The link provided is a YouTube video on How to submit a Payment Request/Progress Report EAGL.

[How to submit a payment request or progress report for grants and loans - YouTube⁷](#)

When doing a Payment Request/Progress Report (PRPR) or other special form, please only hit the enter button once for each document you need. Each time a new document is created, it cannot be deleted. Be sure to jot down the document number, so you can find it easily when you return.

⁷ <https://www.youtube.com/watch?v=Lbl7gzh6pgA>

Chapter 6: EAGL Guidance

For additional EAGL resources, please visit [Ecology's Grants & Loans Guidance webpage](#).⁸ 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.

Questions about your application:

General Information	Caroline Mellor Caroline.Mellor@ecy.wa.gov (360) 628 4666
Ecology's Administration of Grants and Loans (EAGL) Questions	Shanyese Trujillo Shanyese.Trujillo@ecy.wa.gov (360) 628-2451
Document Requests	recordsofficer@ecy.wa.gov Submit a request online or Records Request Form (ECY010-37) 360-407-6040

⁸ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>