Washington State Local Partner Core Operations Grant 2025-27 Application Instructions

General EAGL User Information

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

[Ecology's Grants & Loans webpage](#)[1]
[How to Create a SAW Account](#)[2]
[How to Register for EAGL](#)[3]
[EAGL External Users' Manual](#)[4]

EAGL Tips:

* Fields with a red asterisk are required to be filled out.

A red cross is a hover symbol, which indicates more information is available.

A hand on an orange stop sign indicates a Global Error. Once all your forms are filled out, it is recommended that you run the "Check Global Errors," you can locate the Check Global Errors button at the top right corner on each application form. Global errors must be corrected to submit your application.

EAGL text boxes do not accept formatted text. It is 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.

EAGL Navigation: EAGL does not have a log out feature, so if at any time, you want to leave the application and return later; you must click Save on the right side of the page header before exiting the application or moving to the next form.

System Requirements – To use EAGL, you must have access to the internet and one of the following web browsers: Google Chrome, Edge Chromium, Mozilla Firefox, and Safari. We do not recommend using Internet Explorer with EAGL.

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[1] https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance
[2] https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be
[3] https://www.youtube.com/watch?v=XXJh9arfasQ
[4] https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html

Creating an application

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

View Available Opportunities

You have **5** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Search for "Core" in the Document Instance field and click Filter. The Air Quality Local Partner Core for Department of Ecology – AQ will be shown at the top of the list. Click Apply Now. This will take you to the application.

Back

My Opportunities

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

RESET MY OPPORTUNITIES

Provider: [▼]
Document Instance: CORE
Due Date (From - To): [ ] – [ ]
FILTER

Air Quality Local Partner Core for Department of Ecology - AQ
Offered By:
Department of Ecology

Application Availability Dates:
03/24/2023-08/01/2023

Application Period:
03/24/2023-open ended

Application Due Date:
not set

Description:

The Department of Ecology's Air Quality Program provides Core Grant Program funding to the seven local air authorities to assist in implementing a comprehensive air quality control program to protect and enhance air quality within the air authorities' jurisdictions and to meet the goals of the State and Federal Clean Air Acts.

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

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

APPLY NOW   **NOT INTERESTED**

Application Menu: You are now on the Application Menu. The document information number is shown in the screenshot below, a number like this one will be your grant agreement number. Click View Forms under View, Edit and Complete Forms.

Application Menu

Document Information: AQCORE-2527-EcyAQ-00029
▼ Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	N/A - 07/31/2025 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

Application Menu –Forms Page: You are now on the Application Menu – Forms page. This page contains all the application forms that need to be completed to submit the application. Before continuing to the forms, you must carefully read the 2527 AQ Core Guidelines.

Application Menu - Forms
Please complete all required forms below.

Document Information: AQCORE-2527-EcyAQ-00029
▶ Details

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding P...				
📕	2527 AQ Core Guidelines			
📕	2527 AQ Core Application Instructions			
📝	2527 AQ Core FFATA Form			
📕	2325 AQ Core Guidelines			
📕	2325 AQ Core Application Instructions			
📝	2325 AQ Core FFATA Form			
📕	2123 AQ Core Guidelines			
📕	2123 AQ Core Application Instructions			
📝	2123 AQ Core FFATA Form			
📕	AQ Core Guidelines			
📕	AQ Core Application Instructions			
Application Forms				
📄	General Information			
📄	Project Characterization			
📝	Mapping Information		Maggie Howard-Heretakis (ECY) 4/7/2025 3:45:42 PM	
📄	Recipient Contacts			
📄	Scope of Work - Additional Tasks			
📄	Scope of Work Summary			
📄	Uploads			

If you need to leave EAGL during the application process, click save before you leave EAGL.
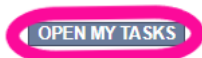
To return to EAGL and continue your application, you can find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and click on the document number to navigate to your application.

✅ My Tasks

You have **2** new tasks.
You have **0** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

OPEN MY TASKS ▶

General Information Form

Select General Information from the Application Forms list.

The following steps should be completed in the General Information Form:

- Enter the Project Title, and Project Long Description in the boxes provided, the Project Short Description is prefilled and cannot be edited.

- Enter the Total Cost of the project in the box circled in red in the image below. The Total Cost is what the total project will cost regardless of grant funding.

- Enter the Total Eligible Cost in the box circled green in the image below. This is the grant amount you are requesting from Ecology. See the 2025-27 AQ CORE Grant Guidelines for more detail.

- The Effective Date and Expiration date has been pre-populated and cannot be edited.

- The Ecology Program is prepopulated to the Air Quality Program.

- The Project Category is prepopulated into Core Grant.

- The answer to "Will Environmental Monitoring Data be collected" is prepopulated with No and cannot be edited.

- Enter the Overall Goal has been prepopulated and cannot be edited.

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

GENERAL INFORMATION

Instructions:

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

Project Title _____ *

Project Short Description
For the implementation of a comprehensive air quality control program to protect and enhance air quality within our jurisdiction and to meet the goals of the State and Federal Clean Air Act. Work accomplished with the core grant may reflect any or all of the seven major categories of the Core Program, such as Enforcement, Permitting, Monitoring, Public Education and Enforcement, Planning and Development, Technical and Business Assistance.

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Project Long Description

0 of 4000

Total Cost _____ *   **Total Eligible Cost** _____ *

Effective Date 7/1/2025 *   **Expiration Date** 6/30/2027 *

Ecology Program Air Quality ▼

Project Category * ○ Core Grant

Will Environmental Monitoring Data be collected? ▼

Overall Goal
The successful implementation of a comprehensive air quality control program to protect and enhance air quality within "our" jurisdiction, that meets the goals of the State and Federal Clean Air Acts. The accomplished work will occur in one or more of the seven major categories: Enforcement, Permitting, Monitoring, Public Education and Enforcement, Planning and Program Development, Technical and Business Assistance, and Administration.

*

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Project Characterization Form

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

- Use the first dropdown menu to choose the primary theme of Air Quality.

- Use the second dropdown menu to choose the secondary theme of Core program.

- Adding a website is optional. You do not need to add a website if your project does not have one.

- Before leaving this form, click Save in the top right corner of the EAGL banner.

PROJECT CHARACTERIZATION

Instructions:

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

Project Themes
Select a primary and secondary theme that best describes the work to be achieved during this project.
Primary Theme
[Air Quality ∨] *

Secondary Theme(s)
⊕ [Core program ∨] *

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

Website Title/Name   Web Address
⊕ [   ] [   ]

Mapping Information Form

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

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

MAPPING INFORMATION

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

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

Add/Modify Location(s)

Project area options

Define project area by air authority

Ecology - Central Regional Office   ▼   Add

☐ Define using Washington State boundary

Define project area by drawing or importing boundary

Draw Boundary   Edit Boundary   Import Shapefile   Exit tools

⌃   Project Areas

Ecology - Central Regional Office   ✕

You can define your project area by entering the air authority's name to define the boundary for your project. Or you may select Project Area Options to see a selection of methods to enter the boundary for your project. Select the method you would like to use. If you would like to draw your own boundary, you can select Drawing/Import Tools.

When finished, click Next and the system will calculate the area statistics.

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

Legislative District: Area %

   District 7   13.64%

   District 12   56.93%

   District 13   16.20%

   District 14   13.22%

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

Recipient Contacts Form

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

Use the dropdown menus to select a staff person for the following roles in EAGL: Project Manager, Authorized Signatory, and Billing Contact. Each of your staff assigned a role in EAGL will need both an EAGL and SAW account. For more information on signing up for these accounts, visit Ecology's Grants and Loans webpage[5].

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

Click Save in the top right corner of the application. The page will reload with contact information.

Scope of Work – Additional Tasks Form

Scroll to the Navigation Links section at the bottom of the page and select the next form, Scope of Work – Additional Tasks. If you have left your application, you can also select this form under the Application Forms section.

The following should be completed as shown in the image below.
Enter the Task Title, Task Description, Task Goal Statement, Task Expected Outcomes, and the Recipient Task Coordinator in the boxes provided.

SCOPE OF WORK - ADDITIONAL TASKS

Instructions:

Please enter all task information
Next enter the first deliverable
Required fields are marked with an *
When done, click the **SAVE** button.
After SAVE a new row will appear
Continue entering deliverables, clicking the SAVE button after each
To add a new task, click the Add button

Task
Number

Task Title [   ] *   Task Cost [   ] *

Task
Description
[   ]
                    ⓘ*
                    0 of 3500

Task Goal
Statement
[   ]
                    ⓘ*
                    0 of 1500

Task
Expected
Outcomes
[   ]
                    ⓘ*
                    0 of 1500

Recipient
Task
Coordinator [   ]

Enter the deliverable description and due date in the boxes provided.

Deliverables

To Add a Row
Enter a deliverable
When done, click the **SAVE** button
After SAVE a new row will appear
Repeat these steps for each deliverable

To Delete a Row
Delete data entered in a row
When done, click the **SAVE** button

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
⊕	* 0 of 500		☐					

To insert a new deliverable, click the + icon. Enter your deliverable description and due date in the boxes provided.

Repeat these steps to add deliverable as needed. Click Save in the top right corner of the application when finished.

To add an additional Task Number, click Add in the top right corner of the application.

Repeat the steps for any additional tasks. Click Save in the top right corner of the application when finished.

Scope of Work Summary Form

Scroll to the Navigation Links section at the bottom of the page and select the Scope of Work Summary. If you have left your application, you can also select this form under the Application Forms section.

	Application Forms	
📄	General Information	
📄	Project Characterization	
📝	Mapping Information	Maggie Howard-Heretakis (ECY) 4/7/2025 3:45:42 PM
📄	Recipient Contacts	
📄	Scope of Work - Additional Tasks	
📄	Scope of Work Summary	
📄	Uploads	

Review the Scope of Work Summary page. Click Save in the top right corner of the application when finished.

My Home | My Applications | My Reports & Payment Requests |

My Training Materials | My Organization(s) | My Profile

SAVE | CHECK GLOBAL ERRORS

Page Information
The information has been saved.

◀ Back

Document Information: AQCORE-2527-EcyAQ-00029
▶ Details

You are here: > Application Menu > Forms Menu

SCOPE OF WORK SUMMARY

Instructions:

Review the following information.
When done, click the **SAVE** button.

Task Title	Task Cost
Task Total	$0

Total Eligible Costs (from the General Information Form)
$0

Uploads Form

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

Application Forms		
General Information		
Project Characterization		
Mapping Information		Maggie Howard-Heretakis (ECY) 4/7/2025 3:45:42 PM
Recipient Contacts		
Scope of Work - Additional Tasks		
Scope of Work Summary		Rachel Lavender 4/21/2025 1:02:59 PM
Uploads		

Upload any additional documents you need for this application and click Save. The upload size limit is 35MB.

You are now ready to submit your application.

Add Upload
Enter a description for the file
Select the **Choose File** button and select your file
To add an additional file, click the (+) or **Save** at the top of the page and a new line will appear
Click **Save** at the top of the page once all files are selected

Remove Upload
Remove the file's description
Select the **Delete** checkbox to the right of the file's name
Click **Save** at the top of the page

Description   **Upload**

[   ]   [Choose File] No file chosen
[   ]   [Choose File] No file chosen
⊕ [   ]   [Choose File] No file chosen

Submitting Your Application

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

Under Change the Status, click View Status Options.

View, Edit and Complete Forms

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

VIEW FORMS

Change the Status

Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and request amendments through the status options.

VIEW STATUS OPTIONS

Under Application Submitted, click Apply Status. If you wish to cancel your application, you can click Application Cancelled if needed.

Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: AQCORE-2527-EcyAQ-00029

▸ Details

Possible Statuses

APPLICATION SUBMITTED

APPLY STATUS

APPLICATION CANCELLED

APPLY STATUS

If any part of your application is missing or incomplete, the page will display Global Errors and inform you which sections need to be completed.

If your application is complete, click I AGREE. You may use the Statement box if you would like. It is not required. Upon submission, you will receive a confirmation email.

Agreement

Please make a selection below to continue.
_____

By selecting the "I Agree" button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by Applicant to submit this application. I certify that the information submitted here within is true and correct to the best of my knowledge and belief.

If you would like to include notes about this status change, please supply them below.

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[I AGREE] [I DO NOT AGREE]

Contact information

Air Quality Program

Sare Webster: aqpfinancialunit@ecy.wa.gov

Rachel Lavender: aqpfinancialunit@ecy.wa.gov

Website[6]: [Washington State Department of Ecology](#)

ADA accessibility

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

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

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[6] www.ecology.wa.gov/contact