Terry Husseman Account (THA)
2026 Grant Application Instructions

Shorelands and Environmental Assistance Program

Washington State Department of Ecology
Olympia, Washington

December 2025, Publication 25-06-022

Publication Information

This document is available on the Department of Ecology's website at:
https://apps.ecology.wa.gov/publications/summarypages/2506022.html

Related Information

- Terry Husseman Acount Funding Guidelines Publication 25-06-021: Terry Husseman Account (THA) Grants Funding Guidelines 2026.[1]
- Terry Husseman Account Ecology grants website.[2]

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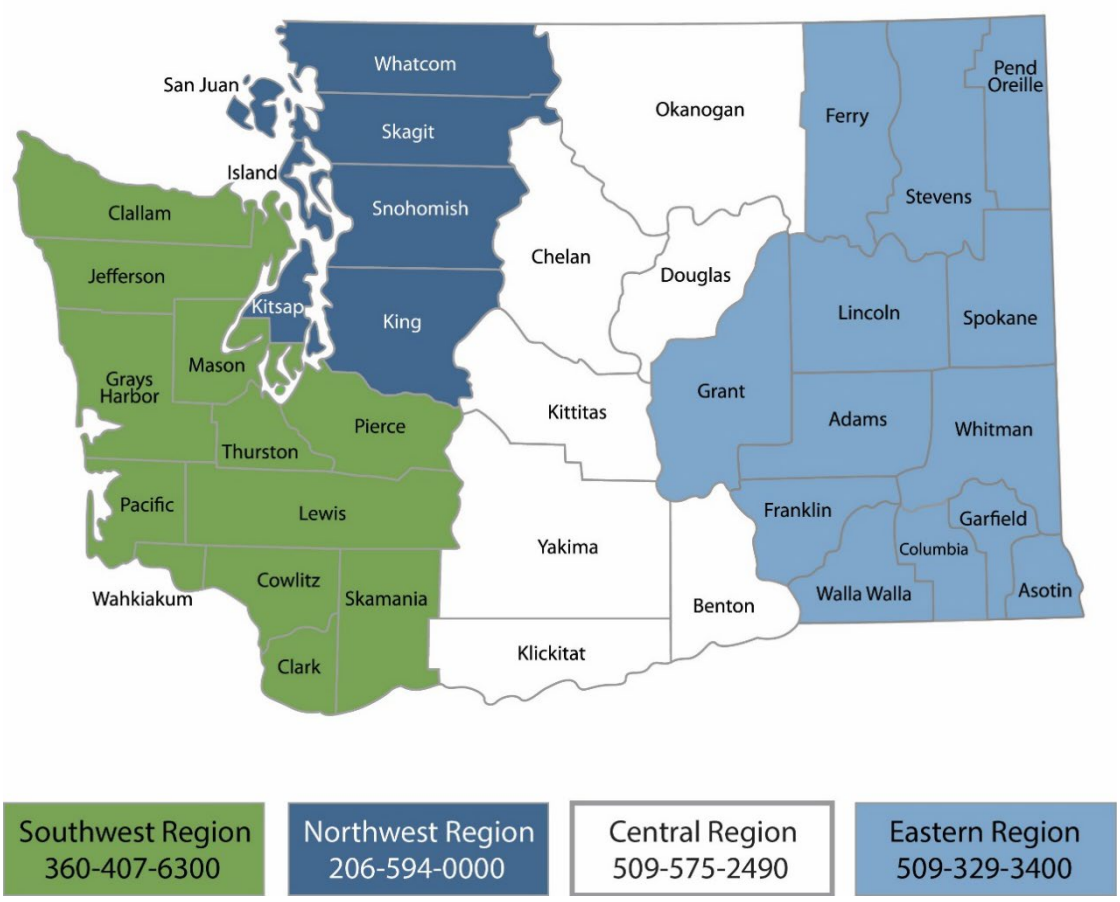
[1] https://apps.ecology.wa.gov/publications/SummaryPages/2506021.html
[2] https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Floodplains-by-design-grants
[3] www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



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

Table of Contents

List of Tables **6**

Tables 6

Ecology Contacts **7**

Eligible Applicants **8**

Eligible Project Types **8**

Application Requirements **8**

Funding Cycle Timeline **9**

Important User Tips for Navigating EAGL IGX **9**

EAGL IGX External Users' Manual **13**

Locating the Terry Husseman Account Funding Opportunity **14**

Applying for the THA Funding Opportunity **15**

Application Forms **16**

General Information Form **18**

Project Characterization Form **21**

Mapping Information Form **22**

Recipient Contacts Form **23**

Scope of Work – Task 1 Project Administration / Management Form **24**

Scope of Work – Additional Tasks Form **26**

Scope of Work Summary Form **27**

Budget Task Cost Form **28**

Statutory or Regulatory Authority Form **30**

Project Type Explanation Form **32**

Uploads Form **33**

Submitting the Application 34

Appendix A: EAGL IGX Roles and Permissions 38

EAGL IGX Role Permissions Overview: 38

Role Permissions Table: 38

List of Tables

Tables

Table 1. THA 2026 Funding Cycle Timeline. 9
Table 2. EAGL IGX Role Permissions Table 39

Ecology Contacts

Headquarters	Contact
Fund Manager	Ian Fawley (360) 325-3951 Ian.Fawley@ecy.wa.gov
Fund Coordinators	Samantha Cote (360) 407-6484 Samantha.Cote@ecy.wa.gov
	Layne Slone (360) 867-8171 Layne.Slone@ecy.wa.gov
Financial Managers	Michele Boderck (360) 764-6807 Michele.Boderck@ecy.wa.gov
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	Tiffany Brunson (509) 862-7328 Tiffany.Brunson@ecy.wa.gov

Regional Office	Regional Fund Coordinator
Central Regional Office	Julie Conley (509) 907-3937 julie.conley@ecy.wa.gov
Eastern Regional Office	Tess Cooper (509) 934-7013 tess.cooper@ecy.wa.gov

Regional Office	Regional Fund Coordinator
Northwest Regional Office	Lisa Nelson (425) 213-4843 Lisa.Nelson@ecy.wa.gov
Southwest Regional Office	Heather Bush (425) 417-6982 heather.bush@ecy.wa.gov

Eligible Applicants

The following types of organizations are eligible to apply for a Terry Husseman Account (THA) grant: cities, towns, counties, federally-recognized Tribes, state agencies, Regional Fisheries Enhancement Groups (RFEG), conservation districts, ports, and public utility districts.

Private entities and non-profit organizations are not eligible to receive THA funding. However, they may partner with eligible applicants to provide more financial support in addition to the THA grant.

Eligible Project Types

THA grants support locally sponsored projects that restore or enhance the natural environment. Typical projects address water quality issues and fish and wildlife habitat protection or enhancement in or adjacent to waters of the state, such as streams, lakes, wetlands, or the ocean. See the funding guidelines for more information about project type eligibility.

Application Requirements

Only applicants that have been invited to apply, through the pre-application selection process, can apply. To apply for a THA grant, you must complete and submit an application in Ecology's Administration of Grants and Loans (EAGL IGX) online system. An EAGL IGX Prep Tool is also available to help applicants prepare answers to application questions.

To access the application forms, applicants must first register through Secure Access Washington (SAW) and then register to use EAGL IGX. Please see Ecology's Grants and Loans web page[4] for information about registering for both a SAW and EAGL IGX account.

[4] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans#Apply

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

Funding Cycle Timeline

Table 1. THA 2026 Funding Cycle Timeline.

Date	Program Milestone
January 6, 2026, 8 a.m.	EAGL IGX application opens
February 10, 2026, 5 p.m.	EAGL IGX application closes**
February 11 – February 13, 2026	Application screening
February 16 – March 16, 2026	Application evaluation period
Early April 2026	Funding decision email notices are sent applicants
Early April 2026	Award letters are sent to Recipients
April – May 2026	Agreements are negotiated and written
May 1, 2026, or thereafter	Agreements start date
Varies depending on project (approx. 12 to 24 months after start date)	Agreements end date

Important User Tips for Navigating EAGL IGX

Before you begin completing the grant application, please read through the following tips. These will help you navigate the EAGL IGX system.

1. **Familiarize yourself with how EAGL IGX 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.

   Also, only an Authorized Official can change role assignments at the organization or document level. Roles set at the organization level serve as the user's default role on newly initiated applications. Please reference the *EAGL IGX External Users' Manual* [5]: Chapter 6 EAGL IGX Role Permissions Overview, and a comprehensive roles matrix. *The EAGL IGX External Users' Manual is also available in EAGL IGX. See the screenshot in these instructions.*

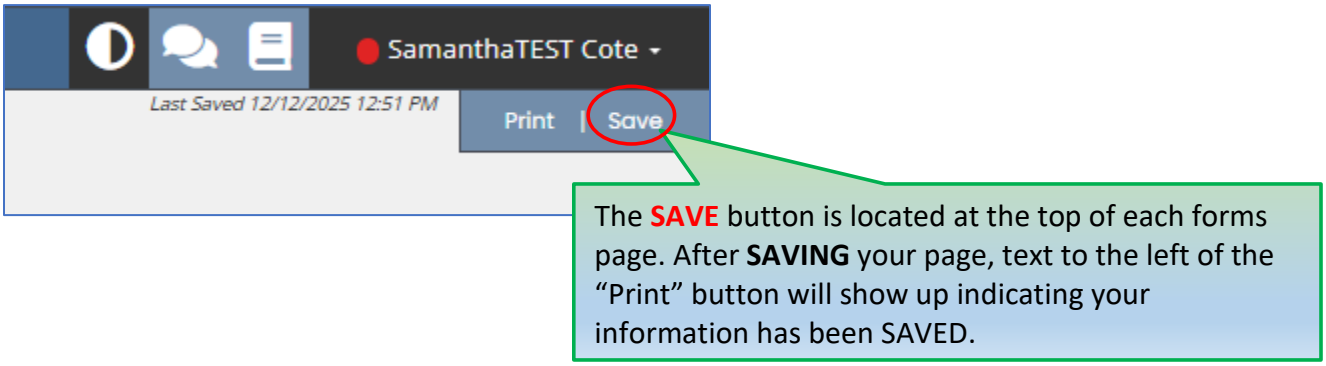
[5] https://apps.ecology.wa.gov/publications/summarypages/2501005.html

During the application process, you will be asked to identify contact people from your organization. Please note that the Authorized *Signatory* is a contact type and independent from the organization/document role of Authorized *Official.* Contact types do not affect document permissions and any contact person can be in any document/organization role.

2. **To use EAGL IGX, you must use one of a compatible web browser.** EAGL IGX is compatible with the most common, up-to-date web browsers including Microsoft Edge (preferred), Chrome, Firefox, and Safari. When the use of EAGL IGX is not supported by the web browser, an unsupported browser error message will display.

3. **When you apply, a document name is automatically assigned to your application.** When the system generates your application-Document #, write it down so that you can easily search for it as you complete your application forms. Please see the section below, "**Avoid creating duplicate applications**" for additional information on how to locate an application you have already created.

4. **Where is the SAVE button**?



5. **SAVE regularly.** Both the SAW and EAGL IGX systems timeout after 15 minutes of inactivity for security purposes. As you complete your application, remember to **SAVE** often to ensure your application data entry is secure. Each time you **SAVE**, the 15-minute timer starts again. If you attempt to save after 15 minutes of inactivity, but before a full hour of inactivity, you will be prompted to sign back into SAW and you should be returned to where you had left off in EAGL IGX. Generally, this will not result in loss of data.

6. **After saving,** you can exit the EAGL IGX system, revisit your application-Document #, and begin where you left off earlier. The **SAVE** button is located at the top (right) on each application form.

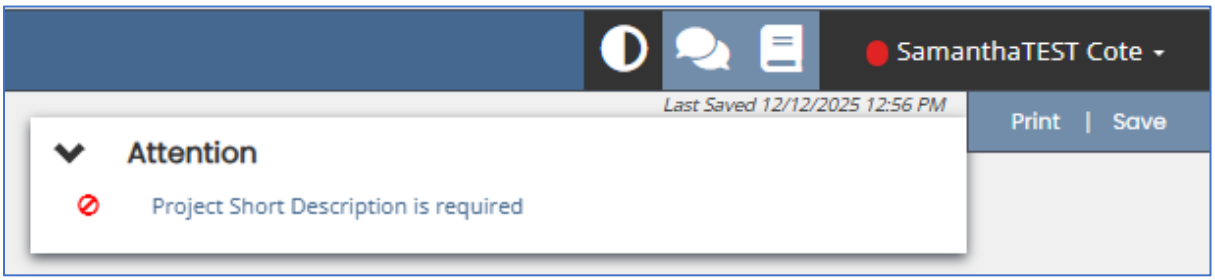
7. **Spell Check** – The EAGL IGX system is not a word processing application. Please be sure to double check for typos and grammar prior to submitting an application. Pay particular attention to email addresses. Modern web browsers such as Mozilla Firefox and Google Chrome may offer spell check features to assist with your application.

8. **Formatting** – The EAGL IGX system does not read special characters or formatted text easily. For best results, type directly into the textboxes or cut and paste your text into the textboxes from Notepad or a Word document saved as plain text.

9. **Red Asterisk** * – A red asterisk indicates the field is required. Applications may not be submitted if any of the required fields are left blank. The system will indicate an error notice.

10. **Helpful text guidance**– Hover over a text box and may bring up text instructions (e.g. Refer to funding guidelines).

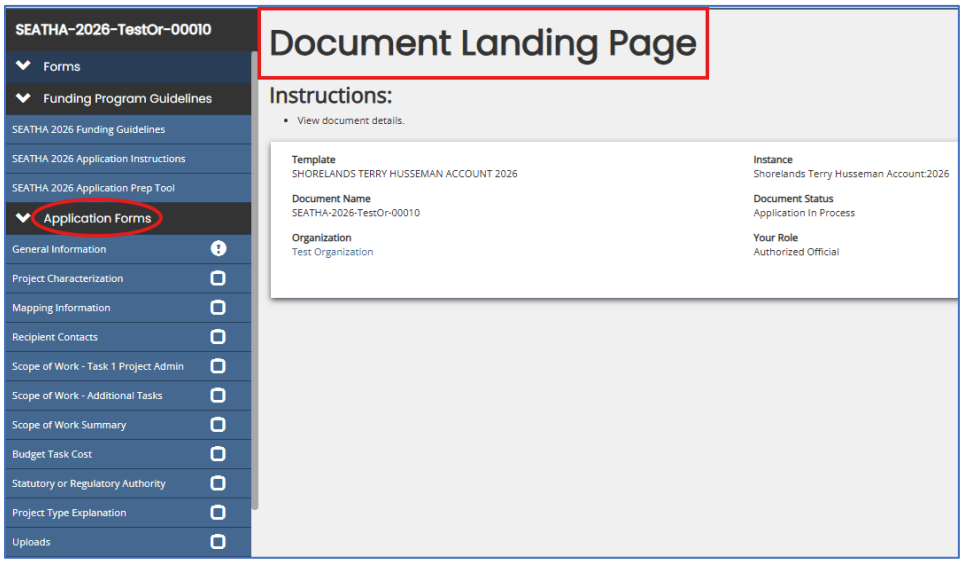
11. **Attention Errors** – A red circle with a backslash symbol indicates an error. If an error occurs, a box labeled "Attention" will display on your screen. To help prevent unnecessary errors, we recommend filling out each of the Application Forms *in order*. If you do get errors, go to the form that the error message notes, edit it, and resave each of the forms in the order they are listed, not the error message.



12. **How do I navigate between screens**?

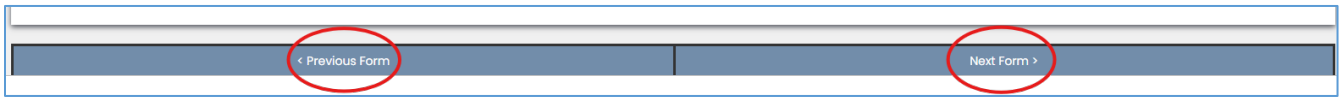
    There are a few ways to navigate to the forms:

    a. From the Document Landing Page, use the left navigation pane to choose the form.



b. **Navigation on forms** – The system uses navigation buttons for navigating on any of the forms. These buttons are located at the bottom of the form:

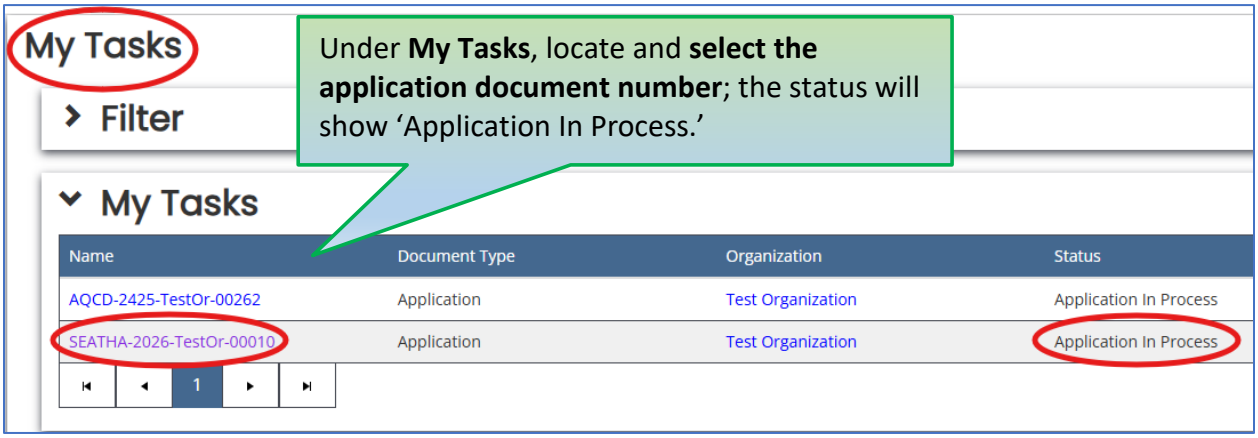
- **Next Form** button allows you to navigate to the next form.
- **Previous Form** button allows you to navigate to the previous form.



13. **Avoid creating duplicate applications.** Only one application per project should be initiated in EAGL IGX. To access a previously created application follow the steps below. If you have created an application and cannot locate it, please contact a Fund Coordinator for help.

Option 1:

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 home page of EAGL IGX. Once you open your task list, a list of your applications will appear. Select the application document #.



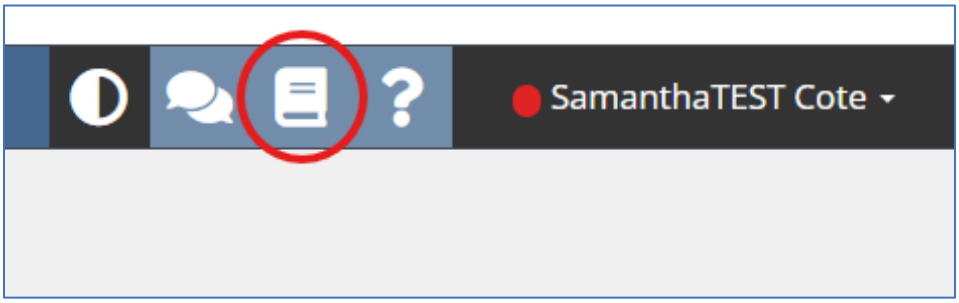
Option 2:

On your EAGL IGX home page, select **Searches** from the menu bar at the top, then select **Applications**. Under *Document Search*, for **Type**, select **Shorelands Terry Husseman Account:2026 (SEATHA-2026)**, from the drop down menu, for **Name** type in the last two digits of your application document number, (e.g., 04), then select the **Search** button. Your agreement should be listed under Search Results.–. Select the **Application document #** link under Name. This takes you to the **Document Landing Page.** Use the left navigation pane to select the forms under the **Application Forms** menu and you can continue filling in the application.

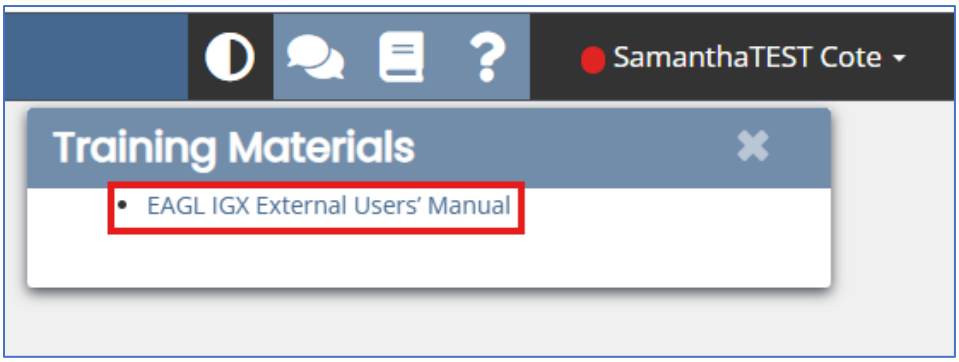
EAGL IGX External Users' Manual

The *EAGL IGX External Users' Manual* is located on the **Training Materials** in EAGL IGX. The User Manual has step-by-step instructions and has many important system requirements and navigation features of the EAGL IGX system. Please familiarize yourself with it.

1. On any form or page in EAGL IGX, bring your cursor to the top-right of your screen and click here:



2. Select the **EAGL IGX External Users' Manual** from the dropdown menu:

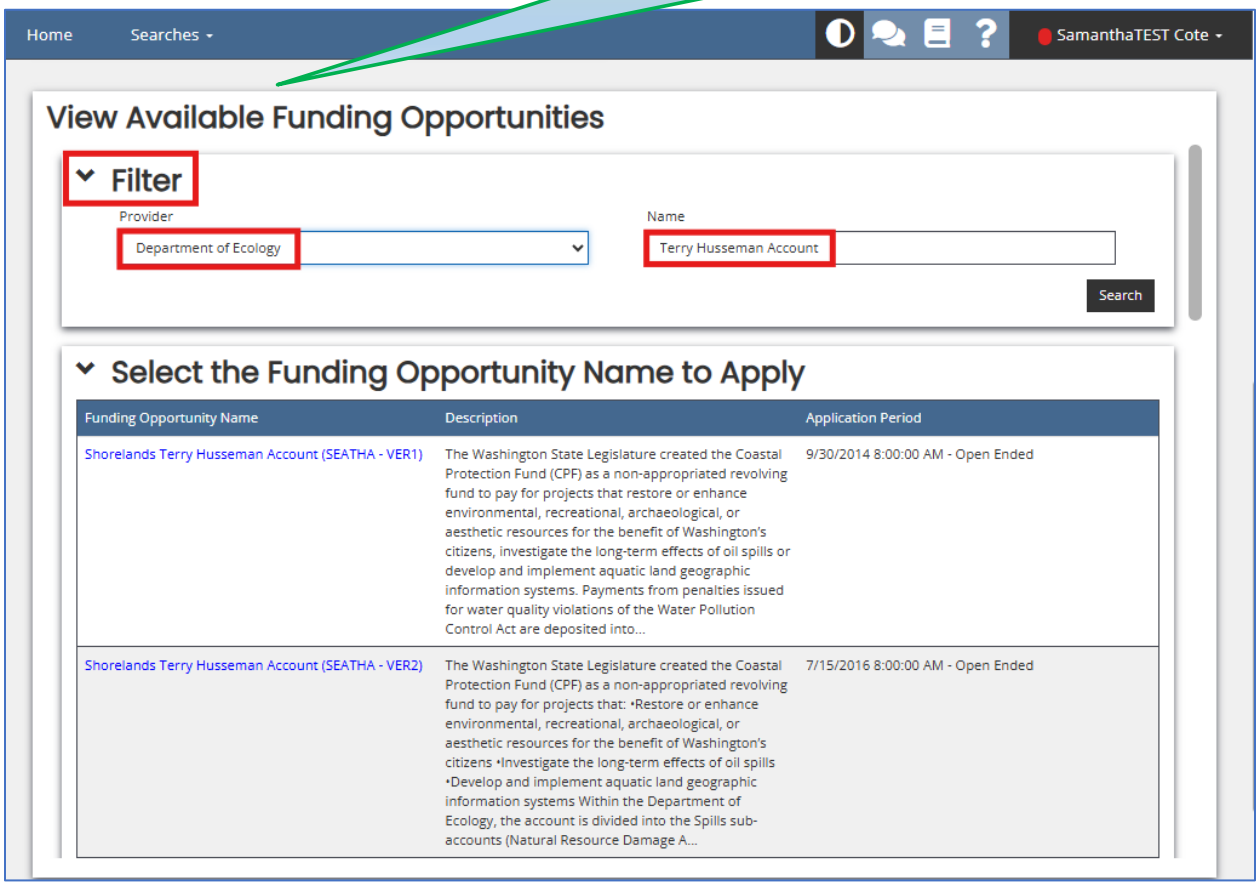


Locating the Terry Husseman Account Funding Opportunity

On the **Dashboard** you can initiate applications, view available funding opportunities, and view a task list for items that need action.

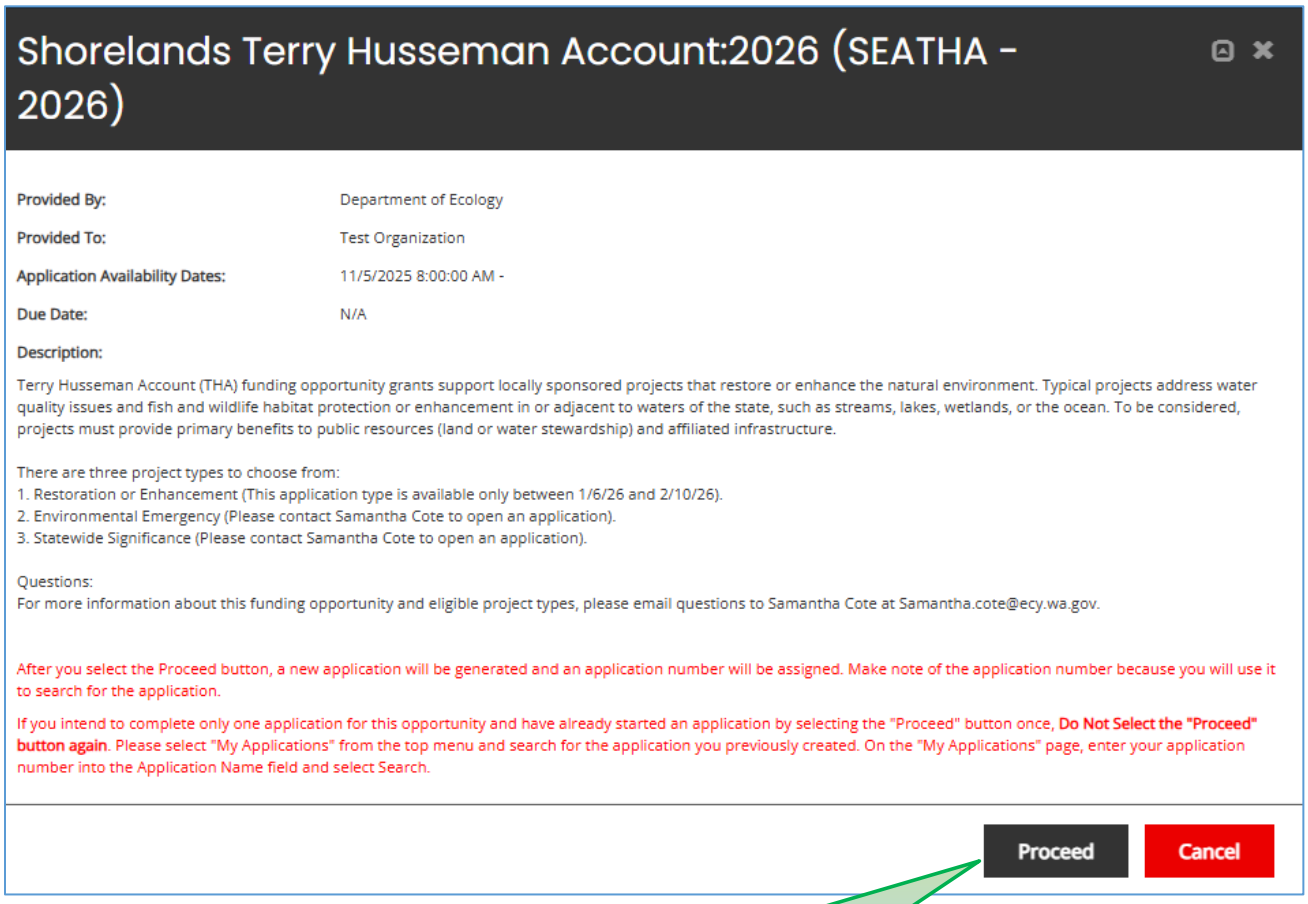
NOTE: Only an **Authorized Official** can view and apply for the **Terry Husseman Account (THA) funding opportunity.**

TIP: To easily find a THA funding opportunity, select the **Filter** dropdown and enter the **Provider** and **Name**.



Applying for the THA Funding Opportunity

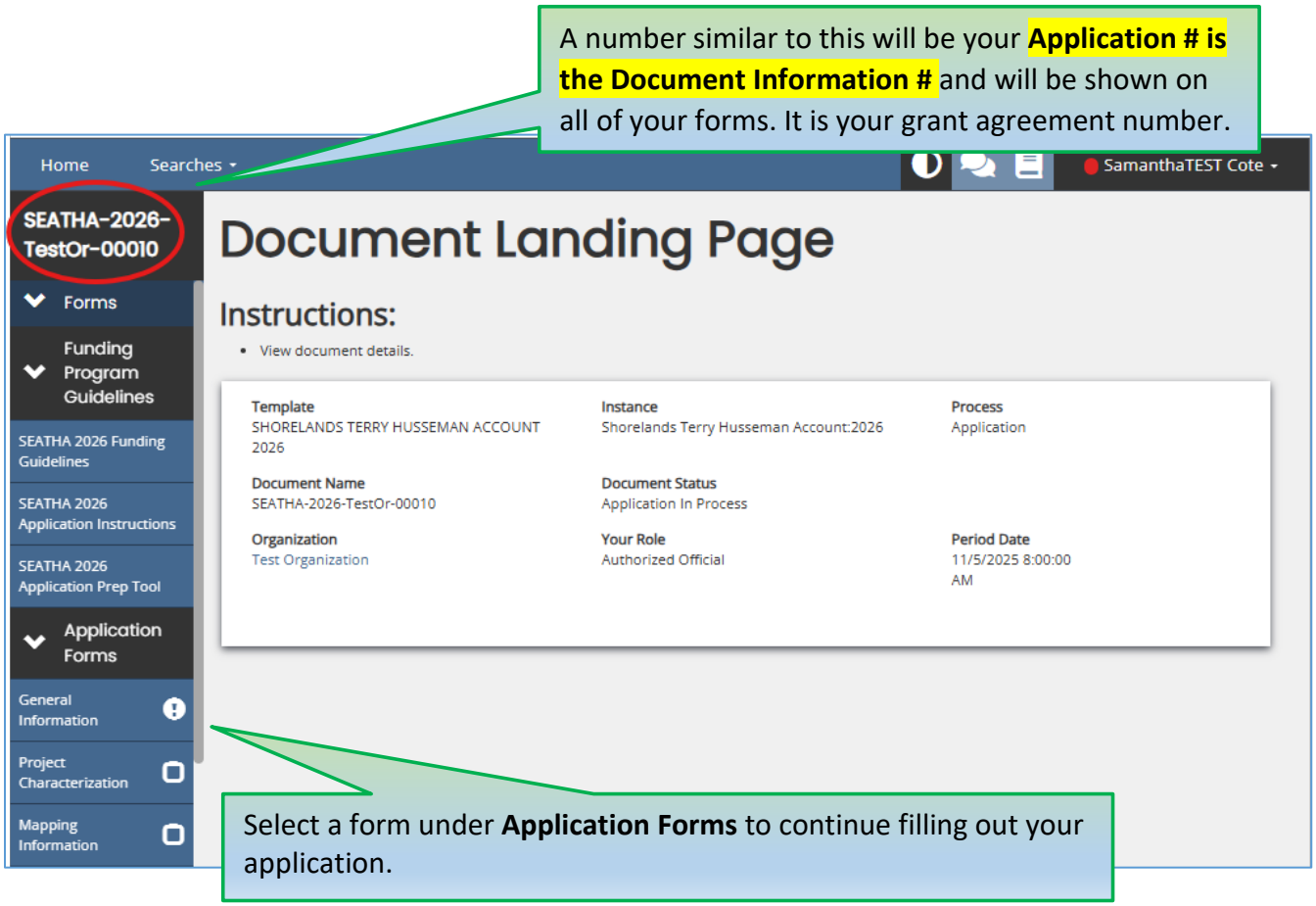
Under **View Available Opportunities**, scroll down until you find the **Shorelands Terry Husseman Account** Funding Opportunity. Click the **Apply Now** button.



From the **View Available Funding Opportunities** screen, select the **Proceed** button.

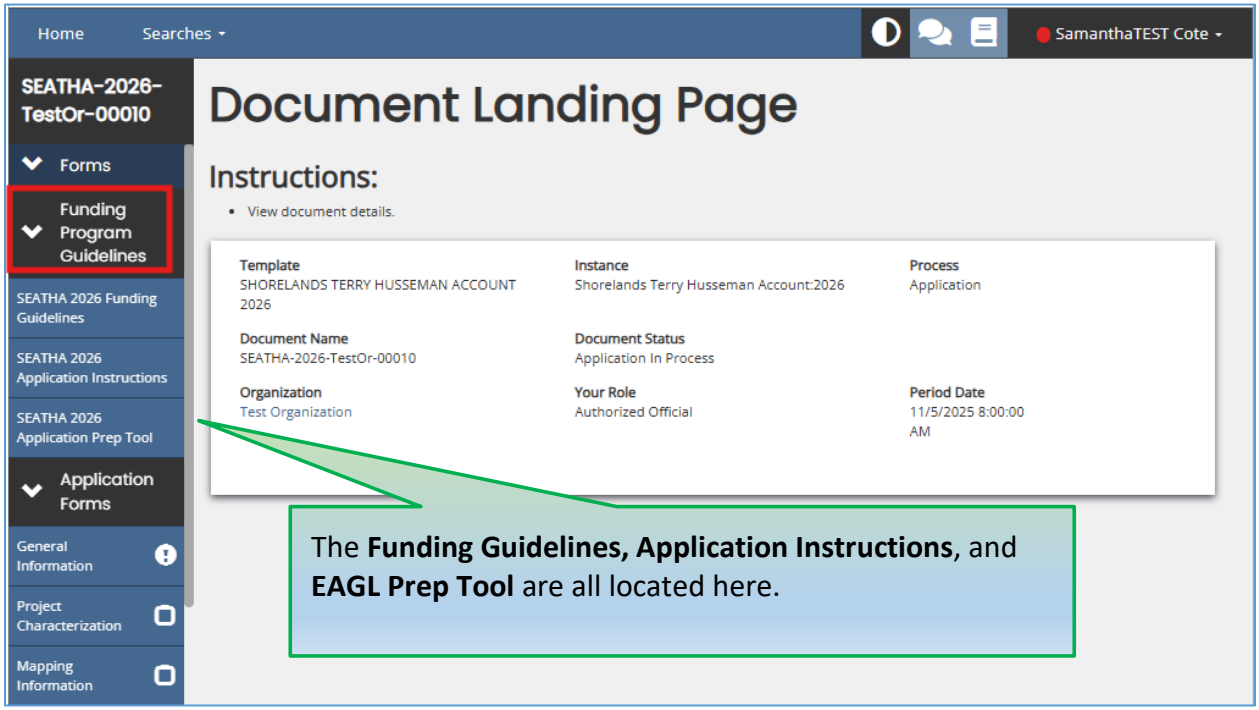
Application Forms

You have now entered the Application process. The system has automatically assigned a **Document Name** number to you. It is important to write this number down, as it will become your parent document number which will show up on each of your application forms and is your assigned grant agreement number throughout the life cycle of your grant.



HELPFUL TIP: The Document Landing Page in the middle of the graphic above indicates what **Role** you are in (e.g., Authorized Official) and what the **Document Status** is of your application (e.g., Application In Process). Within each process, always check your role and your document's current status, because this determines what work can be done. To navigate to this page at any time, scroll down the left navigation pane until you see the **Tools** dropdown, and select "Landing Page".

The **Terry Husseman Account (THA) Funding Program Guidelines, Application Instructions,** and **EAGL IGX Prep Tool** are always available at the top of the navigation pane under the **Funding Program Guidelines** dropdown. The THA application forms include the Scope of Work forms. *The following pages of these instructions describe the required forms and instructions on how to fill out each form.*



HELPFUL TIPS: remember to **SAVE** each form before moving to the next one, and **SAVE** often.

General Information Form

The **General Information** Form is the first form you will see on the **Application Forms** page. The information on this form, the Scope of Work (SOW) forms, and other application forms will be used by Ecology to screen, evaluate, and score your application. **SAVE** the form before moving to the next one, and **SAVE** often.

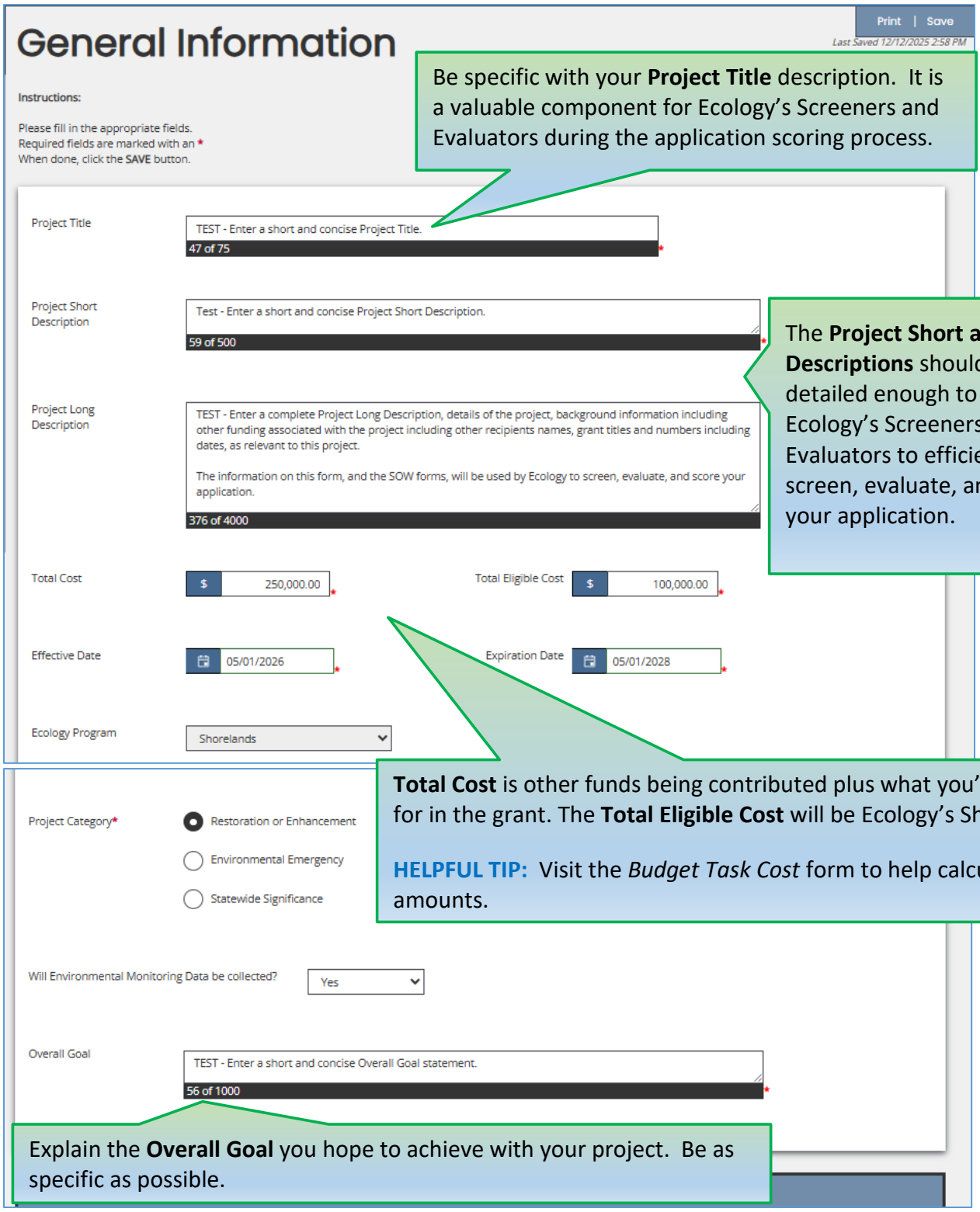
Enter the following information:

- **Project Title:** Enter a concise project title (75 character limit with spaces).
- **Project Short Description:** Enter a concise paragraph describing the overall project and environmental benefits (500 character limit with spaces).
- **Project Long Description:** Enter a detailed description of the project, background information, and other funding associated with the project including the names of other recipients, grant titles, and award amounts (4,000 character limit with spaces).
- **Total Cost:** Enter the total project cost including other funds associated with the project.
- **Total Eligible Cost:** Enter the amount for the THA portion of the project. This amount represents Ecology's Share.
- **Effective Date:** Enter May 1, 2026, or thereafter.
- **Expiration Date:** Enter 12 to 24 months maximum from the Effective Date.
- **Project Category:** Choose one of the three available project categories:

    1. **Restoration or Enhancement:** Choose the Restoration or Enhancement project category unless your proposal has an environmental emergency or a statewide significance component to it. Please describe in the short and long descriptions, and the overall project goal, how your project restores or enhances the natural environment.
    2. **Environmental Emergency:** Choose this category if your project is the result of an environmental emergency where the risk to the natural environment is high due to a natural or man-made disaster. Please describe in the short and long descriptions, and the overall project goal, the impacts to the natural environment that have occurred. Describe how your project will help to improve or restore the natural environment.
    3. **Statewide Significance:** Choose this category if your project has statewide significance and proposes innovative approaches or technologies that could be applied in multiple

watersheds throughout Washington. Describe the significant improvement to the natural environment in the short and long descriptions and the overall project goal.

- **Will Environmental Monitoring Data be collected?** Choose yes or no, from the drop down menu. If your project involves collecting or monitoring environmental data, you will be required to follow Ecology's data standards.
- **Overall Goal:** Enter a clear and concise paragraph describing the overall goal and environmental benefits (1,000 character limit with spaces).



SAVE the form before moving to the next one, and **SAVE** often.

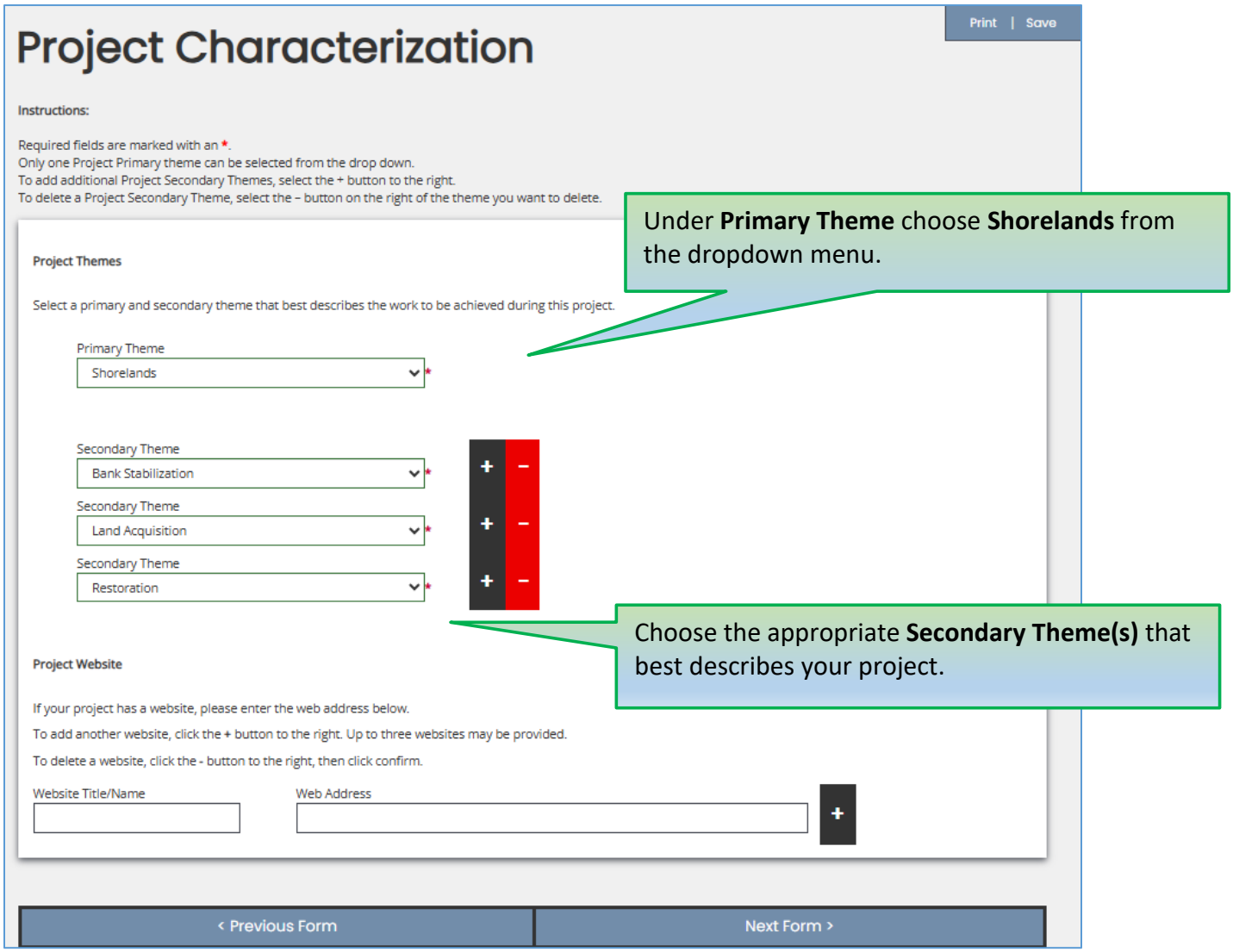
Project Characterization Form

Use the drop down menu to select primary and secondary themes that associate with the project type on the statewide map of Ecology's active and closed grant and loan projects (2014-present). **SAVE** the form before moving to the next one, and **SAVE** often.

Enter the following information. Click the **SAVE** button after entering each field.

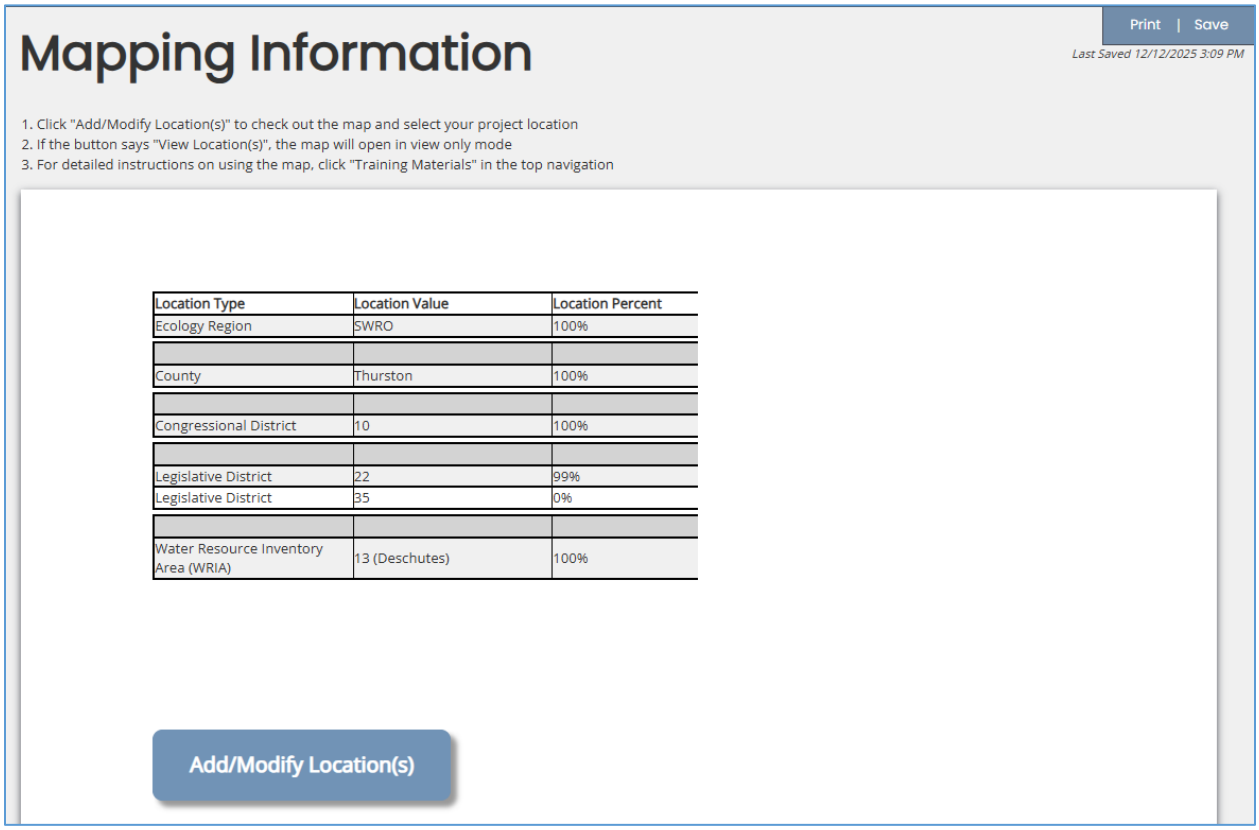
- **Primary Theme:** Select Shorelands.
- **Secondary Theme:** Select the secondary theme(s) that best describes your project.
- **Project Website:** Enter project website address, if available.

If your project is chosen for funding, you will be able to update the themes later.



Mapping Information Form

The Mapping Information **must be checked, and a project area must be chosen** before changing the status of your application to submitted. **SAVE** the form before moving to the next one, and **SAVE** often.



Directions to check the *Mapping Information*, are as follows:

- On the **Mapping Information** form, select **Add/Modify Location(s)** (blue box) to edit the EAGL IGX Editor Map.
- Under **Project area options**, under **Define Project Area** choose the area that best defines your project. 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 **Submit Results**, then **Return to EAGL** and you will return to the Mapping Information form.
  - Finally, select **SAVE** at the top of the *Mapping Information* form.

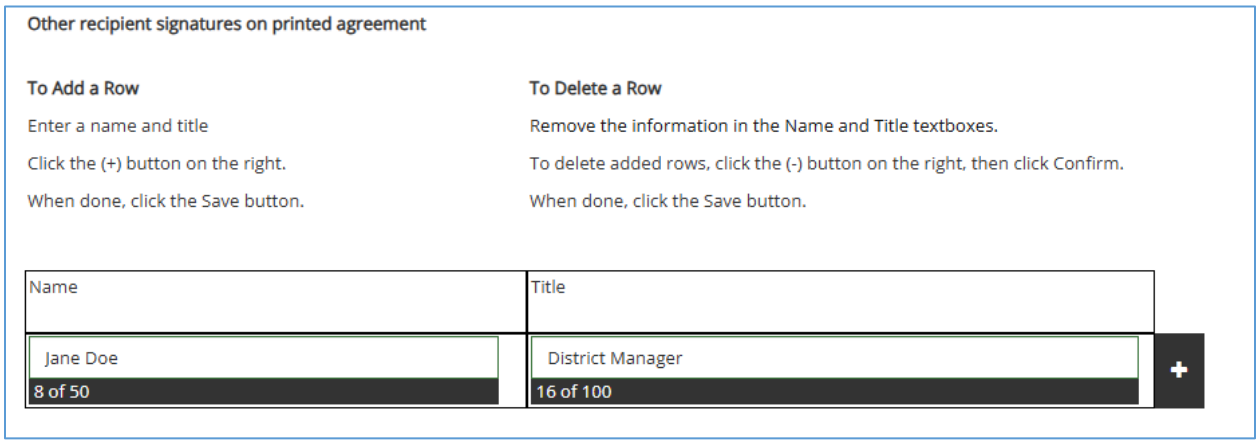
Recipient Contacts Form

Contacts listed on this form must be Recipient staff; not consultants, contractors, or project partners. **SAVE** the form before moving to the next one, and **SAVE** often. The following contacts must be identified and have both a Secure Access Washington (SAW) and EAGL IGX user account to appear in the drop down menu:

- **Project Manager** (EAGL IGX Role): The person responsible for the overall project and for completing quarterly progress reports.
- **Authorized Signatory** (Not an EAGL IGX Role, consider assigning in the Role of Reader*): The person that has legal authority to enter the organization into 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 of the agreement. If there are additional signatories that must appear on the signature page (as determined by each Recipient), their name and title should be added to the **'Other recipient signatories on printed agreement' matrix.** These additional signatories do not need a SAW or EAGL IGX account.
- **Billing Contact** (EAGL IGX Role): The person responsible for completing and submitting payment requests and associated back-up documentation.

* Reader Role: Persons assigned in the Reader Role in EAGL IGX will not receive EAGL IGX system generated emails throughout the life cycle of the grant.

Staff listed on this form can be changed later *if* the Application is selected for funding.



HELPFUL TIP: See *EAGL IGX External User Manual*[6] – Appendix A – Quick Steps for EAGL IGX Processes (p. *i*) for Managing Roles at the Organization Level or Managing Roles at the Document Level.

[6] https://apps.ecology.wa.gov/publications/summarypages/2501005.html

Scope of Work – Task 1 Project Administration / Management Form

Task 1 is pre-populated; the Task Cost and Recipient Task Coordinator fields are the only fields that are to be entered on this form. **SAVE** the form before moving to the next one, and **SAVE** often (see below).

Scope of Work - Task 1
Project Admin

Instructions:
Please enter Task Cost
When done, click the **SAVE** button

Task Number	1		
Task Title	1. Project Administration/Management	Task Cost	$ *
Task Description	A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report and project outcome summary report (including photos). B. The RECIPIENT will maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. C. The RECIPIENT will provide Project Management. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT will carry out this project in accordance with any completion dates outlined in this agreement and documented in the EAGL Deliverables Due Date form.		
Task Goal Statement	Properly manage and fully document the project in accordance with ECOLOGY's grant administration requirements.		
Task Expected Outcomes	Timely and complete submittal of requests for reimbursement, quarterly progress reports and a Recipient Close Out Report (RCOR).		

Progress reporting requirements must be done as part of the grant; however, this may be provided by the Recipient at $0.00 cost to the grant, thereby leaving more funds for direct project implementation. If you choose to do this, then you can enter $0.00 here. Otherwise, enter your projected administrative task cost here. This amount should be 15% or less of the grant.

Recipient Task Coordinator

0 of 100

Deliverables

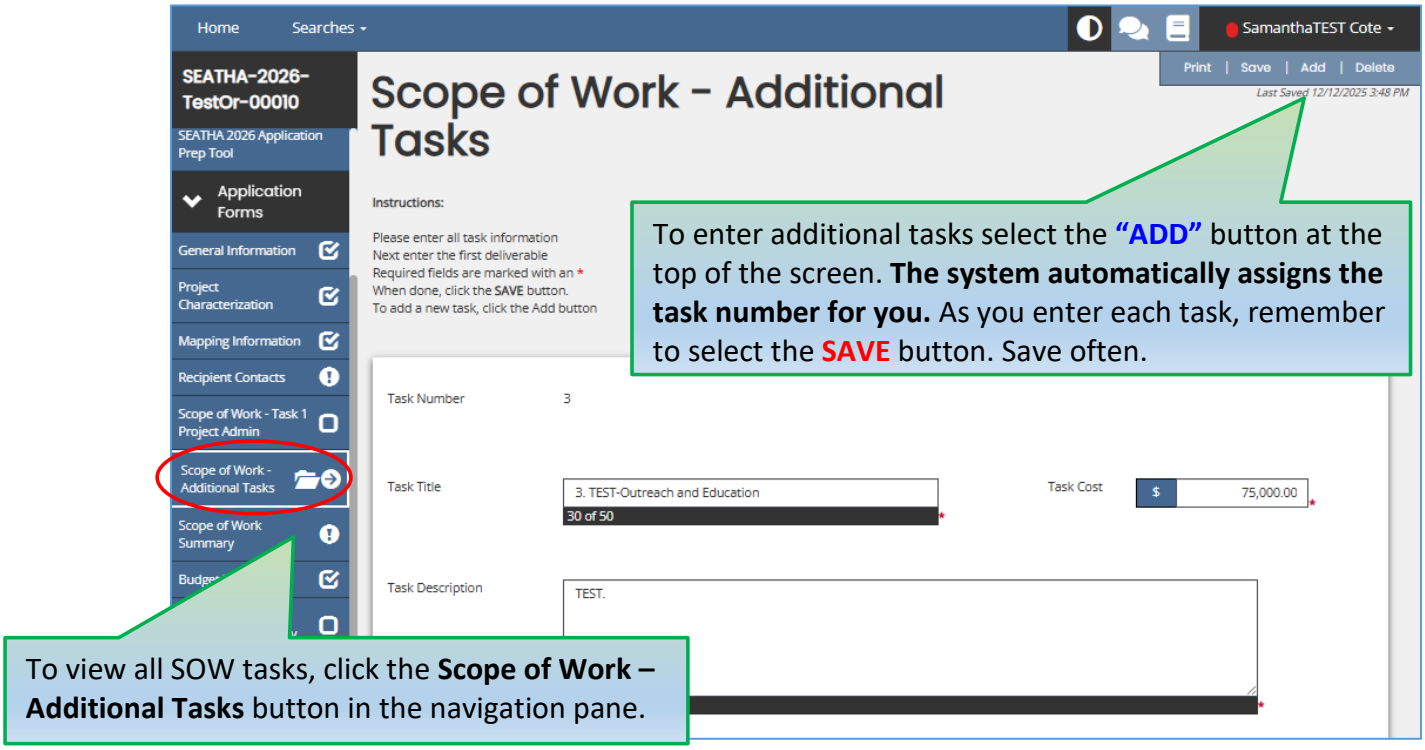
Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID			
1.1	Quarterly Payment Request / Progress Report (PRPR)	MM/DD/Y...	☐	0 of 25			
1.2	Recipient Close Out Report (RCOR)	MM/DD/Y...	☐	0 of 25			
1.3	Project Outcome Summary Report (POSR)	MM/DD/Y...	☐	0 of 25			

You can choose to either leave the Due Dates here blank, or enter the date the project will end. If chosen for funding, these dates will be negotiated and managed by and through the Deliverables Due Form.

Scope of Work – Additional Tasks Form

You need to add new scope of work task forms manually by clicking the "ADD" button, at the top of the EAGL IGX screen. The system automatically assigns the task number for you. **SAVE** the form before moving to the next one, and **SAVE** often.

To enter additional tasks hit the "Add" button at the top of the screen.

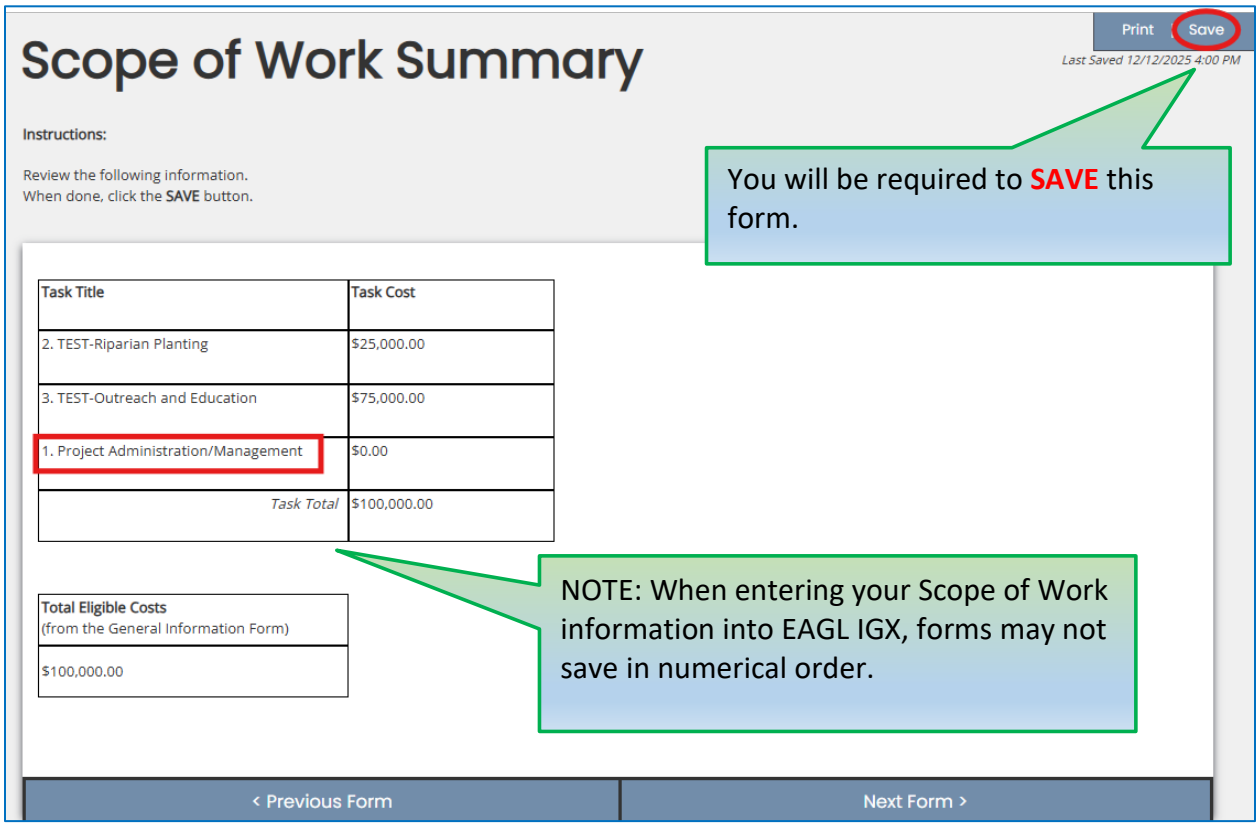


Provide the following details for each new task: 1) **Task Title** (50 character limit with spaces); 2) **Task Cost** including Ecology's grant; 3) **Task Description** of proposed work (3,500 character limit with spaces); 4) **Task Goal Statement** for the long term task goal (1,500 character limit with spaces); 5) quantifiable **Task Expected Outcomes** (1,500 character limit with spaces); 6) **Recipient Task Coordinator** as the Recipient staff lead for task completion; and 7) a list of **Deliverables** or tangible outcomes associated with the Task Description.

As you enter your tasks deliverables, EAGL IGX automatically assigns a task number once you hit **SAVE**.

Scope of Work Summary Form

This form is pre-populated and tallies the costs entered on the previous SOW forms. **SAVE** the form before moving to the next one, and **SAVE** often.



Budget Task Cost Form

Provide a budget proposal. The total maximum allowable request is $100,000 including indirect rate. The budget should be broken down by task and by element. In addition, provide a narrative explaining the budget. **SAVE** the form before moving to the next one, and **SAVE** often.

The costs in this form should correspond to each budget in the previous Task forms. You will be required to fill in the budget by elements. Providing budgets by both tasks and elements allows evaluators to assess the thoroughness of a budget and track grant expenditures in the future.

Budget by element categories should be broken down to the following, if applicable:

1. Fill in either the **Salaries**, the **Benefits** line items separately, or choose to fill in the **Salaries and Benefits Combined** line item.
   Salaries are defined as, wages for staff implementing the project.

   Benefits are defined as, costs employers incur for providing benefits beyond salary or wages.
2. Fill in the **Contracts** line item, if hiring a contractor. Estimate the contractual work.
3. Fill in the **Travel** line item, if applicable, and upload an itemized list of estimated travel costs and explain why it is needed.
4. Fill in the **Equipment** line item, if applicable, and upload an itemized list of all equipment and explain why it is needed.
   Equipment is defined as, tangible property other than land, buildings, improvements other than buildings, or infrastructure, which is used in operations and with a useful life of more than one year.
5. Fill in the **Goods / Services** line item, and upload an itemized list of all Goods and Services.
   Goods and Services are defined as, supplies and other material costs that are not equipment.
6. Fill in the **Overhead / Indirect** line item, if applicable, and upload a list of costs included in your indirect rate, and your indirect rate calculation.

   Overhead / Indirect costs cannot exceed 30% of Salaries and Benefits combined. These costs are defined as business or operational costs not directly associated with a specific objective of the project, such as utility costs, insurance, general office supplies, or rental space.

The **Budget Task Cost** form requires you to fill in each column. The system requires a character, even if $0, in each of the column fields. So for instance, if $0 is being spent for a particular task or element, enter $0 instead of leaving the cell blank. This will prevent an error message from showing up.

By Task

Task Title	Task Cost
2. TEST-Riparian Planting	$25,000.00
3. TEST-Outreach and Education	$75,000.00
1. Project Administration/Management	$0.00
Total	$100,000.00

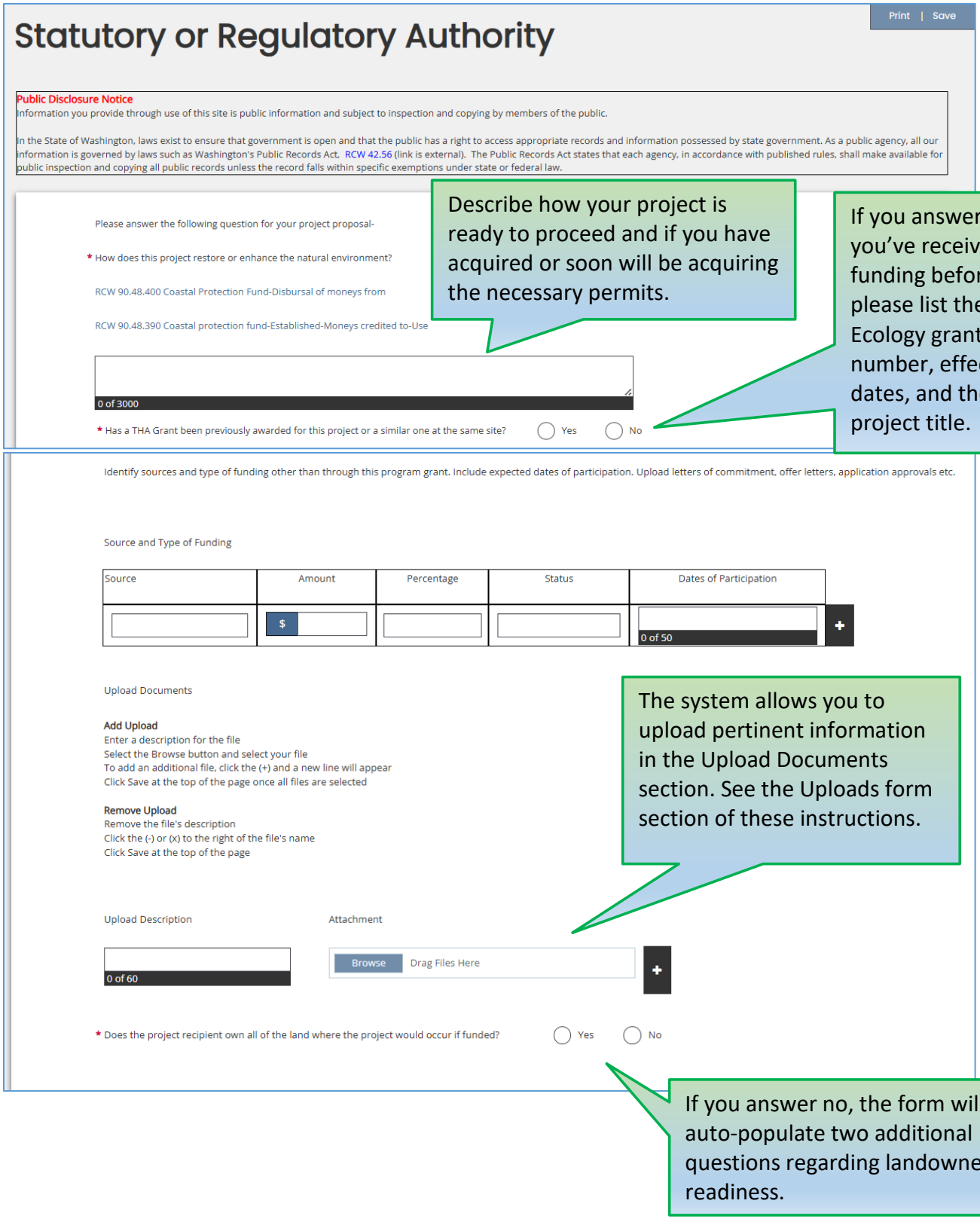
By Element

Element	*Cost
Salaries [1]	$ 0.00
Benefits [1]	$ 0.00
Salaries and Benefits Combined [1]	$ 15,000.00
Contracts	$ 50,000.00
Travel	$ 0.00
Equipment [2]	$ 0.00
Goods/services [3]	$ 35,000.00
Overhead [4]	$ 0.00
Total	$100,000.00

Statutory or Regulatory Authority Form

Describe how the project addresses the overall goals of RCW 90.48.400 Coastal Protection Fund-Disbursal of moneys form[7] or RCW 90.48.390 Coastal Protection Fund-Established-Moneys credited to-Use[8]. Describe how your project will restore or enhance the natural environment. Describe how your project is ready or near ready with permits. Identify other funding sources, previous THA grant projects, and landowner readiness to proceed.

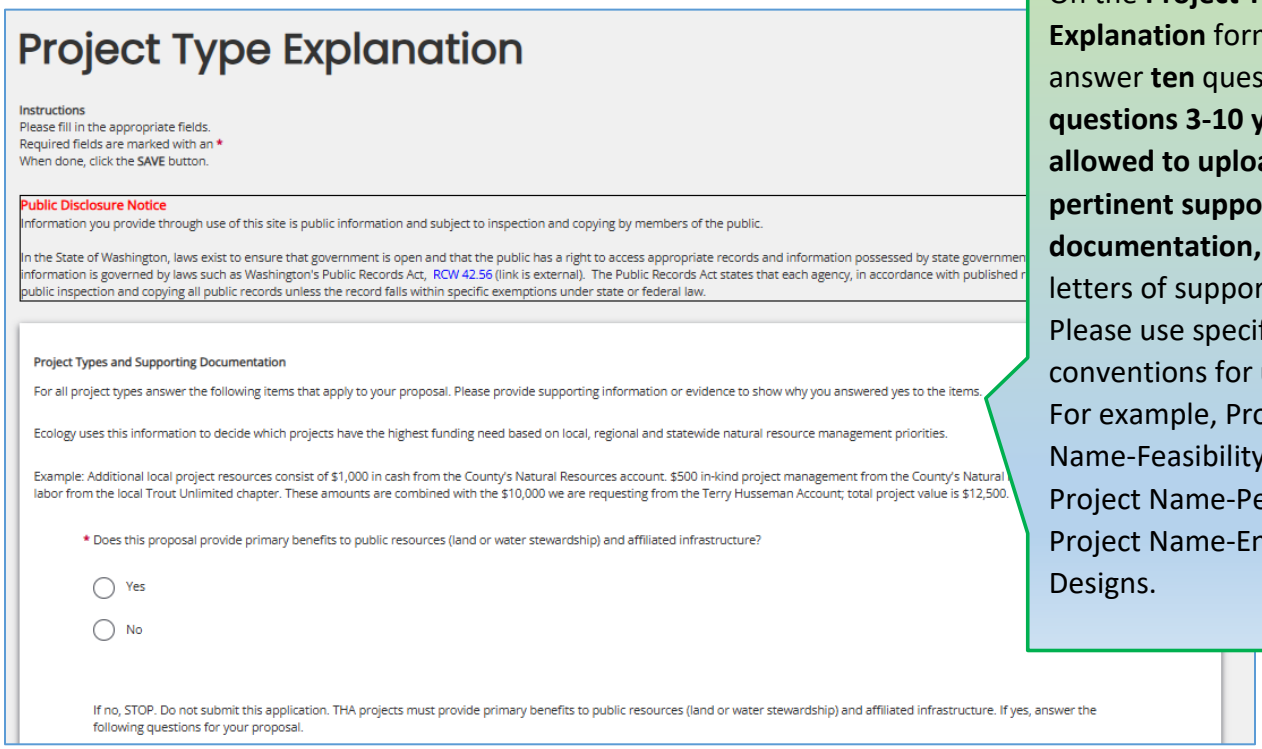
[7] http://apps.leg.wa.gov/rcw/default.aspx?cite=90.48.400
[8] http://apps.leg.wa.gov/rcw/default.aspx?cite=90.48.390


Print | Save
Statutory or Regulatory Authority
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.
Please answer the following question for your project proposal-
* How does this project restore or enhance the natural environment?
RCW 90.48.400 Coastal Protection Fund-Disbursal of moneys from
RCW 90.48.390 Coastal protection fund-Established-Moneys credited to-Use
0 of 3000
* Has a THA Grant been previously awarded for this project or a similar one at the same site? Yes No
Describe how your project is ready to proceed and if you have acquired or soon will be acquiring the necessary permits.
If you answer yes, you've received funding before please list the Ecology grant number, effective dates, and the project title.
Identify sources and type of funding other than through this program grant. Include expected dates of participation. Upload letters of commitment, offer letters, application approvals etc.
Source and Type of Funding
Source
Amount
Percentage
Status
Dates of Participation
$
0 of 50
Upload Documents
Add Upload
Enter a description for the file
Select the Browse button and select your file
To add an additional file, click the (+) 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
Click the (-) or (x) to the right of the file's name
Click Save at the top of the page
Upload Description
Attachment
0 of 60
Browse
Drag Files Here
The system allows you to upload pertinent information in the Upload Documents section. See the Uploads form section of these instructions.
* Does the project recipient own all of the land where the project would occur if funded? Yes No
If you answer no, the form will auto-populate two additional questions regarding landowner readiness.

Project Type Explanation Form

This form expands on the Statutory or Regulatory Authority form. Enter more information about how the project will provide environmental benefits for public land and water resources, is supported by other stakeholders, has other financial support, addresses water quality issues, and shows readiness to proceed.

If the project is receiving additional financial or in-kind support from key partners, we highly recommend uploading letters from them describing what the support is and how it will increase the success of the project.



On the **Project Type Explanation** form you will answer **ten** questions. **For questions 3-10 you are allowed to upload pertinent supporting documentation,** (e.g., letters of support, etc.). Please use specific naming conventions for uploads. For example, Project Name-Feasibility Study; Project Name-Permit; Project Name-Engineering Designs.

Answer the questions that follow, providing supporting details and documentation as necessary. Some helpful tips:

- Don't forget to upload supporting documents. When including attachments, enter an *Upload Description* in the text box beneath the corresponding question.
- Pay attention to the character limits for **each** text box, as the character limits vary depending on the question.
- For **Question 8. Implementation of Planning Efforts (0-5 points),** you may check all of the appropriate boxes that are applicable to your project.

Uploads Form

Attach relevant supporting documents that have not already been uploaded to other forms, such as:

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

For each attachment, enter a document title, then click the Browse button to attach the file. For information about the file types accepted by EAGL IGX, see the *EAGL IGX User Manual.* **SAVE** the form before moving to the next one, and **SAVE** often.

Submitting the Application

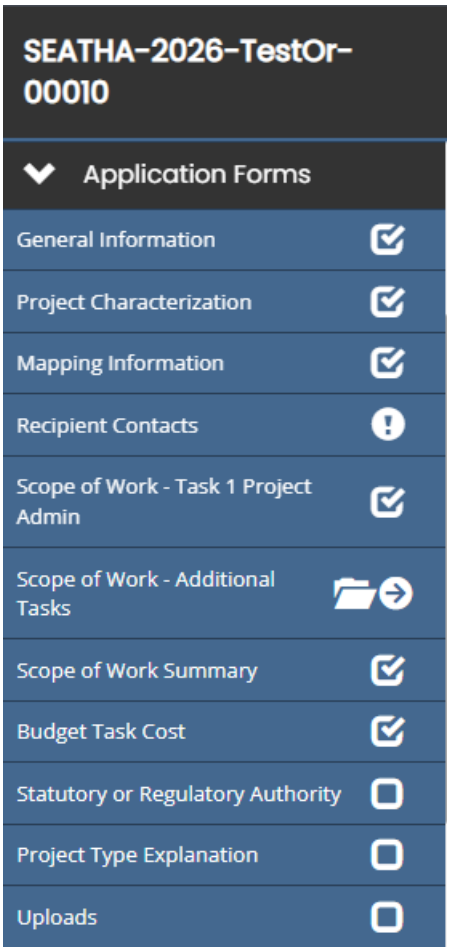
Before submitting your application, check the **Application Forms** navigation pane and double check the icons next to each of your forms:

If you have saved your form and filled out all required fields, this icon will appear.

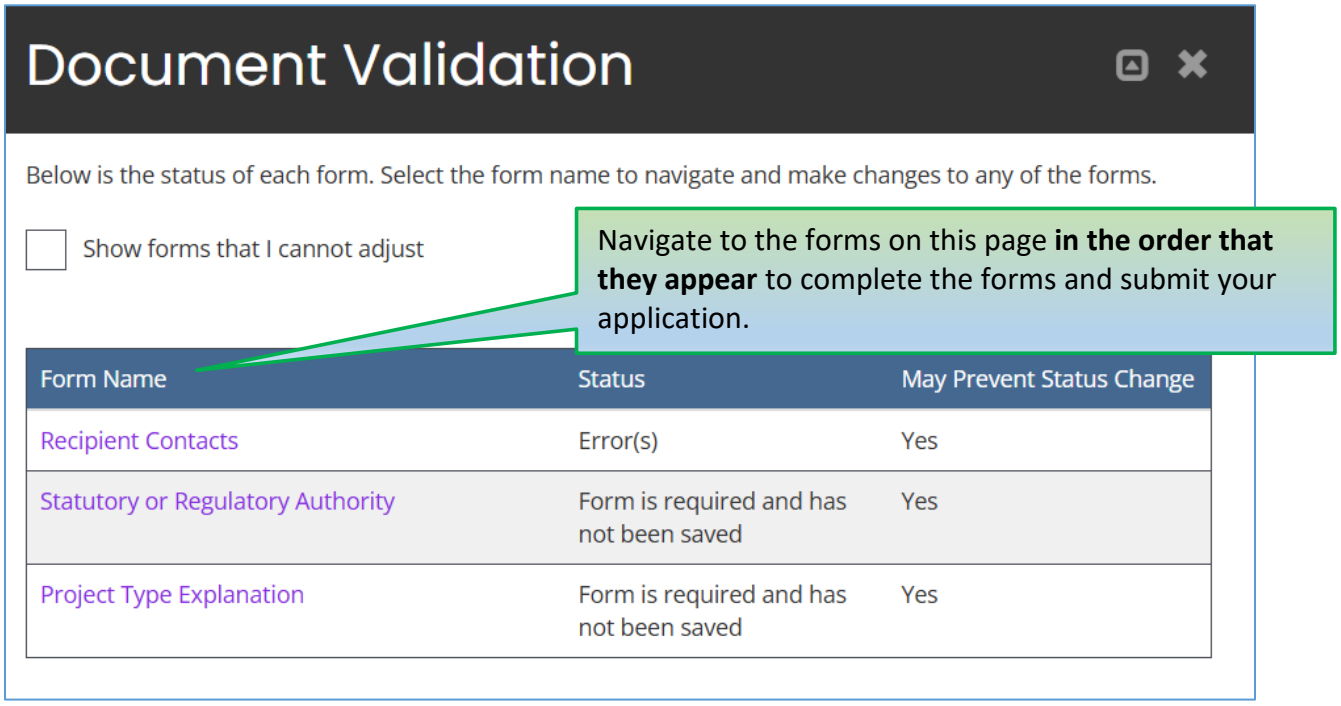
If you have errors in your form, this icon will appear. You will need to go back to the form, edit and resave it.

If you still have information to enter onto a form, this icon will appear. You may need to go back to the form, fill it out, and save it.

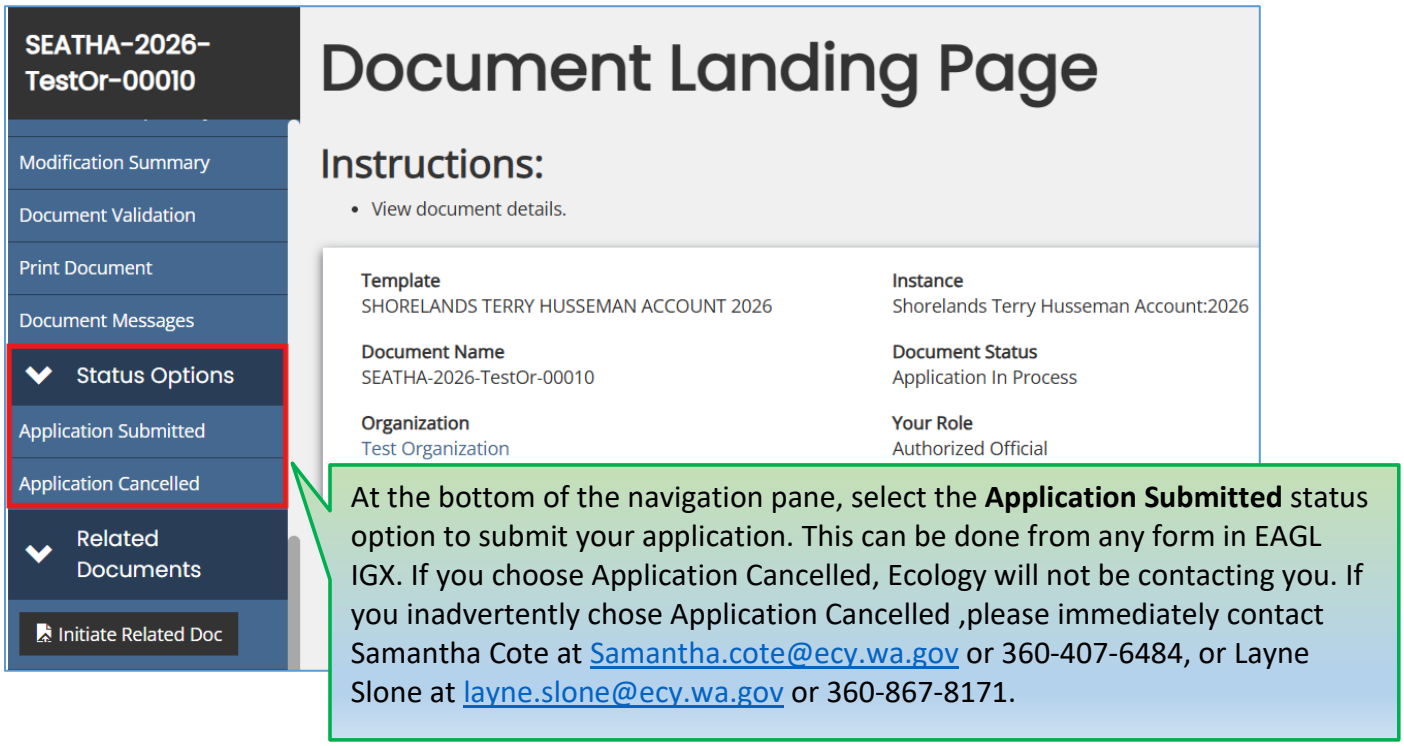
Here is an example of a navigation pane for an incomplete application:



If you attempt to submit an incomplete application, the **Document Validation** page will appear, and will display the forms that need your attention.



After reviewing your application, scroll down on the navigation pane to the **Status Options** to find "Application Submitted" or "Application Cancelled". Select "Application Submitted" to submit your application.

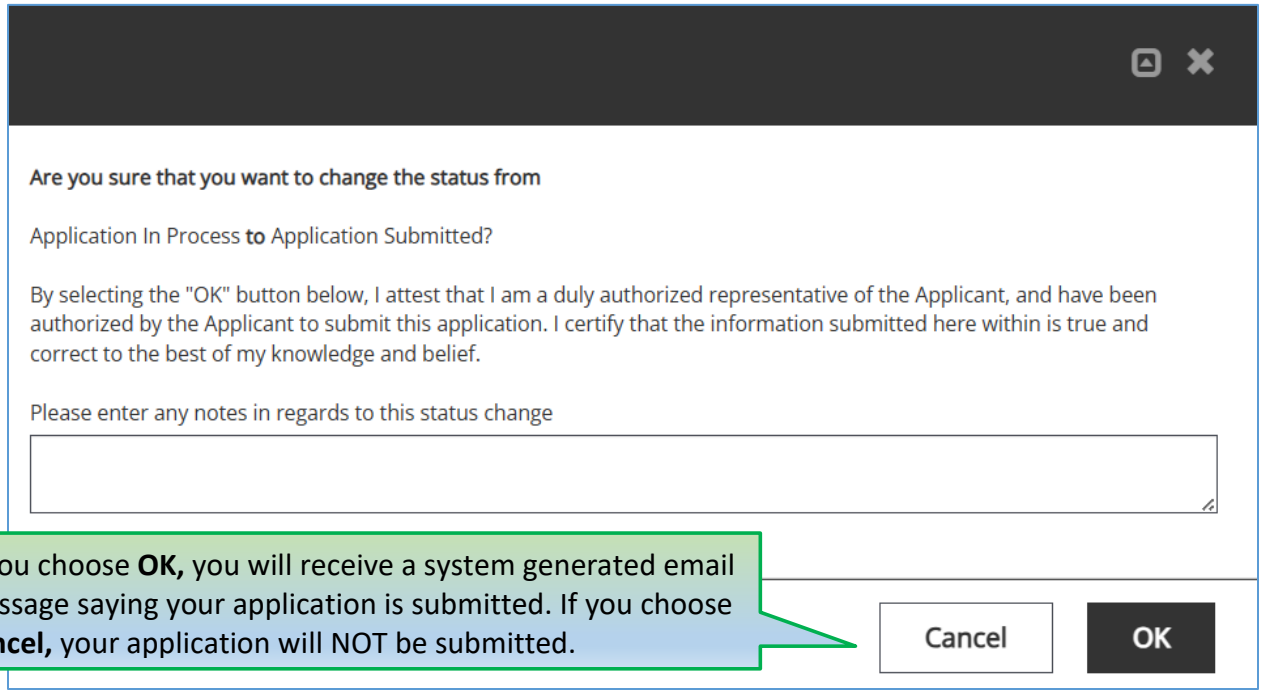


Once you select the “Application Submitted” status option – and if there are no errors – a pop-up with a text box is provided for you to include notes about the status change, if you like.

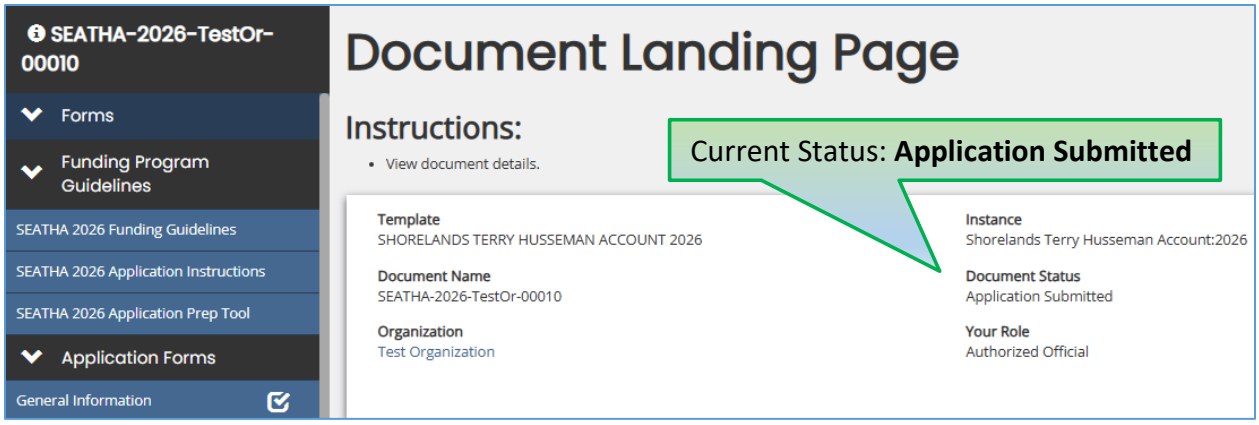
You will be given the choice of two buttons to choose from:

OK – which allows you to submit your application and you will receive a system generated email.

Cancel – which means your application will not be submitted and you will close the pop-up.



If you have chosen **OK** then congratulations your application has been successfully submitted! The Current Status of your Document # is now showing as **Application Submitted**.



You will be contacted by Ecology regarding how your project scored in the evaluation process.

For any comments or questions, please contact Samantha Cote at samantha.cote@ecy.wa.gov or 360-407-6484, or Layne Slone at layne.slone@ecy.wa.gov or 360-867-8171.

Appendix A: EAGL IGX Roles and Permissions

EAGL IGX Role Permissions Overview:

EAGL IGX is a workflow system. What you can do and when you can do it depends on your role and the current status of the EAGL IGX document.

Each staff person from your organization who needs to do work in EAGL IGX must:

- Establish a Secure Access Washington (SAW) account.
- Establish an EAGL IGX account through their SAW account.
- Be associated with your organization by an EAGL IGX Administrator from Ecology (if working with multiple organizations).
- Be granted appropriate document (i.e. the agreement or PRPR) access by the organization's Authorized Official.

Role Permissions Table:

You can find the following table on the last page of the *EAGL IGX External Users' Manual*.[9]

[9] https://apps.ecology.wa.gov/publications/summarypages/2501005.html

Table 2. EAGL IGX Role Permissions Table

17. Appendix C – Role Permissions Table

Table 1. Document Role Permissions for Applications and Amendments

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Control Access to Applications	X					
Read Application Forms	X	X	X	X	X	X
Edit Forms when Application in Process	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel Applications	X					
Initiate Amendments	X					

Table 2. Document Role Permissions for Payment Request/Progress Reports (PRPR)

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Initiate PRPRs	X		X	X		
Read PRPRs	X	X	X	X	X	X
Edit PRPRs	X		Progress Report Only	Payment Request/ Form D Only	X	
Submit PRPRs	X		X	X		
Cancel PRPRs	X		X	X		

Also see Appendix A – Quick Steps for EAGL IGX Processes (p. *109*) in the *EAGL IGX External Users' Manual*.[10]

- Updating Roles at the Organization Level.

[10] https://apps.ecology.wa.gov/publications/summarypages/2501005.html

- Managing Roles at the Organization Level.
- Managing Roles at the Document Level.