EAGL IG Application Instructions
2025-27 Community Litter Cleanup Program

Solid Waste Management's guidance for using Ecology's Administration of Grants & Loans System (EAGL IG) to apply for Community Litter Cleanup Program (CLCP)

For the

Solid Waste Management Program

Washington State Department of Ecology
Olympia, Washington
January 2025, Publication 25-07-005

Publication Information

This document is available on the Department of Ecology's website at:
https://apps.ecology.wa.gov/publications/summarypages/2507005.html

Related Information

- Publication 25-07-005 : CLCP Funding Guidelines 2023-25[1]
- Administrative Requirements for Recipients of Ecology Grants and Loans[2]

Contact Information

Solid Waste Management Program

P.O. Box 47600
Olympia, WA 98504-7600
Phone: 360-407-6105
Website[3]: 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 360-407-6831 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.
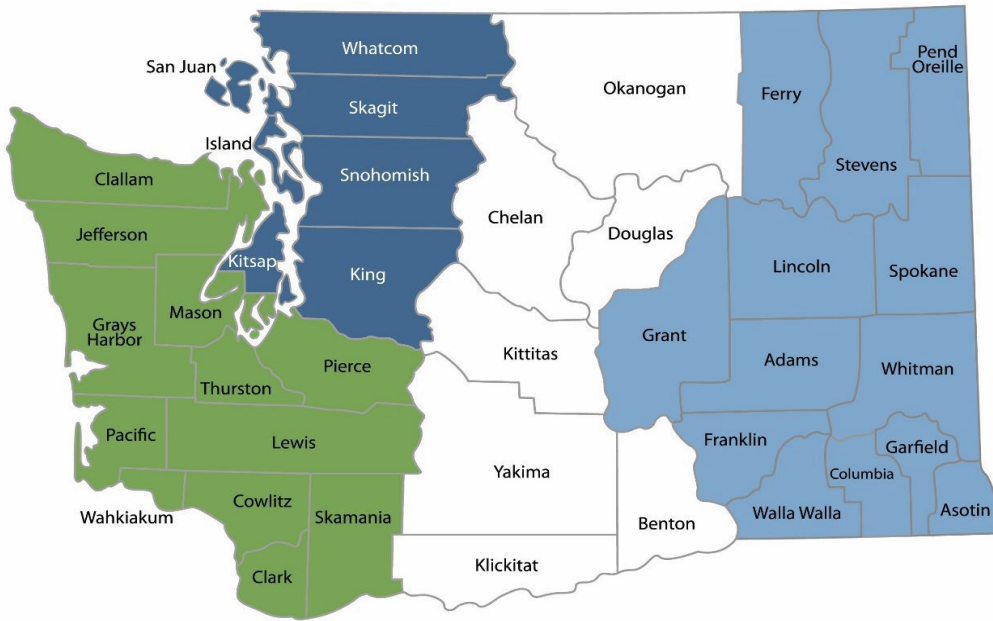
---

[1] https://apps.ecology.wa.gov/publications/SummaryPages/2507004.html
[2] https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html
[3] https://ecology.wa.gov/contact

Department of Ecology's Regional Offices
Map of Counties Served

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

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

EAGL IG Application Instructions
Community Litter Cleanup Program
2025-2027 Biennium

Solid Waste Management Program
Washington State Department of Ecology

January 2025 | Publication 25-07-004

DEPARTMENT OF
ECOLOGY
State of Washington

Table of Contents

Screenshots

THIS PAGE INTENTIONALLY LEFT BLANK

Ecology's Online Application System

Ecology administers grants and loans through an online application system called EAGL. EAGL is currently being upgraded from version IG to IGX. These application instructions are specific to applying in the IG system. In the unlikely event the IGX system is ready before the 25-27 application period opens, a second application instruction document is available for IGX.

Accessing EAGL IG

Regardless of which version is used, applicants must have an approved EAGL registration. EAGL is a service accessed through Washington State's Secure Access Washington (SAW) portal.

Returning users

Log in to your Secure Access Washington (SAW)[3] account. Access EAGL by selecting the Access Now button.
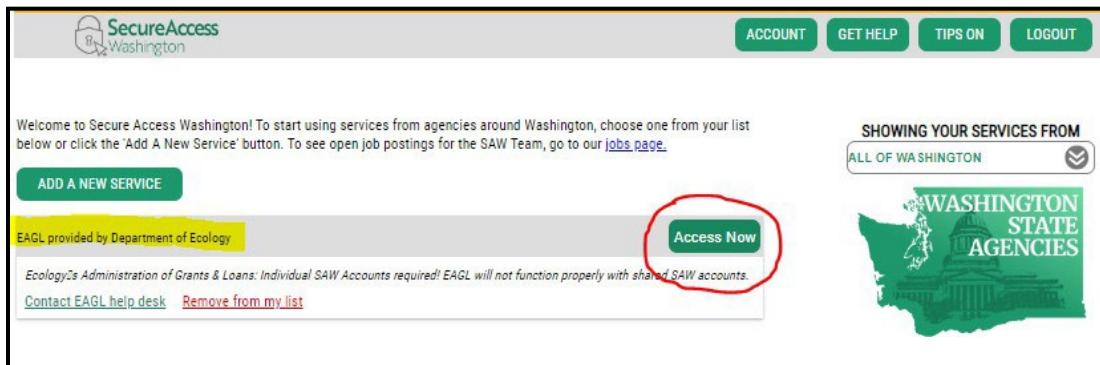
Screenshot 1 Accessing EAGL IG in SAW for returning users.

New users

If you don't already have one, you must create a Secure Access Washington (SAW) account. You may not "share" a SAW account with another person or organization.

Access your SAW account and complete an EAGL registration form through SAW.

- Select ADD A NEW SERVICE
- Scroll the list to find Ecology
- Select EAGL

It may take up to three business days for Ecology EAGL staff to approve your EAGL registration. If you need a visual instruction, please watch a how-to video for registering as a new SAW and/or EAGL user.[4]

The first person to register your organization in EAGL is assigned by EAGL staff the role of "Authorized Official". For subsequent EAGL registrations under your organization, the system auto-generates an email notifying the Authorized Official(s) that you are a new user. Before you

---

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

can access Applications, an Authorized Official must first activate you and assign your role for each application you need to access.

After you have a SAW account and your EAGL registration is approved by Ecology EAGL staff, you can access EAGL. Follow the instructions for returning users, if needed.

Navigation tips for EAGL IG

1. **Open EAGL using one of these web browsers**. We do not recommend using Internet Explorer with EAGL IG.

   - Google Chrome
   - Edge Chromium
   - Mozilla Firefox
   - Safari

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

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

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

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

4. There is no logout feature in EAGL IG.

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

5. EAGL IG system generated Document Information number.

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

6. The "back button".

   - On most forms in EAGL IG, this button does not function properly. Using the back button in EAGL IG or your browser may result in losing information.
   - Instead, select your Document Information number to return to the Application Menu screen.

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

   - EAGL IG does not easily read formatted text or special characters.
   - For best results, type directly into the textboxes or cut and paste your text into

the application's textboxes from Notepad or a Word document saved as plain text.

8. Check your spelling.

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

9. Red asterisk (*).

    *   This indicates that the field is required.

10. EAGL IG may generate an error message if you try to submit an application with errors or missing information.

11. Question mark icon.

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

12. Global errors icon.

    *   A red stop sign symbol with a white hand in the middle indicates an error.
    *   After you fill out an application form, you can run the Check Global Errors command. This button is located at the top right on each application form.
    *   If you do get global errors, the message may provide links to the forms that you need to fix. Go to the form in the error message, edit it, and re-save the form. Sometimes you simply need to open a form to clear the error message.

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

Training materials and guidance documents

These application instructions for EAGL IG are very specific in guiding you through the CLCP application forms. Should you need additional assistance with navigating EAGL IG, including step-by-step instructions and important system requirements, refer to the EAGL External User's Manual[5] located under the *My Training Materials* link at the top right of the screen on the homepage in EAGL IG. Or select the user manual link in these instructions for a downloadable copy.

---

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

Additionally, and before starting the application process, we recommend you familiarize yourself with the contents of the 2025-27 CLCP funding guidelines[6] and the Administrative Requirements for Recipients of Ecology's Grants and Loans (Yellow Book[7]).

You may also find the following steps useful in preparation for applying for CLCP:

Step 1

Review the last application and contract for your county (if applicable).

Step 2

Ecology grant managers can assist with Step 2. The county should:

- Identify and coordinate all potential project ideas.
- Plan the project and obtain local resources.
- Ensure that one consolidated application is complete.
- Request a conference with their Ecology grant manager, if necessary. The conference may include other staff and jurisdictions with expertise in litter-related projects.

Step 3

Initiate and complete your on-line application.

---

[6] https://apps.ecology.wa.gov/publications/SummaryPages/2507004.html
[7] https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html

CLCP application in EAGL IG

Locate the CLCP funding opportunity

On the **My Home** page in EAGL, Authorized Officials can find grant opportunities by clicking on the View Opportunities button.

If you do not see the *View Available Opportunities* section, you likely have a system role that does not allow you to start an application. An Authorized Official in your organization is responsible for adding people and changing their roles within the organization. You can also contact the CLCP team for help.
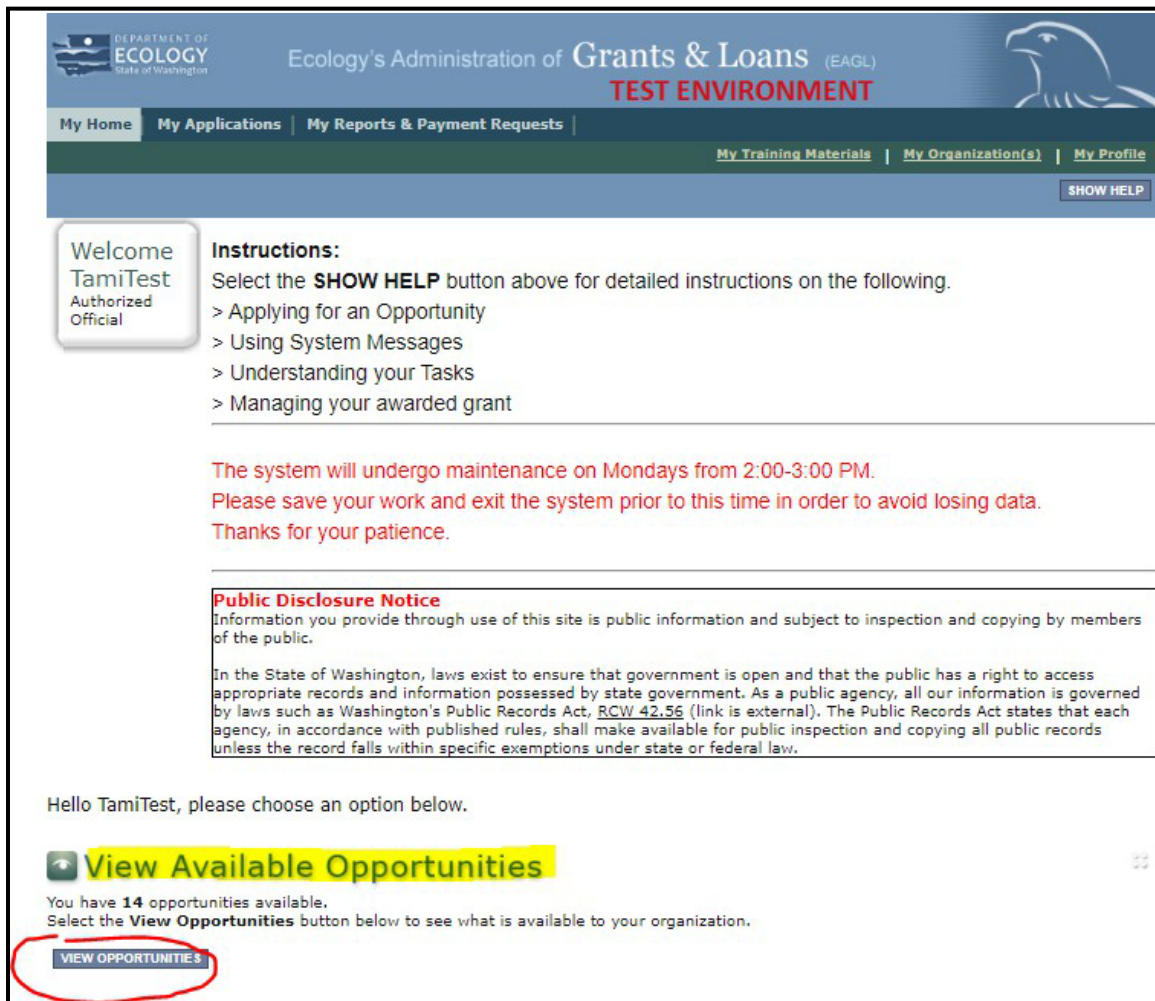
Screenshot 4 Locate the CLCP funding opportunity in EAGL IG.

After selecting the View Opportunities button, you should be on the My Opportunities page. This is where you filter for the CLCP funding opportunity. Enter "public" as the Document Instance and click filter.

Screenshot 5 Quickly filter for the CLCP application.

Initiate a CLCP application

After filtering, you should see Solid Waste Management Public Participation Grants. When ready to initiate an application, select *Apply Now* at the bottom.

Screenshot 6 Initiate an application for CLCP.

After selecting *Apply Now*, you will see *Important Eligibility Information*. If you are not sure that you are an eligible entity, select *I Do Not Agree* and contact the CLCP team. If you are sure that you are eligible, select *I Agree* and continue.

Screenshot 7 Certification to submit an application.

Application menu

You have now entered the application process. The system automatically assigned your application a **Document Information Number**. In the screenshot below, the number is highlighted at the top of the page.

On the *Application Menu* page, you can view your role and the status of the application. If you are funded, this will also be your grant number. In the screenshot below, the person's role is "Authorized Official*"*, and the application status is "In Process**"**.

Begin completing your application forms by selecting **View Forms**.

Screenshot 8 Locate application number, confirm current role and status of application, begin.

On the *Application Menu-Forms* screen is a list of the CLCP application forms. Under *Funding Program Guidelines,* you will see a list of CLCP guidelines and CLCP application instructions. Use the 2025 Guidelines and 2025 Instructions for this application cycle.

Screenshot 9 Link to 2527 CLCP guidelines and application instructions.

If a form is not complete when you select *SAVE*, a page error message may appear at the top of the form. Don't worry if you see this error message. EAGL will still save your work and allow you to finish the form later.
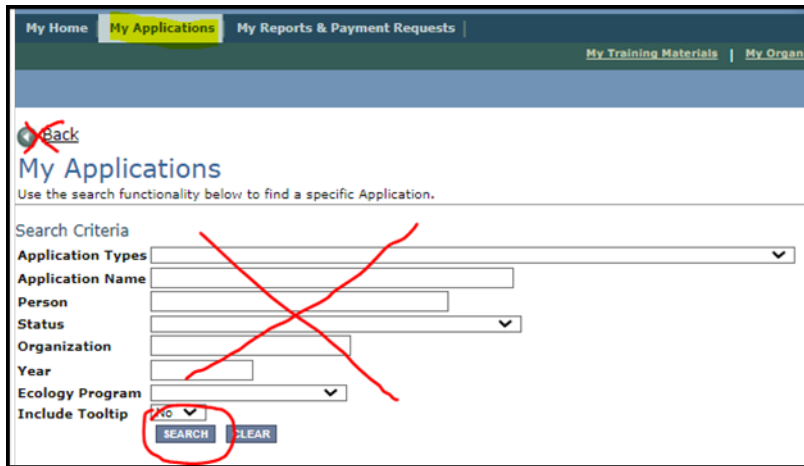

Screenshot 10 Page error example.

How to return to your application

If you don't complete the application in one session, you can search for the application when you return to EAGL. Below are two search options.

1. My Applications:

Select My Applications in the top menu to take you to that screen. Click on the SEARCH button without adding search criteria.

Screenshot 11 Example of how to search for your application with no search criteria.

A list of applications associated with your organization appears on the same page below in the Search Results. From the list, find your Document Information Number under the Name column. If there are too many results, enter the last three digits of your Document Information Number as the Application Name in the Search Criteria and select SEARCH again.

2. My Tasks:

If you are the Authorized Official and your application is still in process, you can access your application through *My Tasks* on your EAGL homepage. Open your tasks list and select your application number under the *Name* column.

Screenshot 12 Example search option using My Tasks for an applicant in the role of Authorized Official.

How to complete CLCP application forms

Ecology began the EAGL modernization project in 2023 to upgrade EAGL from IG to IGX. The CLCP program was unable to update these application forms in the EAGL IG system.

This section lists each application form. Please pay close attention to these instructions for each form. Where we can, we offer a way to simplify the application process. Remember to **SAVE** your work frequently and do not use the back-button in EAGL IG.

Pro tips:

1. If you get lost navigating the various CLCP application forms, select your Document Information Number at the top of the page to take you back to the Application Menu. Then select View Forms to see the list of Application Forms.

2. Navigation Links at the bottom of a page are an easy way to toggle between forms.
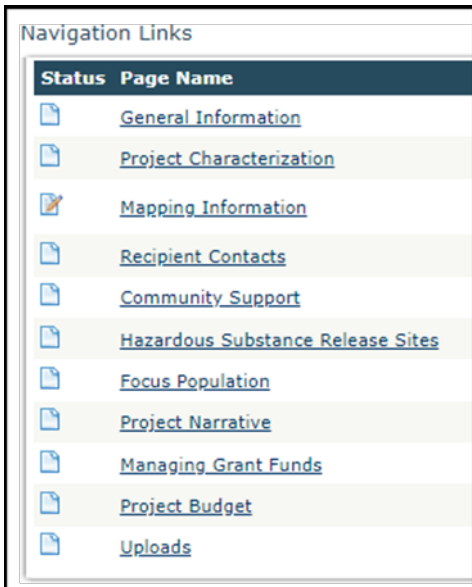
Screenshot 13 Use the navigation links at bottom of form to move to next form.

If the navigation links are not showing on the page, go to the top of the page and select the Forms Menu link to refresh the list of application forms.
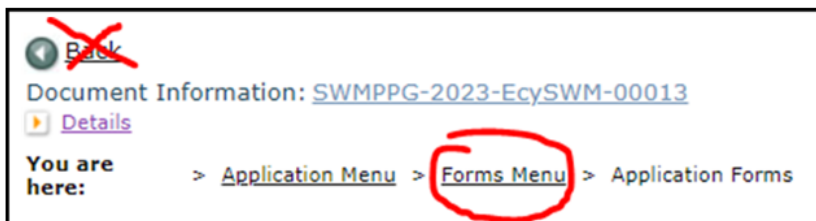
Screenshot 14 Refresh application forms list.

General Information form

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

- **Project Title**: Enter your organization's name as it appears in EAGL.

Screenshot 15 Organization name as it appears in EAGL.

- **Total Cost:** This is the entire cost of the project. This amount should be equal to or great than the Total Eligible Cost entered on this form. Note: When other revenue is used to fund the project, beyond the grant award, this amount would be more than the total eligible cost of the agreement.
- **Total Eligible Cost:** Based on the amount shown in the allocation table as available for your organization, enter the amount you are requesting. If you are also requesting Tools & Trucks funding, add that amount here as well.
- **Overall Goal:** We request you copy the following text and paste it into the form:
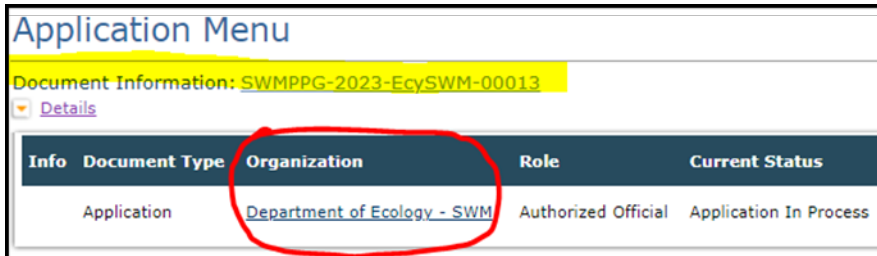 "The overall goal of the Community Litter Cleanup Program (CLCP) is to assist a county solid waste planning authority or its designated local government agency with the costs of cleaning up litter, illegal dumps, and providing public education and outreach to prevent litter and illegal dumping."

Project Characterization form

Use the drop-down menu to select primary and secondary themes for the project type.

- **Primary Theme**: Solid Waste
- **Secondary Theme**: Litter pickup

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

Mapping Information form

Ignore the instructions on the **Mapping Information** form. Instead, do the following to simplify the process. *Note: All SWM grant programs map to the county level.*

Click on the Add/Modify Location(s) button.

1. Look for the **Define project area by county** drop-down box. Select the county where the grant work happens. If work happens in more than one county, select all of them that apply.
2. Click **Add**. This highlights the county or counties on the map.
3. Click **Next**. The system will auto-calculate statistics.

4. Click **Save**. This takes you back to the Mapping Information form and the map is checked out to you.
5. You must click **Save** again on the Mapping Information form to check-in the map.

Pro tip: The user identified on the form above the large blue "Add/Modify Location(s)" button is the ONLY one who can check in the map. That person must access the **Mapping Information** form and click on the "save" button at the top of the form to check in the map.
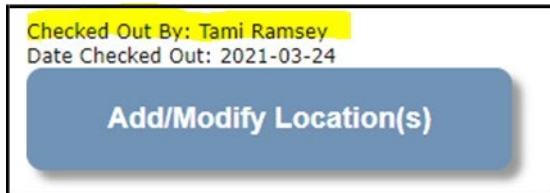
Screenshot 16 Above the Add/Modify Location(s) button will show if the map is checked out.

Save and continue to the next form on the list.

Recipient Contacts form

Select the correct person for each contact from the drop-down list.

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

Additional signatories are not required to register in EAGL IG. Add additional signatories under "Other recipient signatures on printed agreement." The EAGL IG system will populate a signature block for each additional name/title you enter. In the grant agreement, they will be under the authorized signatory's block in the order they are listed here.
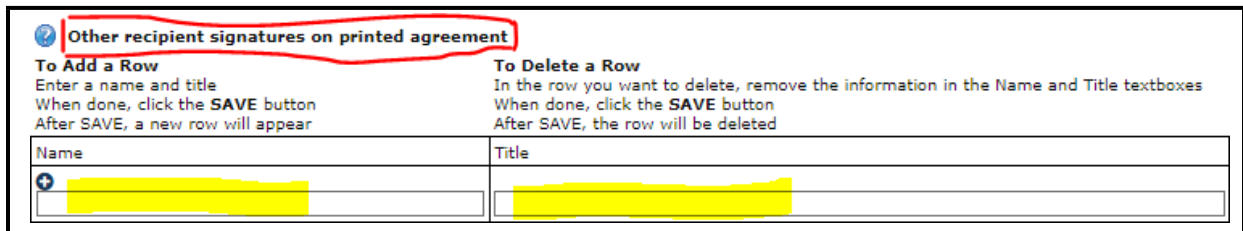
Screenshot 17 Add additional signatures to sign final grant agreement.

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

Project Information form

For efficiency, template language for these tasks is available in Appendix D of the CLCP Funding Program Guidelines:

- Litter Pickup and Illegal Dump Cleanup

- Litter Prevention Education and Outreach

On the bottom of the **Project Information** form, fill out all the **Estimated/Expected Outcomes**.

If you are doing any litter prevention education and outreach under this task, describe that in the For Education and Information field.

Because Tools & Trucks (T&T) is competitive, task template language for a T&T task is not provided.

Estimated / Expected Outcome / Impacts
Estimate what the project will accomplish. These are the same measures you will be required to track and report regularly.

For Litter Pickup and Illegal Dump Cleanup *

	Road Miles to be cleaned
	Acres to be cleaned
	Illegal dumpsites to be cleaned
	Pounds of material recycled
	Pounds of litter collected
	Pounds of debris from illegal dumps
	Supervisor Hours
	Total Crew Hours

For Education and Information
Describe what you will accomplish through education efforts. For Example, a 25 percent decrease in the amount of litter found on roadways or parks or a decrease in the amount of debris illegally dumped. Be sure to pick something you can measure.

0 of 3000

* Ecology recognizes that at this time you may not be able to estimate the amounts of material you will clean up but you need to be aware that Ecology will expect you to measure these for your progress reports.

Screenshot 18 Enter applicable estimated outcomes.

Pro tip: If you have two computer monitors, display the template language on one screen and your application on the other. If you don't have two monitors, you may be able to split your screen into two windows using your keyboard: hold down the windows key and press the right arrow key.

When pasting information into application fields, remember, you can only paste plain text. Do not use formatting, symbols, bullets, italics, or special characters of any kind. This could cause you to lose information. **Save** as you go and when you're done.

Proposed Budget form

Enter cost estimates and contributions in the table for a Litter Pickup and Illegal Dump Cleanup task and for a Litter Prevention Education and Outreach task. Do not include cost estimates for a Tools & Trucks task in this form.

Important Note: Due to a system error, the **Totals** column does not populate. Manually sum the total of costs listed and confirm it matches the total eligible cost you entered on the **General Information** form minus the Tools & Trucks amount.

Community investment, partnerships, and local involvement

Enter the total value of community investment, Ecology funds requested, and total cost of all the projects.

Ecology encourages working with county and city agencies and citizen groups to come up with projects. This helps projects obtain the greatest possible environmental benefit for the resources invested.

Potential community partners:

- Correction agencies
- Community groups
- Non-profits
- Health departments.
- Public works or solid waste departments
- Solid waste advisory committees
- Civic groups
- Youth groups
- Others involved in local cleanup and illegal dump projects

Ecology also encourages applicants to consult with representatives of the state Departments of Transportation (WSDOT), Corrections (WDOC), Natural Resources (WDNR), and the Ecology Youth Corps (EYC). These agencies may have existing plans for litter pickup or illegal dump cleanup in your area. Coordination and communication with others avoids duplication of effort and makes the most of limited funds.

Your local health jurisdiction is responsible for enforcing ordinances and laws regarding illegal dumping. If your project involves cleaning up illegal dumps, you need to coordinate with them.

Application for Tools and Trucks form

We anticipate $400,000 initially available for Tools & Trucks. You must submit your application before 5:00pm on the due date to initially compete for these funds.

Select **No** if you do not want Tools and Trucks (T&T) funding at this time.

- Save the form and proceed to the next form.
- If T&T funds are available after all initial awards are considered or later in the biennium, you may be able to request them at that time.

Select **Yes** if you want T&T and complete the form.

- Enter the first tool, vehicle, or equipment you would like to purchase in the "Tools/Equipment to be purchased" field then save the form.
    - For each item listed, you must upload an estimate in the **Uploads form**. Use the last form in the Applications Form list called "Uploads" to upload your estimate(s).
- Save the form and proceed to the next form.

Proof of Coordination form

All applicants for CLCP that are not the county solid waste planning authority must coordinate with their county solid waste planning authority to apply for the county allocation.

- If you answer **No**, you aren't the county solid waste planning authority:
    - Download the **Proof of Coordination** form and coordinate with your county solid waste planning authority to complete the form.
    - They must complete Section 1 of the form, including signing and dating the signature, and return it to the applicant.
    - The applicant must complete Section 2 of the form, including signing and dating the form.
    - The applicant is responsible for uploading the completed Proof of Coordination document to this form.
- If you answer **Yes,** you are the County Solid Waste Planning Authority,
    - Save the form Proof of Coordination form.
    - Proceed to the next form.

The Proof of Coordination form must be completed when the applicant is not the County Solid Waste Planning Authority.

*Are you the County Solid Waste Planning Authority?
○ Yes   ● No

*Upload Proof of Coordination

1. Please download the Proof of Coordination form.

2. Print the Proof of Coordination form.

3. Have the County Solid Waste Planning Authority and your program fill in all required fields and have the appropriate parties sign the document.

4. Scan the completed form and upload it on this page.

To Add a File
Click the browse button
Select your file
Click SAVE, your file will be listed in the uploaded files section
Repeat for each file

To Delete a File
Select the Delete checkbox next to the file
Click SAVE

[Choose File] No file chosen   ☐ DELETE
203221_909457-ProofofCoordinationform.docx

Uploads form

This form is for attaching all relevant supporting application documents such as the estimate documents for requested **Tools & Trucks** funding.

For each attachment, enter the document title and click the **Choose File** button to attach the file.

Submit an Application in EAGL IG

Give yourself enough time to complete the forms, clear all form errors, and successfully submit before the application period closes. **EAGL IG will not accept applications after 5:00 p.m. on the last day of the application period.**

Change the status

When you finish all the forms, you're ready to submit your application.

1. Click on the Document Information Number to navigate back to the Application Menu screen.

2. Under the **Change the Status** heading, select View Status Options
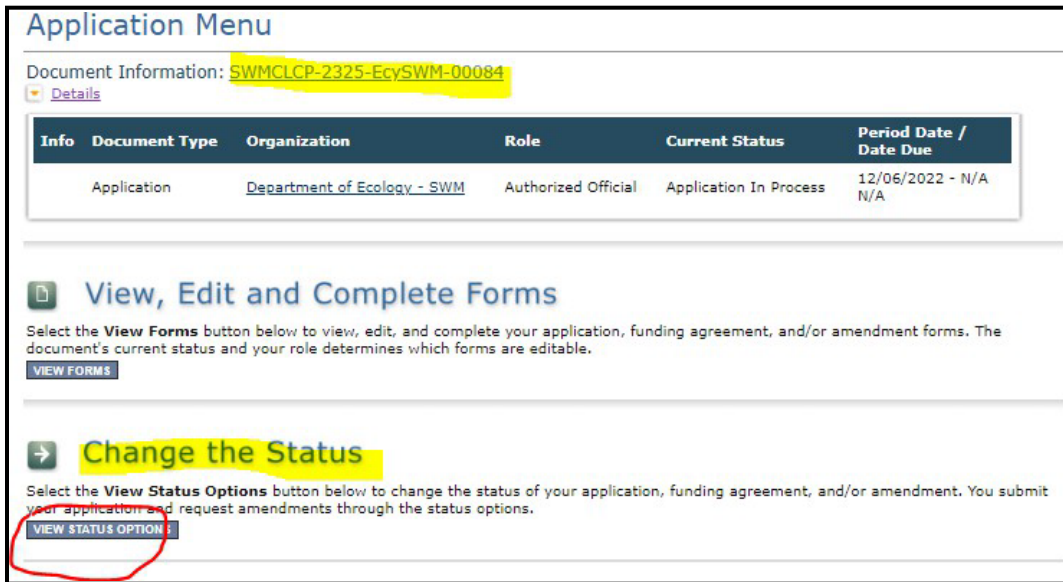
Screenshot 20 Where to go to change the status.

3. You should be on the "Application Menu – Status Options screen". Under the status of "Application Submitted", select Apply Status.
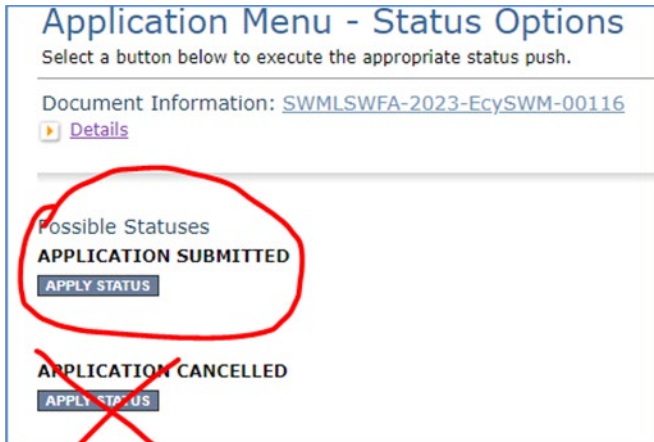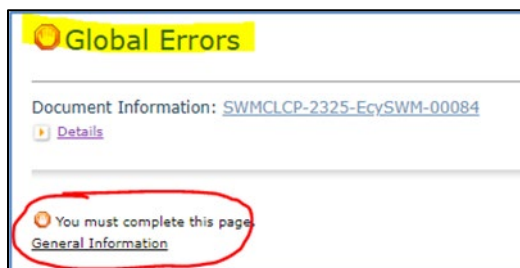
Screenshot 21 Under Application Submitted, select apply status to continue the process.

4. The last step in submitting your application is to select I Agree. If you cannot agree, you cannot submit the application.
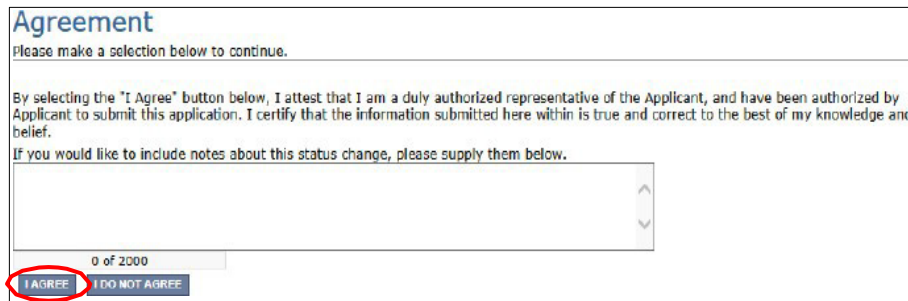
5. If you get a Global Errors message after attempting submission, simply go back to the form that has the error, make the correction, SAVE the form, and then try submitting again. Repeat as needed.
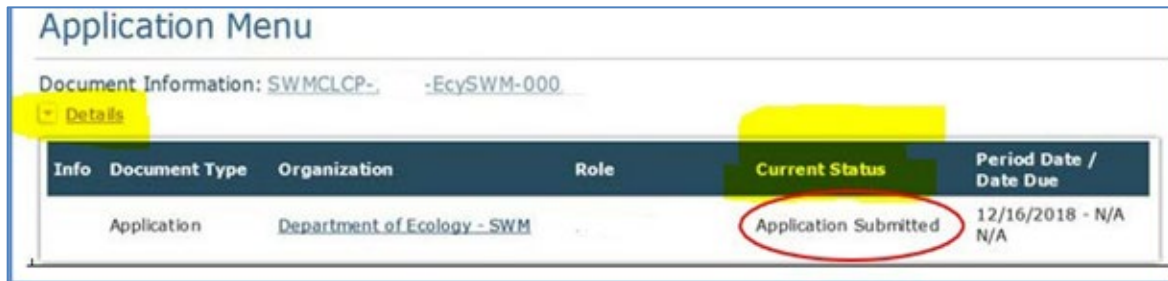

Screenshot 23 Example of a Global Error with a link to the form that has the error.

Confirm submitted

Last step! To confirm you successfully submitted your application, go to the Application Menu and check the Current Status.

- Select your document information number at the top of the page
- Expand the purple Details button if it isn't already.
- Find Current status, it should indicate Application Submitted.

Screenshot 24 Current status of application should be submitted.

Trouble submitting

If the "Current Status" is not "Application Submitted", contact someone on the CLCP team for assistance.

Be advised, the application status must be **Application Submitted** on the due date before 5:00 p.m. for funding consideration. Applications that are still "In Process" after this time will forfeit consideration for initial Tools & Trucks funding. Trouble submitting your application on the last day at the last minute is common. Do not wait and give yourself plenty of time to ensure your application is submitted before the deadline.