



EAGL IG Application Instructions 2025-27 Ramp Litter Cleanup Program

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

For the

Solid Waste Management Program

Washington State Department of Ecology
Olympia, Washington

July 2025, Publication 25-07-007

Publication Information

This document is available on the Department of Ecology's website at:

<https://apps.ecology.wa.gov/publications/summarypages/2507007.html>

Related Information

- [2025-27 RLCP Funding Program Guidelines](#)¹
- [Administrative Requirements for Recipients of Ecology Grants and Loans](#)²

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¹ <https://apps.ecology.wa.gov/publications/summarypages/2507008.html>

² <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

³ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region
360-407-6300

Northwest Region
206-594-0000

Central Region
509-575-2490

Eastern Region
509-329-3400

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	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

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2025-2027 Biennium

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DEPARTMENT OF
ECOLOGY
State of Washington

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Ecology's Online Application System

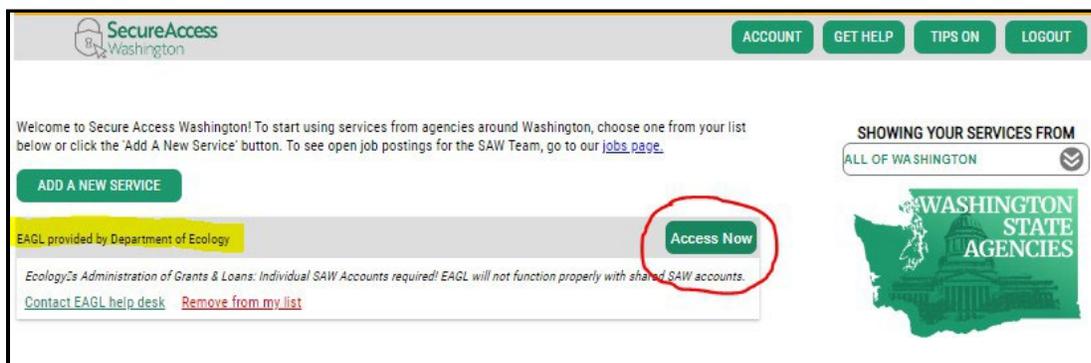
Ecology administers grants and loans through an online application system called EAGL. EAGL is currently being upgraded from version IG to IGX. These application instructions are specific to applying in the IG system. In the unlikely event the IGX system is ready before the 25-27 application period opens, 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 \(SAW\)](#)⁴ 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](#).⁵

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

⁴ <https://secureaccess.wa.gov/ecy/eagl>

⁵ <https://youtu.be/XXJh9arfasQ>

auto-generates an email notifying the Authorized Official(s) that you are a new user. Before you 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 RLCP 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 Manual⁶](https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html) located under the *My Training Materials* link at the top right of the screen on the

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

homepage in EAGL IG. Or select the user manual link in these instructions for a downloadable copy.



Additionally, and before starting the application process, we recommend you familiarize yourself with the contents of the 2025-27 RLCP [funding guidelines](#)⁷ and the Administrative Requirements for Recipients of Ecology’s Grants and Loans ([Yellow Book](#)⁸).

RLCP application in EAGL IG

Locate the RLCP 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 RLCP team for help.

⁷ <https://apps.ecology.wa.gov/publications/summarypages/2507008.html>

⁸ <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)
TEST ENVIRONMENT

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

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

SHOW HELP

Welcome
TamiTest
Authorized
Official

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

The system will undergo maintenance on Mondays from 2:00-3:00 PM.
Please save your work and exit the system prior to this time in order to avoid losing data.
Thanks for your patience.

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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.

Hello TamiTest, please choose an option below.

View Available Opportunities

You have **14** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Screenshot 4 Locate the RLCP 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 RLCP funding opportunity. Enter "litter" as the Document Instance and click filter.

Screenshot 5 Quickly filter for the RLCP application.

Initiate a RLCP application

After filtering, you should see Solid Waste Management Ramp Litter Cleanup Program. When ready to initiate an application, select *Apply Now* at the bottom.

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 RLCP team. If you are sure that you are eligible, select *I Agree* and continue.

Agreement

Please make a selection below to continue.

Important Eligibility Information

If you are not sure that you are an eligible entity, please do not apply at this time. Instead, select **I DO NOT AGREE**. For further information, you may contact the Ecology CLCP regional grant officer in your region. (Check the CLCP Guidelines available on our CLCP website for names and contact information.)

By selecting **I AGREE**, you are certifying that you have approval from the County Solid Waste Authority and that your application is being submitted by a city or county office. EAGL will not accept additional applications for funding from the same city or county.

I AGREE I DO NOT AGREE

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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**.

Application Menu

Document Information: SWMRLCP-2527-EcySWM-00019

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Authorized Official	Application In Process	08/05/2025 - 09/09/2025 09/09/2025 5:00PM PST

View, Edit and Complete Forms

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

Screenshot 8 Locate application number, current role and status of application, view forms.

On the *Application Menu-Forms* screen is a list of the RLCP application forms. Under *Funding Program Guidelines*, you will see a list of RLCP guidelines and RLCP application instructions. Use the 2527 Guidelines and 2527 Instructions for this application cycle.

Status	Page Name
Funding Program Guidelines	
	SWMRLCP-2527 Funding Guidelines
	SWMRLCP-2527 Application Instructions
	SWMRLCP-2325 Funding Guidelines
	SWMRLCP-2325 Application Instructions
Application Forms	
	General Information
	Project Characterization
	Mapping Information
	Recipient Contacts
	Project Information
	Proposed Budget
	Uploads

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.

Page Error(s)
Expiration Date is required
Expiration Date cannot be before the Effective Date

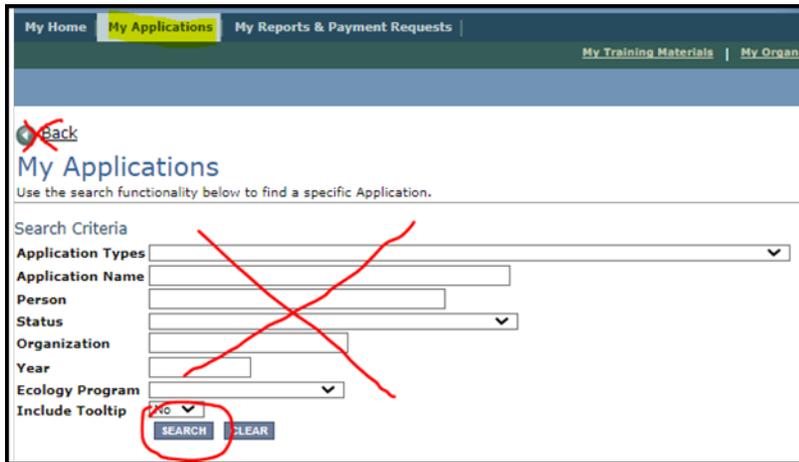
Screenshot 10 Page error example.

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.



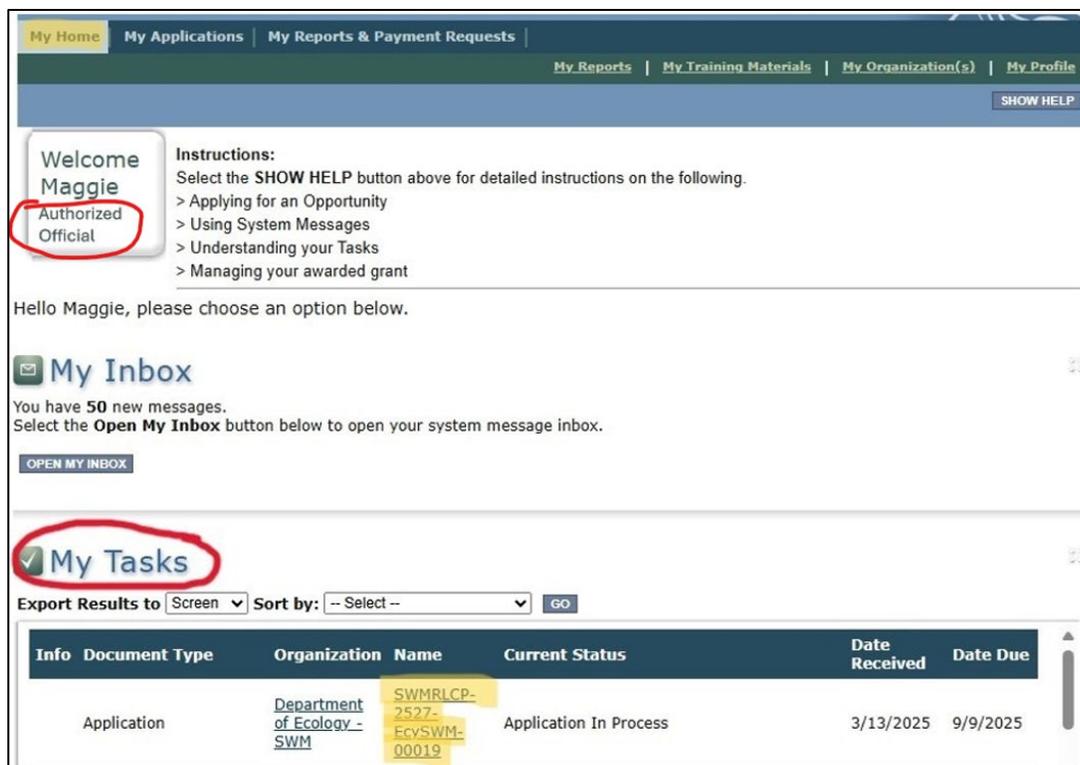
The screenshot shows the 'My Applications' page with a search criteria form. The form includes the following fields: Application Types (dropdown), Application Name (text), Person (text), Status (dropdown), Organization (text), Year (text), Ecology Program (dropdown), and Include Tooltip (checkbox). A red 'X' is drawn over the search criteria fields, and the 'SEARCH' button is circled in red.

Screenshot 11 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 Search option for Authorized Official using My Tasks.

How to complete RLCP application forms

Ecology began the EAGL modernization project in 2023 to upgrade EAGL from IG to IGX. The RLCP 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 RLCP 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.

Status	Page Name
	General Information
	Project Characterization
	Mapping Information
	Recipient Contacts
	Community Support
	Hazardous Substance Release Sites
	Focus Population
	Project Narrative
	Managing Grant Funds
	Project Budget
	Uploads

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 Use Forms Menu link to navigate to other application forms.

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.
- **Total Cost.**
 - Enter your best guess for the total cost of all the work to implement your project over the grant period, especially if it is more than the grant award.
- **Total Eligible Cost.**
 - RLCP limits the amount per initial application to \$60,000. Enter the amount you are requesting not to exceed \$60,000. Please do not request more than you can spend in the grant period.
- **Effective Date:** October 1, 2025
- **Expiration Date:** June 30, 2027
- Save the form.

Project Characterization form

Use the drop-down menu to select these 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.

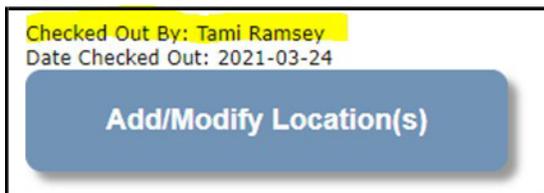
Mapping Information form

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.
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 15 Confirm map is checked in.

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 signatory information 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.

Other recipient signatures on printed agreement	
To Add a Row Enter a name and title When done, click the SAVE button After SAVE , a new row will appear	To Delete a Row In the row you want to delete, remove the information in the Name and Title textboxes When done, click the SAVE button After SAVE , the row will be deleted
Name	Title
<input type="text"/>	<input type="text"/>

Screenshot 16 Add additional signatures to sign final grant agreement.

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

Project Information form

RLCP is a competitive funding opportunity. The information you provide in this form will be used to evaluate and score your project. To the best of your ability, complete each field. For information that may help your application score well, see [RLCP guidelines](#)⁹ Part II, Awarding RLCP.

- **Amount of Funds Requested:** The amount entered here should equal the amount you entered on the General Information form for Total Eligible Cost and cannot exceed \$60,000. It should also be the same as the total of all Cost Categories under Ecology Funds Requested on the Proposed Budget form. Please only apply for an amount you know you can spend in the biennium.
- **Goal Statement:** What do you hope to achieve as a result of the work?
- **Project Description:** Identify all partners in the project and the roles they play. Also, demonstrate readiness to proceed in detailing how each phase of the project will occur, include collection, schedule, frequency of cleaning, transport, disposal, etc. Describe how you will coordinate with other litter control groups (EYC, WSDOT, WDOC).
- **Eligible Costs:** List the costs you anticipate the grant will cover, such as staff time, contractors, etc. Do not identify the amounts on this form, those will be captured on the Proposed Budget form.
- **Community Support:** List all partners committed to the project, including contractors, volunteers, and other participants, donated goods, waived tipping fees, etc. These demonstrate the degrees of local cooperation and investment.
- **Estimated / Expected Outcomes / Impacts:** For each measure in the table, enter the total result you anticipate achieving in the grant period with the Task Budget. If you do not anticipate results, enter 0. Ecology recognizes these are only estimates and will expect you to report actual numbers quarterly, as work is performed.

⁹ <https://apps.ecology.wa.gov/publications/summarypages/2507008.html>

Hours worked	<input type="text"/>
Miles cleaned <i>To estimate mileage of ramps, assume each ramp section is ½ mile. In a standard diamond interchange, cleaning the on and off ramps in both directions is equivalent to 4 miles.</i>	<input type="text"/>
Pounds of material collected	<input type="text"/>
Number of ramps cleaned <i>There are 4 ramps in one diamond interchange.</i>	<input type="text"/>
Number of intersections cleaned (if applicable)	<input type="text"/>
Number of times ramps/interchanges/intersections were cleaned during the reporting period	<input type="text"/>

Proposed Budget form

The total of all Cost Categories under Ecology Funds Requested should equal the amount you entered on the General Information form for “Total Eligible Cost”, and the “Amount of Fund Requested” on the Project Information form and cannot exceed \$60,000.

Enter the total cost anticipated in the grant period for Cost Category “Tools/Supplies”. If you entered an amount for this cost category under “Ecology Funds Requested”, please itemize the tools and or supplies you expect to charge to the grant and estimate their cost in the text box provided.

Uploads form

Ecology grant managers and recipients use this form during the agreement period to upload relevant materials about the grant agreement. The application does not ask for documents to be uploaded. If you want to add an upload to your application, you may upload it here.

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.

Application Menu

Document Information: **SWMRLCP-2527-EcySWM-00019**

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Authorized Official	Application In Process	08/05/2025 - 09/09/2025 09/09/2025 5:00PM PST

View, Edit and Complete Forms

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

[VIEW FORMS](#)

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](#)

Screenshot 18 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.

Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [SWMRLCP-2527-EcySWM-00019](#)

[Details](#)

Possible Statuses

APPLICATION SUBMITTED

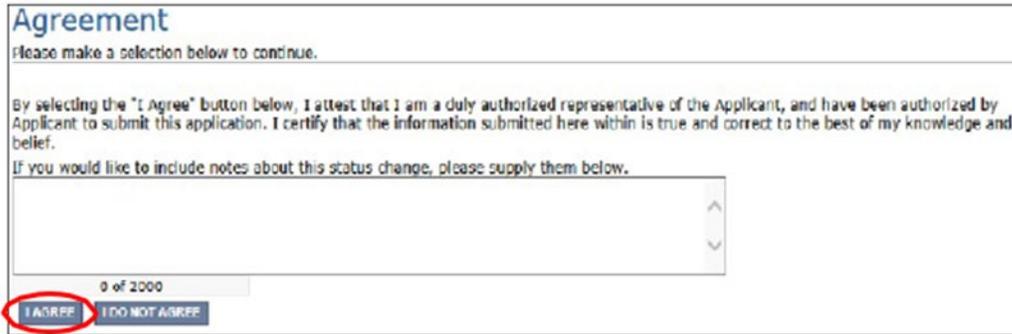
[APPLY STATUS](#)

APPLICATION CANCELLED

[APPLY STATUS](#)

Screenshot 19 Under Application Submitted, select apply status to continue the process.

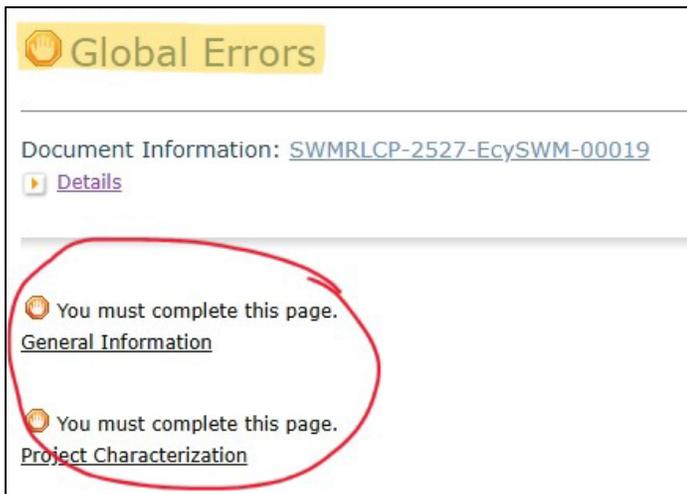
- The last step in submitting your application is to select I Agree. If you cannot agree, you cannot submit the application.



The screenshot shows a form titled "Agreement". Below the title, it says "Please make a selection below to continue." The main text reads: "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." There is a text area for notes with a character count of "0 of 2000". At the bottom, there are two buttons: "I AGREE" (highlighted with a red circle) and "I DO NOT AGREE".

Screenshot 20 Attestation statement with the option to agree or not agree.

- 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.



The screenshot shows a "Global Errors" message. It includes the document information: "SWMRLCP-2527-EcySWM-00019" and a "Details" link. Two error messages are listed, each with a link to the form that has the error: "General Information" and "Project Characterization". The error messages and their links are circled in red.

Screenshot 21 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.

Application Menu

Document Information: [SWMBLCP-2325-TestOr-00001](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Test Organization	Authorized Official	Application Submitted	02/16/2023 - 05/02/2023 N/A

Screenshot 22 Current status of application should be submitted.

Trouble submitting

If the “Current Status” is not “Application Submitted”, contact someone on the RLCP 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 not move forward to screening. Trouble submitting your application on the last day at the last minute is common. Do not wait! Give yourself plenty of time to ensure your application is submitted before the deadline.