



EAGL Instructions for 2025–27 Remedial Action Grant and Loan Applications

Toxics Cleanup Program’s guidance for
using Ecology’s Administration of Grants
and Loans (EAGL) system to apply for:

Independent Remedial Action Grants

Toxics Cleanup Program

Washington State Department of Ecology

Olympia, Washington

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This document is available on the [Department of Ecology's website](https://apps.ecology.wa.gov/publications/SummaryPages/2509051.html).¹

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Contact Information

Toxics Cleanup Program

P.O. Box 47600
Olympia, WA 98504-7600

Email: tcpgrants@ecy.wa.gov

TCP Reception: 360-407-7170

HQ Reception: 360-407-6000

Website: [Washington State Department of Ecology Toxics Cleanup Program](https://ecology.wa.gov/about-us/who-we-are/our-programs/toxics-cleanup)³

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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 800-833-6388. Visit Ecology's website for more information.

¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2509051.html>

² <https://unsplash.com/photos/aerial-panorama-of-seattle-city-skyline-washington-united-states-of-america-hmxPcpX5Ltk>

³ <https://ecology.wa.gov/about-us/who-we-are/our-programs/toxics-cleanup>

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region
360-407-6300

Northwest Region
425-594-0000

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	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

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Executive Summary

The [Toxics Cleanup Program](#)⁴ (TCP) at the Washington State Department of Ecology offers several types of grants and loans to help communities clean up contaminated sites and protect drinking water. Applicants must apply for this funding through Ecology's Administration of Grants and Loans (EAGL) system.

This document is designed for users who plan to submit remedial action grant applications in response to TCP's **2025–27 remedial action grant and loan solicitation**. It is specifically intended to help people apply for one type of grant through EAGL called **Independent Remedial Action Grants**.

This document supplements Ecology's broader guidance, the [EAGL IGX External Users' Manual](#).⁵

If you have questions or need assistance while completing your application, please contact TCP via email at tcpgrants@ecy.wa.gov or by phone at 360-407-7170.

If you have questions about TCP's Remedial Action Grant Program, refer to the [Remedial Action Grant and Loan Guidelines: Independent Remedial Action Grants, 2025-27 Biennium](#).⁶

To learn more about contaminated sites and cleanups happening in your neighborhood, visit Ecology's [Cleaning Up Contamination](#)⁷ webpage.

⁴ <https://ecology.wa.gov/about-us/who-we-are/our-programs/toxics-cleanup>

⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>

⁶ <https://apps.ecology.wa.gov/publications/SummaryPages/2509052.html>

⁷ <https://ecology.wa.gov/spills-cleanup/contamination-cleanup>

Chapter 1: Getting Started with EAGL IGX

Instructions are only for Independent Remedial Action Grants

This EAGL application is only for applying for **Independent Remedial Action Grants**. If you are interested in other remedial action grant opportunities, please visit our [remedial action grants webpage](#).⁸ You will need to use the EAGL applications specific to the grant type you wish to apply for.

Additional grant and loan guidance

- [Remedial Action Grant and Loan Guidelines: Independent Remedial Action Grants, 2025-27 Biennium](#)⁹ describes the policies and expectations when applying for grants, meeting TCP's requirements, and managing funded projects. The guidance is specific to Independent Remedial Action Grants.
- [EAGL IGX External Users' Manual \(2025\)](#)¹⁰ offers guidance for tasks such as submitting payment requests, progress reports, equipment purchase reports, and requesting amendments, etc.

Before you apply

All users must have a Secure Access Washington (SAW) account and EAGL access. When you assign staff as contacts on agreements, they must already have these accounts. If someone does not have authorization to be in EAGL, they cannot have a role assigned in the system.

Do not share SAW accounts or passwords to access EAGL. Everyone needs their own account. Do not change EAGL account names to give a new user an existing account. Do not share passwords.

Register for a SAW account and EAGL IGX access

There are three scenarios for EAGL IGX registration:

1. Current EAGL users.
2. New EAGL IGX users with a SAW account.
3. New SAW and EAGL IGX users.

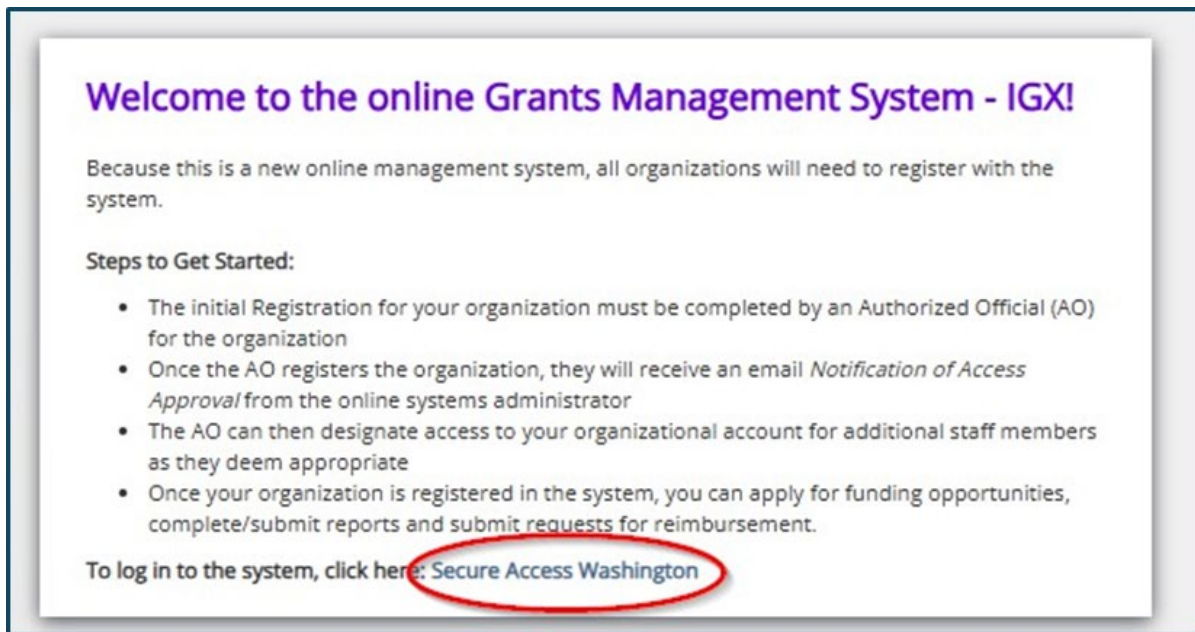
⁸ <https://ecology.wa.gov/spills-cleanup/contamination-cleanup/cleanup-process/paying-for-cleanups>

⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/2509052.html>

¹⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>

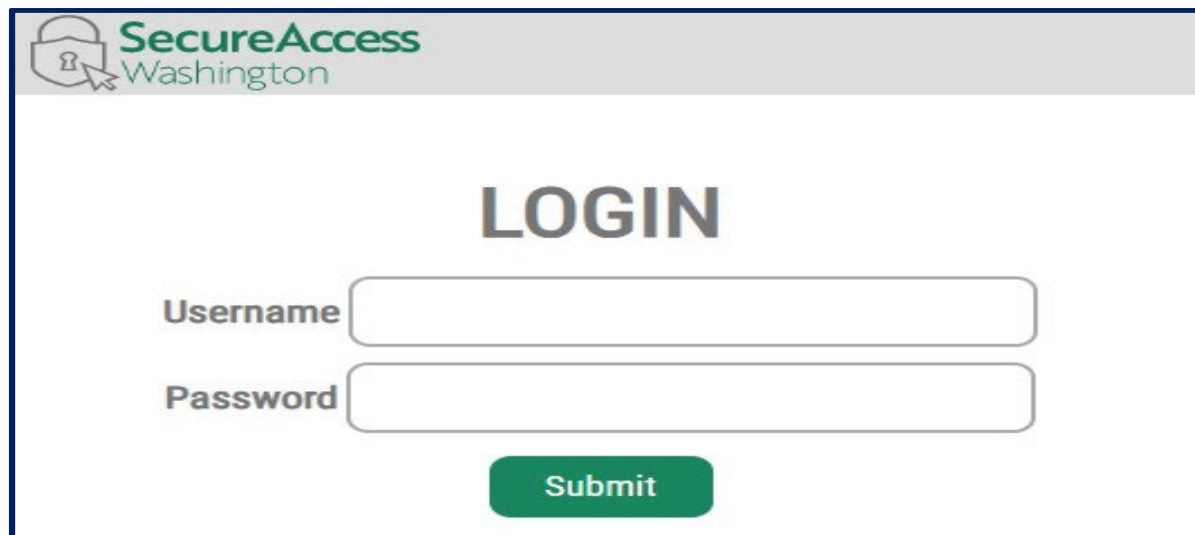
Current EAGL users

1. To log in to EAGL IGX, select the **Secure Access Washington** account link from the [EAGL IGX Welcome page](#).¹¹



Screenshot 1: EAGL IGX login screen.

2. Log in to your **Secure Access Washington** account using your existing username and password for your EAGL IGX account. You will be directed to the EAGL IGX dashboard.

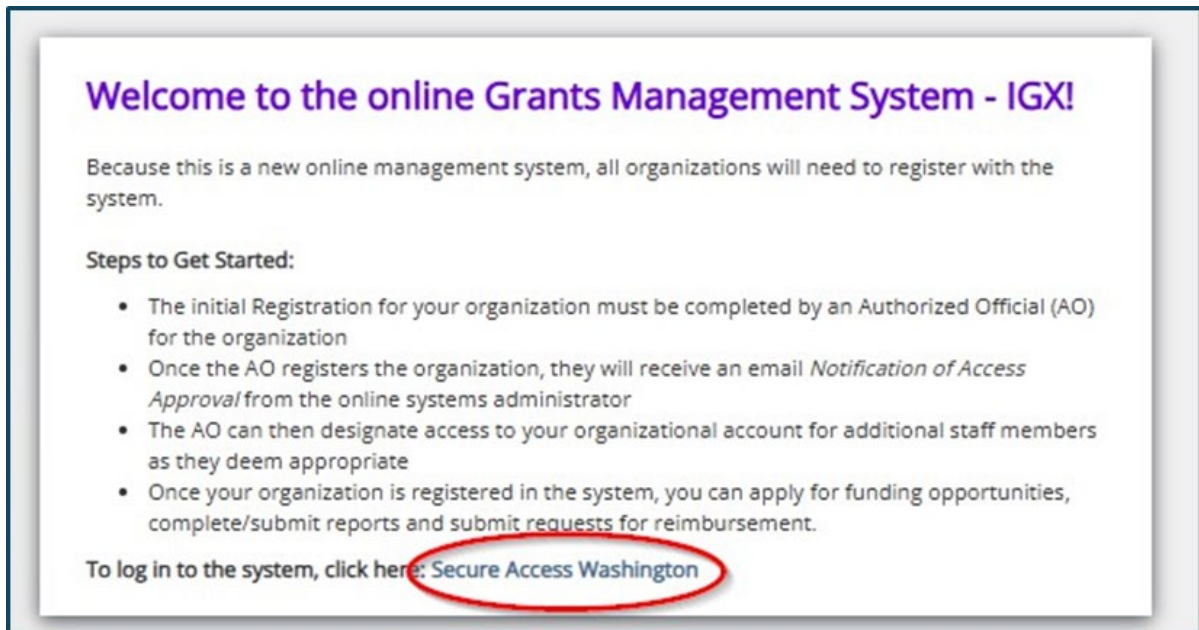


Screenshot 2: Secure Access Washington login screen.

¹¹ <https://eagl.intelligrants.com/>

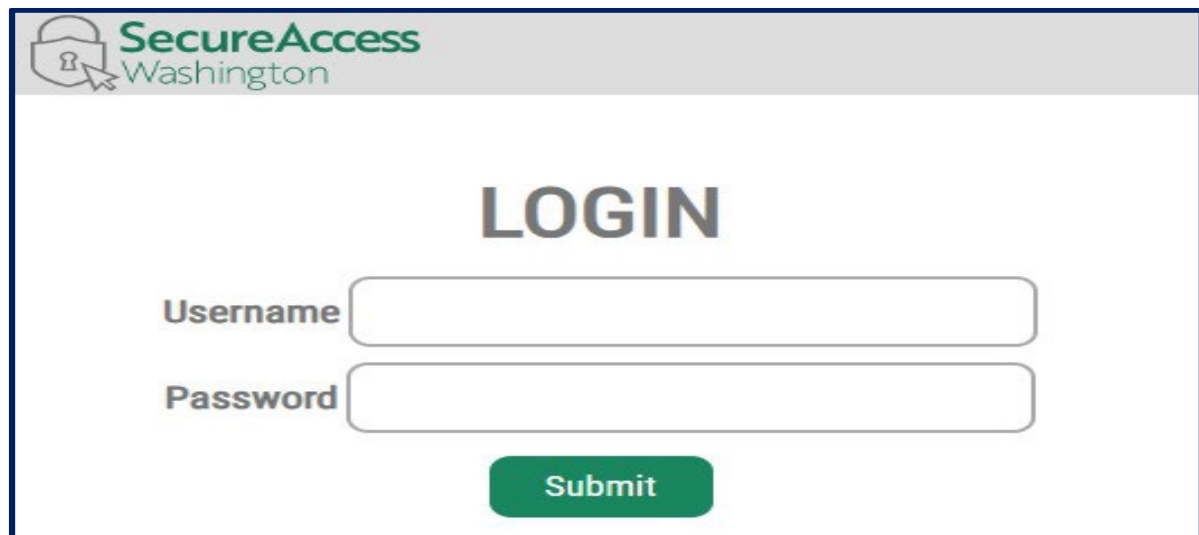
New EAGL IGX users with a SAW account

1. To log in to EAGL IGX, select the **Secure Access Washington** account link from the [EAGL IGX Welcome page](#).¹²



Screenshot 3: EAGL IGX login screen.

2. Log in to your Secure Access Washington account using your existing username and password.



Screenshot 4: Secure Access Washington login screen.

¹² <https://eagl.intelligrants.com/>

3. Complete the EAGL IGX **New User Registration** form.

The screenshot shows the 'New User Registration' form for the EAGL IGX system. The header includes the Department of Ecology logo and the text 'Ecology's Administration of Grants & Loans (EAGL)'. Below the header, there are links for 'Opportunity Portal' and 'Login'. The main title is 'New User Registration', followed by a note: 'Please complete all the required fields below. Required fields are marked with an *.' The form is divided into two columns. The left column contains fields for 'First Name *', 'Last Name *', 'Email *', 'Role *' (with a 'Role Help' link), and 'Organization *' (with a dropdown arrow). Below these is a checkbox labeled 'My Organization is Not Listed'. The right column contains fields for 'Middle Name', 'Prefix' (with a dropdown arrow), 'Suffix' (with a dropdown arrow), 'Title', 'Personal Pronouns', and 'Use Organization's Contact Information *' (with a dropdown arrow). At the bottom right, there is a 'Register' button. A 'Notes' field is located at the bottom left of the form area.

Screenshot 5: EAGL IGX new user registration form.

4. Select the [system role](#)¹³ appropriate for the work you will do.
5. Select your organization from the dropdown menu. If it does not exist, select the checkbox for **My Organization Is Not Listed**.
6. Fill in your organization's information for the required fields. You will need your agency's **Federal Tax ID** and [Statewide Vendor/Supplier Number](#)¹⁴ from the Office of Financial Management's system to complete the registration.
 - a. Select the **Register** button at the bottom of the page to complete your registration.
 - b. Ecology staff will review your registration request. Once approved, EAGL IGX will send you an email letting you know your registration has been approved.
 - c. Once you receive an approval email, log in to [EAGL IGX](#)¹⁵ by selecting the **Secure Access Washington** account link from the EAGL IGX Welcome page.
 - d. Enter your username and password. You will be directed to the EAGL IGX dashboard.

¹³ <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>, (PDF p. 28)

¹⁴ <https://ofm.wa.gov/tech-support/statewide-vendor-payee-services/statewide-vendor-number-lookup/>

¹⁵ <https://eagl.intelligrants.com/>

Role * Role Help		Personal Pronouns 	
Organization * 			
☒ My Organization Is Not Listed		Notes 	

Organization Information

Name * 		Short Name * Short Name Help	
Statewide Vendor / Supplier # * 		Department 	
Federal ID (FEIN) * 		Unique Entity Identifier (UEI) 	
Mailing Address * 			
Mailing City * 	Mailing State * 	Mailing Zipcode * 	
Physical Address * 			
City * 	State * 	Zipcode * 	
County * 	Organization Phone * 	Fax 	
Organization Email 		Organization Website 	

Organization Categories *

☐ County	☐ Other	☐ Federal agency
☐ State agency	☐ City/Town	☐ Tribal government
☐ Higher Education Institution	☐ School District	☐ Port
☐ Clean Air Agency	☐ Local Health Jurisdiction	☐ Water/Sewer District
☐ Irrigation District	☐ Public Utility District	☐ Conservation District
☐ Transit Authorities	☐ Other Special Purpose District	☐ Not-for-profit entity
☐ Private entity		

Use Organization's Contact Information *

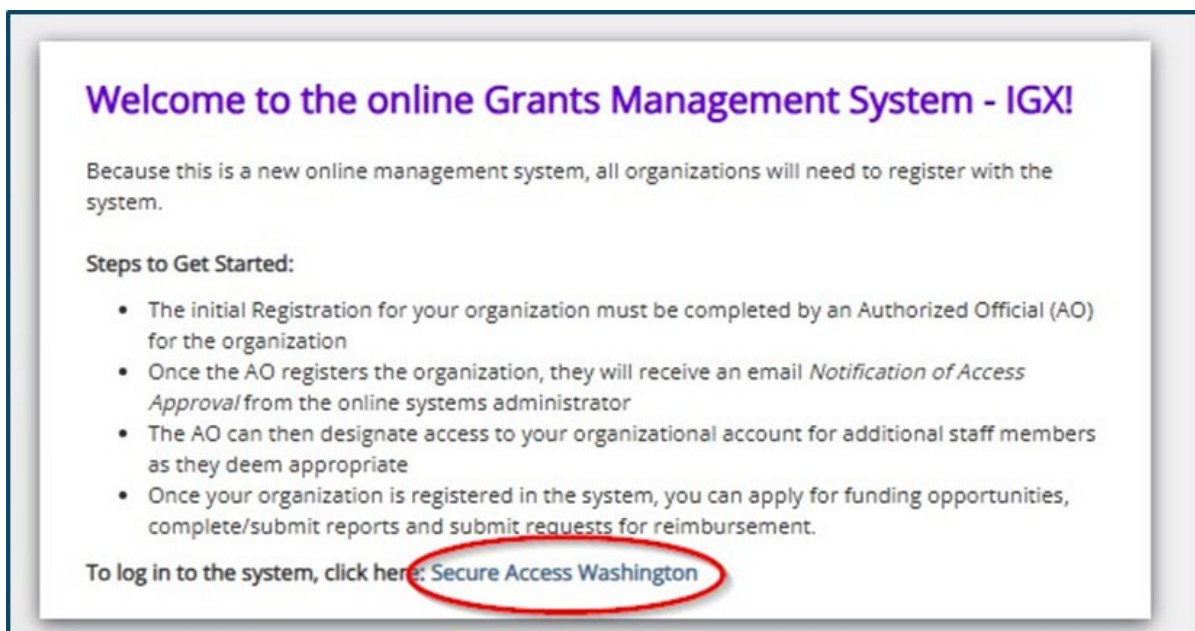
Register

Screenshot 6: EAGL IGX new organization registration fields.

New SAW and EAGL IGX users

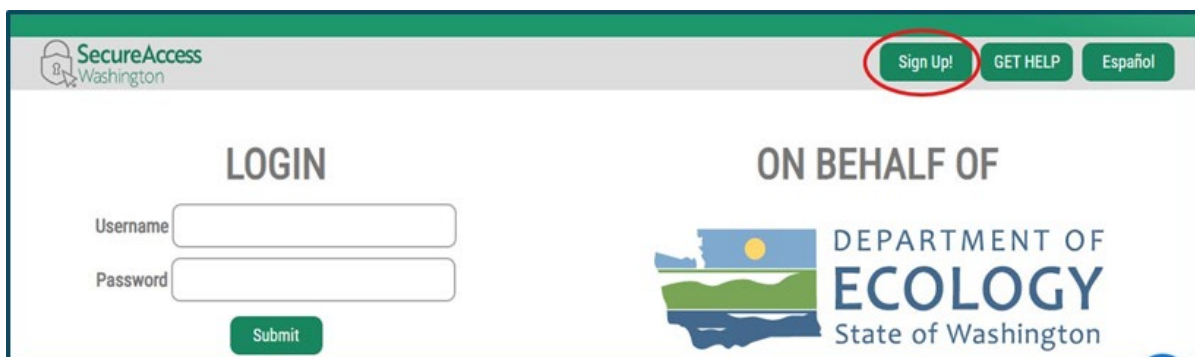
Note: If you already have a SAW account for other government services, you do not have to create a new account to access EAGL IGX, unless you want to keep your accounts separate. You may not share a SAW account with another person or organization.

1. To log in to EAGL IGX, select the **Secure Access Washington** account link from the [EAGL IGX Welcome page](#).¹⁶



Screenshot 7: EAGL IGX login screen.

2. Select the **Sign Up!** button in the top banner and complete the registration information.



Screenshot 8: Secure Access Washington new user registration.

3. Create your SAW account and wait for a confirmation email.

¹⁶ <https://eagl.intelligrants.com/>

4. Select the confirmation link in the email that will return you the **Secure Access Washington login screen**, or you can access it through the [EAGL IGX Welcome page](#).¹⁷
5. Enter your SAW username and password and select **Submit**.
6. Complete the EAGL IGX **New User Registration** form. Select the [system role](#)¹⁸ appropriate for the work you will do.

The screenshot shows the 'New User Registration' form for the Department of Ecology, State of Washington. The form is titled 'New User Registration' and includes a sub-section 'User Information'. It contains various input fields for personal and organizational data, including First Name, Last Name, Email, Role, Organization, Middle Name, Prefix, Suffix, Title, Personal Pronouns, and a checkbox for 'My Organization Is Not Listed'. A 'Register' button is located at the bottom right.

Screenshot 9: EAGL IGX new user registration form.

7. Select your organization from the dropdown menu. If it does not exist, select the checkbox for **My Organization Is Not Listed**.
8. Fill in your organization's information for the required fields. You will need your agency's **Federal Tax ID** and [Statewide Vendor/Supplier Number](#)¹⁹ from the Office of Financial Management's system to complete the registration.

¹⁷ <https://eagl.intelligrants.com/>

¹⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>, (PDF p. 28)

¹⁹ <https://ofm.wa.gov/tech-support/statewide-vendor-payee-services/statewide-vendor-number-lookup/>

Role *
 Organization *
 Personal Pronouns
 Notes
☒ My Organization Is Not Listed
Organization Information
 Name *
 Short Name *
 Statewide Vendor / Supplier # *
 Federal ID (FEIN) *
 Mailing Address *
 Mailing City *
 Mailing State *
 Mailing Zipcode *
 Physical Address *
 City *
 State *
 Zipcode *
 County *
 Organization Phone *
 Organization Email
 Organization Website
Organization Categories *
☐ County
☐ State agency
☐ Higher Education Institution
☐ Clean Air Agency
☐ Irrigation District
☐ Transit Authorities
☐ Private entity
☐ Other
☐ City/Town
☐ School District
☐ Local Health Jurisdiction
☐ Public Utility District
☐ Other Special Purpose District
☐ Federal agency
☐ Tribal government
☐ Port
☐ Water/Sewer District
☐ Conservation District
☐ Not-for-profit entity
 Use Organization's Contact Information *
 Register

Screenshot 10: EAGL IGX new organization registration fields.

9. Select the **Register** button at the bottom of the page to complete your registration.
10. Ecology staff will receive notice of your registration request. Once approved, EAGL IGX will send you an email letting you know your registration has been approved.
11. Once you receive an approval email, log in to EAGL IGX by selecting the **Secure Access Washington** account link from the [EAGL IGX Welcome page](https://eagl.intelligrants.com/).²⁰
12. Enter your username and password. You will be directed to the EAGL IGX dashboard.

²⁰ <https://eagl.intelligrants.com/>

Important tips for navigating EAGL IGX

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

1. **Save your work often. If EAGL or SAW times out, you can lose work.**
2. **Avoid creating duplicate applications.** Please hit the **Apply** button only **once** for each application. The system automatically limits each organization to two applications. If you need to submit more than two applications on behalf of your organization, please contact your Ecology Grant Financial Manager who can have additional applications created for you.
3. All menus are on the **left side** of the page.
4. **Familiarize yourself with the [EAGL IGX External Users' Manual](#).**²¹ It has additional step-by-step instructions, important system requirements, and tips for navigating EAGL.
5. **Open EAGL IGX using one of these web browsers:** Microsoft Edge, Mozilla Firefox 2.0+, Google Chrome, or Safari 5+.
6. **Save frequently!** For network security purposes, both SAW and EAGL systems have timeout features based on inactivity. Remember to **Save** often.
7. When **SAW times out** after inactivity, data entered to that point should not be lost. You will be prompted to re-enter your Username and Password.
8. When **EAGL times out** due to inactivity, unsaved data will be lost. Frequently save your work using the **Save** button located in the top right of each application form. Once your work is saved, you can exit EAGL, then re-open your application and pick up where you left off.
9. **Check your spelling.** EAGL is not a Word processing application. Please be sure to check for typos and grammar before submitting your application. Pay particular attention to email addresses. Modern web browsers may have a spellcheck feature that can assist you with grammar and spelling.
10. **Remove formatting before copying and pasting your text into EAGL.** The EAGL system does not easily read special characters or formatted text. For best results, type directly into the textboxes or cut and paste your text from Notepad or a Word document (saved as plain text) into the Application's textboxes.
11. **Red asterisk. *** This indicates the field is required. Applications cannot be submitted if any required fields are left blank. If the red asterisks are black in IGX, please assume they are red, and the fields are required.
12. **Hovering** over a text box or field displays information about the field.

²¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>

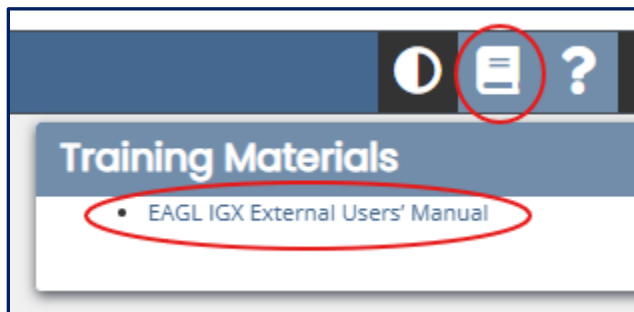
EAGL IGX dashboard

The [EAGL IGX External Users' Manual](#)²² is available within the database by selecting the **Book** icon in the top ribbon.



Screenshot 11: EAGL IGX Training Materials icon.

Right click on the Manual link, then select **Open link in a new window** to view the information while you work on your document.



Screenshot 12: EAGL IGX External Users' Manual link under Training Materials.

EAGL IGX roles

Use the [EAGL IGX External Users' Manual](#)²³ to familiarize yourself with how **EAGL roles** are assigned at the Organization and Document levels. Only those in the **Authorized Official** role can view available funding opportunities and initiate and submit a grant application.

Authorized Officials can change role assignments at the Organization or Document level. Roles set at the organization level serve as the user's default role for newly initiated applications. For more information about roles, please review the EAGL IGX External Users' Manual.

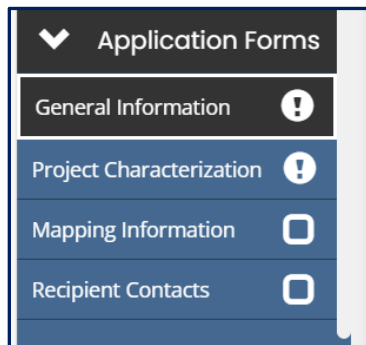
Form errors and document validation

If you save a form and it is not complete, it will show up on the left margin with an **“!” icon**. This tells you more information is needed to complete the form in addition to any error notices listed at the top of the page.

²² <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>

²³ <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>

In this example, the **General Information** form has an “!” icon. This is an indicator that there is at least one error found on the form.



Screenshot 13: Identifying forms with incomplete information.

In this example, the **General Information** form is selected. The errors are identified.

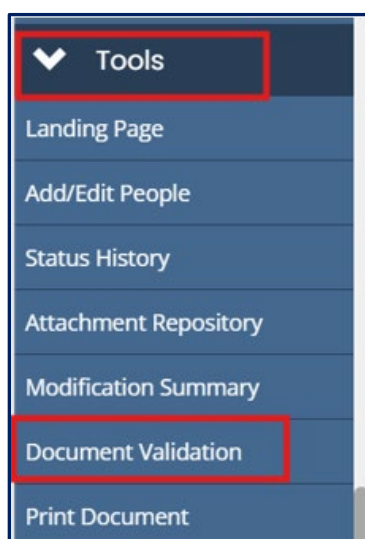
A screenshot of the "General Information" form. The form title "General Information" is at the top left. Below it are instructions: "Instructions: Please fill in the appropriate fields. Required fields are marked with an *. When done, click the SAVE button." A "Project Title" field is shown with a red border and a red asterisk. A red box on the right side of the form contains a list of errors under the heading "Attention":

- Project Title is required
- Project Short Description is required
- Project Long Description is required
- Total Cost must be a positive number
- Total Eligible Cost must be a positive number
- Effective Date is required
- Expiration Date is required
- Overall Goal is required

The form also shows a "Print" button, a "Save" button, and a "Last Saved 9/15/2025 9:37 AM" timestamp.

Screenshot 14: Document form errors listed at the top right after saving.

The **Document Validation** form provides a list of forms that contain errors.

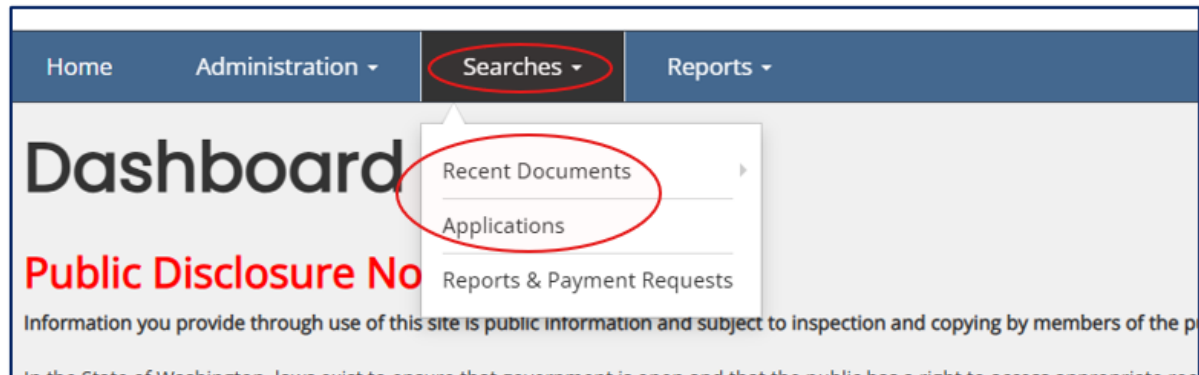


Screenshot 15: Document Validation (formerly Check Global errors).

How to find an application you have started

Below are the options to locate an application that you have started:

1. From your EAGL homepage, select **Searches** in menu bar at the top. Select **Recent Documents** or **Applications** to begin a search.



Screenshot 16: Search for documents through Recent Searches or Applications.

2. Agreements you have been working on will appear under **Recent Documents** or you can search under **Applications**.

If you hover over **Recent Documents**, a list of grant applications or agreements you have worked on will be listed.

To search by **Applications**, enter the application number in the **Name** field and click **Search**. A form will drop for you. Add search criteria to view results.

A screenshot of the 'Applications' section of the EAGL IGX system. The title 'Applications' is at the top left. Below it, there are 'Instructions:' which include two bullet points: '• Fill out the Search Criteria and click Search to search for a specific document.' and '• Leave the Search Criteria blank and click Search to show all your documents.' Below the instructions is a 'Document Search' form. The form has several input fields: 'Name' (with the text '12345-2025-Palau-0000' entered and circled in red), 'Sub-Code', 'Type' (a dropdown menu), 'Status' (a dropdown menu), 'Organization' (a text field), and 'Person' (a text field). At the bottom right of the form are two buttons: 'Clear' and 'Search'.

Screenshot 17: EAGL IGX Applications Document Search option.

3. Contact your Ecology Grant Financial Manager if you need help finding an application already in progress.

Chapter 2: Starting Your EAGL Application

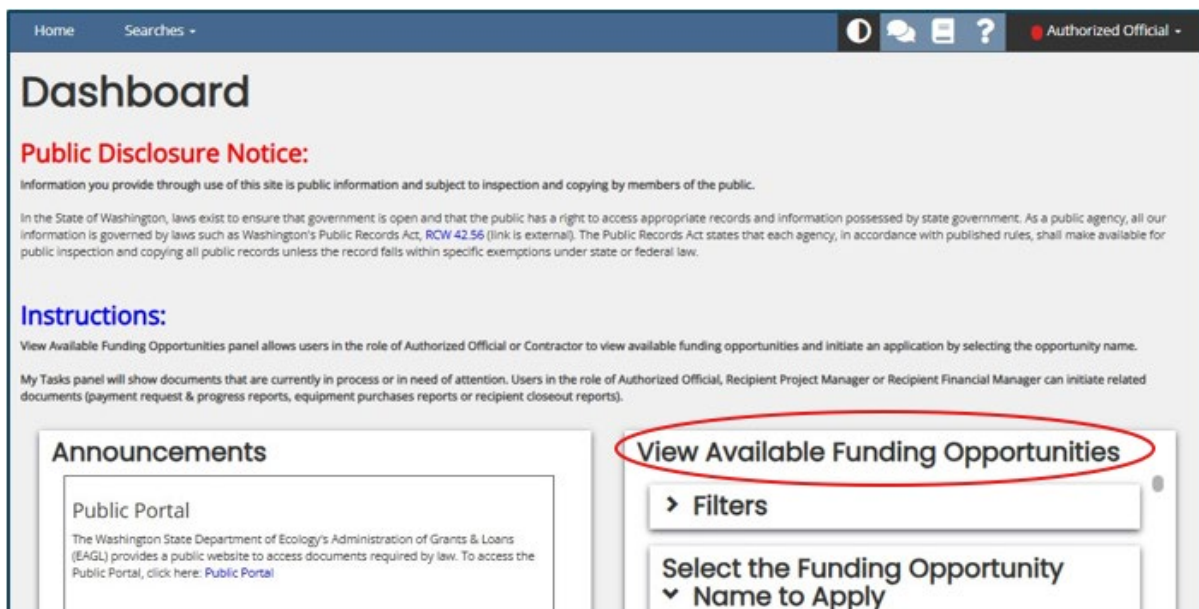
Locate the Independent Remedial Action Grant funding opportunity

On the IGX **Welcome Page**, **Authorized Officials** can find grant opportunities by selecting **View Opportunities**.

After [logging in](#),²⁴ the EAGL IGX dashboard will load with a panel to **view available funding opportunities** for users with the role of **Authorized Official or Contractor**. These are the only Organization roles that can view and initiate applications.

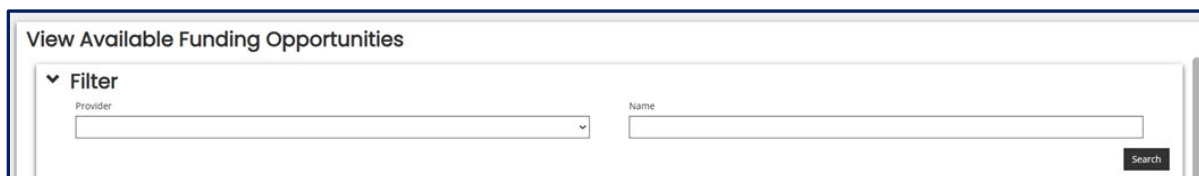
To find grant opportunities available to your organization:

1. Click the **View Available Funding Opportunities**.



Screenshot 18: EAGL IGX dashboard displays available funding opportunities.

2. Use the **Filter** function to narrow down the funding opportunities to apply.



Screenshot 19: EAGL IGX dashboard displays filter option to search for a specific opportunity.

²⁴ <https://eagl.intelligrants.com/>

- The opportunities are listed in **alphabetical order** by Ecology Program, and there are page numbers at the bottom of the form for navigation through the pages of opportunities.

View Available Funding Opportunities

Filter

Select the Funding Opportunity Name to Apply

Funding Opportunity Name	Description	Application Period
Air Quality Clean Diesel DERA (AQCDDEA-2024) (AQCDDEA - 2024)		1/1/2025 12:00:00 AM - Open Ended
Air Quality Clean Diesel DERA (AQCDDEA-2324) (AQCDDEA - 2324)	This project will scrap and replace diesel transit buses with new fuel cell buses, and diesel yard trucks with new electric yard trucks reducing toxic emissions and greenhouse gasses in Washington.	12/6/2023 8:00:00 AM - Open Ended
Air Quality Clean Diesel For Medium/Heavy Duty Diesel Vehicle Scrap and Replace (AQCDMDHD-2325) (AQCDMDHD - 2325)		1/1/2025 12:00:00 AM - Open Ended
Air Quality Clean Diesel Program (AQDIESEL-1719) (AQDIESEL - 1719)	Clean diesel grant funds are currently available to reduce idling, help install shore power systems for harbor vessels, and scrap older highly polluting trucks and buses.	4/24/2018 12:00:00 AM - Open Ended
Air Quality Clean Diesel Program (AQDIESEL-1921) (AQDIESEL - 1921)	Clean diesel grant funds are currently available to install idle reduction technology for school buses, incentivize port shore power projects for harbor vessels and ships, help scrap and replace the oldest and highest-polluting diesel engines, and pilot projects to improve port cargo handling efficiency or improve electric vehicle range.	2/13/2020 6:00:00 AM - Open Ended
Air Quality Clean School Bus (AQCSB-2223) (AQCSB - 2223)	Funding available on a competitive basis to school bus owners that transport students to Public, Charter or Tribal K-12 schools in Central or Eastern Washington to scrap and replace old diesel buses with new low emission diesel or propane school buses.	6/28/2022 8:00:00 AM - Open Ended
Air Quality Landfill Methane Emissions Reduction Grant Program (AQLMER-2325) (AQLMER - 2325)		8/6/2024 8:00:00 AM - Open Ended
Air Quality Local Partner Core (AQCORE-1719) (AQCORE - 1719)	The Department of Ecology's Air Quality Program provides Core Grant Program	7/1/2017 12:00:00 PM - Open Ended

Screenshot 20: EAGL IGX dashboard displays available opportunities sorted alphabetically.

If you do not see **View Available Opportunities**, you likely have a **system role**²⁵ that doesn't allow you to start or submit applications. An **Authorized Official** in your organization must perform these actions. Any Authorized Official in your organization may change the roles for other members of your organization. You can also contact an Ecology Financial Grant Manager for help modifying your role so that you can view and apply for grant opportunities in EAGL.

Applying for the Independent Remedial Action Grant funding opportunity

Note: This EAGL application is specific to **Independent Remedial Action Grants**. If you would like to apply for any other TCP grant, a separate application is required for that program.

The Department of Ecology's **Toxics Cleanup Independent Remedial Action Grant Program (TCPIRA-2527)** application should appear on the list around page 5. Your organization is limited to two applications. If you need additional applications, please contact your Ecology Grant Financial Manager. If you meet the eligibility requirements for the grant type, including having your **No Further Action (NFA) letter**, click the **Apply Now** button. Please click only **once**.

²⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>, (PDF p. 28)

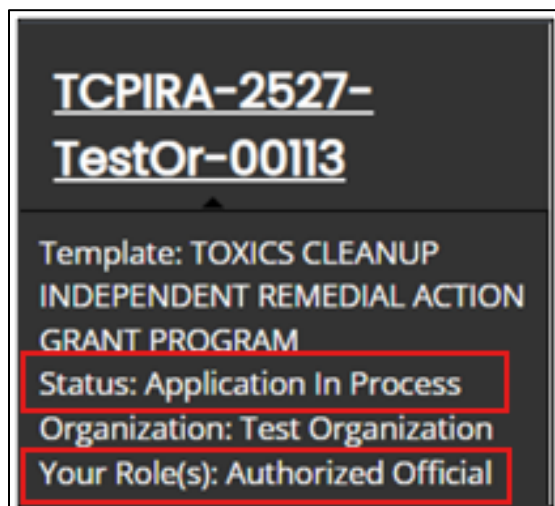
Screenshot 21: TCP Independent Remedial Action Grant opportunity listing.

Application menu

Once you have selected your opportunity and have applied, you have now entered the Application process. The system automatically assigned you a **Document Information number**, and you will be on the **Document Landing Page**. It is important to write this number down—it becomes your **grant application number** and will show up on each of your application forms. If you receive funding, this will be the grant agreement number throughout the life cycle of your grant.

From the **Document Landing Page**, you can also view your role, profile information, and the current status of the application or grant. If you hover over your application number at the top left of the Document Landing Page, you will see the grant **Template** type, the **Status** of the application, your **Organization** name, and **Your Role**.

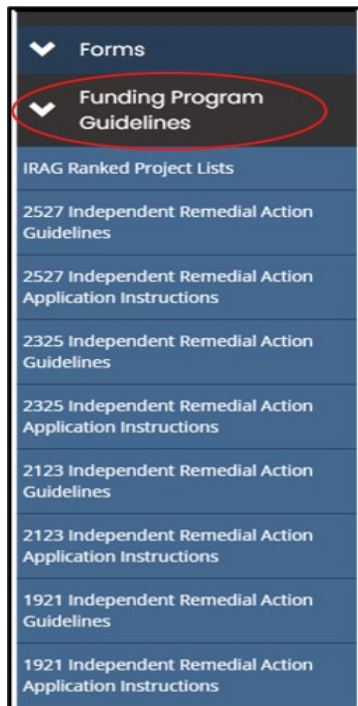
In the screenshot below, the person's role is **Authorized Official**, and the grant's current status is **Application In Process**.



Screenshot 22: Example of an Agreement status information.

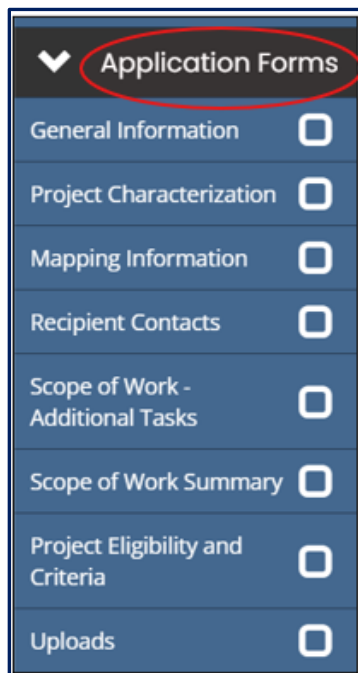
Reminder: Always know your role and the document's current status. These factors determine the work that can be done and can help us troubleshoot problems for you.

Refer to the **Funding Program Guidelines** for reference as you work through the application.



Screenshot 23: The Funding Program Guidelines menu displays a list of guidelines for reference.

To complete the application from the **Document Landing Page**, navigate to **Application Forms** on the left page margin by filling out each of the forms.



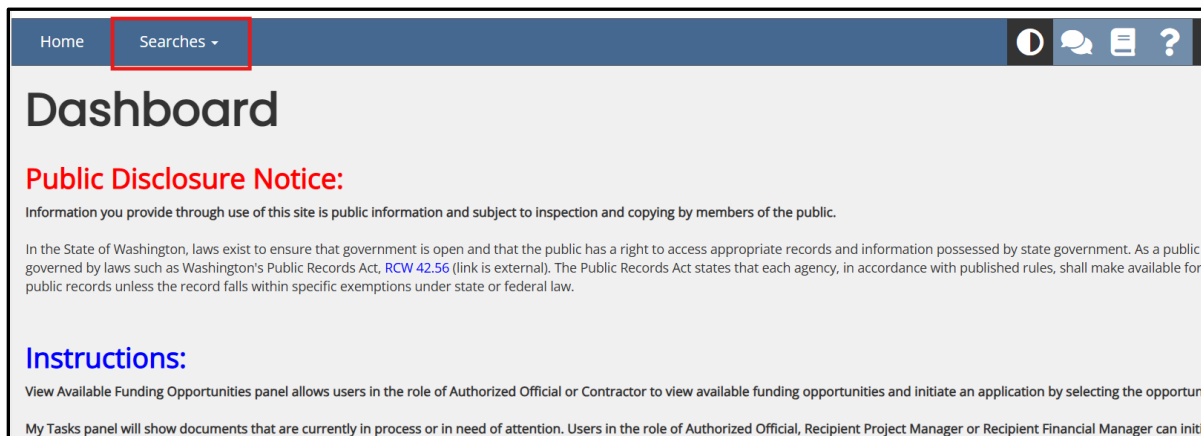
Screenshot 24: Complete your application by filling out each required form.

Returning to an application already in process

As mentioned in **Chapter 1**, you can return to your application at any time. Before quitting, remember to click the **Save** button in the header and exit your browser. When you are ready to begin working on your application, sign into your **SAW account** and access **EAGL**.

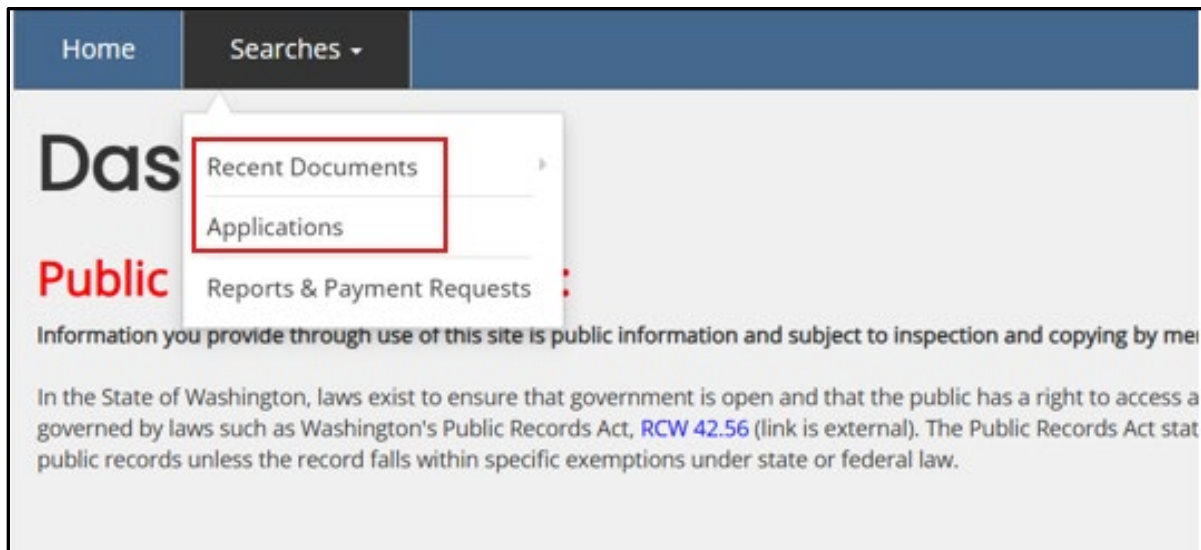
Steps to return to an application already in process:

1. From your **Dashboard**, go to **Searches** at the top of the page.



Screenshot 25: Finding an application in process from the Dashboard Searches.

2. You can search by **Recent Documents** or **Applications**.



Screenshot 26: Finding an application in process by Recent Documents or Applications.

3. If you hover over **Recent Documents**, a list of grant applications or agreements you have worked on will be listed.
4. If you select **Applications**, a form will drop for you. Add search criteria to view results.

Applications

Instructions:

- Fill out the Search Criteria and click Search to search for a specific document.
- Leave the Search Criteria blank and click Search to show all your documents.

Document Search

Name:

Sub Code:

Type:

Status:

Organization:

Person:

Screenshot 27: Document Search is one way to navigate to an application already in progress.

Document Search

Name:

Sub Code:

Type:

Status:

Organization:

Person:

Documents Number of Results: 1

Name	Organization	Type	Status	Sub Code	Status Date
TCPIRA-2527-KCoSWD-00111	King County - Solid Waste Division	Toxics Cleanup Independent Remedial Action Grant Program	Application Cancelled	2527	9/10/2025 11:33:07 AM

Screenshot 28: The search results will display your organization's application number.

5. This takes you to the **Document Landing Page**. The **Forms** menu appears on the left margin. Click the arrow next to **Forms** to expand and view the documents related to your application. Complete all required **Application Forms**.

TCPIRA-2527-TestOr-00113

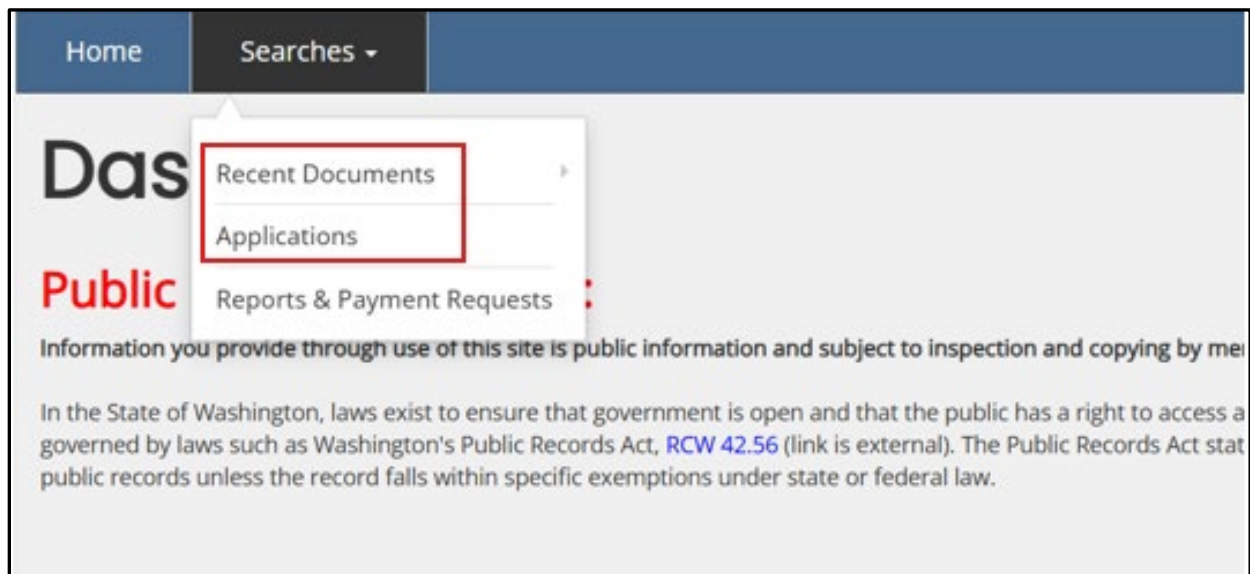
- Forms
- Tools
- Status Options
- Related Documents

Screenshot 29: Document Landing page menu.

Chapter 3: Navigating the Application Forms

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

If you get lost at any time navigating the various EAGL forms, select **Searches** to find your application by **Recent Documents** or **Applications**.



Screenshot 30: Finding an application in process by Recent Documents or Applications.

If you hover over **Recent Documents**, a list of grant applications or agreements you have worked on will be listed.

If you select **Applications**, a form will drop for you. Add search criteria to view results.

A screenshot of the 'Applications' form. The form has a title 'Applications' and a section for 'Instructions'. Below this is a 'Document Search' section with several input fields: 'Name' (containing 'TOPPG-2325-Painu-0000'), 'Sub-Code', 'Type', 'Status', 'Organization', and 'Person'. There are 'Clear' and 'Search' buttons at the bottom right. The 'Name' field is circled in red.

Screenshot 31: Document Search is one way to navigate to an application already in progress.

If you select **Applications**, a form will drop for you. Add search criteria to view results.

The screenshot shows a 'Document Search' form with fields for Name, Sub Code, Type, Status, Organization, and Person. The 'Type' dropdown is set to 'Toxics Cleanup Independent Remedial Action Grant Program (TCPIRA - 2527)'. Below the form is a table of search results. The first result is highlighted with a red circle around the 'Name' column.

Name	Organization	Type	Status	Sub Code	Status Date
TCPIRA-2527-KCUSD-00111	King County - Solid Waste Division	Toxics Cleanup Independent Remedial Action Grant Program	Application Cancelled	2527	9/10/2025 11:33:07 AM

Screenshot 32: The search results will display your organization's application number.

How to navigate the Application Forms

The **Application Forms** are all available on the left margin of the page.

Click the **down arrow** next to **Application Forms** to display all the related forms. Complete all the required forms.

The screenshot shows a sidebar menu with a 'down arrow' icon next to the 'Application Forms' header, which is circled in red. Below the header are several menu items, each with a checkbox icon.

- Application Forms
- General Information
- Project Characterization
- Mapping Information
- Recipient Contacts
- Scope of Work - Additional Tasks
- Scope of Work Summary
- Project Eligibility and Criteria
- Uploads

Screenshot 33: Application forms to complete.

Application Forms

General Information (form)

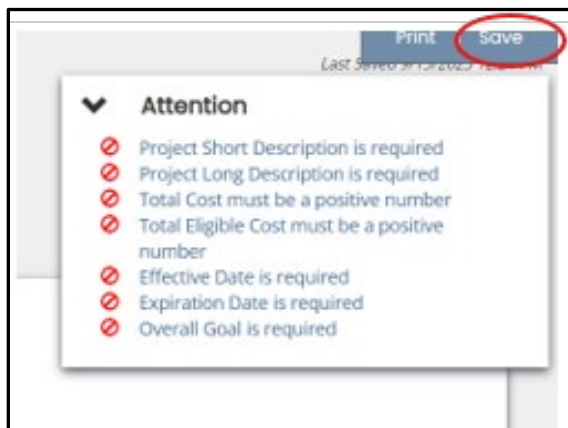
The **General Information** is a required form that you will first see under **Application Forms**. Ecology uses information from this form to screen and evaluate your application.

Enter the following information:

1. **Project Title:** This should be the official site name listed in Ecology's Integrated Site Information System (ISIS) database, **if available**. If you do not know the official site name, find it by searching TCP's [Cleanup Site Search](https://apps.ecology.wa.gov/cleanupsearch/)²⁶ or contacting your Ecology Site or Grant Financial Manager. You can also provide the common name of your site in this field and inform Ecology that this is not the official name so they can identify it for you.
2. **Project Short Description:** Enter the site location/address, the Cleanup Site Identification (CSID) number and Facility Site Identification (FSID) number if known, Voluntary Cleanup Program (VCP) number, and a short and concise statement describing the intended use of the funds, e.g., "Complete independent cleanup actions needed for an NFA."
3. **Project Long Description:** Enter the site location/address, the CSID and FSID if known, VCP number and a short and concise statement describing the overall project. Identify the past and current site uses and ownership; environmental issues at the Site; a summary of previous remedial actions performed; and planned remedial actions. **Do not include any discussion of liability.**
4. **Total Eligible Cost:** Independent Remedial Action Grant's maximum total eligible cost is \$600,000 (including both State share and Recipient match).
5. **Effective Date:** The date of the earliest invoice connected to the project within five years of the application date.
6. **Expiration Date:** The end of the two-year funding period requested. Enter **06/30/2027**.
7. **Project Category:** The application is locked on Independent Remedial Action; this is the only project you can apply for with this application.
8. **Will Environmental Monitoring Data be collected?** Choose **Yes** or **No** from the drop-down menu. If you will perform any monitoring or sampling and analysis at the Site, select **Yes**. This is the correct response in most cases.
9. **Overall Goal:** Provide a summary of the outcomes expected, the overall goal, and environmental benefits through the use of grant funding.

²⁶ <https://apps.ecology.wa.gov/cleanupsearch/>

Save your work often! The **Save** button is located at the top right of each form. After saving the form, an icon will display indicating your information was saved. Error messages, if any, will appear at the top right of the form under the **Attention** heading.



Screenshot 34: EAGL IGX displays errors on the form.

Project Characterization (form)

The **Project Characterization** is a required form to select a primary theme and secondary theme for your application that best describes the work to be accomplished during this project.

Select **Remedial Action** for primary theme, and **Independent Remedial Actions (J012)** for secondary theme.

If your project has a website, enter the name and web address in the designated fields.

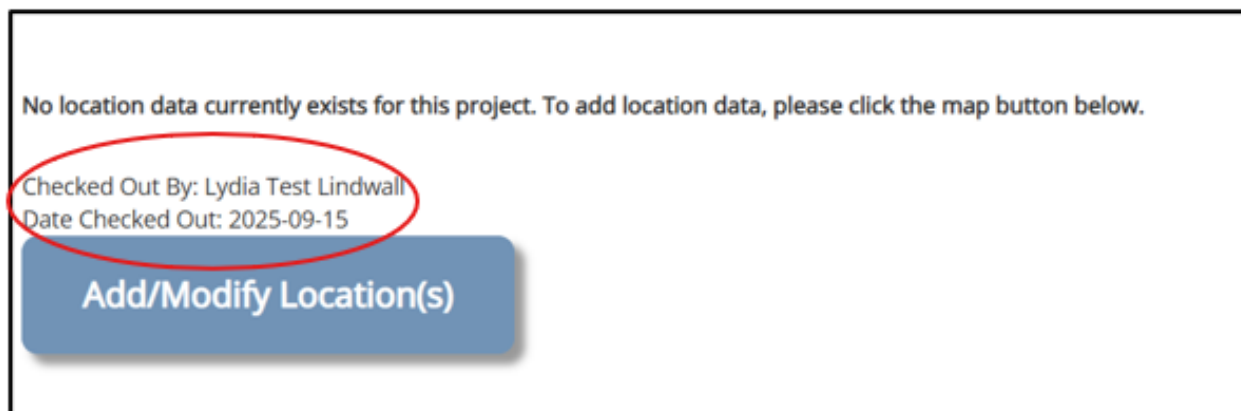
A screenshot of the 'Project Characterization' form. The form is divided into two main sections. The first section is titled 'Project Themes' and contains the instruction 'Select a primary and secondary theme that best describes the work to be achieved during this project.' Below this instruction are two dropdown menus. The first dropdown is labeled 'Primary Theme' and has 'Remedial Action' selected. The second dropdown is labeled 'Secondary Theme' and has 'Independent Remedial Actions (J012)' selected. Both dropdowns have a red asterisk to their right. The second section is titled 'Project Website' and contains the instruction 'If your project has a website, please enter the web address below.' Below this instruction are two lines of text: 'To add another website, click the + button to the right. Up to three websites may be provided.' and 'To delete a website, click the - button to the right, then click confirm.' At the bottom of the section are two input fields: 'Website Title/Name' and 'Web Address'. Both input fields are highlighted with a red border.

Screenshot 35: Project Characterization form.

Mapping Information (form)

The **Mapping Information** is a required form that collects information about the location of the project work.

Note: EAGL allows only one person at a time to check out and edit the map. The person who has the map checked out appears above **Add/Modify Location(s)** button.

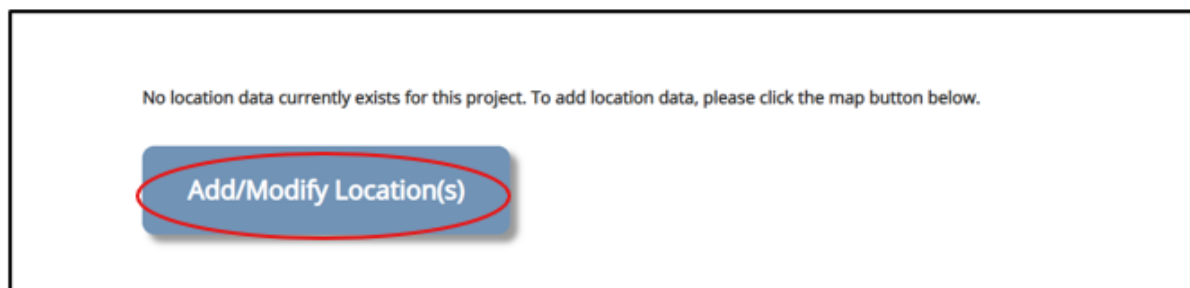


Screenshot 36: Contact the individual or Ecology Grant Financial Manager to check in the map.

If you need access to the map that someone else has checked out, please contact the individual from your organization to have them check it back in or an Ecology Grant Financial Manager can request an override if the individual is out of the office. Check the map back in by clicking **Save** on the **Mapping Information** form.

To check out the EAGL Editor Map:

1. Click the **Add/Modify Location(s)** button on the **Mapping Information** form.



Screenshot 37: Add/Modify Location(s) on mapping tool.

2. Click **select tools** to display the project area options located under the project **Site name**. It will show a set of checkboxes to help with entering the project's boundary.

Screenshot 38: Select Mapping tools.

- After you select the tools you want, you must click on the **hide select tools** option, and you will get the data fields where you can enter City, County, or Parcel number, in this example.

Screenshot 39: Select “hide select tools” to display data fields.

- Depending on which option you select, one of the following fields will appear. Enter the necessary information. When finished, select **Next**.

If you do not know the parcel number, select either **City** or **County** to map to. Ecology will ask you for the parcel numbers before writing your grant. If you do not have them at time of application submission, then map to the City or County, and then you can find the parcel numbers after you submit your application.

Editor Tools [hide select tools](#)

☐ Air Authority	☐ Lake
☒ City	☒ Parcel
☒ County	☐ School District
☐ Drawing/Import Tools	☐ Transit Authority
☐ Grant Project Area	☐ Tribal Reservation
☐ HUC 12	☐ WRIA

Screenshot 40: Select City, County, or Parcel to map project location.

Define project area by city

Define project area by county

Define project by parcel

Screenshot 41: Define your project's boundary using either Parcel number, City, or County.

- It will take a few moments for the **Project Location Summary** to calculate. **Review** the populated information for your project area. Select **Save** and you will return to the **Mapping Information** form.
- IMPORTANT!** Check in the map when you are done. Select **Save** at the top of the **Mapping Information** form to check it in.

Recipient Contacts (form)

The **Recipient Contacts** is a required form that identifies three key Recipient staff members on this project. Staff listed on this form must be **Recipient employees** and cannot be consultants or contractors.

The following staff contacts must be identified and have a **SAW** and **EAGL** user account to appear in the drop-down menu. These three Recipient contacts will be the points of contact

during the administration of the grant project. Typically, these are individuals in your organization who have the **system role**²⁷ of **Authorized Official or Reader**.

1. **Project Manager (EAGL functionality role):** The person responsible for the overall project and for completing quarterly progress reports. This is the Ecology Site Manager’s contact for all technical issues unless you direct them to speak to your consultant.
2. **Authorized Signatory:** The person who legally authorizes an agreement with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners. This person must have an **SAW** and **EAGL account**.
 - The **Authorized Signatory** will be the first name shown on the Agreement signature page.
 - Consider assigning them the role of **Reader**. The **Reader** role will not receive the EAGL system-generated emails throughout the lifecycle of the grant.
3. **Billing Contact (EAGL functionality role):** The person responsible for completing and submitting payment requests and associated backup documentation. This is your Ecology Grant Financial Manager’s contact for all grant administration activities.

If there are additional individuals who need to be signatory to the Agreement such as legal staff or a City Council member, add their name and title to the **“Other recipient signatures on printed agreement”** matrix found at the bottom of the page. **Please inform your Ecology Grant Financial Manager.**

These additional signatories **do not** need a SAW or EAGL account. Select the **plus (+)** sign after each entry, and EAGL will create a new line. **Save** the form.

Other recipient signatures on printed agreement

To Add a Row
Enter a name and title
Click the (+) button on the right.
When done, click the Save button.

To Delete a Row
To delete added rows, click the (-) button on the right, then click Confirm.
When done, click the Save button.

Name	Title

0 of 50 0 of 100 +

Screenshot 42: Matrix to add other signatories to the Agreement.

Be sure to keep this contact list up to date. You can change it at any time during the grant’s life cycle. Ecology uses this contact information to distribute important information to your organization.

²⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>, (PDF p. 28)

Project Eligibility and Criteria (form)

The **Project Eligibility and Criteria** is a required form that collects responses from the following **project category** sections:

- Eligibility
- Funding Priority and General Information
- Evaluation Criteria
- Additional Documentation for Consideration
- Criteria Answered by Ecology Staff

The responses from each project category are used to evaluate and score your application. Please respond completely and accurately to all questions.

More information can be found in the [Remedial Action Grant and Loan Guidelines: Independent Remedial Action Grants, 2025-27 Biennium](#).²⁸

Please upload **Additional Documentation for Consideration**, such as projects planned to serve the redeveloped area (public transit, roads, etc.). For each attachment, enter the **Document Title** and the evaluation **Criteria number** that it pertains to.

Click **Browse** or drag and drop the file to the **Drag Files Here** field to attach the file. Most standard file types are accepted. For more information about which file types are accepted by EAGL, see the [EAGL IGX External Users' Manual](#).²⁹ **Save** the form.

Additional Documentation for Consideration

Please upload the additional documentation below and identify the criteria for Ecology's consideration. An explanation for the criteria is provided below.

To upload additional files press save and another line will appear.

Additional Document Title	Criteria
	Browse Drag Files Here 0 of 50

Screenshot 43: Upload more documentation for consideration.

To add an additional file, click the **(+)** button. To remove an upload, select the **x** or **(-)** button to the right of the file's name, and then click **Confirm**. When you are finished, click **Save**.

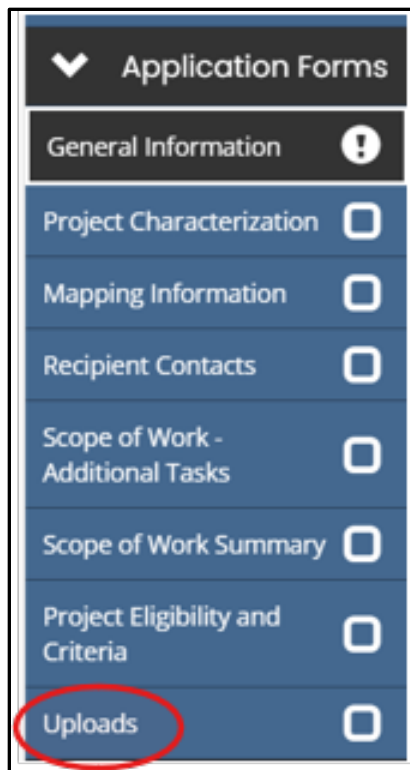
If using the textbox, please identify the criteria number(s) associated with all comments.

²⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/2509052.html>

²⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>

Uploads (form)

Use the **Uploads** form to attach any relevant documents related to the project.

A screenshot of a web application interface titled 'Application Forms'. It features a vertical list of menu items, each with a text label and a square icon to its right. The items are: 'General Information' (with an exclamation mark icon), 'Project Characterization' (with an empty square icon), 'Mapping Information' (with an empty square icon), 'Recipient Contacts' (with an empty square icon), 'Scope of Work - Additional Tasks' (with an empty square icon), 'Scope of Work Summary' (with an empty square icon), 'Project Eligibility and Criteria' (with an empty square icon), and 'Uploads' (with an empty square icon). The 'Uploads' item is circled in red.

Screenshot 44: EAGL IGX Uploads form.

You may attach any supporting documents such as:

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

For each attachment, enter a description for the file. Select the **Browse** button or drag and drop the file to the **Drag Files Here** field to **upload** the file. For more information about the file types and sizes accepted by EAGL, see the [EAGL IGX External Users' Manual](https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html).³⁰

Do not upload large documents that are already available online. Instead, provide a web link and the document page number that is relevant to your project. Any materials related to criteria for evaluation should be uploaded in the **Project Eligibility and Criteria** form.

³⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

The screenshot shows a form with two main sections: 'Description' and 'Upload'. The 'Description' section on the left contains three empty text input fields. The 'Upload' section on the right contains three identical file upload slots. Each slot has a blue 'Browse' button, the text 'Drag Files Here', a file icon, a text input field for the filename, and a small 'x' button to remove the file. At the bottom right of the 'Upload' section, there is a red circle highlighting a black button with a white '+' sign, used to add more upload slots.

Screenshot 45: Attaching application supporting documents to the Uploads form.

To add an additional file, click the **(+)** button. To remove an upload, select the **x** or **(-)** button to the right of the file's name, and then click **Confirm**. When you are finished, click **Save**.

Other Funding Sources (form)

The **Other Funding Sources** is a required form that asks if you have any other funds being used to pay for this cleanup. You may select **Yes** or **No**.

If you select **Yes** and **Save**, a table will become available for you to complete regarding the other funding source(s). Please provide information to the best of your ability, with our understanding that you may not have complete information at the time of the application.

You can upload information for **Other Funding Sources**, such funding organization type, organization name, type of funding, funding agreement number, and amount committed.

Do you have any contribution/settlement funds to commit to the grant funded activities? ☒ Yes ☐ No

Other Funding Sources

Funding Organization Type *	Organization Name *	Type of Funding *	Funding/Agreement #	Amount Committed *
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

If Funding Organization type "Other" was selected above, describe.

Screenshot 46: Upload information for other funding sources.

If you have no additional funding sources, select **No** and click **Save**. The dropdown table will not appear.

Invoice Uploads (form)

The **Invoice Uploads** is a required form that allows you to upload all invoices associated with your cleanup. Eligible costs must be within **five years** of the application date. Independent Remedial Action Grants are limited to **\$600,000** in total eligible costs.

We recommend that you upload all potentially eligible cost documentation. If your cleanup is awarded funding, the Ecology Grant Financial Manager will review invoices until either all eligible costs are accounted for or the maximum \$600,000 is reached—whichever comes first.

Screenshot 47: Upload all eligible invoices associated with your cleanup.

Upload invoices individually; do not lump in one PDF. The invoices must be dated within **five years** of the application. You will need to provide the invoice description and invoice date, then upload each invoice.

Ensure all consultant and subcontractor invoices are complete. Every cost must be supported with receipts or invoices as backup documentation. Time details must include the person, their role on the project, rate of pay, days worked, hours worked each day, detailed description of the activity being performed each day, and the total cost.

For more information about the file types and sizes accepted by EAGL, see the [EAGL IGX External Users' Manual](#).³¹

To add an additional file, click the **(+)** button. To remove an upload, select the **x** or **(-)** button to the right of the file's name, and then click **Confirm**. When you are finished, click **Save**.

³¹ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Chapter 4: Submitting Your Application

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

Before leaving the **Application Forms** menu page, double check the icons next to each of your forms:

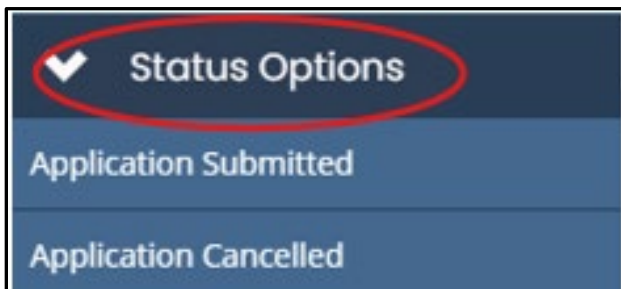
- Remember to check errors through the **Document Validation** form under **Tools**.
- If you have an **error icon (!)**, go back to the form, edit, and re-save it.
- If all of your forms have a check mark, you can proceed with the submittal.

Submit your application

To submit your application, follow these steps:

1. On the left margin, navigate to **Status Options**.

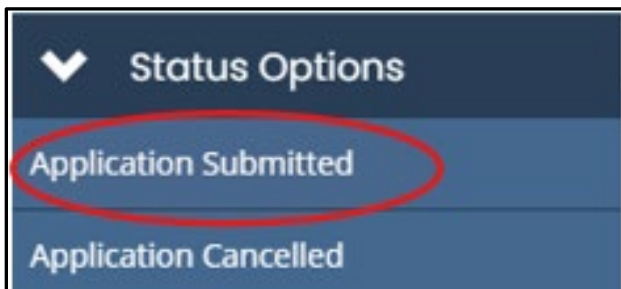
There will be **two possible statuses**: Application Submitted and Application Cancelled.



Screenshot 48: EAGL IGX Application status options.

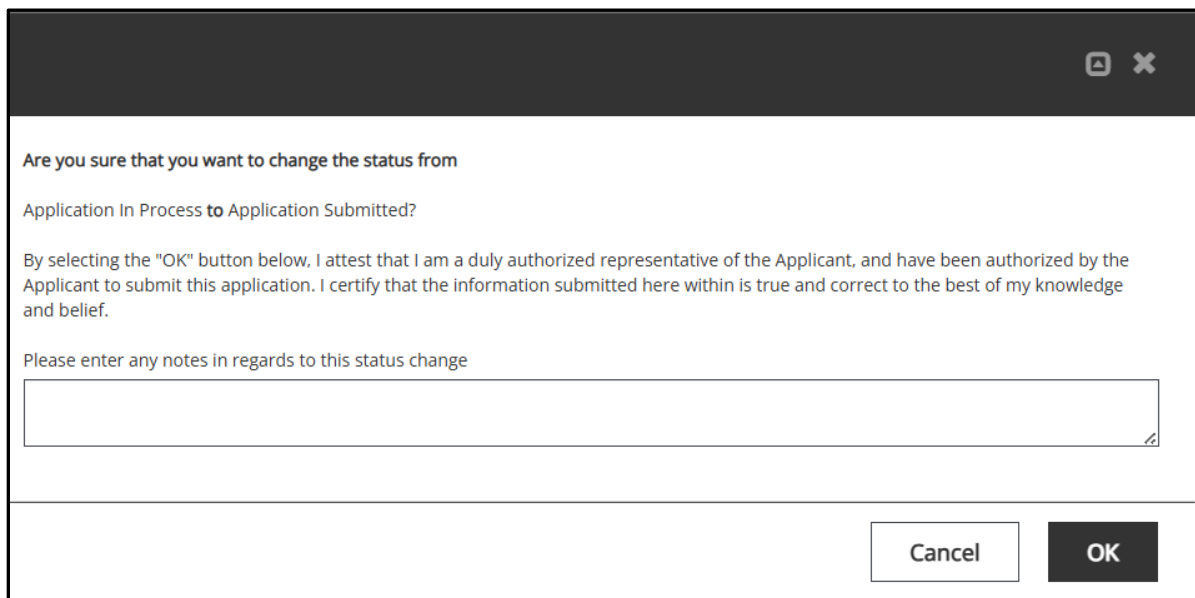
2. Next, select **Application Submitted**.

IMPORTANT! If you accidentally cancel your application instead of submitting, immediately contact an Ecology Grant Financial Manager to help you correct it.



Screenshot 49: Change your application's status to Application Submitted.

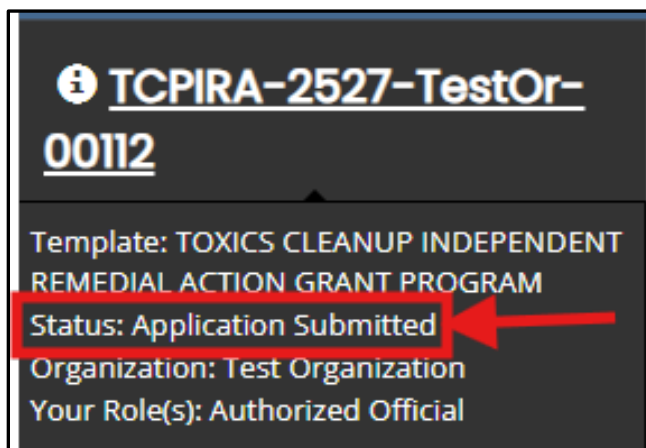
- When the status **Application Submitted** is selected, you will be prompted with a message window to include any comments in the textbox and click on OK when ready to submit.



A confirmation dialog box with a dark header bar containing a close button (X) and a help icon. The main content area is white and contains the following text: "Are you sure that you want to change the status from Application In Process to Application Submitted?". Below this is a paragraph: "By selecting the 'OK' button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by the 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." This is followed by a text input field with the placeholder "Please enter any notes in regards to this status change". At the bottom right are two buttons: "Cancel" and "OK".

Screenshot 50: Provide any notes before changing the status to Application Submitted.

- Hover over your Agreement number at the top left of the page, and you should see the status as **Application Submitted**. If it still says Application in Process, select **Documentation Validation** again and look for error messages.



Screenshot 51: The status is Application Submitted when the process is complete.

Questions about your application

If you have questions about Independent Remedial Action Grant applications, please contact tcpgrants@ecy.wa.gov or 360-407-7170.