



# **Office of Columbia River– Columbia River Basin Water Management**

## **Application Instructions**

### **2025-2027 Biennium**

For the

**Office of Columbia River**

Washington State Department of Ecology

Olympia, Washington

June 2025, Publication 25-12-008

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### Cover photo credit

- Mount Rainier as seen overlooking a lake on a clear day, 2019

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<sup>1</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)

# Department of Ecology's Regional Offices

## Map of Counties Served



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

# Office of Columbia River– Columbia River Basin Water Management

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## Application Instructions 2025-2027 Biennium

**Office of Columbia River**  
Washington State Department of Ecology  
Central Regional Office  
Union Gap, WA

**June 2025 | Publication 25-12-008**



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

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# Chapter 1: Getting Started with EAGL

## Before you apply

*Register for SAW account and EAGL access*

Three requirements are needed before you can apply for a grant or loan through Ecology's Administration of Grants and Loans (EAGL) web-based system:

1. Register for an account with Secure Access Washington (SAW).
2. Register to use EAGL.
3. Be assigned the correct role in EAGL to be able to view available opportunities and apply for a grant or loan. Only applicants in the role of "Authorized Official" may view opportunities and submit applications in EAGL.

This guidance is intended for users who have their SAW account, EAGL access, and proper system role to apply.

*If you don't yet have a SAW account or EAGL access*

Visit our Grants & Loans webpage for instructions, including a how-to video for SAW:

<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans#Apply>

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

*Additional grant and loan guidance*

- **Office of Columbia River—Columbia River Basin Water Management Funding Guidelines for the 2025–27 Biennium** describes the policy expectations when applying for grants, meeting Office of Columbia River Program's requirements, and managing funded projects. The guidance is specific to Columbia River Basin Water Management Grants.  
<https://fortress.wa.gov/ecy/publications/summarypages/2512008.html>
- **EAGL External Users' Manual (2017)** offers guidance for tasks such as submitting payment requests and equipment purchase reports, requesting amendments, etc.  
<https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>

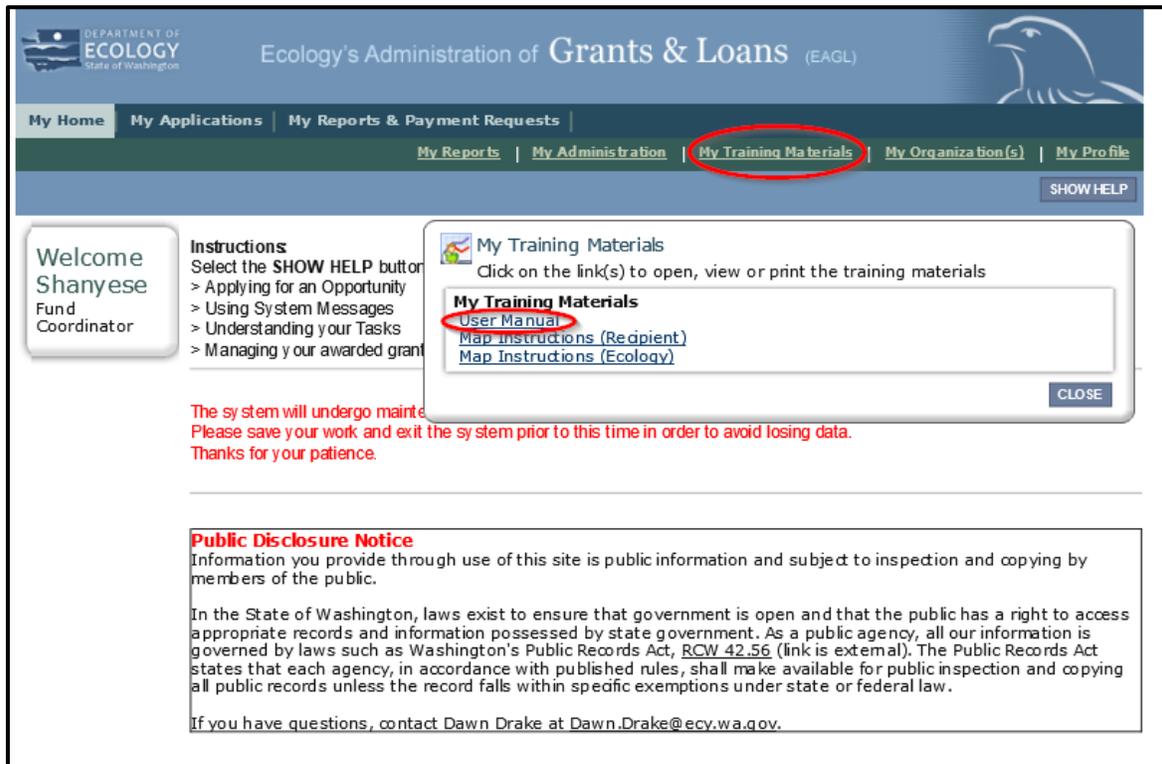
## Important tips for navigating EAGL

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

1. **All users must have a 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.
2. **Do not share SAW accounts to access EAGL.** Do not change EAGL account names to give a new user an existing account.
3. **To find an application you already started:**
  - a. From your EAGL homepage, select My Applications in menu bar at top. You don't need to enter search criteria—select Search button to see a list of your organization's applications/agreements. If you know your application number, copy it into *Application Name* field and select **Search** again.
  - b. Find more details in Chapter 2 or contact your grant manager if you need help finding an application already in progress.
4. **Familiarize yourself with the *EAGL External Users' Manual (User Manual)*.** It has additional step-by-step instructions, important system requirements, and tips for navigating EAGL. It's available in two locations:
  - a. Ecology's website:  
<https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>
  - b. EAGL's **Welcome Page** under **My Training Materials**. See screenshot below.
5. **Use the [EAGL External Users' Manual](#)<sup>2</sup> (also known as the User Manual) 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.
  - a. 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, see EAGL Role Permissions Overview (p. 27) and Comprehensive Role Matrix (p. 105) in the [EAGL External Users' Manual](#)<sup>2</sup>.
6. **Open EAGL using one of these modern web browsers:** Mozilla Firefox, Safari, Edge Chromium, or Google Chrome. Do not use Internet Explorer.

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<sup>2</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>



**Screenshot 1** Navigate to the EAGL External Users' Manual (also called the User Manual) by clicking the "My Training Materials" link on the EAGL homepage.

7. **Save frequently!** For network security purposes, both SAW and EAGL systems have timeout features based on inactivity. *Remember to **SAVE** often.*
  - a. 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.
  - b. 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.
8. **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.
9. **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.

10. **Red asterisk (\*)**. This indicates that the field is required. Applications cannot be submitted if any required fields are left blank. The system will give you an error notice—at top of the page in orange font—if you save or try to submit an application with errors or missing fields of information.
11. **Question mark icon**.  This symbol indicates more information is available. Hovering over it displays instructions, such as “Refer to Funding Guidelines”.
12. **Global errors icon**.  A hand on orange stop sign next to a form indicates an error. After you have filled out each Application Form *in order*, we recommend running the **Check Global Errors** command. The button is located at the top right on each application form. See screenshots below.



**Screenshot 2: Run the "Check Global Errors" command each time you complete a form.**

If you do get global errors, go to the form in the error message, edit it, and re-save each of the forms *in the order they are listed in the Error Message*. The message will provide links to the forms that need to be fixed. Sometimes you may simply need to visit a form to clear the error message.



**Screenshot 3: If EAGL finds an error when you run "Check Global Errors," a message will direct you to which field needs to be corrected.**

## Chapter 2: Beginning an EAGL Application

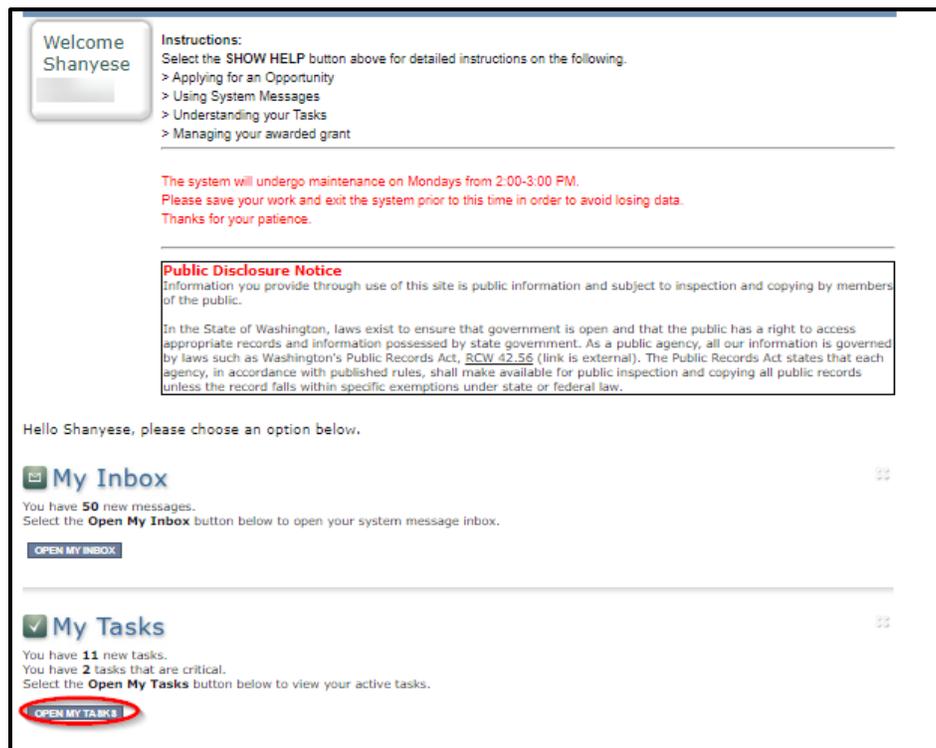
Your Ecology Project Manager will provide you with a draft Word version of the EAGL application and an Excel budget template. Please fill out both pieces of the application and e-mail to your Ecology Project Manager.

The Ecology Project Manager will work with your Ecology Financial Manager to review your application and provide any comments or edits. The Word application will be returned to you via e-mail to respond to any comments or edits. Please note: this negotiation may take several iterations to ensure the document is satisfactory for both parties.

Once the Word version of your application has been approved by Ecology, your Ecology Financial Manager will create an EAGL application for you. The Ecology Financial Manager will e-mail when your application is available in EAGL. Once the application is available in EAGL, you will be required to go into EAGL and complete the application.

### Locating your Application

On the **Welcome Page**, Authorized Officials can find the initiated grant application by selecting **Open My Tasks**.



**Screenshot 4: Click the “Open my Tasks” button to find grant applications started for your organization.**

If you do not see the application number provided to you by your Ecology Financial Manager under “My Tasks,” you likely have a system role that doesn’t allow you to edit applications. An Authorized Official, Contractor, Project Manager or Writer in your organization must perform this action. Any Authorized Official in your organization may change the roles for other members of your organization. You can also contact a grant manager for help modifying your role so that you can view your grant application in EAGL.

## Application Menu

You have now entered the Application process. The system automatically assigned you a **Document Information number**. *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 Application Menu, you can also view your role, and the current status of the application or grant. In the screenshot below, the person’s role is **Authorized Official**, and the grant’s current status is **Application In Process**.

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

To complete the application from the **Application Menu**, click **View, Edit and Complete Forms**. Select **View Forms** button. See screenshot below.

The screenshot shows the 'Application Menu' page. At the top, it displays 'Document Information: WROCR-2527-EcyWR-00058' with a 'Details' link. Below this is a table with the following data:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Department of Ecology - WR</a>	Authorized Official	Application In Process	04/25/2020 - N/A N/A

Below the table is a section titled 'View, Edit and Complete Forms' with a sub-header icon. A red circle highlights the 'VIEW FORMS' button. Below this section is a paragraph: '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 5: Finish your application by clicking the "View Forms" button on the Application Menu page.**

This takes you to the **Application Menu-Forms** screen below. Click on each form in the list and fill out required fields. *Save often as you work!*

## Application Menu - Forms

Please complete all required forms below.

Document Information: [WROCR-2527-EcyWR-00058](#)

[Details](#)

### Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Funding Program Guidelines</b>				
	<a href="#">WROCR-2527 Application Instructions and Managing Your Grant</a>			
	<a href="#">WROCR-2527 Funding Program Guidelines</a>			
	<a href="#">WROCR-2325 Application Instructions and Managing Your Grant</a>			
	<a href="#">WROCR-2325 Funding Program Guidelines</a>			
	<a href="#">WROCR-2123 Guidelines/Instructions</a>			
	<a href="#">WROCR-2123 Managing Your Grant</a>			
	<a href="#">WROCR-1921 Guidelines/Instructions</a>			
<b>Application Forms</b>				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>			
	<a href="#">Recipient Contacts</a>			
	<a href="#">Scope of Work - Task 1 Project Admin</a>			
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Budget Proposal</a>			
	<a href="#">Uploads</a>			

**Screenshot 6: The Application Menu of Forms displays a list of guidelines to reference and forms to complete.**

## Returning to an application already in progress

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

From here, you have two options for finding an application that is already underway:

*"My Application" option:*

On your EAGL homepage, select **My Applications** from the menu bar on the top ribbon. See screenshot.



**Screenshot 7: "My Applications" link on EAGL's welcome page is one way to navigate to an application already in progress.**

This brings you to the search criteria for **My Applications**. The easiest method is clicking the **Search** button to list every agreement for your organization. If this is not a large list, it's the quickest way to find a grant application in progress. If this is a large list, you may want to add additional search criteria. See screenshots below.

For example, under **Search Criteria**, select the application type under **Application Types**. In this case, select *Water Resources Columbia River Basin Water Management: 2527* from the drop-down menu, then click the **Search** button.

Your agreement should be listed under the **Search Results**.

[Back](#)

## My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Type: **Water Resources Columbia River Basin Water Management: 2527**

Application Name:

Person:

Status:

Organization:

Year:

Ecology Program:

Include Tooltip:

---

Search Results

Export Results to:  Sort By:  ASC

Number of Results: 1

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>		<a href="#">Department of Ecology - WR</a>	<a href="#">WROCR-2527-EcyWR-00058</a>	<b>Application In Process</b>	2527

**Screenshot 8:** Add search criteria on the “My Applications” page to narrow your list when looking for applications that are in progress or already submitted.

**FYI:** At this point, you can view everyone who has an EAGL account for your organization by clicking your organization’s name under Organization and selecting Organization Members.

In the **Results** under the **Name** column, select the **Application’s document number**.

Search Results

Export Results to:  Sort By:  ASC

Number of Results: 1

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>		<a href="#">Department of Ecology - WR</a>	<b><a href="#">WROCR-2527-EcyWR-00058</a></b>	Application In Process	2527

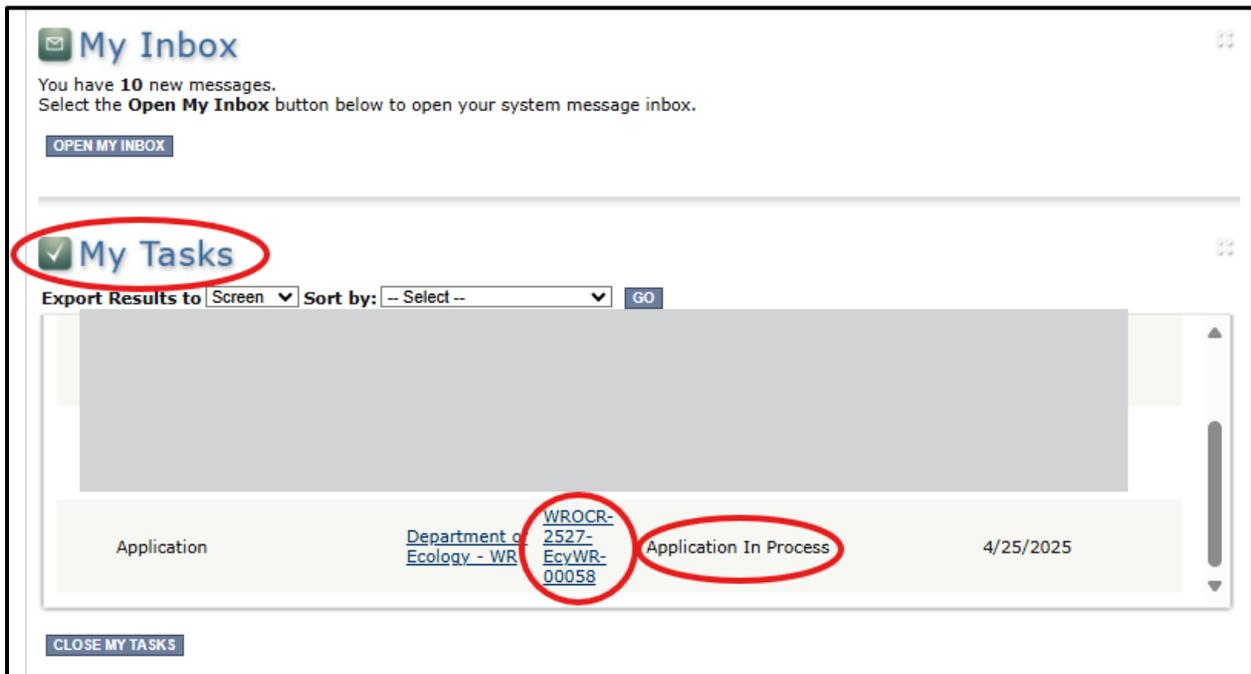
**Screenshot 9:** The search results will display your organization's application document number.

This takes you to the **Application Menu**. Under **View, Edit, and Complete Forms**, click **View Forms** button to continue filling in the application.

*My Tasks” option:*

If you are in the role of “Authorized Official” and your application is still in process (and has not been submitted) you can access your application through **My Tasks** on your EAGL homepage.

Once you open your task list, a list of your applications will appear. Select your Application's document number under the **Name** column.



**Screenshot 10: "My Tasks" link on the EAGL homepage is another way Authorized Officials can navigate to an application already in progress.**

## Chapter 3: Navigating the Application Forms

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

If you get lost at any time navigating the various EAGL forms, select your **Document Information Number**.

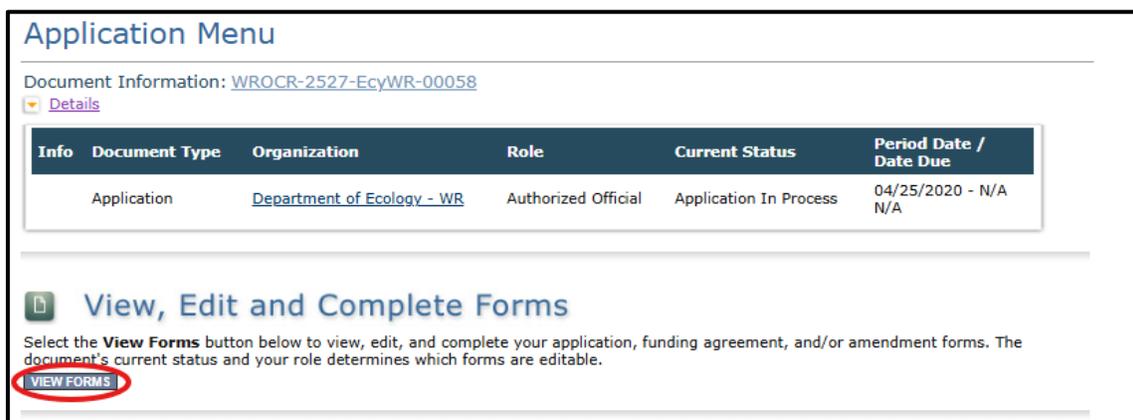


The screenshot shows the EAGL website interface. At the top, there is a navigation bar with links for "My Home", "My Applications", "My Reports & Payment Requests", "My Training Materials", "My Organization(s)", and "My Profile". A "SHOW HELP" button is also present. Below the navigation bar, the page title is "Application Menu". Underneath, the "Document Information" section displays the number "WROCR-2527-EcyWR-00058", which is circled in red. A "Details" link is visible below the document information. A table below the details link provides application information:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Department of Ecology - WR</a>	Authorized Official	Application In Process	04/25/2020 - N/A N/A

**Screenshot 11: Clicking the Document Information Number at any time gives you options for navigating your application.**

This brings you to the **Application Menu**. Select **View Forms** under **View, Edit, and Complete Forms** to return to the **Application Menu-Forms** screen where all the forms are located. Remember to **SAVE** each form before moving to the next one. See screenshots below.



The screenshot shows the "Application Menu" page. The "Document Information" section displays the number "WROCR-2527-EcyWR-00058". Below this is a table with the same data as in Screenshot 11. Underneath the table, there is a section titled "View, Edit and Complete Forms" with a brief instruction. At the bottom of this section, a "VIEW FORMS" button is circled in red.

**Screenshot 12: Find your application's list of forms by clicking "View Forms" in the Application Menu.**

## Application Menu - Forms

Please complete all required forms below.

Document Information: [WROCR-2527-EcyWR-00058](#)

[Details](#)

### Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Funding Program Guidelines</b>				
	<a href="#">WROCR-2527 Application Instructions and Managing Your Grant</a>			
	<a href="#">WROCR-2527 Funding Program Guidelines</a>			
	<a href="#">WROCR-2325 Application Instructions and Managing Your Grant</a>			
	<a href="#">WROCR-2325 Funding Program Guidelines</a>			
	<a href="#">WROCR-2123 Guidelines/Instructions</a>			
	<a href="#">WROCR-2123 Managing Your Grant</a>			
	<a href="#">WROCR-1921 Guidelines/Instructions</a>			
<b>Application Forms</b>				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>			
	<a href="#">Recipient Contacts</a>			
	<a href="#">Scope of Work - Task 1 Project Admin</a>			
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Budget Proposal</a>			
	<a href="#">Uploads</a>			

**Screenshot 13: “Application Menu for Forms” page displays the list of all forms to complete for your application.**

As you begin filling out your application, here are some important things to keep in mind:

- **Save** regularly.
- EAGL does not support formatted text (bold, italics, underlining, symbols, etc.) It’s recommended that you type up your answers in Notepad or Word first. Save your work as Plain Text, then “cut and paste” it into the EAGL text box. The text boxes have a character limit shown at the bottom. See Appendix A for more information about character limits.

- **Spell Check.** Double check for typos and grammar prior to submitting documents. The system is not a word processor and does not have a spell checker. However, most browsers now have a spellcheck function which should work with EAGL.
- **Public Disclosure.** You will notice that all pages in EAGL have a statement regarding public disclosure. Information you provide through use of this site is public information and subject to inspection and copying by members of the public.
- EAGL does not support formatted text (bold, italics, underlining, symbols, etc.)
- A red asterisk \* indicates that the field is required. Applications may not be submitted if information is missing from required fields.
- To see all errors, select “**Check Global Errors**”. We recommend that before you leave a page you routinely run the “**Check Global Errors**” command.

## General Information (form)

The **General Information** form is the first form you’ll see on the **Application Menu-Forms** page.

Enter the following information:

- **Project Title.**
- **Project Short Description:** This section should briefly address “who, what, where, when, and why.” This will ultimately be the description that is on the EAGL Map Project Details and will be visible to the public.
- **Project Long Description:** Please go into detail regarding your project. If there are multiple tasks that are not related, include a separate paragraph for each task. Specifically address the project, who is the responsible agency, where it is located, why the project is important and when it will be completed. We recommend NOT using all 4,000 characters when creating the original agreement. If an amendment is needed, additional characters may be required for the Project Long Description.
- **Total Cost:** Enter the total project cost.
- **Total Eligible Cost:** The total costs needed for the upcoming 2025–27 biennium (two-year period). This includes the state share and the recipient share. For example, the 2025–27 biennium begins July 1, 2025 and ends June 30, 2027.
- **Effective Date:** You negotiated this with your Ecology Project Manager and Ecology Financial Manager. NOTE: We do not back date grants, drafts should be worked on well in advance to give adequate time to review and prepare in EAGL.
- **Expiration Date:** The last date expenditures may be incurred. You negotiated this with your Ecology Project Manager and Ecology Financial Manager. Recipients are to submit the Closeout Report within 30 dates of the expiration of the agreement.
- **Project Category:**

- OCR Grant (default).
- **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.” Please contact your Ecology Project Manager for specific instructions, a task may be included for a **Quality Assurance Project Plan**.
- **Overall Goal:** Provide a brief summary of the outcomes expected, the overall goal, and environmental benefits. This will be the goal that is displayed on the **EAGL Map Project Details**, visible to the public.

The **Save** button is located at the top of each forms page. After saving your page, an icon (see below) will display indicating your information was saved. Error messages, if any, will appear at the top left of the form after you save the page.



**Screenshot 14: EAGL displays a message letting you know when your information was successfully saved.**

*How to navigate the Application Forms:*

Select the **Forms Menu** link (at top of each form) and choose the next form that you would like to work on. These links are the best way to navigate EAGL. If you don't see the Application Menu and Forms Menu links, click the Details (purple) link to display them. See screenshot below.

DEPARTMENT OF ECOLOGY  
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Page Information  
The information has been saved.

Back

Document Information: [WROCR-2527-EcyWR-00058](#)  
[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

**Screenshot 15: Selecting the link called Forms Menu is the best way to navigate forms in EAGL.**

## Project Characterization (form)

Use the drop-down menu to select primary and secondary themes that associate the project type on the statewide map of Ecology's grants and loans (<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map>). This interactive public map displays information on projects funded through grants or loans during a grant's life cycle and after it is closed.

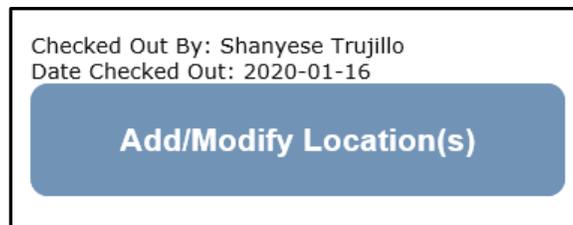
Enter the following information:

- **Primary Theme:** Select Water Supply
- **Secondary Theme:** Select Office of Columbia River.
- **Project Website:** Enter your project's website address, if available.

Select **Save** before navigating to the next form.

## Mapping Information (form)

**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. 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 a grant manager can request an override if the individual is out of the office. Check the map back in by selecting **Save** on the **Mapping Information** form.



**Screenshot 16:** *If the EAGL map is checked out, contact the individual or your grant manager.*

To check out the **EAGL Editor Map**, select the blue box called **Add/Modify Location(s)** on the **Mapping Information** form.

Select **Project Area Options** located under the project Site Name. This displays a set of checkboxes to help with entering the project's boundary. See screenshot.

Select method(s) to enter boundary

<input type="checkbox"/> Air Authority	<input type="checkbox"/> Lake
<input type="checkbox"/> City	<input type="checkbox"/> Parcel
<input type="checkbox"/> County	<input checked="" type="checkbox"/> WRIA ?
<input type="checkbox"/> Grant Project Area	<input type="checkbox"/> School District
<input type="checkbox"/> Transit Authority	<input type="checkbox"/> HUC 12 ?
<input type="checkbox"/> Tribal Reservations ?	<input checked="" type="checkbox"/> Drawing/Import Tools

[Go](#)

[^ Project Areas](#)

**Screenshot 17: Define your project's boundary using either WRIA or Drawing/Import Tools.**

Select option: **Drawing/Import Tools**. The applicant will be able to upload a GIS map of the project area. To import the shape file, select import shape file, upload a GIS shape file of the project area. Additional Mapping instructions are available in **“My Training Materials”**, **“Map Instructions (Recipient)”** in the blue ribbon at the top of each page in EAGL.

Or select option: **WRIA**. The applicant can choose the WRIA (Water Resource Inventory Area) that the project falls under.

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

It will take a few moments for the **Project Location Summary** to calculate. **Review** the populated information for your project area. Select **Save** and you will return to the **Mapping Information** form.

**IMPORTANT:** Check in the map when you’re done. Select **Save** at the top of the **Mapping Information** form to check it in. To ensure that your save was successful, look for the icon and message, “Page Information, the information has been saved” at the top of the page.

Before you submit your application, you must check **Mapping Information**, choose a project area, and check in the map form **before** you change your application’s status to **“submitted.”**

## Recipient Contacts (form)

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 **Secure Access Washington** 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 of **Authorized Official** or **Reader**.

- **Project Manager (EAGL functionality role):** The person responsible for the overall project and for completing quarterly progress reports.
- **Billing Contact (EAGL functionality role):** The person responsible for completing and submitting payment requests and associated back-up documentation.
- **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.
  - The **Authorized Signatory** will be the first name shown on the 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.
    - See [EAGL Users' Manual's Appendix 1: Quick Steps for EAGL Processes \(page i\)](#) for Managing Roles at the Organization Level or Managing Roles at the Document Level.
  - Contractors cannot be assigned the role of **Authorized Official** to maintain proper internal controls related to account and payment request submittal. Assign them the role of **Writer** if you want to allow them to assist in filling out the application or payment requests and progress reports.

If there are additional individuals who need to be signatory to the agreement such as legal staff or a city council member, their name and title should be added to the “**Other recipient signatories on printed agreement**” matrix found at the bottom of the page. **Save** after each entry and EAGL will create a new line.

These additional signatories do not need a SAW or EAGL account. Staff listed on this form can be changed later if the Application is selected for funding.

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

**Screenshot 18: In EAGL's table for other signatures, add people who should be signatory to the agreement, such as a legal staff person or a city council member.**

If you need a special signatory page for your organization, please inform your Ecology grant manager.

Be sure to keep this contact list is 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.

If a staff member leaves your organization put an end date in the date section next to their name. **Do not uncheck their box** under **Access Management Tools-Add/Edit People** at both the agreement level and document level. Doing so will undo the work they have done on all agreements and is problematic in EAGL and for auditing.

**FYI:** Each organization should have at least two Authorized Officials to have a backup in case of staff turnover or unavailability.

An organization's **Authorized Official** in EAGL may change other user's role within their organization.

## Scope of Work-Task 1 Project Admin (form)

This is an optional task with pre-set language, no changes can be made to the Task description, Task Goal Statement or Task Expected Outcomes.

The only updates required on this form are the Task Cost and the Recipient Task Coordinator.

You are not required to charge administration time to the grant, if you do, it should be under this task.

## Scope of Work-Additional Tasks (form)

You will need to create a **Task form** for each **Task** you have identified in your EAGL Word Application.

- **Task Number:** Will be assigned by EAGL. Tasks should be in sequential order when possible.

Fill out:

- **Task Title:**
- **Task Cost:**
- **Task Description (3,500 characters):** This should be a well-developed description of your task, specifically address who, what, when, where and why. Please avoid the use of jargon. A single sentence is not adequate.
- **Task Goal Statement (1,500 characters):** What is the objective of this task? Why is this task required?

- **Task Expected Outcomes (1,500 characters):** What defines successful completion of this task (a quantitative and measurable change as a result of doing the task)? Example: Obtain final design of new canal.
- **Recipient Task Coordinator:** The person that can be contacted to answer questions about the Task.
- **Deliverables:** Include deliverable and date to be submitted. The date to be submitted can be the agreement end date, if appropriate.

These should all be identified on your EAGL Word Application and can be cut and paste into the online EAGL application.

Select **Save** in the upper right-hand corner to save the information you just entered and to create a new Additional Task Form for the next task.

## Budget Proposal Form (form)

Please fill out both tables completely (screenshot below) and upload an itemized list of all **Goods and Services**. The by task line items should equal to the task total you indicated on the Scope of Work forms. The by element total must equal the grant total.

**BUDGET PROPOSAL**

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

**If you have added or made any changes to the Scope of Work before visiting this form, please save the Scope of Work Summary form prior to updating this form.**

**Public Disclosure Notice**  
Information you provide through use of this site is public information and subject to inspection and copying by members of the public.  
In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

Estimate your proposal's total budget needs by task and by element for State Fiscal Year (FY) 1, FY 2 and beyond.

State Fiscal Years		
Fiscal Year	Start Date	End Date
2025	July 1, 2024	June 30, 2025
2026	July 1, 2025	June 30, 2026
2027	July 1, 2026	June 30, 2027
2028	July 1, 2027	June 30, 2028
2029	July 1, 2028	June 30, 2029
2030	July 1, 2029	June 30, 2030

Total Eligible Costs (from General Information form)

\$0

**By Task** - For the appropriate fiscal year please reference the fiscal year table

Task Title	Task Cost	*FY 1 (enter year)*	*FY 2 1	Additional Fiscal Years	Total
		\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$0

**Screenshot 19: Identify by task and Fiscal Year the grant-funded activities.**

By Element				
Element	*FY 1 ( )	*FY 2 ( )	Additional Fiscal Years	Total
Salaries <sup>1</sup>	\$0	\$0	\$0	\$0
Benefits <sup>1</sup>	\$0	\$0	\$0	\$0
Salaries and Benefits Combined <sup>1</sup>	\$0	\$0	\$0	\$0
Contracts	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Equipment <sup>2</sup>	\$0	\$0	\$0	\$0
Goods/services <sup>3</sup>	\$0	\$0	\$0	\$0
Overhead <sup>4</sup>	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

If you receive a grant, you are responsible for procuring professional, personal, or other services using sound business judgment and good administrative procedures consistent with applicable state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters.

- 1 Fill in either the "Salaries" field and the "Benefits" field or fill in the "Salaries and Benefits Combined" field
- 2 Upload an itemized list of all equipment, its cost, and explain why the equipment is needed. Equipment is defined as tangible, personal property with a useful life of more than one year and an acquisition cost of more than \$ 5,000 per functional unit or system. Equipment will be tracked on the Equipment Purchase Report in EAGL.
- 3 Upload an itemized list of all Goods and Services
- 4 Overhead cannot exceed the rate identified in the Ecology publication –Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL, current version.

**Upload Documents**  
Click the Browse button  
Select your file  
Click Save, your file will appear in the List of uploaded documents  
Repeat for each file  
To Delete a file, select the Delete checkbox next to the file and click SAVE

+ Choose File No file chosen

**Additional Comments**

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**Screenshot 20: Identify by element and fiscal year the grant-funded activities.**

## Uploads (form)

You may attach any relevant supporting documents such as:

- Maps, aerial photos, and other graphics that clarify the proposed 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 the document title and select the **Browse** button to attach the file. For more information about the file types and sizes accepted by EAGL, see p. 17 of the [EAGL External Users’ Manual](#).

If all three rows are used, a new row will appear after selecting **Save**.

After adding items and selecting **Save**, a **Delete** checkbox will appear next to the completed rows. If something was added in error, check the **Delete** box and select **Save** to remove.

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**.

If you are awarded a grant, you will use the Upload Form to:

- Upload all deliverables and identify with the task name and number (e.g., Del 2.1, 2.2, etc.)
  - Give all uploaded files a descriptive title that makes is easy to identify.
    - Invoice related documents should be uploaded in the **“payment request”** section. Progress report related documents should be uploaded in the **“progress report”**.

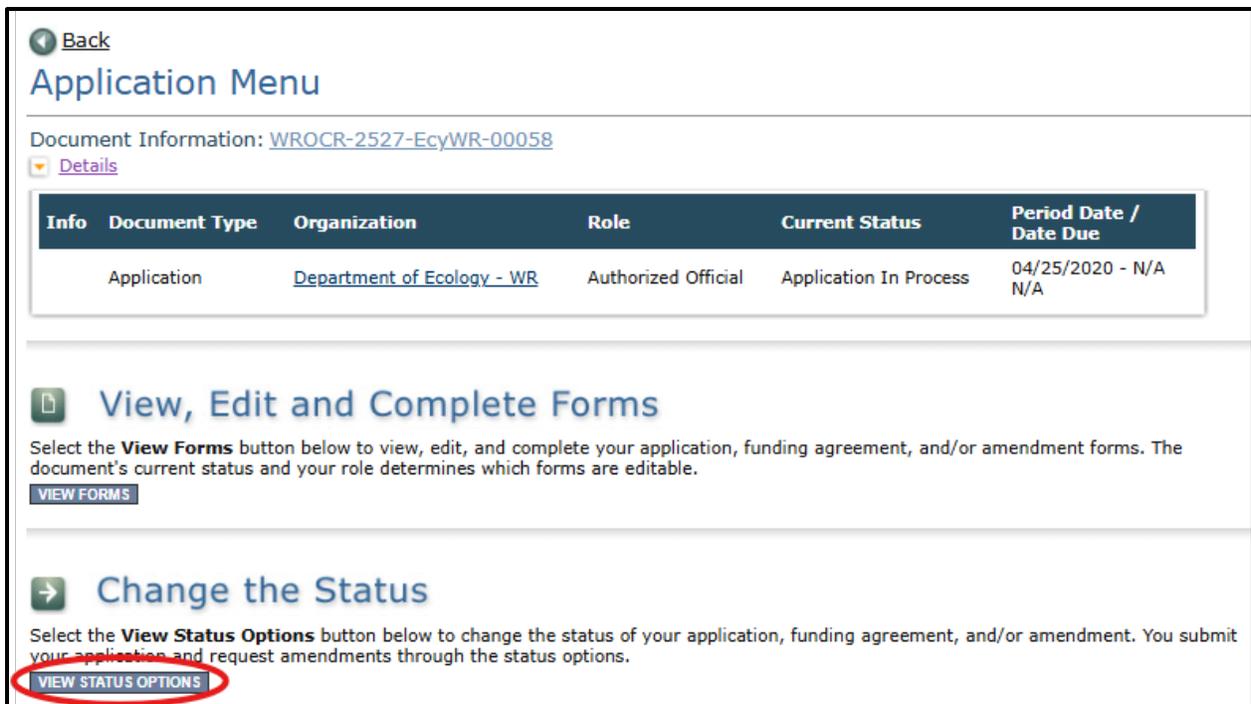
## Chapter 4: Submitting Your Application

Once you have completed all forms and fields, you are ready to move on to submitting your application. Before leaving the **Application Menu-Forms** page, double check the icons next to each of your forms:

- Remember to Check Global Errors.
- If you have a **Global Error icon** 🖱️ go back to the form, edit, and re-save it.

### To submit your application:

1. Click on the Document Information number to navigate back to the Application Menu.
2. Select View Status Options located under Change the Status heading.



The screenshot shows the 'Application Menu' page. At the top, there is a 'Back' button. Below it, the 'Document Information' is displayed as 'WROCR-2527-EcyWR-00058'. A 'Details' button is visible. A table with the following columns: 'Info', 'Document Type', 'Organization', 'Role', 'Current Status', and 'Period Date / Date Due'. The table contains one row: 'Application', 'Department of Ecology - WR', 'Authorized Official', 'Application In Process', and '04/25/2020 - N/A'. Below the table, there are two main sections: 'View, Edit and Complete Forms' with a 'VIEW FORMS' button, and 'Change the Status' with a 'VIEW STATUS OPTIONS' button circled in red.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Department of Ecology - WR</a>	Authorized Official	Application In Process	04/25/2020 - N/A N/A

**Screenshot 21: Change your application's status to "Application Submitted" from the Application Menu.**

3. There will be two Possible Statuses: **Application Submitted** and **Application Cancelled**. Select Apply Status under **Application Submitted**.

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

4. On the **Agreement** page, you will be provided a text box if you would like to include any comments. You be given the choice of two buttons:

- a. **I agree:** This allows you to submit your application. You will receive a system generated email.
- b. **I Do Not Agree:** This means your application will not be submitted.

### Agreement

Please make a selection below to continue.

---

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

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

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I AGREE
I DO NOT AGREE

**Screenshot 22: You'll have an opportunity to provide additional notes about a status change on your application's Agreement page.**

- 5. If you selected, **I Agree**, CONGRATULATIONS! Your application has been successfully submitted. The current status of your **grant application** will now display as **Application Submitted**.

[Back](#)

## Application Menu

Document Information: [WROCR-2527-EcyWR-00058](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
Application		<a href="#">Department of Ecology - WR</a>	Authorized Official	Application Submitted	04/25/2020 - N/A N/A

**Screenshot 23: The grant application's status changes to "submitted" when the process is complete.**

Once your application has been submitted, the Ecology Project Manager and Ecology Financial Manager will review the application. They will work with you to get your grant signed and executed.

## Chapter 5: Questions about your application

If you have questions about the Water Resources Columbia River Basin Water Management application, please contact the financial manager that worked with you on the application negotiation.

### Contact Information

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## Chapter 6: EAGL Guidance

For additional EAGL resources, please visit Ecology's Grants & Loans Guidance and forms at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>. Scrolling down through the page you will find information on QAPP's, Statewide Vendor Number registration, additional forms that may be needed for your payment request, and EAGL's Public Map.