# Drought Response Grant

## EAGL IGX Application Instructions

## 2026

**Water Resources Program**

Washington State Department of Ecology

Olympia, Washington

April 2026, Publication 26-11-004

DEPARTMENT OF ECOLOGY State of Washington

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**Cover photo credit.**

- Bogachiel Ridge 2015. This is Bogachiel Ridge in drought conditions. Photo credit: Department of Ecology, 2015

# Contact Information

**Water Resources**

P.O. Box 47600
Olympia, WA 98504-7600
Phone: 360-407-6872

**Website[1]:** Washington State Department of Ecology

# Grant Contact Information

| | |
|---|---|
| **General Information** | Caroline Mellor<br>Caroline.Mellor@ecy.wa.gov<br>(360) 628 4666 |
| **Ecology's Administration of Grants and Loans (EAGL) Questions** | Shanyese Trujillo<br>Shanyese.Trujillo@ecy.wa.gov<br>(360) 628-2451 |
| **Document Requests** | recordsofficer@ecy.wa.gov<br>Submit a request online[2] or Records Request Form[3] (ECY010-37)<br>360-407-6040 |

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[1] www.ecology.wa.gov/contact

[2] https://ecologywa.govqa.us/WEBAPP/_rs/(S(uwpl2sh2oauqneqodaet00vd))/supporthome.aspx

[3] https://fortress.wa.gov/ecy/publications/summarypages/ecy01037.html

# Department of Ecology's Regional Offices

## Map of Counties Served

| Region | Counties served | Mailing Address | Phone |
|---|---|---|---|
| **Southwest** | Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum | PO Box 47775<br>Olympia, WA<br>98504 | Saboor Jawad<br>Saboor.Jawad@ecy.wa.gov<br>360-870-6291 |
| **Northwest** | Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom | PO Box 330316<br>Shoreline, WA<br>98133 | Kasey Cykler<br>Kasey.Cykler@ecy.wa.gov<br>360-603-1037 |
| **Central** | Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima | 1250 W Alder St<br>Union Gap, WA<br>98903 | Heather Simmons<br>Heather.Simmons@ecy.wa.gov<br>509-379-4600 |
| **Eastern** | Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman | 4601 N Monroe<br>Spokane, WA<br>99205 | Jaime Short<br>Jaime.Short@ecy.wa.gov<br>509-329-3586 |
| **Headquarters** | Across Washington | PO Box 46700<br>Olympia, WA<br>98504 | Caroline Mellor<br>Caroline.Mellor@ecy.wa.gov<br>360-628-4666 |

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## 2026

Water Resources

Washington State Department of Ecology

Headquarters

Olympia, WA

**April 2026 | Publication 26-11-004**

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# Chapter 1: Getting Started with EAGL

## Before you apply

### *Register for SAW account and EAGL access*

Before you can apply for a grant or loan through Ecology's Administration of Grants and Loans (EAGL) web-based system, you must:

1. Register for an account with Secure Access Washington (SAW) by clicking the EAGL IGX external page link[4] and choosing the Sign Up! Button in the top banner.
2. Proceed to the EAGL IGX external page, select the SAW account link and LOGIN to complete the EAGL IGX New User registration form.
3. Be assigned the role of "Authorized Official" 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 submit applications in EAGL.

This guidance is intended for users who have their SAW account, EAGL access, and are Authorized Officials in EAGL.

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

Detailed SAW and EAGL IGX registration instructions can be found on the Grants & loans web page[5].

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*

*2026 Drought Response Grant Funding Guidance*[6] describes the policy expectations when applying for grants and meeting Water Resource Program requirements. The guidance is specific to Drought Response Grants.

EAGL External Users' Manual[7] (2025) offers guidance for tasks such as submitting payment requests and equipment purchase reports, requesting amendments, etc.

EAGL IGX Training Videos[8] YouTube playlist for EAGL IGX training videos for various aspects of the system.

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[4] https://eagl.intelligrants.com/

[5] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans

[6] https://apps.ecology.wa.gov/publications/SummaryPages/2511004.html

[7] https://ecyapfass/Biblio2/SummaryPages/2501005.html

[8] https://www.youtube.com/watch?v=d0ULF2rlPb8&list=PL8BmI4b96dKbPujubBuJ4qFBL76GcO1wp

## Important tips for navigating EAGL

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

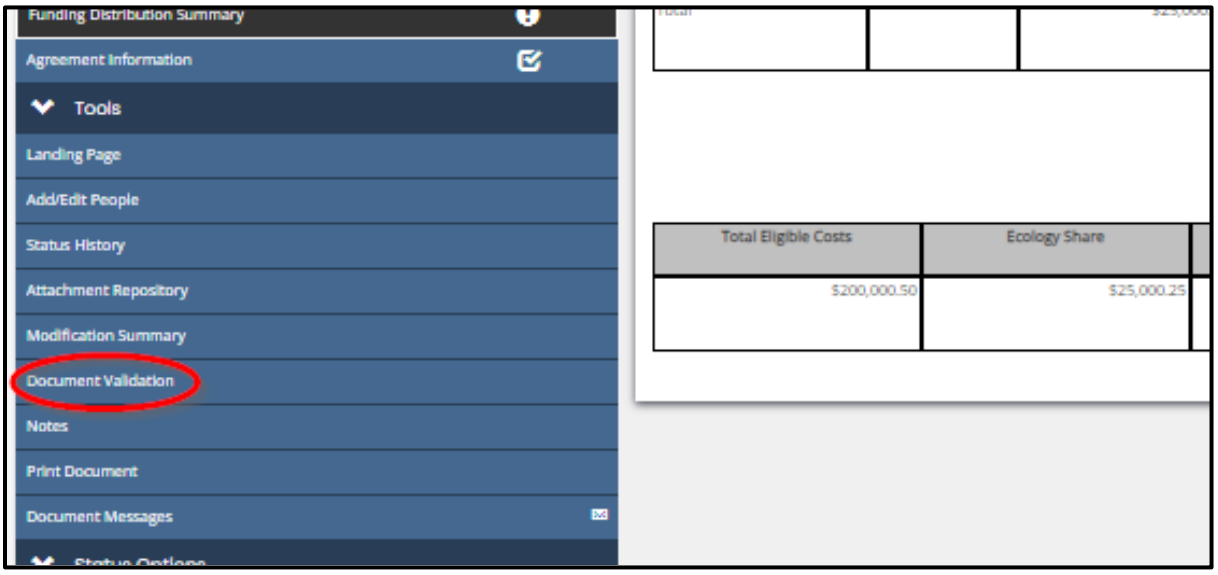
1. **All users must have a SAW account and EAGL access.** When you assign staff as contacts on agreements, they must already have these accounts. If someone does not have authorization to be in EAGL, they cannot have a role assigned in the system.
2. **Do not share SAW accounts to access EAGL.** Do not change EAGL account names to give a new user an existing account.
3. **To find an application you have already started**:
    a. From your EAGL Dashboard, look under **My Tasks** and if the application is still in Application in Process status it will be located here.
    b. Find more details in Chapter 2 or reach out to the EAGL point of contact found in Chapter 5: EAGL Guidance if you need help finding an application already in progress.
4. **Familiarize yourself with the *EAGL IGX 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://ecyapfass/Biblio2/SummaryPages/2501005.html
    b. EAGL's **Dashboard** in the blue ribbon at the top of the page by selecting the book icon, **My Training Materials.** See screenshot below.

Screenshot 1: Navigate to the EAGL IGX External Users' Manual (also called the User Manual) by clicking the "Training Materials" link on the EAGL Dashboard.

5. **Use the *EAGL IGX External Users' Manual*[9] 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. For more information about roles, see Role Permissions Overview (p. 28) in the *EAGL IGX External Users' Manual*.

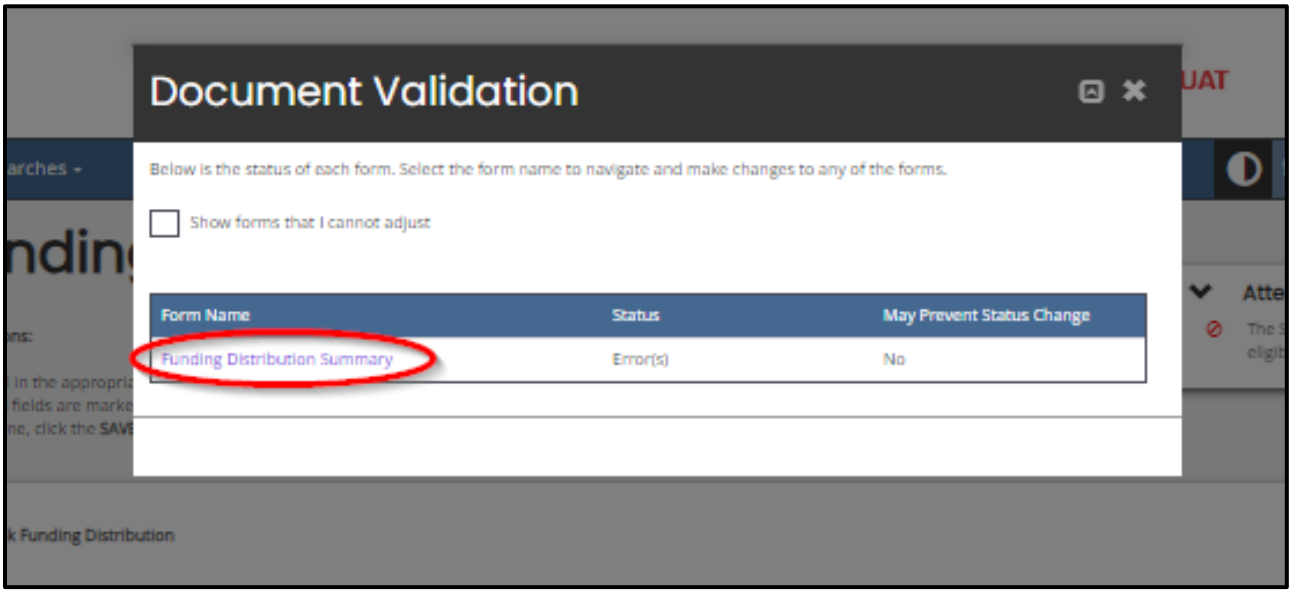
[9] https://ecyapfass/Biblio2/SummaryPages/2501005.html

6. **Open EAGL using one of these modern web browsers:** Mozilla Firefox, Safari, Edge Chromium, or Google Chrome. Do not use Internet Explorer.
7. **Save frequently!** For network security purposes, both SAW and EAGL systems have timeout features based on inactivity. Remember to **SAVE** often.
8. **Check 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. **Character Count Limits** Please observe each field's character count limits as you make entries into the application forms. If you exceed the limit, the form will not save.
12. **Document Validation.** After you have filled out each Application Form *in order*, we recommend running the **Document Validation** command. The Application's left-hand navigation panel has a header called **Tools.** Under **Tools** the **Document Validation** command is located. See screenshots below.




Screenshot 2: Run the "Document Validation" command each time you complete a form.

If you do get 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.

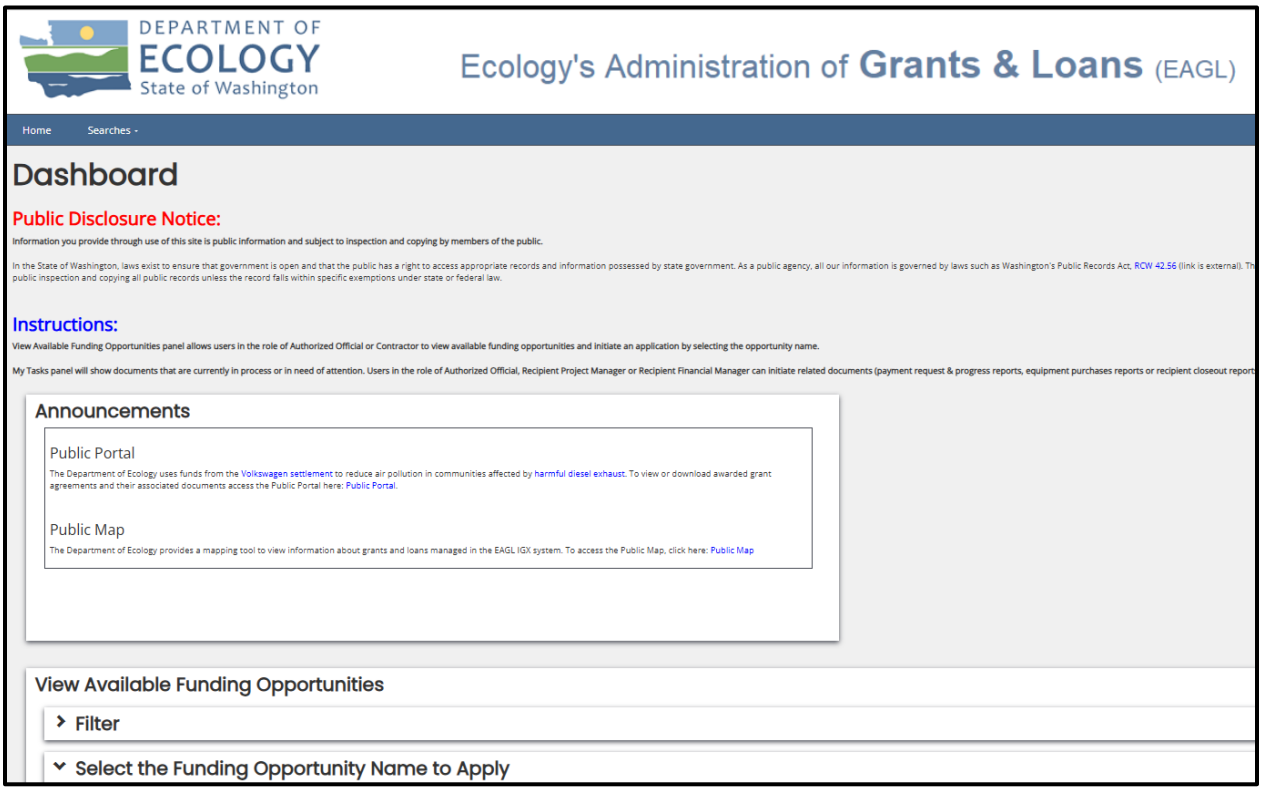



Screenshot 3: If EAGL finds an error when you run “Document Validation,” a message will direct you to which form(s) needs to be corrected.

# Chapter 2: Beginning an EAGL Application

## Locating the Water Resource Drought Response funding opportunity

On the **Dashboard,** Authorized Officials can find grant opportunities by looking under the header "**View Available Funding Opportunities**". See screenshot.



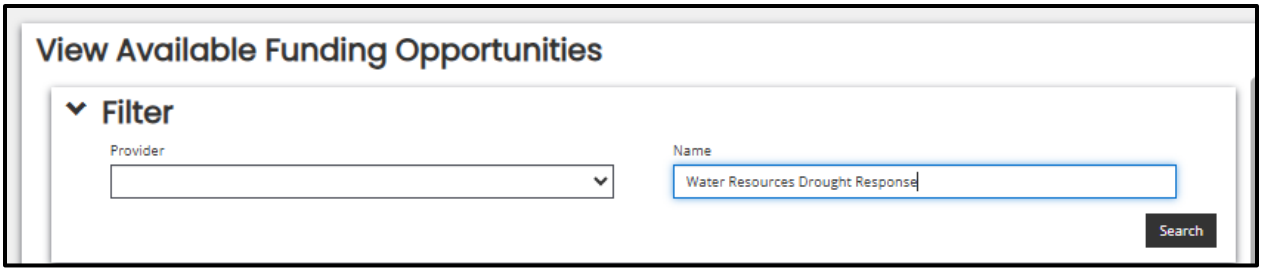

Screenshot 4: Click the arrow for "Select the Funding Opportunity Name to Apply" to find grant opportunities available to your organization.

If you do not see "View Available Funding Opportunities", you likely have a system role 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 reach out to the EAGL contact in Chapter 5: EAGL Guidance for help modifying your role so that you can view and apply for grant opportunities in EAGL.

## Applying for the Drought Response funding Opportunity

After selecting the View Opportunities button, **My Opportunities** page will load. This allows you to search for the grant opportunity to apply for.

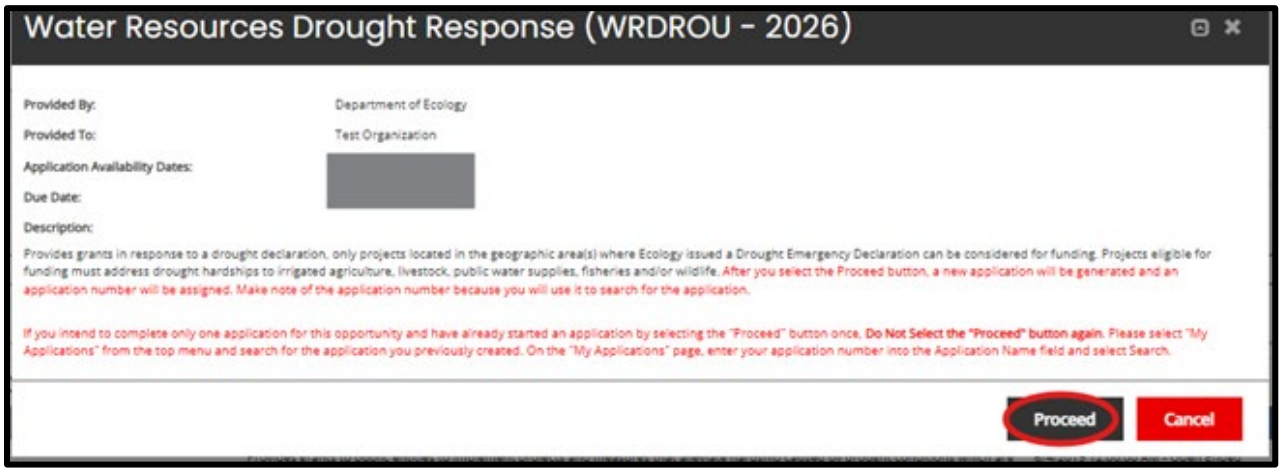
In the Filter Name search bar, type *Water Resources Drought Response,* the select the **Search** button.




*Screenshot 5: Search for Water Resources Drought Response on the "My Opportunities" page.*

The Water Resources Drought Response: 2026 application should appear. If you meet the eligibility requirements outlined in the guidelines, click the **Proceed** button.

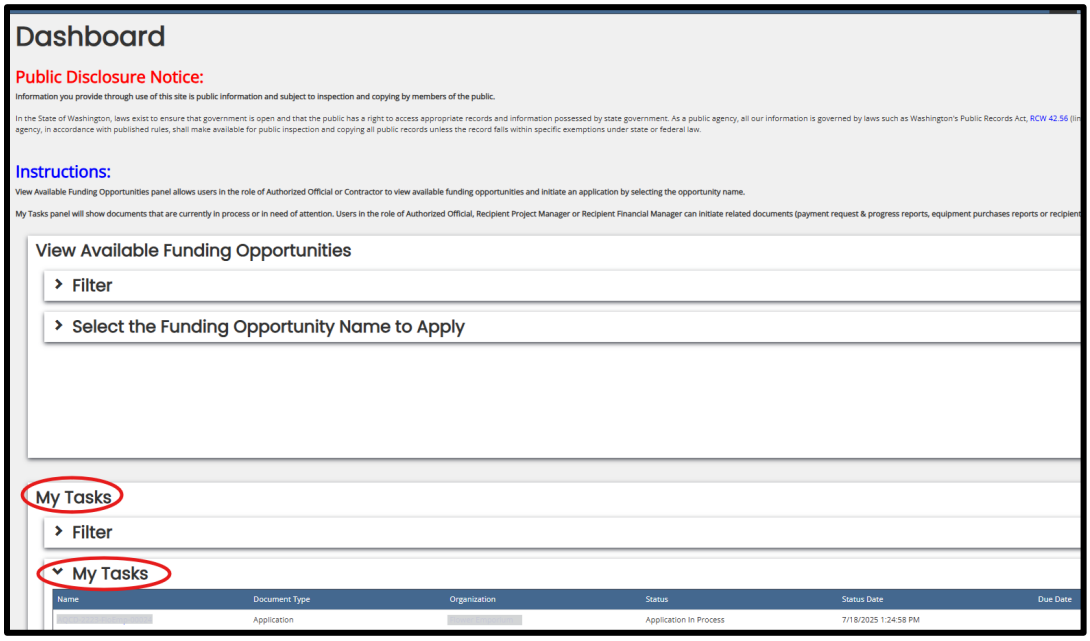
Please click the "**Proceed**" button only once for each application. The system automatically limits each organization to <u>two applications</u> to avoid the accidental creation of unintentional applications. If you need to submit more than <u>two applications</u> on behalf of your organization, please reach out to the EAGL contact identified in Chapter 5: EAGL Guidance. They can approve additional applications for you.




Screenshot 6: Click the "My Tasks" button to find grant applications started for your organization.

# Locating your Application

On the **Dashboard** page**,** Authorized Officials can find the initiated grant application by selecting **My Tasks**.




Screenshot 7: Click the "My Tasks" button to find grant applications started for your organization.

If you do not see the application in process 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 reach out to the EAGL identified in Chapter 5: EAGL Guidance for help in modifying your role so that you can view your grant application in EAGL.

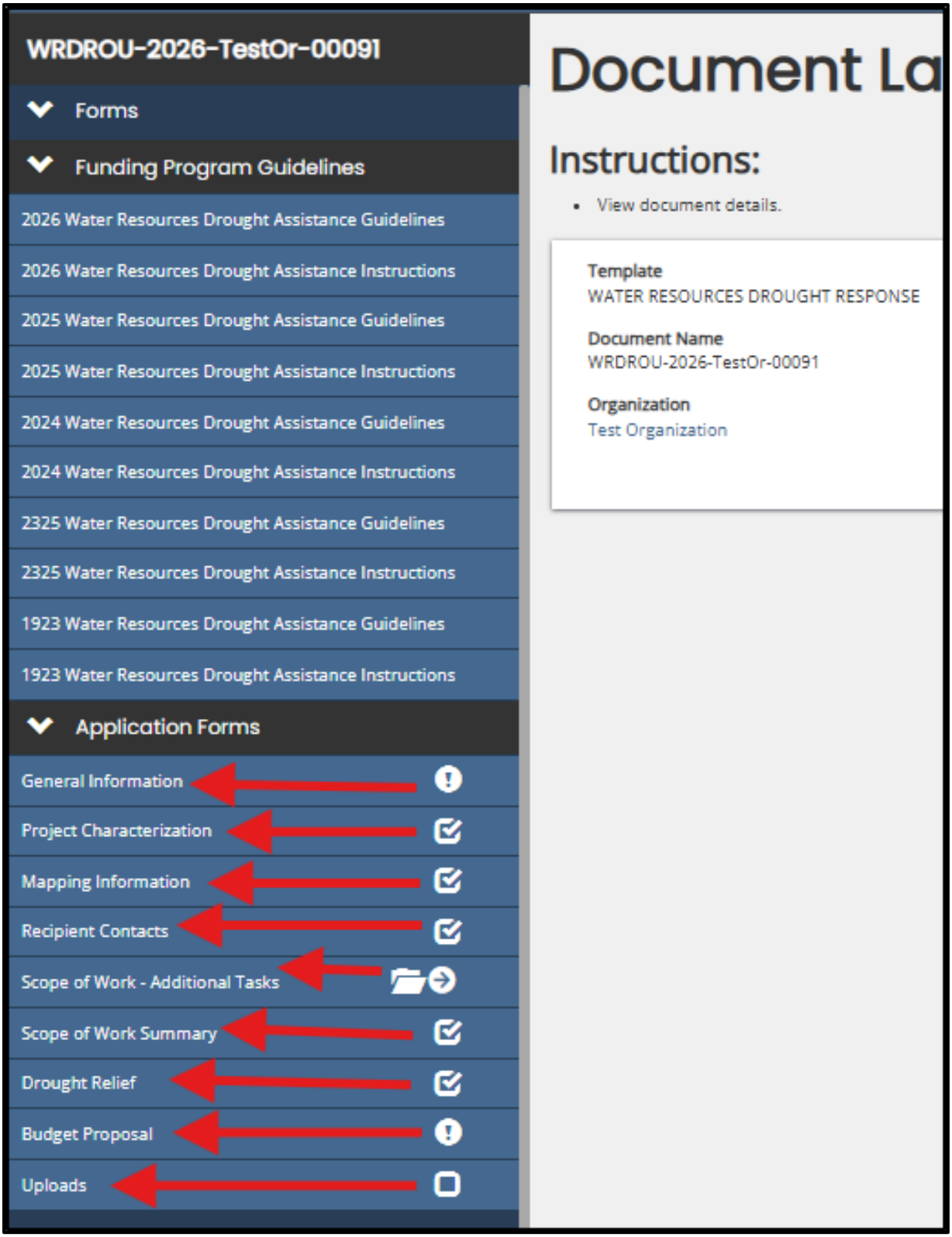
# Application Menu

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.

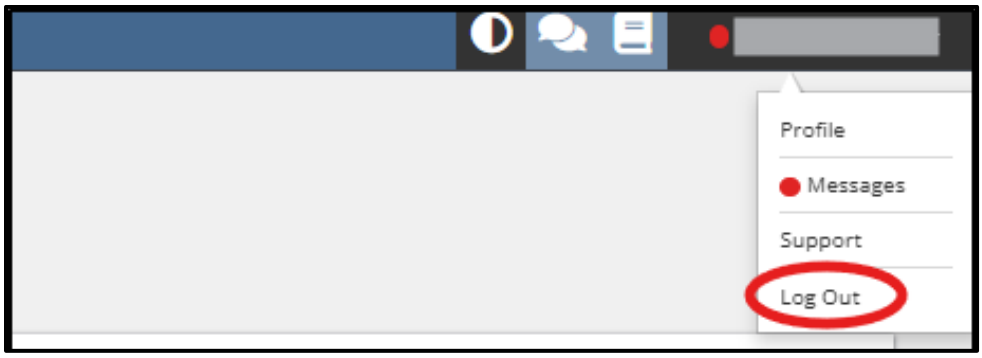
**Reminder:** Always know your role and the document's current status. These determine the work that can be done and can help us troubleshoot problems for you.

To complete the application from the **Document Landing Page,** click on each form and fill out required fields in the list under the **Application Forms** header. *Save often as you work!*




*Screenshot 8: Finish your application by clicking and completing each of the forms under the header "Application Forms".*

Before quitting your session, remember to click the Save button in the header and exit your browser or click your name in the upper right-hand corner of the navigation bar and choose Log Out from the list.




*Screenshot 9: There is a Log Out button in the upper right-hand corner of the top navigation bar that can be used to end your session*

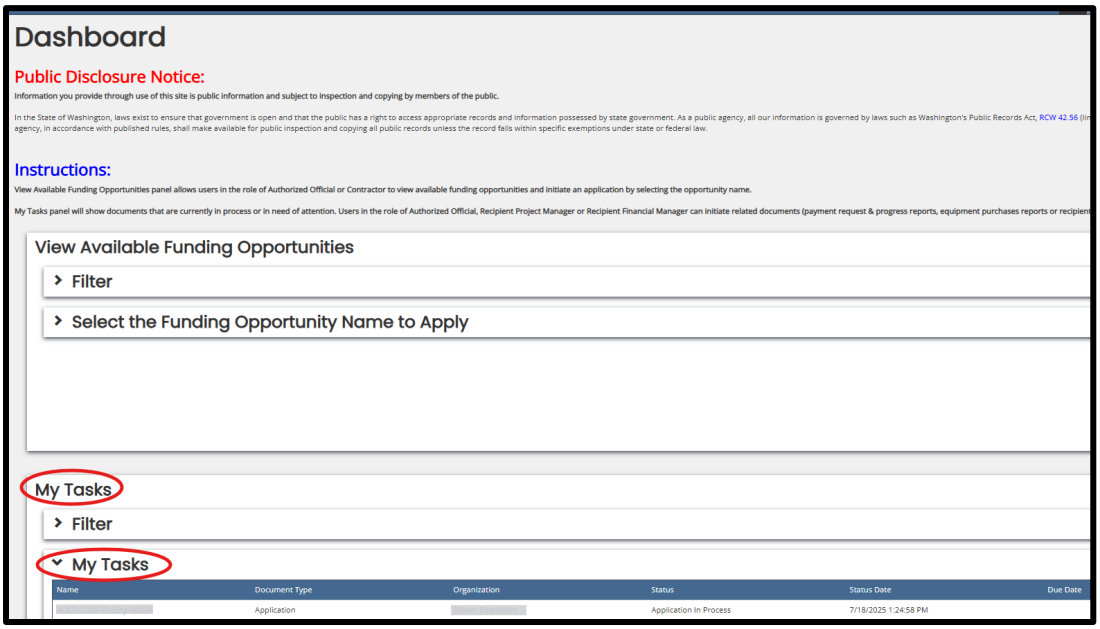
## Returning to an application already in progress

As mentioned in Chapter 1, you can return to your in process application at any time. 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:

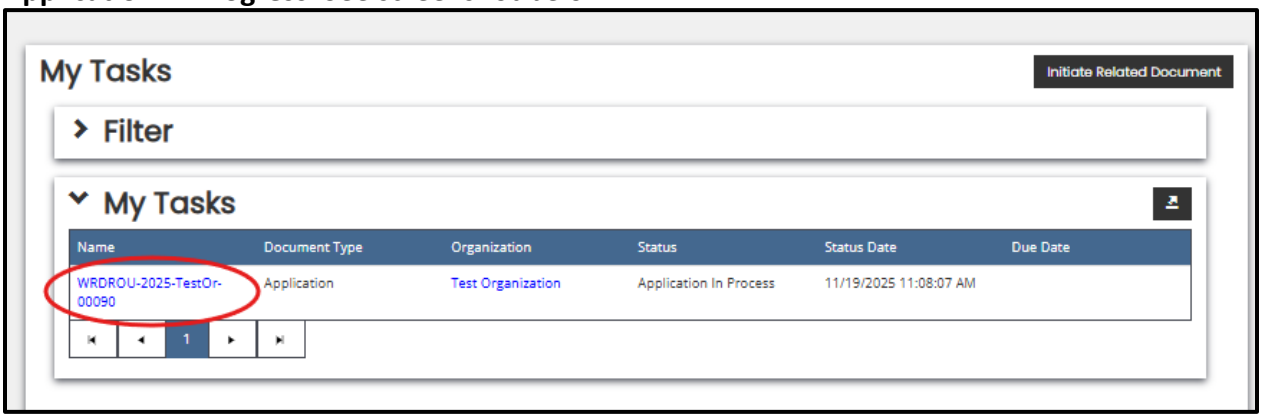
### *"My Tasks" option:*

On your EAGL homepage, under **Dashboard** locate the **My Tasks** header and click **> My Tasks** if the list is not expanded. See screenshot.




*Screenshot 10: "My Tasks" header on EAGL's Dashboard page is one way to navigate to an application already in progress.*

Your application should be listed under the **My Tasks**. The current **Status** column will show **Application in Progress**. See screenshot below.




*Screenshot 11: Applications In Process can be found under the "My Tasks" table on the Dashboard.*

### *Recent Documents option:*

If you have recently accessed the application, it will be listed under **Searches**, **Recent Documents** in the top navigation bar.

*Screenshot 12: "Searches" tab then "Recent Documents" link at the top EAGL navigation bar is another way an individual who has recently worked on the application can navigate back to continue working.*

Once you open your task list, a list of your applications will appear. Select your Application document number under the **Name** column. This will take you to the Document Landing page for your application.

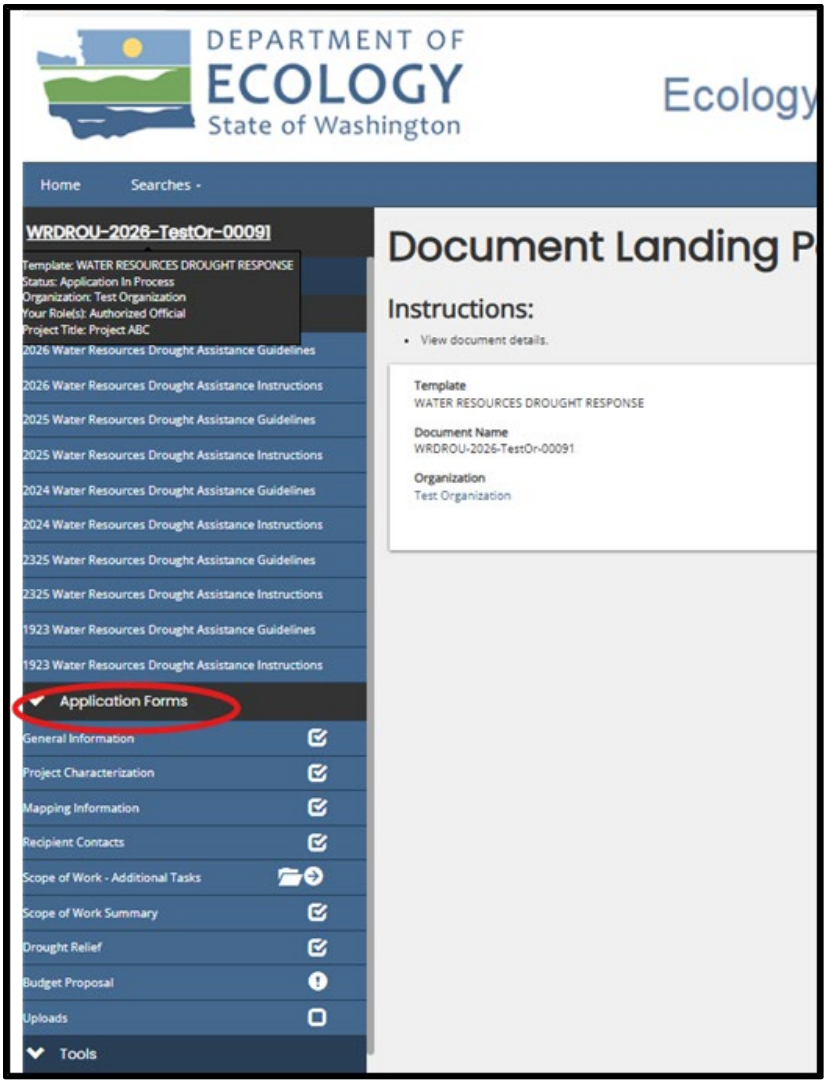
# Chapter 3: Navigating the Application Forms

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

If you get lost at any time navigating the various EAGL forms, select your **Document Name** to navigate back to the **Document Landing Page**.

*Screenshot 13: This is the Document Name this can be clicked at any time to navigate back to the Document Landing Page for your application.*

From the **Document Landing Page,** you can select any of the forms under the **Application Form** header in the left-hand navigation panel. Remember to **SAVE** each form before moving to the next one. See screenshots below.




*Screenshot 14: Find your application's list of forms by looking under the "Applications Forms" header in the left-hand navigation panel.*

## 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 (75 characters):** Descriptive title for the project.
- **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 to add to the Project Long Description.

- **Total Cost:** Enter the total project cost.
- **Total Eligible Cost:** The Department of Ecology will provide no more than 25 percent of the total funds available under this funding opportunity to any single entity or any single project.
- **Effective Date**: The earliest this date can be is the date of the emergency drought declaration.
- **Expiration Date**: The last date expenditures may be incurred. Recipients are to submit the **Closeout Report** within 30 dates of the expiration of the agreement.
- **Project Category:**
    - Choose one of the following: Public Health and Safety, Domestic, Commercial, Industrial, Agricultural Environmental.

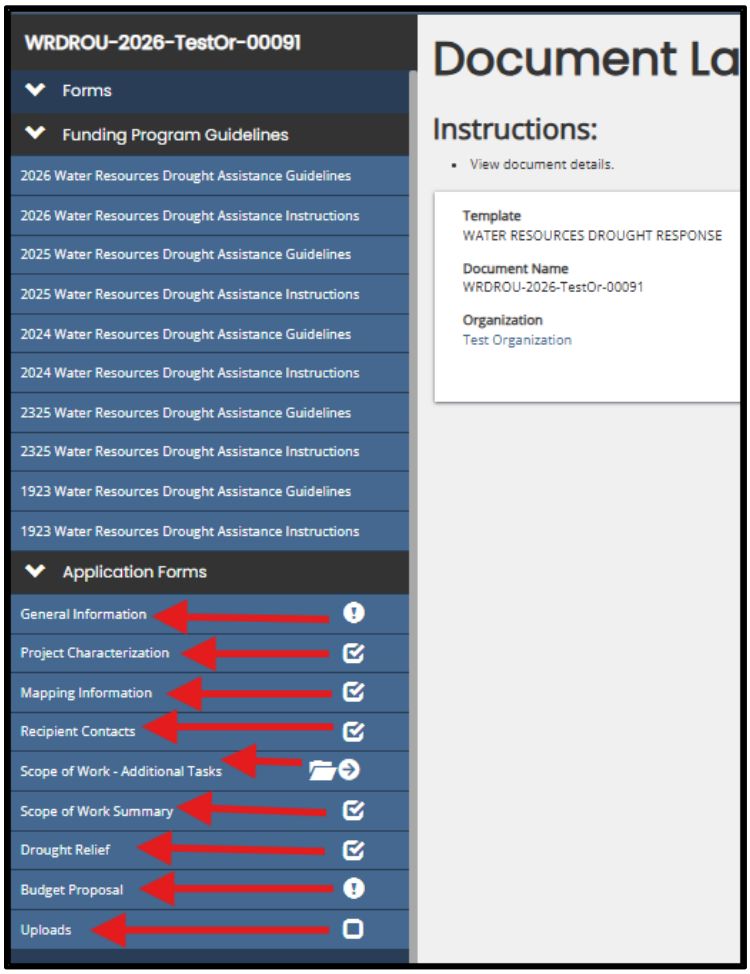
  **Will Environmental Monitoring Data be collected?** Choose yes or no from the drop-down menu. If you will perform any monitoring or sampling and analysis at the site, select "yes." Please contact your Ecology Project Manager (see Chapter 5: EAGL Guidance) for specific instructions, a task may be included 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. Attention (Error) messages, if any, will appear at the top right of the form after you save the page. Address the errors and hit save again to clear the Attention message.

*Screenshot 15: EAGL displays a message "Last saved with a date and time" under the Save button letting you know when your information was successfully saved.*

*How to navigate the Application Forms:*

Select any of the forms under the **Application Forms** header (in the left-hand navigation panel of each form). You may select a different form at any time from the list to be taken to that page. These links are the best way to navigate EAGL. See screenshot below.




*Screenshot 16: Navigate the application forms by clicking and completing each form under the "Application Forms" header from the left-hand navigation panel.*

## 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. This interactive public map[10] 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

[10] https://ecology.wa.gov/issues-and-local-projects/investing-in-communities/eagl-map

- **Secondary Theme:** Select Drought
- **Project Website:** Enter your project's website address, if available.

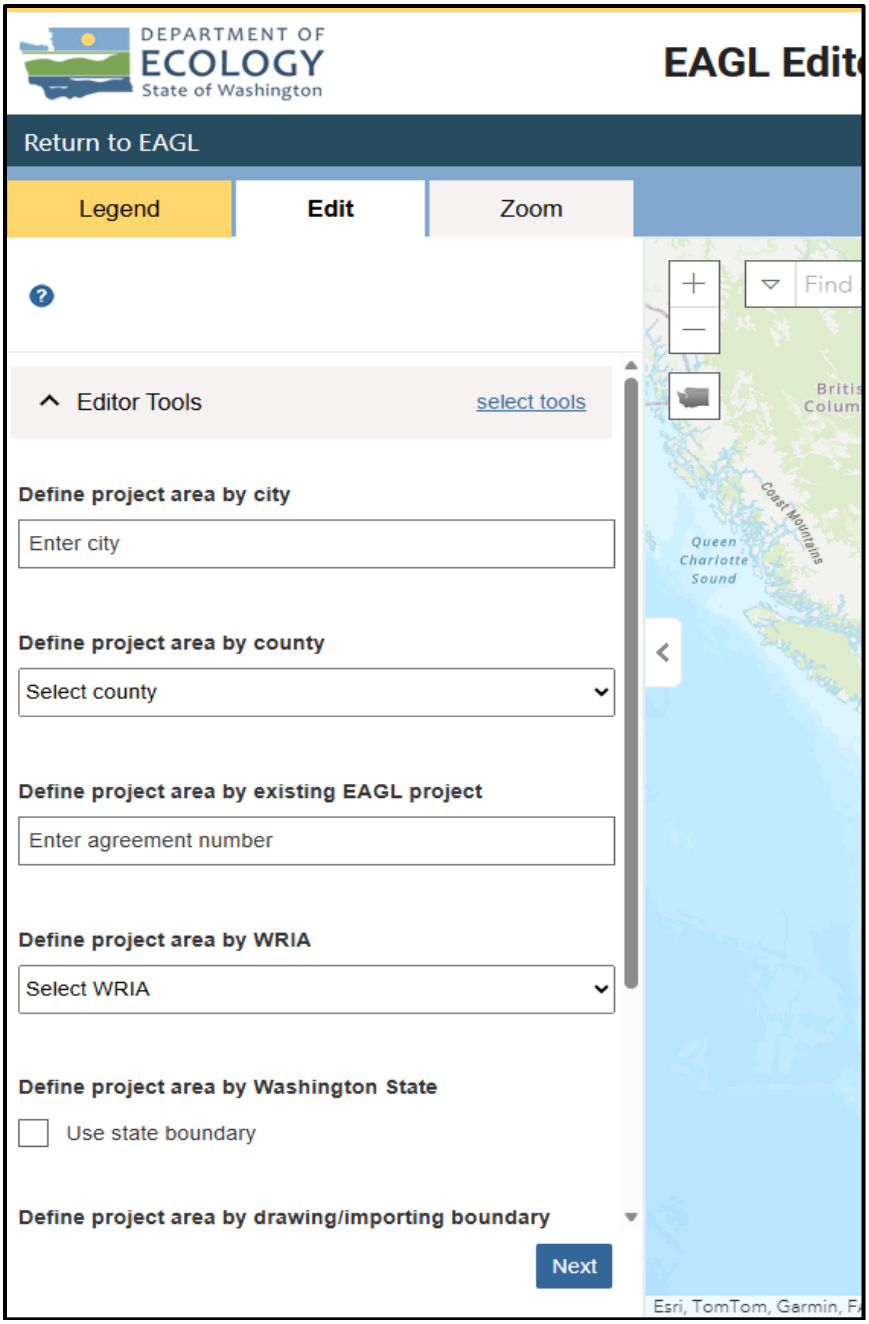
Select **Save** before navigating to the next form.

## Mapping Information (form)

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

Select one of the **Editor Tools** to map your project's boundary. See screenshot.

- Select option: **City**. The applicant can choose the **City** that the project falls under.
- Select option: **EAGL Project**. The applicant can enter the **Agreement Number** of a project that was previously funded under another grant.
- Select option: **WRIA**. The applicant can choose the **Water Resource Inventory Area** (WRIA) that the project falls under.
- Select option: **County**. The applicant can choose the **County** that the project falls under.
- Or 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.




*Screenshot 17: Define your project's boundary using the city, previous EAGL project agreement number, WRIA, County, **or** by using the Drawing/Import Tools.*

Choose one tool for mapping. Enter the necessary information. When finished, select **Next.**

It will take a few moments for the statistics to calculate. **Review** the populated information for your project area. Select **Submit Results** and then **Return to EAGL.** You will return to the **Mapping Information** form.

Before you submit your application, you must check **Mapping Information**, choose a project area, and submit results before you change your application's status to **"submitted."**

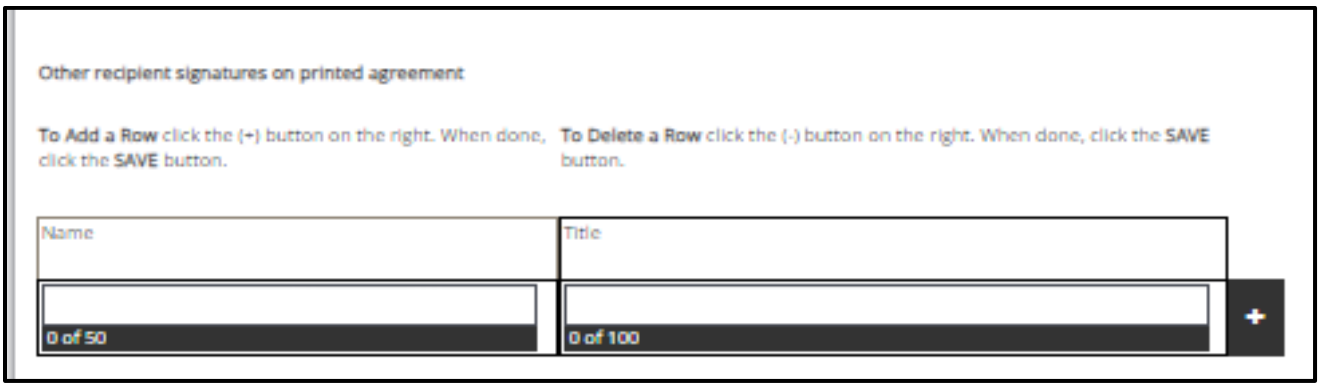
## Recipient Contacts (form)

Staff listed on this form must be Recipient employees and should not 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.
    - 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 more 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.




*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 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 Inactive date in the date section next to their name under **Profile-Organization Member-Edit**.

**FYI:** Each organization should have at least two Authorized Officials as 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-Additional Tasks (form)

You will need to create a **Task form** for each of your project's **Tasks**.

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

Fill out:

- **Task Title (50 characters)**
- **Task Cost**
- **Task Description (3,500 characters):** This should be a well-developed description of your task, specifically addressing 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 resulting from 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.

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.

## Scope of Work Summary (form)

Visit this form, review.

Select **SAVE** in the upper right-hand corner to verify that you have reviewed this page.

## Drought Relief (form)

- Select the Applicant Category: **Public Entity**
- Provide the water right or well identification number(s) and proposed purpose(s) of use for the proposed place.

  Enter the **Water Right** or Well ID on the left, Purpose(s) of use on the right.

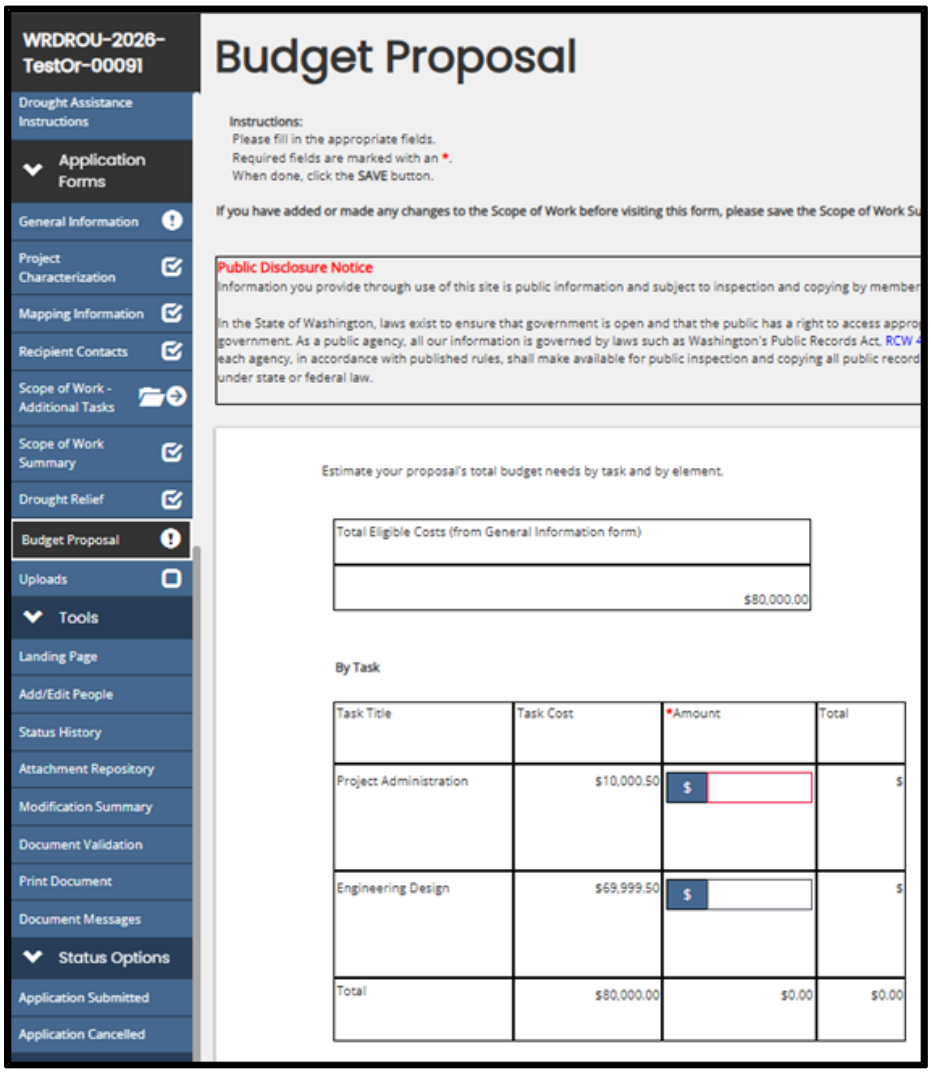
  Additional lines will drop when you hit save in the upper right-hand corner.
- Enter the **Water Right Holder Name** (if other than applicant).
- Enter their **Mailing Address**.
- Please describe how your project addresses hardship caused by drought conditions and how they are negatively affecting the delivery of safe and reliable drinking water supplies, the survival of fish and wildlife, the viability of agricultural activities and/or livestock operations during this drought declaration. **See section 5.A. Impacts and Benefits of the Emergency Drought Relief Funding Guidelines for more information** (8,000 characters). Enter your response in the corresponding text box.
- Describe the project location, including the WRIA and upload a map, drawing or engineering design of the project, project area map(s), and other relevant schematics (1,000 characters). Enter your response in the corresponding text box.
  - There is a space to Upload Description. Select Choose File. This will allow you to find the document you would like to upload. The file size limit is 200 MB.
- Is the project area or water source in an area currently under drought declaration? Choose the appropriate radio button.
- Does this project cover irrigation of new lands, restoration or enhancement of the fisheries resource, or a new water use? Choose the appropriate radio button.
- Does the project proponent own the land where the project would occur if funded? If no, describe how the proponent will be able to get permission to enter the project site. Enter your response in the corresponding text box.
- Describe this project's readiness to proceed. Please include anticipated start and finish dates for this project. Enter your response in the corresponding text box.
- Describe the amount and source of funding for cost-share for this project. Enter your response in the corresponding text box.
- Upload any additional supporting documentation, if applicable. Input an upload description and select choose file to upload the corresponding document. Hitting save in the upper right-hand corner will create a new line for another upload.
  - For more information about the file types and sizes accepted by EAGL, see p. 17 of the *EAGL External Users' Manual*.

## Budget Proposal Form (form)

Please fill out both tables completely (screenshot below). The “By Task” line items should be equal to the task total you indicated on the Scope of Work forms. The by element total *must* equal the grant total.

If there is an amount entered into the Equipment field please upload an itemized list of all equipment, its cost, and explain why the equipment is needed.

If there is an amount entered into the Goods and Services field, please upload an itemized list of all Goods and Services.




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

By Element

| Element | *Amount | Total |
|---|---|---|
| Salaries [1] | $ | $0.00 |
| Benefits [1] | $ | $0.00 |
| Salaries and Benefits Combined [1] | $ | $0.00 |
| Contracts | $ | $0.00 |
| Travel | $ | $0.00 |
| Equipment [2] | $ | $0.00 |
| Goods/services [3] | $ | $0.00 |
| Overhead [4] | $ | $0.00 |
| Total | $0.00 | $0.00 |

*Screenshot 20: Identify by element the grant-funded activities. This should total the grant total.*

## 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 show 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. 61 of the *EAGL External IGX 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 **Uploads 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 it easy to identify.
        - Invoice related documents should be uploaded to the **payment request** section. Progress report related documents should be uploaded in the **progress report**.

# Chapter 4: Submitting Your Application

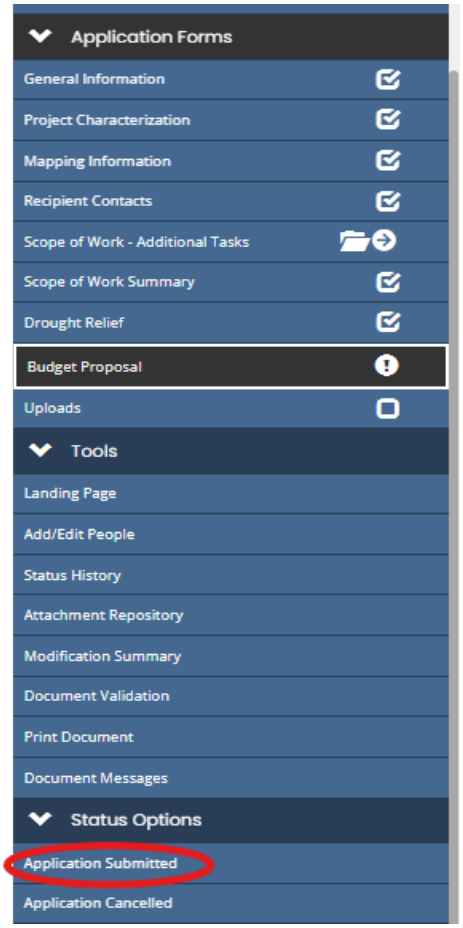
Once you have completed all forms and fields, you are ready to move on to submitting your application. Before selecting a status option from the **Status Option** header, double check the icons next to each of your **Application forms**:

- Remember to Check Document Validation.
- If you have an **Attention Error icon** go back to the form, edit, and re-save it.

## To submit your application

Click on the Document Information number to navigate back to the **Application Document Landing Page**.

1. Select View Status Options located under Change the Status heading.




*Screenshot 21: Change your application's status to "Application Submitted" from the left-hand navigation bar under the Status Options header.*

2. There will be two Possible Statuses: Application Submitted and Application Cancelled. Select Application Submitted if you want to proceed with submittal or Application Cancelled if the application was created in error or you no longer wish to apply.

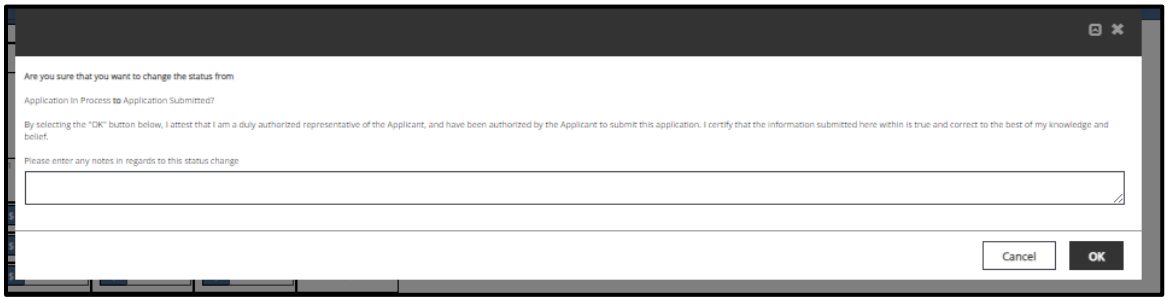
**IMPORTANT:** If you accidentally cancel your application instead of submitting it, immediately contact the EAGL contact identified in Chapter 5: EAGL Guidance to help you correct it.

3. Once you select **Application Submitted**, you will be provided a text box. Please do not enter any comments here.

   You will be given the choice of two buttons:

   a. **Ok:** This allows you to submit your application. You will receive a system generated email.

   b. **Cancel:** This means your application will not be submitted.




*Screenshot 22: Please do not enter any text into the notes about a status change when the pop-up box appears confirming a status change.*

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

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

Once your application has been submitted, it will be reviewed. You will be notified via letter of the funding decision for your application.

# Chapter 5: EAGL Guidance

For additional EAGL resources, please visit Ecology's Grants & Loans Guidance webpage.[11] 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.

## Questions about your application:

| | |
|---|---|
| **General Information** | Caroline Mellor<br>Caroline.Mellor@ecy.wa.gov<br>(360) 628 4666 |
| **Ecology's Administration of Grants and Loans (EAGL) Questions** | Shanyese Trujillo<br>Shanyese.Trujillo@ecy.wa.gov<br>(360) 628-2451 |
| **Document Requests** | recordsofficer@ecy.wa.gov<br>Submit a request online or Records Request Form (ECY010-37)<br>360-407-6040 |

[11] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance