EAGL Application Instructions for the  
2023-25 Public Participation Grants Program

Solid Waste Management’s guidance for using

Ecology’s Administration of Grants & Loans System (EAGL)

to apply for Public Participation Grants (PPG) funds

**For the**

**Solid Waste Management Program**

**Washington State Department of Ecology**

**Olympia, Washington**

**April 2023 - Publication 23-07-029**

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[Publication 23-07-002](https://apps.ecology.wa.gov/publications/SummaryPages/2307002.html)[[[2]](#footnote-2)](https://apps.ecology.wa.gov/publications/SummaryPages/2307002.html)[: PPG Funding Guidelines 2023-25](https://apps.ecology.wa.gov/publications/SummaryPages/2307002.html)

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**Website[[3]](#footnote-3):** [Washington State Department of Ecology](https://ecology.wa.gov/contact)

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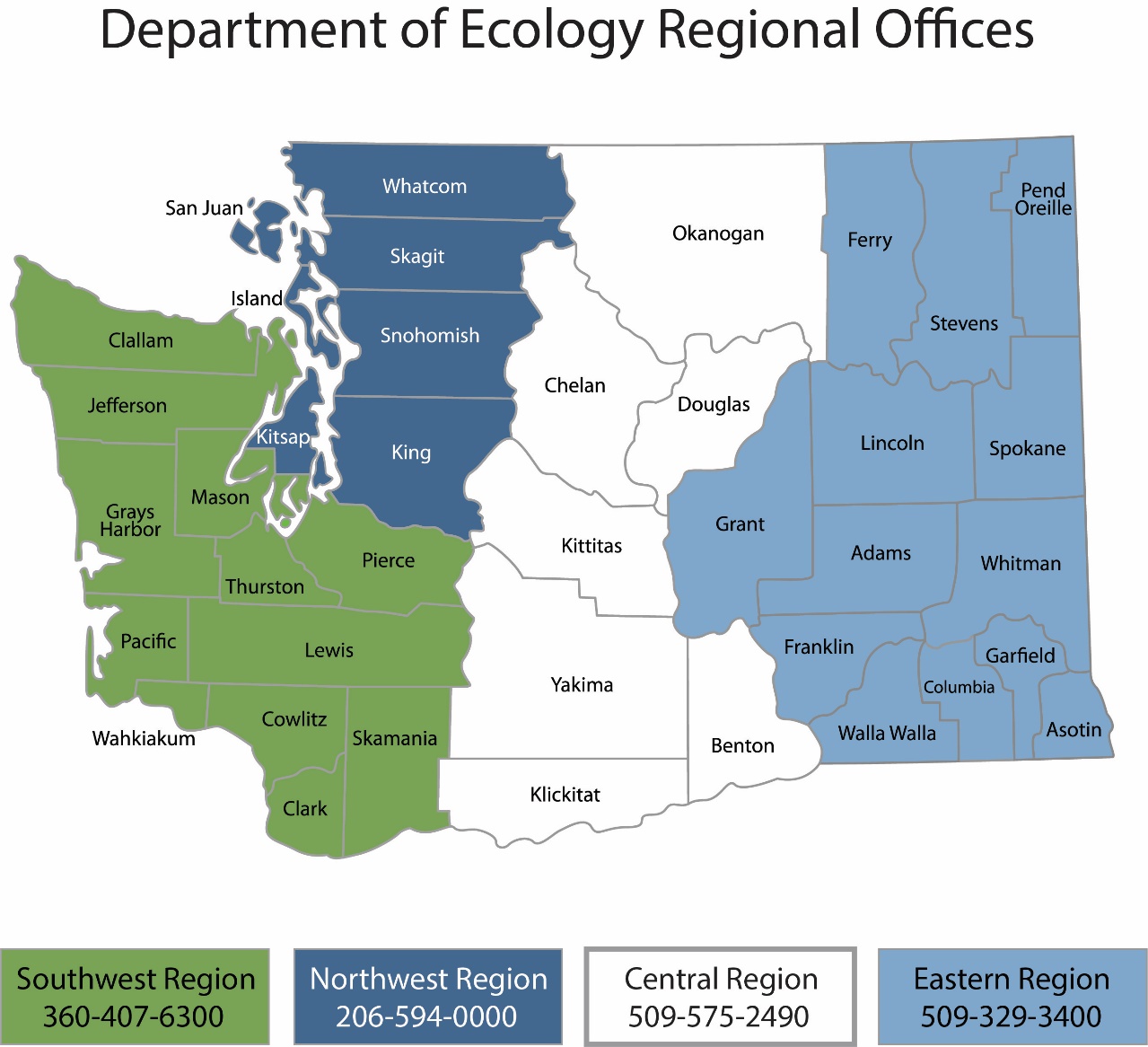
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Department of Ecology’s Regional Offices

Map of Counties Served



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

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## Introduction

The Public Participation Grants (PPG) program through the Washington State Department of Ecology is a competitive grant program that provides up to $60,000 per year to eligible individuals and nonprofit public interest organizations. The purpose of these grants is to facilitate participation in the investigation and remediation of contaminated sites, and to facilitate implementation of the state’s solid and hazardous waste management priorities.

Ecology designed these grant application instructions for users planning to submit a PPG application for the 2023-25 Biennium in Ecology’s Administration of Grants and Loans (EAGL) system. This document supplements Ecology’s broader guidance in the [EAGL External Users’ Manual](https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html)[[4]](#footnote-4) and the Administrative Requirements for Recipients of Ecology’s Grants and Loans ([Yellow Book](https://apps.ecology.wa.gov/publications/documents/1701004.pdf)[[5]](#footnote-5)).

If you have questions about the grant program, see the funding program guidelines for the [2023-25 Public Participation Grants program](https://apps.ecology.wa.gov/publications/SummaryPages/2307002.html)[[6]](#footnote-6) or visit [Ecology’s webpage](https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Public-participation-grants)[[7]](#footnote-7).

Please contact the grant manager or headquarters staff if you have any questions about the application process.

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## Getting Started in EAGL

### Accessing EAGL

#### Current EAGL users

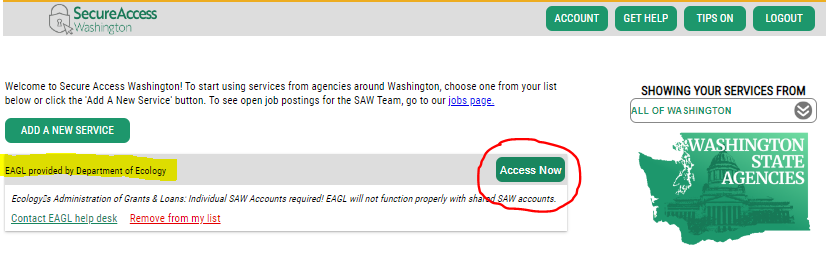
Log in to your [Secure Access Washington (SAW) account.[[8]](#footnote-8)](https://secureaccess.wa.gov/ecy/eagl) Access EAGL by selecting the Access Now button.

Figure . Accessing EAGL in SAW.

#### New SAW or EAGL users

If you do not already have one, you must create a Secure Access Washington (SAW) account. You may not “share” a SAW account with another person or organization. You also need to complete an EAGL registration form through SAW. Please see detailed instructions on our website -- including a [how-to video for registering as a new SAW and/or EAGL user](https://youtu.be/XXJh9arfasQ)[[9]](#footnote-9).

After you have a SAW account and your EAGL registration is approved by Ecology EAGL staff, you can access EAGL provided by the Department of Ecology through Secure Access Washington. It may take up to three business days for Ecology EAGL staff to approve your EAGL registration.

The first person to register your organization in EAGL is assigned by EAGL staff the role of “Authorized Official”. For subsequent EAGL registrations under your organization, the system auto-generates an email notifying the Authorized Official(s) that you are a new user. Before you can access Applications/Agreements and subdocuments, an Authorized Official must first activate you and assign your role for each application/agreement and subdocuments you need to access.

### Training materials and guidance documents

Training materials, such as the [EAGL External User’s Manual](https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html)[[10]](#footnote-10), are in EAGL under the **My Training Materials** link at the top right of the screen on the homepage. You should familiarize yourself with this document. It has step-by-step instructions, important system requirements, and tips for navigating EAGL. Please be sure to read the 2023-25 PPG funding guidelines [[11]](#footnote-11)and the Administrative Requirements for Recipients of Ecology’s Grants and Loans ([Yellow Book](https://apps.ecology.wa.gov/publications/documents/1701004.pdf))[[12]](#footnote-12) before starting the application process.



Figure . My Training Materials link on the EAGL homepage to access helpful materials like the EAGL User's Manual.

### Important tips for navigating EAGL

1. **Open EAGL using one of these web browsers**. We do not recommend using Internet Explorer with EAGL.
   * Google Chrome
   * Edge Chromium
   * Mozilla Firefox
   * Safari
2. **EAGL is not available from 2:00 p.m. to 3:00 p.m. on Mondays.** 
   * This is EAGL’s scheduled maintenance time. Make sure to save your work and exit the system prior to this time to avoid losing data.
3. **Save often!**
   * For network security purposes, both SAW and EAGL have timeout features based on inactivity.
     + When SAW times out after inactivity, data entered to that point should not be lost. The system will prompt you to re-enter your Username and Password.
     + When EAGL times out due to inactivity, unsaved data will be lost. Frequently save your work using the SAVE button in EAGL.
4. **There is no logout feature in EAGL.**
   * If you are interrupted or need to leave in the middle of filling out your application, hit the save button located at the top right of the application form and then exit. Exit the system from the Menu bar by selecting the “File” drop-down menu and Exit, or simply click the “X” in the upper right corner of the screen.
5. **Write down your system generated Document Information number.** 
   * You can use the last three digits to search for your Application/Agreement later.
6. **The back button does not work in EAGL.** 
   * Using the back button in EAGL or your browser may result in losing information. Instead, select your Document Information number to return to the Application Menu screen.
7. **Remove formatting before copying and pasting text into EAGL.** 
   * The EAGL system does not easily read formatted text or special characters. 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. Notepad is a Windows Accessory found in the “Start” button list.
8. **Check your spelling.** 
   * EAGL is not a word processing application. You must manually check for typos and grammar. Pay particular attention to email addresses. Web browsers have built-in spell check tools that should work with EAGL.
9. **Red asterisk (\*).** 
   * This indicates that the field is required. The system will generate an error notice at the top of the page in orange font if you try to submit an application with errors or missing information.
10. **Question mark icon.** 
    * A blue circle with a white question mark in the middle indicates more information is available. Hovering over it displays instructions.
11. **Global errors icon.** 
    * A red stop sign symbol with a white hand in the middle indicates an error. After you fill out your Application Form, you can run the Check Global Errors command. This button is located at the top right on each application form.
    * If you do get global errors, the message provides links to the forms that you need to fix. Go to the form in the error message, edit it, and re-save the form. Sometimes you simply need to visit a form to clear the error message.



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

## Beginning an EAGL Application

### Locating the PPG funding opportunity

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

If you do not see the **View Available Opportunities** section, you likely have a system role that does not allow you to start or submit applications. An Authorized Official in your organization is responsible for changing the roles for others within the organization. You can also contact the PPG Grant Manager for help modifying your role.

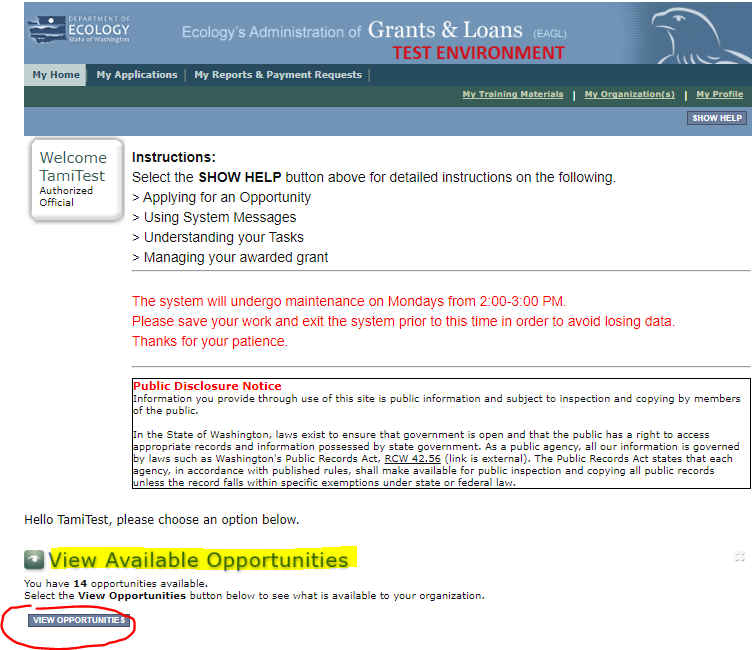


Figure . Click on View Opportunities on the My Home page to locate the PPG funding opportunity in EAGL

After selecting the **View Opportunities** button, the **My Opportunities** page loads. This is where you can filter for the PPG funding opportunity. Enter litter as the Document Instance and click filter. Remember not to use the back button in EAGL because it does not work.

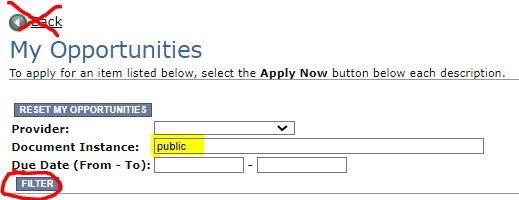


Figure . Quickly filter for the PPG application.

### Applying for PPG funds

After filtering, you should see information about the Solid Waste Management Public Participation Grant Program.

Select **Apply Now** at the bottom.



Figure . To initiate an application for PPG, select the apply now button.

After selecting **Apply Now**, you will see **Important Eligibility Information**. If you are not sure that you are an eligible entity, select **I Do Not Agree** and contact your [Regional Grant](#_bookmark5) Manager at Ecology. If you are sure you are eligible, select **I Agree** and continue.

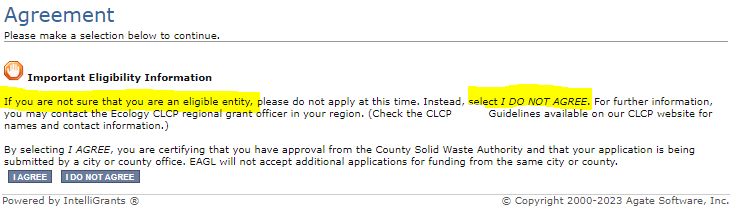


Figure . If you are eligible to apply, select I Agree to proceed. Otherwise select I do not agree to exit the application.

### Application menu

You have now entered the application process. The system automatically assigned you a **Document Information Number**. In the screenshot below, you can see the number under **Application Menu** at the top of the page. This is your application number. It may be helpful to write this number down for later.

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

To complete your application from the **Application Menu**, go to the **View, Edit, and Complete Forms** section. Select the **View Forms** button.

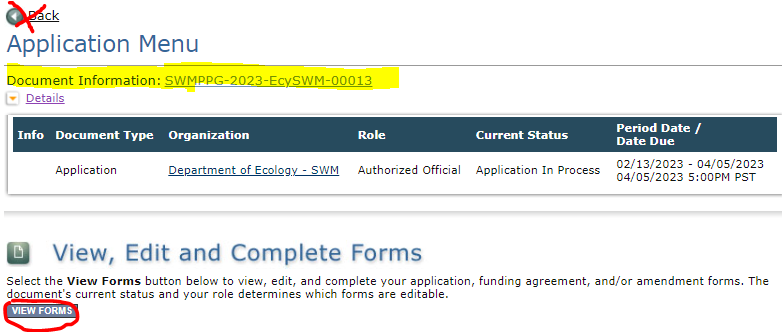


Figure . Write down your application number and then proceed to the forms by clicking view forms.

After clicking the **View Forms** button, you should be on the **Application Menu-Forms** screen. Starting with **General Information**, click on each of the **Application Forms** in the list and fill out the required fields. Save often while working!

You can return to the **Application Menu** from any screen by selecting your **Document Information Number**.

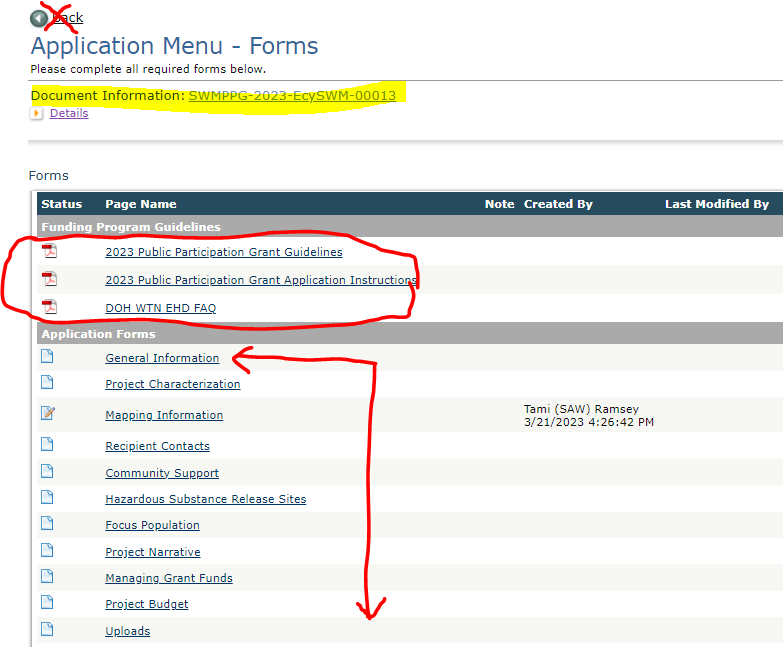


Figure . The Application Menu-Forms page displays a list of guidelines to reference and forms to complete. Use the 2325 Guidelines and Instructions, ignoring older versions.

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



Figure . Page error example.

### How to search for your application

If you don’t complete the application in one session, you can search for the application when you return to EAGL. You have a couple different options.

#### **“My Applications”**

Select **My Applications** in the top menu to take you to that screen. Simply click on the **Search** button with no criteria added. This gives you a list of applications associated with your organization.

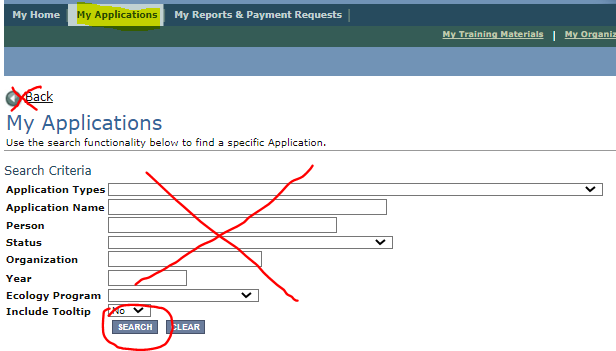


Figure . Easiest way to search for your application from the My Applications screen

A list of applications associated with your organization appears on the same page below in the Search Results. From there, find your **Document Information Number** under the **Name** column.

If there are too many results, enter the last three digits of your **Document Information Number** as the **Application Name** in the Search Criteria above and select **Search** again.

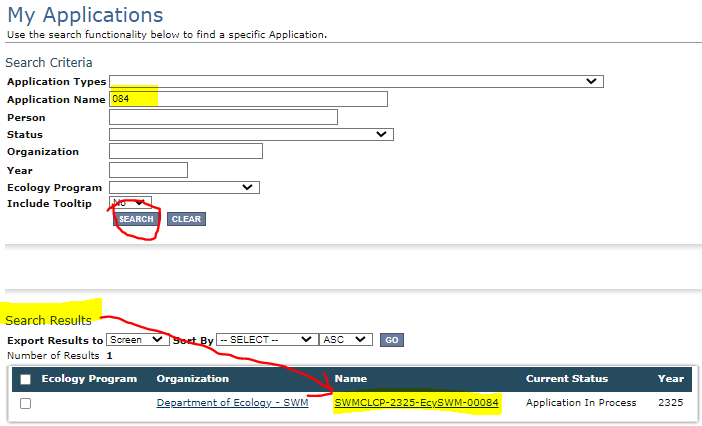


Figure . Enter the last 3 digits of your document information number to narrow the search results.

#### **“My Tasks”**

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

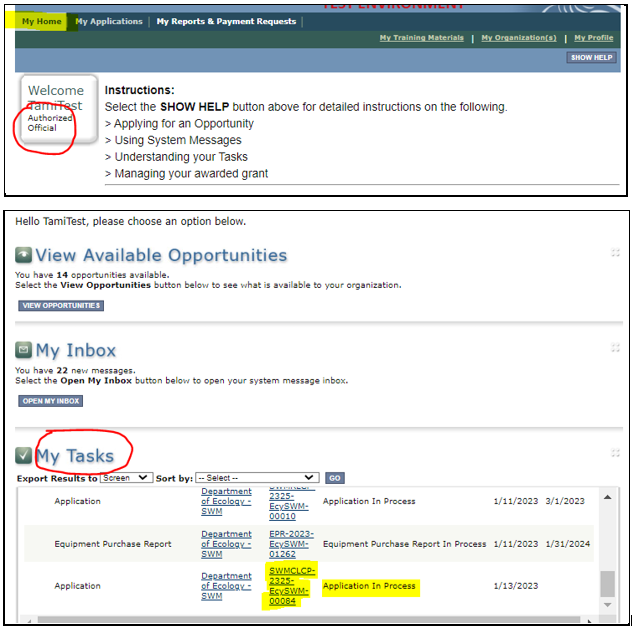


Figure . My Tasks link on the EAGL My Home page is another way an Authorized Official can access an application in process.

## Application Forms

This section describes the forms found on the **Application Menu-Forms** page and instructions for filling them out. Remember to type or paste all content in the application forms in plain text and do not use special characters.

### Navigating the Forms

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

Navigation Links at the bottom of a page are an easy way to access different forms.

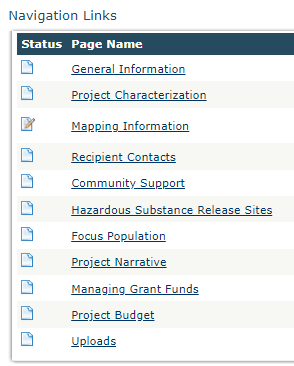


Figure : Use the navigation links at the bottom of a form to quickly move to the next form

If the navigation links are not showing on the page, select the Forms Menu link located at the top of each form to refresh the list of application forms.

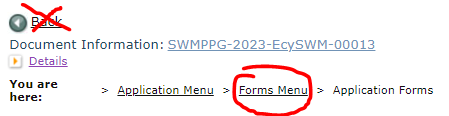


Figure . Form Menu link at the top of each form

Remember to **Save** your work frequently and do not use the back-button in EAGL.

### General Information form

The **General Information** form is first in the list of **Application Forms**. Complete and save this form first. Note, the Project Long Description and the Overall Goal are already completed.

* **Project Title.** 
  + Enter your organization’s name as it appears in EAGL.

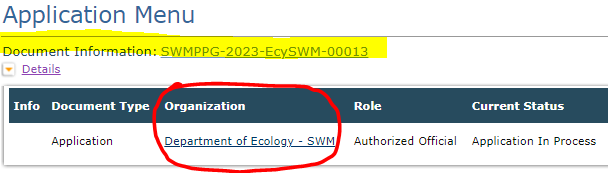


Figure : Organization name as it appears in EAGL

Project Short Description

Summarize the work performed with the agreement budget, and the expected results.

Total Cost

This is the entire cost of the project. When the applicant uses alternate revenue to do the project, this amount is more than the total eligible cost of the agreement. This figure should be equal to the Total Project Costs on the Budget Form.

Total Eligible Cost

This is the Public Participation Grant amount the organization is requesting to be awarded for the entire biennium. This figure should be equal to the Total Grant Request on the Budget Form.

Project Category

Pick one for this application.

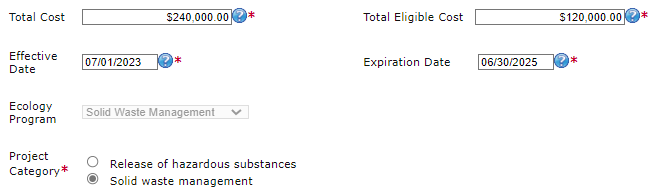


Figure : Select the correct Project Category related to the total eligible cost

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

### Project Characterization form

Use the drop-down menu to select primary and secondary themes for the project type. [Ecology's Administration of Grants and Loans (EAGL) Map[[13]](#footnote-13)](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map) displays this information for the public. This interactive statewide map shares information on Ecology funded projects during a grant’s life cycle and after it is closed.

* **Primary Theme:** Solid Waste
* **Secondary Theme:** Education & Outreach
* **Project Website**: Optional, enter if available

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

### Mapping Information form

Ignore the instructions on the **Mapping Information** form. Instead, follow these simple instructions:

Click on the **Add/Modify Location(s)** button to go to the map.

1. Look for the **Define project area by county** drop-down box and select your county.
2. Click **Add**. This highlights your county on the map.
3. Click **Next**. It will auto-fill the statistics.
4. Click **Save**. This takes you back to the Mapping Information form and the map is checked out to you.
5. Click **Save** again to check-in the map.

The person that has the map checked out is the only one that can check it back in. To check-in the map, the person who has it checked-out must access the form and click on the “save” button at the top of the **Mapping Information** form to check it in. Look above the large blue “Add/Modify Location(s)” button to see if the map is checked out.

**Save** and continue to the next form on the list.

### Recipient Contacts Form

Select the appropriate person for each contact from the drop-down lists. If they are not listed, check that they are assigned to the document (application). You will do this in the **Application Menu**, under **Access Management Tools** and then clicking **Add/Edit People**. If they are not listed there, it means they do not have an approved EAGL registration.

* **Project Manager**
* **Authorized Signatory**
* **Billing Contact**

To appear in the drop-down list on this form, your organization’s contacts must have a Secure Access Washington (SAW) account and an Ecology approved EAGL registration.

The project manager and billing contact must be kept current on this form during the life of the grant agreement. *List at least two people on this form. Avoid selecting the same name for all three roles if appropriate.*

The applicant must have at least one signatory registered in EAGL. This person is the **Authorized Signatory** contact and shows up as the first signature block on the agreement.

If the applicant is a fiscal sponsor, enter at least one representative of their organization on this form as the **Billing Contact** and **Authorized Signatory**. The sponsored organization’s authorized signatory must also sign the agreement. Add their signatory information under “other recipient signatures on printed agreement.”

#### Other recipient signatures on printed agreement

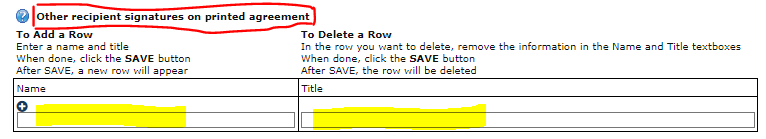
You can add additional signatories at the bottom of the form. Additional signatories are not required to register in EAGL. The system will populate a signature block under the Authorized Signatory’s block on the final grant document for each additional name/title you enter.

Figure : Add additional signatures for the final grant agreement

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

### Community Support form

This is a new form. The purpose of this form is to capture community support. Follow the instructions on the form.

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

### Hazardous Substance Release Sites form

This is a new form. The purpose of this form is to capture information about projects that address cleanup of a hazardous substance release site.

* If your project does not address the cleanup of a hazardous substance release site, answer the question **No**. You can **Save** and continue to the next form.
* If you answer **Yes**, include information about your site on this form.
  + **Click the list** that your site is on and look up your site. **Check the box** that your site is on.

When you’ve located your site, write the name of the site and the ranking number or score in the text box field. Ranking numbers may not be available for all sites.

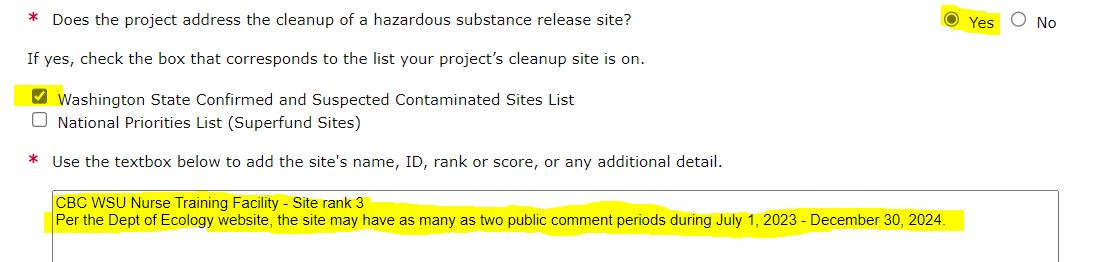


Figure : Form completed to show site selections

You can find this information on the lists as shown below.

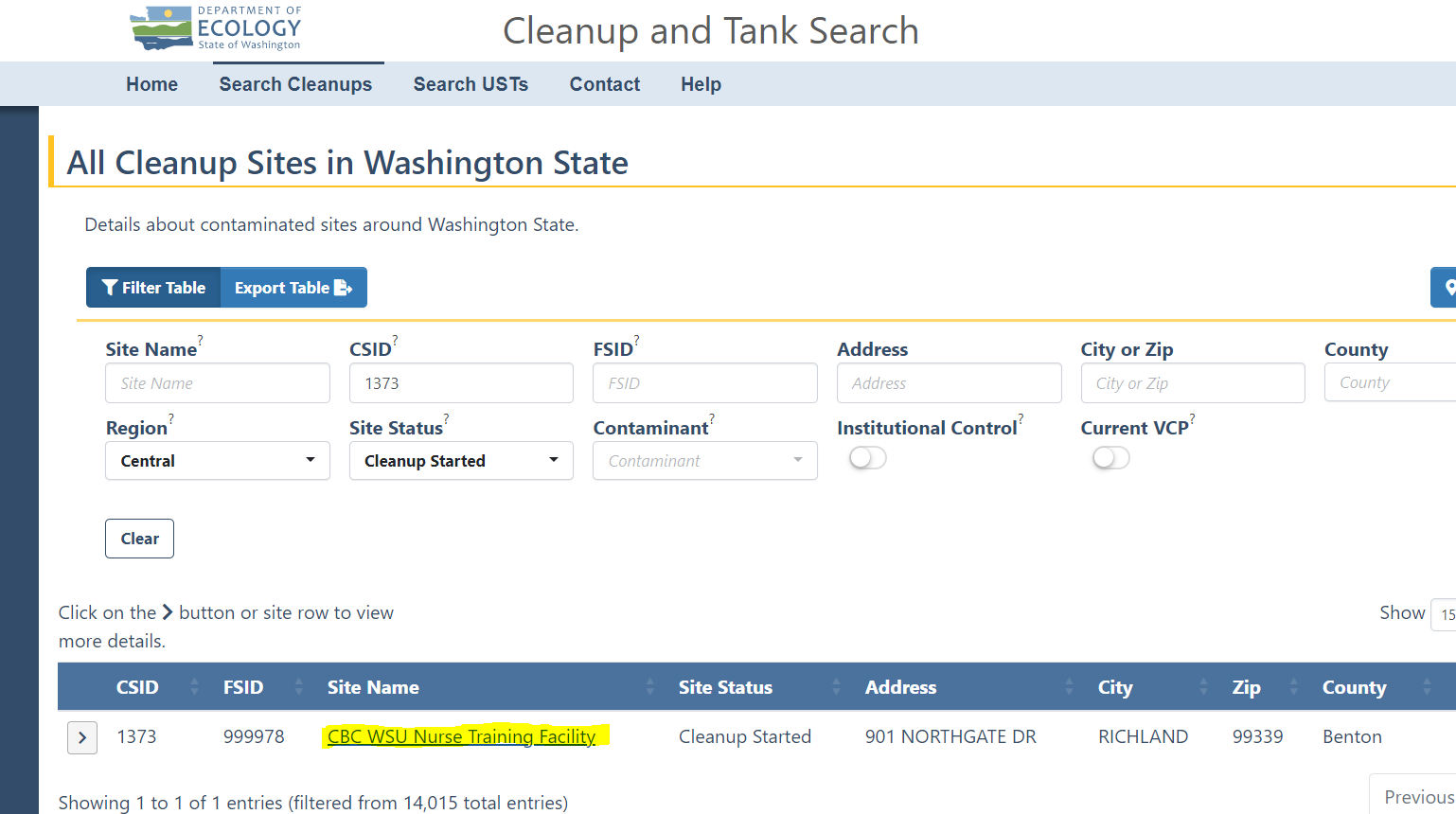
Washington State Confirmed and Suspected Contaminated Sites List

Figure : Washington Contaminated Site List

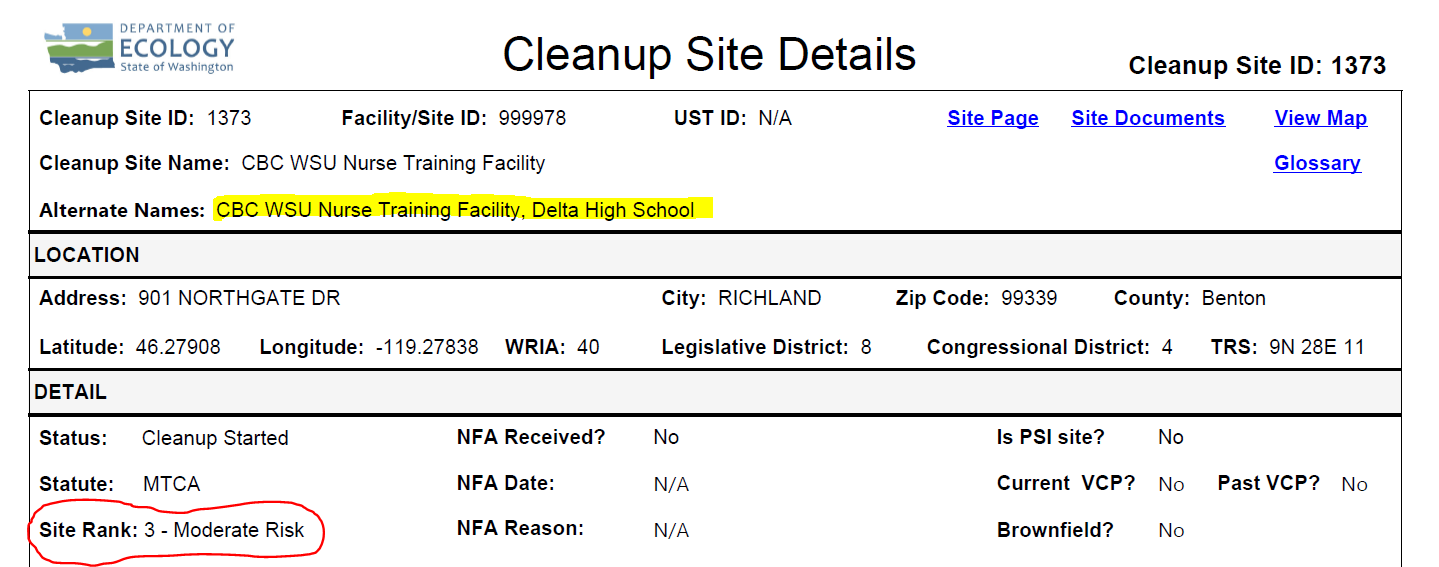
**Select** your site and locate the **Site Rank** number as shown:

Figure : Site Details Report

#### National Priorities List



Figure : Select Washington State from the National Priorities list

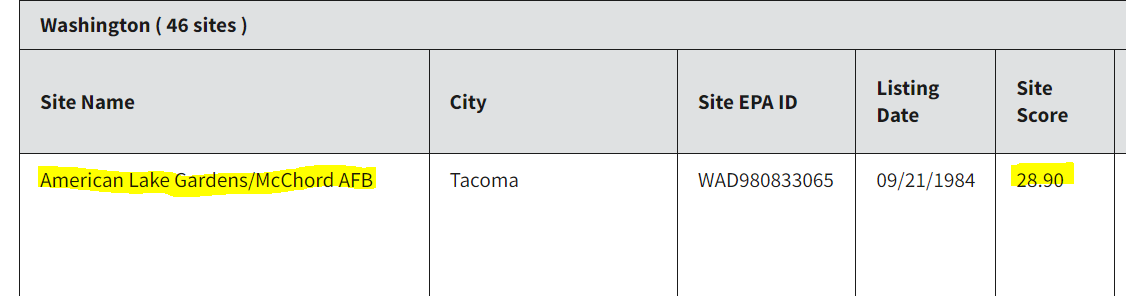
**Search** for your site from the alphabetical list andlocate the **Site Score** as shown: 

Figure : National Priority Site Name and Score

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

### Focus Population form

This is a new form. The purpose of this form is to capture information about the population(s) being served by the project.

* Answer **Yes** if the population(s) you’re including in your project are highly impacted communities or vulnerable populations. Definitions for each are provided in the form.
  + If you answer **Yes**, you must include references to support this designation. Several data sets are listed in the application. Ecology will accept alternative references on a case by case basis. **Site the reference data in the text box on this form**.

Continue to complete the form.

* Answer **No** if the population(s) you’re including in your project do not meet the definition of highly impacted communities or vulnerable populations. Continue to complete the form by describing the population this project focuses on.

**You must describe the population(s) being served by the project in the text box provided regardless of a ‘yes’ or ‘no’ answer to the question above.**

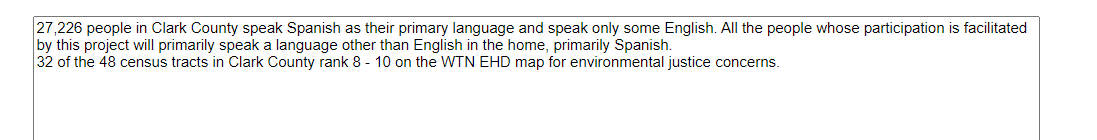


Figure : Example description of focus population

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

### Project Narrative form

This is a new form. The purpose of this form is to capture details of your project. Follow the instructions on the form. **Save** the form and continue to the next form in the list.

### Managing Grant Funds form

This is a new form for PPG. The purpose of this form is to capture details of the applicant’s prior experience managing grant funds.

First, we need to know if you are applying as a **nonprofit organization**, **individual**, or a **fiscal sponsor**. A fiscal sponsor applies on behalf of a nonprofit or individual and must administratively manage the grant while the nonprofit or individual they are sponsoring implements the project.

After you select which **applicant type**, additional questions will become visible.

* Answer the additional questions.
* Upload requested documents.
  + Nonprofit applicants and fiscal sponsor applicants must upload
    - Organizational chart (showing their reporting hierarchy)
    - Applicants’ bylaws
  + If the fiscal sponsor and the sponsored entity have a **Memorandum of Understanding or contract**, they should upload it to the application. If they haven’t created an MOU yet, it can be uploaded upon award, but before Ecology will approve reimbursement of costs incurred.

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

### Project Budget form

This is a new form. The purpose of this form is to capture details of the applicant’s total budget request.

The table in the form is broken out by **Task 1 Project Administration** and **Task 2 Project Costs**. For each task, enter the estimated costs by category for each budget year starting with Budget Year 1 being July 1, 2023, through June 30, 2024, followed by Budget Year 2 as July 1, 2024, through June 30, 2025.

Enter salary and benefit expenses for staff employed by the applicant under **Salary and Benefit expenses**. Under **Other Direct Expenses**, list all other expenses including service provider fees and contractor expenses. See the Program Guidelines for a list of eligible and ineligible expenses.

The Total, Total Project Cost should be equal to the Total Project Cost from the General Information Form. The Total, Total Grant Request should be equal to the Total Eligible Costs on the General Information Form.

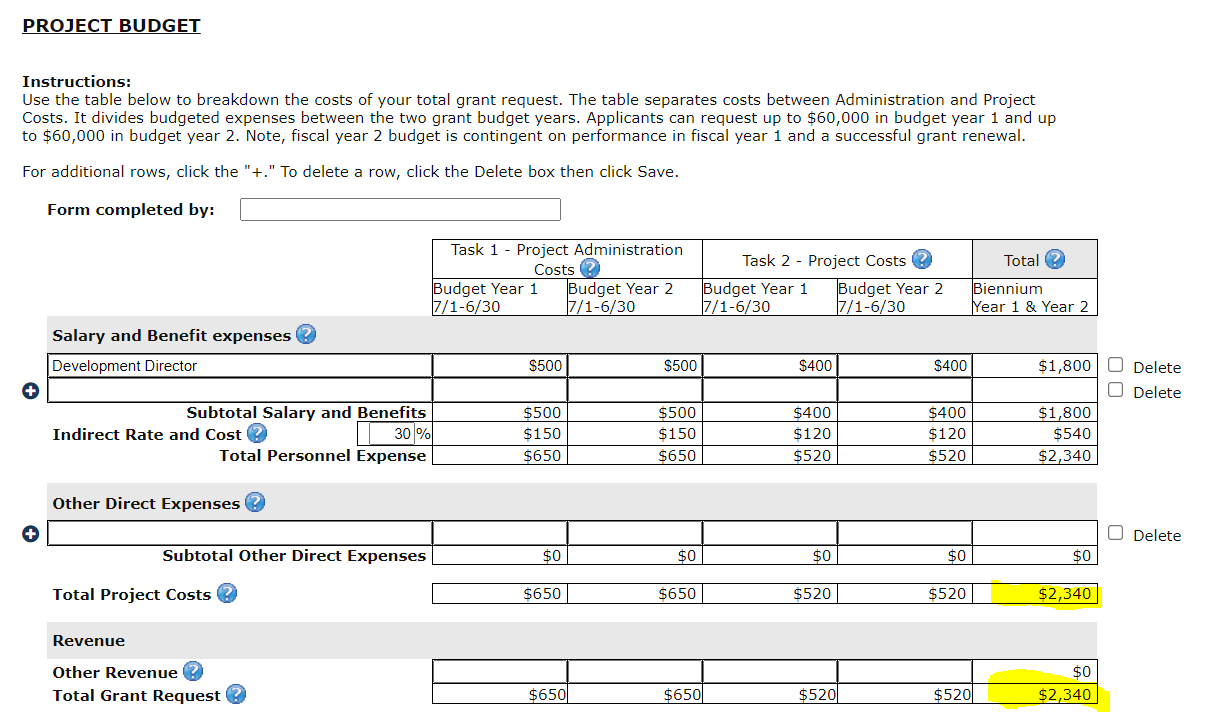


Figure : Budget Form showing cross reference with General Information Form

### Uploads form

Ecology and grant recipients use this form during the agreement period to upload relevant materials about the grant agreement.

For more information about the file types and sizes accepted by EAGL, see page 17 of the [EAGL Users’ Manual](https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html). If you use all three rows, a new row will appear after you **Save** the form.

## Submitting Your Application

### Change the status and submit

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

1. Click on the **Document Information Number** to navigate back to the **Application Menu** screen.
2. Under the **Change the Status** heading, select **View Status Options.**

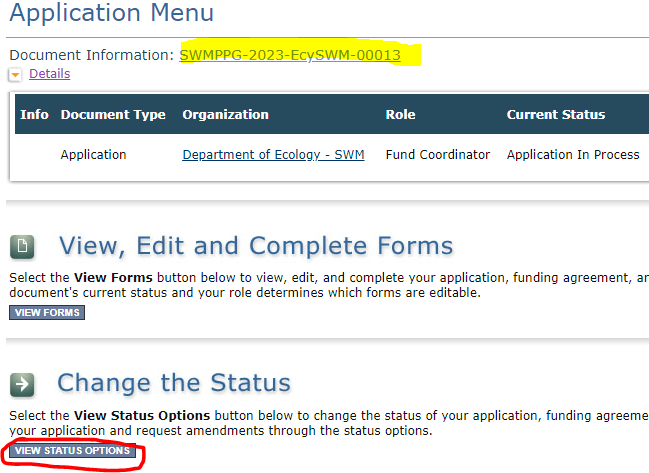


Figure : Submitting the application

1. On the **Application Menu** – **Status Options** screen, under **Application Submitted**, select **Apply Status**.

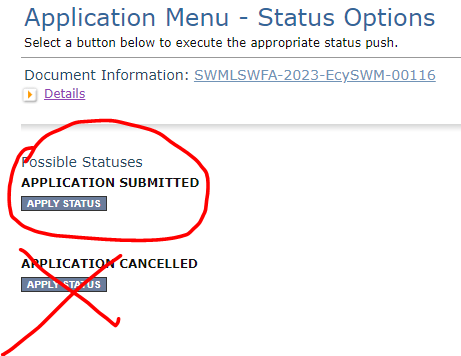


Figure : Under Application Submitted, select apply status to continue the process

The last step in submitting your application is to select **I Agree** on the **Agreement** screen. If you cannot select I Agree, you cannot submit the application.

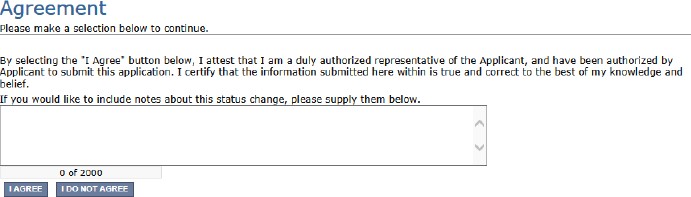


Figure : Attestation statement with the option to agree or not agree

1. If you get a **Global Errors** message after attempting submission, simply go back to the form that has the error, make the correction, **Save** the form, and then try submitting again. Repeat as needed.

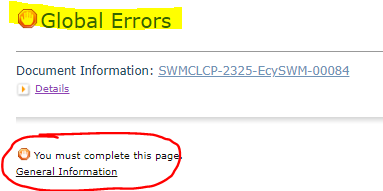


Figure : Example of a Global Error with a link to the form that has the error

1. **Last step!** To confirm you successfully submitted your application, go to the **Application Menu** and check the **Current Status**.
   * Select your document information number at the top of the page
   * Expand the purple Details button if it isn’t already.
   * Find **Current status**, it should indicate Application Submitted. If not, contact your grant manager.



Figure : Current status of application should be submitted

1. https://apps.ecology.wa.gov/publications/summarypages/2307029.html [↑](#footnote-ref-1)
2. https://apps.ecology.wa.gov/publications/SummaryPages/2307002.html [↑](#footnote-ref-2)
3. www.ecology.wa.gov/contact [↑](#footnote-ref-3)
4. https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html [↑](#footnote-ref-4)
5. https://apps.ecology.wa.gov/publications/documents/1701004.pdf [↑](#footnote-ref-5)
6. https://apps.ecology.wa.gov/publications/SummaryPages/2307002.html [↑](#footnote-ref-6)
7. https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Public-participation-grants [↑](#footnote-ref-7)
8. https://secureaccess.wa.gov/ecy/eagl [↑](#footnote-ref-8)
9. https://youtu.be/XXJh9arfasQ [↑](#footnote-ref-9)
10. https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html [↑](#footnote-ref-10)
11. https://apps.ecology.wa.gov/publications/SummaryPages/2307005.html [↑](#footnote-ref-11)
12. https://apps.ecology.wa.gov/publications/documents/1701004.pdf [↑](#footnote-ref-12)
13. https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/EAGL-map [↑](#footnote-ref-13)