# EAGL

### **Register for EAGL**

How we operate Grants & loans Budget & strategic planning We manage grants and loans that benefit the health of our land, air, and water. This page is your Legislative requests gateway to Ecology grant and loan funding opportunities and guidance for managing your grant or loan. Grants & loans Find a grant or loan want to Grant & loan guidance Find a grant or loan Laws, rules, & rulemaking Scientific services Contracts & bidding Applying for or managing a grant or loan opportunities Make a payment You can apply for and manage most grants and loans in EAGL, Ecology's Administration of Grants. and Loans system. To use EAGL, you must: Partnering with the EPA 1. Have a Secure Access Washington (SAW) account Tribal relations 2. Register as an EAGL user See the options below to set up a SAW account and register in EAGL. If you manage a grant or loan that is not in EAGL, please visit our page for guidance and links to information not in EAGL New EAGL users with a SAW Current EAGL users New SAW and EAGL users account If you already have a Secure Access Washington (SAW) account for other government services, do not create a new account to access EAGL Go to Secure Access Washington 14 to create a SAW account, then follow the instructions. below. You may not "share" a SAW account with another person or organization. 1. Create your SAW account and wait for a confirmation email. 2. Click the confirmation link in the email and log back into SAW. You will automatically be directed to the EAGL system. 3. If you are registering your organization in EAGL for the first time, you will need this information: Statewide Vendor Number IS DUNS (Dun & Bradstreet) Number Federal tax ID 4. Complete the EAGL registration page in the system. 5. You'll know you completed the process when you receive a system-generated email, letting you know that Ecology will activate your EAGL registration within three business days. Watch a YouTube video showing how to create a SAW account !!

• Must register for SAW and EAGL.

 Process can take up to 3 days.

 Video tutorial to walk through the process.

https://ecology.wa.gov/About-us/How-we-operate/Grants-loans



### Link to EAGL through Secure Access Washington (SAW) <u>http://secureaccess.wa.gov/ecy/eagl/</u>

Old			New
SAW SECURACCESS		to you	WELCOME ar login for Washington state.
Login to your SecureAccess Washington Account User ID: Password: LOGIN Do not have an account? Create one	<ul> <li>Forgot your User ID?</li> <li>Forgot your password?</li> <li>Haven'l received activation email?</li> <li>Activate your account</li> </ul>	Constructions	ON BEHALF OF DEPARTMENT OF ECOLOGY State of Washington
© Copyright 2013 Washington State Department of Consolidated Technology Services All Rights Reserved	<u>Privacy Notice</u> <u>Help</u>		

### Tip: Internet Explorer is the most EAGL-friendly browser.

## How to Apply

DEPARTMENT OF ECOLOGY State of Washington Ecology	's Administration	of Grants & Loans (EAGL) TEST ENVIRONMENT
		<u>My Organization(s)</u>   <u>My Profile</u>
		SHOW HELP
Welcome Sarah Authorized Official Change My Picture	> Applying for an	HELP button above for detailed instructions on the following. Opportunity
	> Using Syster > Understandir > Managing yo	Water Quality Combined Financial Assistance for Department of Ecology - WQ Program Offered By: Department of Ecology
	The system wi Please save yo	Application Availability Dates: 08/13/2018-10/15/2018
	Thanks for you	Application Period: 08/13/2018-10/15/2018
Hello Sarah, please choose an option	n below.	Application Due Date: not set
View Available Op You have 14 opportunities available. Select the View Opportunities button be VIEW OPPORTUNITIES		<b>Description:</b> The Washington State Department of Ecology's (Ecology) Water Quality Program administers four main funding programs under an integrated annual funding cycle. Ecology awards grants and loans on a competitive basis to implement high priority water quality projects throughout Washington State. Proposed projects address point and nonpoint source water pollution control issues.
		After you select the Apply Now button, a new application will be generated and an application number will be assigned. Make note of the application number because you will use it to search for the application.
		If you intend to complete only one application for this opportunity and have already started an application by selecting the "Apply Now" button once, <b>Do Not Select the "Apply Now" button again.</b> Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.
		APPLY NOW NOT INTERESTED

### Access your Application/Agreement

ECOLOGY Ecology's Adm	ninistration of Grants & Loans (EAGL)			
My Home My Applications My Reports & P.	My Home My Applications My Reports & Payment Requests	My Reports   My Trai	ining Materials   <u>My Organiza</u>	tion(s)   <u>My P</u> SHOW
Welcome Sean       Instru         Financial Manager       > Appl         Change My Picture       > Usin         Unde       > Mana         The sy       Please         Thesis       Please         Thesis       Please         Thesis       Please         The sy       Please	My Applications Use the search functionality below to find a specific Application. Search Criteria Application Types Application Nane 00309 Person Status		~	SHOW
Select the <b>Open My Inbox</b> button below to open OPEN MY INBOX My Tasks You have 2 new tasks. You have 2 tasks that are critical.	Search Results Export Results to Screen V Sort By SELECT V ASC V Number of Results 1	GO		
Select the <b>Open My Tasks</b> button below to view y	Ecology Program Organization Name	16-Snoqua-00309	Current Status Agreement Active	Year 2016

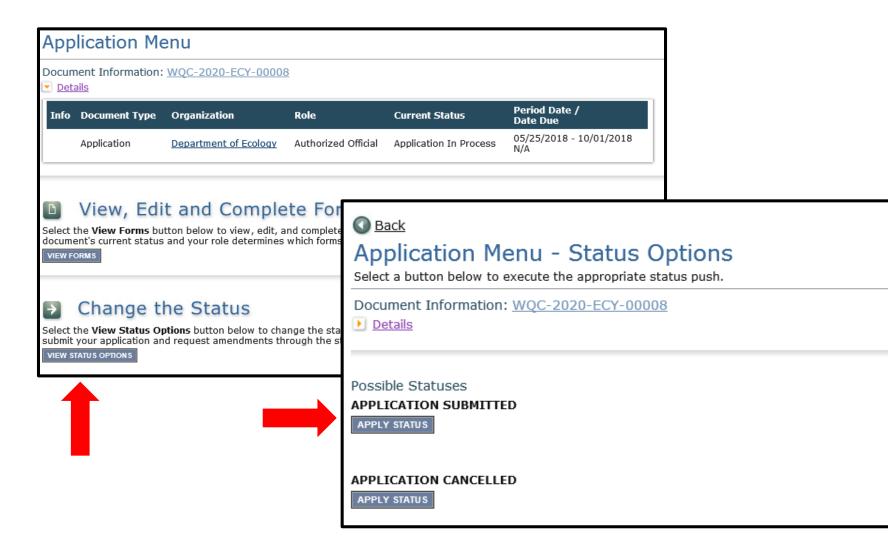
### **EAGL Resources**

### User Manual

# Found under "My Training Materials" at the top of the page.

DEPARTMENT OF ECOLOGY State of Washington	Ecology's Administration		& Loans (EAGL)		
My Home   My Applications	s   My Reports & Payment Re	quests			
	My Report	<u>s</u>   <u>My Administration</u>	<u>My Training Materials</u> <u>My</u>	y Organization(s)   <u>My Pro</u>	<u>ofile</u>
				SHOW HE	ELP
Back     Application Me     Document Information: V     Details	nu My 1 Use	ly Training Material lick on the link(s) to o Fraining Materials r Manual	s ben, view of print the training i	materials CLOSE	
Info Document Type	Organization	Role	Current Status	Period Date / Date Due	
Application	Applicant Organization 2	Fund Coordinator	Application Under Review	N/A - N/A N/A	

### **Submit Your Application**



### **Global Errors**

S Back
Clobal Errors
Document Information: WQC-2020-ECY-00009  Details
O You must complete this page. General Information
Please specify one or more secondary theme for your project. ; Project Characterization
O You must complete this page. Recipient Contacts
O You must complete this page. Scope of Work - Task 1 Project Admin
O You must complete this page. Scope of Work Summary
O You must complete this page. Subcategory
O You must complete this page. Task Costs and Budget
O You must complete this page. Project Information
O You must complete this page. Water Body and Water Quality Needs Addressed
O You must complete this page. Environmental and Cultural Review

• Must clear errors before submitting.

 Click on each document and follow instructions.

 Sometimes just need to re-visit and save a form because something on it changed.

## **EAGL** Tips

- Save often! EAGL times out after 20 minutes.
- Check "Global Errors."

DEPARTMENT OF ECOLOGY State of Washington	Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT		
My Home   <u>My Application</u>	<u>s</u>   My Reports & Payment Requests		
	My Training Materials	<u>My Organization(s)</u> <u>My Profile</u>	
		SAVE CHECK GLOBAL ERRORS	

• View multiple sessions.

	← → M https://test-	secureacces	s wa.gov/ecy/eagl/ObjectPage2.aspx?omnID=101763&pgeID=30906
3	🗴 IntelliGrants - Document	Pa × 🚤	Washington State Department 🔹 Activity Workgroup - All Docu
	File Edit View Favorite	s Tools ⊢	lelp
	New tab	Ctrl+T	s SP 🚯 EGG SP 🚯 EAGL SP 🚺 EAGL Enhancements 🚤 WQ Grants պ Grants & Loans 🏉
-	Duplicate tab	Ctrl+K	
	New window	Ctrl+N	
	New session		ogy's Administration of Grants & Loans (EAGL)
	Open	Ctrl+O	TEST ENVIRONMENT
	Edit		y Reports & Payment Requests
	Save		<u>My Training Materials</u>   <u>My Organization(s)</u>   <u>My Profile</u>
	Save as	Ctrl+S	SAVE CHECK GLOBAL ERRORS
	Close tab	Ctrl+W	Session expires in: 4 minute(s) and 15 second(s
	Page setup		
	Print	Ctrl+P	020-ECY-00009
	Print preview		
	Send	>	> Forms Menu
	Import and export		
	Properties		
	Exit		
			1

# EAGL ROLES

### **EAGL Levels**

### 1. Organization



### 2. Document- "Parent Document"

My Home   My Applications   My Reports & Payment Requests		
	<u>My Reports</u>	<u>My Tra</u>
Seack Application Menu		
Document Information: <u>WQC-2016-LongPW-00011</u>		

### 3. Subdocument



## What is your role?

- A role gives you certain powers within EAGL.
- You decide who is in each role.
- Roles are different than contacts see next slide.
- Every "contact" person and anyone with a "role" needs to have a SAW account and EAGL access.

### **Agreement Roles vs. Recipient Contacts**

	Application Menu - People Current People Assigned Agreement Roles						
	Person	Organization(s)		Role	Active Da	ates Assigned By	
~	Mr. Matt Carlson <u>Email</u>	Asotin County - Public Works Depar (Authorized Official), Asotin city of (A Official), Clarkston city of (Authorize	Authorized	Authorized Official	10/28/2014	4 - Grant System	
~	Barbara Cook <u>Email</u>	Asotin County - Public Works Depar (Recipient Financial Officer)	tment	Recipient Financial Officer	1/25/2016	- Mr. Matt Carlson	
	Mr. Jim Jeffords <u>Email</u>	Asotin County - Public Works Depar (Authorized Official), Asotin County (Writer)		Authorized Of RECIPIE	1/25/2016 NT CON		
tŀ	ne only p	d Official (role)- / person authorized	to	Project Mar	lager	Matt Carlson V 🕂 * Matt Carlson Stormwater Coordinator	
С	hange ro	ole assignments.		Authorized \$	Signatory	Jim Jeffords ∨∓*	
tŀ		d Signatory (conta n authorized to sig nt.	•	Billing Conta	ct	Asotin County Commissione Barbara Cook V +* Barbara Cook Office Admin. Manager	

### **Permission Levels**

		Do	cument	Roles		
What my role allows			Recipient	Recipient		
me to do in EAGL:	Authorized	Contractor	Project	Financial Officer	Writer	Reader
	Official		Manager	Officer	writer	Reader
<b>Applications &amp; Amendm</b>	ents (Parent D	)ocuments)				
Control Access to						
Applications	X					
Read Application Forms	X	х	Х	Х	Х	Х
Edit Forms when	<b>v</b>	v	v		v	
Application in Process	X	<u>х</u> х	Х		X	
Initiate Applications	X	×				
Submit Applications	X					
Cancel Applications	X					
Payment Requests & Pro	gress Reports	(Subdocume	nts)			
Initiate Payment		•				
Request or Progress						
Report	X		х	Х		
Read Payment Request						
or						
Progress Report	X	x	X	X	X	Х
Edit Payment Request			Progress	Payment Request/		
or			Report	Form D		
Progress Report	X		Only	Only	X	
Submit Payment						
Request or Progress	x		х	х		
Report Cancel Payment	~		^	~		
Request or Progress						
Report	x		х	х		
Equipment Purchase Rep	orts & Closeo	ut Reports (Su	ıb-documen	ts)		
Initiate Sub-documents	x		Х			
Read Sub-documents	х	х	х	х	x	х
Edit Sub-documents	x		х		x	
Submit Sub-documents	x		х			
Cancel Sub-documents	x		Х			
Change the Status of						
Sub-documents	X		х			

Assign 2+ Authorized Officials.

Assign contractor a Writer role if funded.

Table found in EAGL User Manual.

### Add/Edit Roles

Application Mer	าน		Application Menu	- Managem	ent Tools		
Document Information: M	VQC-2015-KCoNRP-00	001	The menu below contains links to detail.			his document.	
Application Kind	janization a County - Natural Resour partment	Role         Current Status         P D           ces and Parks         Reviewer         Agreement         N Active         N	P Decument Information: WOC 2015 KCONRD 00001				
Select the View Forms butto		d complete your application, funding agreement, an	Management Tools           B         CREATE FULL PRINT VERSIO           Select the link above to create a print of the link above to create a print above to creat		a dagumant		
document's current status an		vhich forms are editable.	Select the link above to create a post of the link above to create a post of the link above to create a b	VERSION			
Select the View Status Opti submit your application and VIEW STATUS OPTIONS	ons button below to chan	nge the status of your application, funcing agreement of the status options.	ADD/EDIT PEOPLE Select the link above to perform a document.	ctions such as adding	people, changing a	a security role,	
			Select the link above to view the s	status history of this d	locument.		
	nagement To nt Tools button below to status history, role avoing	Ols see tools and options available for your application, ments, check for errors, create print versions, and	O CHECK FOR ERRORS Select the link above to check the	entire document for e	errors.		
	Steve Baruso Email	King County - Natural Resources and P (Authorized Official)	arks Department Authorized Official	10/14/2013 -	Grant System		
	Ms. Debi ✓ Walker <u>Email</u>		Writer	10/16/2013 -	Steve Baruso		
	Mark Henderson <u>Email</u>	Department of Ecology (Project Manag	er) Evaluator	12/16/2013 -	Alissa Ferrell		
	Ms. Pam	King County - Natural Resources and R	arks Department Authorized	11/8/2013 -	Steve		

### CULTURAL RESOURCES REVIEW

### **Cultural Resources**

- All funded projects will have a cultural resources review.
- Ecology acts as the liaison to the tribes and DAHP, and defers to their requests and recommendations.
- All work is eligible for reimbursement.
- Plan ahead: give at least 2 months to finish.
  - Build into your schedule and budget.
- More information can be found in Guidelines in Appendix N, pg. 277 and on our website.

<u>https://ecology.wa.gov/About-us/How-we-</u> <u>operate/Grants-loans/Find-a-grant-or-loan/Water-</u> <u>Quality-grants-and-loans/Environmental-review</u>

### **Environmental and Cultural Review Form**

#### ENVIRONMENTAL AND CULTURAL REVIEW

This form is for uploading required environmental documentation – such as that necessary to complete the State Environmental Review Process (SERP).

This form is provided for non-sensitive cultural review documents only.

Do not upload sensitive information (records, maps, and other information) that identify the location of archaeological sites, historic sites, artifacts, or the sites of traditional religious, ceremonial, or social uses and activities of affected Indian tribes. Send sensitive information directly to your Ecology Region Project Manager or the Environmental Review Coordinator. Sensitive information is not subject to public disclosure.

#### Instructions:

Please upload the appropriate documents.

The type of project and the funding source you're applying for or have received determines the Environmental and Cultural Review documents that you must upload.

When done, click the SAVE button.

#### If you have a wastewater or stormwater facility project, and you are applying for or have received a loan from the CWSRF, when applicable upload the following documents.

SEPA Checklist

SEPA Threshold Determination

Affidavit of Publication of SEPA Threshold Determination

Public Meeting Documents

SERP Coversheet

SERP Checklist

SERP Determination

Other SERP/SEPA Documentation

Ecology 05-05/106 Review Form

EZ-1 Form (If Ecology is the lead agency, an Ecology 05/05-106 Form is

rog	uire	ad t

Cultural Review Final Determination

DAHP Letter of Concurrence

Completed activity/location specific Inadvertent Discovery Plan (IDP).

An IDP is not associated with consultation and is required in the event of a discovery during ground disturbance.

In addition to the above documents, if you are required to prepare a federal cross cutter report, when applicable upload the following documents.

Cross Cutter Report

Cross Cutter Checklist

Cross Cutter Final Determination

If you have a stormwater facility project,	, and you are applying for or have received funding via SFAP but not CWSRF, when
applicable upload the following document	5.

SEPA Checklist

SEPA Threshold Determination

Affidavit of Publication of SEPA Threshold Determination

Ecology 05-05/106 Review Form

EZ-1 Form (If Ecology is the lead agency, an Ecology 05/05-106 Form is

DOCUMENT MANAGEMENT AND UPLOADING GUIDANCE

## **Uploaded Documents**

- Many forms require document uploads, such as:
  - Specific technical documents and approvals
  - Detailed budget
  - Maps of the project area
  - Project Schedule
  - Any other supporting information

## **Upload Guidance**

- What should I name my files?
  - Descriptive names that identify the content.
  - Agency name and EAGL number not needed.
  - Do not use symbols( ~ & ).
  - Avoid Spaces.

# Mapping Tool

## **EAGL** Mapping

- New mapping tool is available to the public.
- Find the map in the Application menu.

#### Application Forms Sarah Zehner X General Information 6/7/2018 1:21:47 PM Sarah Zehner X Project Characterization 6/7/2018 1:23:40 PM Sarah Zehner 1 Recipient Contacts 6/7/2018 1:27:52 PM Sarah Zehner Ż Mapping Information 6/7/2018 1:12:17 PM Sarah Zehner V Funding Request- Nonpoint Project 6/7/2018 1:44:43 PM

## What is project area?

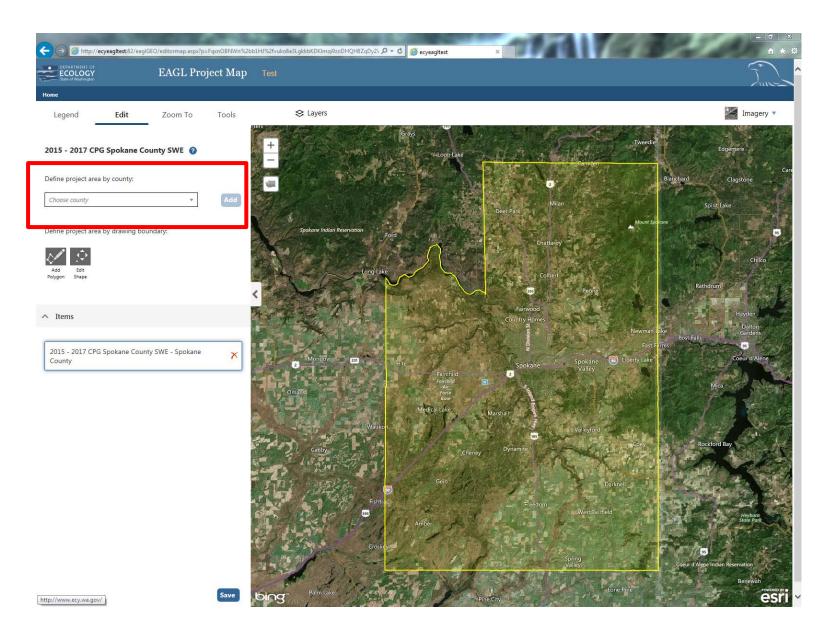
Primary Theme	Project Area (anticipated during Application)
Nonpoint	HUC 12
Stormwater Facility	Jurisdiction/Drainage Area
Stormwater Activity	Jurisdiction
Wastewater Facility	Facility/Location of work
On-site sewage systems	Jurisdiction
Algae Control	Lake
Aquatic Invasive Plant	Lake

\*Planning projects should be mapped as the jurisdiction the plan applies to.

### Search the HUC-12

EAGL Project I	Map Test		
Return to EAGL			
Legend Edit Zoom To	😒 Layers		
OSS Test 🕜 Project area options	+	Arnas Thrail Boylston	Burnty Snyma
Define project area by city Enter city Add	Design Ax	Wythes	
Define project area by HUC 12           170200150302         X		Tieton United States Milliony Reservation Yoku	na Troiking Center Desert Aire
Define using Washington State boundary	Rimock	Selan D Yakima	
Define project area by drawing or importing boundary	Tampico	a Union Gap Moxee	
Draw Edit Import Boundary Boundary Shapefile		Paker Wapate	
<ul> <li>Project Areas</li> </ul>		223 Zillán White Swan Toppenish	The state
		Gronger	To Sunnyside
Return to EAGL	bing	Vakama Indian Reservation.	

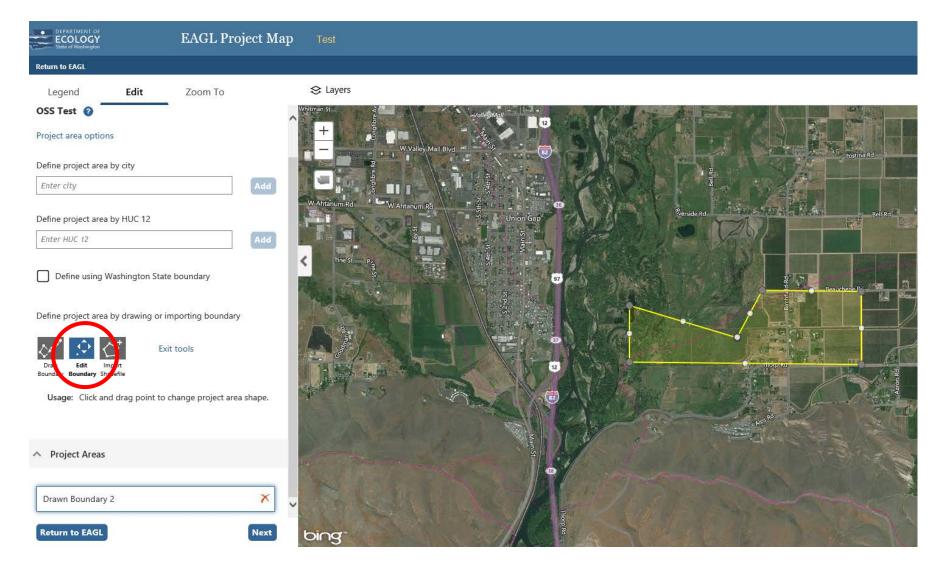
### Select a Predefined Area - County



### **Draw Project Area**

ECOLOGY EAGL Project Ma	ıp Test
Return to EAGL	
Legend Edit Zoom To	⇔ Layers
Project area options	
Define project area by city	
Enter city Add	
Define project area by HUC 12	Union Gap Bell Rd
Enter HUC 12 Add	
Define using Washington State boundary	97 Beauchano. Rd
Define project area by drawing or importing boundary	
Draw dit Import	De la companya de la comp
Boundary Foundary Shapefile	
Usage: Click on map to draw points. Double-click to finish project area.	
<ul> <li>Project Areas</li> </ul>	
Drawn Boundary 2	
Return to EAGL Next	

### Edit Boundary



### **View Different Layers**

GL Proje	ct Map Test		
Edit Zoom To	😂 Layers		
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ptions		EAGL Data	Hydrography
	anunwa W Ahtanum Rd	Project Boundaries 🛛	National Hydrography Dataset •
area by city		m Rai	NHD Artificial Paths Ø
2	Add	Administrative Boundaries	Water Resource Inventory Areas 9
		日本 名 Cities O	Subbasins (8 digit HUCs) 🛛
area by HUC 12	Pine St P	Urban Growth Boundaries O	□ Watersheds (10 digit HUCs) •
	Add	Counties O	☑ Subwatersheds (12 digit HUCs) ♀
		Legislative Districts •	
ing Washington State boundary		Congressional Districts 🔍	Land Ownership
		Township/Range/Section 🛛	Tribal Lands 🛛
		Ecology Regions 🛛	Parcels      P
t area by drawing or importing boundary	adowbrook.Rd	uncheck all	Go
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### Calculating....

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ECOLOGY State of Westhington	EAGL Project Map					T
Home						
2015 - 2017 CPG Spoka	ne County SWE - Project Lo	cation Summary 🕜				
Calculating statistics						
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Ecology home GeoEAGL_Web.Web	eb home   Disclaimer   Privacy notic	e   Accessibility   Contact admin				
Copyright @ Washington State Department o	f Ecology 2014. All rights reserved.					

### Auto Fill!

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DEPARTMENT OF ECOLOGY State of Washington	EAGL Proj	ect Map	Test					
Home								
2015 - 2017 CPG Spoka	ne County SWE	- Project Lo	cation Summary 🛛					
Ecology Region:	Area %	Allocation %	Congressional District:	Area %	Allocation %			
ERO	100%	100% 🗘	District 5	100%	100% 🗘			
County:	Area %	Allocation %	WRIA:	Area %	Allocation %			
Spokane County	100%	100% 🏮	34 (Palouse)	21%	21% 🗘			
			43 (Upper Crab-Wilson)	3%	3% 🗘			
Legislative District:	Area %	Allocation %	54 (Lower Spokane)	14%	14% 🗘			
District 3	2%	2% 🌲	55 (Little Spokane)	23%	23% 🗘			
District 4	18%	18% 🗘	56 (Hangman)	24%	24% 🗘			
District 6	21%	21% 🗘	57 (Middle Spokane)	15%	15% 🗘			
District 7	23%	23% 🗘						
District 9	36%	36% 🗘						
Back Commit								
Ecology home   GeoEAGL_Web.W GeoEAGL_Web.Web Version:			Accessibility   Contact admin					
Copyright © Washington State Department of	or ecology 2014. All rights reserve	eu.						
http://www.ecy.wa.gov/								

### Click SAVE to Check Map In!



#### **MAPPING INFORMATION**

1. Click "Add/Modify Location(s)"

2. You will be directed to the Map

For more detailed instructions click "My Training Materials" in the top navigation

3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

Location Type	Location Value	Location Percent	
Ecology Region	CRO	100%	
County	Yakima	100%	
	-		
Congressional District	4	100%	
Legislative District	14	100%	
Legislative District	14	100%	
Water Resource Inventory Area (WRIA)	38	100%	
Checked Out By: Torren			
Date Checked Out: 2018	-07-17		
Add/Modity	Location(s)		

# Questions?

## Breakout Sessions Start in 15 minutes

- Wastewater Facilities/Loans in this room
- Nonpoint Activities Grants in Room135
- Stormwater Facilities/Activities Grants in 140

