

PPG EAGL APPLICATION INSTRUCTIONS

The following are instructions on how to fill out your PPG application in EAGL. To gain access to the EAGL system, you must first register through Secure Access Washington (SAW). You can find step-by-step instructions for registering here: [SAW Instructions](#).

These instructions are meant to be used along with the EAGL External User's Manual. The External User's Manual can be located under the My Training Materials link in EAGL. The following screen shots are directly from the PPG application you will find in EAGL. Notations and directions in green are added. Fields with a * are required to be filled out.

The EAGL text boxes do not accept formatted text. For the longer text boxes, it's recommended that you type up your answers in Notepad or Word first. Save your work as Plain Text, then "cut and paste" it into the EAGL text box. The text boxes have a character limit shown at the bottom.

EAGL does not have a log out feature so if you are interrupted or need to leave in the middle of filling out an application hit the Save button located at the top of the application form you are working on and close out.

If you have questions or need assistance, contact:

Lynn Gooding, PPG Financial Manager, at lgo0461@ecy.wa.gov or (360) 407-6062 or

Sarah Zehner, PPG Financial Manager, at szeh461@ecy.wa.gov or (360) 407-6707

Login to EAGL

SCREEN: MY HOME



Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Please take note! This is every Monday.

The system will undergo maintenance on Mondays from 2:00-3:00 PM. Please save your work and exit the system prior to this time in order to avoid losing data. Thanks for your patience.

Hello SarahSAW, please choose an option below.

View Available Opportunities

You have **19** My Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

Click "View Available Opportunities" and scroll down to Public Participation Grants.

My Inbox

You have **50** new messages.
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

My Tasks

You have **75** new tasks.
You have **2** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)

Top of the Page

SCREEN: MY OPPORTUNITIES

From this point on, do not hit the “Back” button in EAGL or your browser! The back button is a feature of the original program but does not work in the EAGL version.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

Do not hit the “Back” button in EAGL or your browser!

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

Provider:

Document Instance:

Due Date (From - To): -

FILTER

Public Participation Grant for Applicant Organization 2

Offered By:
Department of Ecology

Application Availability Dates:
06/01/2014-06/01/2025

Application Period:
06/01/2014-06/01/2025

Application Due Date:
06/01/2025

Description:

Public Participation Grants provide funding to citizen groups and not-for-profit public interest organizations. PPG can fund up to \$120,000 for a two-year project and matching funds are not required. Contaminated Site Projects encourage public involvement in investigation and cleanup of contaminated sites. Waste Management Projects encourage public involvement to eliminate or reduce waste..

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, **Do Not Select the "Apply Now" button again.** 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

Click “Apply Now” under Public Participation Grants.

Please note it is easy to accidentally create multiple applications. You should only select the “Apply Now” button once for each project. EAGL limits you to only three applications.

SCREEN: APPLICATION MENU

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

SHOW HELP

 Application Menu

Document Information: [W2RPPG-1517-AppOrg2-00022](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Applicant Organization 2	Authorized Official	Application In Process	06/01/2014 - 06/01/2025 06/01/2025 12:00PM PST

 **View, Edit and Complete Forms**
Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

 **Change the Status**
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS & OPTION S](#)

 **Access Management Tools**
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOL S](#)

 **Examine Related Items**
Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEM S](#)

 **Top of the Page**

Powered by IntelliGrants™

© Copyright 2000-2014 Agate Software, Inc.

HOW TO SEARCH FOR YOUR APPLICATION:

You probably will not complete the application in one session. You will need to search for the application when you return to EAGL. Make sure you have written down your application number! Select “My Applications” and follow the instructions below.

SCREEN: MY APPLICATIONS



The screenshot shows the "My Applications" search form. A red circle with a slash is drawn over the "Back" button. The form includes the following fields and options:

- Application Types:** Public Participation Grant: 1517
- Application Name:** W2RPPG-1517-AppOrg2-00022
- Person:** [Empty text field]
- Status:** [Empty dropdown menu]
- Organization:** [Empty text field]
- Year:** [Empty text field]
- Ecology Program:** Waste 2 Resources

Buttons for "SEARCH" and "CLEAR" are located at the bottom of the form.

Under “Application Types” select Public Participation Grant: 1517.

Enter your application number in “Application Name” field.

Under “Ecology Program” select Waste 2 Resources.

Hit “SEARCH”. Your result will appear below.

SEARCH RESULTS:

Search Results

Export Results to [Screen](#) Sort By [-- SELECT --](#) [ASC](#) [GO](#)

Ecology Program	Organization	Name	Current Status	Year
Waste 2 Resources	Applicant Organization 2	W2RPPG-1517-AppOrg2-00025	Application In Process	1517

Select this link to return to the Application Menu for your application.

SCREEN: APPLICATION MENU- FORMS

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization[s] | My Profile

SHOW HELP

Back

Application Menu - Forms

Please complete all required forms below.

Document Information: [W2RPPG-1517-AppOrg2-00022](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Funding Program Guidelines			
	1517 Public Participation Grant Guidelines			
	1517 Public Participation Grant Application Instructions			
	Application Forms			
	General Information			
	Recipient Contacts			
	Location Information			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Organization Information			
	Task Questionnaire			
	Budget Sheet - Project Admin			
	Uploads			

[Top of the Page](#)

Powered by IntelliGrants™

© Copyright 2000-2014 Agate Software, Inc.

You can return to the Application Menu from any screen by selecting this link.

Here are the PPG Guidelines and application instructions. They will open up in another window.

These are the application forms that you need to complete. Click on General Information to begin.

Save your work as you go. If the form is not completed when you select “Save”, you may receive a page error message like this:

Page Error(s)
Expiration Date is required
Expiration Date cannot be before the Effective Date

Don't worry, EAGL will still save your work and allow you to finish the form later.

FORM 1: GENERAL INFORMATION

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

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

SAVE CHECK GLOBAL ERRORS

Back
Document Information: [W2RPPG-1517-AppOrg2-00022](#)
Details

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

GENERAL INFORMATION

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

Project Title *

Project Short Description **Write a brief description (500 characters or less) of your project's objective. (Cut and paste from Plain Text).** 0 of 500

Project Long Description **Provide a complete description (4,000 characters or less) of your contaminated site or waste management project following the guidelines on the next page. Include whether contractors will be used. Cut and paste from Plain Text.** 0 of 4000

NOTE! This is a mandatory field even though there isn't an "*".

Total Cost * Total Eligible Cost *

Effective Date * Expiration Date *

Ecology Program

Project Category* Contaminated Site Waste Management

Select only one project category.

Will Environmental Monitoring Data be collected?

Overall Goal **Describe (1,000 characters or less) the goals, outcomes, and methods of measuring the success of the project and how this will contribute toward solving the identified problem. (Cut and paste from Plain Text).** 0 of 1000

Save often!

Write a descriptive project title. The title should capture the main purpose of the project.

NOTE! This is a mandatory field even though there isn't an "*".

Hover your cursor over the "+" symbol for instructions on these fields.

Select only one project category.

FORM 1: GENERAL INFORMATION-Project Long Description Instructions (use only one)

If your project is for a CONTAMINATED SITE:

Define the problem: Describe the release or threatened release, and the real or potential effects on the community. Specify the hazardous substance(s) and the geographic area involved. Include information about how the release or threatened release will affect the quality of life in the community, including the plant and animal life, water bodies, agricultural crops, air, soils, or drinking water. Please use data to support your statements, whenever possible.

Public participation in the cleanup and investigation: Describe how your project will result in public participation in the environmental investigation or cleanup process. Identify your intended audience. If there are tribes, underserved populations, or minority groups in the area, explain how you will conduct outreach to those groups to encourage their participation.

Technical information: Explain how you would effectively deliver technical information to the public.

Puget Sound Initiative: If your project will help improve the health of Puget Sound, please explain.

Emergency Grants: provide a description of why an [emergency](#) exists.

If you have a WASTE MANAGEMENT project:

Environmental issue: Tell us how your project will promote environmental education and protect the environment.

Public Involvement: Describe who your intended audience is and how your project will involve and benefit the public. If there are tribes, underserved populations, or minority groups in the area, explain how you will conduct outreach to those groups to encourage their participation.

Beyond Waste Initiative: Explain briefly how your project will result in public participation in promoting or carrying out solid or hazardous waste priorities.

Disseminating technical information to the public: If your project requires delivering complex technical or scientific information to the public explain how you will effectively deliver it.

Puget Sound Initiative: If your project will help improve the health of Puget Sound, please explain.

FORM 2: RECIPIENT CONTACTS

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

SAVE CHECK GLOBAL ERRORS

 Back

Document Information: [W2RPPG-1517-AppOrg2-00022](#)

 Details

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

RECIPIENT CONTACTS

Instructions:

Please select an individual from your organization for each contact type.
Required fields are marked with an *.
When done, click the SAVE button.

Project Manager *

Authorized Signatory *

Billing Contact *

Each of these contacts will have to be registered in EAGL. You may identify the same person for multiple roles.

The "Authorized Signatory" is the individual from your organization who will sign the final grant.

This is not the same as "Authorized Official" although, in your organization, they may be the same individual.

The authorized signatory must be registered in SAW and EAGL. You will then be able to select their name from the drop down field.

If you will have more than one signatory, you may add them here. These individuals do not have to be registered in SAW or EAGL. Most PPGs will only have one signatory.

Other recipient signatures on printed agreement

To Add a Row

Enter a name and title
When done, click the **SAVE** button
After SAVE, a new row will appear

To Delete a Row

In the row you want to delete, remove the information in the Name and Title textboxes
When done, click the **SAVE** button
After SAVE, the row will be deleted

Name	Title
<input type="text"/>	<input type="text"/>

FORM 3: LOCATION INFORMATION

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

SAVE CHECK GLOBAL ERRORS

 Back

Document Information: [W2RPPG-1517-AppOrq2-00022](#)

 [Details](#)

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

Select "Save" to add additional rows below.

LOCATION INFORMATION

Provide location information about the work being performed

Instructions:

Please select a value in the drop down list for each field
 Required fields are marked with an *
 Next, enter a percentage in the Percent field
 When done, click the **SAVE** button
 After SAVE a new row will appear
 Repeat these steps for each location
 To Delete a row, Select the empty value at the top of the drop
 Remove the percentage
 When done, click the **SAVE** button

You will have to provide location information for projects that are not considered "statewide".

Click on the map links to find information on your project area.

Statewide * Yes No

* Ecology Region	Central	100	%
* Ecology Region			%
Click here to view map:			
* County	KITTITAS	50	%
* County	YAKIMA	50	%
* County			%
Click here to view city/county list:			
* Congressional District	District 04	100	%
* Congressional District			%
Click here to view map:			
* Legislative District	District 14	100	%
* Legislative District			%
Click here to view map:			
* WRIA	39 - Upper Yakima	100	%
* WRIA			%
Click here to view map:			

If your project will cover more than one region, county, congressional district etc. you will have to estimate the percentage of each area that your project covers.

For example: If your project is in Yakima, you would select CRO as the Ecology Region and enter 100%.

Press the "Save" button to add additional rows.

FORM 4: SCOPE OF WORK – TASK 1 PROJECT ADMIN

DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL)

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

SAVE CHECK GLOBAL ERRORS



Document Information: [W2RPPG-1517-AppOrg2-00022](#)

[Details](#)

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

SCOPE OF WORK - TASK 1 PROJECT ADMIN

Instructions:

Enter Task Cost
When done, click the **SAVE** button.

Task Number 1

Task Title Project Administration Task Cost *

Task Description

A. The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report; submittal of required performance items; and compliance with applicable procurement and contracting requirements.

B. The RECIPIENT will develop and maintain tracking systems to monitor and measure all project objectives and activities. The RECIPIENT shall maintain these systems throughout the project period and measure accomplishments against project objectives at the end of the grant period.

C. The RECIPIENT will, along with each request for reimbursement, prepare and submit a progress report to ECOLOGY's project manager. The reports shall include, at a minimum, the following information:

1. A comparison of actual accomplishments to the objectives established for the reporting period.
2. The reasons for any delays if the project does not meet established objectives.
3. Plan and schedule of activities for the upcoming two months.
4. Analysis and explanations of any cost overruns.
5. Any additional pertinent information.

D. The RECIPIENT shall submit a Final Project Report encompassing the entire project with their last payment request. The RECIPIENT shall include the Final Project Report with the last monthly/quarterly project report. The RECIPIENT shall submit the final payment request and final report by July30, 2017.

E. The RECIPIENT must manage and carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement Properly managed project that meets agreement and Ecology administrative requirements.

Task Expected Outcomes * Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report.
*Properly maintained project documentation

Recipient Task Coordinator

Deliverables

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	Longitude
1.1	Quarterly payment request and progress report	10/15/2015					

The project administration task description will be pre-populated. You will only need to calculate the task cost.

➔ YOU DO NOT HAVE TO FILL OUT ANY OF THESE FIELDS

FORM 5: SCOPE OF WORK – ADDITIONAL TASKS (You will add as many additional tasks as needed).

Tasks:

- **Public Events/Meetings**
- **Environmental Education**
- **Training/Workshops/Technical Assistance**
- **Media Outreach**
- **Technical Review/Research/Consultation**
- **Other (you will have to fill in what the task is)**

The following is a list of Actions/Tools that may be used in one of the tasks above. You will be using these to develop your budget:

- **Advertising /Marketing**
- **Curriculums**
- **Databases/Social Media/ Websites**
- **Displays/Exhibits/ Signage**
- **Educational Toolkits**
- **Environmental Monitoring/Field Work**
- **Event Attendance**
- **Event Hosting**
- **Language Interpretation**
- **Meetings**
- **Presentations**
- **Program Development**
- **Public Tours**
- **Publications**
- **Site Visits/Technical Assistance**
- **Student Education/Outreach**
- **Surveys**
- **Technical Review/Research**
- **Travel**
- **Volunteer Recruitment/Training**
- **Workshops**
- **Other**

FORM 5: SCOPE OF WORK – ADDITIONAL TASKS



Document Information: [W2RPPG-1517-AppOrg2-00022](#)

[Details](#)

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

SCOPE OF WORK - ADDITIONAL TASKS

Instructions:

Please enter all task information
Next enter the first deliverable
Required fields are marked with an *
When done, click the **SAVE** button.
After SAVE a new row will appear
Continue entering deliverables, clicking the SAVE button after each

When you have entered and saved a task an "Add" button will appear here. Select "Add" to add additional tasks.

Select from the list of tasks on the previous page.

Task Number

Task Title *

Task Cost *

Task Description
0 of 3000

Provide a detailed description of the task. Be specific as to the number of meetings, events, workshops, tools etc. Include locations, audience, and purpose.

Task Goal Statement
0 of 1000

Task Expected Outcomes
0 of 1000

Provide measurable, clear outcomes. State what you will measure, how you will measure it, and when you will measure it.

Recipient Task Coordinator



Deliverables

To Add a Row
Enter a deliverable
When done, click the **SAVE** button
After SAVE a new row will appear
Repeat these steps for each deliverable

To Delete a Row
Delete data entered in a row
When done, click the **SAVE** button

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)
	<input type="text"/> *	<input type="text"/>					

➡ YOU DO NOT HAVE TO FILL OUT ANY OF THESE FIELDS

Enter the description of the task here (i.e. "River Festival" or "10 public meetings").

FORM 6: SCOPE OF WORK SUMMARY

 Back
Document Information: [W2RPPG-1517-AppOrg2-00022](#)
[Details](#)

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

SCOPE OF WORK SUMMARY

Instructions:
Review the following information.
When done, click the **SAVE** button.

Task Title	Task Cost

Total Eligible Costs (from the General Information Form)
\$0.00

The Scope of Work Summary will be automatically filled in with the information you included in the Scope of Work forms. You will still have to save this form.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information			
	Recipient Contacts			
	Location Information			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Organization Information			
	Task Questionnaire			
	Budget Sheet - Project Admin			
	Uploads			

You will find "Navigation Links" at the bottom of each form. This allows you to move between forms easier. Remember to SAVE your work before you do!

FORM 7: ORGANIZATION INFORMATION

DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL)

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

SAVE CHECK GLOBAL ERRORS



Document Information: [W2RPPG-1517-AppOrg2-00022](#)

[Details](#)

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

ORGANIZATION INFORMATION

Instructions:

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

Organization Structure

* Check all that apply

- Your organization is a registered non for profit and has all of the following
 - * A current 501C tax exemption registration with the Internal Revenue Service
 - * A current Articles of Incorporation recognizing your organization's not for profit status from the Washington Office of the Secretary of State.
 - * A formal set of by-laws
- Your organization consists of a group of three or more unrelated individuals but has not registered with any government entity and does not have a state or federal tax exemption.
- Other: The structure of your organization is not listed above.

If other, explain your organization structure:

0 of 500

* In what year were you founded?

* What is your organization's mission statement?

0 of 500

* Provide a brief overview of your organization structure.

0 of 800

* **Attach an organization chart.**

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

You will upload a copy of your organization chart from your files here.

FORM 7: ORGANIZATION INFORMATION CONT.

* Describe your membership, including information about any membership restriction and dues.

0 of 500

* Does your organization have a website?

Yes No

If yes, list your website address:

Budget Information

* Will a Public Participation Grant award fully fund this project?

Yes No

If no, explain what other funding you will use. Include any other organizations that may be involved with this project.

0 of 500

FORM 8: TASK QUESTIONNAIRE

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

SAVE CHECK GLOBAL ERRORS



Document Information: [W2RPPG-1517-AppOrg2-00022](#)

[Details](#)

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

TASK QUESTIONNAIRE

Instructions:

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

Select "Yes" for all of the tasks you included in your Scope of Work except Project Admin. Select "No" for all other tasks.

- * Will you be completing a Public Events task? Yes No
- * Will you be completing an Environmental Education task? Yes No
- * Will you be completing a Training / Workshop / Technical Assistance task? Yes No
- * Will you be completing a Meetings / Presentations task? Yes No
- * Will you be completing a Technical Review / Research / Consultation task? Yes No
- * Will you be completing a task other than one listed above? Yes No

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information			
	Recipient Contacts			
	Location Information			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Organization Information			
	Task Questionnaire			
	Budget Sheet - Project Admin			
	Uploads			

FORM 9: BUDGET SHEET – PROJECT ADMIN

FORM 9: BUDGET SHEET – PROJECT ADMIN CONT.

Total Cost	* PPG Funds	* Other Funds

You will fill out a budget sheet for every task in your scope of work. For every action or tool in your task, you will describe what you are including in the costs (staff time, travel, etc.).

You may have to estimate an hourly rate for staff. PPG will not reimburse you or your staff for more than \$55 per hour (this does not include consultants).

You will include staff costs and any additional costs to calculate the total cost of the action.

You will then break out how much of the total cost you will charge to PPG and how much you will charge to other funding sources (if any).

FORM 10: UPLOADS

 Back
Document Information: [W2RPPG-1517-AppOrg2-00022](#)
[Details](#)

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

UPLOADS

Description	Attachments
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information			
	Recipient Contacts			
	Location Information			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Organization Information			
	Task Questionnaire			
	Budget Sheet - Project Admin			
	Uploads			

You may upload any additional documents you feel are necessary.

SUBMITTING YOUR APPLICATION

SCREEN: APPLICATION MENU



[Back](#)

Application Menu

Document Information: [W2RPPG-1517-AppOrg2-00025](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Applicant Organization 2	Authorized Official	Application In Process	06/01/2014 - 06/01/2025 06/01/2025 12:00PM PST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Select “View Status Options” under Change the Status.

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

SCREEN: APPLICATION MENU – STATUS OPTIONS



[Back](#)

Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [W2RPPG-1517-AppOrg2-00025](#)

[Details](#)

Possible Statuses

APPLICATION SUBMITTED

[APPLY STATUS](#)

APPLICATION CANCELLED

[APPLY STATUS](#)

Under “Application Submitted” select “Apply Status”.



[Back](#)

Global Errors

Document Information: [W2RPPG-1517-AppOrg2-00025](#)

[Details](#)

You must complete this page.

[Budget Sheet - Project Admin](#)

You must complete this page.

[Env. Education: Budget Sheet - Environmental Education](#)

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

[General Information](#)

Ecology Region is a required field.;Ecology Region value should be a positive number.;County is a required field.;County value should be a positive number.;Congressional District is a required field.;Congressional District value should be a positive number.;Legislative District is a required field.;Legislative District value should be a positive number.;WRIA is a required field.;WRIA value should be a positive number.;The sum of the percentage for all selected lists must equal 100%;

[Location Information](#)

If you have not completed the application correctly, you will get a “Global Errors” screen.

Return to the forms to correct them following the link. Return to “Change Status” and repeat the process.