

2017-2019 CLCP EAGL APPLICATION INSTRUCTIONS

The following instructions explain how to submit a 2017-2019 Community Litter and Cleanup Program (CLCP) grant application in the online Ecology Administration of Grants and Loans (EAGL) system.

If you do not already have one set-up, you must please create a Secure Access Washington (SAW) account **and** complete an EAGL registration form. Instructions for registering are here: [SAW Instructions](#).

TIPS: Training materials such as the EAGL External User's Manual are available online in EAGL as shown below.



The following screen shots from the CLCP application are what you will find in EAGL. Notations and directions in **BLUE** are added. Fields with an * are required to be filled out.

Please note that EAGL text boxes do *not* accept formatted text. For the longer text boxes, it is 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. *If you do not do this, you can lose text.* The text boxes have a character limit shown at the bottom. **Update: Text boxes have been updated and now have higher character limits so you can write more.**

IMPORTANT: EAGL does not have a log out function, 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. Also, NEVER use the BACK ARROW key when trying to go back to a previous form or screen. ALWAYS click on the "Application Menu" at the top to get back to "Home".

If you have questions, please contact the Funding Program Administrator in your region:

Northwest Region: Steven Williams steven.williams@ecy.wa.gov 425-649-7048

Southwest Region: Ariona ariona@ecy.wa.gov 360-407-6351

Central Region: Rod Hankinson rodney.hankinson@ecy.wa.gov 509-454-7209

Eastern Region: Chase Davis chase.davis@ecy.wa.gov 509-329-3506

Ecology Headquarters/Data and Grant Tracking Coordinator: Dawn Drake
dawn.drake@ecy.wa.gov 360-407-6112

Login to EAGL

SCREEN: MY HOME

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

Welcome ArionaSAW
Authorized Official
[Change My Picture](#)

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 ArionaSAW, please choose an option below.

View Available Opportunities
You have **40** My Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Click "View Opportunities" and scroll down to Community Litter Cleanup 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 **21** new tasks.
You have **0** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

OPEN MY TASKS

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SCREEN: MY OPPORTUNITIES

Remember, 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.

The screenshot shows the 'My Opportunities' page in the Ecology's Administration of Grants & Loans (EAGL) system. The header includes the Department of Ecology logo and navigation links like 'My Home', 'My Applications', and 'My Reports & Payment Requests'. A callout box with a 'Back' button icon and a red 'X' over it says: "Do not hit the 'Back' button in EAGL or your browser!". Below the header, there are filter fields for 'Provider', 'Document Instance', and 'Due Date (From - To)', with a 'FILTER' button. The main content area features a listing for the 'Community Litter Cleanup Program for Wave 5 Organization'. A callout box points to the 'Apply Now' button and says: "Click 'Apply Now' under Community Litter Cleanup Grants. Please note it is easy to accidentally create multiple applications. You should select the 'Apply Now' button ONE TIME ONLY for each project." Below the listing, there is a red warning message: "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 as you will use it to search for the application." Another red warning message says: "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." At the bottom of the listing, there is an 'APPLY NOW' button.

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

Community Litter Cleanup Program for Wave 5 Organization
Offered By:
Department of Ecology

Application Availability Dates:
2/01/2016-03/07/2017

Application Period:
02/01/2016-03/07/2017

Application Due Date:
03/07/2017

Description:
The Community Litter Cleanup Program (CLCP) provides local... pickup, illegal-dump cleanup, and litter-prevention education. This fund... Reduction, Recycling, and Model Litter Control Account. In 1998, the... 20 percent of litter monies from this account to provide financial assistance to... ents..

Click "Apply Now" under Community Litter Cleanup Grants.

Please note it is easy to accidentally create multiple applications. You should select the "Apply Now" button ONE TIME ONLY for each project.

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 as 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

After selecting the "Apply Now" button, you will receive important 'Eligibility Information'.

If you are *not* sure that you are an eligible entity, please do not apply at this time. Instead, select "I DO NOT AGREE" and contact your regional CLCP project manager at Ecology.

If you *are* sure that you are eligible and have approval from the County Solid Waste Authority in your area, please select the "I Agree" button and continue.

Agreement

Please make a selection below to continue.



Important Eligibility Information

If you are not sure that you are an eligible entity, please do not apply at this time. Instead, select *I DO NOT AGREE*. For further information, you may contact the Ecology CLCP regional grant officer in your region. (Check the CLCP 17-19 Guidelines available on our CLCP website (page 11) for names and contact information.)

By selecting *I AGREE*, you are certifying that you have approval from the County Solid Waste Authority and that your application is being submitted by a city or county office. EAGL will not accept additional applications for funding from the same city or county.

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 Profiles

SHOW HELP

Application Menu

Document Information: [W2RCLCP-1517-Wave5-00011](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Wave 5 Organization	Authorized Official	Application In Process	N/A - N/A N/A

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 OPTIONS](#)

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 TOOLS](#)

Examine Related Items

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

[VIEW RELATED ITEMS](#)

[Top of the Page](#)

This is your application number. You must write this down so you can easily search for it later.

Go to "View, Edit, and Complete Forms" and select "View Forms" to begin filling out the 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

Application Menu - Forms

Please complete all required forms below.

Document Information: [W2RCLCP-1517-Wave5-00011](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Funding Program Guidelines			
	1517 Community Litter Cleanup Program Application Instructions			
	1517 Community Litter Cleanup Program Guidelines			
	Application Forms			
	General Information			
	Recipient Contacts			
	Project Information			
	Proposed Budget			
	Application for Tools and Trucks			
	Proof of Coordination			
	Uploads			

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

Here are the CLCP 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: GENERAL INFORMATION

Document Information: [W2RCLCP-1517-Wave5-00011](#)
[Details](#)

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

Save often!

GENERAL INFORMATION

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

Key in the title "CLCP 2017-2019 grant"

Project Title

Project Short Description
0 of 500

Project Long Description
0 of 4000

Total Cost

Total Eligible Cost

Effective Date

Expiration Date

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

Ecology Program

Project Category

Will Environmental Monitoring Data be collected?

Overall Goal
0 of 1000

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information			
	Recipient Contacts			
	Project Information			
	Proposed Budget			
	Application for Tools and Trucks			
	Proof of Coordination			
	Uploads			

After completion of the above area, SAVE the form. After SAVING proceed to next form. You can navigate here.

FORM: RECIPIENT CONTACTS

Document Information: [W2RCLCP-1517-Wave5-00011](#)

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

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

Only one signatory *must* be registered in EAGL. Additional signatories may be entered here. This allows their name to be added to the signature line on the final grant. Additional signatories are not required to be registered in EAGL.

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
In the boxes
When done, click the **SAVE** button
After SAVE, the row will be deleted

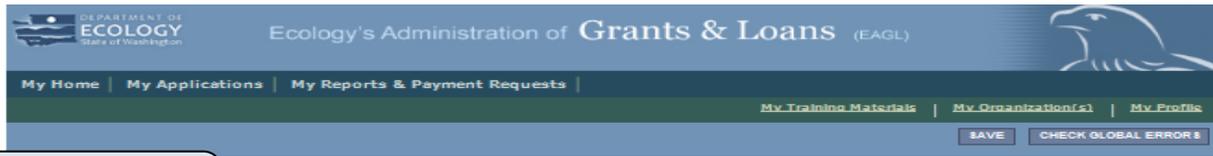
Name	Title
<input type="text"/>	<input type="text"/>

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
<input type="checkbox"/>	General Information			
<input type="checkbox"/>	Recipient Contacts			
<input type="checkbox"/>	Project Information			
<input type="checkbox"/>	Proposed Budget			
<input type="checkbox"/>	Application for Tools and Trucks			
<input type="checkbox"/>	Proof of Coordination			
<input type="checkbox"/>	Uploads			

After completion of the above area, SAVE the form. After SAVING proceed to next form. You can navigate here.

FORM: PROJECT INFORMATION



Fill out the amount of funds requested here.

Project ID: [W2RCLCP-1517-Wave5-00011](#)
Application Menu > Forms Menu

PROJECT INFORMATION

*Amount of Funds Requested

*Goal Statement

Fill out the Goal Statement here.
 0 of 500

*Project Description

Identify all partners in the project and the roles they play in each phase of the project will occur; collection, sorting, and other litter control groups (EYC, WSDOT, WDOC)

Fill out the Project Description here.
 0 of 3000

*Eligible Costs

Fill out the Eligible Costs here.
 0 of 500

*Community Investments

List all partners committed to the project, including their roles and fees etc. These demonstrate the degrees of local support.

Fill out the Community Investments here.
 0 of 1500

Estimated / Expected Outcome / Impacts

Estimate what the project will accomplish. These are the expected outcomes of the project.

For Litter Pickup and Illegal Dump Cleanup *

- Road Miles to be cleaned
- Acres to be cleaned
- Illegal dumpsites to be cleaned
- Pounds of material recycled
- Pounds of litter collected
- Pounds of debris from illegal dumps
- Supervisor Hours
- Total Crew Hours

For Education and Information

Describe what you will accomplish through education efforts. For Example, a 25 percent decrease in the amount of litter found on roadways or parks or a decrease in the amount of debris illegally dumped. Be sure to pick something you can measure.

If you are doing any litter prevention or education outreach, describe here.
 0 of 500

* Ecology recognizes that at this time you may not be able to estimate the amounts of material you will clean up but you need to be aware that Ecology will expect you to measure these for your progress reports.

NOTE: If you plan to run the same CLCP program this biennium, you may copy and paste the text from your prior biennium grant and then make any needed changes after you pasted it into the appropriate text box. There are three ways to do this:

1. If you have two computer screens, bring up the prior grant and copy and paste the text into each field in the current document.
2. Split your screen into two windows and again copy and paste from the prior grant.
3. Print out your prior grant and use the hard copy to type the text into the application text boxes. Always remember, Plain Text only (do not use formatting, symbols, bullets, italics, or special characters of any kind – or you could lose all your data).

Fill out all of the Expected Outcomes

FORM: PROPOSED BUDGET

Estimate all costs and contributions and fill in the chart below. Enter the total value of community investment and the total amount of Ecology funds requested, and the total cost of all the projects.

When finished remember to **SAVE**.

PROPOSED BUDGET

Instructions:

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

Use this section to show your estimate costs and contributions. Show the total value of community investment
The total amount of Ecology funds requested, and the total cost of all the projects.

Values must be rounded to the nearest dollar with no dollar sign, comma or decimal.

Cost Categories	Litter Cleanup Activities		Illegal Dump Cleanup		Education / Outreach		Tools and Trucks	Totals	
	Ecology \$	Value of community	Ecology \$	Value of community	Ecology \$	Value of community	Ecology \$	Ecology \$	Value of community
Administration (Ecology share not to exceed 10% of total grant amount)								\$0	\$0
Equipment, Tools, and Supplies (List individually, should not include Tools and Trucks)								\$0	\$0
Disposal Costs								\$0	\$0
Crew Supervisor Salaries/Benefits (cannot include correction crews)								\$0	\$0
Paid Crew Salaries/Benefits								\$0	\$0
Litter Prevention Education/Outreach (List individual costs if known)								\$0	\$0
Other (Add description below)								\$0	\$0
Totals \$								\$0	\$0

NEW FEATURE: Tools & Trucks has been added to this form. Enter total here.

NEW FEATURE: The funding total will be auto populated in this column/box because it must equal the total you put in the General Information Form.

If Other, Describe

▲
▼

0 of 200

FORM: TOOLS AND TRUCKS



Document Information: [W2RCLCP-1517-Wave5-00011](#)

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

APPLICATION FOR TOOLS AND TRUCKS

Instructions

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

Enter the total amount of funds requested from the 'budget total' in the form above (Ecology \$). Award is contingent on funding availability.

Award is contingent on funding availability

* Amount Requested

To Add a Row

Enter a tool/equipment and estimated cost
When done, click the **SAVE** button.
After **SAVE** a new row will appear
Repeat these steps for each location

To Delete a Row

In the row you want to delete, remove the information both textboxes for that row
When done, click the **SAVE** button.
After **SAVE** the row y

Enter tools, vehicles, or equipment to be purchased and the estimated cost of each of them individually here. When finished remember to **SAVE**.

* Tools/Equipment to be purchased	Estimated Cost
<input type="text"/>	<input type="text"/>

* What will each item be used for and how will each item benefit the collection of litter and illegally dumped material in your county. Please be as specific as possible.

Describe how each item will be used to benefit the collection of litter and illegally dumped material in your county.

0 of 2000

At the end of each form always remember to select the **SAVE** button located at the top of the form!

FORM: PROOF OF COORDINATION

County solid waste planning authorities, responsible for developing county-level comprehensive solid waste management plans, need to coordinate with and approve all applications of CLCP grant applicants within the county. A 'Proof of Coordination' form will need to be completed for all applicants other than county solid waste planning authorities and uploaded to EAGL as part of the application process.

NOTE: County solid waste planning authorities do not need to submit the Proof of Coordination form if they are also applying for a CLCP grant.



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PROOF OF COORDINATION

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

***Upload Proof of Coordination**
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

All CLCP grant applicants need to coordinate with their County Solid Waste Planning Authority on their CLCP project plans. First print the Proof of Coordination form. Fill in all required fields and have appropriate parties sign. Use this link to get to the form.

Link to form:

After the form is signed, save your document electronically and then upload the proof form here.

FORM: UPLOADS

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

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SAVE CHECK GLOBAL ERROR



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UPLOADS

Description

Attachments

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

You may upload additional documents here.

Navigation Links

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HOW TO SEARCH FOR YOUR APPLICATION:

SCREEN: MY APPLICATIONS



My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Types

Application Name

Person

Status

Organization

Year

Ecology Program

Under "Application Types" select CLCP Grant: 1719.

1. Enter your application number in "Application Name" field.
2. Under "Ecology Program" select Waste 2 Resources.
3. Hit "SEARCH". Your result will appear below.

An even easier SEARCH may be done by selecting the SEARCH button with no criteria added. This will give you a list of applications associated with your agency or organization. From there, just select your application number.

[Top of the Page](#)
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SEARCH RESULTS:

Search Results

Export Results to Sort By

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>	Waste 2 Resources	Wave 5 Organization	W2RCLCP-1517-Wave5-00010	Application In Process	1517

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SUBMITTING YOUR APPLICATION

SCREEN: APPLICATION MENU

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

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Application Menu

Document Information: [W2RCLCP-1517-Wave5-00010](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Wave 5 Organization	Authorized Official	Application In Process	N/A - N/A N/A

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 OPTIONS](#)

Now, in order to submit your application you will select "View Status Options" under Change the Status.

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 TOOLS](#)

Examine Related Items

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

[VIEW RELATED ITEMS](#)

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". And you are done!

I would put a screen shot of a Global Error message on this page so that s/he know what we're talking about.



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

NOTE: If you get a Global Error message after attempting submission, simply go back to the form that has the errors, make the correction, save the form and then re-submit.