PPG EAGL APPLICATON 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 lgoo461@ecy.wa.gov or (360) 407-6062 or

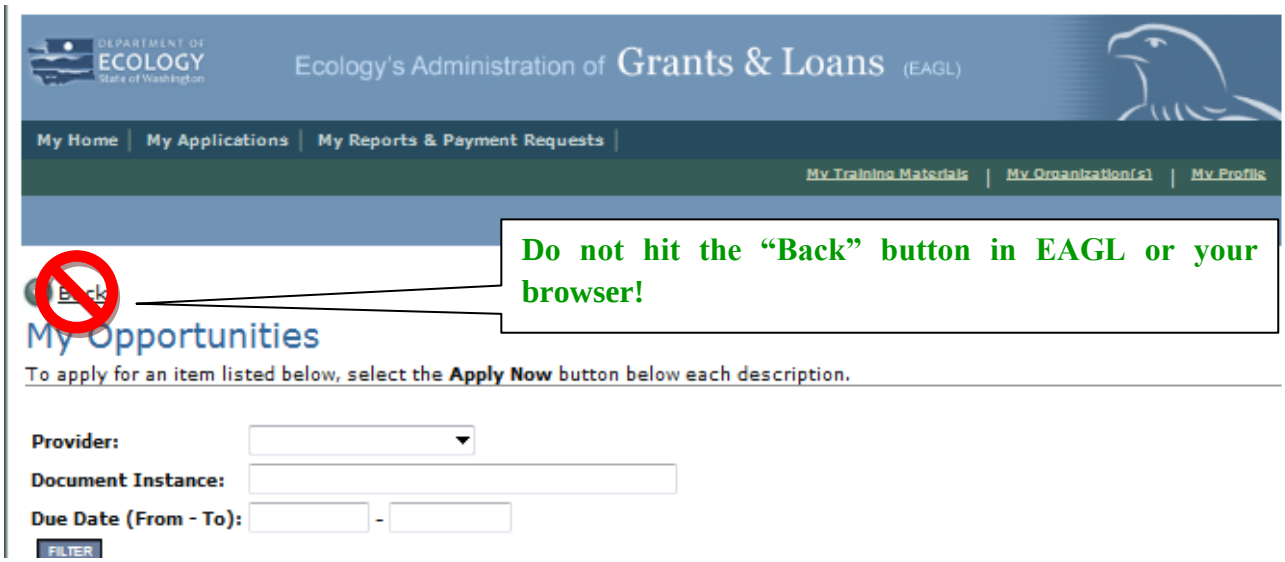
Sarah Zehner, PPG Financial Manager, at szeh461@ecy.wa.gov or (360) 407-6707

Login to EAGL

SCREEN: MY HOME

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.



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

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.

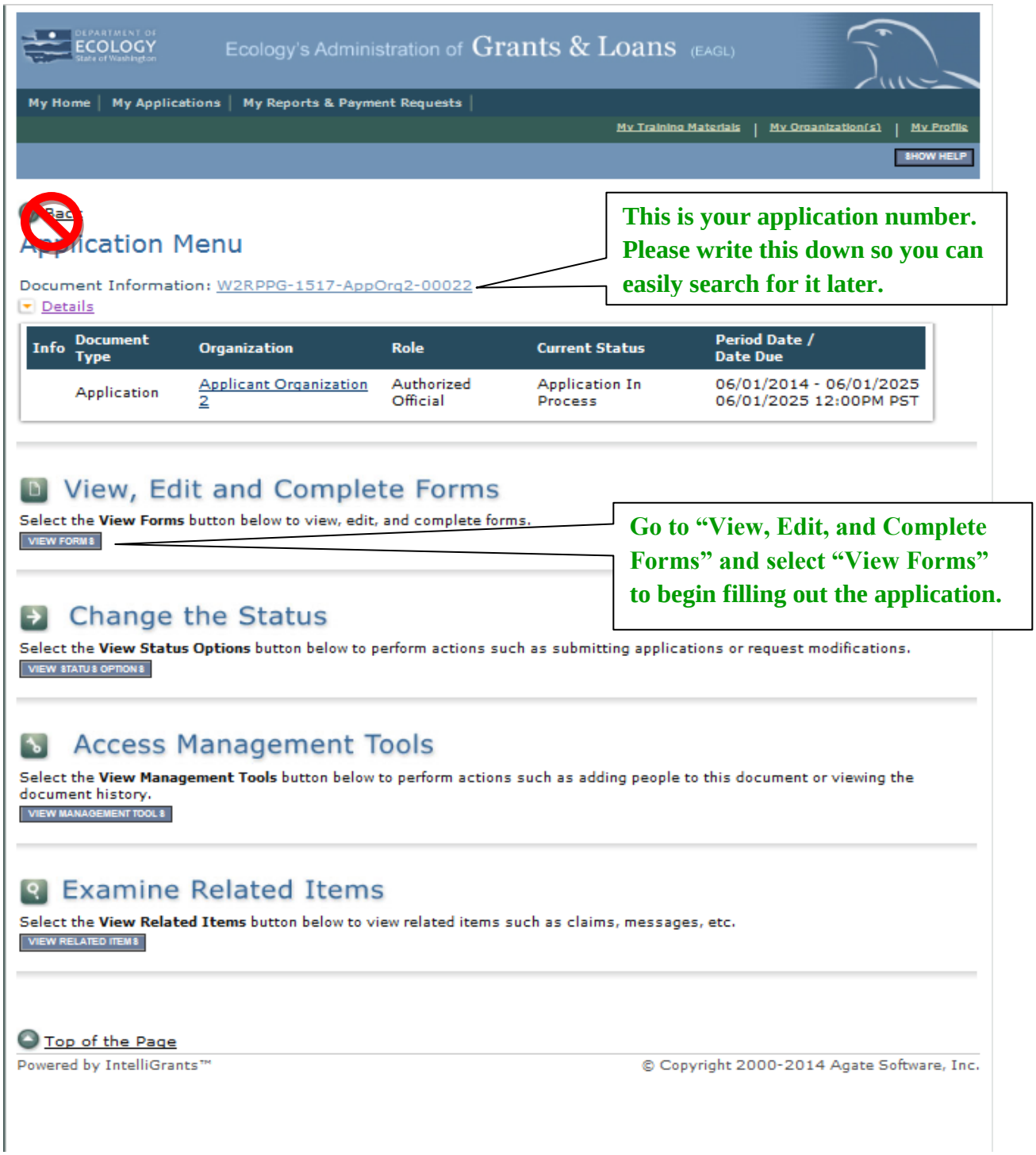
If you intend to complete only one application for this opportunity and have already started an application by selecting the "Apply Now" button once, **Do Not Select the "Apply Now" button again.** Please select "My Applications" from the top menu and search for the application you previously created. 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.

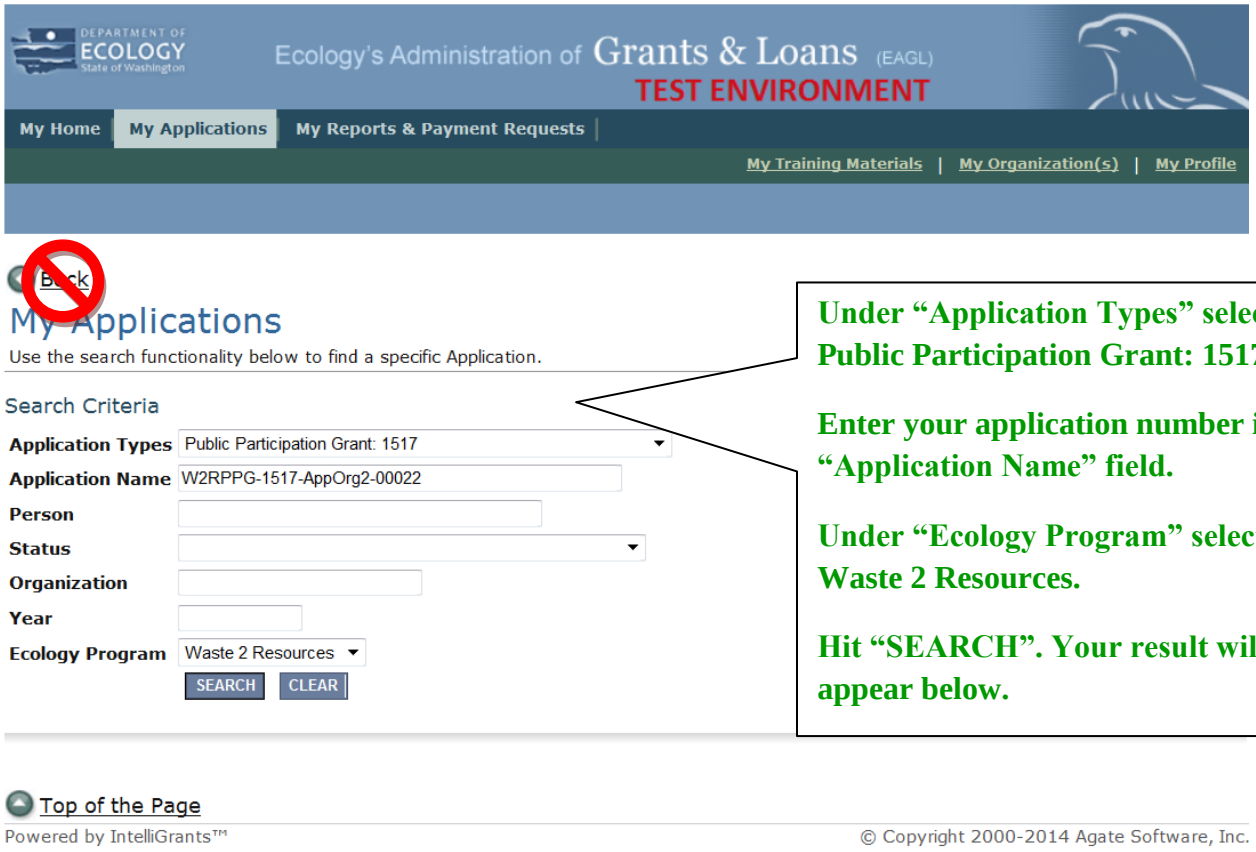
SCREEN: APPLICATION MENU



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



Under "Application Types" select Public Participation Grant: 1517.

Enter your application number in "Application Name" field.

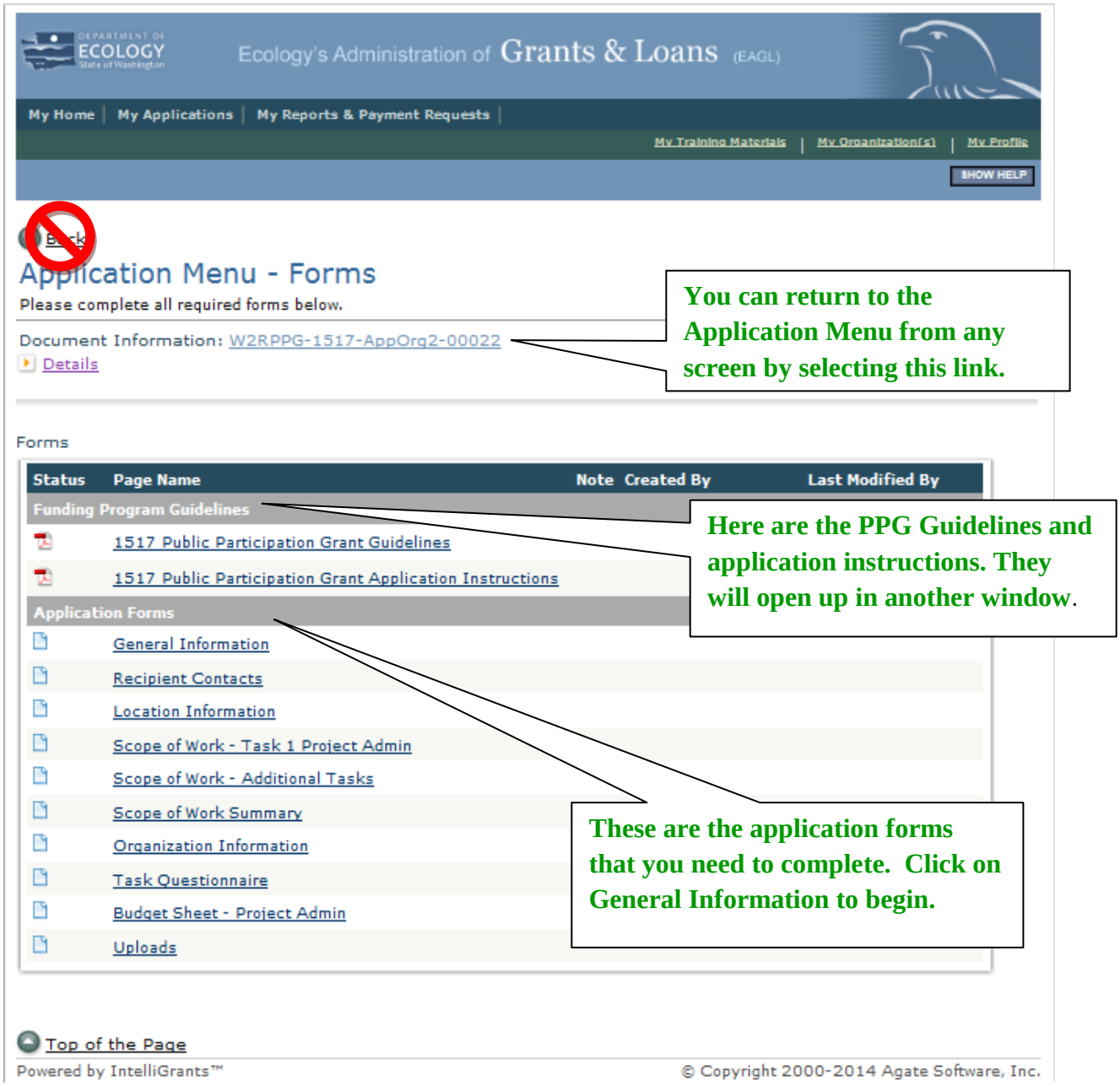
Under "Ecology Program" select Waste 2 Resources.

Hit "SEARCH". Your result will appear below.

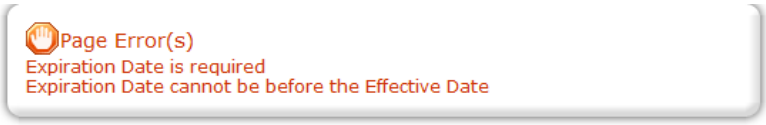
SEARCH RESULTS:

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

SCREEN: APPLICATION MENU- FORMS

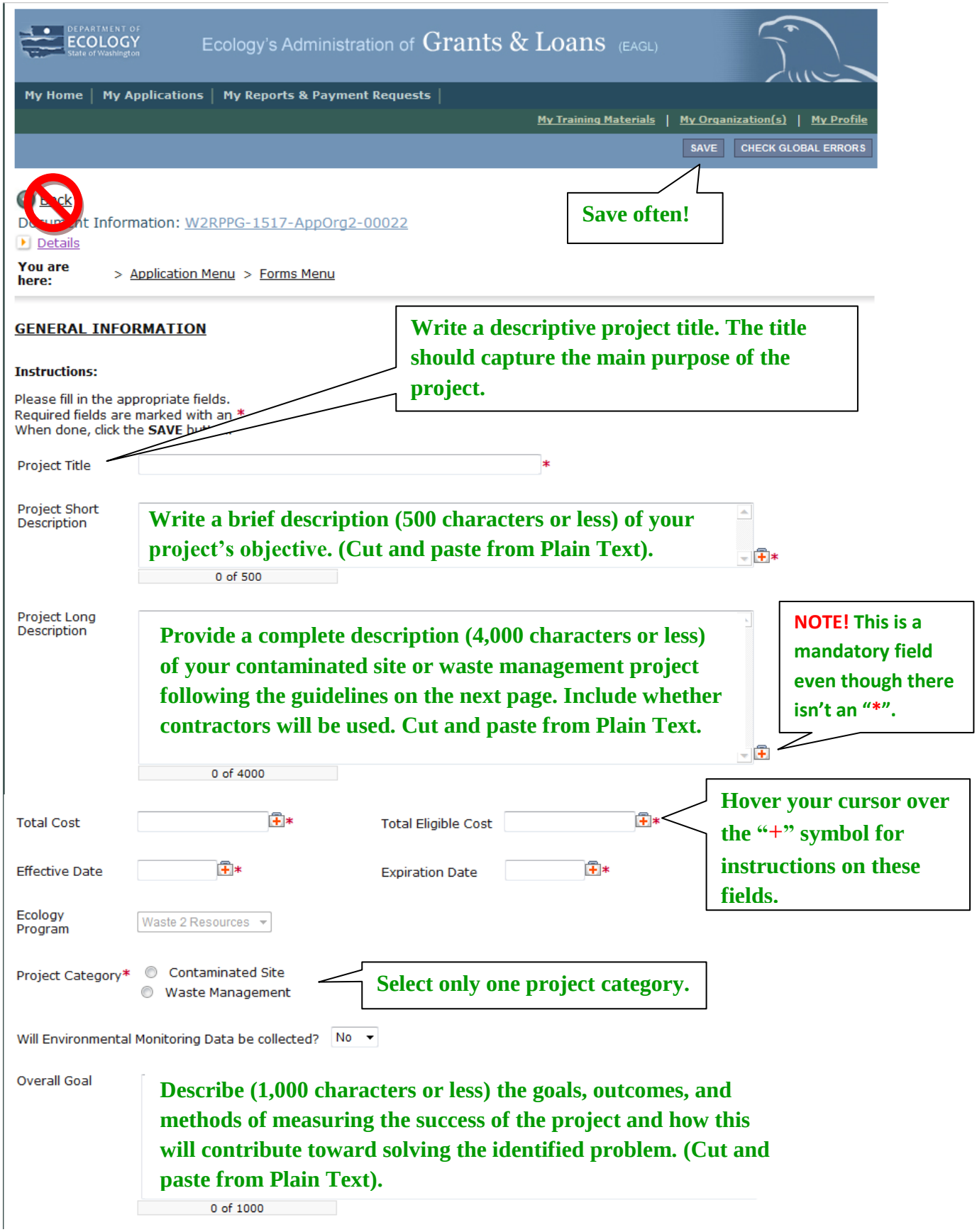


Save your work as you go. If the form is not completed when you select "Save", you may receive a page error message like this:



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

FORM 1: GENERAL INFORMATION



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.

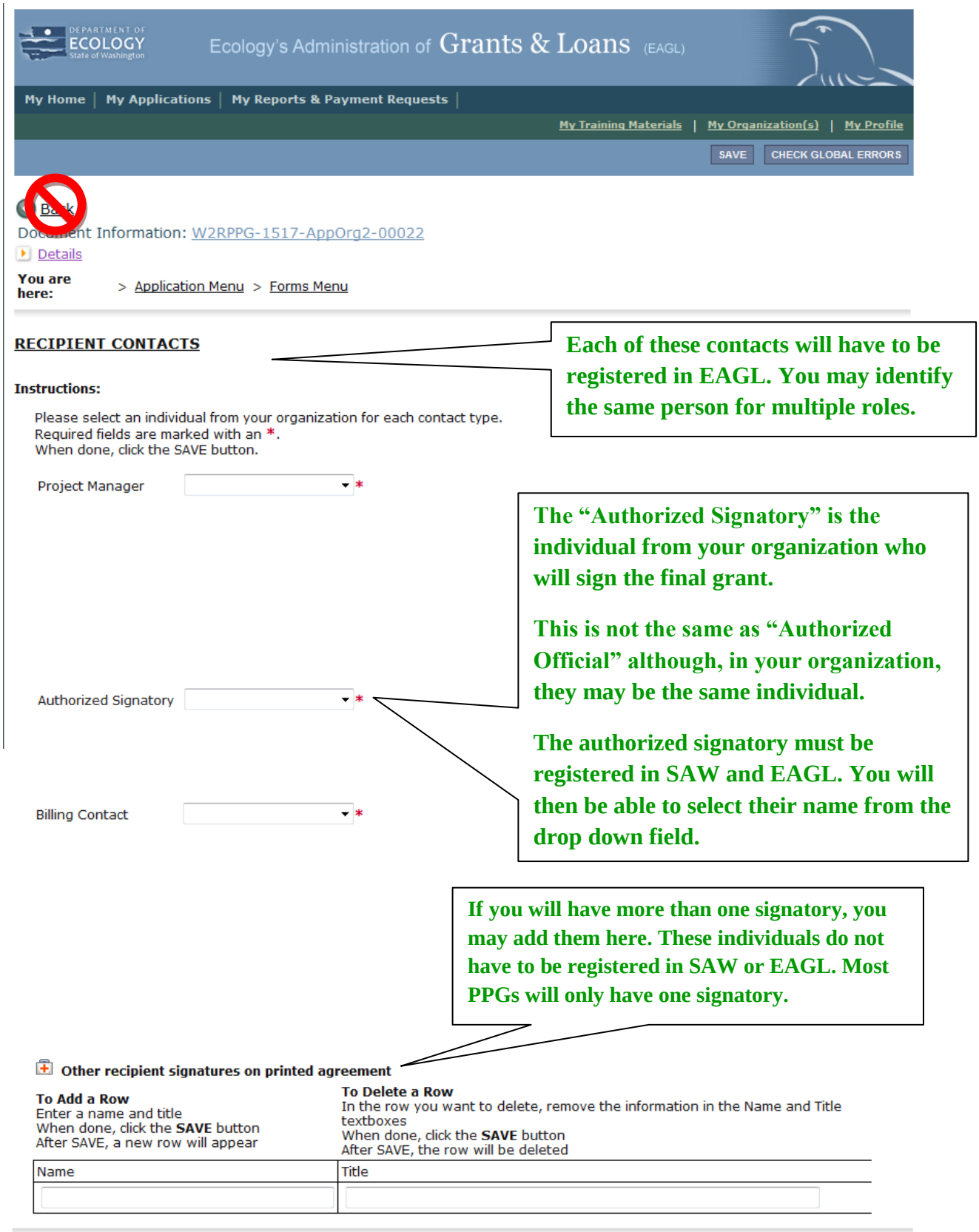
Public Involvement: Describe who your intended audience is and how your project will involve and benefit the public. If there are tribes, underserved populations, or minority groups in the area, explain how you will conduct outreach to those groups to encourage their participation.

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



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

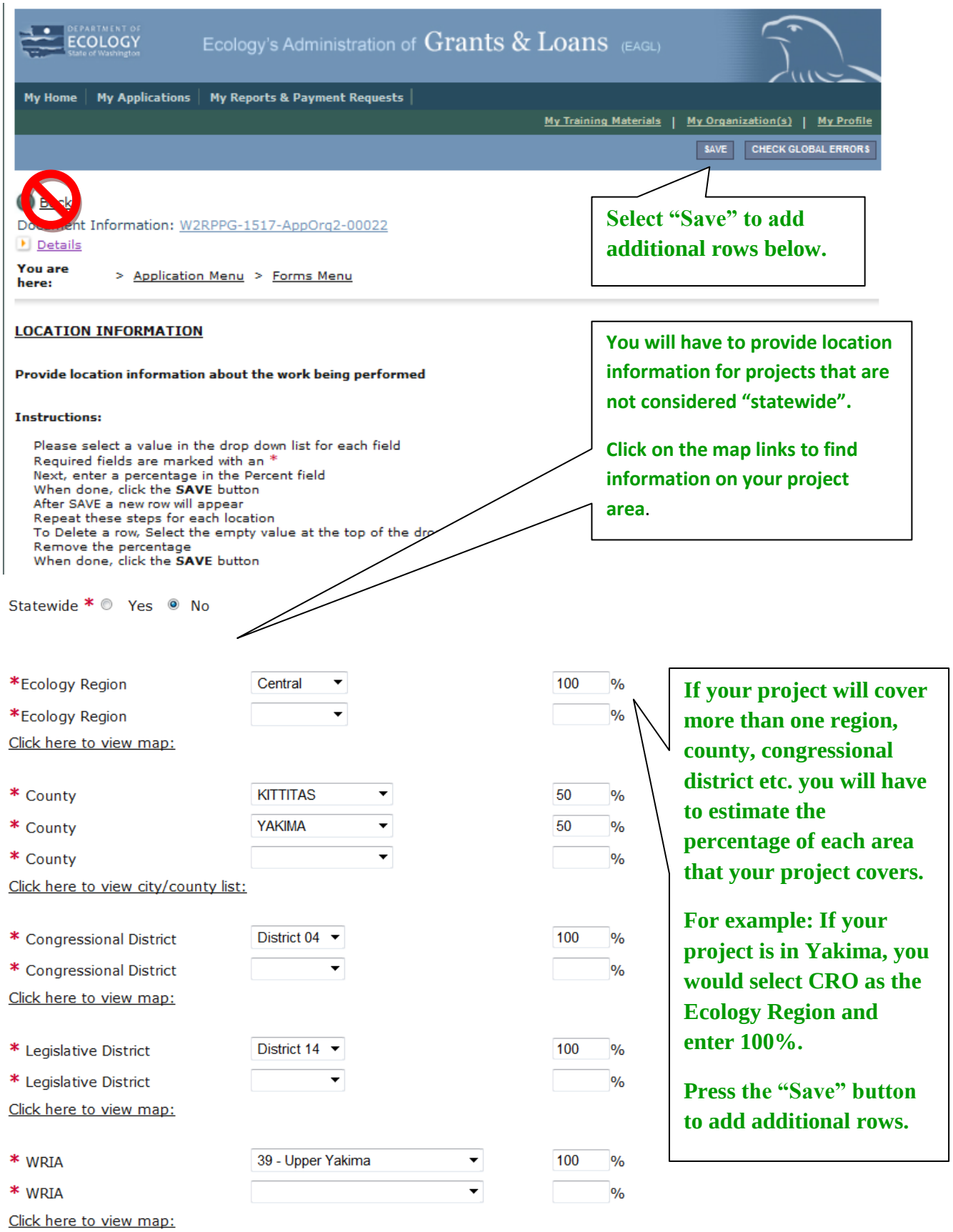
The "Authorized Signatory" is the individual from your organization who will sign the final grant.

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.

FORM 3: LOCATION INFORMATION



Select "Save" to add additional rows below.

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.

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)

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

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	Long
1.1	Quarterly payment request and progress report	10/15/2015					

YOU DO NOT HAVE TO FILL OUT ANY OF THESE FIELDS

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

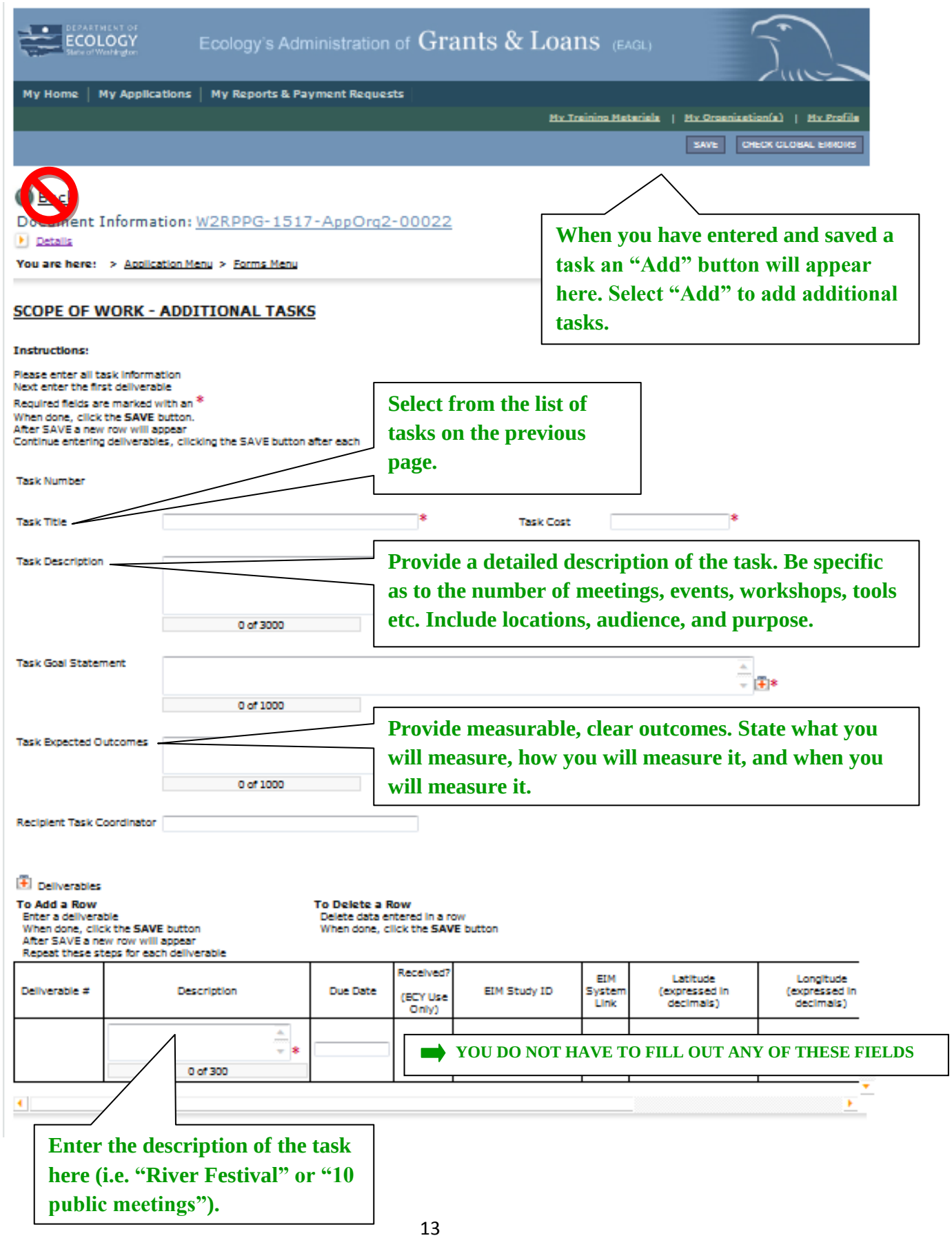
Tasks:

- **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)**

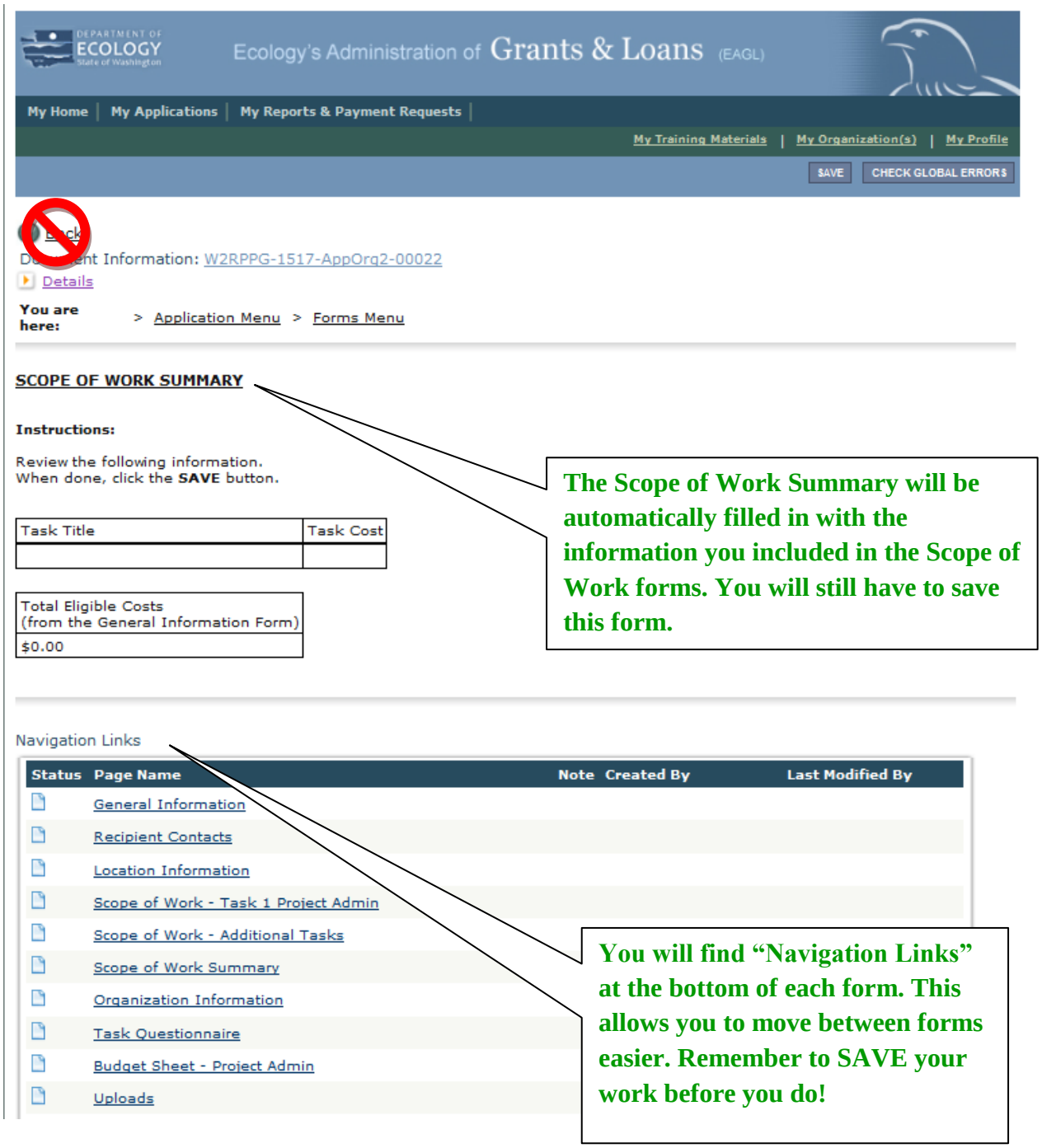
The following is a list of Actions/Tools that may be used in one of the tasks above. You will be using these to develop your budget:

- **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



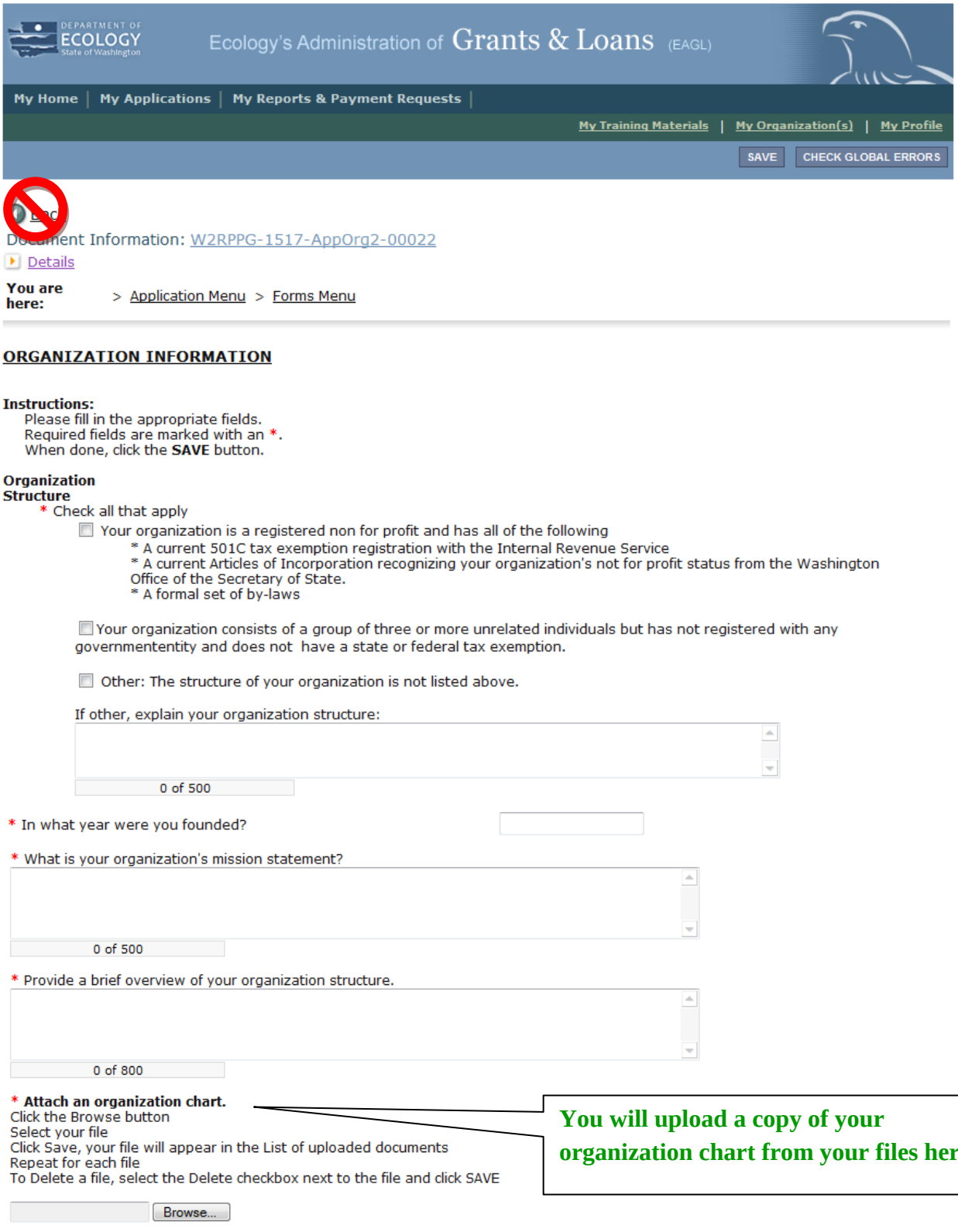
FORM 6: SCOPE OF WORK SUMMARY



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.

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)

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SAVE CHECK GLOBAL ERRORS

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ORGANIZATION INFORMATION

Instructions:
Please fill in the appropriate fields.
Required fields are marked with an *.
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 governmententity 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:

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* In what year were you founded?

* What is your organization's mission statement?

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* Provide a brief overview of your organization structure.

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* **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

Browse...

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.

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* 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.

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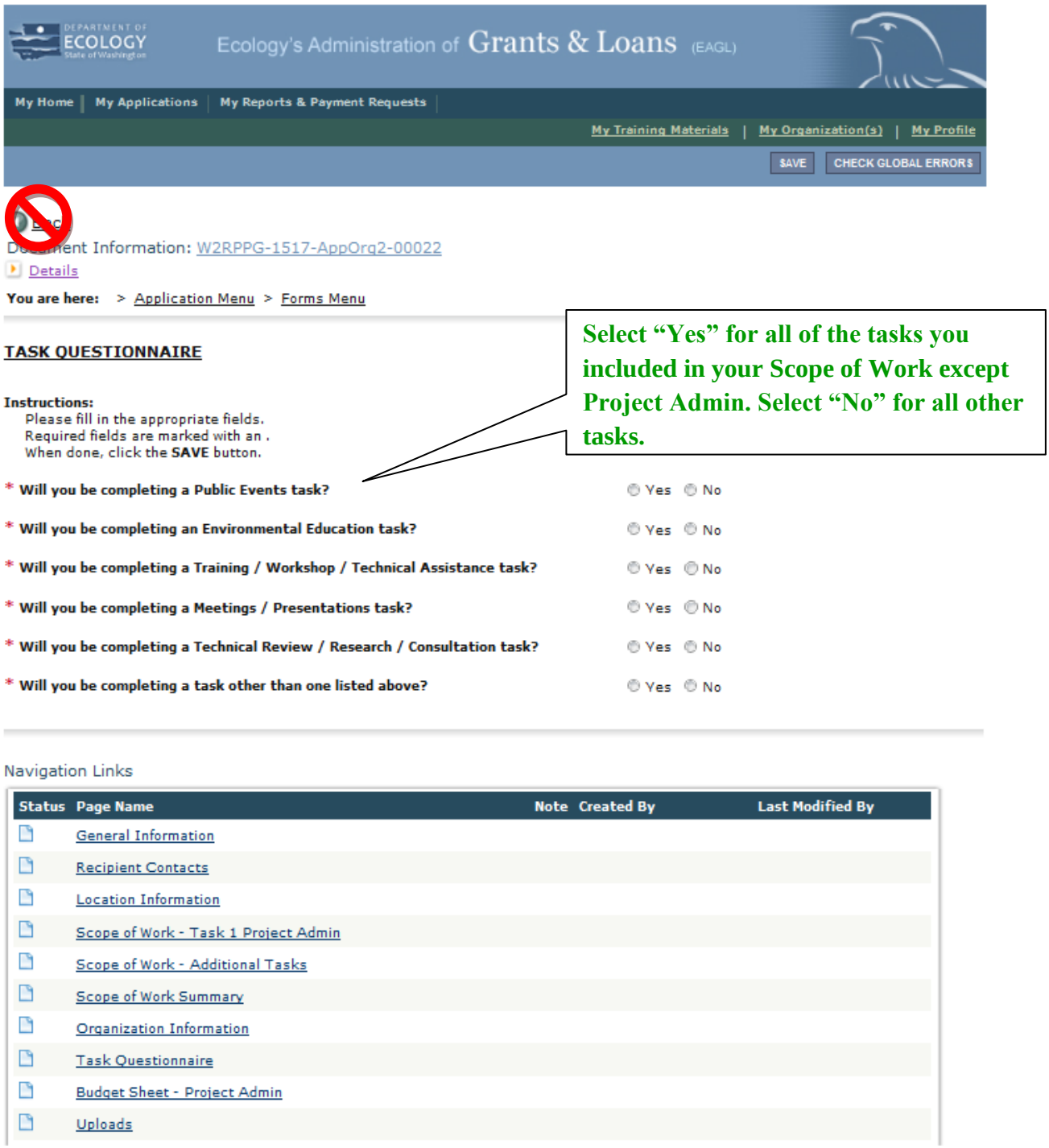
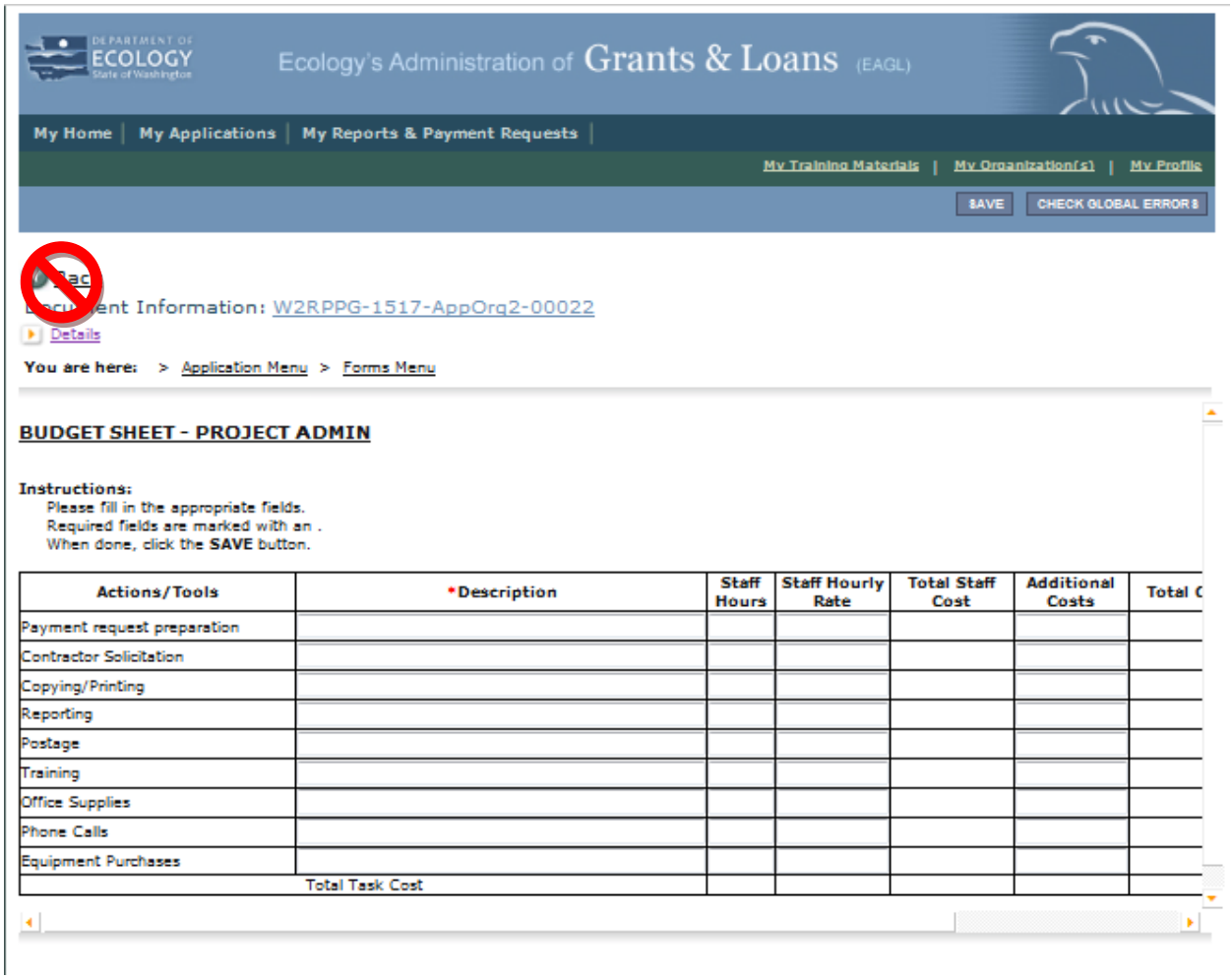
FORM 8: TASK QUESTIONNAIRE



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

FORM 9: BUDGET SHEET – PROJECT ADMIN



FORM 9: BUDGET SHEET – PROJECT ADMIN CONT.

Total Cost	* PPG Funds	* Other Funds

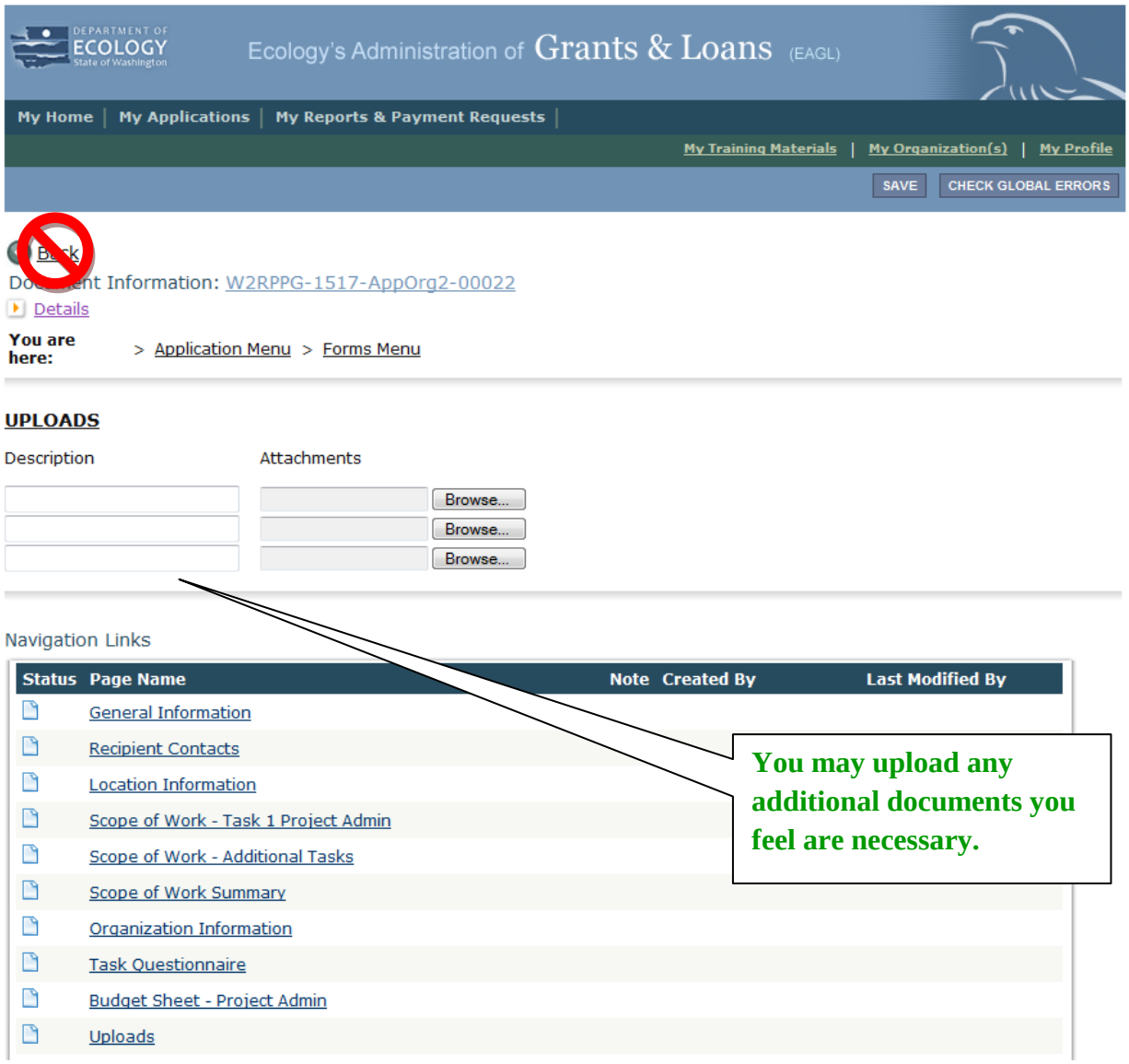
You will fill out a budget sheet for every task in your scope of work. For every action or tool in your task, you will describe what you are including in the costs (staff time, travel, etc.).

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.

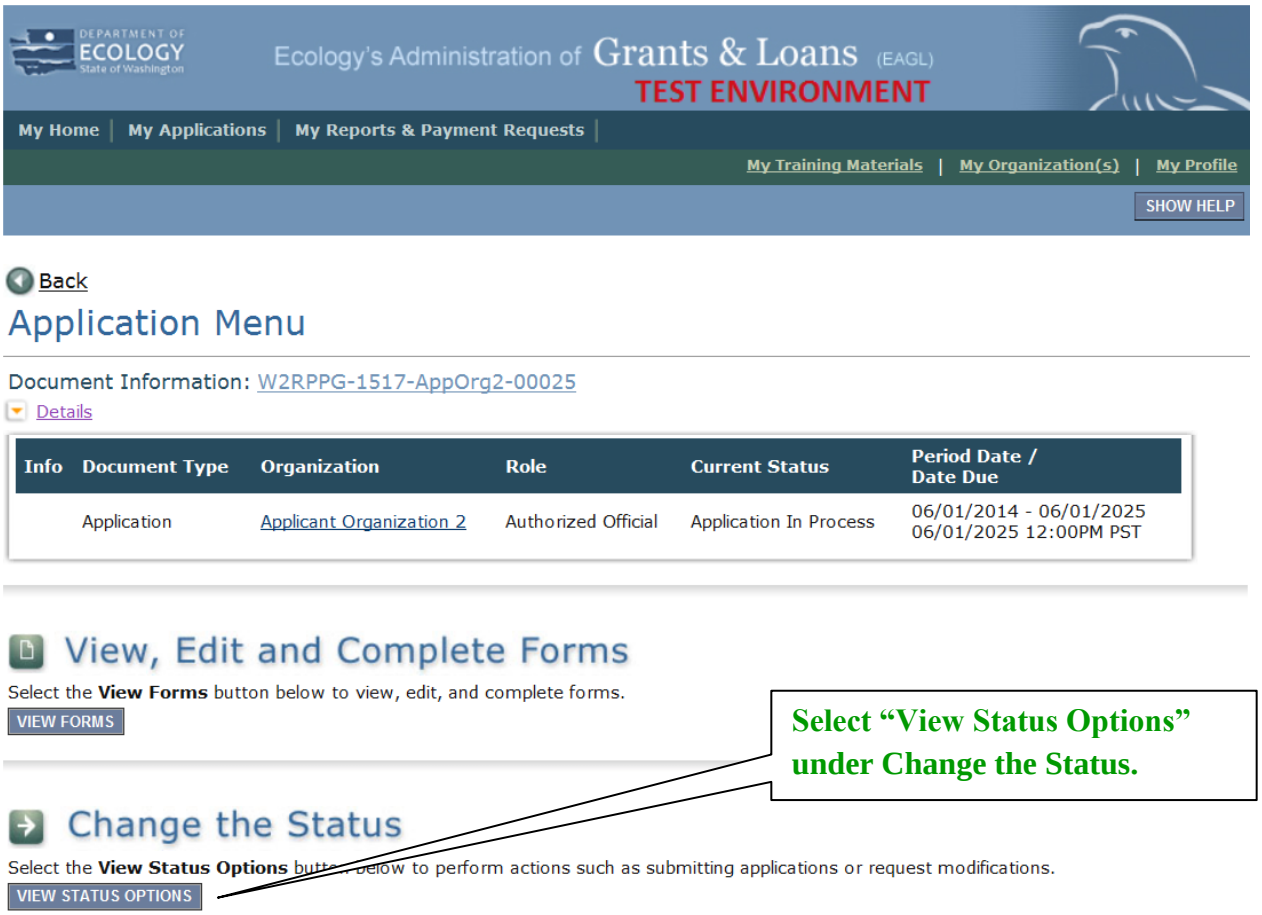
You will then break out how much of the total cost you will charge to PPG and how much you will charge to other funding sources (if any).

FORM 10: UPLOADS



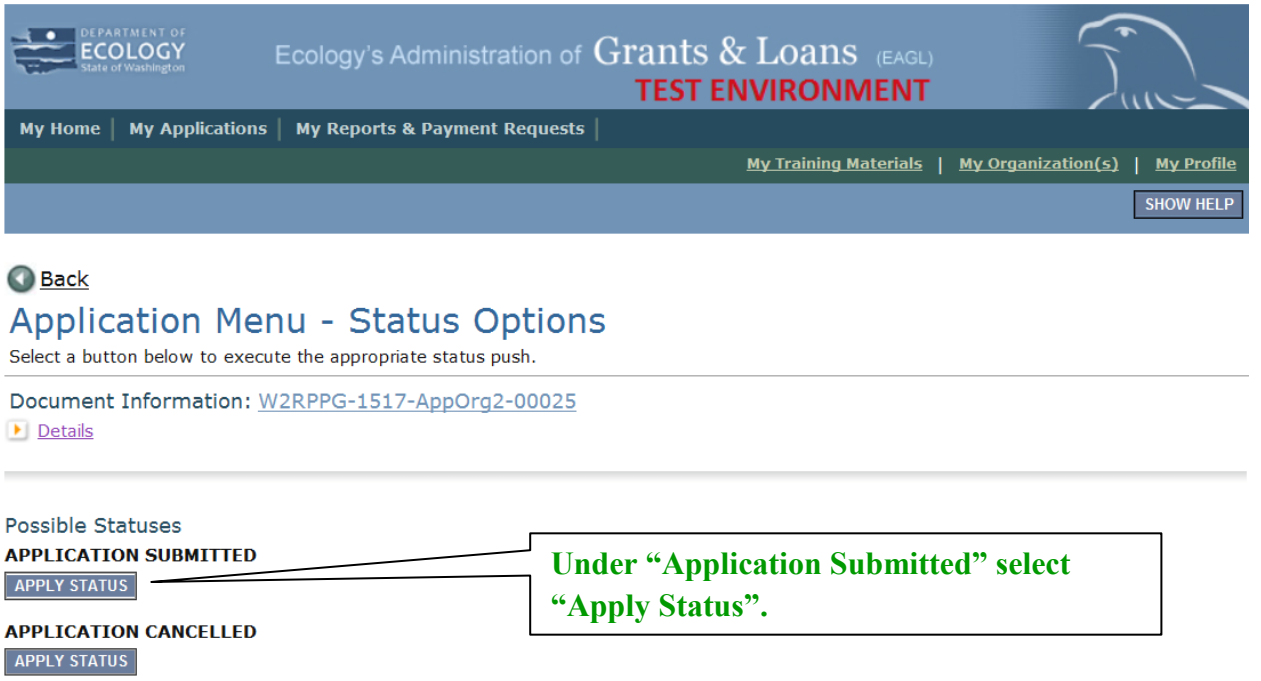
SUBMITTING YOUR APPLICATION

SCREEN: APPLICATION MENU



Select "View Status Options" under Change the Status.

SCREEN: APPLICATION MENU – STATUS OPTIONS



Under "Application Submitted" select "Apply Status".

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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.