



Shorelands Puget Sound Riparian Systems Lead (SEAPSRSL-2026) Application Instructions

Shorelands and Environmental Assistance Program

Washington State Department of Ecology
Olympia, Washington

Contact Information

More information regarding this program is available on our [Riparian restoration website](#).¹

More information regarding this funding opportunity is available on our [Puget Riparian Systems Grants website](#).²

Shorelands and Environmental Assistance Program

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¹ <https://ecology.wa.gov/ecologys-work-near-you/river-basins-groundwater/puget-sound/helping-puget-sound/riparian-restoration>

² <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/climate-resilient-riparian>

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EAGL Tips

Ecology's Administration of Grants and Loans (EAGL) IGX is an online grant and loan management system. Ecology grant and loan recipients use EAGL to manage grant and loans. All grant applications must be submitted in the EAGL online system. For more information, see the [EAGL IGX External Users' Manual](#)³ including detailed instructions on gaining access to EAGL found in Section 3. External User Registration for SAW and EAGL IGX.

Before you begin filling out each of the application forms, please read through the following tips, as they will help you navigate the EAGL system a little easier.

- Familiarize yourself with how EAGL Roles are assigned at the Organization and Document levels – **only someone in the Authorized Official role can view available funding opportunities, initiate, and/or submit an application.** The Contractor role may view available funding opportunities and initiate a new application, but the completed application must still be submitted by an Authorized Official.
- **Only the Authorized Official can change role assignments at the Organization or Document level.** Roles set at the Organization level serve as the user's default role on newly initiated applications. Please reference System Roles in the EAGL IGX External Users' Manual for comprehensive guidelines on assigning staff roles in EAGL.
- **When you apply, a Document Information number is automatically assigned.** When the system generates your application-Document Information number, write it down so you can easily search for it later, while you complete your application forms.
- **SAVE regularly.** Both the SAW and EAGL systems have timeout features based on inactivity for security purposes. As you fill out your application in EAGL, remember to **SAVE** often to ensure your application data entry is secure. Once saved, you can exit the EAGL system and revisit your application to begin again where you left off earlier. The **SAVE** button is located at the top (right) in the EAGL system, found on each application form.
- **Locating documents.** To search for organization documents, select Searches in the top ribbon. After you visit a document landing page, it will appear when hovering over Recent Documents in the dropdown menu. The 25 most recently visited documents will display in the dropdown. select the Document Name.
- **Spell check** – The EAGL system is not a word processing application. Please be sure to double-check for typos and grammar prior to submitting an application. Modern web browsers such as Internet Explorer 11 or later, Mozilla Firefox, and Google Chrome may offer spell check features to assist with your application.

³ <https://apps.ecology.wa.gov/publications/documents/2501005.pdf>

- **Formatting** – The EAGL system is not a word processing application, which means it does not read special characters or formatted text easily. For best results, type directly into the textboxes or cut and paste your text into the textboxes from Notepad, a Word document saved as plain text, or using our PSRSL EAGL Application Prep Tool.
- **Red asterisk *** – A red asterisk indicates the field is required. Applications may not be submitted if any of the required fields are left blank. The system will indicate an error notice.
- **Tooltips** — Hovering over a field with your mouse will display tooltips when they are available. For additional guidance or questions, refer to the funding program guidelines found in the left navigation panel of the parent document.
- **Form errors** – If you try to save a screen that is missing information from the required fields, or if a field was filled out incorrectly, you will receive error messages like the ones below. You will need to edit or complete the field identified in the Attention message and resave to clear the error.
- **Scroll bars on forms** – Use the scroll bars for navigating on any of the forms. The right side scroll bar allows you to scroll up and down, and the bottom scroll bar allows you to scroll left to right.

Application Process

All applicants must apply through Ecology’s Administration of Grants and Loans (EAGL) IGX online application portal. To apply, applicants must register for a Secure Access Washington (SAW) account and an EAGL account. Detailed instructions for new and current EAGL users are located on [Ecology’s Grants and loans website](#).⁴

The application period is open between **March 25, 2026, at 8:00 a.m.** and **June 3, 2026, at 5:00 p.m.**

Initiate an Application

EAGL IGX Dashboard

After logging into EAGL, the Dashboard or Homepage is where applications may be initiated, as well as a task list for action items. **Note:** You must be in the role of an Authorized Official to apply for a funding opportunity. See the [EAGL IGX External Users’ Manual](#),⁵ Role Permissions Overview section for additional information.

In the View Available Funding Opportunities window, find and click on the Filters option to search for the funding opportunity. In the Name field, enter ‘Shorelands Puget Sound Riparian Systems Lead (SEAPSRSL – 2026)’.

After you click on the link to the application you want, select **Proceed** to confirm this is the application you want to initiate.

Application Forms

Document Landing Page

To find a grant application that you initiated, the application number should appear in the My Tasks on the Dashboard. Alternatively, you can also find it by clicking on Searches then Applications in the top navigation menu. In the Name field, type in the grant application number and click the Search button.

Then find and click on the application number in the search results to arrive on the Document Landing Page for the application.

You can access resource documents and application forms using the left navigation panel of the application’s document landing page.

Helpful Tip: Always check the EAGL **Role** (e.g., Authorized Official) and the **Current Status** of your application (e.g., Application In Process) throughout the application process and while working in EAGL. Depending on your role, you will have tools available to perform tasks in a document such as adding or

⁴ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans#Apply>

⁵ <https://apps.ecology.wa.gov/publications/documents/2501005.pdf>

editing people's access to it, viewing the status history and value modifications, viewing attachments, validating it for errors, or printing a PDF of it.

Funding Program Guidelines Menu

You can access resources through the left navigation panel on the document landing page. Under the Funding Program Guidelines menu, you will find the Funding Guidelines, Application Instructions, Application Prep Tool, Tribal Awareness Letter (template), Landowner Agreement (template), and the 2024 Investment Plan. Reviewing these resources will assist you in applying for this grant funding.

Application Forms Menu

You can access Application Forms through the left navigation panel of the application's document landing page. This area contains all the necessary application forms you will fill out to submit a complete application. **All application forms are required.**

1. General Information
2. Project Characterization
3. Mapping Information
4. Recipient Contacts
5. Scope of Work – Additional Tasks
6. Scope of Work Summary
7. Budget Task Cost
8. Approach to Riparian Management
9. Mapping the Spatial Extent and Context of the Area
10. Integrating with Existing Strategies for Long-Term Promotion of Riparian Management
11. Catalyzing Riparian Conservation or Restoration on the Ground and/or Long-Term Efforts
12. Engaging Tribal Leadership
13. Letters of Support
14. Uploads

The Document Name will be on all the EAGL forms and subdocuments. Note the number for future reference.

Open and complete each form and remember to **SAVE** each form before selecting **Next Form** at the bottom of the screen to move to the next one or choose the next form from the left navigation panel. Save your work at any time. You do not need to complete all questions before saving the form. Save often to prevent losing work. The system will time out after approximately 15 minutes of inactivity.

Each form has an icon indicating if the application form has been completed or not. Once you complete and save each form, the icon will change to a checked box, indicating the form has been edited.

General Information Form

The **General Information Form** is the first form you will see. The red asterisk (*) indicates questions where an answer is required throughout the document.

Enter the following information:

- ***Project Title:** Enter a concise project title. (75-character limit, including spaces.)
- ***Project Short Description:** Enter a concise description of the overall project and environmental benefits. (500-character limit, including spaces.)
- ***Project Long Description:** Enter a more detailed description of the project purpose, benefits, background information, and other funding associated with the project. (4,000-character limit, including spaces.)
- ***Total Cost:** Enter the total project cost including other funds associated with the project.
- ***Total Eligible Cost:** Enter the total amount of the PSRSL grant funding (between \$150,000-\$600,000). There is no match required.
- ***Effective Date:** Enter the start date of the project, no earlier than September 1, 2026.
- ***Expiration Date:** Enter the end date of the project, no later than August 31, 2029.
- ***Project Category:** Automatically selected as “Puget Sound Riparian Systems Lead Grant”.
- **Will Environmental Monitoring Data be collected?** Choose yes or no.
 - **Note:** If environmental monitoring data is collected, Recipients must meet Ecology’s requirements for a Quality Assurance Project Plan (QAPP). See [Ecology’s QAPP website](#)⁶ for more information.
- ***Overall Goal:** Enter a concise paragraph describing the overall goal and environmental benefits, 1-5 sentences. (1,000 character limit, including spaces.)

Save the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Project Characterization Form

Ecology uses this form for data collection. Select the following information from the drop down menus:

- ***Primary Theme:** “Shorelands”
- ***Secondary Themes:** “Riparian Restoration Planning and/or Implementation”.
- **Project Website:** Enter project website address, if available.

Save the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

⁶ <https://ecology.wa.gov/about-us/who-we-are/our-programs/environmental-assessment/scientific-services/quality-assurance/quality-assurance-for-grantees>

Mapping Information

This required form collects information about the location of the project work.

- Click the **Add/Modify Location(s)** button. You will be directed to the EAGL Editor Map.
- Determine how you will define your project area.
 - To use a default option like city, county, or lake, (use the Select Tools link to view the full list):
 - Begin typing the name in the Define Project Area by the option you want to use.
 - Select the desired result and it will be added to the Project Area list to the left of the map.
 - Select the Draw Boundary button.
 - Left click on the mouse to draw a shape.
 - Double click the left mouse to stop drawing and set a shape.
 - The Escape key will delete the drawing if the lines of the shape are red.
 - To delete a project area, select the 'X' next to the item in the Project Area list to the left of the map.
 - To use the Import Boundary Shapefile tool, select the button then choose the file to import.
- If needed, you can edit your drawn or imported boundaries using the Edit Boundary tool.
 - Select the area you want to edit from the Project Area list.
 - Select the Edit Boundary button.
 - Left click on the shape and drag vertices to change the project shape area.
- When you are finished defining the project area, select Next.
- It will take a few moments for the project location summary to calculate. Review the information populated by your project area definition. If you need to change your map, you can select Return to map to change the project area.
- Select Submit Results, then Return to EAGL.
- You will be returned to the Mapping Information form, and the location summary will appear.
- You must select the **Save** button to check the map back in. Select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Note: If you selected the Return to EAGL link at the top of the Editor Map before submitting your results, the map will be checked out to you and no one else can edit it. The identity of the person with the map checked out will appear above the Add/Modify Location(s) button. It will prevent you (and anyone else) from submitting the application.

Recipient Contacts

Staff listed on this form must be Recipient staff, not consultants or contractors. Recipient contacts are the people Ecology interacts with for the application, agreement negotiation, and other grant processes. A user's title on the Recipient Contacts form is independent from their system role and does not affect system role assignment in any way.

An Authorized Official can update the Recipient Contacts form throughout the life of an agreement, *if* the Application is selected for funding. The following staff contacts must be identified and have both Secure Access Washington (SAW) and EAGL user accounts to appear in the drop-down menu. Required contacts have a red asterisk.

- ***Project Manager:** The person registered in EAGL and designated by the organization to be responsible for the overall project, be the contact for any project management issues related to the grant, and for completing quarterly progress reports.
- ***Authorized Signatory:** The person designated by the organization to sign a grant and amendments. This person must be an authorized representative of your organization and must be authorized to legally bind your organization to agreements. This may be a mayor, department or program director, or chair of a board of commissioners. The Authorized Signatory will be the first name shown on the signature page of the agreement.

Note: The contact type Authorized Signatory is independent of the system role Authorized Official. The person designated as the Authorized Signatory can have any system role, including Reader.

- ***Billing Contact:** The person registered in EAGL and designated by the organization to be the main contact for billing issues related to the grant. This person is responsible for completing and submitting payment requests and associated back-up documentation.
- **Other recipient signatories on printed agreement:** (Not an EAGL IGX role): If there are additional signatories that must appear on the signature page (as determined by each Recipient), the additional signatory's name(s) and title(s) can be manually added to the Other recipient signatories on printed agreement fields (see below). These additional signatories do not need SAW or EAGL IGX accounts.

See [EAGL IGX External Users' Manual](#),⁷ Section "Other recipient signatures on printed agreement" for additional instructions.

- **Reader:** EAGL users in the Reader role will not receive EAGL system generated emails throughout the life cycle of the grant.

Helpful Tip: See Updating My Personal Contact Information in the EAGL IGX External Users' Manual.

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

⁷ <https://apps.ecology.wa.gov/publications/documents/2501005.pdf>

Scope of Work – Additional Tasks

Task 1

Task 1. Grant Administration and Project Management will be standardized text for all grantees and is provided below and also included in the EAGL Application Prep Tool. Copy and paste this Task and Deliverable text provided into EAGL.

- The applicant will need to provide the **Task Cost, Recipient Task Coordinator, and due dates** (based on the information provided in the Task Text) as additional items to complete this form.

Task 1 includes ONLY work between the recipient and Ecology to manage the grant and work that cannot be distinguished from the other tasks. Examples are agreement negotiations, meetings between the recipient and Ecology, and time to complete quarterly Payment Requests/Progress Reports (PRPRs) and grant close-out documents. Budget for this task may not exceed 15% of the total eligible costs of the proposal.

Consultants' time spent on the scope of work tasks should not be allocated to Task 1/Project Administration/ Management.

Task Cost: \${[Input Amount]}

Task Title: 1. Grant Administration and Project Management

The RECIPIENT will:

- A. Provide necessary project oversight to complete the scope of work in compliance with this ECOLOGY agreement, which includes project coordination, administration, and management.
- B. Coordinate and maintain effective communication with ECOLOGY throughout the project. Provide ECOLOGY opportunities to review draft deliverables as appropriate.
- C. Conduct project management activities including submittal of quarterly progress reports and payment requests (PRPRs) with supporting documentation; recipient closeout report (including photos); maintain project records; and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT; and compliance with all required permits, licenses, easements, or property rights necessary for the project, if applicable. The quarterly reporting periods are:
 1. Quarter 1 reporting period: January 1 – March 31; due April 30.
 2. Quarter 2 reporting period: April 1 – June 30; due July 30.
 3. Quarter 3 reporting period: July 1 – September 30; due October 30.
 4. Quarter 4 reporting period: October 1 – December 31; due January 30.
- D. Submit invoices at least quarterly, but no more frequently than monthly.
- E. Submit a Bi-annual Report (two times per year), to ECOLOGY's partner, Puget Sound Institute (PSI) on programmatic reporting metrics. The reporting will include specific indicators

pertaining to the project and quantitative measures. The reporting format will be provided by PSI and include an online questionnaire/fillable form with an accompanying Excel spreadsheet. Additionally, PSI may request a brief interview with the RECIPIENT. This information will be rolled up into programmatic financial reporting to EPA. The RECIPIENT will confirm that reporting to PSI has been completed within the corresponding PRPR reporting.

1. Bi-annual 1 reporting period: October 1 – March 31; due April 15.
 2. Bi-annual 2 reporting period: April 1 – September 30; due October 15.
- F. Using the template provided, complete an initial and final one-page project. The initial factsheet will provide an overview of the project and a brief description of the RECIPIENT's organization. The initial factsheet will be submitted with the first quarterly progress report. The final factsheet will be submitted at the end of the grant to summarize project outcomes, lessons learned, and next steps.
- G. Complete a final report. The final report will summarize methods, results, lessons learned, and recommendations for future work. The final report will also include information about any of the reporting metrics that are discussed and supported by the PSI reporting framework. These measures will help to showcase the impact and benefits of this work across the Puget Sound Riparian Systems Lead grantees. The Final Report requirement will generally include direct engagement with the PSRSL at points throughout the duration of the grant, such as: Project kickoff interview and initial establishment of reporting framework, periodic updates to the reporting framework and key metrics to be tracked, project closeout meeting and required interviews to finalize and summarize key outcomes/outputs and associated metrics. The results of this will be included in the Final Report deliverable.
- H. Complete a Recipient Close Out Report in EAGL.

Task Goal Statement:

Properly manage and fully document the project meets agreement and ECOLOGY administrative requirements.

The recipient will communicate project outcomes, lessons learned, and recommendations.

Task Expected Outcome:

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

Recipient Task Coordinator: [Enter the name of Recipient Task Coordinator]

Number	Description	Due Date
1.1	Payment Request / Progress Report (PRPR). Upload to EAGL and notify ECOLOGY Project Manager (PM).	Quarterly
1.2	Bi-annual programmatic reporting information. submitted to PSI. Acknowledge completion of deliverable within corresponding PRPR.	Bi-Annually
1.3	Initial Factsheet. Upload to EAGL and notify ECOLOGY PM.	
1.4	Final Factsheet. Upload to EAGL and notify ECOLOGY PM.	
1.5	Final Report. Upload to EAGL and notify ECOLOGY PM.	
1.6	Recipient Close Out Report (RCOR). Upload to EAGL and notify ECOLOGY PM.	

Save the form.

Task 2 (and More)

At least one additional task will be necessary, but it is likely that your application will have more. To create additional tasks, you will need to add them manually by clicking the "ADD" button in the top right corner of the page. The system automatically assigns the task number. (3,500-character limit, including spaces.) A Task Template is provided in the 2026 Application Prep Tool.

Each task must identify the following:

- Task Title
- Cost
- Description of proposed work
- Expected outcomes
- Goal statement
- Recipient task coordinator
- At least one required deliverable

Note: A Deliverables Table similar to the one below will be provided in EAGL. Deliverables are the documents that would be uploaded into EAGL to demonstrate the work specified in your Task Description was completed. Completion of deliverables should be accounted for in your Task Cost. The system automatically assigns a number to each new deliverable.

Table 1. Example Deliverable Table

Task Number	*Deliverables Description	*Due Date

Add as many tasks and deliverables as necessary to reflect your project from start to finish.

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Scope of Work Summary

This form **will auto-populate** and show the overall list of tasks and task costs entered on the previous Scope of Work (SOW) forms. Data entry is not required on this form; it automatically saves and populates the sum of all task costs to ensure the sum of task costs matches the total eligible costs for your project.

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Budget Task Cost

Provide a budget for your project proposal.

The online application form will auto-populate the below total costs from the General Information form.

- Total Eligible Cost:
- Total Cost:

A Budget by Task table will auto-populate based on the tasks and costs you provided when entering your SOW information.

***1.** Provide a Budget by Element for the tasks and costs associated with your project proposal including the following. The Budget by Element must match the Budget by Task.

- Salaries and Benefits
- Contracts
- Travel
- Goods/services
- Equipment
- Overhead/indirect

*2. Describe how task costs were estimated including what assumptions you are making to estimate your costs (budget narrative). Provide other budget information or additional comments, if any, to help evaluators understand your budget and costs. (2,000-character limit, including spaces.)

3. Upload additional budget documentation, if you have any.

Approach to Riparian Management

*1. Check the boxes for the funding categories you are applying to. For each category checked, respond to questions 1.a., 1.b., and 1.c. (4,000-character limit per response, including spaces.)

This funding opportunity prioritizes catalytic approaches to riparian management in areas with significant opportunity for environmental outcomes.

1.a. Describe the logical sequence of outcomes and outputs for this category's activities in this proposal.

1.b. Why is the activity being proposed the important thing to do given timing/location/partners in developing durable riparian approaches across partners?

1.c. Why is it catalytic?

Reach-Scale Planning and Outreach

[If box checked input response to above questions.]

Native Plant Materials: Plant propagation, procurement, holding facilities, and small nursery support

[If box checked input response to above questions.]

Landowner Incentives

[If box checked input response to above questions.]

Riparian Restoration Implementation

[If box checked input response to above questions.]

Monitoring and Adaptive Management

[If box checked input response to above questions.]

Permanent Protection of Riparian Habitat

[If box checked input response to above questions.]

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Mapping the Spatial Extent and Context of the Area

Upload a series of maps in .pdf format and reference them in the following response to illustrate and provide context for the geographic areas that will be a focus of the grant. Reference the Funding Guidelines, Appendix N for resources and guidance about the mapping and data that may be helpful to describe this context.

Note: If you would like assistance to create maps for this application, contact the PSRSL GIS technical support for assistance at least 2 weeks prior to the application deadline. Large and medium scale maps are a required element of the application and proposals will not be eligible without sufficient maps. Small scale maps are only required for proposals with implementation elements.

Focus Area, reach-scale, and neighborhood level mapping

Map and illustrate the spatial extent of your proposal using the “nested-scale” approach described below, mapping your proposal broadly at a landscape level, down to a more focused level. Be sure to highlight the work of this proposal alongside other work happening in the area.

*1. Broadest view: Provide a map of the spatial extent that includes all of the reaches and or small watersheds that you propose for your riparian program with enough detail to illustrate:

- Jurisdictional boundaries
- Watershed boundaries
- Major streams and rivers

*2. Medium view: Provide a map of each reach or small watershed within the spatial extent of your proposal with enough detail to illustrate:

- Water Quality Impairment Information
- Salmon presence and salmon recovery priority areas
- Major Land Uses (e.g. Agricultural Lands, Urban areas)
- Other major contextual information that your reach-scale strategy will account for

*3. Does your proposal include implementation elements. Choose yes or no.

Yes. If yes, the below map is required.

No. If no, move on to the next form.

Local view: Within a given reach or small watershed, highlight key areas to a multiple “parcel or property level” (e.g., neighborhood) that will be the focus of your reach-scale strategy or implementation work. Within these maps, illustrate:

- Landowners that have already been engaged by partners and may be interested in restoration or protection activities. If possible, provide documentation of these (e.g. Landowner Acknowledgement Forms) in your application.

Note: this small scale mapping does not need to be an exhaustive inventory of landowners across all of the Focus Area. This is intended to illustrate where key areas and opportunities are at the time of application. Weight will be given to applicants that can document and describe

landowners already engaged to some degree and have a sense of the opportunities for restoration and protection activities.

- Previously restored, in-progress, or proposed restoration project locations
- Areas of existing riparian area that are in good functional condition
- Areas of potential riparian areas in need of restoration
- Areas of existing restoration project efforts

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Integrating with Existing Strategies for Long-Term Promotion of Riparian Management

*1. Describe how the proposed work will integrate with existing strategies, key partners, and watershed plans (such as Salmon Recovery Plans, TMDL plans, Ecosystem Recovery Plans, etc.), to catalyze riparian objectives. Consider the maps provided in the Mapping the Spatial Extent and Context of the Area form to illustrate the historical or current context for the area. (3,000-character limit, including spaces.) Include within your response how the proposal may:

- Remove the current restoration barriers and catalyze actions for a long-term sustainable program.
- Improve the water quality context and strategy (referencing key tasks where appropriate) to address key impairments and opportunities.
- Include partners that are also working towards these strategies and watershed plans in the spatial extent of the proposal.
- Engage with partners to fit the proposed activities into the longer-term strategic vision for riparian management in the area.

*2. Describe how the proposed approach fits into the historical and current context described above. (1,500-character limit, including spaces.)

*3. Describe how this work establishes and/or expands upon existing riparian management efforts in the area of the proposed work to support riparian restoration and protection efforts. (1,500-character limit, including spaces.)

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Catalyzing Riparian Conservation or Restoration on the Ground and/or Long-Term Efforts

*1. Describe how the proposed activities will lead to a durable program that can continue past the immediate funding available under this funding opportunity. (4,000-character limit, including spaces.)

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Engaging Tribal Leadership

*1. Are you a Tribal applicant? Choose Yes or No

*2. Describe the collaboration and engagement with your Tribe and/or other local Tribe(s) for this proposal. (Character limit 2,000, including spaces). Consider the following in your response:

- Describe how this proposal is a strategic investment with direct and meaningful benefit of local Tribal governments or Tribally-led organizations. Identify specific tasks and areas of the work plan that will include coordination with other Tribal Governments and any plan to compensate Tribal partners under this proposal.
- Describe formal Tribal support for the current proposal. Provide detail of the nature of the support and documentation of such in the Letters of Support section (including attachments of these).

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Letters of Support

*1. Upload letters of support for the proposal from partners, coalition members, or other organizations not included in this work that are included in the long-term strategies and programmatic restoration work in the area. At least one support letter must be included. Consider including the following:

- Letter from your own or a supporting Tribal Council/Leadership body or Tribal Natural Resource Department.
- Landowners pre-identified for implementation funding (restoration or protection activities) at the time of the proposal. Consider use of the Landowner Agreement Form provided in EAGL and upload along with your application.
- Community based organizations identified as key partners or advisory groups to be used to inform the planning and outreach activities proposed.
- Project partners on the proposal.
- Lead Entities, Local Integrating Organizations, Regional Fisheries Enhancement Groups, and/or Conservation District.

Uploads Form

*Upload the dated Tribal awareness letters into EAGL. These letters are required for your application to be considered complete.

Attach any additional supporting documents (optional, not required) such as:

- More maps, aerial photos, and other graphics that clarify the proposed location and/or help to illustrate the project purpose or tasks.
- A visual workplan (such as a gantt chart) outlining task timing.

For each attachment, enter a document title, then click the Browse button to attach the file. Then click SAVE. For information about the file types accepted by EAGL, see p. 61 of the [EAGL IGX External Users' Manual](#).⁸

To make it easier for Ecology application evaluators to review uploads, please upload documents only once in the application, not on multiple pages.

Last, please do not upload large documents that are already available online, such as watershed plans or research papers. Note: EAGL does not accept files larger than 200 MB. Provide a web link and the document page number that is relevant to your project.

Give the uploaded files clear, easy to understand titles i.e., *ProjectName-MapTitle-Location.pdf* is a lot easier to understand and locate than *XJ103WWPL.pdf*.

Before leaving the Uploads Page, make sure you **SAVE** the form.

Resource and Template Downloads

The following items are provided for your use and available in [Ecology's Administration of Grants and Loans \(EAGL\)](#)⁹ IGX online system and on our [Grant application resources](#)¹⁰ webpage.

2026 PSRSL Application Prep Tool

The purpose of this Prep Tool is to help you prepare answers for the PSRSL 2026 grant application. Use the Prep Tool along with these Application Instructions to help you complete and submit the grant application. Applications must be submitted through EAGL.

⁸ <https://apps.ecology.wa.gov/publications/documents/2501005.pdf>

⁹ <https://eagl.intelligrants.com/>

¹⁰ <https://ecology.wa.gov/ecologys-work-near-you/river-basins-groundwater/puget-sound/helping-puget-sound/riparian-restoration/grant-application-resources>

The Prep Tool includes all the required EAGL application forms and space to provide your responses. When you've completed the Prep Tool, you'll be ready to initiate your EAGL application and have the ability to copy/paste these details into the EAGL system.

You cannot submit this document in lieu of submitting an EAGL application. Use this Prep Tool to copy and paste your answers directly from this document into the EAGL application fields. Do not wait until the last day to copy and paste this information and submit your application. This document will not catch mathematical errors. There is additional information required in EAGL that isn't included in this Prep Tool. If you are unfamiliar with EAGL, please read through the [EAGL IGX External Users' Manual](#)¹¹ for general EAGL guidance before you begin.

Investment Plan

The Investment Plan (Investment Plan) provides the outline and priorities for investments identified by the PSRSL coalition and approved by the advisory Core Team to solicit proposals for the program. This Investment Plan is intended to share information about the investment priorities, including descriptions for each priority, anticipated outcomes, a projected timeline, and the anticipated amount of funding allocated for each solicitation.

Landowner Agreement Form (template)

Applicants should consider using our Landowner Agreement Form template if any landowners have been pre-identified for implementation funding.

Tribal Awareness Letter (template)

Applicants are required to send a Tribal "awareness of proposal letter" to all potentially impacted Tribes within the proposal focus area prior to submitting the application. A template is available for download in EAGL titled, *Tribal Awareness Letter* and on the [Grant application resources](#).¹² Upload the dated Tribal awareness letters into EAGL, as well as any Tribal response letters received, though Tribal response to the awareness letters is not a requirement.

Check for errors

You should thoroughly review your application before you submit it to Ecology. The Document Validation tool (located under the Tools header in the left navigation) can help with this process.

¹¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>

¹² <https://ecology.wa.gov/ecologys-work-near-you/river-basins-groundwater/puget-sound/helping-puget-sound/riparian-restoration/grant-application-resources>

Document Validation

This tool checks your entire document for errors prior to changing the status. If errors are found, it will display the form name and let you know if it will prevent you from changing the status. You can select the form name in the results window to return to that form.

NOTE: If you updated and saved a form out of the original sequence, you may be requested to revise the form(s). In this circumstance, simply re-save the forms in the order provided.

Submit the Application

Only Authorized Officials can submit or cancel applications. Once you have completed all forms and resolved any errors, check that the document status is Application in Process on the document landing page or by hovering the cursor over the application name at the top of the left navigation panel.

The Authorized Official submits the application by changing the status to Application Submitted under the Status Options heading in the left navigation panel of the application.

For questions regarding the application submission process, or if you require assistance with submitting your application, please contact Yolanda Holder at yolanda.holder@ecy.wa.gov or by phone at (360) 552-5431.

Additional Resources

Publications

- [2026 Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)¹³
- For more information about the PSRSL Grant Program and this funding opportunity, see the [PSRSL Funding Guidelines](#).¹⁴

¹³ <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2601001.html>

¹⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2626001.html>

EAGL Role Permissions

EAGL is a workflow system. The actions you are able to perform depend on your role and the current status of your document. The options available to you will change as a document progresses through the workflow.

Everyone from your organization who needs to do work in EAGL must:

- Have a Secure Access Washington (SAW) account.
- Be associated with the EAGL service in SAW.
- Register for EAGL and be granted access by Ecology (may take up to three business days).
- Be associated with your organization by an EAGL Administrator from Ecology (if working with multiple organizations).
- Be granted appropriate document access by the organization’s Authorized Official.

Table 2 - EAGL Document Roles Cheat Sheet – Applications and Amendments.

What your role allows you to do in EAGL	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Control access to applications	X					
Read application forms	X	X	X	X	X	X
Edit forms when Application In Process	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel applications	X					
Initiate Amendments	X					

This table can also be found on page 30 of the [EAGL IGX External Users’ Manual](#).¹⁵

From the EAGL IGX External Users’ Manual, also see Appendix A – Quick Steps for EAGL Processes for:

- Updating Roles at the Organization Level.
- Managing Roles at the Organization Level.
- Managing Roles at the Document Level.

¹⁵ <https://apps.ecology.wa.gov/publications/documents/2501005.pdf>