



Climate Resilient Riparian Systems Lead November 2024 Solicitation Application Instructions

Shoreland and Environmental Assistance Program

Washington State Department of Ecology
Olympia, Washington

Contact Information

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

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

Shorelands and Environmental Assistance Program

Colin Hume

Climate Resiliency and Riparian Systems Grants: Policy

Phone: 425-395-5283

Email: colin.hume@ecy.wa.gov

Libby Gier

Climate Resiliency and Riparian Systems Grants: Grant Lead/Financial Manager

Phone: 360-701-3958

Email: libby.gier@ecy.wa.gov

Michelle Quast

Climate Resiliency and Riparian Systems Grants: Grant Technical Lead

Phone: 564-669-8549

Email: michelle.quast@ecy.wa.gov

Connor Racette

Climate Resiliency and Riparian Systems Grants: Grant GIS Analyst

Phone: 360-870-3774

Email: connor.racette@ecy.wa.gov

Yolanda Holder

Climate Resiliency and Riparian Systems Grants: Funding Program Administrator

Phone: 360-552-5431

Email: yolanda.holder@ecy.wa.gov

Mailing address:

Department of Ecology

Shorelands and Environmental Assistance Program

P.O. Box 47600

Olympia, WA 98504-7600

¹ <https://ecology.wa.gov/water-shorelines/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>

Contents

- Contact Information2
- EAGL Tips4
- EAGL modernization5
- Initiate an Application5
 - EAGL home page - Locating the Climate Resilient Riparian Systems Lead Funding Opportunity5
- Application Forms.....5
 - Application Menu – View, Edit, and Complete Forms5
 - Application Menu – Forms, Funding Program Guidelines Ribbon6
 - Application Menu – Forms, Application Forms Ribbon6
 - General Information Form7
 - Project Characterization Form7
 - Mapping Information8
 - Recipient Contacts8
 - Uploads Form9
- Submit the Application 10
- EAGL Role Permissions 11

EAGL Tips

Ecology's Administration of Grants and Loans (EAGL) 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.

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. For more information, see the [EAGL External Users' Manual](#).³

- 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 and Application Contacts on page 6 of the [EAGL External Users' Manual](#)⁴ 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-Document Information number, and 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.
- **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.
- **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 or a Word document saved as plain text.
- **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.

³ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

- **Blue question mark** – A blue question mark is a hover symbol, which indicates more information is available. Hovering over the blue question mark will bring up text instructions (e.g., Refer to funding guidelines).
- **Global Errors** – A hand on an orange stop sign indicates an error. Once you have filled out each of the Application Forms *in order* it is recommended you run the “Check Global Errors” command. The **Check Global Errors** button is located at the top (right) in the EAGL system, found on each application form. If you do get global errors, go to the actual form the error message notes, edit it, and resave each of the forms in the order the forms are listed in the **Forms Menu**.
- **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.

EAGL modernization

The Ecology Administration of Grants and Loans (EAGL) database modernization project is currently underway and expected to be completed by June 30, 2025. This has minimal impact on the grant application forms. Ecology has created Word documents in place of the EAGL forms that applicants will submit as separate files in the EAGL Uploads. Please refer to the following Instructions for more information or contact Ecology staff if you have any questions.

Initiate an Application

EAGL home page - Locating the Climate Resilient Riparian Systems Lead Funding Opportunity

The **Welcome Page** is where applications are initiated, where an inbox for communication between the applicant and the agency is located, and also a task list for items that need action. **NOTE:** Only the **Authorized Official Role** allows an applicant to view and apply for **funding opportunities**. See [EAGL Role Permissions](#) for additional role information.

On the **My Opportunities** page, scroll down until you see the ‘Shorelands Climate Resilient Riparian Systems Lead 2025’.

Click **APPLY NOW**

Application Forms

Application Menu – View, Edit, and Complete Forms

From the main grant Application Menu, click on the **View Forms** button, under **View, Edit, and Complete Forms**. This will take you to the **Application Menu – Forms** screen. This is where you will find each of the necessary application forms that you will fill out in order to submit a complete application.

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

Helpful Tip: Note which EAGL **Role** you have (e.g., Authorized Official) and the **Current Status** of your application (Application In Process) throughout the application process. Always check your EAGL Role and the current status of the Document while working in EAGL.

Application Menu – Forms, Funding Program Guidelines Ribbon

On the **Application Menu – Forms** page, under the Funding Program Guidelines ribbon, you will find the CR2SL Application Materials that you need to download and complete prior to submission. We recommend completing these forms as your first step in the application process.

CR2SL Application Materials for Download

Please complete each of the documents to inform Ecology about your proposal. The following three items along with the EAGL application forms make up your **complete CR2SL Application submittal** and will be used by Ecology to screen, evaluate, and score your proposal:

SEACR2SL-2025 Application

This application holds all the questions necessary to complete the application including the questions that Applicants will complete within EAGL. Headers are provided in the application for information about whether the questions in the section apply to different sections in the EAGL system, or whether to use the SEACR2SL-2025 Application or other provided template as specified to capture responses. Once completed, upload to EAGL.

Budget Spreadsheets

Provide a budget narrative that describes how costs were estimated. A well-detailed budget should be broken down by Task and deliverable and include staff hours and pay for each Task. The budget, schedule, and scope of work should all align. Once completed, upload to EAGL.

Tribal Awareness Letter

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 Resources Website](#).⁵ 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.

Application Menu – Forms, Application Forms Ribbon

You will find the EAGL application forms under the Application Forms ribbon. Fill out and save each form in turn. Each form has a paper icon on the left, indicating it is a blank application form. Once you complete and save each form, the icon will change to a pencil on paper, indicating the form has been edited.

Helpful Tip: To navigate to each of the forms, click on your **Document Information** number, (at the top of the screen) this will take you to the **Application Menu**, then click on the **View Forms** button, under

⁵ <https://ecology.wa.gov/water-shorelines/puget-sound/helping-puget-sound/riparian-restoration/Grant-application-resources>

the **View, Edit, and Complete Forms** this takes you back to the Application Menu – Forms screen where all the forms are located.

After you have completed your SEACR2SL-2025 Application, you may copy and paste the applicable information into each EAGL Application form in the order it appears. Remember to **SAVE** each form before moving to the next one.

General Information Form

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

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. This includes the CR2SL grant funding, and any other eligible or ineligible costs associated with the project.
- ***Total Eligible Cost:** Enter the total amount of the grant. There is no match required.
- ***Effective Date:** Enter the start date of the project no earlier than March 2025. To be eligible for grant reimbursement, the incurred project costs must occur within the grant effective start and expiration dates.
- ***Expiration Date:** No later than June 2030.
- ***Project Category:** Automatically selected as “Climate Resiliency and 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. (1,000-character limit, including spaces.)
- **SAVE** the form.

Project Characterization Form

Ecology uses this form for data collection. If there is not a perfect fit for your project, just pick the best option.

⁶ <https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>

Enter the following information:

- ***Primary Theme:** Select “Shorelands” from the drop-down menu.
- ***Secondary Themes:** Select the secondary theme from the drop-down menu and **SAVE** the form.
 - Riparian Restoration Planning and/or Implementation
- **Project Website:** Enter project website address, if available then **SAVE** the form if a website is added.

Mapping Information

Applicants are required to provide a location for the project, draw a boundary, or upload a shape file.

Helpful Tip: Only one person may check out and edit the map at a time. The identity of the person with the map checked out will appear above the Add/Modify Location(s) button. The map form must be checked in before the application can be submitted.

Click on **Add/Modify Location(s)** to enter the EAGL Project Map.

There are several options to define your project map area, select the option that works best for your project:

- Click on the link Project area options. Make appropriate selections. Map the project boundary. Click Go.
- Fill in “Define project area by city”, “Define project area by county”, or Select the tool options of “Draw Boundary”, “Edit Boundary”, or “Import Shapefile”. Once information filled in or selected, you will see the newly added layer in the Project Areas.

Click **Next**.

After the page refreshes, and the Location table appears on the page, you will notice that the map is still checked out in your name.

Click **SAVE** again in the top right corner to check the map back in. You must check the map back in, or you will get an EAGL error that will prevent you from submitting the grant application.

When you look at the Add/Modify Location(s) box, you shouldn’t see the map is checked out. The space should be blank above the Add/Modify Location(s) button.

Recipient Contacts

Staff listed on this form must be Recipient staff, not consultants or contractors. Staff listed on the Recipient Contacts form can be changed later *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:

- ***Project Manager** (EAGL Role): The person responsible for the overall project and for completing quarterly progress reports.

- ***Authorized Signatory** (Not an EAGL role, consider assigning the role of Reader**): The person that has legal authority to enter the organization into an agreement with Ecology. 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.

If there are additional signatories that must appear on the signature page (as determined by each Recipient), the additional signatory 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 accounts.

- ***Billing Contact** (EAGL Role): The person responsible for completing and submitting payment requests and associated back-up documentation.
- **SAVE** the form.

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

Helpful Tip: See [EAGL External Users' Manual](#)⁷ – Appendix 1 – Quick Steps for EAGL Processes (p. i) for Managing Roles at the Organization Level or Managing Roles at the Document Level.

Uploads Form

Attach relevant supporting documents such as:

- All completed CR2SL Application Materials: SEACR2SL-2025 Application, Budget Spreadsheets, and any dated Tribal Awareness Letters sent.
- Maps, aerial photos, and other graphics that clarify the proposed location and/or help to illustrate the project purpose or tasks.
- Evidence of support and coordination with relevant stakeholders, including local governments, tribal governments, and others.
- Project schedule, cost estimates, and task budgets that demonstrate how the project will be completed on time and within budget.

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. 17 of the [EAGL External Users' Manual](#).⁸

To make it easier for Ecology application evaluators to review uploads, please combine similar documents into one single PDF, such as maps or letters of support. Also, please upload documents only once in the application, not on multiple pages.

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*.

⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

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 35 MB. Provide a web link and the document page number that is relevant to your project.

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

Submit the Application

In order to submit your application in EAGL you need to get to the **Application Menu – Forms**, go to the top of the page and click on the link to the **Document Information number**.

Click **View Forms** under View, Edit and Complete Forms.

If you have a **Global Error** icon you will need to go back to the form, edit, and save your edits so the error disappears.

After confirming there are no Global Errors, click on the link to the **Document Information number**, which takes you back to the main **Application Menu**.

From the main **Application Menu** page, click on the **View Status Options** button located under **Change the Status**.

You must be on the **Application Menu – Status Options** page to submit your application.

If you get **Global Errors**, indicated by an orange stop sign shaped icon with a hand on it, EAGL will note which form has the error(s). Go back to the respective application form(s) noted in the error message, then edit it to fix the error. Resave each of the forms in the order the forms are listed in the **Forms Menu**.

You can also click on the **Check Global Errors** button while in one of the application forms to see if there are any errors before trying to submit the application.

The Agreement screen confirms if you are authorized on behalf of your organization to submit the grant application. There is an optional text field if you would like to enter comments about the status change.

There are two options:

- **I Agree.** After clicking on this button, you are confirming you have the authority to submit the grant application on behalf of your organization. The application will be submitted, and you will receive a system-generated email confirming Ecology has received the application.
- **I Do Not Agree.** After clicking this button, the application will not be submitted, and the EAGL status will remain as Application In Process.

Ecology will contact applicants after applications are submitted and will work with funded applicants during the grant agreement negotiation process and next steps.

For any questions or if you need help submitting your application, please contact Libby Gier at libby.gier@ecy.wa.gov or 360-701-3958.

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 1 - 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					

This table can also be found on the last page of the [EAGL External Users’ Manual](#).⁹

From the *EAGL External Users’ Manual*, also see Appendix 1 – Quick Steps for EAGL Processes (p. i) for:

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

⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>