Water Resources Streamflow Restoration Program 2022: Application Instructions

The following are instructions on how to fill out your Water Resources Streamflow Restoration Program 2022 (WRSRP) application in Ecology's Administration of Grants & Loans (EAGL). To gain access to the EAGL system, you must first register through Secure Access Washington (SAW). Step-by-step instructions for registering for a SAW and EAGL account are below: Each person from your organization that will be working in EAGL needs to have their own SAW and EAGL account.

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.

EAGL Tips:

 * Fields with a red asterisk are required to be filled out.

 A red cross is a hover symbol, which indicates more information is available.

 A hand on an orange stop sign indicates a Global Error. Once all of your forms are filled out, it is recommended that you run the "Check Global Errors", you can locate the Check Global Errors button at the top right corner on each application form. Global errors must be addressed in order to submit your application.

EAGL text boxes do not accept formatted text. 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 close EAGL without saving, you data will be lost. It is recommended that you save often so the form does not time out and loose data.

System Requirements – To use EAGL, you must have access to the internet and one of the following web browsers: Google Chrome, Edge Chromium, Mozilla Firefox, and Safari. We do not recommend using Internet Explorer with EAGL.

Ecology Contacts

EAGL Questions:
Brandy Reynecke (360) 870-5294 brandy.reynecke@ecy.wa.gov

Rose Bennett (360) 407-6027 rose.bennett@ecy.wa.gov

WRSRP Eligibility/Guidance Questions:
Grant Help Desk (425) 466-3861 sfrprjgrants@ecy.wa.gov

EAGL Navigation and Forms

EAGL Home Screen (Log in through SAW)
The EAGL User Manual is located under My Training Materials in the top right of the home screen.

Creating an Application
From the EAGL home screen, click on VIEW OPPORTUNITIES under View Available Opportunities. Scroll down or search to "Water Resources Streamflow Restoration Program" and click on APPLY NOW. Only click this button once to avoid creating multiple applications. Your application number will be listed under Document Information (example: WRSRP-2022-OrgName-00###). **Write this number down for reference**.

Searching for your Application
To search for your application, log in to EAGL and from the Home Page, click on the My Applications button on the top left of the screen.

From the My Applications form, go to the Application Types field and scroll down to Water Resources Streamflow Restoration Program: 2022.

Type the Document Information Number into the Application Name field and click search.

From the search results at the bottom of the screen, click on the Document Information Name to open the Application Menu form where work can continue on the application.

Application Menu

Clicking the browser's Back button is not recommended in EAGL. Navigate back to the Application Menu by clicking the Document Information Number located under the title of the screen.

To begin filling out your application, click on the VIEW FORMS button under View, Edit and Complete Forms

Application Menu – Forms

Funding Guidelines and these Application Instructions are located under the Funding Program Guidelines section

All Application Forms listed will need to be completed. Click on the General Information Form to begin.

General Information Form

Fill in all fields in this form. The Total Cost is the total cost of the project. Total Eligible Cost is the amount of the grant funding you are applying to Ecology for. Once you have filled in all the fields, scroll to the top of the page and click the blue SAVE button. Scroll to the Navigation Links at bottom of the form and click on the next form, Project Characterization.

Project Characterization Form

Select Water Supply from the pull down menu under Primary Theme.

Select a Secondary Theme that is appropriate to your project, you may select more than one Secondary Theme. An additional row will show up under Secondary Theme(s) once you save the form, this is a normal function in the EAGL system, and you may disregard the empty row if you do not require it.

If your project has a website, you may enter it under Project Website. SAVE the form and scroll to the Navigation links at the bottom of the form and click on the next form, Mapping Information.

Mapping Information Form
Select the Add/Modify Location(s) button. Once you select the Add/Modify Location (s) button you will be taken to the EAGL Project Map.

EAGL Project Map
Enter the WRIA into the Define project area by WRIA and select Add. You may select another WRIA if needed.

You may define your project by City, EAGL Project, WRIA or County from this page. You may select the Project area options link to define a different project area type. Ecology prefers that you map your project by WRIA.

Once your project area is defined, select the Next button (EAGL will calculate the project area).

After EAGL has calculated the project area, click the SAVE button at the bottom of the Project Location Summary screen. After you save your project area you will be returned to the EAGL Mapping Information form.

Be sure to click the SAVE button at the top right of the screen to check in the map. Scroll down to the Navigation Links at the bottom of the form and click on the next form, Recipient Contacts.

Recipient Contacts Form
Each staff in your Organization that will have a role in this agreement will need to have their own SAW and EAGL account. Select the staff for Project Manager, Authorized Signatory and Billing Contact for this agreement. If you have additional signatories to be listed on the printed agreement, you may enter them under other recipient signatures. Click the blue SAVE button at the top of the screen. Scroll down to the Navigation Links at the bottom of the form and click on the next form, Scope of Work – Task 1 Project Admin.

Scope of Work – Task 1 Project Admin Form
The project administration task description, goal statement and outcomes are pre-populated. You will only need to enter the task cost, task coordinator and any deliverable due dates. Progress reports are due quarterly, so there is no need to enter a due date on this deliverable. Click the blue SAVE button at the top of the screen. Scroll down to the Navigation Links at the bottom of the form and click on the next form, Scope of Work – Additional Tasks.

Scope of Work – Additional Tasks Form
As you add tasks to your Scope of Work (SOW), click the SAVE button. You may then click the ADD button to add additional tasks to your SOW. When you are finished adding each task, click the blue SAVE button at the top of the screen. Scroll down to the Navigation Links at the bottom of the form and click on the next form, Scope of Work Summary.

Scope of Work Summary Form
The Scope of Work Summary page shows all of the task titles and budget task totals on one page. Click the blue SAVE button at the top of the screen. Scroll down to the Navigation Links at the bottom of the form and click on the next form, Streamflow Restoration.

Streamflow Restoration Form
Fill in all the appropriate fields. As with other forms in EAGL, items marked with and * are required. It is recommended that the applicant refer to the Streamflow Restoration Competitive Grants Guidance (Publication 21-11-019) to review application requirements by project type. It is recommended that you save often so the form does not time out and

loose data.

Requirements by Project Type

The Streamflow Restoration Form is designed by project type and depending on your answers, additional questions will be produced. If you reach a question and you receive a warning, you will not be able to submit your application unless you can provide that the requirement has been met.

Water right acquisition

If your project includes water right acquisition, select yes and then answer the additional questions that populate. If your project does not include water right acquisition, select the no button. Participating in a pre-application meeting with Ecology staff is a requirement that must be completed before the application can be submitted in EAGL. If you have not yet completed a pre-application meeting, you will need to wait until the meeting has taken place before submitting the application which must be done by the application deadline February 1, 2022 at 5:00 PM PST.

Water storage

If your project has a Managed Aquifer Recharge water storage component, select yes and then answer the additional questions that populate. If your project does not include Managed Aquifer Recharge water storage component, select the no button. Managed Aquifer Recharge projects require a feasibility study that meets the Ecology standards as described in Appendix D of the Streamflow Restoration Competitive Grants Guidance. If your project has already completed a feasibility study, upload the feasibility study and click SAVE at the top of your screen. If you have not completed a feasibility study that meets Ecology standards, it must be included and budgeted within your proposal as a Task within the SOW form.

Altered water management or infrastructure

If your project includes altered water management or infrastructure, select yes and then answer the additional questions that populate. If your project does not include altered water management or infrastructure, select the no button. If your project includes conservation or water use efficiency elements, any saved water is required to be permanently conveyed to Ecology's Water Rights Trust Program. If saved water will not be permanently conveyed to Ecology's Water Rights Trust Program, you will not be able to submit your application.

Watershed function, riparian and fish habitat improvements

If your project includes watershed function, riparian and fish habitat improvements, select yes and then answer the additional questions that populate. If your project does not include watershed function, riparian and fish habitat improvement, select the no button. If your project involves the use or acquisition of private land, you are required to upload a signed Landowner Acknowledgement Form ([Publication ECY 070-614](#)) to be able to submit your application. Click SAVE after uploading the form.

Feasibility studies

If your project includes feasibility studies, select yes and then answer the additional questions that populate. If your project does not include feasibility studies, select the no button. If your project has completed a feasibility study, upload the document and click SAVE.

Other

If your project fits into the other project type, meaning it doesn't fit into any of the above project types, select yes and then answer the additional questions that populate. If your project does not include feasibility studies, select the no button.

Continue filling out the rest of the form.

Click the blue SAVE button at the top of the screen. It is recommended that you save the form often to prevent timing out and losing unsaved work. Scroll down to the Navigation Links at the bottom of the form and click on the next form, Budget Proposal.

Budget Proposal Form

Total Eligible Costs and Budget by Task will be prepopulated from data you have entered into your application. To fill out this form, enter the budget by Element. You may enter Salaries and Benefits separately or combined, you do not need to do both. You may use an indirect rate of a maximum of 30% of salaries and benefits. Please upload a detailed budget along with an itemized list of any Goods and Services and Equipment.

Click the blue SAVE button at the top of the screen. Scroll down to the Navigation Links at the bottom of the form and click on the next form, Uploads.

Uploads Form

If you have additional uploads, enter them in this form and click Save. Upload size limit is 35MB. EAGL does not accept special characters in the file name.

Submitting Your Application

You need to submit your application for Ecology to consider funding your project. Click on any completed form in the Application Menu – Forms. At the top of the form, click on the blue CHECK GLOBAL ERRORS button. If any errors are shown, navigate to those forms and verify the information on the form and click the blue SAVE button for each form. After this is complete, check for errors again.

Once there are no errors shown, click the Document Information number to get back to the Application Menu.

Click on VIEW STATUS OPTIONS under Change the Status to get to the Application Menu – Status Options.

Application Menu – Status Options

Click on APPLY STATUS under Application Submitted. Click I AGREE. Once you have submitted an application, you will receive an email confirming that Ecology has received the completed application.