Water Resources Drought Response (WRDR) Application Instructions

The following are instructions on how to fill out your WRDR 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). You can find step-by-step instructions for registering here: SAW Instructions. Watch a YouTube video showing how to create a SAW account. 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. You will also find the manual under the My Training Materials link in EAGL. The following screen shots are directly from the EAGL application.

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.

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, your data will be lost.

System Requirements – To use EAGL, you must have access to the internet and one of the following web browsers; Internet Explorer 7+, Mozilla Firefox 2.0+, or Safari 5+. We do not recommend using Google Chrome with EAGL.

If you have EAGL application questions, contact:
Rose Bennett (360) 407-6027 rose.bennett@ecy.wa.gov

If you have drought project related questions, contact:
Jeff Marti (360) 407-6627 jeff.marti@ecy.wa.gov

To request ADA accommodation for disabilities, or printed materials in a format for the visually impaired, call Ecology at 360-407-6831 or visit https://ecology.wa.gov/accessibility. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

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.

My Opportunities Screen

Ecology's Administration of **Grants & Loans** (EAGL)

DEPARTMENT OF **ECOLOGY** State of Washington

My Home | My Applications | My Reports & Payment Requests |

My Training Materials | My Organization(s) | My Profile

◀ Back

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Provider:

Document Instance: Drought

Due Date (From - To): [   ] - [   ]

FILTER

> **Search for "drought" under Document Instance, the select FILTER**

Water Resources Drought Response for Department of Ecology – WR

Offered By:
Department of Ecology

Application Availability Dates:
05/01/2019-open ended

> **You can also scroll down the page until you locate Water Resources Drought Response.**

Application Period:
05/01/2019-open ended

Application Due Date:
not set

Description:
Provides grants to public entities to implement projects and measures that alleviate hardship caused by drought conditions which are negatively affecting the delivery of safe and reliable drinking water supplies, the survival of fish and wildlife, and the viability of agricultural activities and livestock operations.br>
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   NOT INTERESTED

> **Select APPLY NOW. Only select the APPLY NOW button once for each project in order to avoid creating multiple applications.**

How to search for your application

If you are not able to complete the application in one session, you will need to search for the application when you return to EAGL.

From the My Applications form, go to the Application Types field and scroll down to Water Resources Drought Response: 1923.

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 Types: Select Water Resources Drought Response: 1923

Application Name: Enter your application number. If you only remember the last few numbers of your application, that will work also.

Click on the Search button

Click this link to open your application.

Application Menu

Clicking the Back button is not recommended 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

Clicking the Document Information link will return you to the Application Menu.

Application Instructions are located under the Funding Program

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

General Information Form

DEPARTMENT OF
ECOLOGY
State of Washington

Ecology's Administration of **Grants & Loans** (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests

My Reports | My Training Materials | My Organization(s) | My Profile

SAVE   CHECK GLOBAL ERRORS

Document Information: WRDROU-1923-EcyWR-00003
▶ Details

You are here: > Application Menu > Forms Menu

Click this link to go back to the forms menu.

Save often!

GENERAL INFORMATION

Instructions:

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

Write a descriptive project title.

Project Title   [   ] *

Project Short Description   *Write a brief description (500 characters or less) of your project.*   *

0 of 500

Project Long Description   *Provide a complete description of your project.*

0 of 4000

Total Cost   [   ] *   Total Eligible Cost   [   ] *

The Total Eligible Cost is the amount you are requesting from Ecology. The Total Cost should be the total cost of the project.

Effective Date   [   ] *   Expiration Date   [   ] *

Ecology Program   [Water Resources ▾]

Project Category *
○ Public Heath and Safety
○ Domestic
○ Commercial
○ Industrial
○ Agricultural
○ Environmental

Will Environmental Monitoring Data be collected?   [DELETED] ▾

Overall Goal   *Describe (1,000 words or less) the project purpose, goals, and intended outcomes.*   *

0 of 1000

Project Characterization Form

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

Select Drought s a Secondary Theme to your project.

If your project has a website, you may enter it under Project Website and SAVE the form.

Back
Document Information: WRDROU-1923-EcyWR-00003
▸ Details

You are here: > Application Menu > Forms Menu > Application Forms

PROJECT CHARACTERIZATION

Instructions:

Required fields are marked with an *.
Select a Primary Theme, dick the **SAVE** button
Select a Secondary Theme, and save the form a second time.

Project Themes
Select a primary and secondary theme that best describes the work to be achieved during this project.

Primary Theme
[Water Supply ∨] *

Secondary Theme(s)
[Drought ∨] *
[∨] *

> **There is only one Primary Theme and one Secondary Theme to choose from. Please save this from when it's completed**

Project Website
If your project has a website, please enter the web address below.
After entering a website and saving, another blank row will appear. Up to three websites may be provided.

Website Title/Name
[   ]

Web Address
[   ]

Mapping Information Form

Select the Add/Modify Location(s) button.

Back
Document Information: WRDROU-1923-EcyWR-00003
▸ Details

You are here: > Application Menu > Forms Menu > Application Forms

MAPPING INFORMATION

1. Click "Add/Modify Location(s)"
2. You will be directed to the Map
     For more detailed instructions click "My Training Materials" in the top navigation
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

No location data currently exists for this project. To add location data, please click the map button below.

[**Add/Modify Location(s)**]

> **Select Add/Modify Location(s). You will be directed to the EAGL Project Map.**

EAGL Project Map

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

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

Select the Project area options link to define a different project area type (example, City or County).

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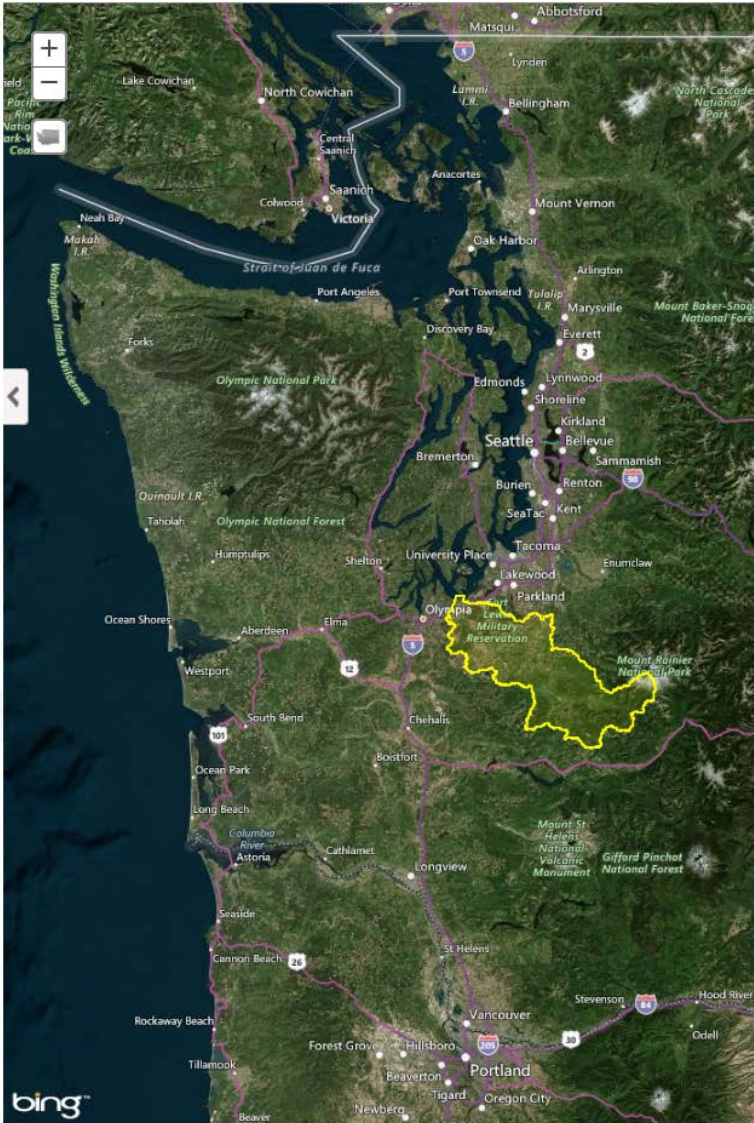
Mapping Information Cont.

After EAGL has calculated the project area, click the SAVE button at the bottom of the Project Location Summary screen.

EAGL Project Map Test

Return to EAGL

Project Title - Project Location Summary ❓

Ecology Region:	Area %		Congressional District:	Area %
SWRO	100%		District 3	29.41%
			District 8	46.64%
County:	Area %		District 10	23.95%
Lewis County	25.10%			
Pierce County	57.51%		**WRIA:**	Area %
Thurston County	17.39%		11 (Nisqually)	100%

Legislative District:	Area %
District 2	62.07%
District 20	27.96%
District 22	< 1%
District 28	9.26%

Return to map   Save

Mapping Information Cont.

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.

Click SAVE before leaving this form to check in the map.

MAPPING INFORMATION

1. Click "Add/Modify Location(s)"
2. You will be directed to the Map
   For more detailed instructions click "My Training Materials" in the top navigation
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

Location Type	Location Value	Location Percent
Ecology Region	SWRO	100%

County	Lewis	25%
County	Pierce	57%
County	Thurston	17%

Congressional District	3	29%
Congressional District	8	46%
Congressional District	10	23%

Legislative District	2	62%
Legislative District	20	27%
Legislative District	22	0%
Legislative District	28	9%

Water Resource Inventory Area (WRIA)	11	100%

Checked Out By: Rose (SAW) Bennett
Date Checked Out: 2019-05-21

Add/Modify Location(s)

Recipient Contacts Form

ECOLOGY
Department of
State of Washington

Ecology's Administration of **Grants & Loans** (EAGL)

TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests |

My Reports | My Training Materials | My Organization(s) | My Profile

SAVE   CHECK GLOBAL ERRORS

Back

Document Information: WRDROU-1923-EcyWR-00003
▶ Details

You are here: > Application Menu   > Forms Menu

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

RECIPIENT CONTACTS

Instructions:

Please select an individual from your organization for each contact type.
Required fields are marked with an *.
When done, click the SAVE button.

Project Manager   [▼] ❓ *

Authorized Signatory   [▼] ❓ *

> **The "Authorized Signatory" is the individual from your organization that will sign the final grant.**

Billing Contact   [▼] ❓ *

> **If your organization requires multiple signatories, you may enter them here.**
>
> **Note: These persons are not required to have a SAW account and be registered in EAGL.**

❓ **Other recipient signatures on printed agreement**

To Add a Row
Enter a name and title
When done, click the **SAVE** button
After SAVE, a new row will appear

To Delete a Row
In the row you want to delete, remove the information in the Name and Title textboxes
When done, click the **SAVE** button
After SAVE, the row will be deleted

Name	Title

Scope of Work – Additional Tasks

As you add tasks to your Scope of Work (SOW), click the SAVE button. You may click the ADD button to add additional tasks to your SOW.

SCOPE OF WORK - ADDITIONAL TASKS

Instructions:

Please enter all task information
Next enter the first deliverable
Required fields are marked with an *
When done, click the **SAVE** button.
After SAVE a new row will appear
Continue entering deliverables, clicking the SAVE button after each
To add a new task, click the Add button

Task Number

Task Title [   ] *   Task Cost [   ] *

Task Description

> **Provide a detailed description of the task.**

0 of 3500

Task Goal Statement

0 of 1500

Task Expected Outcomes

> **Provide clear, measureable outcomes. State what you will measure, how you will measure it, and when you will measure it**

0 of 1500

Recipient Task Coordinator [   ]

Enter Deliverables here.

Deliverables

To Add a Row
Enter a deliverable
When done, click the **SAVE** button
After SAVE a new row will appear
Repeat these steps for each deliverable

To Delete a Row
Delete data entered in a row
When done, click the **SAVE** button

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	
	0 of 500 *		☐				

Scope of Work Summary

The Scope of Work Summary page shows all of the task titles and budget task totals on one page.

Remember to hit the SAVE button before exiting this page.

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.

Drought Relief Form

Fill in

| SAVE | CHECK GLOBAL ERRORS |

DROUGHT RELIEF

Instructions:

Please complete the required fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Public Disclosure Notice
Information you provide through use of this site is public information and subject to inspection and copying by members of the public.

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, RCW 42.56 (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

If you have questions, contact Dawn Drake at Dawn.Drake@ecy.wa.gov.

---

*Applicant Category: ○ Public Entity ?

*Please provide the water right or well identification number(s) and proposed purpose(s) of use for the proposed place.

Water Right or Well ID Number   Purpose(s) of Use

To add an additional row, click the SAVE button.

To remove a row, remove all the content from the bottom row and click SAVE.

One blank row is always visible.

Water Right Holder Name (if other than applicant)

Mailing Address

*Please describe how your project addresses hardship caused by drought conditions and how they are negatively affecting the delivery of safe and reliable drinking water supplies, the survival of fish and wildlife, the viability of agricultural activities and/or livestock operations during this drought declaration. See section 5.A. Impacts and Benefits of the Emergency Drought Relief Funding Guidelines for more information.

Reading section 5.A. Impacts and benefits in the Emergency Drought Relief Funding Guidelines will assist you in what to include in answering this question.

0 of 8000

Drought Relief Form Cont.

Describe the project location, including the WRIA and upload a map, drawing or engineering design of the project, project area map(s), and other relevant schematics.

```
[                                                              ^ ]
[                                                                ]
[                                                              v ]
```
0 of 1000

Upload Description   Attachment

[   ]   [   ] Browse...

*Is the project area or water source in an area currently under drought declaration?

○ Yes   ○ No

*Does this project cover irrigation of new lands, restoration or enhancement of the fisheries resource, or a new water use?

○ Yes   ○ No

*Does the project proponent own the land where the project would occur if funded? If no, describe how the proponent will be able to get permission to enter the project site.

```
[                                                              ^ ]
[                                                              v ]
```
0 of 500

*Describe this project's Readiness to proceed. Please include anticipated start and finish dates for this project.

```
[                                                              ^ ]
[                                                              v ]
```
0 of 1000

Describe the amount and source of funding for cost-share for this project.

```
[                                                              ^ ]
[                                                              v ]
```
0 of 1000

Upload any additional supporting documentation, if applicable.

Upload Description   Attachment

[   ]   [   ] Browse...

Budget Proposal Form

BUDGET PROPOSAL

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

Estimate your proposal's total budget needs by task and by element.

Total Eligible Costs (from General Information form)
$50,000.00

By Task

Task Title	Task Cost	*Amount	Total
Task 1	$50,000.00		
Total	$50,000.00	$0	$0

By Element

Element	*Amount	Total
Salaries [1]		$0
Benefits [1]		$0
Salaries and Benefits Combined [1]		$0
Contracts		$0
Travel		$0
Equipment [2]		$0
Goods/services [3]		$0
Overhead [4]		$0
Total	$0	$0

> **Fill out your estimated budget by element. If you include goods/services or equipment, please upload an itemized list.**

If you receive a grant, you are responsible for procuring professional, personal, or other services using sound business judgment and good administrative procedures consistent with applicable state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters.

1 Fill in either the "Salaries" field and the "Benefits" field or fill in the "Salaries and Benefits Combined" field

2 Upload an itemized list of all equipment, its cost, and explain why the equipment is needed. Equipment is defined as tangible personal property with a useful life of more than one year and an acquisition cost of more than $5,000 per functional unit or system. Equipment will be tracked on the Equipment Purchase Report in EAGL.

3 Upload an itemized list of all Goods and Services

4 Overhead cannot exceed the rate identified in the Ecology publication. Administrative Requirements for the Recipients of Ecology Grants and Loans Managed in EAGL, current version.

Upload Documents
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...]

Additional Comments

0 of 2000

Uploads Form

Ecology's Administration of **Grants & Loans** (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests

SAVE   CHECK GLOBAL ERRORS

⬅ Back

Document Information: WRDROU-1923-EcyWR-00004

▶ Details

You are here: > Application Menu > Forms Menu

UPLOADS

To add an attachment

Enter a description for the file

Click the browse button and select your file

Click Save, your file will appear in the list of uploaded documents

Repeat for each file.

To delete an attachment

Remove the file's description

Select the Delete checkbox next to the file's name and click Save

You can upload any additional information here.

Description

[   ]
[   ]
[   ]

Attachments

[   ] Browse...
[   ] Browse...
[   ] Browse...

If you have letters of contribution or support from other organizations, you can upload those here.

Submitting your application

Click the Document Information number to get back to the Application Menu.

Click on VIEW STATUS OPTIONS under Change the Status.

My Home | My Applications | My Reports & Payment Requests |

My Training Materials | My Organization(s) | My Profile

SHOW HELP

◀ Back

Application Menu - Status Options
Select a button below to execute the appropriate status push.

Document Information: WRDROU-1923-EcyWR-00003
▶ Details

Possible Statuses
APPLICATION SUBMITTED
APPLY STATUS

Under Application Submitted, select "Apply Status"

APPLICATION CANCELLED
APPLY STATUS

◀ Back

✋ Global Errors

Document Information: WRDROU-1923-EcyWR-00006
▶ Details

🔴 You must complete this page.
General Information

🔴 You must complete this page.
Project Characterization

🔴 You must complete this page.
Recipient Contacts

🔴 You must complete this page.
Scope of Work Summary

🔴 You must complete this page.
Drought Relief

🔴 You must complete this page.
Budget Proposal

If you have not completed the application correctly, you will get a "Global Errors" screen.

Return to View, Edit and Complete forms under the application menu to correct any errors. Return to Change the Status and resubmit the application.

If you have completed the application correctly, you will see this screen:

DEPARTMENT OF
ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests |

My Training Materials | My Organization(s) | My Profile

PRINT   SHOW HELP

Agreement
Please make a selection below to continue.

By selecting the "I Agree" button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by Applicant to submit this application. I certify that the information submitted here within is true and correct to the best of my knowledge and belief.

If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE   I DO NOT AGREE

Select I AGREE to submit your application.

You will receive the message below when you have successfully submitted your application.

Your application has been successfully submitted to the Department of Ecology for review.
Thank you for your submission.

OKAY