# SPILLS COASTAL PROTECTION FUND (CPF) GRANT

# **EAGL Application Evaluation Process**

This funding opportunity is administered through EAGL, Ecology's Administration of Grants and Loans system. EAGL is a web-based system, and all work is conducted from your browser (Chrome, Firefox or Edge). EAGL assigns roles to all users, and this role determines what users can see and do in EAGL.

All evaluations must be completed in EAGL. Prior to evaluation, assigned evaluators must:

- 1. Have a Secure Access Washington (SAW) account
- 2. Register as an EAGL user

For instructions on creating a SAW account and requesting EAGL access, see Chapter 3 of the <u>Spills</u> Coastal Protection Fund (CPF) 2021 Funding Guidelines.

Evaluators will work with the Fund Coordinator (FC) to obtain EAGL access and be assigned the evaluator role.

#### **Process Overview**

The Fund Coordinator (FC) screens all application and assigns two (2) **evaluators** to each eligible application. Using the scoring guidance on the Evaluation Scorecard (in EAGL) or the offline Evaluation Scorecard spreadsheet, evaluators will assign points and comments to each evaluation criteria. Once the all scores and comments are entered, the evaluator will check the "Evaluation Finished" box, SAVE, and e-mail the FC notifying them of completion.

#### **Application Screening**

All assigned applications have been screened and are eligible for funding. For additional background, the screening criteria are listed below.

Spills CPF grants support locally sponsored *on-the-ground* projects that restore or enhance the natural environment. Typical projects address water quality issues and fish and wildlife habitat protection or enhancement in or adjacent to waters of the state, such as streams, lakes, wetlands, or the ocean.

Projects that develop and implement aquatic land geographic information systems (GIS) that support restoration or enhancement of the natural environment are also eligible and may be proposed.

The goal of this grant is to restore or enhance resources that have been impacted by oil spills.

To be considered, projects must provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure.

#### **Grant Award Amounts**

Grant awards are up to a maximum of \$50,000. The typical grant award ranges from \$10,000 to \$25,000.

#### **Grant Timeline**

Funded projects typically run 12 months to 18 months.

#### Match or cost-share

There are *no* recipient match or cost-share requirements. Spills CPF grants provide 100 percent of the Total Eligible Cost. However, contributing funds may be used to demonstrate stakeholder support and may increase competitiveness of an application.

#### **Indirect Rate**

Recipients can charge an indirect rate of up to 30 percent of staff salaries and benefits. The indirect rate must be negotiated and is stated in the agreement. Indirect costs are defined as costs not directly associated to a particular objective of the project, such as utility costs, insurance, general office supplies, or rental space. For more information on the indirect rate, see p.34 of the <u>Administrative Requirements</u> for Recipient of Ecology Grants and Loans.

All applications assigned to evaluators have been screened, and are eligible for funding.

# **STEP-BY-STEP INSTRUCTIONS**

# **Access the Application**

## **Receive Evaluation Assignments**

The Evaluator will receive an EAGL system generated task assignment and an automated e-mail notification: "You have been assigned as an evaluator for application number SPPRCPF-202X-XXXXXX-XXXXXX. Please access the system, opne this application and complete the evaluation scorecard."

# Access EAGL via Secure Access Washington (SAW)

Log into Secure Access Washington and click the Access Now button to enter EAGL.



In EAGL, under N	y Tasks, cli	ck the Open	My Tasks	button.
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My Home	Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT Ny Applications   My Reports & Payment Requests   My Reports   My Administration   My Training Materials   My Organization(s)   My Profile SHOW HELP						
Welcome Geoff <sup>Fund</sup> Coordinator	Instructions: Select the SHOW HELP button above for detailed instructions on the following. > Applying for an Opportunity > Using System Messages > Understanding your Tasks > Managing your awarded grant						
	The system will undergo maintenance on Mondays from 2:00-3:00 PM. Please save your work and exit the system prior to this time in order to avoid losing data. Thanks for your patience.						
	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, <u>RCW 42.56</u> (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 guestions, contact Dawn Drake at Dawn.Drake@ecv.wa.gov.						

Hello Geoff, please choose an option below.

# 🖾 My Inbox

You have **29** new messages. Select the **Open My Inbox** button below to open your system message inbox.



# My Tasks

You have **5** new tasks. You have **0** tasks that are critical. Select the **Open My Tasks** button below to view your active tasks.



## Select the Document ID Number for the assigned application

My Tasks Export Results to Screen ~	Sort by: Select		60	31
Application	<u>Department</u> <u>of Ecology -</u> <u>SPPR</u>	<u>SPPRCPF-</u> 2021- <u>EcySPR-</u> 00004	Application In Evaluation	1/5/2021
Application	<u>Department</u> <u>of Ecology -</u> <u>SPPR</u>	<u>SPPRCPF-</u> 2021- EcySPR- 00007	An Funded	1/5/2021
Application	<u>Department</u> <u>of Ecology -</u> <u>SPPR</u>	<u>SPPRCPF-</u> 2021- EcySPR- 00015	Application In Evaluation	3/9/2021

CLOSE MY TASKS

This will take you to the "Application Menu". On the Application Menu, under View, Edit and Complete Forms, click the "View Forms" button.

DEPARTMENT OF ECOLOGY State of Washington	Ecology's Administration of Grants & Loans	(EAGL)
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<b>0</b>		

# Application Menu

Document Information: <u>SPPRCPF-2021-EcySPR-00004</u>

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SPPR	Fund Coordinator	Application In Evaluation	12/29/2020 - N/A N/A

# View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

# Change e Status

Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and request amendments through the status options. VIEW STATUS OPTIONS

# **Evaluate the Application**

All evaluations must be logged in EAGL, however most of the work can be completed offline with a number of tools.

# **Offline Evaluation Scorecard**

As an alternative to entering all scores and comments online, an offline scorecard is available for use. Once the evaluation is complete, all of the entries must be transcribed into EAGL and saved. See below for further instructions.

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* In EAGL, each Evaluator will get their own score card. The comment field is required; 0 to maximum points only.	In EAGL, each Evaluator will	ll get their own scoi	re card. The co	mment field is r	required; 0 to maximum points only.		
<sup>6</sup> Comments and scores will be viewable by the applicant. Be sure to explain why you gave the score yau gave. Applicants cannot see who the evaluators were, but Ecology employees can. To reduce bias, Evaluators may only view their own Evaluation Scorecard. RFCs can view all.	Comments and scores will b	be viewable by the	applicant. Be s	ure to explain v	why you gave the score you gave. Applicants cannot see who the e	aluators were, but Ecology employees can. To reduce bias, Evaluators may only view their own Ev	aluation Scorecard. RFCs can view all.

# **Entering the Evaluation Scores and Comments**

# Scroll down to the Screening and Evaluation section, and click "Evaluation Scorecard"

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# Application Menu - Forms

Please complete all required forms below.

#### Forms

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Funding	Program Guidelines			
1	SPPRCPF-2021 Funding Guidelines			
1	SPPRCPF-2021 Application Instructions			
Applicati	on Forms			
2	General Information		David Byers (ECY) 1/5/2021 10:35:27 AM	David Byers (ECY) 1/5/2021 5:18:04 PM
2	Project Characterization		David Byers (ECY) 1/5/2021 10:37:22 AM	
2	Mapping Information		Kaleigh Yandell (ECY) 1/4/2021 8:58:51 AM	Laura Hayes (ECY) 1/5/2021 5:24:18 PM
2	Recipient Contacts		David Byers (ECY) 1/5/2021 10:41:57 AM	
2	Scope of Work - Task 1 Project Admin		David Byers (ECY) 1/5/2021 10:44:05 AM	David Byers (ECY) 1/5/2021 5:19:01 PM
(P	Scope of Work - Additional Tasks (2)			
2	Scope of Work Summary		David Byers (ECY) 1/5/2021 10:44:05 AM	David Byers (ECY) 1/5/2021 5:21:44 PM
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2	Budget Task Cost		David Byers (ECY) 1/5/2021 10:48:54 AM	David Byers (ECY) 1/5/2021 5:22:18 PM
2	Uploads		David Byers (ECY) 1/5/2021 1:58:36 PM	David Byers (ECY) 1/5/2021 2:16:56 PM
Screenin	g and Evaluation			
2	Screening Checklist		Laura Hayes (ECY) 1/5/2021 5:02:40 PM	Laura Hayes (ECY) 1/5/2021 5:23:27 PM
	Evaluation Scorecard			
	Evaluation Summary			
	Application Modification Comm			

Document Information: <u>SPPRCPF-2021-EcySPR-00004</u>

Details

## Fill out the Evaluation Scorecard form





# When complete, check "Evaluation Finished" and click the "SAVE" button

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#### **EVALUATION SCORECARD**



# **Next Steps**

#### E-mail the FC to notify them that the Evaluation is complete.

Once all evaluations are complete for the application, the FC will change that status of the application to "Evaluation Complete".

Next, the Coastal Protection Fund Steering Committee will convene to review applications and assign final ranking.