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 Spills 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 *Administrative Requirements 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-XXXXX. Please access the system, open 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 My Tasks, click the Open My Tasks button.
Select the Document ID Number for the assigned application

This will take you to the “Application Menu”. On the Application Menu, under View, Edit and Complete Forms, click the “View Forms” button.
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.
Entering the Evaluation Scores and Comments

Scroll down to the Screening and Evaluation section, and click “Evaluation Scorecard”
Fill out the Evaluation Scorecard form

Check the “Evaluation Finished” box once all scores and comments are entered.

Comments are required for every category.

SAVE, AND SAVE OFTEN
When complete, check “Evaluation Finished” and click the “SAVE” button

Overall Evaluation Comments are also required

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.