



## Toxics Cleanup Program



## Department of Commerce

## Housing Trust Fund

To Whom It May Concern:

**The State of Washington Department of Ecology (Ecology) and the State of Washington Department of Commerce (Commerce) are soliciting applications for cleaning up sites that are suitable for construction of new affordable housing.**

The Department of Ecology's Toxics Cleanup Program oversees the cleanup of hazardous waste sites that pose risks to human health and the environment. We are contacting you to let you know about the development of the "Healthy Housing Remediation Program," which aims to connect cleanup of contaminated sites to the redevelopment of those sites into affordable housing projects.

The Department of Commerce is administering the "Housing Trust Fund," whose purpose is to create and preserve affordable housing units to serve low-income and special needs households and individuals. Commerce is also overseeing the "Brownfields Revolving Loan Fund," whose purpose is to promote capital investment and economic development by providing financing and development solutions to Brownfields sites.

The Washington State Legislature has requested a list of potential cleanup projects (which includes remedial investigation, feasibility studies, and cleanup plan development) that will lead to the creation of affordable housing units. This project list will also be used to develop Ecology's 2019–21 cleanup budget plan and help demonstrate funding needs for the Legislature to consider during the 2019 Legislative session for the "Healthy Housing Remediation Program."

### **How to get on the Ecology/Commerce project list?**

We will be requesting information soon from nonprofit and private housing organizations, in addition to local governments, regarding these types of projects. We need to understand your funding needs for cleaning up your contaminated site(s) and the suitability of your planned location for housing.

More information and instructions will be available on the State's Secure Access Washington (SAW) and Ecology's Administration of Grants and Loans (EAGL) systems. If you don't already have SAW and EAGL system accounts, you'll need to create them before you can report your funding needs (see attached instructions). Once your SAW and EAGL accounts are ready and you've submitted your proposed project information, your projects will be included in a 2018 report to the Legislature.

Please fill out both the EAGL grant application forms and the Health Housing Application (Word Document) to complete your application. The housing form is found just above the EAGL application forms. You will need to upload the Housing Application document to the Uploads link in EAGL.

### **When is the solicitation period?**

The response period will begin on **June 1, 2018**. We'll need to receive your responses within 30 days of the application opening. This will let us provide the Legislature an estimate of affordable housing related cleanup needs, and inform our budgeting and site selection process. To avoid possible delays, we strongly recommend setting up your SAW and EAGL accounts as soon as possible.



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**I'm brand-new to EAGL — How do I set up Secure Access Washington (SAW) and Ecology Administration of Grants and Loans (EAGL) accounts?**

Please refer to the enclosed instructions on how to set up your SAW and EAGL accounts or click on the following link:

<https://secureaccess.wa.gov/ecy/eagl>

**Whom do I contact if I have questions?**

**Department of Ecology**

Scott O'Dowd

(360) 407-7195

[Scott.odowd@ecy.wa.gov](mailto:Scott.odowd@ecy.wa.gov)

**Department of Commerce**

Tina Hochwender

(360) 725-3087

[Tina.hochwender@commerce.wa.gov](mailto:Tina.hochwender@commerce.wa.gov)

**We look forward to working with you.**

**Regards,**

**Department of Ecology and Department of Commerce**

Please note that this message contains information specific to non-government applicants. Government applicants received a similar message that relates to the same solicitation effort.



# Instructions for Setting up SAW and Ecology EAGL Accounts

## How do I set up Secure Access Washington (SAW) and Ecology Administration of Grants and Loans (EAGL) accounts?

Visit Secure Access Washington at <https://secureaccess.wa.gov/ecy/eagl> to create the account, then follow the instructions below to access EAGL.

If you already have a SAW account for other government services, don't create a new account to access EAGL. Simply log into your existing SAW account and add EAGL as an Ecology service.

Please note: You may not "share" a SAW account with another person or organization.

1. Create your SAW account and wait for a confirmation email.
2. Click the confirmation link in the email and log back into SAW.
3. Click the top, center button that says "Add a New Service".
4. Select Department of Ecology from the list of agencies that displays next, then click the "Apply" button next to EAGL.
5. If you're registering your organization in EAGL for the first time, you'll need this information:
  - a. Statewide Vendor Number available at <https://des.wa.gov/services/contracting-purchasing/doing-business-state/receiving-payment-state>
  - b. DUNS (Dun & Bradstreet) Number
  - c. Federal tax ID
6. Complete **EAGL's registration page** in the system.
7. You'll know you completed the process when you receive a system-generated email, letting you know that Ecology will activate your EAGL registration, typically within three business days.

## Where can I find more help?

Videos demonstrating how to setup your SAW and EAGL access are online at <https://youtu.be/XFizCBKZpK8> and <https://youtu.be/XXJh9arfasQ>. Further direction and guidance regarding this improved submission process will be included in email correspondence closer to the application period.

For SAW or EAGL questions, please contact:

**Lydia Lindwall, Ecology**

(360) 407-6210

[Lydia.lindwall@ecy.wa.gov](mailto:Lydia.lindwall@ecy.wa.gov)