Air Quality Local Partner Woodsmoke Reduction Grant Funding Guidelines 2021 - 23

Announcement of Funds Available and Grant Guidelines to Local Clean Air Agencies for Woodsmoke Reduction solid fuel device replacement programs.

By: David Grant and Carrol Johnston

For the

Air Quality Program

Washington State Department of Ecology
Olympia, Washington

Grant Information

Information regarding this funding opportunity is available on the Department of Ecology's website at: https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Wood-smoke-reduction-grants

Contact Information

Air Quality Program

Headquarters Office
P.O. Box 47600
Olympia, WA 98504-7600
Phone: 360-407-6800
Website[1]: Washington State Department of Ecology

ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6800 or email at ecyadacoordinator@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's accessibility website[2] for more information.

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[1] https://ecology.wa.gov/
[2] https://ecology.wa.gov/About-us/Accountability-transparency/Accessibility

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2021 - 23

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Important Information

Apply to: Ecology Air Quality Program via Ecology Administration of Grants and Loans (EAGL)

Title: 2021-2023 Woodsmoke Reduction Grant Funding Cycle

Action: Request for Grant Funding

Applicants: Available to Washington State's Seven (7) Local Clean Air Agencies and Department of Ecology region offices where no Local Clean Air Agencies exist.

Application Acceptance Dates: July 1, 2021 through July 30, 2021

Due Date: July 30, 2021

Typical Grant Start Date: July 1, 2021

Summary

Amount of Funding Available: Approximately $290,958.00 of new appropriation is available for the seven (7) local clean air agencies and two Department of Ecology region offices. With the appropriation, the Legislature has provided the following direction:

> The appropriation in this section is subject to the following conditions and limitations: Whenever possible and most cost effective, the agency and local air agency partners must select home heating devices that are certified by the United States environmental protection agency or do not use natural gas to replace noncompliant devices.

Application Deadline: Applicants must submit applications no later than by 5PM PST, July 30, 2021.

Note: Ecology has an electronic grant and loan application system called EAGL (Ecology Administration of Grants and Loans). See Application Process for more details.

Chapter 1: Air Quality Woodsmoke Reduction Grant Overview

These grants are available to Local Clean Air Agencies (LCAAs) and Department of Ecology (Ecology) regional offices (where no LCAA exists) for projects that support woodsmoke reduction efforts through the use of financial incentives to recycle and replace older, uncertified wood-burning home heat devices.

Wood smoke is one of the main sources of air pollution in Washington. Woodstoves, fireplaces, and other wood burning devices puts out hundreds of times more air pollution than other sources of heat, such as natural gas or electricity. Smoke from wood burning stoves causes asthma, lung disease, heart disease, stroke, and premature death. This program reduces emissions from old, high-polluting wood stoves in communities facing significant public health threats from wood smoke. Funds will be used to replace uncertified wood-burning home heating devices with cleaner home heating options and deploy cleaner burning emission control solutions. Priority will be given to communities at high risk of violating national ambient air quality standards to prevent violations and avoid significant economic, environmental, and public health consequences.

Grant staff

Ecology Project Manager:

Responsible for the project management aspects of the agreement. Develops agreement content (scope, task, deliverables), including negotiation with local clean air agency recipients. Monitors progress and deliverables, approves reimbursement requests, completes Ecology Close Out Report, and assists Financial Manager with closeout process steps.

Contact: David Grant; Phone: 360.407.6978; Email: david.grant@ecy.wa.gov

Ecology Financial Manager:

Responsible for the financial and administrative aspects of the agreement. Develops final agreement, coordinates agreement approval, responds to reimbursement requests (after approval by the Project Manager), coordinates with the Project Manager on amendments, and manages agreement closeout process.

Contact: Carrol Johnston; Phone: 360.407.6805; Email: carrol.johnston@ecy.wa.gov

Ecology Air Quality Program Budget Manager:

Provides general oversight of the account; determines the amount that is available for distribution; works with project manager toward recommending funding allocations to Air Quality (AQ) Program Manager based on application ranking. AQ Program Manager provides final approval.

Contact: Pete Siefer; Phone: 360.407.6646; Email: pete.siefer@ecy.wa.gov

Statutory and administrative requirements

Statutory requirements, administrative rule uses and limitations, and program and agency policy provide the framework for the Funding Guidelines. Key statutes, rules, and policies include:

- RCW 70A.15.3600(7)[3]
- WAC 173-433-155(7)[4]
- Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL; see Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book)[5].
- Environmental justice policy
- Legislative direction, from Section 3091 of Substitute House Bill 1080, 2021 session:
  - The appropriation in this section is subject to the following conditions and limitations: Whenever possible and most cost effective, the agency and local air agency partners must select home heating devices that are certified by the United States environmental protection agency or do not use natural gas to replace noncompliant devices.

Ecology's General Terms and Conditions are non-negotiable and failure to accept these conditions, or any attempt to alter these conditions can result in revocation of grant awards

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[3] https://apps.leg.wa.gov/rcw/default.aspx?cite=70a.15.3600
[4] https://apps.leg.wa.gov/wac/default.aspx?cite=173-433-155
[5] https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html

Chapter 2: Funding Program Details

This chapter provides a basic overview of the funding program, including applicant and project eligibility and funding provisions.

Ecology manages the Woodsmoke Reduction Grant program, which is funded under a biennial cycle. Applications are due in odd-numbered years. Funds, when secured from Legislative budget appropriation, are available starting in the same odd-numbered year. Ecology reserves the right to carry over "general information" into the EAGL application forms. Ecology will review applications submitted by the local clean air agency (and Ecology regional offices) for completeness, and then fund distribution is based on a competitive scoring criteria. Ecology establishes grant criteria for each grant cycle. These criteria, for this grant cycle, are provided within this document, such as these examples from previous grant cycles:

- Location in an area designated non–attainment for federal ambient air quality standards or at risk of being declared non-attainment.
- Ability to leverage other funding sources; proposed actions resulting in the greatest $PM_{2.5}$ emission reductions.
- Creative approaches to reach high volume wood users.
- Replacing uncertified devices that are a home's primary heat source; educating consumers.
- Readiness to proceed.
- Demonstrated capacity to spend the requested funding.

In line with Ecology's commitment to environmental justice, the agency intends to utilize the Department of Health's Washington Tracking Network (WTN) mapping tool to help prioritize those populations who have historically been disproportionately impacted by air pollution. All applications are received, evaluated, and ranked against the criteria, and decisions on funding are made based on the amount available and the worthiness of projects.

Funding levels

Total funds available for Woodsmoke Reduction Grant program vary between biennia. The amount of funding available for each State biennium is based on Legislative biennial budget appropriation.

Chapter 3: Eligible Project Types and Activities

Project specific Woodsmoke Reduction Grant activity components:

Applications must address the following elements:

1) Prioritizes wood smoke reduction in at-risk communities.
   a) This grant opportunity defines at-risk communities as those with an estimated design value of 20 µg/m^3 or greater PM$_{2.5}$.
   b) Include a brief description of the data source used for determining the projects at-risk community, including existing mapped inventory (e.g., emissions data, and/or location and type of air monitoring equipment used.
   c) In addition to a focus on measured design values, grant funding will be given scoring priority to defined activities that prioritize benefits to highly impacted communities as identified with the WTN Environmental Health Disparities Index.[6]
2) Focuses on capital expenditures and demonstrate capacity to spend grant funds.
3) Indicates administrative costs (salaries/benefits) and program promotion expenses, not to exceed 25%.
4) Applications must describe how the proposed project will address the following mandatory elements:
   a) How project/program success will be measured.
   b) Replacement of existing devices: Applicant must describe process for removal and recycling of uncertified or pre-New Source Performance Standards 2020 woodstoves or inserts. Replacements must be proven clean-burning devices (e.g. Alaska Department of Environmental Quality approved devices) or devices that do not utilize solid fuels (e.g. electric or gas, but only where applicant documents no other more cost effective alternative to gas). Residential coal-burning devices and fireplace replacements may be included.
   c) Grantees may accept used, non-compliant woodstoves from within grantees' regulatory jurisdictions.
   d) Local permits must be obtained, with clarity on whose responsibility they are.
   e) Rebate amount for each type of device offered to consumers. Include an estimate of fine particle reduction to be achieved by the project, measured in tons of PM2.5 annually.
   f) Professional installation of new clean burning devices. Installation requirements should be described, as well as the current status of contractor/vendor relationships that are established (or a procurement that is ready to move forward). Exceptions may be made where certified installers are not available.

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[6] For more information on WTN go to https://fortress.wa.gov/doh/wtn/wtnibl/. Select "Environmental Health Disparities" to load a statewide map. Then select the "locate yourself" icon and enter the zip code where your project is located. Find the EHD index rank for your location on the legend on the right. Publication 19-07-006 22 March 2019.

g) Emphasis placed on sole source and high volume burners.
h) Accessibility to a diverse audience, including demonstrated ability to recognize and effectively reach communities/individuals with Limited English Proficiency (LEP).

5) Applicants should address the following elements within their applications:
a) Leverage: Does the project include creative partnerships that help achieve the project goals?
b) Creative, community-specific approaches to woodsmoke reduction. For example, use of retrofit devices, restriction of device options by type or emission rate, program promotion targeting communities/individuals with LEP, etc.
c) Education about proper use of wood-burning devices and the health effects of wood smoke (funded from other sources).
d) Income eligibility component. In line with Ecology's commitment to environmental justice, projects that include a well-defined strategy for providing additional economic support to income qualifying participants will receive scoring/funding priority.

Applications will be evaluated on the following:

a) Do you intend to leverage (use) partnerships in a way that furthers funding and project goals? If so, please describe?
b) Are you considering creative, community-specific approaches to wood smoke reduction? If so, how?
c) Are you providing education about proper use of wood-burning devices and the health effects of wood smoke (funded from other sources)? If so, how?
d) Describe your income eligibility component. In line with Ecology's commitment to environmental justice, projects that include a well-defined strategy for providing additional economic support to income qualifying participants will receive scoring/funding priority.
e) Readiness to proceed: Do you have procurement/contracting policies in place and ready contractors/vendors. See [Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book) part V.](#)
f) Outreach: Does your program have a communications plan in place to reach burners, diverse audiences, and identified communities of LEP?
g) Does your application include a thorough program description that includes all mandatory elements, such as your removal, replacement and recycling processes and required documentation, local permitting, clearly identified reimbursement amounts and limits, etc?

Chapter 4: Agreement Development, Management, and Conditions

Agreement development

Ecology makes formal funding offers after funding availability is determined and the Budget Manager has determined funding amount for each grantee/applicant based on viability and quality of each proposed project. Ecology assigns David Grant as the Project Manager and Carrol Johnston as the Financial Manager in EAGL to each project receiving a funding offer. The Project Manager contacts the applicant within four weeks of the grant offer to discuss the funding offer and EAGL application. The Project Manager and Financial Manager work to develop and negotiate funding agreements and monitor recipient performance after an agreement is signed.

The Project Manager and Financial Manager use information found in the funding proposal as the basis for developing the funding agreement. Funding agreements for clearly defined project proposals that include a detailed scope of work, measurable objectives, and accurate budgets take less time to develop. If the applicant makes significant changes to the scope of work after the award, Ecology may withdraw or modify a funding offer.

To speed development and processing, Ecology standardizes much of the funding agreement language and includes general terms and conditions and other conditions that are required by state or federal law.

The Project Manager ensures compliance with the scope of work; reviews and approves line item costs for eligibility on payment requests. The Financial Manager ensures compliance with the agreement's budget and other agency financial criteria.

The Project Manager is the primary contact for technical assistance and day-to-day questions and also works with the Financial Manager to resolve payment or eligibility issues if they arise. When in doubt, contact the Project Manager for information.

When the agreement is finalized, the applicant signs the agreement. The applicant will send the agreement back to the Financial Manager for the final signature by the AQ Program Manager or the authorized designee. This may be done electronically.

Once the agreement is signed by Ecology, a fully executed original will be returned to the recipient.

Sub-Agreements

Contracting must follow the local jurisdiction's procurement policy (see *Procuring goods and services* below). If there is no recorded policy, then recipients must follow the state's procurement policy.

Amendments

Modifications and changes to the funding agreement may become necessary. If and when an amendment is needed, the recipient must submit any proposed amendments or changes in writing to their Project Manager. The recipient and Ecology's Project and Financial Managers will negotiate changes and document the changes as an amendment to the funding agreement.

All proposed project and/or budget changes are subject to approval by Ecology.

Either the recipient or Ecology may initiate the amendment process. If the Project Manager concurs with the written request, the Financial Manager prepares the amendment.

The authorized signature authority will electronically sign the amendment and forward the signed amendment to the Ecology Financial Manager via email with the following statement, "I APPROVE THE ATTACHED AMENDMENT FOR (Name of Recipient)." The AQ Program Manager will electronically sign the amendment. Ecology will send the recipient a fully executed amendment electronically. Alternately, the recipient may choose to print two (2) copies of the amendment, have the authorized signature authority sign and send signed copies to the Financial Manager via postal mail for final execution of the Air Quality Program Manager. One executed copy will be returned to the recipient via postal mail. **In the event these procedural options are modified, Ecology will provide the most current instructions.

Reasons for amendments could include:

- Budget changes or redistributions.
- Scope of work changes.
- Changes to required performance.

Important dates and timelines

<u>The funding agreement for the project must be agreed upon and signed by both parties within one (1) month of an award notice</u> to avoid losing valuable implementation time.

Procuring goods and services

The recipient is responsible for procuring professional, personal, and other services using sound business judgment and administrative procedures consistent with applicable federal, 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. The recipient must follow their own procurement policies. If none exist, the recipient follows state procedures.

The Office of Minority and Women Owned Business Enterprises (OMWBE) has established voluntary goals for the participation of minority- and women-owned businesses in procurements made with Ecology funds. Each grant agreement will contain a condition regarding OMWBE. While participation is voluntary, Ecology requires reporting the level of participation on Form D: Contractor Participation Report and submitted with each Payment Request/Progress Report (PRPR).

Education and outreach

Recipients must provide Ecology with a copy of any tangible educational products developed under the grant, such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, and web page links. If this is not practical, recipients must provide Ecology a complete description including photographs or printouts of the products.

Recipients must also provide Ecology with contact information for local project leads.

If there are a significant number of people (5% or 1000 people, whichever is less) in the community with LEP, recipients must consider translating educational, enforcement, and public outreach materials for those identified populations. Any emergency communications or written notifications must comply with RCW 38.52.070. Recipients should consider including in written materials, a notice advising LEP persons of free language assistance.

Project site visits and post project assessments

Ecology's Project Management Team may conduct site visits to provide technical assistance and verify progress or payment information for projects.

Project close-out

When the grant agreement and the project ends, final invoices must be submitted to the Project Manager within 30 days of grant agreement end date. A final project completion report must accompany the final invoice.

Agreement management

The *effective date* of the agreement is the earliest date on which eligible costs may be incurred. Unless explicitly stated by the state legislature in a budget appropriation, the effective date for grants is usually the beginning of the state fiscal year or biennium which occurs July 1. The applicant may incur project costs on and after the effective date or the state date as determined by the Washington State Legislature and upon final signature of the agreement. Eligible expenditures cannot be reimbursed until the agreement has been signed by Ecology's AQ Program Manager. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

The grant budget

Disbursements of grant funds:

Ecology disburses grant funds to recipients on a cost-reimbursable basis. The recipient must incur eligible costs within the effective and expiration dates of the funding agreement.

Indirect rate

The recipient can charge an indirect rate of up to 25% percent of salaries and benefits to cover overhead costs that benefit more than one activity of the recipient. Indirect costs are not directly assignable to a particular objective of the project such as space utilities, miscellaneous

copying, telephone, motor pool, janitorial services, records, storage, rentals, etc., items not directly attributable to the project yet are required to conduct business. The use of indirect items must be reported on a separate line item on the PRPR invoice spreadsheet. A list of indirect items must be reported with the first invoice and remain constant for the life of the grant.

Procuring goods and services

The recipient is responsible for procuring professional, personal, and other services using sound business judgment and good administrative procedures consistent with applicable federal, 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. The recipient must follow their own procurement policies. If none exist, the recipient follows state procedures.

OMWBE has established voluntary goals for the participation of minority- and women-owned businesses in procurements made with Ecology funds. Each grant agreement will contain a condition regarding OMWBE. While participation is voluntary, Ecology requires reporting the level of participation on Form D: Contractor Participation Report and submitted with each PRPR.

All contracted work and sub-recipients are required to comply with the terms of the final agreement, including but not limited to the General Terms and Conditions and the Administration Requirements for Recipients of Ecology Grants and Loans, and these Funding Guidelines.

Washington State Procurement Procedures

- Washington State Purchasing Policies: Current Policies[7]
- Revised Code of Washington Public Works[8]

Transportation costs

The recipient can recover the cost of transportation through the state mileage rate. The mileage rate includes all vehicle-related needs, such as gas, tires, insurance, and maintenance. For current state mileage, rates see: Policy 10.90.20[9].

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[7] https://des.wa.gov/about/projects-initiatives/procurement-reform/current-policies
[8] https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/RCW_WAC.pdf?56i1%205hr
[9] https://ofm.wa.gov/sites/default/files/public/legacy/policy/10.90a.pdf

Progress Reporting / Payment Requests (PRPRs)

Ecology is now using a web-based grant program known as Ecology Administration of Grants and Loans (EAGL). All grant activity from beginning to end is conducted through EAGL. Progress reporting and payment requests are an inherent part of this program.

Progress Reports and commensurate Payment Requests (invoices) are to be submitted quarterly to demonstrate timely spending. Recipients must submit progress reports at least quarterly and with every payment request. Progress reports should include a description of all progress made in the reporting period to meet goals as well as any successes, problems, and delays that affect the project, and an upload of the Woodstove Progress Report (Appendix III). If a problem exists, recipients must discuss the corrective actions taken or proposed and identify any Ecology assistance that may be needed.

Ecology may withhold payments if the recipient has not submitted progress reports.

All PRPRs are reviewed for eligibility by the Project Manager for compliance with the scope of work. The Financial Manager reviews the invoice for conformance to the grant budget and financial reporting requirements. All deliverables as scheduled in the grant agreement are due with the respective PRPR.

On the PRPR's, all costs are itemized by task per the grant agreement with a line item for each cost incurred. Backup documentation must be in the same task order and show how that cost was incurred. For instance, if the cost is a compilation of separate costs, details must be shown on the backup as to how that end cost was arrived at. If the line item cost is a breakout from a larger cost, that breakout detail needs to be shown as well (for salaries and benefits, you **MUST** include staff name, hourly rate, hours worked, and total). All line items and backup documentation must agree. Highlighting end costs on the backup helps to speed review of the invoice and ultimately payment to the grant recipient.

Non-performance of projects/re-assignment of funds

Recipients are encouraged to read the Termination section of the General Terms and Conditions of their grant agreement.

Projects that do not perform in a timely fashion present a risk not only to the direct project itself, but also the entire Woodstove Education and Enforcement grant program, as timely performance is an expectation of the legislature and the fund source.

If a funded project is not making progress, either in whole or part, Ecology will initiate discussions with the grant recipient as to the cause and potential solutions to getting the project going again.

Assessment of grant recipient performance

When the scope of work has been completed and the grant is closed out (or earlier if the grant is cancelled due to non-performance or other issues), Ecology will perform an assessment of the recipients' performance (aka Ecology Close-Out Report). Performance elements will include;

1. The general responsiveness of recipients in communicating in a timely way with Ecology.
2. Timeliness in completing the initial grant agreement and any subsequent amendments.
3. Timeliness and completeness of PRPRs.
4. The need for amendments, their frequency, and significance of scope change.
5. Timely grant close out.
6. The results of any audit findings.

Appendix I: Grant Agreement Definitions

Administrative Requirements means the effective edition of Ecology's, *Administrative Requirements for Recipients of Ecology Grants and Loans* at the signing of this agreement.

Contract Documents means the contract between the recipient and the construction contractor for construction of the project.

Effective Date means the earliest date on which eligible costs may be incurred.

Guidelines means Ecology's Funding Guidelines for Woodstove Education and Enforcement that correlate to the biennium in which the project is funded.

Project means the project described in this agreement.

Project Completion Date means the date specified in the agreement on which the Scope of Work will be fully completed.

Project Schedule means that schedule for the project specified in the agreement.

Scope of Work means the tasks and activities constituting the project.

Termination Date means the effective date of Ecology's termination of the agreement.

Total Eligible Project Cost means the sum of all costs associated with the project that have been determined to be eligible for Ecology grant funding.

Total Project Cost means the sum of all costs associated with the Woodstove Education and Enforcement project, including costs that are not eligible for Ecology grant funding.

Appendix II: EAGL & Grants Training Tools and Resources

For EAGL Training Tools & Resources, please visit Ecology's Grants & Loans homepage: [Grant & loan guidance and forms](#)[10].

There you will find Ecology's Administrative Requirements, other resources, such as:

Administrative Requirements for Recipients of Ecology Grants & Loans ("Yellow Book")

- [Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book)](#)[11] This publication establishes the administrative requirements for recipients of all grants and loans administered by Ecology. Topics include financial management, expenditure and income reporting, contracting, and record retention.

  This Version applies to all grant and loan agreements in EAGL, with an agreement signature date OR amended agreement signature date of August 11, 2017 or later.

- Submitting a Payment Request/Progress Report (PRPR). Most forms are available inside EAGL, and if you are managing your grant or loan there, use the forms in the system.

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[10] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance
[11] https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html

Appendix III: Scoring Criteria

Mandatory elements

Pollutant levels

Criteria	Guideline Element	Description	Scoring	Scoring Breakdown
1. Pollutant Levels in Geographic Area	Element 1	The project area is located within an area identified as having a 24hr average air quality value of 20 µg/m^3 for a targeted community. To receive full points, there must be 3 or more grid cells with values of 20 µg/m^3 or above. Background Concentrations data map > PM2.5 24 hr	/30	Yes = 30 No = 0
2. Environmental Health Disparities	Element 1	The project is within an area of high PM2.5 exposure ranking on the DOH map. High exposure is defined as any census tract with a rank of 8 or greater. DOH map > Environmental Health Disparities > Environmental Exposures > PM2.5 Concentration	/10	Yes = 10 No = 0
3. Other PM2.5 Metrics	Element 1	The project area is not an area identified by scoring criteria 1 above, nor is it within an area of high PM2.5 exposure (scoring criteria 2). However, it is well defined by another metric that is provided by the applicant.	/5	Yes = 5 No **OR** either above criteria answered Yes = 0

Performance assessment

Criteria	Guideline Element	Description	Scoring	Scoring Breakdown
4. Financial Management	Element 2	• Has applicant had an audit in the past 3 years? ➢ Check SAO audit reports for applicant If audited, were there no audit findings?	/8	2/2 Yes = 8 1/2 Yes = 4 0/2 Yes = 0

Criteria	Guideline Element	Description	Scoring	Scoring Breakdown
5. Past Performance	Element 2	*This criteria only pertains to applicants who have been previously awarded funds for the AQ Woodsmoke Reduction Grant.* • Did the applicant complete the proposed number of replacements/recycles in 17-19? • Did the applicant complete the proposed number of replacements/recycles in 19-21? • Did the applicant utilize all of their funding in 17-19? Did the applicant utilize all of their funding in 19-21?	/(16)	4/4 No = (16) 3/4 No = (12) 2/4 No = (8) 1/4 No = (4) 0/4 = 0

Readiness to proceed

Criteria	Guideline Element	Description	Scoring	Scoring Breakdown
6. Goals and Benefits	Element 4	Clear goals with measureable benefits are described in detail, including estimate of tons of PM2.5 reduced.	/5	High detail = 5, Moderate detail = 3, Low detail or not addressed = 0
7. Program Description	Element 4	Does the project describe the removal, replacement, and recycling process?	/5	High detail = 5, Moderate detail = 3, Low detail or not addressed = 0
	Element 4	Does the project describe responsibility for local permits?	/5	High detail = 5, Moderate detail = 3, Low detail or not addressed = 0
	Element 4	Does the project describe reimbursement amounts per device?	/5	Yes = 5, No = 0
	Element 4	Does the project describe professional installation requirements?	/5	High detail = 5, Moderate detail = 3, Low detail or not addressed = 0
	Element 4	Does the applicant have established contractors and vendors or a procurement ready to move forward?	/5	High detail = 5, Moderate detail = 3, Low detail or not addressed = 0

Criteria	Guideline Element	Description	Scoring	Scoring Breakdown
8. Outreach	Element 4	Does the project describe how the program reaches sole source/high volume burners?	/4	High detail = 4, Moderate detail = 2, Low detail or not addressed = 0
	Element 4	Does the project describe how it will be accessible to a diverse audience?	/4	High detail = 4, Moderate detail = 2, Low detail or not addressed = 0
	Element 4	Does the project describe how program application information is provided for limited English proficiency communities/persons?	/4	High detail = 4, Moderate detail = 2, Low detail or not addressed = 0

Discretionary elements

Criteria	Guideline Element	Description	Scoring	Scoring Breakdown
9. Community Support	Element 5	• Does the project include creative partnerships that help achieve project goals? • Does the project include a community-specific approach to woodsmoke reduction? Does the project include an education component with vendors and for applicants on proper use of devices and health effects of woodsmoke?	/15	3/3 Yes = 15 2/3 Yes = 10 1/3 Yes = 5 0/3 Yes = 0
10. Income Eligibility	Element 5	• Does the project include an element for increased financial support to income-qualifying applicants? • Is the project in an area identified by the DOH map as being a "population living in poverty" with a census tract ranking of 8 or higher (DOH map) > Environmental Health Disparities > Socioeconomic Factors > Population Living in Poverty	/20	2/2 Yes = 20 1/2 Yes = 10 0/2 Yes = 0