Tribal Carbon Offset Assistance Grant Program 2025-27 Application Instructions



General EAGL User Information

In order to apply for this funding opportunity, you must have both a registered Secure Access Washington (SAW) account and a registered Ecology's Administration of Grants and Loans (EAGL) account. For more information and instructions, see the resources listed below:

Ecology's Grants & Loans webpage¹ How to Create a SAW Account² How to Register for EAGL³ EAGL External Users' Manual⁴

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. Global errors must be addressed in order to submit your application.

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 Navigation: EAGL does not have a log out feature, so if at any time, you want to leave the application and return later; you must click Save on the right side of the page header before exiting the application or moving to the next form.

System Requirements – To use EAGL, you must have access to the internet and one of the following web browsers: Google Chrome, Edge Chromium, Mozilla Firefox, and Safari. We do not recommend using Internet Explorer with EAGL.

¹ <u>https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance</u>

² <u>https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be</u>

³ <u>https://www.youtube.com/watch?v=XXJh9arfasQ</u>

⁴ <u>https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html</u>

Creating an Application

Once logged into EAGL, click View Opportunities, under View Available Opportunities.

Search for "Climate Pollution Reduction Climate Commitment Act Tribal Carbon Offsets for Department of Ecology – AQ" in the Document Instance field. Click Apply Now. This will take you to the application. My Opportunities

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

Provider:	~	
Document Instance:	Climate Commitment Act Tribal	
Due Date (From - To):	-	

Air Quality Climate Commitment Act Tribal Carbon Offsets for Department of Ecology - AQ Offered By: Department of Ecology

Department of Ecology

VIEW OPPORTUNITIES

Application Availability Dates: 06/02/2022-07/29/2022

Application Period: 06/02/2022-07/29/2022

Application Due Date: 07/29/2022

Description:

Ecology announces the availability of up to \$5 million in grants to support federally recognized tribes in the process of designing, assessing the feasibility of, and implementing carbon projects. These funds are intended to increase the number of offset projects developed on Tribal land within Washington state, in accordance with RCW 70A.65.170.

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.



Application Menu: You are now on the Application Menu. The document number is highlighted below, a number similar to this one will be your grant agreement number. Click View Forms under View, Edit and Complete Forms.

Application Menu

الوحار			1 - SA		Period Date /
Info	Document Type	Organization	Role	Current Status	Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	06/02/2022 - 07/29/2022 07/29/2022 5:00PM PST

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.

Application Menu – Forms Page: You are now on the Application Menu – Forms page. This page contains all the application forms that need to be completed in order to submit the application.

Application Menu - Forms

Please complete all required forms below.

Document Information: <u>AQCCA-2325-EcyAQ-00011</u>
<u>Details</u>

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding	Program Guidelines			
\mathbb{Z}	AQCCA-2325 Funding Guidelines			
1	AQCCA-2325 Application Instructions			
Applicati	on Forms			
	General Information			
	Project Characterization			
2	Mapping Information		Rose (SAW) Bennett 6/21/2022 8:31:19 AM	
	Recipient Contacts			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Supplementary Questions			
	Budget Proposal			
	Uploads			

Funding Guidelines: Before continuing to the forms, you must carefully read the AQCCA-2325 Funding Guidelines, located under the Funding Program Guidelines. If you have questions before continuing, please contact the Ecology Project Manager, Sophie Daudon, at <u>sophie.daudon@ecy.wa.gov</u>.



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If you need to leave EAGL during the application process, click save before you leave EAGL.

To return to EAGL and continue your application, you can find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and click on the document number to navigate to your application.



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



General Information Form

Select General Information form the Application Forms list.

Application Menu - Forms Please complete all required forms below.					
Document Information: <u>AQCCA-2325-EcyAQ-00011</u> <u>Details</u>					
Page Name	Note Created By	Last Modified By			
Program Guidelines					
AQCCA-2325 Funding Guidelines					
AQCCA-2325 Application Instructions					
on Forms					
General Information					
Project Characterization					
Magoing Information					
Recipient Contacts					
Scope of Work - Additional Tasks					
Scope of Work Summary					
Supplementary Questions					
Budget Proposal					
Uploads					
	Page Name Program Guidelines AQCCA-2325-EcyAQ-00011 AQCCA-2325 Funding Guidelines AQCCA-2325 Funding Guidelines AQCCA-2325 Application Instructions AQCCA-2325 Application Instructions On Forms General Information Project Characterization Mageing Information Recipient Contacts Scope of Work Summary Supplementary Questions Budget Proposal	Page Name Note Created By Program Guidelines Created By AQCCA-2325 Funding Guidelines Created By AQCCA-2325 Funding Guidelines Created By AQCCA-2325 Application Instructions Created By Project Characterization Created By Project Characterization Rose (SAW) Bennett (21/2022 8:31:19) Recipient Contacts Scope of Work - Additional Tasks Scope of Work Summary Supplementary Questions Budget Proposal Created By			

The following steps should be completed in the General Information Form:

- Enter the Project Title, Project Short Description, and Project Long Description in the boxes provided.
- Enter the Total Cost of the project in the box circled in red in the image below. The Total Cost is what the <u>total project will cost regardless of grant funding</u>.
- Enter the Total Eligible Cost in the box circled green in the image below. <u>This is the grant amount you</u> <u>are requesting from Ecology</u>. See the AQCAA-2023 Grant Guidelines for more detail.
- Enter the Effective Date in the box provided. The Expiration date has been pre-populated and cannot be edited.
- The Ecology Program is prepopulated to the Air Quality Program.
- The Project Category is prepopulated to Climate Commitment Act.
- The answer to "Will Environmental Monitoring Data be collected" is prepopulated with No and cannot be edited.
- Enter the Overall Goal in the box provided.
- When you are finished, click Save in the top right corner of the Ecology's Administration of Grants & Loans (EAGL) banner. When you click Save, EAGL will provide error notices if any information is missing or incomplete.

DEPARTMENT OF ECOLOGY State of Washington	Ecology's Administration of G	rants & Loans (EAGL) TEST ENVIRONMENT	Time
My Home My Applications	My Reports & Payment Requests		
		My Reports My Training Materials	<u>My Organization(s)</u> <u>My Profile</u>
		SAVE PRINT VERSION	ADD NOTE CHECK GLOBAL ERRORS

Back

Project Characterization Form

Scroll to the Navigation Links section at the bottom of the page and select the Project Characterization form. If you have left your application, you can also select this form under the Application Forms section.

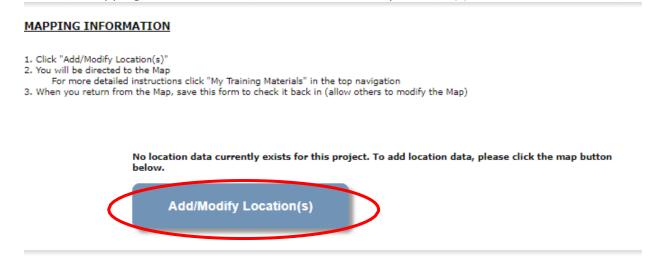
- Use the first dropdown menu to choose the primary theme of Air Quality.
- Use the second dropdown menu to choose the secondary theme of Climate Commitment Act.
- Adding a website is optional. You do not have to add one if it is not needed.
- Before leaving this form, click Save in the top right corner of the EAGL banner. **PROJECT CHARACTERIZATION**

Instructions:	
Required fields are marked witl Select a Primary Theme, click t Select a Secondary Theme, and	he SAVE button
Project Themes Select a primary and secondary	y theme that best describes the work to be achieved during this project. Primary Theme [Air Quality •]*
0	Secondary Theme(s) Climate Commitment Act V*
After entering a website and sa	please enter the web address below. wing, another blank row will appear. Up to three websites may be provided.
Website Title/Name	Web Address

Mapping Information Form

Scroll to the Navigation Links section at the bottom of the page and select the Mapping Information form. If you have left your application, you can also select this form under the Application Forms section.

Once on the Mapping Information form, click on Add/Modify Location(s).



Click on Project Area options.

Define project area by city		
Enter city		
Define project area by county	(
Choose county		• A

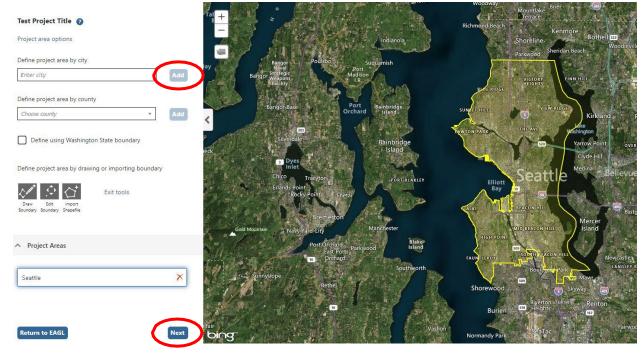
You will see a selection of methods to enter the boundary for your object. Select the method you would like to use. This will most likely be city, county, or tribal area, so those options are prepopulated for you. If you would like to draw your own boundary, you can select Drawing/ImportTools.

After you are finished making your selection, click Go.

Select method(s) to enter bo	undary
Air Authority	Lake
City	Parcel
County	WRIA 🔮
Grant Project Area	School District
Transit Authority	HUC 12 🛛
Tribal Areas	Drawing/Import Tools
Go	

You may also choose from the drop-down list or type in the name of the project area. Select Add. An outline of the area you selected will appear.

When you are finished, click Next at the bottom of the page, and the system will calculate the area statistics.



After the calculations are complete, click Save at the bottom of the page.

Legislative District:	Area %
District 25	< 1%
District 26	< 1%
District 27	72.94%
District 28	9.32%
District 29	17.53%
District 30	< 1%
District 34	< 1%



The Mapping Information form will reload with a table of statistics.



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Click Save in the top right corner of the application when finished.

Recipient Contacts Form

Scroll to the Navigation Links section at the bottom of the page and select the Recipient Contacts form. If you have left your application, you can also select this form under the Application Forms section.

Use the dropdown menus to select a staff person for the following roles in EAGL: Project Manager, Authorized Signatory, and Billing Contact. Each of your staff assigned a role in EAGL will need both an EAGL and SAW account. For more information on signing up for these accounts, visit Ecology's Grants and Ioans webpage⁵. 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

If you need additional signatories, use the blank fields provided at the bottom of the page. Note: Additional

signatories do not need EAGL accounts.

Ø 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
0	

Click Save in the top right corner of the application. The page will reload with contact information.

DEPARTMENT OF ECOLOGY State of Washington	Ecology's Administration of Grants & Loans (EAGL)	
My Home My Applications	My Reports & Payment Requests	
-	<u>My Reports</u> <u>My Training Materials</u> <u>My Organization(s)</u> <u>My Pr</u>	<u>rofile</u>
	SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERF	RORS

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⁵ <u>https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans</u>

Scope of Work – Additional Tasks Form

Scroll to the Navigation Links section at the bottom of the page and select the next form, Scope of Work – Additional Tasks. If you have left your application, you can also select this form under the Application Forms section.

The following steps should be completed as shown in the image below.

- Enter Task Description in the box provided.
- Enter Task Goal Statement in the box provided.
- Enter Task Expected Outcomes in the box provided.
- Enter Recipient Task Coordinator in the box provided. <u>SCOPE OF WORK - ADDITIONAL TASKS</u>

Instructions:

Please enter all task information Next enter the first deliverable

When done, After SAVE a Continue ent	ds are marked with an * click the SAVE button. new row will appear tering deliverables, clicking the SAVE button after each v task, click the Add button			
Task Number				
Task Title		*	Task Cost	*
Task Description				
	@* 0 of 3500			
Task Goal Statement				
	@* 0 of 1500			
Task Expected Outcomes				
	@* 0 of 1500			
Recipient Task Coordinator				

Enter the deliverable description and due date in the boxes provided.

Oeliverables								
After SAVE a		To Delete a Ro Delete data en When done, cli	tered in a n					
Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
0	* 0 of 500							

To insert a new deliverable, click the + icon. Enter your deliverable description and due date in the boxes provided.

Deliverables								
After SAVE a		To Delete a Ro Delete data en When done, cli	tered in a r					
Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
\odot	* 0 of 500							

Repeat these steps to add as many deliverable as you need. Click Save in the top right corner of the application when finished.

To add an additional Task Number, click Add in the top right corner of the application.

DEPARTMENT OF ECOLOGY State of Washington	Ecology's Administration of $Grants \& Loans$ (EAGL) TEST ENVIRONMENT	Time
My Home My Application	s My Reports & Payment Requests	
	My Training Materials	<u>My Organization(s)</u> <u>My Profile</u>
	SAVE ADD DELETE PRINT VERSION	ADD NOTE CHECK GLOBAL ERRORS

Repeat the steps for any additional tasks. Click Save in the top right corner of the application when finished.

Scope of Work Summary Form

Scroll to the Navigation Links section at the bottom of the page and select the Scope of Work Summary. If you have left your application, you can also select this form under the Application Forms section.

Status	Page Name	Note	Created By	Last Modified By
Funding	Program Guidelines			
1	AQCCA-2325 Funding Guidelines			
1	AQCCA-2325 Application Instructions			
Applicati	on Forms			
	General Information			
	Project Characterization			
2	Mapping Information		Rose (SAW) Bennett 6/21/2022 8:31:19 AM	
	Recipient Contacts			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Supplementary Questions			
	Budget Proposal			
	<u>Uploads</u>			

Review the Scope of Work Summary page. Click Save in the top right corner of the application when finished.

My Home My Applications My Reports & Payment Requests			
	My Training Materials	My Organ	<u>nization(s) My Profile</u>
	SAVE PRINT VERSION	ADD NOTE	CHECK GLOBAL ERRORS
Page Information The information has been saved.			
S Back			
Document Information: <u>AQCCA-2325-EcyAQ-00011</u> <u>Details</u>			
You are > <u>Application Menu</u> > <u>Forms Menu</u> > Application Forms			

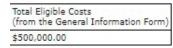
SCOPE OF WORK SUMMARY

Instructions:

Forms

Review the following information. When done, click the SAVE button.

Task Title	2	Task Cost
Task 1	9	\$250,000.00
Task 2		\$250,000.00
	Task Total	\$500,000.00



Supplementary Questions Form

Scroll to the Navigation Links section at the bottom of the page and select the Supplementary Questions Form. If you have left your application, you can also select this form under the Application Forms section.

Status	Page Name	Note	Created By	Last Modified By
Funding	Program Guidelines			
1	AQCCA-2325 Funding Guidelines			
1	AQCCA-2325 Application Instructions			
Applicati	on Forms			
	General Information			
	Project Characterization			
2	Mapping Information		Rose (SAW) Bennett 6/21/2022 8:31:19 AM	
	Recipient Contacts			
-	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Supplementary Questions			
	Budget Proposal			
	Uploads			

Read and answer the two supplementary Questions. SUPPLEMENTARY QUESTIONS

Instructions:

Forms

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

	osure Notice							
Information yo	ou provide through	nuse of this site is	public information	and subject to in	nspection and	l copying by	members of the pu	ıblic.

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
ederal law

*1. Please describe how your Tribe will complete the proposed work by June 30th, 2023.

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*;	2. Have any carbon projects previously been developed on land owned by your Tribe? If so, please describe the scope of the project(s).
	0 of 4000

Click Save in the top right corner of the screen when finished.

Budget Proposal Form

Scroll to the Navigation Links section at the bottom of the page and select the Supplementary Questions Form. If you have left your application, you can also select this form under the Application Forms section

BUDGET PROPOSAL

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

If you have added or made any changes to the Scope of Work before visiting this form, please save the Scope of Work Summary form prior to updating this form.

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.

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

Total Eligible Costs (from	General Information form)	
\$500,000.00		

By Task

Task Title	Task Cost	*Amount	Total
Task 1	\$250,000.00		
Task 2	\$250,000.00		
Total	\$500,000.00	\$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

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

Choose File No file chosen

To fill out the Budget Proposal form, enter the budget by Task and By Element boxes. You may enter Salaries and Benefits separately or combined (if applicable), you do not need to do both. If you do not have a federally approved indirect rate, you may use Ecology's uniform indirect rate of up to 25% of salaries and benefits. Please upload a detailed budget along with an itemized list of and Goods and Services and Equipment.

Click Save in the top right corner of the screen when finished.

Uploads Form

Scroll to the Navigation Links section at the bottom of the page and select the next form, Uploads. If you have left your application, you can also select this form under the Application Forms section.

Status	Page Name	Note	Created By	Last Modified By
Funding	Program Guidelines			
2	AQCCA-2325 Funding Guidelines			
1	AQCCA-2325 Application Instructions			
Applicati	on Forms			
	General Information			
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2	Mapping Information		Rose (SAW) Bennett 6/21/2022 8:31:19 AM	
	Recipient Contacts			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Supplementary Questions			
	Budget Proposal			
	Uploads			

Upload any additional documents you need for this application and click Save. Upload size limit is 35MB.

Add Upload

Enter a description for the file Select the **Choose File** button and select your file To add an additional file, click the (+) or **Save** at the top of the page and a new line will appear Click **Save** at the top of the page once all files are selected

Remove Upload

Remove the file's description Select the **Delete** checkbox to the right of the file's name Click **Save** at the top of the page

Description	Upload	
	Choose File	No file chosen
	Choose File	No file chosen
0	Choose File	No file chosen

You are now ready to submit your application.

Submitting Your Application

When you have completed all the forms and uploaded the required documents, select Application Menu towards the top of the page.



Under Change the Status, click View Status Options. Application Menu

Document Information: <u>AQCCA-2325-EcyAQ-00011</u>

<u>Details</u>

Info Document Type	Organization	Role	Current Status	Period Date / Date Due
Application	Department of Ecology - AQ	Authorized Official	Application In Process	06/02/2022 - 07/29/2022 07/29/2022 5:00PM PST

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 the 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.

Under Application Submitted, click Apply Status. If you wish to cancel your application, you can click Application Cancelled if needed.

Application Menu - Status Options Select a button below to execute the appropriate status push. Document Information: AQCCA-2325-EcyAQ-00011 Details Possible Statuses APPLICATION SUBMITTED APPLY STATUS APPLICATION CANCELLED APPLY STATUS

If any part of your application is missing or incomplete, the page will display Global Errors and inform you which sections need to be completed.

If your application is complete, click I AGREE. You may use the Statement box if you'd like. It is not required.

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 2	2000		
I AGREE DO N	IOT AGREE		

Upon submission, you will receive a confirmation email.

Contact information

Air Quality Program

Technical Questions

Sophie Daudon Phone: 564-669-0629 Email: <u>sophie.daudon@ecy.wa.gov</u>

EAGL Questions

Emily Powers Phone: 564 -233-1572 Email: <u>emily.powers@ecy.wa.gov</u>

Website⁶: <u>Washington State Department of Ecology</u>

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 <u>CCAQuestions@ecy.wa.gov</u>. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit <u>Ecology's website</u> for more information.

⁶ <u>www.ecology.wa.gov/contact</u>