



Tribal Consultation Grants for Climate Commitment Act Funding Decisions

Grant Guidelines, Fiscal Year 2023-2025

By

Jordan Wildish and Emily Powers

For the

Climate Pollution Reduction Program

Washington State Department of Ecology

Olympia, Washington

Updated August 2024, Publication 23-02-039

Publication Information

This document is available on the Department of Ecology's website at:
<https://apps.ecology.wa.gov/publications/summarypages/2302039.html>

Cover photo credit

- Standard Ecology image, 2019

Contact Information

Climate Pollution Reduction Program

Headquarters Office
P.O. Box 47600
Olympia, WA 98504-7600
Phone: 360-407-6800

Website¹: [Washington State Department of Ecology](http://www.ecology.wa.gov)

ADA Accessibility

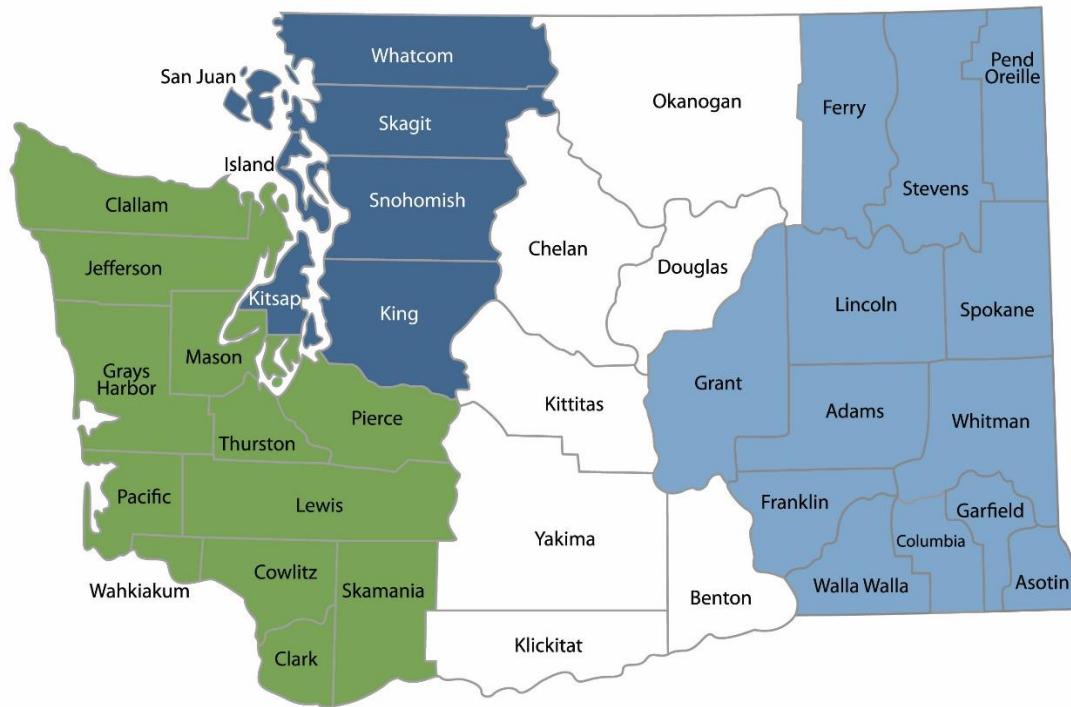
The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

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 website for more information.

¹ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region
360-407-6300

Northwest Region
206-594-0000

Central Region
509-575-2490

Eastern Region
509-329-3400

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

Tribal Consultation Grants for Climate Commitment Act Funding Decisions

Guidelines for Grants, Fiscal Year 2023-2025

Climate Pollution Reduction Program
Washington State Department of Ecology
Olympia, WA

Updated August 2024 | Publication 23-02-039



DEPARTMENT OF
ECOLOGY
State of Washington

Table of Contents

Important Information	5
Chapter 1: Overview of the Tribal Consultation Grants for Climate Commitment Act Funding Decisions	6
Purpose.....	6
Background and Statutory Direction	6
Statutory and Administrative Requirements	7
Grant staff.....	8
Chapter 2: Funding Details.....	9
Applicant Eligibility	9
Eligible Project Activities	9
Grant award and match	9
Payment form.....	10
Eligible costs	11
Chapter 3: Application, Agreement Development, and Grant Management.....	12
Application Process	12
Funding Agreement Development.....	12
Grant management	13
Project close-out	14
Appendix II: EAGL & Grants Training Tools and Resources.....	16
Administrative Requirements for Recipients of Ecology Grants & Loans (“Yellow Book”)	16

Important Information

Apply to: Ecology Climate Pollution Reduction Program via Ecology Administration of Grants and Loans (EAGL)

Title: Tribal Consultation Grants for Climate Commitment Act Funding Decisions

Action: Request for Grant Funding

Eligibility: Available to any federally-recognized tribe with lands and territories in Washington State.

Amount of Funding Available: Approximately \$4,000,000 was available for the Department of Ecology to allocate to eligible Tribes for use during Fiscal Year 2023-2025. Available funds were distributed equally among all accepted applications.

The second round opened on October 10th, 2023, to distribute the remaining \$12,000,000. The funds were equally distributed between new Tribes that applied and Tribes that received funding in the first round and wish to receive additional funds.

The third round opens on September 10th, 2024 to distribute an additional \$5,000,000 which will become available January 1st, 2025. The funds will be equally distributed between new Tribes that apply, and Tribes that received funding in the first or second rounds and wish to receive additional funds. In accordance with ESSB 5950 Section 302 the additional \$5 million appropriated will not become available if Initiative Measure No. 2117 becomes law.

Application Acceptance Dates: The first round was open May 16th, 2023, through July 18th, 2023. The second round was open from October 10th, 2023, through January 11th, 2024. The third round is open from September 10th, 2024 – December 3rd, 2024.

Application Due Date: The due date for the first round was July 18th, 2023. The due date for the second round was January 11th, 2024. The due date for the third round is December 3rd, 2024.

Note: Applications must be submitted using Ecology's electronic grant and loan application system called EAGL (Ecology Administration of Grants and Loans).

Notice of Awards: Ecology notified grantees of awards for the first round in August 2023. Ecology notified grantees for the second round in January 2024. Ecology will notify grantees for the third round in December 2024.

Chapter 1: Overview of the Tribal Consultation Grants for Climate Commitment Act Funding Decisions

Purpose

The Washington State Department of Ecology's (Ecology) Tribal Consultation Grant Program for Climate Commitment Act (CCA) Funding Decisions is a non-competitive grant program to provide funds to eligible tribes to consult on spending decisions from accounts created in the CCA. The purpose of the grants is to support tribal consultation on (1) funding decisions that may impact tribal resources made by state or local governments associated with the three CCA accounts – the Climate Investment Account (RCW 70A.65.250), the Climate Commitment Account (RCW 70A.65.260), and the Natural Climate Solutions Account (RCW 70A.65.270); and (2) clean energy siting studies. All twenty-nine federally-recognized tribes in Washington State and the federally-recognized tribes with lands and territories in Washington will be eligible for this non-competitive funding opportunity.

These guidelines provide information about Tribal Consultation Grant Program for FY 2023, 2024, and 2025 only. These guidelines do not apply to any possible grant rounds in future biennia.

All grant applicants should read and understand these guidelines along with the Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL before entering into a grant agreement with Ecology.

Background and Statutory Direction

In the 2022 legislative session, the Washington State Legislature passed Engrossed Substitute House Bill 1753 (now Chapter 253, Laws of 2022), which establishes an enhanced process for tribal consultation on spending decisions from accounts created in the CCA. The bill also directs Ecology to establish a tribal capacity grant program to provide funding to federally-recognized tribes for the costs of engaging in these consultations.

In the 2023-2025 Operating Budget (ESSB 5187 Section 302(8), the Legislature appropriated \$16.472 million dollars to Ecology for the 2023-2025 biennium to administer a second round of grants to federally-recognized Tribes for consultation on spending decisions from CCA accounts, and consultation on clean energy siting studies.

In the 2024 Operating Budget [ESSB 5950 Section 302(8), the Legislature appropriated \$5 million to Ecology for the 2023-2025 biennium to administer to federally-recognized Tribes. In this budget the Legislature expanded the scope of eligible activities for the 2023-2025 biennium to include: (1) activities supporting climate resilience and adaptation; (2) developing tribal clean energy projects; (3) applying for state or federal grant funding; and (4) other related work. The

scope applies to both the \$16.472 appropriated in the 2023-2025 Operating Budget and the 2024 Supplemental Operating budget.

The additional \$5 million appropriated through the 2024 Supplemental Operating Budget takes effect January 1, 2025 and, in accordance with ESSB 5950 Section 302, will not become available if Initiative Measure No. 2117 becomes law.

The CCA, passed in 2021, establishes a cap-and-invest program to help our state meet its statutory greenhouse gas emissions limits. The CCA requires entities covered by the law to obtain emissions allowances at auction, equal to the greenhouse gases they generate. Proceeds from the auction of allowances will be appropriated by the Legislature for projects supporting the clean energy transition and assistance, clean transportation, and climate resiliency projects that promote climate justice.

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, fall under/include:

- [ESSB 5950 Section 302\(8\)](#)
- [ESSB 5187 Section 302\(8\)](#)²
- [Chapter 253, Laws of 2022 \(ESHB 1753\)](#)³
- [Chapter 297, Laws of 2022 \(ESSB 5693 Section 302\(51\)\)](#)⁴
- [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)⁵

Funding recipients are required to provide Ecology spending information as described under proposed [Chapter 173-446B WAC](#), and in accordance with Ecology's Climate Commitment Act spending report requirements under [70A.65.300 RCW](#) and [SB-5950 section 302\(13\)\(b\)](#).

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

² <https://lawfilesexternal.wa.gov/biennium/2023-24/Pdf/Bills/Senate%20Passed%20Legislature/5187-S.PL.pdf>

³ <https://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/House/1753-S.SL.pdf?q=20220615130118>

⁴ <https://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5693-S.SL.pdf?q=20220615130333>

⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

Ecology Staff Contacts

Project Manager

Jordan Wildish

Phone: (360) 280-6488; Email: Jordan.Wildish@ecy.wa.gov

Responsible for the project management aspects of the agreement. Develops agreement content (scope, task, deliverables), including negotiation with recipients. Monitors progress and deliverables, approves reimbursement requests, and assists Financial Managers with closeout process steps.

Financial Manager

Emily Powers

Phone: (564)233-1572-; Email: Emily.Powers@ecy.wa.gov

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

Climate Pollution Reduction Program Budget Manager

Cristina Steward

Phone: (360) 485-7648; Email: Crst461@ecy.wa.gov

Reviews and approves final agreements and guidelines. Provides general oversight of available funds, establishes distribution amounts for each applicant/recipient.

Chapter 2: Funding Details

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

Applicant Eligibility

This is a non-competitive grant program open to all twenty-nine federally-recognized tribes in Washington State and the federally-recognized tribes with lands and territories in Washington. Each tribe is eligible to receive a maximum of one funding award.

Eligible Project Activities

Grant funds may be used to support tribal consultation on spending decisions from accounts created in the CCA. Funds may support activities that include, but are not limited to:

- Consultation with agencies that allocate funding or administer grant with CCA funds on funding decisions and funding programs that may impact tribal resources;
- Consultation on clean energy siting studies;
- Engaging in pre-application process with project applicants;
- Submitting to an agency (or agencies) a summary of issues, questions, concerns, or other statements regarding a proposed project;
- Activities supporting climate resilience and adaptation;
- Developing tribal clean energy projects;
- Applying for state or federal grant funding;
- Other related work;

Grant funds may not be used to cover expenses related to litigation that may arise on spending decisions from CCA accounts.

Grant award and match

\$4 million and \$12 million, respectively, was available for disbursement through the grant application detailed below. A subsequent grant opportunity will disburse \$5 million equally distributed between new Tribes that apply and Tribes that received funding in the first round and wish to receive additional funds. The additional \$5 million will become available January 1, 2025, contingent on funding availability as described in Chapter 1, above. Each federally-recognized tribe with lands and territories in Washington will be eligible for an equal portion of the funds available. At the close of the application period, Ecology will equally distribute the available funds amongst the tribes that have submitted a completed application. For example, if applications from twenty tribes are submitted and complete, Ecology will disburse up to \$200,000 to each tribe.

There are no match requirements; grant awards will cover 100 percent of eligible costs up to the grant award amount.

Payment Options

Once Ecology has approved a Tribe's application for funding, each Tribe may elect whether they prefer to receive funds on a reimbursement basis or through incremental advance payments.

Advance payments will be made before actual costs are incurred but as close as administratively feasible to when project costs are incurred, and actual disbursements will be made.

Ecology retains discretion to cancel the advance payment option based on an initial risk assessment, lack of project performance, or recipient failure to comply with agreement terms and conditions.

Payment through reimbursement

Tribes opting to receive funds through reimbursement will be required to complete the tasks outlined in the scope of work. Required tasks may include:

- Submitting a Payment Request/ Progress Report (PRPR) via the EAGL system quarterly. Note that progress reports will still be required even if no reimbursement is requested that quarter.

Reimbursements may be made multiple times throughout the grant period at a frequency agreed to by Ecology and the tribe.

Advance payment option

Tribes opting to receive funds through incremental advanced payments will be required to complete and update upon request a Spending Plan that outlines how and when funds are planned to be spent.

The amount of the initial advanced payment will be determined by the results of the initial risk assessment, project timeline, scope of work and the estimated disbursement needs identified in the Spending Plan.

Ecology will issue an advanced payment of funds upon receipt of a signed A-19 form. Once Ecology has issued the initial advance payment, the tribe will be required to submit a payment request and progress report (PRPR) at a frequency agreed to by Ecology and the Tribe, which shall include all expenditures and supporting documentation.

The amount of subsequent advanced payments will be determined based on compliance with agreement terms and conditions, project performance, prior payment spending, and estimated disbursement needs.

For Tribes that would like to pursue the prepayment option, a limited waiver of sovereign immunity will need to be added to the grant agreement. The reason for this requirement is that Ecology is required to have a legal process in which to recover prepaid funds if not used for the purposes outlined in the grant agreement. A limited waiver is **not** required for Tribes that opt for payment via reimbursement.

Ecology may withdraw the option of advance payment if the Recipient does not clearly and consistently demonstrate adherence to the agreement terms and conditions.

Interest earned on advanced payments must be entered as a credit on the payment request form of the next payment request.

Any unspent funds must be returned to Ecology within 30 days of agreement expiration, termination or suspension.

Eligible costs

Funding is valid for the 2023-2025 biennium (July 1, 2023 to June 30, 2025). Funding may not support costs incurred prior to July 1, 2023. All eligible activities must be incurred by June 30, 2025; funding may not be used to support costs incurred after this date.

The effective date of the agreement is the earliest date on which eligible costs may be incurred. 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 or prepaid until the agreement has been signed by Ecology's Climate Pollution Reduction Program's (CPRP) Program Manager. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

Indirect rate

The indirect rate, which can also be called overhead rate, are business and operational cost incurred for a common purpose and not directly connected with a specific project. If using Ecology's uniform indirect rate, the recipient may charge up to 25% percent of salaries and benefits. If a state-funded project is with a state agency or Tribe, Ecology will honor their approved federal indirect rate (unless prohibited by funding guidelines) and will apply the approved rate according to the "Basis for Application" (objects) as defined in the approved indirect letter. Ecology requires a copy of the letter from their cognizant federal agency for the current period as proof of the approved rate. 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.

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).

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](#)⁶
- [Revised Code of Washington Public Works](#)⁷

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 10.90.209](#).⁸

Chapter 3: Application, Agreement Development, and Grant Management

Application Process

Applicants must submit an application through the electronic grant and loan application system called EAGL (Ecology Administration of Grants and Loans). Tribes who have received funds through this grant program through previous funding rounds this biennia may notify Ecology over email that they wish to be included in this funding round, in lieu of an application in the EAGL system. To apply through EAGL, applicants must first register for a Secure Access Washington (SAW) account and an EAGL account. Detailed instructions for new and current EAGL users are at: <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>.

Funding Agreement Development

Once the application period has closed, Ecology will review each funding application for completion and eligibility. If deemed complete and eligible, Ecology will approve the

⁶ [Current Enterprise Procurement Policies | Department of Enterprise Services \(wa.gov\)](#)

⁷ [Public Works RCWs & WACs](#)

⁸ [10.90 - Travel Rates \(wa.gov\)](#)

application, notify the applicant, and begin developing the funding agreement. The funding agreement is the formal written contractual arrangement signed by authorized signatories of the recipient and Ecology. The agreement will include: an approved scope of work, total project costs, a budget, and Ecology General Terms and Conditions.

The Project Manager and Financial Manager use information found in the application as the basis for developing a draft funding agreement. 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. Ecology will work with each applicant to finalize the agreement. 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 Air Quality 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.

Grant management

Progress Reporting / Payment Requests (PRPRs)

Ecology uses 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 a part of this program.

Progress Reports and commensurate Payment Requests (invoices) are to be submitted quarterly to demonstrate timely spending, unless otherwise specified to in the agreement. Recipients must submit progress reports 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. 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.

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 (salaries and benefits 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.

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.

Modifications and 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.

Reasons for amendments could include:

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

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.

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 the Tribal Consultation Grants program 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 scope of work described in this grant application, 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](#)⁹.

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 \(Yellow Book\)](#)¹⁰
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 July 1, 2023 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.

⁹ [Grant & loan guidance - Washington State Department of Ecology](#)

¹⁰ [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\) \(wa.gov\)](#)