

# Tribal Consultation Grants 2023-2025

## Tribal Consultation for Climate Commitment Act Funding Decisions Grant Application Instructions



### General EAGL User Information

1. 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 webpage](#)<sup>1</sup>

[How to Create a SAW Account](#)<sup>2</sup>

[How to Register for EAGL](#)<sup>3</sup>

[EAGL External Users’ Manual](#)<sup>4</sup>

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



#### View Available Opportunities

You have **10** opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

3. Search for “Air Quality Tribal Consultation for Climate Commitment Act Funding Decisions for Department of Ecology – AQ” in the Document Instance field. Click Apply Now. This will take you to the application.

**Air Quality Tribal Consultation for Climate Commitment Act Funding Decisions for Department of Ecology - AQ**  
Offered By:  
Department of Ecology

**Application Availability Dates:**  
04/04/2023-07/18/2023

**Application Period:**  
04/04/2023-07/18/2023

**Application Due Date:**  
07/18/2023

**Description:**

The Tribal Consultation Grant Program for Climate Commitment Act (CCA) Funding Decisions is a non-competitive grant program to provide funds to federally-recognized tribes to consult on spending decisions from accounts created in the CCA. The purpose of the grants is to support and facilitate tribal consultation on all 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).

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.



APPLY NOW

NOT INTERESTED

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

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

<sup>3</sup> <https://www.youtube.com/watch?v=XXJh9arfaoQ>

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

4. You are now on the Application Menu. Click View Forms under View, Edit and Complete Forms.












## 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.

**VIEW FORMS**

5. The next page lists all the application forms that need to be completed in order to submit the application. The following instructions walk through the steps to fill out each form.

### Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Funding Program Guidelines</b>				
	<a href="#">AQTCCA-2325 Application Instructions</a>			
	<a href="#">AQTCCA-2325 Funding Guidelines</a>			
	<a href="#">AQTCCA-2023 Funding Guidelines</a>			
	<a href="#">AQTCCA-2023 Application Instructions</a>			
<b>Application Forms</b>				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Kelsey Smith (SAW) 5/1/2023 10:56:27 AM	
	<a href="#">Recipient Contacts</a>			
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

6. Before continuing to the forms, you must carefully read the AQTCCA-2325 Funding Guidelines, located under the Funding Program Guidelines and circled in red in the above image. If you have questions before continuing, please contact the Ecology Project Manager, Jordan Wildish, at [jordan.wildish@ecy.wa.gov](mailto:jordan.wildish@ecy.wa.gov).
7. At any time, you may leave the application and return later; however, the forms do not save automatically. **You must click Save** on the right side of the page header before exiting the application or moving to the next form.



The screenshot shows the header of the application. On the left is the logo for the Department of Ecology, State of Washington. In the center, it says "Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT". Below this is a navigation bar with links: "My Home", "My Applications", "My Reports & Payment Requests", "My Reports", "My Training Materials", "My Organization(s)", and "My Profile". At the bottom right of the header, there are four buttons: "SAVE", "PRINT VERSION", "ADD NOTE", and "CHECK GLOBAL ERRORS". The "SAVE" button is circled in red.

- If you need to log out, you can return to continue your application. You will find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and 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.

Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Funding Program Guidelines</b>				
	<a href="#">AQTCCA-2023 Funding Guidelines</a>			
	<a href="#">AQTCCA-2023 Application Instructions</a>			
<b>Application Forms</b>				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Kelsey (SAW) Smith	6/10/2022 1:35:40 PM
	<a href="#">Recipient Contacts</a>			
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

- The following steps 2 – 4 should be completed as shown in the image below. 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 total project will cost regardless of grant funding.
- Enter the Total Eligible Cost in the box circled green in the image below. This is the grant amount you are requesting from Ecology. See the AQTCAA-2325 Grant Guidelines for more detail. The amount entered here should not include the cost of any ineligible expenditures, such as:
  - Purchase or rental of real estate
  - Construction or general maintenance of buildings and parking facilities
  - New paving and landscaping
  - Electric supply costs

**GENERAL INFORMATION**

**Instructions:**

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

Project Title \*

Project Short Description   
0 of 500

Project Long Description   
0 of 4000

Total Cost \*

Total Eligible Cost \*

5. The following steps 5 – 9 should be completed as shown in the image below. Enter the Effective Date in the box provided. This can be as early as the start of the biennium on 7/1/2023, but you may choose your own effective date. The Expiration date has been pre-populated and cannot be edited.
6. The Ecology Program should be prepopulated. Confirm that Air Quality is selected.
7. The Project Category should be prepopulated. Confirm that Climate Commitment Act is selected.
8. The answer to “Will Environmental Monitoring Data be collected” should be prepopulated with No and cannot be edited.
9. Enter the Overall Goal in the box provided.

Total Cost \*      Total Eligible Cost \*

Effective Date \*      Expiration Date \*

Ecology Program

Project Category\*  Climate Commitment Act

Will Environmental Monitoring Data be collected?

Overall Goal

\*

10. 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.



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## Project Characterization Form

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

### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

- The following steps 2 – 5 should be completed as shown in the image below. 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. When you click Save, EAGL will provide error notices if any information is missing or incomplete.



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 Document Information: [AQTCCA-2325-EcyAQ-00017](#)  
[Details](#)  
 You are here: > [Application Menu](#) > [Forms Menu](#)

### **PROJECT CHARACTERIZATION**

#### **Instructions:**

Required fields are marked with an \*.  
 Select a Primary Theme, click the **SAVE** button  
 Select a Secondary Theme, and save the form a second time.

#### **Project Themes**

Select a primary and secondary theme that best describes the work to be achieved during this project.

Primary Theme  
\*

+ Secondary Theme(s)  
\*

#### **Project Website**

If your project has a website, please enter the web address below.  
 After entering a website and saving, another blank row will appear. Up to three websites may be provided.

Website Title/Name	Web Address
<input type="text"/>	<input type="text"/>

## Mapping Information Form

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

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

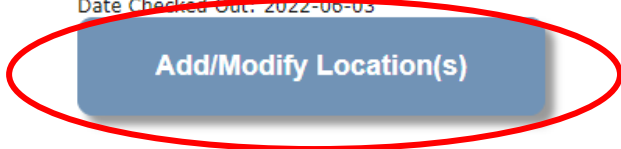
2. Once on the Mapping Information form, click on Add/Modify Location(s).

**MAPPING INFORMATION**

1. Click "Add/Modify Location(s)"
2. You will be directed to the Map  
For more detailed instructions click "My Training Materials" in the top navigation
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

No location data currently exists for this project. To add location data, please click the map button below.

Checked Out By: Kelsey (SAW) Smith  
Date Checked Out: 2022-06-03



3. Click on Project Area options.

**Test Project Title** ?

[Project area options](#)

Define project area by city

Define project area by county

Define using Washington State boundary

4. 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 Tribal Reservations, by you may choose any of the options. If you would like to draw your own boundary, you can select Drawing/ImportTools.
5. After you are finished making your selection, click Go.

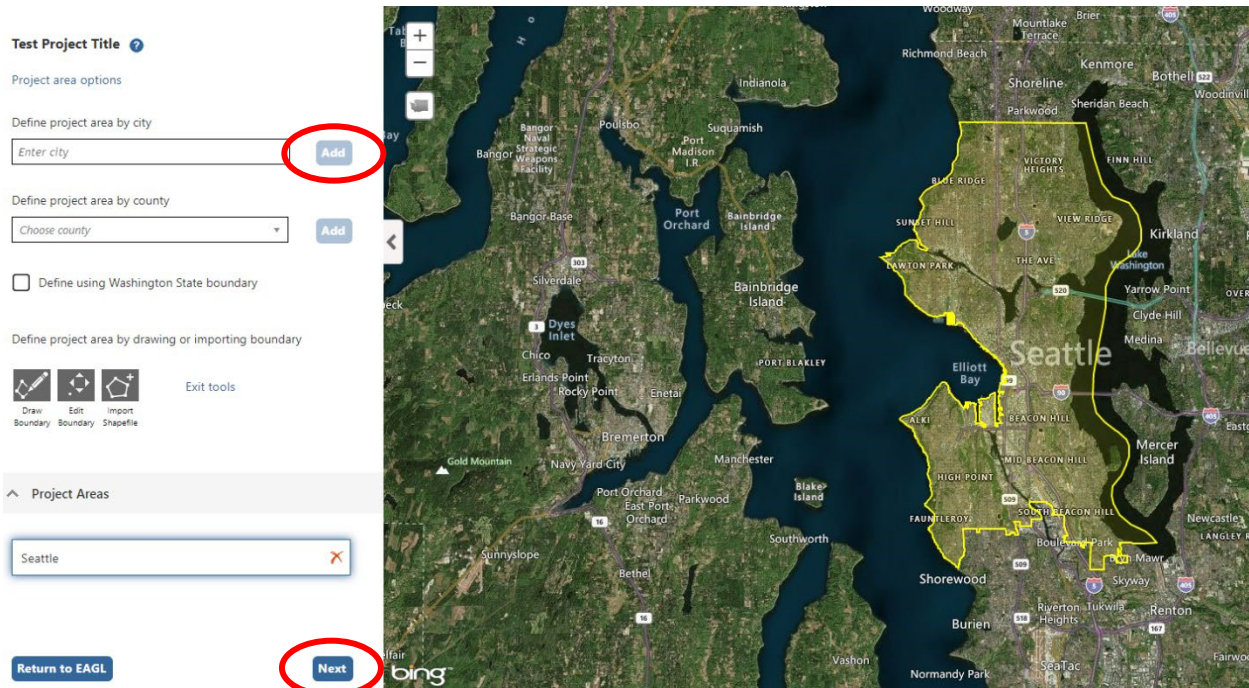
### Test Project Title ?

Select method(s) to enter boundary

- Air Authority
- City
- County
- Grant Project Area
- Transit Authority
- Tribal Reservations ?
- Lake
- Parcel
- WRIA ?
- School District
- HUC 12 ?
- 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%

[Return to map](#)
[Save](#)

- The Mapping Information form will reload with a table of statistics. Click Save in the top right corner of the application when finished.



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## Recipient Contacts Form

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

### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

- Use the dropdown menus to select a staff person for the following roles in EAGL: Project Manager, Authorized Signatory, and Billing Contact.

Note: 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 Loans webpage<sup>5</sup>](#).

## 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.

A screenshot of a web form showing a dropdown menu with the text 'Project Manager' selected. To the right of the dropdown is a small blue question mark icon and a red asterisk. The entire dropdown and its associated icons are circled in red.

- If you need additional signatories, use the blank fields provided at the bottom of the page. Note: Additional signatories do not need EAGL accounts.

### 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
<input type="text"/>	<input type="text"/>

- Click Save in the top right corner of the application. The original page will reload with addresses and phone numbers for the persons entered.










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## 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.

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

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of work Summary</a>			
	<a href="#">Uploads</a>			

2. The following steps 2 – 6 should be completed as shown in the image below. Enter Task Title and Task Cost in the boxes provided.
3. Enter Task Description in the box provided.
4. Enter Task Goal Statement in the box provided.
5. Enter Task Expected Outcomes in the box provided.
6. Enter Recipient Task Coordinator in the box provided.

**SCOPE OF WORK - ADDITIONAL TASKS**

**Instructions:**

Please enter all task information  
 Next enter the first deliverable  
 Required fields are marked with an \*  
 When done, click the **SAVE** button.  
 After SAVE a new row will appear  
 Continue entering deliverables, clicking the SAVE button after each  
 To add a new 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

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



**Deliverables**

**To Add a Row**

Enter a deliverable  
 When done, click the **SAVE** button  
 After SAVE a new row will appear  
 Repeat these steps for each deliverable

**To Delete a Row**

Delete data entered in a row  
 When done, click the **SAVE** button

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
	<input type="text"/> * 0 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Click Save in the top right corner of the application when finished with the first deliverable. The Scope of

Work – Additional Tasks form page should reload with Task Number 1 prepopulated.




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9. To insert a new deliverable, scroll to the bottom of the page and click the + icon. Enter your deliverable description and due date in the boxes provided.

**Deliverables**

**To Add a Row**  
Enter a deliverable  
When done, click the **SAVE** button  
After SAVE a new row will appear  
Repeat these steps for each deliverable

**To Delete a Row**  
Delete data entered in a row  
When done, click the **SAVE** button

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Click Save in the top right corner of the application when finished with the second deliverable.



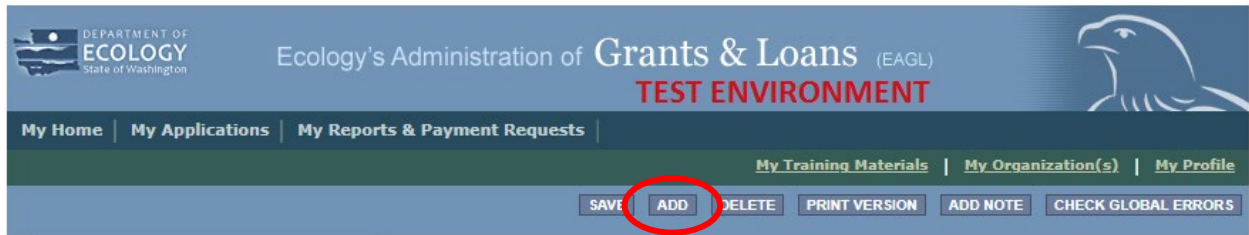
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11. Repeat steps 9 – 10 to add as many deliverable as you need. Click Save in the top right corner of the application when finished.



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



13. Repeat steps 2 – 10 for the second task. Click Save in the top right corner of the application when finished.



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## Scope of Work Summary Form

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

### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

2. Review the Scope of Work Summary page.

### SCOPE OF WORK SUMMARY

**Instructions:**

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

Task Title	Task Cost
Test Task Title	\$5,000.00
Test Task Title 2	\$5,000.00
<i>Task Total</i>	\$10,000.00

Total Eligible Costs (from the General Information Form)
\$10,000.00

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



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## Uploads Form

1. 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.

#### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>		Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM	
	<a href="#">Project Characterization</a>		Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM	
	<a href="#">Mapping Information</a>		Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM	Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM
	<a href="#">Recipient Contacts</a>		Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM	
	<a href="#">Scope of Work - Additional Tasks</a>			
	<a href="#">Scope of Work Summary</a>			
	<a href="#">Uploads</a>			

2. Upload any additional documents you need for this application.

#### 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
Choose File	No file chosen

3. You are now ready to submit your application.

## Submitting Your Application

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

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Document Information: [AQTCCA-2325-EcyAQ-00017](#)  
[Details](#)  
**You are here:** > [Application Menu](#) > [Forms Menu](#) > Application Forms

2. Under Change the Status, click View Status Options.

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**Application Menu**  
Document Information: [AQTCCA-2023-EcyAQ-00005](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Department of Ecology - AQ</a>	Authorized Official	Application In Process	06/02/2022 - N/A N/A

**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.  
[VIEW FORMS](#)

**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.  
[VIEW STATUS OPTIONS](#)

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



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## Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [AQTCCA-2023-EcyAQ-00005](#)

[Details](#)

Possible Statuses

**APPLICATION SUBMITTED**

**APPLY STATUS**

**APPLICATION CANCELLED**

**APPLY STATUS**

4. 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.
5. 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 2000

**I AGREE**

**I DO NOT AGREE**

6. Upon submission, you will receive a confirmation email.

## Contact information

### Air Quality Program

#### Technical Questions

Jordan Wildish

Phone: 360-280-6488

Email: [jordan.wildish@ecy.wa.gov](mailto:jordan.wildish@ecy.wa.gov)

#### EAGL Questions

Kelsey Smith

Phone: 564-200-4466

Email: [kelsey.smith@ecy.wa.gov](mailto:kelsey.smith@ecy.wa.gov)

**Website**<sup>6</sup>: [Washington State Department of Ecology](https://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](mailto:ecyadacoordinator@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

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<sup>6</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)