# Tribal Climate Capacity Grants 2025-2027
# Tribal Climate Capacity Grant Application Instructions for __NEW__ Applicants

## 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[1]
   How to Create a SAW Account[2]
   How to Register for EAGL[3]
   EAGL External Users' Manual[4]

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



3. Search for "Climate Pollution Reduction Program Tribal Climate Capacity Grant" in the Document Instance field. Click Apply Now. This will take you to the application.



---

[1] https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance
[2] https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be
[3] https://www.youtube.com/watch?v=XXJh9arfasQ
[4] 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 |
|---|---|---|---|---|
| **Funding Program Guidelines** | | | | |
| | AQTCCA-2325 Application Instructions | | | |
| | AQTCCA-2325 Funding Guidelines | | | |
| | AQTCCA-2023 Funding Guidelines | | | |
| | AQTCCA-2023 Application Instructions | | | |
| **Application Forms** | | | | |
| | General Information | | | |
| | Project Characterization | | | |
| | Mapping Information | | Kelsey Smith (SAW) 5/1/2023 10:56:27 AM | |
| | Recipient Contacts | | | |
| | Scope of Work - Additional Tasks | | | |
| | Scope of Work Summary | | | |
| | Uploads | | | |

6. Before continuing to the forms, you must carefully read the CPRTCCA-2527 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, Sophie Daudon, at sophie.daudon@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.



Back

8. 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.



# General Information Form

1. Select General Information form the Application Forms list.



2. 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.

3. 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>.

4. Enter the Total Eligible Cost in the box circled green in the image below. <u>This is the grant amount you are requesting from Ecology</u>. See the CPRTCCA-2527 Grant Guidelines for more detail. The amount entered here should <u>not</u> include the cost of any ineligible expenditures, such as:

   a. Purchase or rental of real estate
   b. Construction or general maintenance of buildings and parking facilities
   c. New paving and landscaping
   d. 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 7/1/2025, but you may choose your own effective date. The Expiration date has been prepopulated and cannot be edited.

6. The Ecology Program should be prepopulated. Confirm that Climate Pollution Reduction 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 | 6/30/2025 |
| Ecology Program | Air Quality | | |
| Project Category* | ⦿ Climate Commitment Act | | |

Will Environmental Monitoring Data be collected? No ▾

Overall Goal

0 of 1000

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.



Back

# 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 |
|---|---|---|---|---|
| 📝 | General Information | | Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM | |
| 📝 | Project Characterization | | Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM | |
| 📝 | Mapping Information | | Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM | Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM |
| 📝 | Recipient Contacts | | Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM | |
| 📄 | Scope of Work - Additional Tasks | | | |
| 📄 | Scope of Work Summary | | | |
| 📄 | Uploads | | | |

2. 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.

3. Use the second dropdown menu to choose the secondary theme of Climate Commitment Act.

4. Adding a website is optional. You do not have to add one if it is not needed.

5. 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.



# Mapping Information Form

1. 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 |
|---|---|---|---|---|
| 📝 | General Information | | Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM | |
| 📝 | Project Characterization | | Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM | |
| 📝 | Mapping Information | | Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM | Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM |
| 📝 | Recipient Contacts | | Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM | |
| 📄 | Scope of Work - Additional Tasks | | | |
| 📄 | Scope of Work Summary | | | |
| 📄 | Uploads | | | |

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

**Add/Modify Location(s)**

3. Click on Project Area options.

**Test Project Title** ❓

Project area options

Define project area by city

[ Enter city ]          [ Add ]

Define project area by county

[ Choose county        ▼ ]     [ Add ]

☐ 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/Import Tools.

5. After you are finished making your selection, click Go.

6. 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.

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



8. 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

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

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)
**TEST ENVIRONMENT**

My Home | My Applications | My Reports & Payment Requests |

My Training Materials | My Organization(s) | My Profile

SAVE | CHECK GLOBAL ERRORS

Back

# Recipient Contacts Form

1. 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

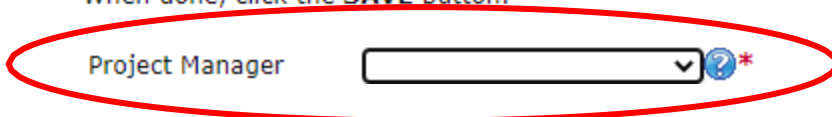| Status | Page Name | Note | Created By | Last Modified By |
|---|---|---|---|---|
| 📝 | General Information | | Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM | |
| 📝 | Project Characterization | | Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM | |
| 📝 | Mapping Information | | Smith, Kelsey (SAW) 6/10/2022 1:35:40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

2. 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[5]

   **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 [ ▼ ] ⊙ *

3. 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 |
   | ➕ | |
   | | |

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

   DEPARTMENT OF **ECOLOGY** State of Washington

   Ecology's Administration of **Grants & Loans** (EAGL)
   **TEST ENVIRONMENT**

   My Home | My Applications | My Reports & Payment Requests |

   My Training Materials | My Organization(s) | My Profile

   SAVE | CHECK GLOBAL ERRORS

   ◀ Back

# Scope of Work – Additional Tasks Form

1. 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.

---

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
[                                        ]
⑦*
[  0 of 3500  ]

Task Goal
Statement
[                                        ]
⑦*
[  0 of 1500  ]

Task
Expected
Outcomes
[                                        ]
⑦*
[  0 of 1500  ]

Recipient
Task
Coordinator
[_____]

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

⑦
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 |
|---|---|---|---|---|---|---|---|---|
| ⊕ | [____] * 0 of 500 | [____] | ☐ | [_____] | | [_____] | [_____] | [_____] |

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.



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.



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



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.



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.



◀ Back

# 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 |
|---|---|---|---|---|
| 📝 | General Information | | Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM | |
| 📝 | Project Characterization | | Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM | |
| 📝 | Mapping Information | | Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM | Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM |
| 📝 | Recipient Contacts | | Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM | |
| 📄 | Scope of Work - Additional Tasks | | | |
| 📄 | Scope of Work Summary | | | |
| 📄 | Uploads | | | |

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 |
| Task Total | $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.



# 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 |
|---|---|---|---|---|
| 📝 | General Information | | Smith, Kelsey (SAW) 6/10/2022 2:12:21 PM | |
| 📝 | Project Characterization | | Smith, Kelsey (SAW) 6/10/2022 2:19:39 PM | |
| 📝 | Mapping Information | | Smith, Kelsey (SAW) 6/10/2022 1:35:40 PM | Smith, Kelsey (SAW) 6/10/2022 2:29:35 PM |
| 📝 | Recipient Contacts | | Smith, Kelsey (SAW) 6/10/2022 2:30:07 PM | |
| 📄 | Scope of Work - Additional Tasks | | | |
| 📄 | Scope of Work Summary | | | |
| 📄 | Uploads | | | |

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.



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



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

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.



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

# Contact information

**Air Quality Program**

**Technical Questions**
Sophie Daudon
Phone: 564-669-0629
Email: sophie.daudon@ecy.wa.gov

**EAGL Questions**
Emily Powers
Phone: 564-233-1572
Email: emily.powers@ecy.wa.gov

**Website[6]:** 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 website for more information.

---

[6] www.ecology.wa.gov/contact