



# **Air Quality Local Partner Woodstove Education and Enforcement Grant Funding Guidelines 2023-25**

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## **Announcement of Funds Available and Grant Guidelines to Local Clean Air Agencies for Woodstove Education and Enforcement**

By

David Grant and Kelsey Smith

For the

**Air Quality Program**

Washington State Department of Ecology  
Olympia, Washington

May 2023, Publication 23-02-042

## Grant Information

This document is available on the Department of Ecology's website at:

<https://apps.ecology.wa.gov/publications/summarypages/2302042.html>

## Contact Information

### Air Quality Program

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**Website**<sup>1</sup>: [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 [melanie.forster@ecy.wa.gov](mailto:melanie.forster@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website<sup>2</sup> for more information.

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<sup>1</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)

<sup>2</sup> <https://ecology.wa.gov/About-us/Accountability-transparency/Our-website/Accessibility>

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DEPARTMENT OF  
**ECOLOGY**  
State of Washington

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## Important Information

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

**Title:** 2023-2025 Woodstove Education and Enforcement Funding Cycle

**Action:** Request for Grant Funding

**Applicants:** Available to Washington State's Seven (7) Local Air Agencies

**Application Acceptance Dates:** July 5, 2023 through August 1, 2023

**Due Date:** August 1, 2023

**Typical Grant Start Date:** July 1, 2023

### Summary

**Amount of Funding Available:** Approximately \$310,332.00 is available for the seven (7) local clean air agencies.

**Application Deadline:** Applicants must submit applications no later than by 5PM PST, August 1, 2023.

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

# Chapter 1: Air Quality Woodstove Education and Enforcement Grant Overview

These grants are available to local clean air agencies and Department of Ecology (Ecology) regional offices (where no local clean air agency exists) for projects that support woodstove education and enforcement efforts.

Wood smoke is one of the main sources of air pollution in Washington. Woodstoves, fireplaces, and other wood-burning devices puts out hundreds of times more air pollution than other sources of heat, such as natural gas or electricity. [RCW 70A.15.3610](#)<sup>3</sup> establishes a woodstove education program to increase awareness of health effects from wood smoke and ways to reduce it.

## Grant staff

### Ecology Project Manager:

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

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

### Ecology Financial Manager:

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

**Contact:** Kelsey Smith; Phone: 564.200.4466; Email: kelsey.smith@ecy.wa.gov

### Ecology Air Quality Program Budget Manager:

Provides general oversight of the account; establishes distribution amounts for each local clean air agency; works with Department of Revenue (DOR) on fee collections.

**Contact:** Pete Siefer; Phone: 360.485.7648; Email: pete.siefer@ecy.wa.gov

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<sup>3</sup> <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.15.3610>

## Statutory and administrative requirements

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

- [RCW 70A.15.3610](https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.15.3610)<sup>4</sup> [Woodstove education program](#)
- [RCW 70A.15.3620](https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.15.3620)<sup>5</sup> [Woodstove education and enforcement account created – Fee imposed on solid fuel burning device sales](#)
- [WAC 173-455-060](https://apps.leg.wa.gov/wac/default.aspx?cite=173-455-060)<sup>6</sup> [Solid fuel retail sales fee](#)
- Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL; see [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)<sup>7</sup>.
- Environmental justice policy: [Environmental Justice - Washington State Department of Ecology](#)

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

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<sup>4</sup> <https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.15.3610>

<sup>5</sup> <https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.15.3620>

<sup>6</sup> <https://apps.leg.wa.gov/wac/default.aspx?cite=173-455-060>

<sup>7</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

## Chapter 2: Funding Program Details

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

Ecology manages the Woodstove Education and Enforcement Grant program, which is funded under a biennial cycle. Applications are due in odd-numbered years. Funds, when calculated from DOR collections of woodstove sales fees, are available starting in the same odd-numbered year. Ecology reserves the right to carry over “general information” into the EAGL application forms. Ecology will review applications submitted by the local clean air agency for completeness, and then fund distribution is based on the formula described in WAC 173-455-060.

### Funding levels

Total funds available for Woodstove Education and Enforcement Grant program vary between biennia. The amount of funding available on for each State biennium is based on fees collected by the DOR against sales of new and used solid fuel burning devices, as described in WAC 173-455-060. Sixty-six percent (66%) of funds will be allotted to each grantee/local clean air agency (or Ecology office where no local clean air agency exists) based on population estimates established by the Office of Financial Management (OFM). In order to fund grants during the same time period as revenue is collected, Ecology bases total distributions on DOR's most recent revenue estimate (prior to the beginning of each biennium).

Table 1 shows past funding availability.

Table 1: Funding Appropriated by Washington Department of Revenue via excise fee collection and deposited into the woodstove education and enforcement account. Funds allotted to local Clean Air Agency grantees based on OFM population calculations, as per WAC 173-455-060.

Fiscal Year	Funding Appropriated
FY 2019-21 Grants	\$246,052.00
FY 2021-23 Grants	\$264,623.00



## Chapter 3: Eligible Project Types and Activities

### Project specific education and enforcement components

#### **RCW 70A.15.3610<sup>8</sup>: Woodstove education program**

(1) The department of ecology shall establish a program to educate woodstove dealers and the public about:

- (a) The effects of woodstove emissions on health and air quality;
- (b) Methods of achieving better efficiency and emission performance from woodstoves;
- (c) Woodstoves that have been approved by the department;
- (d) The benefits of replacing inefficient woodstoves with stoves approved under RCW **70A.15.3530**<sup>9</sup>

(2) Persons selling new woodstoves shall distribute and verbally explain educational materials describing when a stove can and cannot be legally used to customers purchasing new woodstoves.

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<sup>8</sup> <http://app.leg.wa.gov/RCW/default.aspx?cite=70A.15.3610>

<sup>9</sup> <http://app.leg.wa.gov/RCW/default.aspx?cite=70A.15.3530>

# Chapter 4: Agreement Development, Management, and Conditions

## Agreement development

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

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

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

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

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

When the agreement is finalized, the applicant signs the agreement. The applicant will send the funding agreement back to the Financial Manager for the final signature by the Air Quality (AQ) Program Manager or the authorized designee.

Once the agreement is signed by Ecology, a fully executed original will be returned to the recipient. The *Applicant* becomes the *Recipient* once the agreement is signed.

In order for Ecology to administer these Woodstove Education and Enforcement program grants more effectively, Ecology may request additional information on staffing plans, indirect cost plans, contracting procedures and budget details from applicants.

## Sub-Agreements

Contracting must follow the local jurisdiction's procurement policy. If there is no recorded policy, then recipients must follow the state's procurement policy.

## Amendments

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

All proposed project changes are subject to approval by Ecology.

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

The recipient prints, signs, and returns two copies of the amendment to Ecology. The AQ Program Manager or designee signs the amendment. Ecology sends one of the original copies of the signed amendment to the recipient. \*\*This procedure may occur electronically vs. paper copies. Ecology will provide the most current instructions.

Reasons for amendments could include:

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

## Important dates and timelines

The funding agreement for the project must be agreed upon and signed by both parties within three (3) months of award notice to avoid losing valuable implementation time. To ensure timely processing, the recipient must request extensions no less than three (3) months before the funding agreement is due to expire.

## Procuring goods and services

The recipient is responsible for procuring professional, personal, and other services using sound business judgment and administrative procedures consistent with applicable federal, state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters. The recipient must follow their own procurement policies. If none exist, the recipient follows state procedures.

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

## Education and outreach

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

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

If there are a significant number of people (5% or 1000 people, whichever is less) in the community with Limited English Proficiency (LEP), recipients must consider translating educational, enforcement, and public outreach materials for those identified populations. Any emergency communications or written notifications must comply with RCW 38.52.070.

Recipients should consider including in written materials, a notice advising LEP persons of free language assistance.

## Project site visits and post project assessments

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

## Project close-out

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

## Agreement management

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

## The Grant Budget

### Disbursements of grant funds:

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

### Indirect rate

The recipient can charge an indirect rate of up to 25% percent of salaries and benefits to cover overhead costs that benefit more than one activity of the recipient. Indirect costs are not

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

### **Procuring goods and services**

The recipient is responsible for procuring professional, personal, and other services using sound business judgment and good administrative procedures consistent with applicable federal, state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters. The recipient must follow their own procurement policies. If none exist, the recipient follows state procedures.

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

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

Washington State Procurement Procedures

- Washington State Purchasing Policies: [Current Policies](#)<sup>10</sup>
- [Revised Code of Washington Public Works](#)<sup>11</sup>

### **Transportation costs**

The recipient can recover the cost of transportation through the state mileage rate. The mileage rate includes all vehicle-related needs, such as gas, tires, insurance, and maintenance. For current state mileage, rates see: [Policy 10.90.20](#)<sup>12</sup>.

### **Progress Reporting / Payment Requests (PRPRs)**

Ecology is now using a web-based grant program known as Ecology Administration of Grants and Loans (EAGL). All grant activity from beginning to end is conducted through EAGL. Progress reporting and payment requests are an inherent part of this program. Progress Reports and commensurate Payment Requests (invoices) are to be submitted quarterly to demonstrate timely spending. Recipients must submit progress reports at least quarterly and with every

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<sup>10</sup> <https://des.wa.gov/about/projects-initiatives/procurement-reform/current-policies>

<sup>11</sup> [https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/RCW\\_WAC.pdf?56i1%205hr](https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/RCW_WAC.pdf?56i1%205hr)

<sup>12</sup> <http://www.ofm.wa.gov/policy/10.90a.pdf>

payment request. Progress reports should include a description of all progress made in the reporting period to meet goals as well as any successes, problems, and delays that affect the project, and an upload of the Woodstove Progress Report (Appendix III). If a problem exists, recipients must discuss the corrective actions taken or proposed and identify any Ecology assistance that may be needed.

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

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

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

### **Non-performance of projects/re-assignment of funds**

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

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

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

Due to the directed distribution of funding, Woodstove Education and Enforcement grant program funds cannot be re-allocated or extended.

### **Assessment of grant recipient performance**

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

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

## Appendix I: Grant Agreement Definitions

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

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

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

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

**Project** means the project described in this agreement.

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

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

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

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

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

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

## Appendix II: EAGL & Grants Training Tools and Resources

For EAGL Training Tools & Resources, please visit Ecology's Grants & Loans homepage: [Grant & loan guidance and forms](#)<sup>13</sup>.

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 \(Yellow Book\)](#)<sup>14</sup>  
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.

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<sup>13</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

<sup>14</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>



# Appendix III: Woodstove Progress Report Upload (Sample)

This is an *example* of the Woodstove Grant Upload that should be uploaded to your quarterly Progress Report Form when submitting a Payment Request/Progress Report (PRPR). A template can be found after logging into EAGL and accessing your application, under the Funding Program Guidelines on the Application Menu – Forms.

Air Quality Local Partner Woodstove Education & Enforcement 2023-25 Quarterly Progress Report Upload	
<b>Purpose:</b> The purpose of this supplemental Quarterly Progress Report is to capture specific information regarding work performed under this funding opportunity. A current supplemental quarterly report should be uploaded to each quarterly Payment Request / Progress Report (PRPR) on the Progress Report Form. <b>IN ADDITION, include</b> copies of education materials distributed.	
<b>RCW 70A.15.3610</b> Woodstove Education Program. Woodstove education program. (1) The department of ecology shall establish a program to educate woodstove dealers and the public about: <ul style="list-style-type: none"> <li>(a) The effects of woodstove emissions on health and air quality;</li> <li>(b) Methods of achieving better efficiency and emission performance from <a href="#">woodstoves</a>;</li> <li>(c) Woodstoves that have been approved by the <a href="#">department</a>;</li> <li>(d) The benefits of replacing inefficient woodstoves with stoves approved under RCW 70A.15.3530.</li> </ul> (2) Persons selling new woodstoves shall distribute and verbally explain educational materials describing when a stove can and cannot be legally used to customers purchasing new woodstoves.	
<b>TODAYS DATE:</b>	<b>TIME PERIOD:</b>
<b>AGENCY CONTACT:</b>	<b>CONTACT PH:</b>
<b>PROJECT TITLE:</b> Woodstove Education and Enforcement Program Grant	
<b>GRANT:</b> AQWDSTV-2325-_____ - _____	
<b>INSTRUCTIONS:</b> In accordance with RCW 70A.15.3610 (as shown above), please provide a description of the following activities:	
<b>Wood Smoke Complaint Response (Description):</b>	<b># of Complaints:</b>
<b>Notices of Violation Issued (Description):</b>	<b># NOVs Issued:</b>
<b>Number and Dates of Curtailments Called:</b>	
<b>Vendor Contacts (Description):</b>	<b># of Vendor Contacts:</b>

Figure 1: Example of Payment Request/Progress Report (PRPR)