



# Washington State Local Partner Core Operations Grant Funding Guidelines 2023-25

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## Announcement of Funds Available and Grant Guidelines to Local Clean Air Agencies for Core Operations

By  
Kelsey Smith and Rose Bennett

For the  
**Air Quality Program** Washington State Department of Ecology  
Olympia, Washington

April 2021, Publication 23-02-048

## Grant Information

Information regarding this funding opportunity is available on the Department of Ecology's webpage for [Local Partner Core Operations Grants](#)<sup>1</sup>.

## Contact Information

### Air Quality Program

Headquarters Office

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-407-6800

Website: [Washington State Department of Ecology](#)<sup>2</sup>

## 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](#)<sup>3</sup> for more information.

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<sup>1</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Core-operations>

<sup>2</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)

<sup>3</sup> <https://ecology.wa.gov/accessibility>

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DEPARTMENT OF  
**ECOLOGY**  
State of Washington

# Table of Contents

- Important Information ..... 1**
  - Summary .....1
- Chapter 1: Air Quality Local Partner Core Operations Grant Overview ..... 2**
  - Ecology Staff Contacts .....2
  - Statutory and Administrative Requirements .....3
- Chapter 2: Funding Program Details ..... 4**
  - Funding Levels.....4
  - Distribution Formula.....4
- Chapter 3: Eligible Project Types and Activities..... 6**
  - Project-specific Core Operation Components .....6
- Chapter 4: Agreement Development, Management, and Conditions..... 7**
  - Agreement Development .....7
  - Amendments .....7
  - Important Dates and Timelines .....8
  - Agreement Management.....8
  - Project Close-out .....11
- Appendix I: Grant Agreement Definitions ..... 12**
- Appendix II: EAGL & Grants Training Tools and Resources ..... 13**

## Important Information

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

**Title:** 2023-2025 Local Partner Core Operations Funding Cycle

**Action:** Request for Grant Funding

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

**Application Acceptance Dates:** June 1, 2023, through August 1, 2023

**Due Date:** August 1, 2023

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

### Summary

**Amount of Funding Available:** Approximately \$3,826,184 is available for the seven (7) local clean air agencies during the 2023-25 biennium.

**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's Administration of Grants and Loans). See Application Instructions for more details.

# Chapter 1: Air Quality Local Partner Core Operations Grant Overview

These grants are available to local clean air agencies to assist in implementing comprehensive air quality control programs to protect and enhance air quality within the air authorities' jurisdictions and to meet the goals of the State and Federal Clean Air Acts.

## Ecology Staff Contacts

### Ecology Project Manager

**Kelsey Smith**

**Contact:** Phone: 564.200.4466; Email: [kelsey.smith@ecy.wa.gov](mailto:kelsey.smith@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.

### Ecology Financial Manager

**Rose Bennett**

**Contact:** Phone: 360.819-3456; Email: [rose.bennett@ecy.wa.gov](mailto:rose.bennett@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.

### Ecology Air Quality Program Budget Manager

**Pete Siefer**

**Contact:** Phone: 360.407.6646; Email: [pete.siefer@ecy.wa.gov](mailto:pete.siefer@ecy.wa.gov)

Provides general oversight of available funds, establishes distribution amounts for each applicant/recipient.

## 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:

- RCW 70A.15.2060 & RCW 70A.15.3050
- [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)<sup>4</sup>
- Environmental justice policy
- Federal Clean Air Act<sup>5</sup>

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.

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<sup>4</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

<sup>5</sup> <https://www.epa.gov/clean-air-act-overview/clean-air-act-text#toc>

## Chapter 2: Funding Program Details

Ecology manages the Core Operations grant program funding under a biennial funding cycle. Applications are due in odd-numbered years. Funds 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 agencies for completeness and then funds are distributed based on a formula.

### Funding Levels

Total funds available for Core Operations vary between biennia depending on available Federal funds. Core Operations grants are funded with 59.8 percent (59.8%) of the state’s federal Section 105 Air Quality Performance Partnership Grant provided by the Environmental Protection Agency, plus \$1,288,045 annually from the Model Toxics Control Operating Account. Ecology does not know the exact amount of Federal funding available when a particular funding cycle begins and uses EPA estimates to determine allocations. Table 1 shows past funding availability.

### Distribution Formula

Formula calculations are made on a biennial basis based on the most current date from the Federal Bureau of Economic Analysis and the Washington State Office of Financial Management. The local air agencies grant distribution formula is comprised of three main elements and a reduction floor:

- AREA - 10% of the distribution is prorated based on the square miles within each agency’s jurisdiction.
- INCOME - 10% of the distribution is prorated based on the complement of each agency’s percent deviation from the average per capita income, divided by seven.
- POPULATION - 80% of the distribution is prorated based on population within each agency’s jurisdiction.
- REDUCTION FLOOR – Agencies will receive no less than 90% of their current distribution. When the calculated distribution would cause an agency’s share to fall below 90% of their previous distribution, that agencies distribution is set at 90% of their previous distribution. The difference between their calculated distribution and the 90% floor is then proportionally deducted from agencies who’s calculated distribution exceed 90% of their previous distribution.



Table 1: Funds allotted to local clean air agencies for Core Operations through the EPA's Performance Partnership Grant and the Model Toxics Control Operating Account.

	<b>2017-19 Distribution</b>	<b>2019-21 Distribution</b>	<b>2021-23 Distribution</b>
Benton Clean Air Agency	265,165	271,140	276,222
Spokane Regional Clean Air Agency	529,977	502,825	505,695
Northwest Clean Air Agency	478,404	482,315	485,808
Yakima Regional Clean Air Agency	368,429	370,505	369,886
Southwest Clean Air Agency	701,607	705,946	712,868
Puget Sound Clean Air Agency	3,182,767	3,202,342	3,222,493
Olympic Region Clean Air Agency	646,223	650,023	654,057
<b>Total</b>	<b>\$6,172,571</b>	<b>\$6,185,095</b>	<b>\$6,227,029</b>

# Chapter 3: Eligible Project Types and Activities

## Project-specific Core Operation Components

The accomplished work will occur in one or more of the seven major categories:

1. Enforcement.
2. Permitting.
3. Monitoring.
4. Public Education & Enforcement.
5. Planning & Program Development.
6. Technical & Business Assistance.
7. Administration.

# Chapter 4: Agreement Development, Management, and Conditions

## Agreement Development

Ecology makes formal funding offers after funding availability is determined and the Account Manager has determined funding amounts for each local clean air agency based on a formula. Ecology assigns a Project Manager and 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 with applicants to develop and negotiate grant 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 grant agreement. Grant agreements for clearly defined project proposals that include a detailed scope of work, measurable objectives, and accurate budgets take less time to develop.

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

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

When the agreement is finalized, the applicant signs the agreement. The applicant will send the grant agreement back to the Financial Manager for the final signature by the Air Quality Program Manager or 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.

## Sub-Agreements

Contracting must follow the recipient's procurement policy. If there is no recorded policy, then recipients must follow the State's procurement policy.

## Amendments

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

The recipient prints, signs, and returns two copies of the amendment to Ecology. Ecology's Air Quality Program Manager or authorized designee signs the amendment. Ecology sends one of the original copies of the signed amendment to the recipient contact. \*\*This procedure may occur electronically, in which case Ecology will provide instructions.

Reasons for amendments could include:

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

## Important Dates and Timelines

The grant 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.

Any extension requests must be made no less than three months before the grant agreement is due to expire, to ensure timely processing.

## Agreement Management

The *effective date* of the agreement is the earliest date on which eligible costs may be incurred. The effective date for these grants is usually the beginning of the state fiscal year or biennium, which occurs July 1 of each odd year. The applicant may incur project costs on and after the effective date or upon final signature of the agreement. Eligible expenditures cannot be reimbursed until the agreement has been signed by Ecology's Air Quality Program Manager or authorized designee. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

## Ecology Roles

The Project Manager ensures compliance with the scope of work and 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. The Project Manager also works with the Financial Manager to resolve payment or eligibility issues if they arise. When in doubt, call the Project Manager for information.

## The Grant Budget

### Disbursements of Grant Funds

Ecology disburses grant funds to recipients on a cost-reimbursable basis. All recipient costs eligible for reimbursement must occur on or between the effective date and expiration date of the grant agreement.

### Indirect Rate

The recipient may charge a de minimis indirect rate of 10% of salaries and benefits per [2 CFR §200.414](#)<sup>6</sup>. This can be used to cover overhead costs that benefit more than one activity of the recipient. Indirect costs are recipient costs not directly assignable to a particular objective of the project but are required to conduct business. They can include space, utilities, miscellaneous copying, telephone, motor pool, janitorial services, records, storage, rentals, etc. The use of an indirect rate must be reported on a separate line item on the PRPR invoice spreadsheet.

### 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>7</sup>.

### 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 must follow 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 in OMWBE 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, the Administration Requirements for Recipients of Ecology Grants and Loans, and these Funding Guidelines.

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<sup>6</sup> [https://www.ecfr.gov/cgi-bin/text-idx?SID=360ff10445404b861a0872184dd186dd&mc=true&node=pt2.1.200&rgn=div5#se2.1.200\\_1414](https://www.ecfr.gov/cgi-bin/text-idx?SID=360ff10445404b861a0872184dd186dd&mc=true&node=pt2.1.200&rgn=div5#se2.1.200_1414)

<sup>7</sup> <https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.90a.pdf>

## Washington State Procurement Procedures

- Washington State Purchasing Policies: [Current Policies](#)<sup>8</sup>
- [Revised Code of Washington Public Works](#)<sup>9</sup>

## Payment Request/Progress Reports (PRPRs)

Ecology is now using a web-based grant program known as Ecology's Administration of Grants and Loans (EAGL). All grant activity from beginning to end is reported through EAGL. Progress reporting and payment requests are included in 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 payment request. Progress reports should include a description of all progress made in the reporting period to meet goals, as well as any problems or 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 Ecology's 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.

Backup documentation for salaries and benefits must be included in an upload on the Payment Request Form. This documentation must include staff name, hourly rate (salaries/benefits), hours worked, and total, for the time period being reported.

Recipients are required to upload a detailed summary of expenses, that are being requested for reimbursement for the time period being reported. Although copies of receipts, invoices, etc. are not required uploads, Ecology reserves the right to request specific backup documentation as part of periodic and routine audits of recipient record keeping.

## Education and Outreach

Recipients must provide Ecology, if requested, 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.

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

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<sup>8</sup> <https://des.wa.gov/about/projects-initiatives/procurement-reform/current-policies>

<sup>9</sup> [https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/RCW\\_WAC.pdf?56i1\\_5hr](https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/RCW_WAC.pdf?56i1_5hr)

educational, enforcement, and public outreach materials for those identified populations and retain documentation on those decisions if no translation is provided. 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**

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

## **Non-performance of Projects/Re-assignment of Funds**

Project sponsors are encouraged to read the Termination section of the General Terms and Conditions of their grant agreement for more details on non-performance.

## **Project Close-out**

When the grant agreement and the project ends, final invoices (and final progress report) must be submitted via EAGL no later than 30 days of agreement end date.

## **Recipient Close-Out Report**

A Recipient Closeout Report must accompany the final invoice.

## **Ecology Close-Out Report**

When the scope of work has been completed (or earlier if the grant is cancelled due to non-performance or other issues) and the grant closed out, Ecology will perform an assessment of the recipient's performance (otherwise known as an 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 Payment Request/Progress Reports
4. The need for amendments, their frequency and significance of scope change
5. Timeliness of 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.

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

**Guidelines** means Ecology's Funding Guidelines for Core Operations 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 a Core Operations project that have been determined to be eligible for Ecology grant funding.



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

For EAGL training tools and resources, please visit Ecology's Grants & Loans homepage, [Grant & loan guidance and forms](#)<sup>10</sup>. Resources include:

- [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)<sup>11</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 August 11, 2017 or later.

- [EAGL External Users' Manual](#)<sup>12</sup>

User manual for external users of EAGL. Includes instructions for the following tasks:

- Complete grant and loan applications.
- Download grant and loan agreements and amendments.
- Submit payment requests with progress reports.
- Submit equipment purchase reports.
- Request amendments.
- Upload agreement deliverables.
- Submit close out reports.

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<sup>10</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

<sup>11</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

<sup>12</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>