Air Quality Local Partner Woodsmoke Reduction Grant Application Instructions 2023-25

General EAGL User Information

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](https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance)[1]
[How to Create a SAW Account](https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be)[2]
[How to Register for EAGL](https://www.youtube.com/watch?v=XXJh9arfasQ)[3]
[EAGL External Users' Manual](https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html)[4]

EAGL Tips:

* Fields with a red asterisk are required to be filled out.

A red cross is a hover symbol, which indicates more information is available.

A hand on an orange stop sign indicates a Global Error. Once all your forms are filled out, it is recommended that you run the "Check Global Errors," you can locate the Check Global Errors button at the top right corner on each application form. Global errors must be addressed to submit your application.

EAGL text boxes do not accept formatted text. It is recommended that you type up your answers in Notepad or Word first. Save your work as Plain Text, then "cut and paste" it into the EAGL text box. The text boxes have a character limit shown at the bottom.

EAGL Navigation: EAGL does not have a log out feature, so if at any time, you want to leave the application and return later; you must click Save on the right side of the page header before exiting the application or moving to the next form.

System Requirements – To use EAGL, you must have access to the internet and one of the following web browsers: Google Chrome, Edge Chromium, Mozilla Firefox, and Safari.

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[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
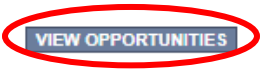[4] https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html

Creating an application

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

View Available Opportunities

You have **13** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES]

Search for "Wood smoke" in the Document Instance field and click Filter. The Air Quality Local Partner Residential Wood Smoke Reduction for Department of Ecology – AQ will be shown at the top of the list. Click Apply Now. This will take you to the application.

◀ Back

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

[RESET MY OPPORTUNITIES]

Provider: [dropdown]
Document Instance: [Wood smoke]
Due Date (From - To): [   ] - [   ]
[FILTER]

Air Quality Local Partner Residential Wood Smoke Reduction for Department of Ecology - AQ
Offered By:
Department of Ecology

Application Availability Dates:
04/20/2023-12/01/2023

Application Period:
04/20/2023-open ended

Application Due Date:
not set

Description:

The Wood Smoke Reduction competitive grants are open to Washington State's Seven (7) Local Air Agencies and Department of Ecology region offices where no Local Air Agencies exist for projects that support woodsmoke reduction efforts through the use of financial incentives to recycle and replace older, uncertified wood burning home heat devices.

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]

Application Menu: You are now on the Application Menu. The document information number is shown in the screenshot below, a number like this one will be your grant agreement number. Click View Forms under View, Edit and Complete Forms.

Application Menu

Document Information: AQWDSMK-2325-EcyAQ-00015
▾ Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	04/20/2023 - 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

Application Menu –Forms Page: You are now on the Application Menu – Forms page. This page contains all the application forms that need to be completed to submit the application. Before continuing to the forms, you must carefully read the 2325 Wood Smoke competitive Program Guidelines.

◀ Back

Application Menu - Forms

Please complete all required forms below.

Document Information: AQWDSMK-2325-EcyAQ-00015
▸ Details

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
📄	2325 Wood Smoke Competitive Program Guidelines			
📄	2325 Wood Smoke Competitive Program Application Instructions			
📄	2123 Wood Smoke Competitive Program Guidelines			
📄	2123 Wood Smoke Competitive Program Application Instructions			
Application Forms				
📄	General Information			
📄	Project Characterization			
📝	Mapping Information		Rose (SAW) Bennett 6/5/2023 1:44:33 PM	
📄	Recipient Contacts			
📄	Scope of Work - Additional Tasks			
📄	Scope of Work Summary			
📄	Uploads			

If you need to leave EAGL during the application process, click save before you leave EAGL.

To return to EAGL and continue your application, you can find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and click on the document number to navigate to your application.

General Information Form

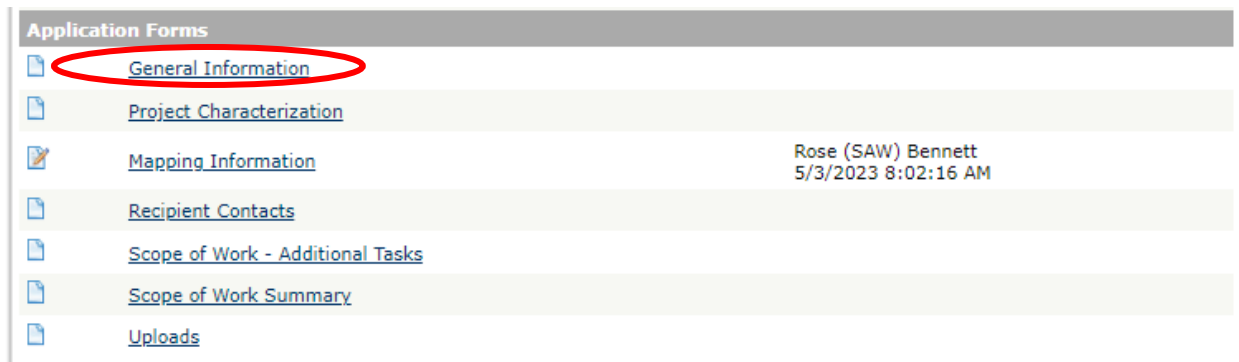Select General Information form the Application Forms list.

The following steps should be completed in the General Information Form:

- Enter the Project Title, and Project Long Description in the boxes provided.

- Enter the Total Cost of the project in the total cost box shown in the image below. The Total Cost is what the <u>total project will cost regardless of grant funding</u>.

- Enter the Total Eligible Cost in the Total Eligible Cost box shown in the image below. <u>This is the grant amount you are requesting from Ecology</u>. See the 2023-25 Air Quality Local Partner Woodsmoke Reduction Grant Funding Guidelines for more detail.

- Enter the Effective Date and the Expiration date of the project. The effective date may not be before 7/1/2023 and the expiration date may not be later than 6/30/2025.

- The Ecology Program is prepopulated to the Air Quality Program.

- Enter the Project Category.

- The answer to "Will Environmental Monitoring Data be collected" is prepopulated with No and cannot be edited.

- The Overall Goal has been prepopulated and cannot be edited.

- 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.

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 4500   ]

Total Cost [   ] ?*   Total Eligible Cost [   ] ?*

Effective
Date [   ] ?*   Expiration Date [   ] ?*

Ecology
Program   [Air Quality   ∨]

Project
Category*   ○ Replacement and additional strategies
            ○ Recycle Program Only

Will Environmental Monitoring Data be collected? [No ∨]

Overall Goal
Wood Smoke Reduction Grants are provided to fund programs designed to reduce fine particle pollution (ambient PM2.5) in communities that violate, or are at risk of violating, federal clean air standards. These grants are awarded on a competitive basis only to Washington air agencies and Ecology Regional Offices.

*

Project Characterization Form

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

- Use the first dropdown menu to choose the primary theme of Air Quality.

- Use the second dropdown menu to choose the secondary theme of Core program.

- 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.

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

[Air Quality ▾] *

Secondary Theme(s)

⊕   [Wood Smoke Reduction ▾] *

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
⊕ [ ]	[ ]

Mapping Information Form

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

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.

Add/Modify Location(s)
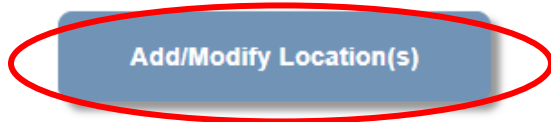
Project area options

Define project area by air authority

Ecology - Central Regional Office ▼   **Add**

☐ Define using Washington State boundary

Define project area by drawing or importing boundary

Draw Boundary   Edit Boundary   Import Shapefile   Exit tools

∧ Project Areas

Ecology - Central Regional Office   ✕

You can define your project area by entering the air authority name to define the boundary for your project. Or you may select Project Area Options to see a selection of methods to enter the boundary for your project. Select the method you would like to use. If you would like to draw your own boundary, you can select Drawing/Import Tools.

When finished, click Next and the system will calculate the area statistics.
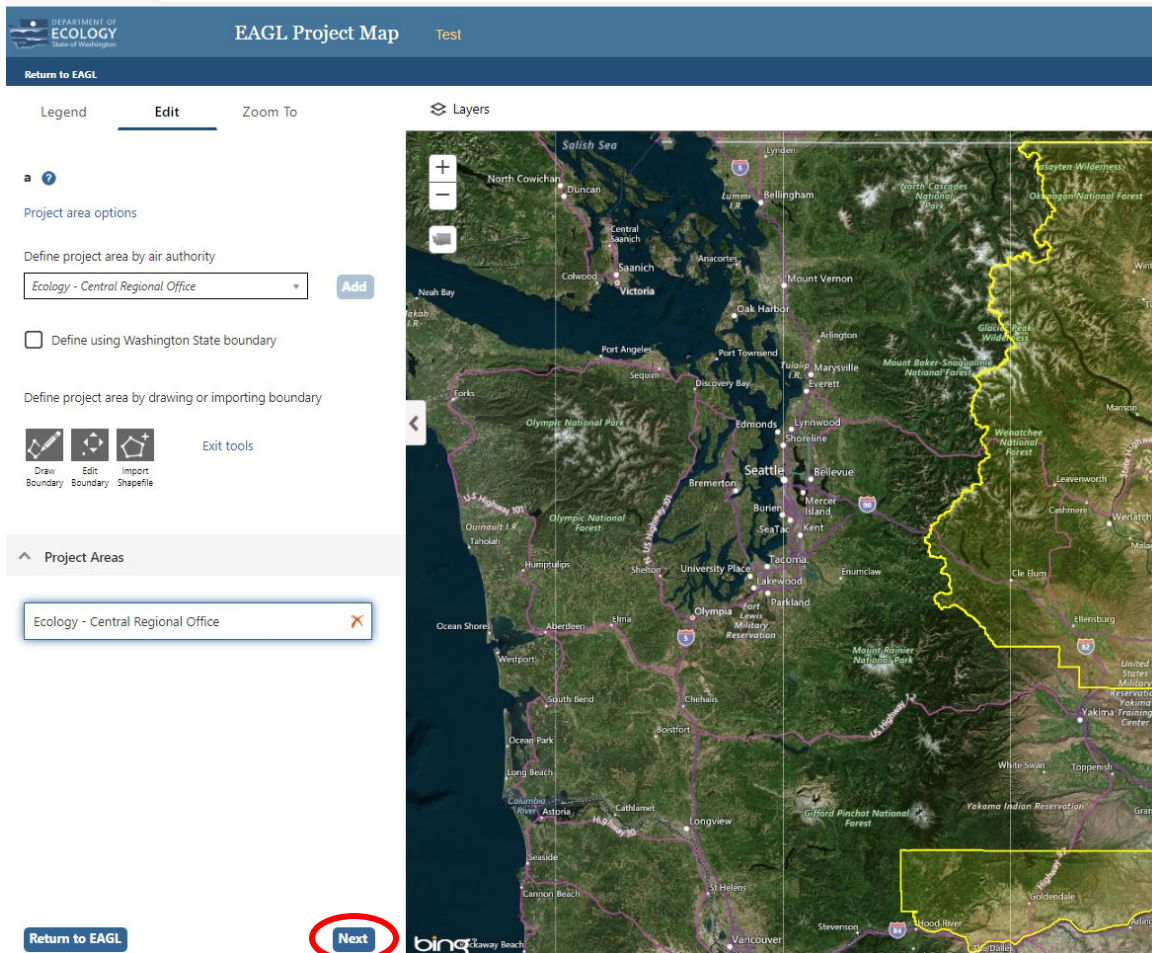
After the calculations are complete, click Save at the bottom of the page.

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%

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

Recipient Contacts Form

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

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

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

Click Save in the top right corner of the application. The page will reload with contact information.

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.

The following should be completed as shown in the image below.
Enter the Task Title, Task Description, Task Goal Statement, Task Expected Outcomes, and the Recipient Task Coordinator in the boxes 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

[   ]

Enter the deliverable description and due date in the boxes provided. To insert a new deliverable, click the + icon. Enter your deliverable description and due date in the boxes provided.

Repeat these steps to add deliverable as needed. Click Save in the top right corner of the application when finished.
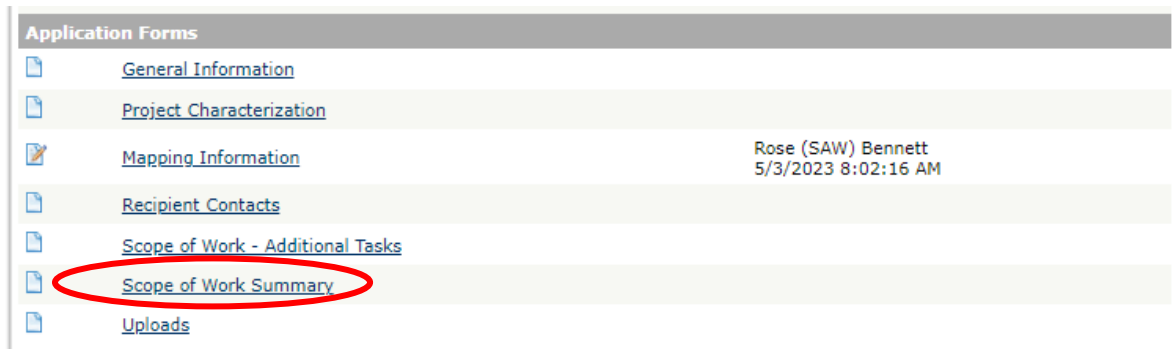
To add an additional Task Number, click Add in the top right corner of the application.
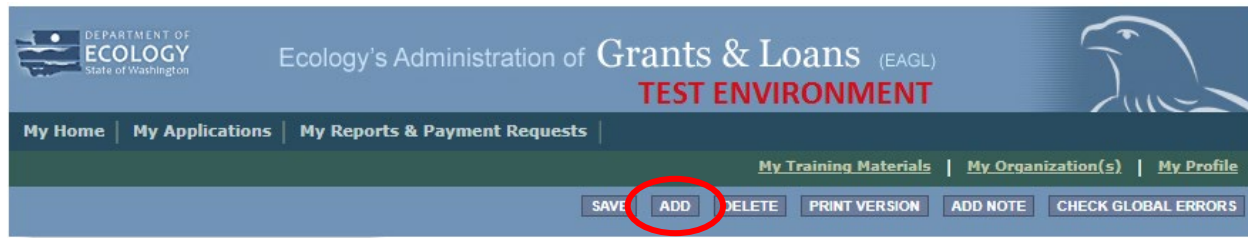
Repeat the steps for any additional tasks. Click Save in the top right corner of the application when finished.

Scope of Work Summary Form

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

Review the Scope of Work Summary page. Click Save in the top right corner of the application when finished.

Uploads Form

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.

	Application Forms	
🗋	General Information	
🗋	Project Characterization	
📝	Mapping Information	Rose (SAW) Bennett 5/3/2023 8:02:16 AM
🗋	Recipient Contacts	
🗋	Scope of Work - Additional Tasks	
🗋	Scope of Work Summary	
🗋	Uploads	
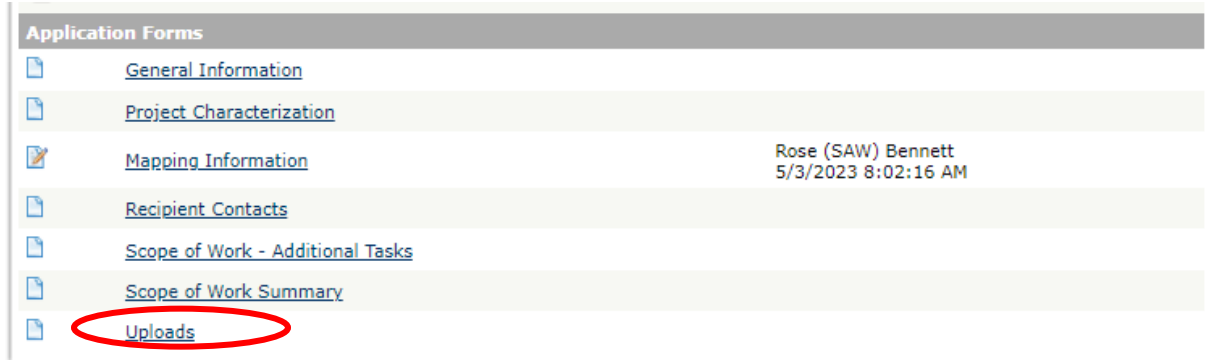
Upload any additional documents you need for this application and click Save. The upload size limit is 35MB.

You are now ready to submit your 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
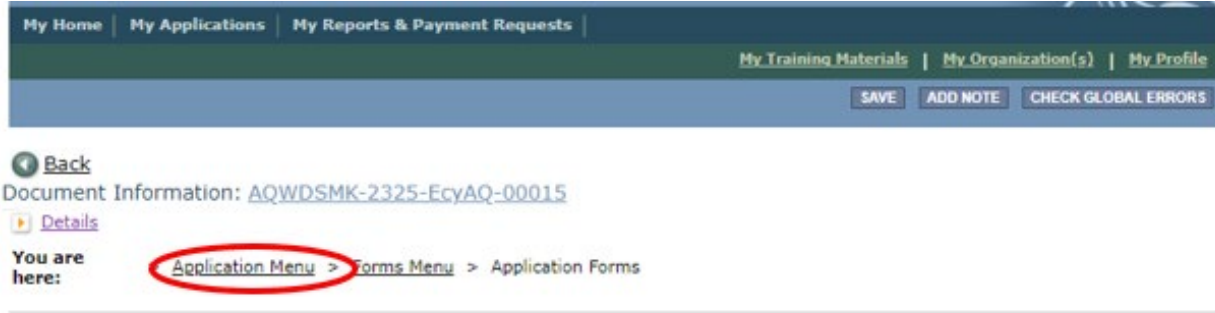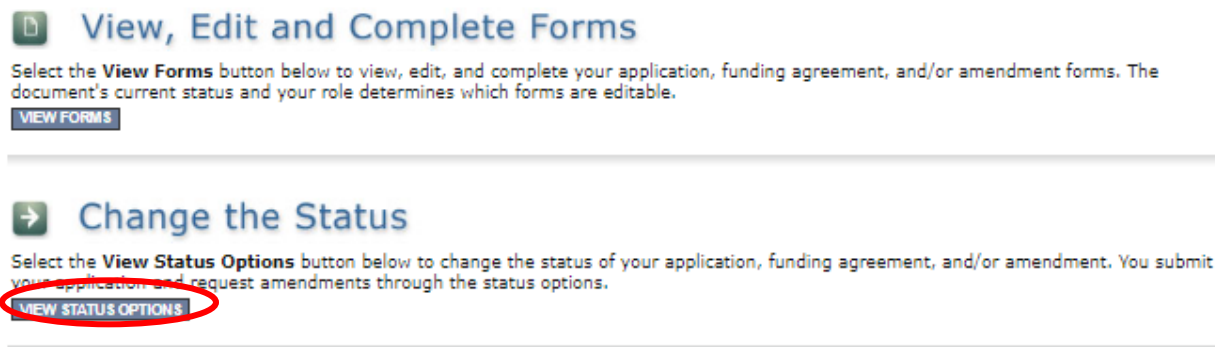Click **Save** at the top of the page

Description   **Upload**

[   ]   [Choose File] No file chosen
[   ]   [Choose File] No file chosen
⊕ [   ]   [Choose File] No file chosen

Submitting Your Application

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

Under Change the Status, click View Status Options.

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

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.

If your application is complete, click I AGREE. You may use the Statement box if you would like. It is not required. Upon submission, you will receive a confirmation email.

Contact information

Air Quality Program

Technical Questions
David Grant
Phone:
Email: david.grant@ecy.wa.gov
EAGL Questions
Rose Bennett
Phone: 360-819-3456
Email: rose.bennett@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 melanie.forster@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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[6] www.ecology.wa.gov/contact