

Prevent Nonattainment Program 2023-2025

Prevent Nonattainment Grant Application Instructions



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](#)¹

[How to Create a SAW Account](#)²

[How to Register for EAGL](#)³

[EAGL External Users' Manual](#)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. We do not recommend using Internet Explorer with EAGL.

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

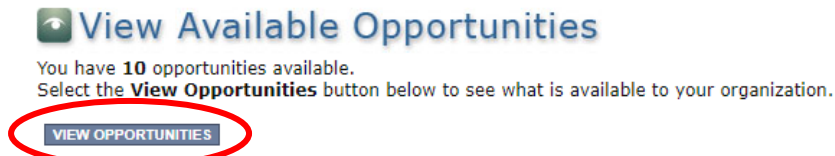
² <https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be>

³ <https://www.youtube.com/watch?v=XXJh9arfasQ>

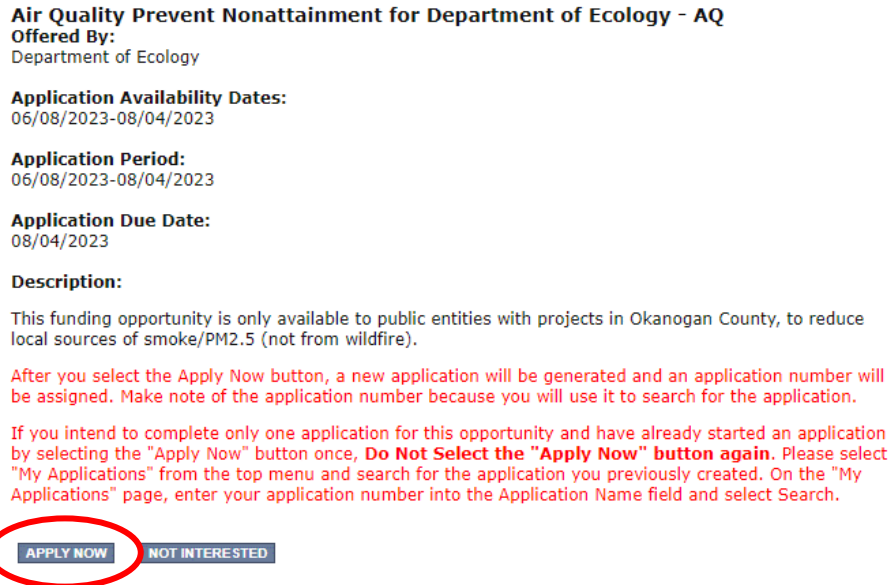
⁴ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>

Creating an Application

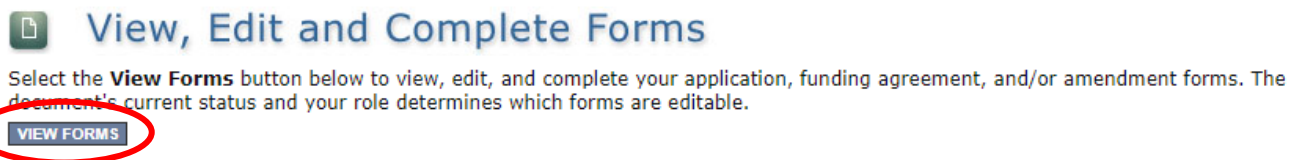
1. Once logged into EAGL, click View Opportunities, under View Available Opportunities.



2. Search for “Air Quality Prevent Nonattainment for Department of Ecology – AQ” in the Document Instance field. Click Apply Now. This will take you to the application.








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



4. 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				
	AQPNA 2325 Funding Guidelines			
	AQPNA 2325 Blank Application			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		Kelsey Smith (SAW)	6/9/2023 8:53:27 AM
	Recipient Contacts			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Budget Proposal			
	Uploads			

5. Before continuing to the forms, you must carefully read the AQPNA-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, Kari Johnson, at kari.johnson@ecy.wa.gov.
6. 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.



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7. 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.

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	AQPNA 2325 Funding Guidelines			
	AQPNA 2325 Blank Application			
Application Forms				
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	Mapping Information		Kelsey Smith (SAW)	6/9/2023 8:53:27 AM
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- The following steps 2 – 6 should be verified as shown in the image below. The Project Title is pre-populated and should not be editable.
- Enter your Project Short Description into the box titled “Project Short Description.”
- Enter your Project Long Description into the box titled “Project Long Description.”
- 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 AQPNA-2325 Grant Guidelines for more detail.

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 *

7. The following steps 7 – 9 should be verified as shown in the image below. The Effective Date and Expiration date have been pre-populated and should not be edited.
8. The Ecology Program should be prepopulated. Confirm that Air Quality is selected.
9. The Project Category should be prepopulated. Confirm that Prevent Nonattainment is selected.
10. The answer to “Will Environmental Monitoring Data be collected” should be blank and cannot be edited.
11. The Overall Goal is prepopulated with a statement, and you may add to that statement as needed.

Effective Date: ?*

Expiration Date: ?*

Ecology Program:

Project Category*: Prevent Nonattainment

Will Environmental Monitoring Data be collected?

Overall Goal

Reduce local sources of smoke/PM2.5 (not from wildfire) in Okanogan County to prevent the state from falling out of attainment.

*

12. 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

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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 Prevent Non-attainment.
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.



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[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

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

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	General Information		Smith (SAW), Kelsey	6/9/2023 9:21:00 AM
	Project Characterization			
	Mapping Information		Smith (SAW), Kelsey	6/9/2023 8:53:27 AM
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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.

Add/Modify Location(s)

3. Click on Project Area options.

Ecology's Air Quality Prevent Nonattainment Grant Program

[Project area options](#)

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. If you would like to draw your own boundary, you can select Drawing/ImportTools.
5. After you are finished making your selection, click Go.

Ecology's Air Quality Prevent Nonattainment Grant Program ?

Select method(s) to enter boundary

- | | |
|---|--|
| <input type="checkbox"/> Air Authority | <input type="checkbox"/> Lake |
| <input type="checkbox"/> City | <input type="checkbox"/> Parcel |
| <input type="checkbox"/> County | <input type="checkbox"/> WRIA ? |
| <input type="checkbox"/> Grant Project Area | <input type="checkbox"/> School District |
| <input type="checkbox"/> Transit Authority | <input type="checkbox"/> HUC 12 ? |
| <input type="checkbox"/> Tribal Reservations ? | <input type="checkbox"/> 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.

The screenshot shows the 'Ecology's Air Quality Prevent Nonattainment Grant Program' interface. On the left, there are 'Project area options' including a text input for 'Define project area by city' with an 'Add' button circled in red. Below it is a 'Project Areas' section with a dropdown menu showing 'Seattle'. At the bottom left, there is a 'Return to EAGL' button. On the right, a map of the Seattle area is displayed with a yellow boundary outline around the city. At the bottom right of the map, there is a 'Next' button circled in red. The Bing logo is visible in the bottom left corner of the map area.

- 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 reload with a table of statistics. Click Save in the top right corner of the application when finished. Saving checks the map back in. If you do not do this, you will not be able to submit your application.



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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

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	General Information		Smith (SAW), Kelsey	6/9/2023 9:21:00 AM
	Project Characterization			
	Mapping Information		Smith (SAW), Kelsey	6/9/2023 8:53:27 AM
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- 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 webpage⁵](#).

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.

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

Navigation Links

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- The following steps 2 – 6 should be completed as shown in the image below. Enter Task Title and Task Cost in the boxes provided.
- Enter Task Description in the box provided.
- Enter Task Goal Statement in the box provided.
- Enter Task Expected Outcomes in the box provided.
- 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"/> * 0 of 500	<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.



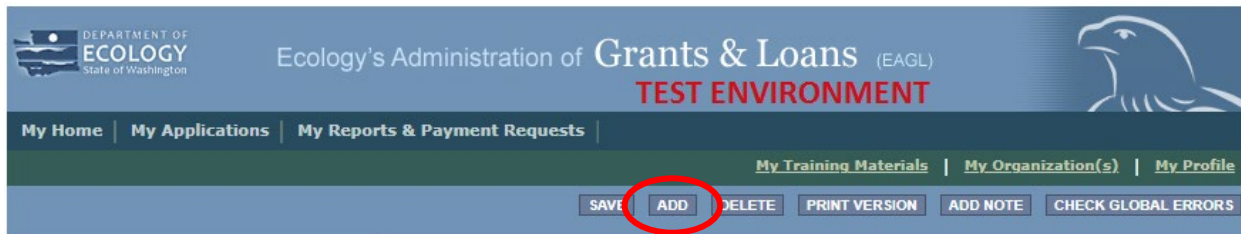
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11. Repeat steps 9 – 10 to add as many deliverables as you need. Click Save in the top right corner of the application when finished.



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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
	General Information		Smith (SAW), Kelsey	6/9/2023 9:21:00 AM
	Project Characterization			
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	Scope of Work - Additional Tasks			
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	Uploads			

- 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
Task 1	\$75,000.00
Task 2	\$75,000.00
<i>Task Total</i>	\$150,000.00

Total Eligible Costs (from the General Information Form)
\$150,000.00

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



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Budget Proposal

- 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.

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	General Information		Smith (SAW), Kelsey	6/9/2023 9:21:00 AM
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- To fill out the Budget Proposal form, enter the budget by Task and By Element boxes. You may enter Salaries and Benefits separately or combined (if applicable), you do not need to do both. If you do not have a federally approved indirect rate, you may use Ecology's uniform indirect rate of up to 25% of salaries and benefits. Please upload a detailed budget along with an itemized list of all Goods/Services and Equipment.

BUDGET PROPOSAL

Instructions:

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

If you have added or made any changes to the Scope of Work before visiting this form, please save the Scope of Work Summary form prior to updating this form.

Public Disclosure Notice

Information you provide through use of this site is public information and subject to inspection and copying by members of the public.

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

Estimate your proposal's total budget needs by task and by element.

Total Eligible Costs (from General Information form)
\$500,000.00

By Task

Task Title	Task Cost	*Amount	Total
Task 1	\$250,000.00	<input type="text"/>	
Task 2	\$250,000.00	<input type="text"/>	
Total	\$500,000.00	\$0	\$0

By Element

Element	*Amount	Total
Salaries ¹	<input type="text"/>	\$0
Benefits ¹	<input type="text"/>	\$0
Salaries and Benefits Combined ¹	<input type="text"/>	\$0
Contracts	<input type="text"/>	\$0
Travel	<input type="text"/>	\$0
Equipment ²	<input type="text"/>	\$0
Goods/services ³	<input type="text"/>	\$0
Overhead ⁴	<input type="text"/>	\$0
Total	\$0	\$0

If you receive a grant, you are responsible for procuring professional, personal, or other services using sound business judgment and good administrative procedures consistent with applicable 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.

- Fill in either the "Salaries" field and the "Benefits" field or fill in the "Salaries and Benefits Combined" field
- Upload an itemized list of all equipment, its cost, and explain why the equipment is needed. Equipment is defined as tangible personal property with a useful life of more than one year and an acquisition cost of more than \$5,000 per functional unit or system. Equipment will be tracked on the Equipment Purchase Report in EAGL.
- Upload an itemized list of all Goods and Services
- Overhead cannot exceed the rate identified in the Ecology publication, Administrative Requirements for the Recipients of Ecology Grants and Loans Managed in EAGL, current version.

Upload Documents

Click the Browse button
 Select your file
 Click Save, your file will appear in the List of uploaded documents
 Repeat for each file
 To Delete a file, select the Delete checkbox next to the file and click SAVE

No file chosen

- Click Save in the top right corner of the screen when finished.

Uploads

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.

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2. Upload any additional documents you need for this application and click Save. The upload size limit is 35MB.

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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[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: [AQPNA-2325-EcyAQ-00002](#)

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Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	06/08/2023 - 08/04/2023 08/04/2023 5:00PM PST

[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.

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Application Menu - Status Options

Select a button below to execute the appropriate status push.

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

Contact information

Air Quality Program

Technical Questions

Ron Stuart

Phone: 360-407-6870

Email: ron.stuart@ecy.wa.gov

EAGL Questions

Kelsey Smith

Phone: 564-200-4466

Email: kelsey.smith@ecy.wa.gov

Website⁶: [Washington State Department of Ecology](https://www.ecy.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. 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