Washington State Air Quality in Overburdened Communities Grant

Grant Announcement and Grant Guidelines 2024

By

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For the

Air Quality Program

Washington State Department of Ecology
Olympia, Washington

Publication Information

This document is available on the Department of Ecology's website at:
https://apps.ecology.wa.gov/publications/summarypages/2402036.html

Contact Information

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

Department of Ecology's Regional Offices

Map of Counties Served
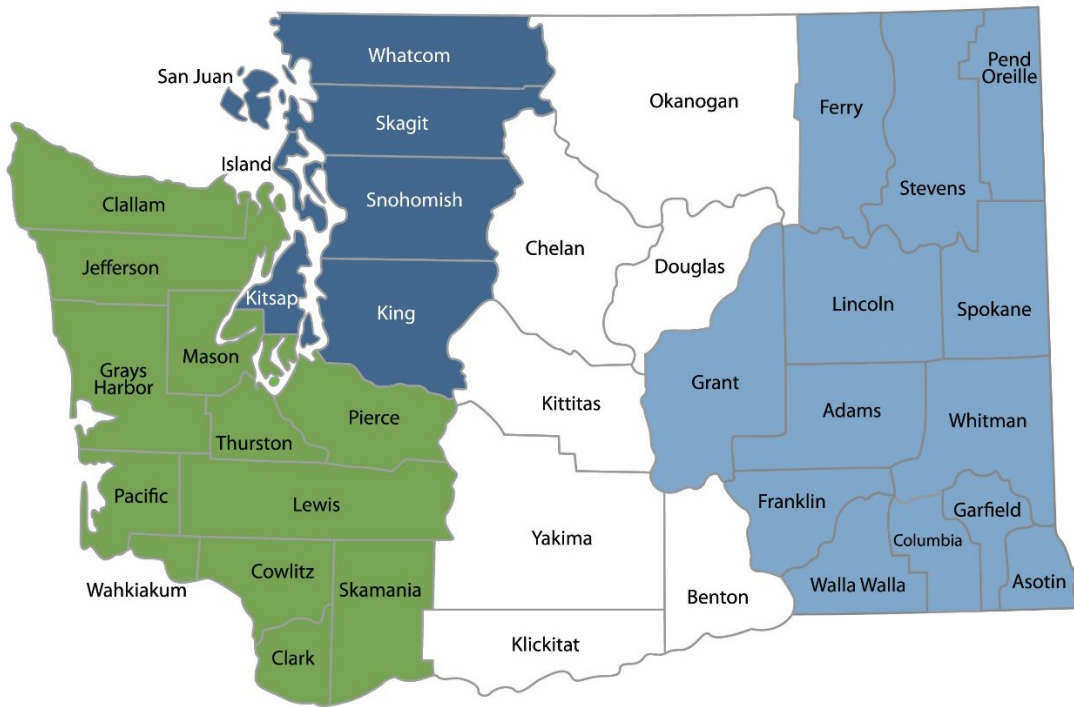
Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	P.O. Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 North Monroe Spokane, WA 99205	509-329-3400
Headquarters	Statewide	P.O. Box 46700 Olympia, WA 98504	360-407-6000

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Washington State Department of Ecology

Olympia, WA

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These grants are paid for by funds from the Climate Commitment Act[2]. The Climate Commitment Act supports Washington's climate action[3] efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health.

DEPARTMENT OF
ECOLOGY
State of Washington

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Definitions

For the purposes of this grant, these common terms are defined as below:

"Community-based organizations (CBOs)": [Community-based organizations (CBOs)](#)[4] are public or private nonprofit organizations that provide specific resources or services to the community or a target population within the community. Their collective goal is to improve the health, well-being and/or overall functioning of a community so its members can survive and thrive.

"Criteria air pollutants": Criteria air pollutants are six common air pollutants that harm human health and the environment. The federal Clean Air Act requires the Environmental Protection Agency to set limits on these pollutants, called [National Ambient Air Quality Standards](#)[5]. These six pollutants include particle matter, nitrogen dioxide, sulfur dioxide, lead, carbon monoxide, and ground-level ozone.

"Cumulative criteria air pollution": The Environmental Protection Agency's [Air Quality Index (AQI)](#)[6] is a unitless index that can be used as a yardstick to relate pollution concentration for each individual criteria pollutant to health. The AQI of the pollutants for which we had statewide data (PM2.5, O3, NO2, SO2, CO) were added together to determine which communities may experience compounding impacts from multiple pollutants, even if they are lower than the threshold for each individual pollutant.

"Deliverable": Item or activity identified in an agreement that must be completed by the recipient before Ecology approves reimbursement or completion. Deliverables may or may not have a due date.

"Elevated air pollutants of concern": Areas with an elevated level of one or more criteria pollutants or the highest cumulative level of criteria pollutants, based on a combination of monitoring, modeling, and emissions data. These thresholds are for community identification purposes only and do not reflect any new air quality standards set by Ecology.

"Environmental justice": Per the [HEAL Act](#)[7], environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, rules, and policies. Ecology addresses disproportionate environmental and health impacts in all laws, rules and policies with environmental impacts by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and reducing harm.

"Environmental Justice Assessment": Washington's Environmental Justice Law, also known as the [HEAL Act](#)[8], empowers Ecology to conduct Environmental Justice Assessments when planning significant actions. Ecology's Environmental Justice Assessment process is an

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[4] https://www.cdcfoundation.org/stories/building-capacity-community-level-improve-health-equity
[5] https://www.epa.gov/criteria-air-pollutants
[6] https://ecology.wa.gov/Research-Data/Monitoring-assessment/Air-Quality-Index
[7] https://ecology.wa.gov/About-us/Who-we-are/Environmental-Justice/HEAL
[8] https://ecology.wa.gov/About-us/Who-we-are/Environmental-Justice/HEAL

opportunity to better understand a wide range of environmental justice impacts that an action may have as early as possible in the developmental stages of our work. Environmental Justice Assessments will help Ecology make informed decisions to reduce environmental harms and address environmental and health disparities in overburdened communities.

"Mobile sources": Pollution sources that move, such as vehicles, motors, or engines that produce exhaust or evaporative emissions.

"Non-mobile sources": Pollution sources that are stationary, such as power plants, factories, and manufacturing.

"Nonprofit organization": A nonprofit organization is defined by the Washington Office of the Secretary of State (OSOS)[9] as a type of corporation that is created at the state level and established for the benefit of the community, a specific group or cause. It does not distribute income or shares to its members, directors, or officers. While a nonprofit status is a state-level designation, tax-exempt status is determined at the federal level.

"Outcome": The environmental result, effect, or consequence that will occur from carrying out a program or activity related to the goal or objective of a grant or loan.

"Overburdened community": A geographic area where vulnerable populations face combined multiple environmental harms and health impacts, and includes, but is not limited to, highly impacted communities as defined in RCW 19.405.020[10].

"Communities overburdened and highly impacted by air pollution": Sixteen (16) Washington communities that are historically overburdened with health, social, and environmental inequities **and** are highly impacted by criteria air pollution[11], such as ozone and fine particles. A section of the Climate Commitment Act[12] directs this work. This also includes Tribes who choose to participate in Ecology's initiative to improve air quality in overburdened communities. These communities are a subset of all overburdened communities as defined in the HEAL Act[13]

"Partners": Subrecipients of the grant collaborating with the applicant to accomplish the goals and deliverables of the project.

"Task": An activity that must be accomplished for the project.

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[9] https://www.sos.wa.gov/sites/default/files/2022-09/2022-Nonprofit-Handbook.pdf
[10] https://apps.leg.wa.gov/rcw/default.aspx?cite=19.405&full=true#19.405.020
[11] https://ecology.wa.gov/Air-Climate/Air-quality/Air-quality-targets/Air-quality-standards#criteria
[12] https://ecology.wa.gov/Air-Climate/Climate-Commitment-Act
[13] https://ecology.wa.gov/About-us/Who-we-are/Environmental-Justice/HEAL

Important Information

Apply to: Washington State Department of Ecology Air Quality Program

Title: Air Quality in Overburdened Communities

Action: Request for Grant Funding

Application Period: August 29, 2024 – October 24, 2024, at 5:00 p.m. PST

Summary: This notice announces funding available to organizations serving the communities Ecology has identified as overburdened and highly impacted by air pollution, as well as participating Tribes, to conduct community engagement, identify, and develop projects to reduce criteria air pollution.

Amount of Funding Available:

- $10M is available for eligible projects in the sixteen (16) communities overburdened and highly impacted by criteria air pollution and participating Tribes.

- Applicants may be awarded up to $700,000 per application. See Eligible costs on page 19 for more information.

- Ecology may award up to $700,000 per project, though Ecology may offer a lower grant award or increase the award amount depending on the interest in the grant program. The intent is to award a project in each of the 16 communities overburdened and highly impacted by criteria air pollution and participating Tribes.

Eligible Applicants: Organizations serving communities overburdened and highly impacted by criteria air pollution including

- Community-based organizations.

- Local municipalities.

- Tribes participating in Ecology's initiative to improve air quality in overburdened communities, and entities serving these Tribes.

For more information on eligible applicants, please see page 14.

Eligible Projects:

- Planning and design of criteria air pollutant emission reduction projects. Projects must include a community engagement process to inform planning and design.

- Implementation of criteria air pollutant emission reduction projects. Projects must demonstrate community engagement informed the project design to be eligible for funding.

For more information on eligible projects, please see pages 15 and 16.

Application Deadline: Applications must be submitted via Ecology's Administration of Grants and Loans (EAGL) system by 5:00 p.m. PST on October 24, 2024. Ecology reserves the right to

extend the application period and will notify potential applicants via our [email distribution list](#)[14] and the [Ecology Website](#)[15].

Notice of Awards: Ecology intends to offer awards by December 2024. Applicants that do not receive an award will be notified once all awards are accepted.

Grant Period: The current grant project period is through June 30, 2025. We expect to extend the project period for up to two years, although this is dependent upon Ecology receiving approval to extend the time to spend the funds.

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[14] https://public.govdelivery.com/accounts/WAECY/subscriber/new?topic_id=WAECY_322
[15] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/overburdened-communities-grants

Background

Improving air quality in overburdened communities initiative

The Climate Commitment Act requires that Ecology work to reduce criteria air pollutants in communities overburdened and highly impacted by criteria air pollution. This law requires Ecology to:

- Identify which Washington communities are overburdened by air pollution and the significant sources of this pollution.

- Expand and improve Washington's air quality monitoring network to gather more data about the criteria air pollutants that affect these communities.

- Develop strategies to reduce criteria air pollutants in these overburdened communities.

- Conduct periodic analysis to make sure reduction goals for criteria air pollution are being met.

In March 2023, Ecology identified 16 areas of Washington[16] that are overburdened with multiple inequities and impacted by levels of one or more criteria air pollutants that are higher than the rest of the state. The communities are included on the map in Figure 1 below. Tribes may choose to participate, and Ecology is currently undergoing government-to-government consultation to that end with Tribes who have expressed interest. This grant program is an essential component of Ecology's effort to reduce pollution in these communities.

For more information on how the identified communities were determined, visit the Improving air quality in overburdened communities Website[17].

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[16] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338
[17] https://ecology.wa.gov/Air-Climate/Climate-Commitment-Act/Overburdened-communities
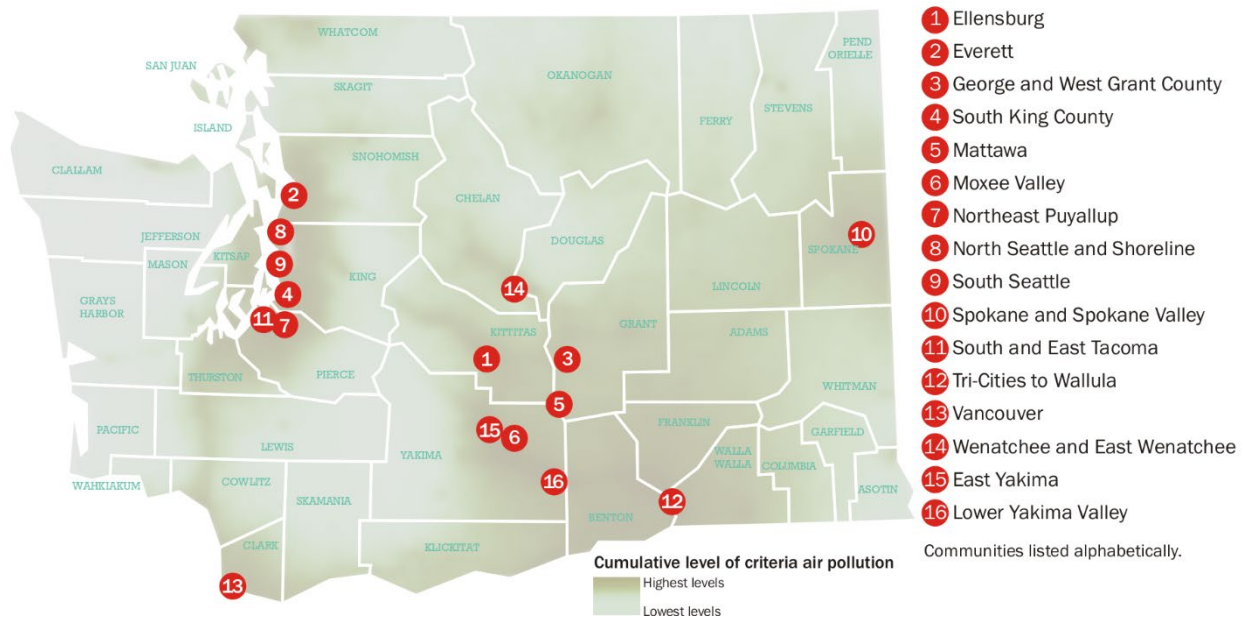
Figure 1. Sixteen communities overburdened and highly impacted by criteria air pollution.

1. Ellensburg
2. Everett
3. George and West Grant County
4. South King County
5. Mattawa
6. Moxee Valley
7. Northeast Puyallup
8. North Seattle and Shoreline
9. South Seattle
10. Spokane and Spokane Valley
11. South and East Tacoma
12. Tri-Cities to Wallula
13. Vancouver
14. Wenatchee and East Wenatchee
15. East Yakima
16. Lower Yakima Valley

Communities listed alphabetically.

Cumulative level of criteria air pollution
Highest levels
Lowest levels

Environmental justice

Ecology is committed to the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Ecology uses an intersectional lens to address disproportionate environmental and health impacts in all laws, rules, and policies with environmental impacts by prioritizing vulnerable populations in overburdened communities, equitably distributing resources and benefits, and eliminating harm.

The Climate Commitment Act (CCA) works alongside other critical climate policies to help Washington achieve its commitment to reducing greenhouse gas emissions by 95 percent by 2050. The CCA puts environmental justice and equity[18] at the center of climate policy, making sure communities that bear the greatest burdens from air pollution today see cleaner, healthier air as the state cuts greenhouse gases.

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[18] https://ecology.wa.gov/About-us/Who-we-are/Environmental-Justice

Goals

The goals of this grant program are to:

- Engage with and create relationships with organizations and people in overburdened communities to address air pollution and empower communities to collaborate in the process.

- Identify and develop projects to reduce criteria air pollutant emissions and protect public health.

This grant program is designed to reduce unregulated sources of air pollution, like residential and mobile sources, rather than non-mobile sources that are regulated by other means at Ecology. It is a nonregulatory, community-based approach to reducing sources of air pollution in communities overburdened and highly impacted by air pollution.

Eligibility

Eligible applicants

Applicants must be located in and registered to operate legally in the state of Washington. Eligible applicants include:

- Community-based organizations (CBOs): See definition on page 7

- Local health jurisdictions

- City, town, or county governments

- Tribes participating in Ecology's initiative to improve air quality in overburdened communities highly impacted by air pollution

    o To be eligible to apply, Tribes must have begun the process of participating in the initiative. To do so, Tribes must contact Abby Ruskey, Air Quality Environmental Justice Planner, via email Abigail.ruskey@ecy.wa.gov[19], before the end of the application period (5:00 p.m. PST on October 24, 2024).

    o After initial contact, Ecology will consult with interested Tribes regarding their air quality concerns, specifically criteria air pollutants.

    o A Memorandum of Understanding (MOU) is required to participate in the initiative and must be signed and executed by both Tribes and Ecology prior to signing the grant agreement.

    o A two-page template MOU with options for services and support under the Improving Air Quality in Overburdened Communities initiative is available to help expedite MOU discussions.

- Entities serving participating Tribes

- Local Clean Air Agencies

- Conservation Districts

- Higher Education Institutions

- Irrigation Districts

- Ports

- Public Utility Districts

- School Districts

- Transit Authorities

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[19] Abigail.ruskey@ecy.wa.gov

Eligible projects

Eligible project categories

1. **Plan and design criteria air pollutant emission reduction projects. Projects must include a community engagement component to inform the planning and design.**

   Examples of this project type include, but are not limited to:

   - Partnering with local community residents to identify priority criteria air pollution emissions reduction projects.

   - Designing and planning criteria air pollution emission reduction strategies and projects.

   - Improving communication efforts among community groups to address sources of criteria air pollution emissions reduction eligible under this program.

   If funds remain after all deliverables and grant outcomes are met, the grantee may use remaining funds toward project implementation. Ecology must approve all projects prior to implementation. Eligible project types described on page 16.

2. **Implement criteria air pollutant emission reduction projects to reduce sources impacting eligible overburdened communities. Projects must demonstrate community engagement informed the project design.**

   - Applicants will be required to show documentation of their community engagement process if offered a grant award.

   - Implementation projects must address, at a minimum, the primary pollutants of concern in each community referenced in Appendix A, where data is available.

Secondary eligible projects

The focus of this grant is outdoor air quality and reducing criteria air pollution. The following activities are eligible under this program but must be a part of a project that reduces sources of criteria air pollutant emissions and be identified as a need by the community. Applicants may spend no more than 15 percent of the total grant award on the activities below:

- Distribution of portable air cleaners (PAC's) to vulnerable populations

  o PAC's will need to be selected in accordance to the Washington state Department of Health's guidance[20].

- Planting trees to reduce particulate matter (PM10 or PM2.5) in a community.

  o Trees must native, low pollen producing, female species to prevent planting species that contribute to the production of additional particulate matter (PM10).

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[20] https://doh.wa.gov/community-and-environment/air-quality/indoor-air/portable-air-cleaners

Examples of criteria air pollution emission reduction projects

Emission reduction projects could include, but are not limited to:

- Supporting free yard waste collection, purchase of community woodchippers, or local chipping events to reduce smoke from burning yard waste.

- Replacing old residential wood stoves with certified wood stoves or heat pumps to reduce smoke.

- Providing incentives for farmers to use methods that reduce dust from agricultural activities, such as direct seed or no-till farming.

- Reducing vehicle miles traveled.

- Replacing diesel lawn and garden equipment with zero-emission.

- Replacing diesel equipment and infrastructure for ports and railyards with zero-emission.

- While immediate implementation of some electrification projects is eligible, such as zero-emission lawn and garden equipment and rail and port equipment, the following transportation electrification projects are **only eligible for planning and design projects.** Any funds remaining after project planning and design are complete may be used for implementation pending approval from Ecology.
  - Grid capacity and modernization.
  - Public charging that can serve fleet needs or public needs for medium and heavy-duty vehicles.
  - Programs for zero-emission transportation technical training (includes career technical education programs, certification programs, vocational training, and degree programs).
  - Charging infrastructure site-scoping, construction feasibility and analysis (includes planning and design) for zero-emission vehicles and equipment.
  - Utility upgrades to support vehicle to grid (V2G) capabilities and plans to support electric vehicle (EV) driver's ability to charge vehicles during power outages.
  - Battery storage for EV chargers.

Ineligible projects

The following projects will not be eligible for application to this grant program:

- Wildfire mitigation: Wildfire mitigation falls outside of Ecology's authority and is under the purview of land management agencies, like the Washington State Department of Natural Resources.

- Air quality monitoring: The intent of this grant funding is to reduce sources of criteria air pollution. Ecology is expanding air monitoring in the communities identified as overburdened and highly impacted by air pollution, as directed by the Climate Commitment Act.

- Worker health and safety: Washington Labor and Industries is the regulatory state agency for worker health and safety from environmental hazards.

- Ultrafine particles (PM <0.1 micrometers): While ultrafine particles are a growing air contaminant of concern, they are not currently designated as a criteria air pollutant by the Environmental Protection Agency (EPA) and are therefore not eligible under this grant program.

- Air toxics: While air toxics are a growing area of concern, they are not currently designated as a criteria air pollutant by the EPA and are therefore not eligible under this grant program.

- Building electrification: Projects to replace gas with electric infrastructure are not eligible because the use of gas in homes is primarily an indoor air pollution concern. While indoor air quality is crucial to public health, it falls outside Ecology's jurisdiction.

Eligible costs

All costs must be directly related to and necessary for the tasks funded through this grant program. Examples of eligible costs are detailed include:

- Administrative costs related to and necessary for the successful completion of the project.

- Community compensation as outlined in RCW 43.03.220[21] and in Community Compensation Guidelines[22] established by the Washington State Office of Equity.

- Equipment purchases directly related to and necessary for the successful implementation of the proposed project.
    - Purchases of $5,000 or more must be reported on the Equipment Purchase Report.

- Indirect costs.
    - Recipients may use an indirect rate or overhead rate of up to 25 percent of salaries and benefits.

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[21] https://app.leg.wa.gov/RCW/default.aspx?cite=43.03.220
[22] https://live-office-of-equity.pantheonsite.io/sites/default/files/2024-01/Community%20Compensation%20Guidelines%20-%20v1.1%20for%20Site%20Upload.pdf

- o Ecology will honor the approved federal indirect rate for grants awarded to a state agency or Tribe.
- Travel costs.
    - o Transportation, lodging, subsistence, and related travel cost items incurred by the recipient's employees while in travel status on official business necessary for and directly related to the project.

Procurement of all goods and services must adhere to the state's competitive procurement requirements. For more information regarding the procurement process, please see the [Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book)](https://apps.ecology.wa.gov/publications/documents/2301002.pdf)[23].

All expected project costs must be included in the Budget Proposal document required with the grant application. The Budget Proposal document must match the amount of funding being requested.

Ineligible costs

Some examples of ineligible, non-reimbursable costs are detailed below. For a more extensive list of ineligible, non-reimbursable costs, please see the [Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book)](https://apps.ecology.wa.gov/publications/documents/2301002.pdf)[24].

- Construction or general maintenance of buildings and parking facilities.
- Entertainment.
- Fines and penalties.
- Legal expenses related to claims against Ecology and legal services furnished by the chief legal officer of the state, local, or Native American tribal government (or their staff) solely for the purpose of discharging their general responsibilities as legal officer.
- New paving and landscaping beyond the project's scope of work.
- Existing operating costs outside of the project's scope of work.
- Purchase or rental of real estate.
- Research and development.
- Costs related to ineligible projects.
- All costs incurred before the effective date of a signed grant agreement.

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[23] https://apps.ecology.wa.gov/publications/documents/2301002.pdf
[24] https://apps.ecology.wa.gov/publications/documents/2301002.pdf

Application Process

All applicants must apply through Ecology's Administration of Grants and Loans (EAGL) online application portal. To apply, applicants must register for a Secure Access Washington (SAW) account and an EAGL account. Detailed instructions for new and current EAGL users: Grants & loans – Washington State Department of Ecology[25].

- Ecology encourages collaborative applications for projects. However, only one organization will apply on behalf of the partnership and this organization will be responsible for meeting all grant deliverables and requirements.

- Applicants must submit separate applications for each eligible project they are proposing. Applicants may only submit up to two applications. Applicants may support more than two projects but may only be the lead applicant on up to two applications.

- The application period opens at 8:00 a.m. PST on August 29, 2024, and closes at **5:00 p.m. PST on October 24, 2024.**

- For all project proposals, be prepared to submit the following information:
    - General Project Information and Description (EAGL online forms).
    - Application Questions (Required downloadable questionnaire via EAGL).
    - Budget Proposal (Required downloadable template via EAGL).
    - Letters of Support (Downloadable template via EAGL).

The EAGL system will only allow applicants to create one application per organization. If applicants are applying for awards for more than one project location, applicants must contact Kelsey Smith (AQcommunitygrants@ecy.wa.gov[26]) to request additional application(s). This can take 3-5 business days.

Note: All costs incurred prior to the effective date of a signed grant agreement are not eligible for reimbursement. Please do not place any orders for any equipment or begin any contracting services related to your proposed project.

Application assistance

We're committed to helping applicants throughout the application process. We have several ways for applicants to receive assistance:

Zoom information sessions to learn more

- September 4, 2024, at 10:00 a.m. PST[27]

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[25] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans
[26] AQcommunitygrants@ecy.wa.gov
[27] https://waecy-wa-gov.zoom.us/meeting/register/tZIqce2gpz8jG9Ugkk1-ZQzGqAVP8FaOb6kn#/registration

- [September 17, 2024, at 2:00 p.m. PST](#)[28]
- [October 4, 2024, and 2:00 p.m. PST](#)[29]

Office hours on Microsoft Teams

Office hours on Microsoft Teams will be held twice weekly beginning September 9, 2024.

- [Mondays from 2:00 – 3:00 p.m. PST](#)[30]
- [Thursday from 10:00 – 11:00 a.m. PST](#)[31]

You can also email us your questions at AQcommunitygrants@ecy.wa.gov[32], and we will respond as quickly as possible.

While Ecology staff cannot help applicants write their applications, we can direct you to two free technical assistance centers that may be able to assist:

- [The Center for Environmental Health Equity](#)[33]
- [The Northwest Environmental Justice Center](#)[34]

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[28] https://waecy-wa-gov.zoom.us/meeting/register/tZYqdO-vqjMoHNISbk9o1qPQSF_W9bxS3O2d#/registration
[29] https://waecy-wa-gov.zoom.us/meeting/register/tZctcO6spzgtE9CHEsDJjBf45xMvNA_kLwBz#/registration
[30] https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_OWVhZjc4MzQtMDFjMC00MzgzLTkzMDEtNjU2MmY4NTQzMmU4%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252211d0e217-264e-400a-8ba0-57dcc127d72d%2522%252c%2522Oid%2522%253a%25221e49531c-5d30-4e64-b6df-6846c4885d39%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=17e314a5-fbde-492c-a5d6-1fe52c1a1402&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true
[31] https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_MmFjOGI0ZDYtNTZhYS00MmRjLThjYjgtOGQyN2FkNWZiNDU4%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252211d0e217-264e-400a-8ba0-57dcc127d72d%2522%252c%2522Oid%2522%253a%25221e49531c-5d30-4e64-b6df-6846c4885d39%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=802403de-d7a7-4aec-8ffe-4010473de648&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true
[32] AQcommunitygrants@ecy.wa.gov
[33] https://deohs.washington.edu/cehe/
[34] https://nwejc.org/request-assistance

Application Evaluation

Screening criteria

Applications will be screened for compliance with the screening criteria below. Applications that fail any of the screening criteria may be disqualified and eliminated. The following questions will be used in the application screening:

- Is the applicant an eligible applicant?

- Did the applicant submit the required uploads of Application Questions and Budget Proposal?

- Is the applicant applying with the intent (1) to conduct community engagement and identify and develop projects that reduce criteria air pollution, (2) to implement an air pollution reduction project, or (3) a combination of both types of projects?

- Does the proposed project serve one of the identified overburdened communities highly impacted by air pollution or a participating Tribe?

- Did the applicant answer question #4 (Project Narrative) in the Application Questions?

Application questions and scoring criteria

There will be three unscored Required Eligibility Questions in the Application Questions document. Responses to these questions will be used to help answer some of the application screening questions from the previous section.

Required eligibility questions

1. Please select your organization type (you may select only one):

    - Community-based organization

    - Local Health Jurisdiction

    - City, town or county government

    - Local Clean Air Agency

    - Conservation District

    - Higher Education Institution

    - Irrigation Districts

    - Ports

    - Public Utility Districts

    - School Districts

    - Transit Authorities

    - Participating Tribes, please specify:

- Entity serving a participating Tribe

- Other, please specify:

2. Please select your proposed project type (you may select more than one):

- Planning and designing a criteria air pollutant emission reduction project. Projects must include a robust community engagement process to inform the planning and design.

- Implementing a criteria air pollutant emissions reduction project.

3. Please select which of the identified overburdened communities highly impacted by air pollution or participating Tribe your proposed project will serve (you may select only one):

- Ellensburg

- Everett

- George and West Grant County

- South King County

- Mattawa

- Moxee Valley

- Northeast Puyallup

- North Seattle and Shoreline

- South Seattle

- Spokane and Spokane Valley

- South and East Tacoma

- Tri-Cities to Wallula

- Vancouver

- Wenatchee and East Wenatchee

- East Yakima

- Lower Yakima Valley

- Participating Tribe, please specify:

Application questions

There are five categories of evaluation. The point breakdown for each of the categories is below:

Table 1. Point breakdown for each category of evaluation.

Category	Total Points Possible
Project Narrative	8
Organizational Profile	26
Environmental Justice	26
Community Engagement	30
Community Letters of Support	10
Total	100

Each evaluation question is included below, along with a table explaining how that question will be evaluated.

Responses will be evaluated by a committee of people who have experience working in air quality, environmental justice, and community engagement.

Project narrative

4. Describe the proposed project. Include in your response:

- The task(s) of the project.

- The deliverables that will be completed as part of the project.

- The expected outcomes of the project.

- A project timeline with due dates for major milestones and deliverables, and the expected project start and end dates.

Limit: 2500 characters

Table 2. Question #4 evaluation criteria and points awarded.

Evaluation Criteria	Points
Applicant receives **2 points** for each item included in the response: • Applicant describes the task(s) of the project. • Applicant describes the deliverable(s) they will complete as part of the project. • Applicant describes the expected outcome(s) of the project. • Applicant includes a project timeline with due dates for deliverables. No response = **0 points**	/8
Total Points	**/8**

Organizational profile

5. Describe your organization, including:

    • The experience your organization or your partner(s) has on topics related to air quality.

    • The experience your organization or your partner(s) has engaging people in overburdened communities.

    Limit: 1250 characters

Table 3. Question #5 evaluation criteria and points awarded.

Evaluation Criteria	Points
• The applicant or one of their partner(s) have experience engaging people in overburdened communities **and** working on topics related to air quality = **10 points** • The applicant or one of their partner(s) have experience working on topics related to air quality = **7 points** • The applicant or their partner(s) do not have experience working on topics related to air quality = **0 points** No response = **0 points**	/10
Total Points	**/10**

6. Describe your experience with **project** or **grant management**, including examples of:

- Collaborating with partners.

- Completing deliverables.

- Tracking progress toward milestones.

- Reporting on project progress.

Limit: 1250 characters

Table 4. Question #6 evaluation criteria and points awarded.

Evaluation Criteria	Points
Applicant receives **3 points** for each activity below for which they or their partner(s) have experience: • Collaborating with partners. • Completing deliverables. • Tracking progress toward milestones. • Reporting on project progress. No response = **0 points**	/12
Total Points	**/12**

7. Describe your experience with **budget management**, including examples of:

- Managing financial resources.

- Preparing financial reports.

- Regularly invoicing for reimbursements.

- Ensuring expenses are directly related to and eligible for the project.

Limit: 1250 characters

Table 5. Question #7 evaluation criteria and points awarded.

Evaluation Criteria	Points
Applicant receives **1 point** for each activity below for which they or their partner(s) have experience: • Managing financial resources. • Preparing financial reports. • Regularly invoicing for reimbursements. • Ensuring expenses are directly related to and eligible for the project. No response = **0 points**	/4
Total Points	**/4**

8. Describe how the project staff or decision-making body of the applicant or partner(s) (if any) reflect the overburdened community(ies) highly impacted by air pollution will benefit from the proposed project. Include in your response:

- Description of the community(ies) that will benefit from the proposed project including population characteristics such as: languages spoken at home, racial/ethnic composition, persons with disabilities, housing.

- Description of the shared characteristics between the community(ies) that will benefit from the proposed project and the project staff and/or decision-making body of the applicant and partner(s) (if any).

Use the EPA's EJ Screen Tool[35] to answer this question. See application instructions for assistance on how to use the EPA's EJ Screen tool.

Limit: 1250 characters

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[35] https://ejscreen.epa.gov/mapper/

Table 6. Question #8 evaluation criteria and points awarded.

Evaluation Criteria	Points
The intent of this question is to prompt applicants to consider whether the composition of their organization, or that of their partners, is reflective of the characteristics of communities they serve. Applicants that respond to this question may receive the advantage in the event of a tie. See page 33 for more details.	/0
Total Points	**/0**

Environmental justice

9. Describe two examples of how the applicant or partner(s) (if any) currently addresses environmental justice in their work. Response must follow the definition of environmental justice in the grant guidelines.

   Limit: 1250 characters

Table 7. Question #9 evaluation criteria and points awarded.

Evaluation Criteria	Points
Applicant shares two examples of how they or their partner(s) **currently** address environmental justice in their work. To receive points, each example must follow the definition of environmental justice included in the grant guidelines. • Two examples provided = **14 points** • One example provided = **7 points** • Examples provided do not follow definition included in the grant guidelines = **0 points** No response = **0 points**	/14
Total Points	**/14**

10. Describe how your project supports environmental justice for the communities the project intends to serve, including how the project will:

- Include meaningful involvement of all people regardless of race, color, national origin, or income.

- Prioritize the fair treatment of all people regardless of race, color, national origin, or income.

- Identify disproportionate environment and health impacts.

- Prioritize vulnerable populations and overburdened communities.

- Ensure equitable distribution of resources and benefits.

- Reduce disproportionate environment and health impacts.

Limit: 2500 characters

Table 8. Question #10 evaluation criteria and points awarded.

Evaluation Criteria	Points
Applicant describes how the **project** supports environmental justice for the communities the project intends to serve. Applicant receives **2 points** for each of the following elements included in their response. • Includes meaningful involvement of all people regardless of race, color, national origin, or income. • Prioritizes the fair treatment of all people regardless of race, color, national origin, or income. • Identifies disproportionate environment and health impacts. • Prioritizes vulnerable populations and overburdened communities. • Ensures equitable distribution of resources and benefits. • Reduces disproportionate environment and health impacts. No response = **0 points**	/12
Total Points	**/12**

Community engagement

11. Describe your experience conducting each of the following engagement methods:

- **Method 1:** Outreach through email, social media, phone, brochures.

- **Method 2:** Advertising over TV, newspaper, radio and web.

- **Method 3:** Community data collection via focus groups, interviews, questionnaires, and surveys.

- **Method 4:** Gathering input through hosting in-person or virtual listening sessions or community forums.

- **Method 5:** Empowering community members to participate in the project through shared decision-making, advisory boards with decision-making authority, and collaborative working groups.

For each method you describe, include:

- The goal of the community engagement activity.

- How the goal of the community engagement activity was achieved.

- The intended audience of the community engagement activity.

Limit: 2500 characters

Table 9. Question #11 evaluation criteria and points awarded.

Evaluation Criteria	Points
Applicant describes the experience they or their partner(s) have with activities listed in engagement methods 1-4. Applicant receives **3 points** for each example, up to a maximum of **12 points**. Only one example per engagement methods 1-4 will be awarded points. To receive points each example must include: • The goal of the community engagement activity. • How the goal of the community engagement activity was achieved. • The intended audience of the community engagement activity. No response = **0 points**	/12
Applicant describes the experience they or their partner(s) have with activities in engagement method 5. Applicant receives **6 points** for the example. To receive points, the example must include: • The goal of the community engagement activity. • How the goal of the community engagement activity was achieved. • The intended audience of the community engagement activity. No response = **0 points**	/6
Total Points	**/18**

12. Describe your experience conducting accessible and culturally appropriate community engagement using the following methods. Up to **four** examples will be scored.

   • Providing written materials in multiple languages spoken in the community.

   • Providing interpretation services for participants who do not speak the language featured in events.

   • Creating accessible documents (for screen reader compatibility, limited literacy, impaired vision, etc.).

   • Communicating in plain, clear language and delivering information in ways that are relevant to the community.

- Providing flexible options for participation in engagement events (for example, both in-person and virtual, at different times of day, or on weekdays and weekends).

- Choosing convenient venues (ADA accessible, accessible by public transit) and providing amenities that welcome and facilitate engagement by participants (childcare, community-preferred foods, etc.).

- Offering financial compensation to community members who participate in engagement opportunities.

For each method described include:

- How the activity was planned.

- How the activity was executed.

- The audience of the activity.

Limit: 2500 characters

Table 10. Question #12 evaluation criteria and points awarded.

Evaluation Criteria	Points
Applicant describes the experience they or their partner(s) have with up to four methods. Applicant receives **3 points** for each example, up to a maximum of **12 points**. To receive points, each example must include: • A description of how the activity was planned. • A description of how the activity was executed. • The audience of the activity. No response = **0 points**	/12
Total Points	**/12**

Community letters of support

13. Please submit 3 letters of support via the Uploads section in the EAGL application portal. Letters of support **must**:

- Be from organizations that work in the project area (one of the identified overburdened communities or participating Tribe) and organizations that work in at least one of the following fields:

    o Environmental justice.

    o Air quality.

    o Community engagement.

    o Public health.

    o Other organizations aligned with the goals of the grant.

- Be one page or less in length. A template for letters of support will be provided, but it is optional to use.

- Not be from partners on the grant who will receive grant funds to help achieve project outcomes and deliverables. Letters of support are intended to come from the community to demonstrate their support of the project.

Table 11. Question #13 evaluation criteria and points awarded.

Evaluation Criteria	Points
Applicant submits up to 3 letters of support from organizations that serve the project area. These organizations must work in at least one of the following fields: • Environmental justice. • Air quality. • Community engagement. • Public health. • Other organizations that align with the goals of the grant. No letters submitted = **0 points** 1 letter submitted = **4 points** 2 letters submitted = **8 points** 3 letters submitted = **10 points**	/10
Total Points	**/10**

Award Selection Process

Ecology will use the process below to offer grant awards.

Step 1: Ecology will rank applications received from the highest scoring application to the lowest.

Step 2: Ecology will offer grant awards to the highest scoring application in each of the [communities identified as overburdened and highly impacted by criteria air pollutants](#)[36], including participating Tribes. The maximum award amount will be adjusted to ensure the highest scoring application in each of the communities and participating Tribes are offered an award.

Step 3: If funding remains, Ecology will offer grant awards to the next highest scoring application in each of the communities identified as overburdened and highly impacted by criteria air pollutants, including participating Tribes, until all funds are awarded, or all applications are funded.

Step 4: Repeat Step 3 until all funds are awarded or all applications have been funded.

After final scoring is complete, Ecology will notify successful applicants of award. Upon award acceptance, ecology will provide the grant agreement template. Ecology will notify unsuccessful applicants once all awards have been accepted.

Ecology reserves the right to award partial funding for any application. In this event, Ecology will discuss with the applicant a reduced scope of work commensurate with the level of available funding. Ecology may increase the award amount if funds available exceed the request for funds.

Tiebreaker:

If applications have the same score, Ecology will break ties using the following criteria in the following order:

1. Ecology will offer an award to the application that answered question #8.

2. If a tie remains, Ecology will offer an award to the application with the highest combined score of questions #10 and #11.

3. If a tie still remains, Ecology will work with the tied applicants to negotiate a modified award such that we could offer an award to each tied application.

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[36] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338

Unrequested, Unspent or Additional Funds

If

- Applicants that are initially awarded funds withdraw or cancel their application, or

- Grantees have unspent funds near the end of the grant cycle, or

- Funds remain after all eligible applicants are offered an award, or

- Additional funding is allocated for this grant program

Ecology may, at its discretion:

- Increase funding for awarded projects.

- Award funds to projects from the remaining eligible unfunded applicants.

- Negotiate additional projects with existing applicants.

- Reopen the grant application window and establish a new submission deadline to accept additional applications.

- Revise the grant program and accept a new round of applications.

Priority for reallocated funding may be given to applicants partially funded by the original round of funding.

All applications must be eligible under all requirements of any new funding source.

Agreement Development

The Ecology Project and Financial Managers develop grant agreements and monitor grantee performance after an agreement is signed. The Project Manager and Financial Manager use information from the application to develop the grant agreement. It's important to include a detailed scope of work, measurable objectives, and accurate budgets in the grant application to ensure an efficient grant agreement development process. Changes to the scope of work after application submission, may result in Ecology withdrawing or modifying a funding offer. Any changes that affect how the project would have scored will not be allowed.

Grant agreements include standard language, general terms and conditions, and other conditions required by state or federal law.

When the agreement is finalized, Ecology's Financial Manager will send a final copy to the grantee for signature. The grantee's authorized signatory must sign the final agreement and sends it back to Ecology's Financial Manager for the final signature by the Air Quality (AQ) Program Manager or the authorized designee. This may be done electronically. 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.

Amendments

If modifications to the grant agreement are needed during the grant period, the recipient must submit any proposed amendment or changes in writing to the Ecology 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 changes are subject to final approval by Ecology.

Modifications and changes that require an amendment include:

- Changes to the scope of work, deliverables, dates, or objectives of the project.
- Budget changes or redistribution between tasks.
- Changes to the required performance dates.

Administrative changes such as telephone numbers, addresses, or contact persons for either Ecology or the recipient do not require an amendment.

Terms and Conditions

Awards are conditional on receipt of any additional information requested by Ecology to clarify or verify any aspect of submitted information.

Each grant agreement resulting from this solicitation will include standard and general terms and conditions that establish the recipient's rights and responsibilities. By completing the grant agreement, each applicant enters into an agreement with Ecology to conduct the proposed project according to the terms and conditions that correspond to its organization, without negotiation.

Failure to agree to the terms and conditions by taking actions such as failing to complete the grant agreement or indicating that acceptance is based on modification of the terms may result in rejection of the application. Applicants must read the terms and conditions carefully. Ecology reserves the right to modify the terms and conditions prior to executing grant agreements.

Recipient Grant Management Requirements

If awarded a grant, recipients must:

- Accept or decline the award within 45 days of Ecology's offer notification. Requests to extend the deadline may be considered at Ecology's discretion.

- Submit a Cultural Resources Review form (provided by Ecology) once award has been accepted. Ecology will complete a Cultural Resources Review before any activities that may impact cultural resources may begin. Recipients may not begin work until notified by Ecology that the Cultural Resources Review is complete.

- Be responsible for all costs incurred prior to grant execution, which will not be reimbursed. Ecology will not increase an award due to unanticipated or underestimated costs.

- Provide all funds needed to complete the project beyond grant funds awarded. Applicants may use other grants, rebates, or other incentives as match funds. The total of all grants, rebates, and incentives may not exceed the total cost of the project. If the grantee receives funding in addition to this grant, Ecology will work with the grantee to ensure funds are appropriately reimbursed. Applicants may not profit from this grant opportunity.

- Complete projects by the expiration date of the grant agreement. The current project period is through June 30, 2025. We expect to extend the project period for up to two years, dependent upon Ecology receiving approval to extend the time to spend the funds.

Reporting and close-out requirements

Payment Request / Progress Reports (PRPR)

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 the goals of the project, any deliverables due in that reporting period, any successes, problems, and delays that affect the project, and any other uploads necessary to the project. Ecology will withhold payments if the recipient has not submitted progress reports.

All PRPRs must:

- Comply with the scope of work for the grant agreement.

- Include invoices to support all payment requests that must comply with the grant budget and financial reporting requirements. Invoices must be itemized by task per the grant agreement with a line item for each cost incurred.

- Include backup documentation consistent with the expenditures submitted in EAGL 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 determined. If the line-item cost is a breakout from a larger cost, that breakout detail needs to be shown.

- Include an Equipment Purchase Report (form in EAGL) for any single item with a purchase price $5,000 or more.

- Include consistent line items and backup documentation. Highlighting end costs on the backup helps to speed review of the invoice and ultimately payment to the grant recipient.

Project close-out

Upon project completion, final invoices must be submitted via EAGL within 30 days of the grant agreement expiration date. A final project closeout report must accompany the final invoice. This must be submitted before Ecology approves the final payment request.

Appendix A. Elevated Criteria Air Pollutants of Concern in Overburdened Communities

This table includes the identified overburdened community highly impacted by air pollution, the estimated population, size in approximate square miles, and elevated criteria air pollutants. Each community has a hyperlink to more information including area boundaries and the process we used to identify them.

Table A- 1. This table includes information on the sixteen identified overburdened communities highly impacted by air pollution.

Area	Estimated Population	Size (approximate square miles)	Elevated Air Pollutants
Ellensburg[37]	16,273	6	Fine particles (PM$_{2.5}$), cumulative criteria air pollution
Everett[38]	83,973	17	Fine particles (PM$_{2.5}$)
George and West Grant County[39]	2,206	118	Fine particles (PM$_{2.5}$)
King County, South[40]	204,300	68	Fine particles (PM$_{2.5}$), cumulative criteria air pollution
Mattawa[41]	4,398	12	Fine particles (PM$_{2.5}$)
Moxee Valley[42]	5,793	38	Fine particles (PM$_{2.5}$), cumulative criteria air pollution
Puyallup, Northeast[43]	9,574	3	Cumulative criteria air pollution
Seattle, North and Shoreline[44]	39,997	5	Fine particles (PM$_{2.5}$), cumulative criteria air pollution
Seattle, South[45]	192,634	44	Fine particles (PM$_{2.5}$), cumulative criteria air pollution
Spokane and Spokane Valley[46]	147,407	42	Fine particles (PM$_{2.5}$), cumulative criteria air pollution

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[37] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-g2Zs3i
[38] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-Kiipur
[39] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-fjN26r
[40] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-QVYKeC
[41] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-GcFYZh
[42] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-Ol5LQQ
[43] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-dUu3vz
[44] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-0ULO2S
[45] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-pP6ocT
[46] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-r0Y4ru

Area	Estimated Population	Size (approximate square miles)	Elevated Air Pollutants
Tacoma, South and East[47]	133,463	28	Fine particles ($PM_{2.5}$), cumulative criteria air pollution
Tri-Cities to Wallula[48]	112,708	173	Particle pollution ($PM_{2.5}$ and PM_{10}), ozone, cumulative air pollution
Vancouver[49]	103,388	29	Fine particles ($PM_{2.5}$), cumulative criteria air pollution
Wenatchee and East Wenatchee[50]	32,183	10	Fine particles ($PM_{2.5}$)
Yakima Valley, Lower[51]	54,838	157	Fine particles ($PM_{2.5}$), cumulative criteria air pollution
Yakima, East[52]	59,803	16	Fine particles ($PM_{2.5}$), cumulative criteria air pollution

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[47] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-NgqT42
[48] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-LDLYfY
[49] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-frOMdS
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[51] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-Ys6bGd
[52] https://storymaps.arcgis.com/stories/c10bdbfc69984a9d85346be1a23f6338#ref-n-xa6AR8