Air Quality in Overburdened Communities Grant Application Instructions

General EAGL User Information

1. In order 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:
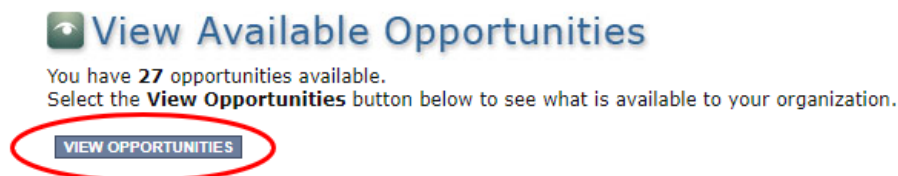
   Ecology's Grants & Loans webpage[1]
   How to Create a SAW Account[2]
   How to Register for EAGL[3]
   EAGL External Users' Manual[4]

   Please plan to register for EAGL well before the application deadline. Ecology will typically take a few days to approve new EAGL registrations.

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

3. Search for "Overburdened Grant" in the Document Instance field. Click Apply Now. This will take you to the application.

---

[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

Air Quality in Overburdened Communities Grant for Department of Ecology - AQ
Offered By:
Department of Ecology

Application Availability Dates:
08/01/2024-11/01/2024

Application Period:
08/01/2024-11/01/2024

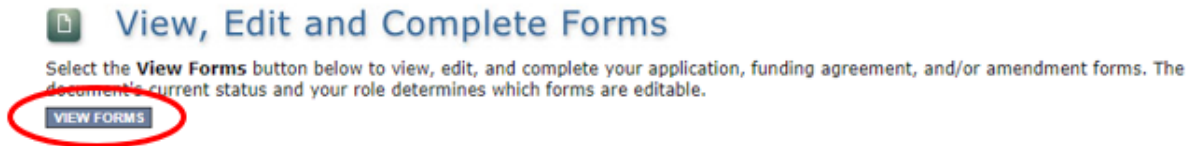**Application Due Date:**
11/01/2024

Description:

This grant program will fund organizations serving the communities Ecology has identified as overburdened and highly impacted by air pollution as well as participating Tribes to conduct community engagement to identify and develop projects that reduce criteria air pollution.

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

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

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

5. 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.

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
📄	AQOBC-2024 Funding Guidelines			
📄	AQOBC-2024 Application Instructions			
📄	AQOBC-2024 Application Questions			
📊	AQOBC-2024 Budget Proposal			
📄	AQOBC-2024 Letters of Support Template			
📄	AQOBC-2024 Letters of Support Template Translated			
📄	AQOBC-2024 Inadvertent Discovery Plan Template			
📄	AQOBC-2024 Cultural Resources Review Form			
Application Forms				
📝	General Information		Kelsey SAW Smith 8/16/2024 2:23:34 PM	
📄	Project Characterization			
📝	Mapping Information		Kelsey SAW Smith 8/16/2024 2:16:14 PM	
📄	Recipient Contacts			
📄	Uploads			

6. Before continuing to the forms, you must carefully read the AQOBC-2024 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 Team at AQcommunitygrants@ecy.wa.gov[5].

7. At any time, you may leave the application and return later; however, the forms do not save automatically. **<u>You must click Save</u>** on the right side of the page header before exiting the application or moving to the next form.

8. 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.

✓ **My Tasks**

You have **10** new tasks.
You have **1** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

OPEN MY TASKS

General Information Form

1. Select General Information from the Application Forms list.

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
📄	AQOBC-2024 Funding Guidelines			
📄	AQOBC-2024 Application Instructions			
📄	AQOBC-2024 Application Questions			
📄	AQOBC-2024 Budget Proposal			
📄	AQOBC-2024 Letters of Support Template			
📄	AQOBC-2024 Letters of Support Template Translated			
📄	AQOBC-2024 Inadvertant Discovery Plan Template			
📄	AQOBC-2024 Cultural Resources Review Form			
Application Forms				
📝	General Information		Kelsey SAW Smith 8/16/2024 2:23:34 PM	
📄	Project Characterization			
📝	Mapping Information		Kelsey SAW Smith 8/16/2024 2:16:14 PM	
📄	Recipient Contacts			
📄	Uploads			

2. The following steps should be completed as shown in the image below. Enter the Project Title, the Project Short Description (about a sentence), and the Project Long Description (a few sentences to a few paragraphs).

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

4. Enter the Total Eligible Cost in the box circled green in the image below. <u>This is the grant amount you are requesting from Ecology</u>. See the AQOBC-2024 Grant Guidelines for more detail. The amount entered here should <u>not</u> include the cost of any ineligible expenditures, such as:

- 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

GENERAL INFORMATION

Instructions:

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

Project Title [Air Quality in Overburdened Communities Grant Project] *

Project Short Description [Short description of Air Quality in Overburdened Communities Grant Project.] ?*

75 of 500

Project Long Description [Longer description of Air Quality in Overburdened Communities Grant Project. Go into a little more detail here.] ?

111 of 4000

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

5. The following steps should be verified as shown in the image below. The Effective Date is blank and must be filled in. The Expiration Date has been pre-populated and should not be edited.

6. The Ecology Program should be prepopulated. Confirm that Air Quality is selected.

7. The Project Category should be pre-populated. Confirm that Improving Air Quality in Overburdened Communities Grant Program is selected.

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

9. Enter the Overall Goal (about a sentence or two).

10. 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.

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.

Application Forms

   General Information

   Project Characterization

   Mapping Information

   Recipient Contacts

   Uploads

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 Overburdened Communities.

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.

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)

Overburdened Communities ∨ *

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

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.

Application Forms

📝	General Information
📄	Project Characterization
📝	Mapping Information
📄	Recipient Contacts
📄	Uploads
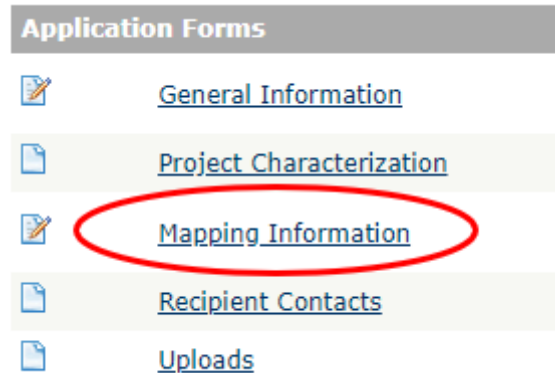
2. Once on the Mapping Information form, click on Add/Modify Location(s).

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)
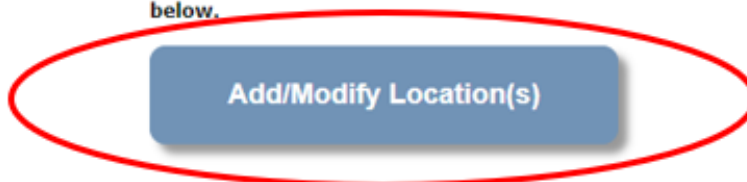
3. You will see pre-loaded methods for defining the project area, including city (cities does not include many small towns or census-designated areas), county, or manually drawing the project area. If you need to define the project area by a different metric, click on Project area options. You may need to do this to align the project area with the boundaries in the Overburdened Communities Highly Impacted by Air Pollution StoryMap. It's okay if these boundaries do not align perfectly.

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/Import Tools.

5. After you are finished making your selection, click Go.

Overburdened Communities Grant Project ❓

Select method(s) to enter boundary

☐ Air Authority   ☐ Lake

☑ City   ☐ Parcel

☑ County   ☐ WRIA ❓

☐ Grant Project Area   ☐ School District

☐ Transit Authority   ☐ HUC 12 ❓

☐ Tribal Reservations ❓   ☑ Drawing/Import Tools

Go

6. Once you have made your boundary method, you may also choose from a drop-down list or name of the project area. Select Add. An outline of the area you selected will appear.

Air Quality in Overburdened Communities Grant Project ❓

Project area options

Define project area by city

[Enter city] **Add**

Define project area by county

[Choose county ▾] **Add**

☐ Define using Washington State boundary

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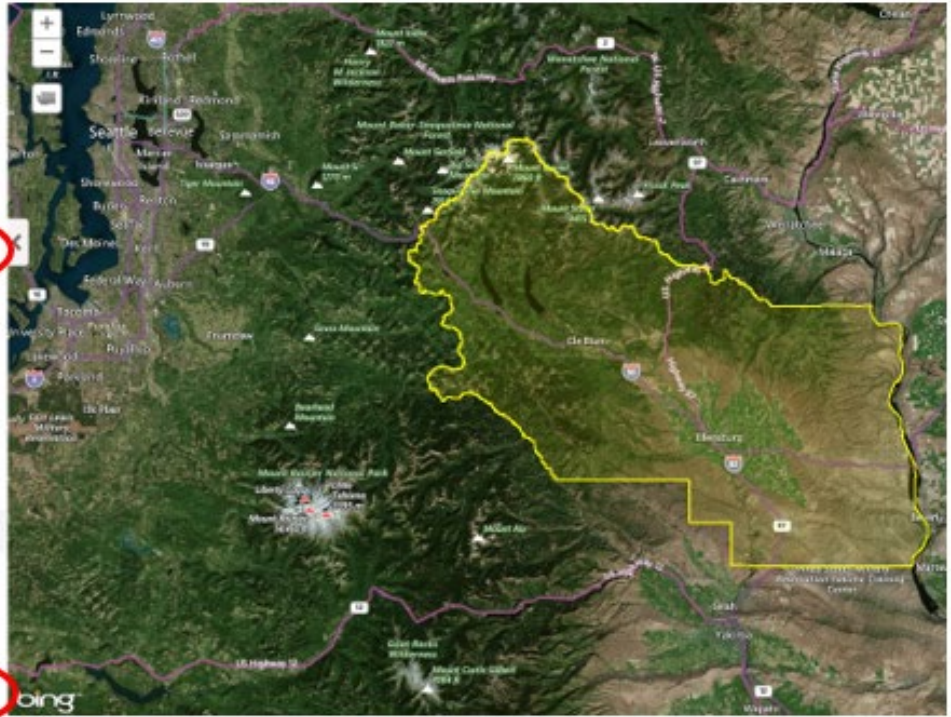
8. After the calculations are complete, click Save at the bottom of the page.

Air Quality in Overburdened Communities Grant Project - Project Location Summary ⓘ

Ecology Region:	Area %	Congressional District:	Area %
CRO	100%	District 8	100%

County:	Area %	WRIA:	Area %
Kittitas County	100%	38 (Naches)	4.83%
		39 (Upper Yakima)	77.85%
Legislative District:	Area %	40 (Alkali - Squilchuck)	17.32%
District 13	100%		

Return to map   Save

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

Recipient Contacts Form

1. 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.

2. 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 webpage[6].

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

4. Click Save in the top right corner of the application. The original page will reload with addresses and phone numbers for the persons entered.

Uploads

1. For this application, you will need to upload several forms to complete your application.

2. You can access these forms (Application Questions, Budget Proposal, Letters of Support Template, and Letters of Support Template Translated) under the Application forms section of your application as shown in the image below.

Application Questions (Required)

3. Download the application questions document from the EAGL forms menu. Applicants will fill out the questions to the best of their ability. Answers to these questions are not required but will contribute to the applicants' overall score and application eligibility. For all questions, the scoring criteria contains the elements that must be included in the answer to receive the maximum points for a given question. If applicants do not have an answer to a question, they do not have to provide a response.

Budget Proposal (Required)

4. Download the Budget Proposal template from EAGL and fill out the narrative section and summary section. This template must be used for the budget proposal.

Letters of Support (Optional)

5. Download the letter of support template from the EAGL forms menu. This template is not required but may be used as a guide for letters of support that will be used in the scoring for this application. There is also a translated version of this template that includes translations in the following languages: Spanish, Chinese, Vietnamese, Korean, and Russian.

6. When you are ready to upload your application document, 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.

7. 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.

2. Under Change the Status, click View Status Options.

Application Menu

Document Information: AQOBC-2024-EcyAQ-00017

🔽 Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	08/01/2024 - 11/01/2024 11/01/2024 8:00AM 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.

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.

Application Question #8 Instructions

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 the project will serve. The following are instructions on how to use the Environmental Protection Agency's EJ Screen to answer this question.

1) Open the EPA's EJ Screen website[7].

2) First, select the Reports tab as shown in the image below.

---

[7] https://ejscreen.epa.gov/mapper/
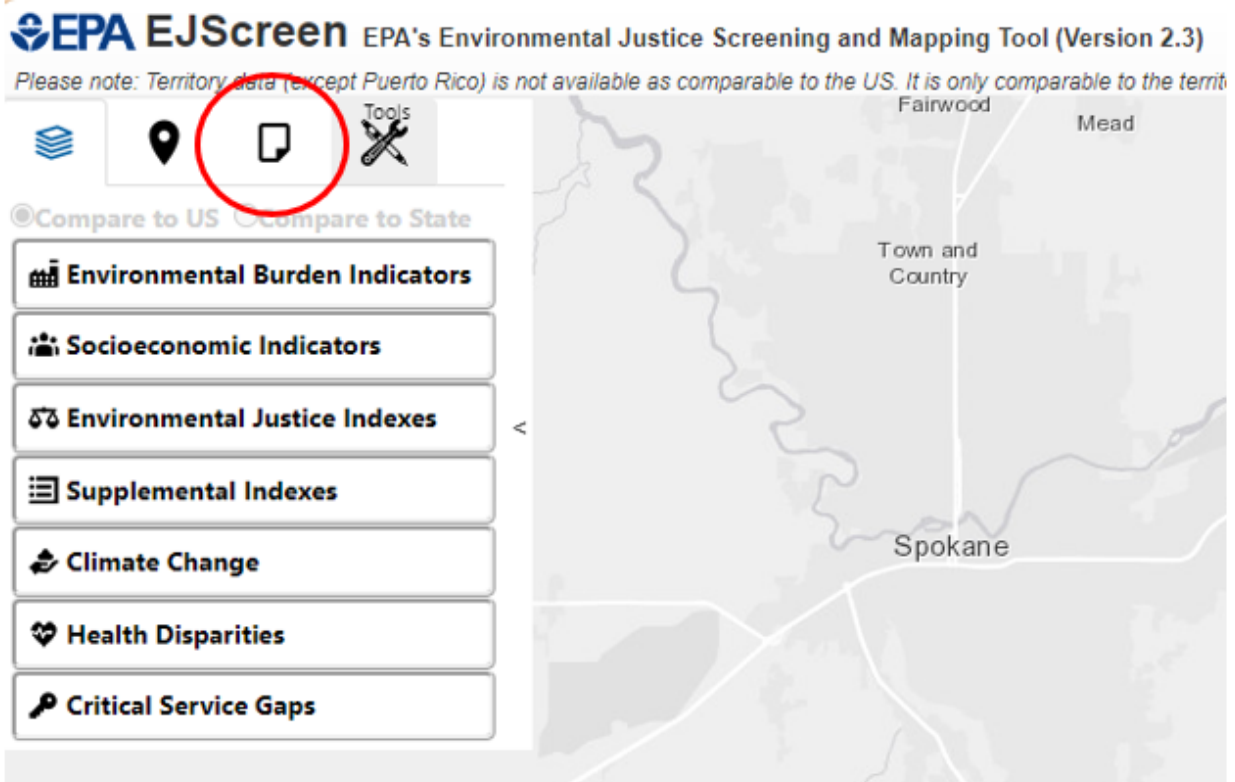
3) Under the "Reports" Tab, select either "Drop a Pin," "Draw an Area," "Add a Path," or "Select an Area" to reflect the project area of the community your project will serve as shown in the image below. Do your best to encompass the area your project will serve.
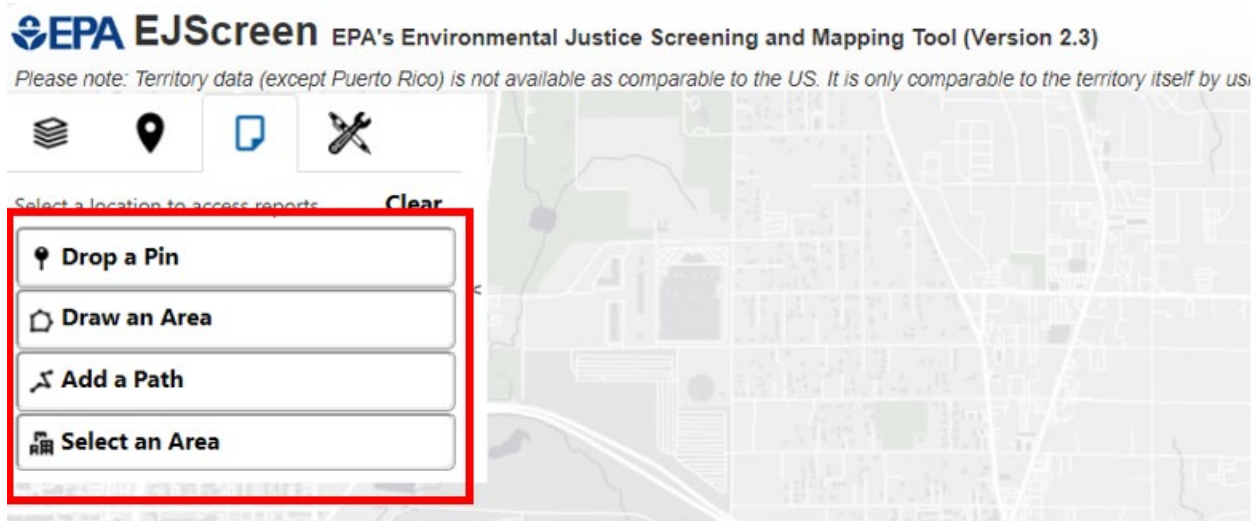
If you chose the "Select an Area" option under the Reports tab, you will have additional options to select from, including "Select Blockgroup," "Select Tract," "Search by Blockgroup or Tract," "Select City," "Select County," and "Select Multiple."
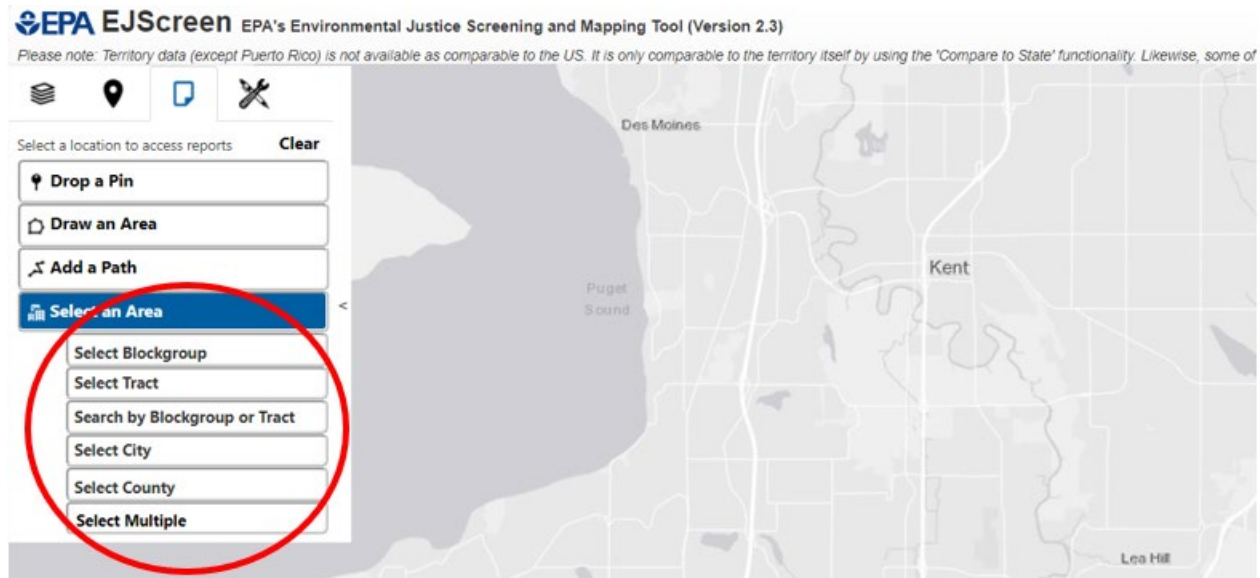
4) In the screenshot below, the **"Draw an Area"** tool was used to highlight an area in Kent, WA
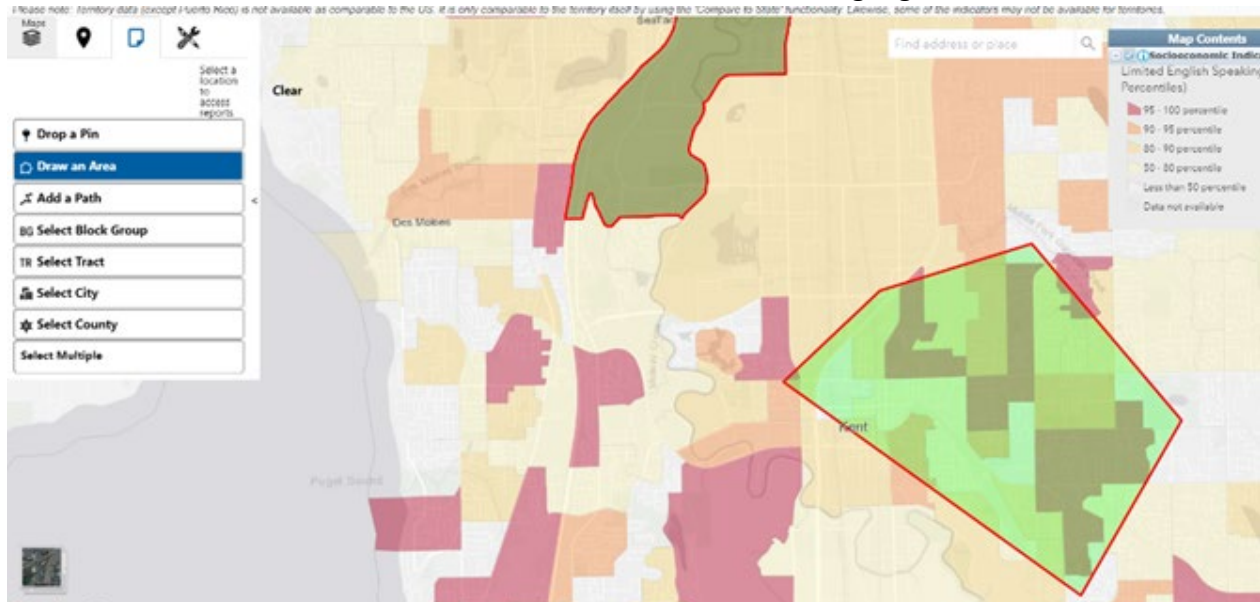
5) Once you have identified an area, select the PDF option **"EJScreen Community Report"** in the popup box titled **"EJScreen Reports and Charts."**
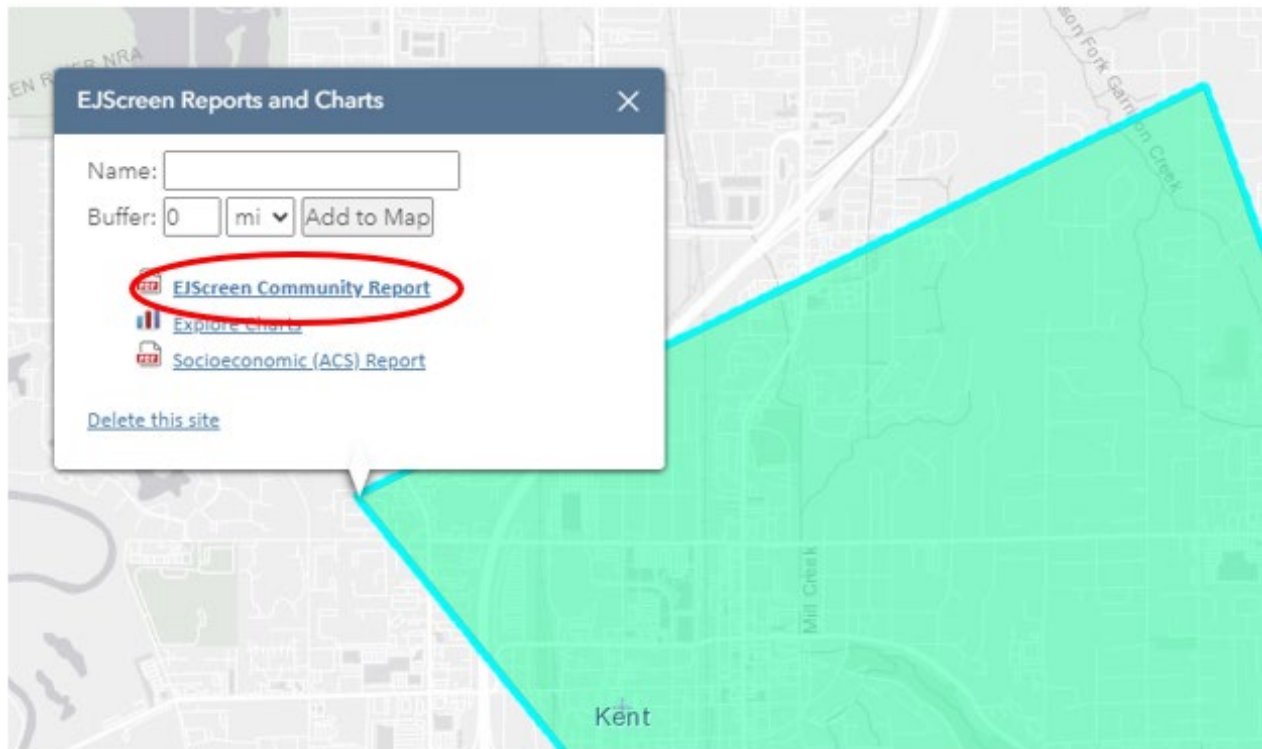
6) A new browser page will load, and you'll be able to view a breadth of characteristics of the selected area. Some of the indicators you can use to compare the community to the project staff and or decision-making body of your organization or your partners include:
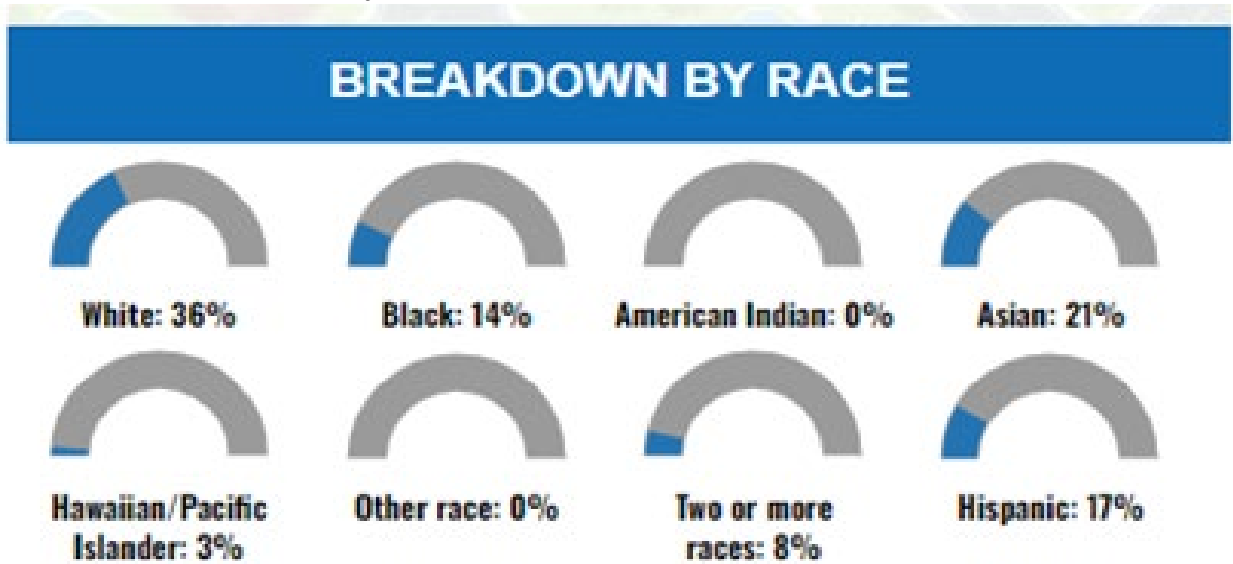
    i.   **"Languages Spoken at Home"**

LANGUAGE	PERCENT
English	55%
Spanish	12%
Russian, Polish, or Other Slavic	5%
Other Indo-European	9%
Chinese (including Mandarin, Cantonese)	1%
Vietnamese	3%
Tagalog (including Filipino)	3%
Other Asian and Pacific Island	7%
Arabic	1%
Other and Unspecified	5%
Total Non-English	45%

ii. "Breakdown by race"

BREAKDOWN BY RACE

White: 36%   Black: 14%   American Indian: 0%   Asian: 21%

Hawaiian/Pacific Islander: 3%   Other race: 0%   Two or more races: 8%   Hispanic: 17%

iii. "Community Information"

COMMUNITY INFORMATION

Low income: 32 percent

People of color: 64 percent

Less than high school education: 14 percent

Limited English households: 12 percent

Unemployment: 7 percent

Persons with disabilities: 11 percent

Male: 51 percent

Female: 49 percent

79 years
Average life expectancy

$36,600
Per capita income

Number of households: 13,894

Owner occupied: 40 percent

Within the **"Community Information"** table, some of the characteristics that can be used in your description include **"persons with disabilities", "limited English proficiency"** and **"housing (owner occupied or not)"**.

Contact information

Air Quality Program

Technical Questions
Kaitlyn Kelly
Phone: 360-407-6870
Email: AQcommunitygrants@ecy.wa.gov

EAGL Questions
Sare Webster
Phone: 564-233-9155
Email: sare.webster@ecy.wa.gov

Website[8]: 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.

---

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