



# **Air Quality Local Partner Woodstove Education and Enforcement Grant Funding Guidelines 2025-27**

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## **Announcement of Funds Available and Grant Guidelines to Local Clean Air Agencies for Woodstove Education and Enforcement**

By  
David Grant and Sare Webster

For the  
**Air Quality Program**

Washington State Department of Ecology  
Olympia, Washington

January 2025 Publication 25-02-013

## Grant Information

This document is available on the Department of Ecology's website at:  
<https://apps.ecology.wa.gov/publications/summarypages/2502013.html>

## Contact Information

### Air Quality Program

Headquarters Office  
P.O. Box 47600  
Olympia, WA 98504-7600  
Phone: 360-407-6800

**Website**<sup>1</sup>: [Washington State Department of Ecology](http://www.ecology.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](mailto:melanie.forster@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website<sup>2</sup> for more information.

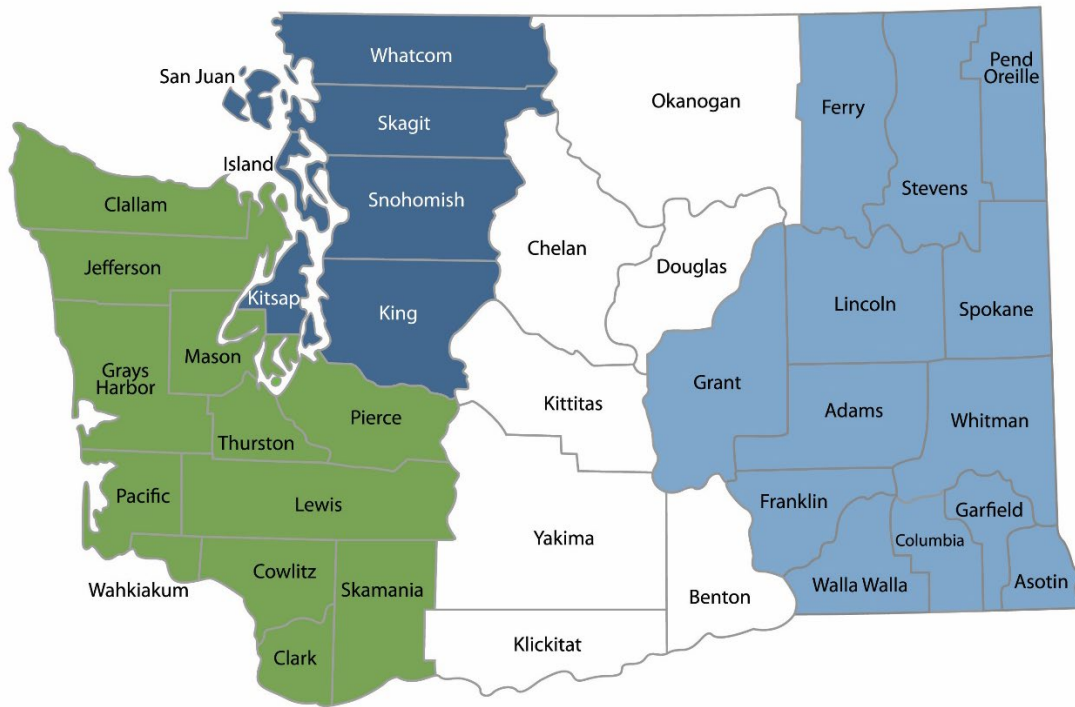
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<sup>1</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)

<sup>2</sup> <https://ecology.wa.gov/About-us/Accountability-transparency/Our-website/Accessibility>

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

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## Important Information

**Apply to:** Ecology Air Quality Program via Ecology Administration of Grants and Loans (EAGL). See [Application Instructions](#) document for more detail.

**Title:** 2025-2027 Woodstove Education and Enforcement Funding Cycle

**Action:** Request for Grant Funding

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

**Application Period:** July 1, 2025 – August 1, 2025, at 5pm

**Typical Grant Start Date:** July 1, 2025

**Amount of Funding Available:** Approximately \$282,836.00 is available for the seven (7) local clean air agencies. This funding amount is from the proposed budget and subject to change after legislative review.

# Air Quality Woodstove Education and Enforcement Grant Overview

These grants are available to local clean air agencies and Department of Ecology (Ecology) regional offices (where no local clean air agency exists) for projects that support woodstove education and enforcement efforts.

Wood smoke is one of the main sources of air pollution in Washington. Woodstoves, fireplaces, and other wood-burning devices puts out hundreds of times more air pollution than other sources of heat, such as natural gas or electricity. [RCW 70A.15.3610](#)<sup>3</sup> establishes a woodstove education program to increase awareness of health effects from wood smoke and ways to reduce it.

## Ecology Roles

- **Air Quality Program Woodstove Education and Enforcement Grant Manager:** Responsible for the project management aspects of the agreement. Develops agreement content (scope, task, deliverables), including negotiation with local clean air agency recipients. Monitors progress and deliverables, approves reimbursement requests, and assists Financial Manager with closeout process steps.
- **Air Quality Program Grant Financial Manager:** Responsible for the financial and administrative aspects of the agreement. Develops final agreement, coordinates agreement approval, responds to reimbursement requests (after approved by the Project Manager), coordinates with the Project Manager on amendments and manages agreement closeout process.
- **Air Quality Program Budget Manager:** Provides general oversight of the account; establishes distribution amounts for each local clean air agency; works with Department of Revenue (DOR) on fee collections.

## Statutory and administrative requirements

Statutory requirements, administrative rule uses and limitations, and program and agency policy provide the framework for the Funding Guidelines. Key statutes, rules, and policies include:

- [RCW 70A.15.3610](#)<sup>4</sup> Woodstove education program
- [RCW 70A.15.3620](#)<sup>5</sup> Woodstove education and enforcement account created – Fee imposed on solid fuel burning device sales
- [WAC 173-455-060](#)<sup>6</sup> Solid fuel retail sales fee

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<sup>3</sup> <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.15.3610>

<sup>4</sup> <https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.15.3610>

<sup>5</sup> <https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.15.3620>

<sup>6</sup> <https://apps.leg.wa.gov/wac/default.aspx?cite=173-455-060>

- Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL; see [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)<sup>7</sup>.
- Environmental justice policy: [Environmental Justice - Washington State Department of Ecology](#)

Ecology's General Terms and Conditions are non-negotiable and failure to accept these conditions, or any attempt to alter these conditions can result in revocation of grant awards.

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<sup>7</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>



## Funding Program Details

This chapter provides a basic overview of the funding program, including applicant and project eligibility and funding provisions.

### Funding levels

Total funds available for Woodstove Education and Enforcement Grant program are based on fees collected by the Department of Revenue (DOR) for sales of new and used solid fuel burning devices, as described in WAC 173-455-060. Sixty-six percent (66%) of funds will be allotted to each grantee/local clean air agency (or Ecology office where no local clean air agency exists) based on population estimates established by the Office of Financial Management (OFM).

To fund grants during the same period as revenue is collected, Ecology bases total distributions on DOR's most recent revenue estimate (prior to the beginning of each biennium).

Table 1 shows past funding availability.

Table 1: Funding Appropriated by Washington Department of Revenue via excise fee collection and deposited into the woodstove education and enforcement account. Funds allotted to local Clean Air Agency grantees based on OFM population calculations, as per WAC 173-455-060.

Fiscal Year	Funding Appropriated
FY 2019-21 Grants	\$246,052.00
FY 2021-23 Grants	\$264,623.00
FY 2023-25 Grants	\$282,836.00

## Eligible Projects and Activities

Eligible activities under this grant must comply with RCW 70A.15.3610, WAC 173-455-060 and include:

- educating woodstove dealers and the public about:
  - the effects of woodstove emissions on health and air quality;
  - methods of achieving better efficiency and emission performance from woodstoves;
  - woodstoves that have been approved by the department;
  - the benefits of replacing inefficient woodstoves with stoves approved under RCW [70A.15.3530](#)<sup>9</sup>
- Developing and providing education materials for persons selling new woodstoves describing when a stove can and cannot be legally used to customers purchasing new woodstoves
- public education and enforcement of the solid fuel burning device program.

## Agreement Development

The following steps will be followed to determine amount of funding and

- The Air Quality Program Budget Manager has determined funding amount for each local air agency based on the formula outlined in
- Ecology makes formal funding offers to all eligible applicants after funding availability is determined.
- Ecology's Grant Manager and Financial Manager develop funding agreements based on the amount of funding available and in alignment with eligible activities under RCW 70A.15.3610.
- Grantees review grant agreements. Once the grant agreement language is final, the Financial Manager will send a final copy of the agreement for signature by both the grantee and Ecology.
- Final, signed copies will be distributed to the grantee.

If the applicant makes significant changes to the scope of work after the award, Ecology may withdraw or modify a funding offer.

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

## Amendments

Modifications and changes to the funding agreement may become necessary. If and when an amendment is needed, the recipient must submit any proposed amendments or changes in writing to their 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 project changes are subject to approval by Ecology.

Either the recipient or Ecology may initiate the amendment process. If the Project Manager concurs with the written request, the Financial Manager prepares the amendment.

The recipient prints, signs, and returns two copies of the amendment to Ecology. The AQ Program Manager or designee signs the amendment. Ecology sends one of the original copies of the signed amendment to the recipient. Ecology will provide the most current instructions.

Reasons for amendments could include:

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

## 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 Requirements

If awarded a grant, recipients must:

- Approve and sign the grant agreement within one (1) month of an award notice to avoid losing valuable implementation time. Requests to extend the deadline may be considered at Ecology's discretion.
- Be responsible for all costs incurred prior to grant effective date, which will not be reimbursed. Ecology will not increase an award due to unanticipated or underestimated costs. Eligible costs will not be reimbursed until the grant agreement is signed by both parties. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.
- 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 recipient receives funding in addition to this grant, Ecology will work with the recipient to ensure funds are appropriately reimbursed. Applicants may not profit from this grant opportunity.
- Complete projects by the expiration date of the grant agreement which is June 30, 2027.

### Disbursements of grant funds

Ecology disburses grant funds to recipients on a cost-reimbursable basis. The recipient must incur eligible costs within the effective and expiration dates of the funding agreement.

### Indirect rate

The recipient can charge an indirect rate of up to 25% percent of salaries and benefits to cover overhead costs that benefit more than one activity of the recipient. Indirect costs are not directly assignable to a particular objective of the project such as space utilities, miscellaneous copying, telephone, motor pool, janitorial services, records, storage, rentals, etc., items not directly attributable to the project yet are required to conduct business. The use of indirect items must be reported on a separate line item on the PRPR invoice spreadsheet. Indirect cost items must be invoiced consistently throughout the project.

### Procuring goods and services

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 \(Yellow Book\)](#). Applicants will be required to submit the following information regarding their procurement processes:

- method of vendor notification of bid opportunity
- how many bidders were notified

- evaluation summary of bids received
- award letter or notice of contract award
- awarded contractor name, contract number, date contract was executed

The recipient is responsible for procuring professional, personal, and other services using sound business judgment and administrative procedures consistent with applicable federal, state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters. The recipient must follow their own procurement policies. If none exist, the recipient follows state procedures.

The Office of Minority and Women Owned Business Enterprises (OMWBE) has established voluntary goals for the participation of minority- and women-owned businesses in procurements made with Ecology funds. Each grant agreement will contain a condition regarding OMWBE. While participation is voluntary, Ecology requires reporting the level of participation on Form D: Contractor Participation Report and submitted with each Payment Request/Progress Report (PRPR).

## Education and outreach

Recipients must provide Ecology with a copy of any tangible educational products developed under the grant, such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements and web page links. If this is not practical, recipients must provide Ecology a complete description including photographs or printouts of the products.

Recipients must also provide Ecology with contact information for local project leads.

If there are a significant number of people (5% or 1000 people, whichever is less) in the community with Limited English Proficiency (LEP), recipients must consider translating educational, enforcement, and public outreach materials for those identified populations. Any emergency communications or written notifications must comply with RCW 38.52.070. Recipients should consider including in written materials, a notice advising LEP persons of free language assistance.

## Progress Reporting / Payment Requests (PRPRs)

Recipients must submit progress reports quarterly and with every payment request. Progress reports should include a description of all progress made in the reporting period to meet goals as well as any successes, problems, and delays that affect the project, and an upload of the Woodstove Progress Report. If a problem exists, recipients must discuss the corrective actions taken or proposed and identify any Ecology assistance that may be needed. Ecology may withhold payments if the recipient has not submitted the required progress report or and all required information.

All PRPRs must:

- Comply with the scope of work for the grant agreement.
- Include all deliverables due in that quarter.
- 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 staff name, hourly rate, hours worked, and total for all requests to reimburse salaries and benefits.
- 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 line items and backup documentation that agree. Highlighting end costs on the backup helps to speed review of invoices.
- 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.
- Include the required Woodstove Progress Report Upload (see Appendix 3 for an example)

All PRPRs are reviewed for eligibility by the Project Manager for compliance with the scope of work. The Financial Manager reviews the invoice for conformance to the grant budget and financial reporting requirements.

## Non-performance of projects/re-assignment of funds

Recipients are encouraged to read the Termination Section of the General Terms and Conditions of their grant agreement.

Projects that do not perform in a timely fashion present a risk not only to the direct project itself, but also the entire Woodstove Education and Enforcement grant program, as timely performance is an expectation of the legislature and the fund source.

If a funded project is not making progress, either in whole or part, Ecology will initiate discussions with the grant recipient as to the cause and potential solutions to getting the project going again.

Due to the directed distribution of funding, Woodstove Education and Enforcement grant program funds cannot be re-allocated or extended.

## Project close-out

The final PRPR, including final invoices, must be submitted via EAGL within 30 days of the grant agreement expiration date. The recipient must also complete and submit a Recipient Close Out Report via EAGL.

When the scope of work has been completed and the grant closed out (or earlier if the grant is cancelled due to non-performance or other issues), Ecology will perform an assessment of the recipients' performance (aka Ecology close-out report). Performance elements will include;

- The general responsiveness of recipients in communicating in a timely way with Ecology.
- Timeliness in completing the initial grant agreement and any subsequent amendments.
- Timeliness and completeness of PRPRs.
- The need for amendments, their frequency and significance of scope change.
- Timely grant close out.
- The results of any audit findings.

## Appendix I: Grant Agreement Definitions

**Administrative Requirements** means the effective edition of Ecology's, *Administrative Requirements for Recipients of Ecology Grants and Loans* at the signing of this agreement.

**Contract Documents** means the contract between the recipient and the construction contractor for construction of the project.

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

**Guidelines** means Ecology's Funding Guidelines for Woodstove Education and Enforcement that correlate to the biennium in which the project is funded.

**Project** means the project described in this agreement.

**Project Completion Date** means the date specified in the agreement on which the Scope of Work will be fully completed.

**Project Schedule** means that schedule for the project specified in the agreement.

**Scope of Work** means the tasks and activities constituting the project.

**Termination Date** means the effective date of Ecology's termination of the agreement.

**Total Eligible Project Cost** means the sum of all costs associated with the project that have been determined to be eligible for Ecology grant funding.

**Total Project Cost** means the sum of all costs associated with the Woodstove Education and Enforcement project, including costs that are not eligible for Ecology grant funding.



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

For EAGL Training Tools & Resources, please visit Ecology's Grants & Loans homepage: [Grant & loan guidance and forms](#)<sup>8</sup>.

There you will find Ecology's Administrative Requirements, other resources, such as:

- [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)<sup>9</sup>  
This publication establishes the administrative requirements for recipients of all grants and loans administered by Ecology. Topics include financial management, expenditure and income reporting, contracting, and record retention.  
  
This Version applies to all grant and loan agreements in EAGL, with an agreement signature date OR amended agreement signature date of July 1, 2025, or later.
- Instructions to submitting a Payment Request/Progress Report (PRPR). Most forms are available inside EAGL, and if you are managing your grant or loan there, use the forms in the system.

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<sup>8</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

<sup>9</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

## Appendix III: Woodstove Progress Report Upload (Sample)

This is an *example* of the Woodstove Grant Upload that should be uploaded to your quarterly Progress Report Form when submitting a Payment Request/Progress Report (PRPR). A template can be found after logging into EAGL and accessing your application, under the Funding Program Guidelines on the Application Menu – Forms.

Air Quality Local Partner Woodstove Education & Enforcement 2025-27 Quarterly Progress Report Upload	
<b>Purpose:</b> The purpose of this supplemental Quarterly Progress Report is to capture specific information regarding work performed under this funding opportunity. A current supplemental quarterly report should be uploaded to each quarterly Payment Request / Progress Report (PRPR) on the Progress Report Form. <b>IN ADDITION,</b> include copies of education materials distributed.	
<b>RCW 70A.15.3610</b> Woodstove Education Program. Woodstove education program. (1) The department of ecology shall establish a program to educate woodstove dealers and the public about: <ul style="list-style-type: none"> <li>(a) The effects of woodstove emissions on health and air quality;</li> <li>(b) Methods of achieving better efficiency and emission performance from <u>woodstoves</u>;</li> <li>(c) Woodstoves that have been approved by the <u>department</u>;</li> <li>(d) The benefits of replacing inefficient woodstoves with stoves approved under RCW 70A.15.3530.</li> </ul> (2) Persons selling new woodstoves shall distribute and verbally explain educational materials describing when a stove can and cannot be legally used to customers purchasing new woodstoves.	
<b>TODAYS DATE:</b>	<b>TIME PERIOD:</b>
<b>AGENCY CONTACT:</b>	<b>CONTACT PH:</b>
<b>PROJECT TITLE:</b> Woodstove Education and Enforcement Program Grant	
<b>GRANT:</b> AQWDSTV-2527-_____ - _____	
<b>INSTRUCTIONS:</b> In accordance with RCW 70A.15.3610 (as shown above), please provide a description of the following activities:	
<b>Wood Smoke Complaint Response (Description):</b>	<b># of Complaints:</b>
<b>Notices of Violation Issued (Description):</b>	<b># NOVs Issued:</b>
<b>Number and Dates of Curtailments Called:</b>	
<b>Vendor Contacts (Description):</b>	<b># of Vendor Contacts:</b>

Figure 1: Example of Payment Request/Progress Report (PRPR)