



Tribal Climate Capacity Grants

Grant Guidelines, Fiscal Year 2025-2027

By

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For the

Climate Pollution Reduction Program

Washington State Department of Ecology

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

Tribal Climate Capacity Grant Program

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DEPARTMENT OF
ECOLOGY
State of Washington

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Important Information

Apply to: Ecology Climate Pollution Reduction Program via Ecology Administration of Grants and Loans (EAGL)

Title: Tribal Climate Capacity Grants

Action: Request for Grant Funding

Eligibility: Available to any federally recognized Tribe with lands and territories in Washington State.

Amount of Funding Available: Approximately \$21,000,000 will be available for the Department of Ecology to allocate to eligible Tribes for use during Fiscal Year 2025 - 2027, pending legislative appropriation. Ecology is opening the grant application in advance of the final state budget to ensure funds can be distributed starting July 1, 2025. Available funds will be distributed equally amongst all accepted applications.

Application Acceptance Dates: February 25, 2025 through April 22, 2025

Application Due Date: April 22, 2025

How to Apply:

- **Returning applicants:** Tribes that received an award through a prior round of the program may notify the grant manager, Sophie Daudon, at Sophie.Daudon@ecy.wa.gov in writing that they wish to receive additional funds.
- **New applicants:** New applicants need to create an account and new application in Ecology's Grants and Loans System (EAGL). For new applicants applications must be submitted using Ecology's electric grant and loan application system called EAGL (Ecology Administration of Grants and Loans).

Notice of Awards: Ecology anticipates notifying grantees of awards in May 2025.

Chapter 1: Overview of the Tribal Climate Capacity Grants

Purpose

The Washington State Department of Ecology’s (Ecology) Tribal Climate Capacity Grant Program is a non-competitive grant program. The program provides funds for Tribes to build capacity to implement climate-related activities. Funds can be used for: 1) Tribes to consult on Climate Commitment Act spending decisions and clean energy siting decisions; 2) activities supporting climate resilience and adaptation; 3) developing tribal clean energy projects; 4) applying for state or federal grant funding; and 5) other climate related work, in accordance with RCW 70A.65.250. All twenty-nine federally recognized tribes of Washington State and the federally recognized tribes with lands and territories in Washington will be eligible for this non-competitive funding opportunity.

All grant applicants should read and understand these guidelines along with the Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL before entering into a grant agreement with Ecology.

Background and Statutory Direction

In the 2022 legislative session, the Washington State Legislature passed Engrossed Substitute House Bill 1753 (now Chapter 253, Laws of 2022), which establishes an enhanced process for tribal consultation on spending decisions from accounts created in the CCA. The bill also directs Ecology to establish a tribal capacity grant program to provide funding to federally recognized tribes for the costs of engaging in these consultations.

In the 2023-2025 Operating Budget [ESSB 5187 Section 302(8)], the Legislature appropriated \$16.472 million dollars to Ecology for the 2023-2025 biennium to administer a second round of grants to federally recognized Tribes for consultation on spending decisions from CCA accounts, and consultation on clean energy siting studies.

In the 2024 Operating Budget [ESSB 5950 Section 302(8)], the Legislature appropriated \$5 million to Ecology for the 2023-2025 biennium to administer to federally recognized Tribes. In this budget the Legislature expanded the scope of eligible activities for the 2023-2025 biennium to include: (1) activities supporting climate resilience and adaptation; (2) developing tribal clean energy projects; (3) applying for state or federal grant funding; and (4) other related work. The scope applies to both the \$16.472 appropriated in the 2023-2025 Operating Budget and the 2024 Supplemental Operating budget.

Governor Inslee’s proposed 2025 - 2027 Operating Budget includes \$21 million for the Tribal Climate Capacity Grants [Z-0236 Section 302 (8)] and maintains the broad scope of eligible activities included in the 2024 Operating Budget. The final funding amount is subject to legislative appropriation and will be determined when the state budget is finalized in May.

The CCA, passed in 2021, establishes a cap-and-invest program to help our state meet its statutory greenhouse gas emissions limits. The CCA requires entities covered by the law to obtain emissions allowances at auction, equal to the greenhouse gases they generate. Proceeds from the auction of allowances will be appropriated by the Legislature for projects supporting the clean energy transition and assistance, clean transportation, and climate resiliency projects that promote climate justice.

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, fall under/include:

- [ESSB 5950 Section 302\(8\)](#)
- [ESSB 5187 Section 302\(8\)](#)²
- [Chapter 253, Laws of 2022 \(ESHB 1753\)](#)³
- [Chapter 297, Laws of 2022 \(ESSB 5693 Section 302\(51\)\)](#)⁴
- [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)⁵

Funding recipients are required to provide Ecology spending information as described under proposed [Chapter 173-446B WAC](#), and in accordance with Ecology's Climate Commitment Act spending report requirements under [70A.65.300 RCW](#) and [SB-5950 section 302\(13\)\(b\)](#).

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

² <https://lawfilesexternal.wa.gov/biennium/2023-24/Pdf/Bills/Senate%20Passed%20Legislature/5187-S.PL.pdf>

³ <https://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/House/1753-S.SL.pdf?q=20220615130118>

⁴ <https://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5693-S.SL.pdf?q=20220615130333>

⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

Ecology Staff Contacts

Project Manager

Sophie Daudon

Phone: (564) 699-0629; Email: Sophie.Daudon@ecy.wa.gov

Responsible for the project management aspects of the agreement. Develops agreement content (scope, task, deliverables), including negotiation with recipients. Monitors progress and deliverables, approves reimbursement requests, and assists Financial Managers with closeout process steps.

Financial Manager

Emily Powers

Phone: (564) 233-1572; Email: Emily.Powers@ecy.wa.gov

Responsible for the financial and administrative aspects of an 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.

Climate Pollution Reduction Program Budget Manager

Kelcy Shaffer

Phone: (564) 200-3781; Email: Kelcy.Shaffer@ecy.wa.gov

Reviews and approves final agreements and guidelines. Provides general oversight of available funds, establishes distribution amounts for each applicant/recipient.

Chapter 2: Funding Details

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

Applicant Eligibility

This is a non-competitive grant program open to all twenty-nine federally recognized tribes of Washington State and the federally recognized tribes with lands and territories in Washington. Each tribe is eligible to receive a maximum of one funding award.

Eligible Project Activities

Grant funds may be used by Tribal governments to build capacity to implement climate-related activities. Funds may support activities that include, but are not limited to:

- Consultation with agencies that allocate funding or administer grant with CCA funds on funding decisions and funding programs that may impact tribal resources;
- Consultation on clean energy siting studies;
- Engaging in pre-application process with project applicants;
- Submitting to an agency (or agencies) a summary of issues, questions, concerns, or other statements regarding a proposed project;
- Activities supporting climate resilience and adaptation;
- Developing tribal clean energy projects;
- Applying for state or federal grant funding;
- Other related work;

Grant funds may not be used to cover expenses related to litigation that may arise on spending decisions from CCA accounts. Please contact Ecology if you have questions about whether an activity falls within the grant scope.

Grant award and match

\$21 million for the Tribal Climate Capacity Grant program was included in Governor Inslee's proposed 2025 – 2027 budget. The final funding amount is subject to legislative appropriation and will be determine when the state budget is finalized in May. Each federally recognized Tribe with lands and territories in Washington will be eligible for an equal portion of the funds available. At the close of the application period, Ecology will equally distribute the available funds amongst the tribes that have submitted a completed application. For example, if applications from twenty-one Tribes are submitted and complete, Ecology will disburse up to \$1,000,000 to each tribe (\$21 million divided by 21 Tribal applicants).

There are no match requirements; grant awards will cover 100 percent of eligible costs up to the grant award amount.

Payment Options

Once Ecology has approved a Tribe's application for funding, each Tribe may elect whether they prefer to receive funds on a reimbursement basis or through incremental advance payments.

Advance payments will be made before actual costs are incurred but as close as administratively feasible to when project costs are incurred, and actual disbursements will be made.

Ecology retains discretion to cancel the advance payment option based on an initial risk assessment, lack of project performance, or recipient failure to comply with agreement terms and conditions.

Payment through reimbursement

Tribes opting to receive funds through reimbursement will be required to complete the tasks outlined in the scope of work. Required tasks may include:

- Submitting a Payment Request/ Progress Report (PRPR) via the EAGL system quarterly. Note that progress reports will still be required even if no reimbursement is requested that quarter.

Reimbursements may be made multiple times throughout the grant period at a frequency agreed to by Ecology and the tribe.

Advance payment option

Tribes opting to receive funds through incremental advanced payments will be required to complete and update upon request a Spending Plan that outlines how and when funds are planned to be spent.

The amount of the initial advanced payment will be determined by the results of the initial risk assessment, project timeline, scope of work and the estimated disbursement needs identified in the Spending Plan.

Ecology will issue an advanced payment of funds upon receipt of a signed A-19 form. Once Ecology has issued the initial advance payment, the tribe will be required to submit a payment request and progress report (PRPR) at a frequency agreed to by Ecology and the Tribe, which shall include all expenditures and supporting documentation.

The amount of subsequent advanced payments will be determined based on compliance with agreement terms and conditions, project performance, prior payment spending, and estimated disbursement needs.

For Tribes that would like to pursue the prepayment option, a limited waiver of sovereign immunity will need to be added to the grant agreement. The reason for this requirement is that Ecology is required to have a legal process in which to recover prepaid funds if not used for the purposes outlined in the grant agreement. A limited waiver is **not** required for Tribes that opt for payment via reimbursement.

Ecology may withdraw the option of advance payment if the Recipient does not clearly and consistently demonstrate adherence to the agreement terms and conditions.

Interest earned on advanced payments must be entered as a credit on the payment request form of the next payment request.

Any unspent funds must be returned to Ecology within 30 days of agreement expiration, termination or suspension.

Eligible costs

Funding is valid for the 2025-2027 biennium (July 1, 2025 to June 30, 2027). Funding may not support costs incurred prior to July 1, 2025. All eligible activities must be incurred by June 30, 2027; funding may not be used to support costs incurred after this date.

The effective date of the agreement is the earliest date on which eligible costs may be incurred. The applicant may incur project costs on and after the effective date or the state date as determined by the Washington State Legislature and upon final signature of the agreement. Eligible expenditures cannot be reimbursed or prepaid until the agreement has been signed by Ecology's Climate Pollution Reduction Program's (CPRP) Program Manager. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

Indirect rate

The indirect rate, which can also be called overhead rate, are business and operational cost incurred for a common purpose and not directly connected with a specific project. If using Ecology's uniform indirect rate, the recipient may charge up to 25% percent of salaries and benefits. If a state-funded project is with a state agency or Tribe, Ecology will honor their approved federal indirect rate. Ecology requires a copy of the letter from their cognizant federal agency for the current period as proof of the approved rate. 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. A list of indirect items must be reported with the first invoice and remain constant for the life of the grant.

Procuring goods and services

The recipient is responsible for procuring professional, personal, and other services using sound business judgment and good 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).

All contracted work and sub-recipients are required to comply with the terms of the final agreement, including but not limited to the General Terms and Conditions and the Administration Requirements for Recipients of Ecology Grants and Loans, and these Funding Guidelines.

Washington State Procurement Procedures:

- Washington State Purchasing Policies: [Current Policies](#)⁶
- [Revised Code of Washington Public Works](#)⁷

Transportation costs

The recipient can recover the cost of transportation through the state mileage rate. The mileage rate includes all vehicle-related needs, such as gas, tires, insurance, and maintenance. For current state mileage, rates see: [Policy 10.90.209](#).⁸

⁶ [Current Enterprise Procurement Policies | Department of Enterprise Services \(wa.gov\)](#)

⁷ [Public Works RCWs & WACs](#)

⁸ [10.90 - Travel Rates \(wa.gov\)](#)

Chapter 3: Application, Agreement Development, and Grant Management

Application Process

New applicants: New applicants must submit an application through the electronic grant and loan application system called EAGL (Ecology Administration of Grants and Loans). To apply through EAGL, applicants must first register for a Secure Access Washington (SAW) account and an EAGL account. Detailed instructions for new and current EAGL users are at:

<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>.

Returning applicants: Tribes who have received funds through this grant program in previous biennia may notify Ecology over email that they wish to be included in the 2025-2027 biennium funding, in lieu of an application in the EAGL system. These applicants will have to review and officially submit their 2025-2027 grant agreement after Ecology has uploaded details to these new agreements. Ecology's Grant Manager will be in touch with more details for interested return applicants.

Funding Agreement Development

Once the application period has closed, Ecology will review each funding application for completion and eligibility. If deemed complete and eligible, Ecology will approve the application, notify the applicant, and begin developing the funding agreement. The funding agreement is the formal written contractual arrangement signed by authorized signatories of the recipient and Ecology. The agreement will include: an approved scope of work, total project costs, a budget, and Ecology General Terms and Conditions.

The Project Manager and Financial Manager use information found in the application as the basis for developing a draft funding agreement. To speed development and processing, Ecology standardizes much of the funding agreement language and includes general terms and conditions and other conditions that are required by state or federal law. Ecology will work with each applicant to finalize the agreement. When the agreement is finalized, the applicant signs the agreement. The applicant will send the agreement back to the Financial Manager for the final signature by the Climate Pollution Reduction 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.

Grant management

Progress Reporting / Payment Requests (PRPRs)

Ecology uses a web-based grant program known as Ecology Administration of Grants and Loans (EAGL). All grant activity from beginning to end is conducted through EAGL. Progress reporting and payment requests are a part of this program.

Progress Reports and commensurate Payment Requests (invoices) are to be submitted quarterly to demonstrate timely spending, unless otherwise specified in the agreement. Recipients must submit progress reports 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. 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 progress reports.

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.

On the PRPR's, all costs are itemized by task per the grant agreement with a line item for each cost incurred. Backup documentation must be in the same task order 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 arrived at. If the line-item cost is a breakout from a larger cost, that breakout detail needs to be shown as well (salaries and benefits must include staff name, hourly rate, hours worked, and total). All line items and backup documentation must agree. Highlighting end costs on the backup helps to speed review of the invoice and ultimately payment to the grant recipient. If needed, Ecology will work with recipients to identify an invoice system that works best.

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.

Assessment of grant recipient performance

When the scope of work has been completed and the grant is 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:

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

Modifications and Amendments

Modifications and changes to the funding agreement may become necessary. If 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 and/or budget 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.

Reasons for amendments could include:

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

The amended agreement will need to be signed by the recipient and the Climate Pollution Reduction Program Manager, following the same process used to finalize initial agreements.

Project close-out

When the grant agreement and the project ends, final invoices must be submitted to the Project Manager within 30 days of grant agreement end date. A final project completion report must accompany the final invoice.

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 the Tribal Consultation Grants program 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 scope of work described in this grant application, 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](#)⁹.

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

Administrative Requirements for Recipients of Ecology Grants & Loans (“Yellow Book”)

- [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)¹⁰
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, 2023 or later.
- [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.

⁹ [Grant & loan guidance - Washington State Department of Ecology](#)

¹⁰ [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\) \(wa.gov\)](#)