



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

## **Funding Guidelines State Fiscal Year 2017**

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*Oil Spill & Hazardous Materials Response  
and Firefighting Equipment Grant*

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## Publication and Contact Information

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# **Funding Guidelines**

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## **Oil Spill & Hazardous Materials Response and Firefighting Equipment Grants**

Spill Prevention, Preparedness, and Response Program  
Washington State Department of Ecology  
Olympia, Washington

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# Introduction

In 2015, the Washington State Legislature passed, and Governor Jay Inslee signed, The Oil Transportation Safety Act (ESHB 1449). Section 26 of the act directs the Washington Department of Ecology (Ecology) to development and implement an oil spill and hazardous materials response and firefighting equipment grant program to build preparedness and response capacity in Washington State.

ESHB 1449 directs Ecology to assess needs for response equipment in consultation with emergency first responders, oil spill response cooperatives, representatives from the oil and rail industries, and businesses that are recipients of liquid bulk crude oil. In addition, ESHB 1449 directs Ecology to review funding proposals submitted to the grant program in consultation with this workgroup to prioritize funding for areas determined to have the greatest need and to coordinate grants to maximize the benefits of currently existing equipment and resources that have been put in place by first responders and industry.

The Washington Department of Ecology is soliciting grant proposals for oil spill and hazardous materials response and firefighting equipment, resources, and trainings necessary to support local, regional, and statewide emergency response plans specific to oil spills and hazardous materials incidents.

Funding available for grants in the 2015-17 biennium is \$777,000. Future biennia grant amount depend upon funding being provided to Ecology by the Washington State Legislature. Ecology will announce the total funds available after each biennial budget is adopted.

This competitive grant program is available to cities, counties, port districts, state agencies, tribal governments, clean air agencies, local health jurisdictions, public utility districts, irrigation districts, and other special purpose districts in Washington State that serve communities at risk for oil spills and hazardous materials incidents.

## Funding program purpose

This grant program will provide financial assistance to eligible entities in Washington State for the purchase or enhancement of equipment, resources, and trainings that improve the ability of an emergency response agency to respond to oil spills and hazardous materials incidents as part of local, regional, and statewide response plans. Project benefits may include, but are not limited to:

- Reductions in response time
- Improved efficiency in the safe use and deployment of equipment and resources
- Increased regional response coordination with other response agencies and partners
- Maximized benefits seen from existing equipment and resources

**NOTE:** Capital construction projects are not eligible for funding through this grant program.

## Funding priorities

Priority will be given to projects in areas with the greatest need for resources and oil spill and hazardous materials response and firefighting equipment as determined by Ecology in consultation with the equipment grant consulting workgroup.

The equipment grant consulting workgroup consists of members from the emergency response community, oil spill response cooperatives, representatives from the oil and rail industries, and businesses that are recipients of liquid bulk crude oil.

In consultation with the workgroup, Ecology will coordinate grants to maximize currently existing equipment and resources that have been put in place by first responders and industry.

## Applicant eligibility

Applicants eligible for response equipment funding include:

- State agencies
- Counties, cities, and towns
- Tribal governments
- Clean air agencies
- Local health jurisdictions
- Port districts
- Public utility districts
- Irrigation districts
- Other special purpose districts

## Grant ceiling and match

Grant funding requests and offers may not exceed \$100,000 without approval from the Ecology project manager and financial manager for this grant. There is no lower limit for proposals. There are **no match requirements**, and grant awards will cover 100 percent of eligible costs of the grant offer amount.

## Financial hardship

Ecology was directed by the 2015 Legislature to prioritize funding for areas and regions of the state with the greatest need for firefighting and oil spill and hazardous materials response equipment. One of the criterion used to make this determination is financial hardship. Others include proximity to transportation corridors for oil and hazardous materials, potential risk, and access to existing equipment and resource caches.

Appendix B includes a table listing median household incomes (MHI) for all counties, cities, and census designated places in Washington State. The MHI for an unincorporated community, if not called out as a census-designated place in Appendix B, is included with the greater county.

To be hardship eligible, an applicant must:

- Demonstrate that the project can be completed within the allowable funding timeframe
- Have an existing residential population in the area of response (AOR) that is 25,000 or less at the time of the application
- Demonstrate that the MHI in the applicant’s AOR is 80% or less of the MHI for Washington State

Projects that do not meet the criteria for financial hardship are eligible, but will not receive points assigned to this criterion. Please see the section on project evaluation for information about how to prepare a competitive funding proposal.

## Partnerships

Project proponents are strongly encouraged to form partnerships to address issues of common concern and to build preparedness and response capacity locally, regionally, and statewide. Eligible partners include, but are not limited to other emergency response agencies, local emergency planning committees (LEPCs), tribes, state agencies, not-for-profit organizations, and special purpose districts.

## Program schedule

<p><b><u>Important Information</u></b></p> <p>All applications must be submitted electronically via the EAGL system.</p> <p>New users must register for a Secure Access Washington (SAW) account prior to beginning the application process. New user account approval may take up to two weeks. More information about creating SAW accounts and requesting access to EAGL is available at <a href="http://www.ecy.wa.gov/funding/EAGL-NewUser.html">http://www.ecy.wa.gov/funding/EAGL-NewUser.html</a>.</p>
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Figure 1 SAW and EAGL Account Creation.

- |                                     |                                                   |
|-------------------------------------|---------------------------------------------------|
| • <b>5:00 pm, November 30, 2016</b> | <b>Deadline to submit grant applications</b>      |
| • January 6, 2017                   | Ecology issues the Final Offer and Applicant List |
| • January 6 – January 27, 2017      | Negotiate and sign funding agreements             |
| • February 10, 2017                 | Funding agreements must be signed                 |
| • June 30, 2017                     | Projects completed                                |

## Project eligibility

All projects must support implementation of local, regional, or statewide emergency response plans and must demonstrate and sustain long-term benefits to multiple stakeholders across a region or statewide.

Ecology will distribute the available funds to the highest ranked proposals for projects of local, regional, or statewide significance that address the activities listed below in areas of the highest need. Costs to administer projects are not eligible at this time. Please contact the Ecology project manager with questions about eligible costs not described in the eligible project tasks below.

The terms “equipment” and “resources” are used in ESHB 1449 to set parameters on eligible activities for this grant. To be consistent with definitions found in the Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL guide (<https://fortress.wa.gov/ecy/publications/publications/1401002.pdf>), equipment and resources will be identified according to the following definitions in the development of grant agreements. However, in this funding guidelines document, the term “equipment” and resources” is interchangeable with “equipment, tools, and supplies”.

**Equipment** includes tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per functional unit or system.

**Tools** include tangible, personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per functional unit.

**Supplies** include all tangible personal property other than tools or equipment.

## **Special project tasks**

In addition to the eligible project tasks described below, an applicant may develop a special project task that falls within the parameters of the grant and supports the grant program goals. Project tasks that support regional response capacity in collaboration with other emergency response agencies or stakeholder partners may fall into this category. Such tasks must include appropriate deliverables and metrics to measure project success, in addition to demonstrating that the project can be completed before June 30, 2017. The Ecology project manager and financial manager must approve special project tasks before the proposal is submitted.

## **Conditionally eligible project components**

At this time, salary, benefits, administration costs, indirect costs, and other personal services costs are not eligible for reimbursement under this grant program, unless they are part of a special project task approved by the Ecology project manager and financial manager.

Travel costs and per diem are conditionally eligible with prior approval as part of a signed grant agreement and in support of project task completion. Travel costs must be incurred before June 30, 2017. Please work with the Ecology project manager and financial manager to negotiate these conditionally eligible costs. All travel and per diem costs, if eligible, would be reimbursable at the current Washington State travel rates.

## **Ineligible project components**

Ineligible projects or project components include but are not be limited to:

- Capital construction projects
- Projects that do not support the implementation plans for oil spill and hazardous materials

- response and firefighting
- Grant application preparation
- Project administration or overhead
- Firefighting apparatus
- Mechanical oil collection equipment

## **Eligible project tasks**

**Purchase of New Oil Spill and Hazardous Materials Response and Firefighting Equipment**  
Equipment, tool, and supply eligibility is dependent upon demonstration of need to fulfill duties associated with the applicant's role in an oil spill or hazardous materials incident as described in a local, regional, statewide, or tribal emergency response plan.

Applicants are encouraged to use the standard task language available in Appendix C of this document.

The purchase of new firefighting apparatus (engines, quints, tenders, etc.) is not an eligible activity for this grant due to limited funding.

Funding proposals for this task must be for equipment, tools, and supplies used for oil spill and hazmat response and firefighting. Equipment and resources that do not meet this criteria or are not clearly tied to the applicant's role in an emergency response plan may be marked as ineligible or potentially ineligible project components. The remaining eligible project components will be forwarded for evaluation.

Eligible equipment, tool, and supply categories include, but are not limited to:

- Environmental Response and Protection
- Public Health and Safety
- Responder Safety
- Socioeconomic and Cultural Resource Protection
- Communications

Ecology will coordinate grants to maximize the benefits of currently existing equipment and resources put in place by first responders and industry. This will include negotiating with applicants for the purchase, maintenance, and/or storage of additional, new, or updated equipment and/or resources to be placed in areas or regions of the state that are in the greatest need for resource and oil spill and hazardous materials response and firefighting equipment.

Cleaning and decontamination costs for equipment and resources used for spill and hazardous materials response are eligible and should be included when appropriate. However, Ecology or a designated contractor will replace, clean, and/or decontaminate any equipment and resources owned by a recipient that is used in an incident to which Ecology responds.

## **Training and Certifications**

Training and education costs of in-service training, customarily provided for employee development that directly benefits projects is allowable. Out-of-service training involving extended periods of time is allowable only with prior written approval from the Ecology project manager.

Applicants are strongly encouraged to consider training needs associated with each new equipment purchase. Ecology expects applicants to request funds for trainings and certifications necessary for the safe and efficient deployment and use of equipment and resources requested in the proposal. Funds awarded for training and certification must be spent by the end of the biennium (June 30, 2017). Requests for training and certifications funds through this grant should be coordinated with the applicant organization's training officer and training plan, if available.

Training and/or certifications for the safe and efficient deployment and use of oil spill and hazardous materials response and firefighting equipment and resources already owned, used, or maintained by the applicant are an eligible activity under this grant. Contact the Ecology project manager with questions about eligible trainings and certifications.

Applicants are expected to request funds for training and certifications that support the applicant's role in oil spills and hazardous materials incidents as described in a local, regional, or statewide response plan, such as a local emergency response plan, a hazard mitigation plan, a hazardous materials response plan associated with an LEPC, the Northwest Area Contingency Plan, or the Washington State Comprehensive Emergency Management Plan.

There are many opportunities and resources available for training in Washington State. Please see Appendix A for links to state and federal training centers located in Washington State.

Contracts with training facilitators are eligible costs when the primary purpose of the meeting is the dissemination of technical information relating to the project and the individual costs are in themselves allowable.

Documentation showing the cost, course title, date, and sponsor organization must be submitted with the funding application.

### **Oil Spill and Hazardous Materials Response and Firefighting Equipment and Resources Enhancements**

Enhancements to some types of equipment and resources owned by the applicant or by a partner may also be eligible under this grant. Enhancements must be to equipment used for oil spill and hazardous materials response and firefighting to maximize the benefits realized from the use for spill and hazmat response.

Maintenance and repair costs incurred for normal preventative maintenance, necessary repair, and upkeep of equipment as required to maintain an efficient operating condition are eligible. Costs for work which adds to the permanent value of a property or appreciably extends its designed life are *not eligible*. Contact the Ecology Project Manager and Financial Manager for this grant program prior to submitting a grant proposal if there are questions about the eligibility of requested enhancement, maintenance, and repair costs.

Applicants must upload copies of estimates for any proposed enhancements for submittal with the application.

## Evaluation process

Ecology staff will evaluate projects based on responses provided in the application and materials uploaded into EAGL. Projects must score a minimum of 350 points to be eligible for funding. The evaluation criteria are based on the directives of the 2015 Legislature as described in the 2015 Oil Transportation Safety Act (ESHB 1449, Sec. 26.3(a)) to include a review of equipment and resources requests, funding requirements, and coordination with existing equipment and resources in the area of project proposal. Projects are scored and ranked on the following criteria:

**Table 1 Evaluation Criteria and Scoring Guide.**

<b>Category</b>	<b>Evaluation Criteria</b>	<b>Maximum Possible Points</b>
<b>Local Need (150 points)</b>	The applicant adequately identifies and describes local oil spill and hazmat response risks and impacts from recurring and/or persistent threats.	25
	The applicant demonstrates how the request will be used to mitigate risks and impacts to the environment, public health and safety, and socioeconomic and cultural resources.	50
	The applicant demonstrates the ability to maintain requested equipment and resources long-term, including safe and effective use and deployment.	25
	The applicant identifies adequate capacity to safely deploy and use the requested equipment and resources or requests funding for appropriate training and certifications for the safe and efficient deployment and use of requested equipment and resources.	50
<b>Coordination (250 points)</b>	The applicant identifies and describes their organization's role in an oil spill and hazardous materials incident and the request reflects capacity building appropriate for this role.	100
	The request leverages existing equipment and resources to maximize their benefits and to build the applicant's local response and firefighting capacity for oil spills and hazmat incidents.	50
	The request demonstrates coordination with other emergency response agencies and/or partner organizations to maximize the benefits of existing oil spill and hazardous materials response and firefighting equipment near the applicant's AOR.	100
<b>Task Cost and Budget (100 points)</b>	The uploaded budget document includes a thoughtful request for equipment, training, and resources that reflects the risk, need, and coordination demonstrated in the application.	50
	The cost for each task is justified through documentation submitted with the application and represents a good faith effort to determine realistic project costs.	50

<b>Degree of Risk (35 points)</b>	Point assigned based on the degree of potential risk and frequency of occurrence for oil spills and hazmat incidents.	35
<b>Coordination with Existing Local Response Capacity (15 points)</b>	Points assigned based on the degree of coordination with the applicant's existing oil spill and hazmat response equipment and resources or through partnerships with other agencies or organizations serving the same or similar AOR.	15
<b>Degree of Benefit (45 points)</b>	Points assigned for each of three benefit levels – local, regional, and statewide or tribal.	45
<b>Placement Coordination (15 points)</b>	Point assigned based on the level of coordination in the placement of requested equipment and resources with existing equipment and resources owned or maintained by response agencies or partners near the applicant's AOR.	15
<b>Financial Hardship (50 points)</b>	Points assigned based on the degree of financial hardship as determined using comparisons between the MHI within the applicant's AOR and the state MHI.	50
<b>Total Maximum Allowable Points</b>		<b>660</b>

**Application evaluation process**

The funds coordinator and project manager will screen each application for eligibility after submission. The applicant will be contacted if questions arise or if the application contains ineligible or potentially ineligible project components that result in an application that does not pass the screening process. Ineligible components do not disqualify an application. The funds coordinator and project manager will return the application to the applicant for resubmission if still within application timeframe, which ends on November 30, 2016 at 5 p.m. If beyond the due date, the ineligible components will be removed from consideration and the projects will be moved into the evaluation phase for scoring and ranking.

Each application is scored using the criteria in the previous section. At least two evaluators from the response community and industry workgroup, and Ecology, will score each application. Projects will be awarded based on the final ranking.

**How to apply**

Applicants must submit applications for funding through the Ecology's Administration of Grants and Loans (EAGL) system. The funding application is available by going to [www.ecy.wa.gov/funding/EAGL.html](http://www.ecy.wa.gov/funding/EAGL.html) and following the instructions. Once in the EAGL system, applicants can access the funding application and an EAGL User Manual that provides instructions on accessing and using the system.

Applicants can submit applications beginning October 1, 2016. **All applications must be submitted by 5:00 pm on November 30, 2016. Applications and materials sent as hard copies or by email will not be considered.**

# Grant Management

The following are important terms and conditions that play a role in the day-to-day decisions made on grant projects. A complete listing of the administrative requirements for all grants and loans administered by Ecology is contained in the *Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL*; see: <https://fortress.wa.gov/ecy/publications/publications/1401002.pdf>.

## Administration

Administration and management costs incurred by the recipient are not eligible for reimbursement under this grant at this time without approval by the Ecology project manager and financial manager.

The funding agreement is the formal written contractual arrangement signed by authorized representatives of the recipient and Ecology. The agreement, at a minimum, will include:

- An approved scope of work
- Total project costs
- A budget
- Performance schedule
- Ecology General Terms and Conditions

Ecology assigns a project management team to each funded project. The team consists of:

- A **project manager** from the Lacey headquarters office
- A **financial manager** from the Lacey headquarters office

The **financial manager** reviews and approves payment requests and helps the project manager negotiate agreements and track performance. The **project manager** is the point of contact for all project related questions and works with the financial manager to resolve payment or eligibility issues if they arise.

## Agreement development

The Ecology project management team will use information contained in the funding proposal as the basis for developing the funding agreement. It will take less time to develop a funding agreement if you have a clearly defined project proposal that includes measurable objectives and an accurate budget. Ecology may withdraw or reduce project funding if a task is determined to be ineligible during the agreement negotiation process.

Ecology will coordinate grants to maximize the benefits of currently existing equipment and resources that have been put in place by first responders and industry. This will include negotiating with applicants for the purchase, maintenance, and/or storage of additional, new, or updated equipment and/or resources to be placed in areas or regions of the state that are in the greatest need for resource and oil spill and hazardous materials response and firefighting equipment. Task costs and project total costs will be amended to reflect any additional

equipment and resources. This may occur during the application phase or during the negotiation of funding agreements.

## Payment requests and project reporting

All grant payments are made on a reimbursement basis. Recipients must provide a progress report with each payment request (PR/PR). Failure to provide adequate progress reports will result in denied payment requests and may result in project termination or other actions.

PR/PRs are prepared and submitted in EAGL and must reflect task progress toward project completion. Due to the limited timeframe for this grant, the Ecology project manager and financial manager will work closely with recipients to ensure each project can be closed out on or before June 30, 2017. It is to the recipient's advantage to spend all of the awarded funding as soon as possible after the grant agreement has been signed.

## Project completion dates and extensions

Applicants may incur project costs on and after the effective date published in the Final Offer letter, but Ecology cannot reimburse expenditures until the agreement has been signed by Ecology's Spills Program Manager. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

**Projects must be completed no later than June 30, 2017.** Ecology will not consider extensions for this grant funding cycle. Unspent funds will be returned to the Legislature for future statewide appropriation.

## Contact Information

Project Manager

Laura Hayes  
Equipment Grant Lead  
[Laura.Hayes@ecy.wa.gov](mailto:Laura.Hayes@ecy.wa.gov)  
360-407-7485

Financial Manager

Jase Brooks  
Equipment Grant Implementation Specialist  
[Jase.Brooks@ecy.wa.gov](mailto:Jase.Brooks@ecy.wa.gov)  
360-407-7625

# Appendices

## Appendix A. Training Resources

Applicants may contract through an oil spill response organization, equipment manufacturer or distributor, or another qualified training organization. Links to state and federally sponsored training facilities are included below. In some cases, courses offered at some government sponsored facilities may be offered at no cost.

The applicant should work with their organization's training officer and training plan in the development of a project tasks requesting training and certification funding.

### **Training Links**

Washington State Patrol Fire Training Academy  
<http://www.wsp.wa.gov/fire/fireacad.htm>

Volpentest Hammer Federal Training Center  
<http://www.hammertraining.com/>

## Appendix B. Financial Hardship Eligibility

The U.S. Census Bureau provides median household income (MHI) data through the American Community Survey (ACS). State and community profiles, including MHI estimates, are released on an annual basis. MHI estimates for states, cities, towns, and census designated places (CDP) are included in the five-year data series produced by ACS. Searches of the ACS database can be conducted at <http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t#>. CDPs are areas of concentrated population usually centered around an officially designated, but currently unincorporated small community, for which the CDP is named. CDPs include the nearby, smaller rural communities and, to varying degrees, the surrounding inhabited countryside.

### MHI Surveys

The MHI data in Table 2 are from the ACS five-year estimates available in April 2015. Ecology uses the MHI data in Table 2 when making hardship determinations. If a community does not have an MHI listed in Table 2, Ecology will accept the MHI for the county where the community is located.

If an applicant disputes the MHI estimate used by Ecology, the applicant may conduct a scientific survey to determine the MHI for the project area. If an applicant chooses to conduct a MHI survey, they must adhere to the Infrastructure Assistance Coordinating Council (IACC) *Income Survey Guide*, and the results must be approved by Ecology. The IACC Income Survey Guide can be found at <http://www.infracore.wa.gov/>.

**Table 2 MHI data for Washington Counties and Cities.**

Place	ACS Estimated MHI	Place	ACS Estimated MHI
Washington State	\$59,478	Mason County	\$48,755
Adams County	\$43,926	Okanogan County	\$40,368
Asotin County	\$43,175	Pacific County	\$39,830
Benton County	\$60,485	Pend Oreille County	\$40,567
Chelan County	\$51,354	Pierce County	\$59,204
Clallam County	\$46,033	San Juan County	\$53,376
Clark County	\$58,225	Skagit County	\$55,925
Columbia County	\$42,519	Skamania County	\$53,712
Cowlitz County	\$47,596	Snohomish County	\$68,381
Douglas County	\$51,908	Spokane County	\$49,233
Ferry County	\$37,571	Stevens County	\$41,742
Franklin County	\$55,177	Thurston County	\$62,229
Garfield County	\$51,548	Wahkiakum County	\$41,815
Grant County	\$45,949	Walla Walla County	\$46,597
Grays Harbor County	\$42,405	Whatcom County	\$51,939
Island County	\$58,455	Whitman County	\$36,257
Jefferson County	\$46,320	Yakima County	\$43,506
King County	\$71,811	Aberdeen City	\$39,126
Kitsap County	\$62,413	Aberdeen Gardens CDP	\$52,798
Kittitas County	\$42,982	Acme CDP	\$-
Klickitat County	\$41,694	Addy CDP	\$13,750
Lewis County	\$42,860	Ahtanum CDP	\$46,168
Lincoln County	\$47,195	Airway Heights City	\$37,517

Place	ACS Estimated MHI
Albion Town	\$42,955
Alder CDP	\$63,357
Alderton CDP	\$63,050
Alderwood Manor CDP	\$73,359
Alger CDP	\$45,000
Algona City	\$56,658
Allyn CDP	\$77,563
Almira Town	\$38,750
Altoona CDP	\$33,750
Amanda Park CDP	\$40,313
Amboy CDP	\$55,551
Ames Lake CDP	\$112,604
Anacortes City	\$59,116
Anderson Island CDP	\$43,333
Arlington City	\$61,301
Arlington Heights CDP	\$67,841
Artondale CDP	\$86,861
Ashford CDP	\$36,645
Asotin City	\$48,636
Auburn City	\$55,483
Bainbridge Island City	\$95,481
Bangor Base CDP	\$42,277
Banks Lake South CDP	\$47,500
Barberton CDP	\$86,892
Baring CDP	\$32,917
Barney's Junction CDP	\$30,268
Barstow CDP	\$-
Basin City CDP	\$34,167
Battle Ground City	\$55,807
Bay Center CDP	\$28,047
Bay View CDP	\$104,333
Beaux Arts Village Town	\$156,875
Belfair CDP	\$52,558
Bell Hill CDP	\$78,482
Bellevue City	\$90,333
Bellingham City	\$40,648
Benton City	\$48,194
Bethel CDP	\$71,005
Bickleton CDP	\$53,750
Big Lake CDP	\$84,554
Bingen City	\$50,045
Birch Bay CDP	\$52,597
Black Diamond City	\$72,653
Blaine City	\$53,669
Blyn CDP	\$15,817
Bonney Lake City	\$80,936
Bothell City	\$74,769
Bothell East CDP	\$102,690
Bothell West CDP	\$86,159
Boulevard Park CDP	\$44,228
Boysds CDP	\$-
Brady CDP	\$62,850
Bremerton City	\$43,183

Place	ACS Estimated MHI
Brewster City	\$30,957
Bridgeport City	\$36,563
Brier City	\$96,307
Brinnon CDP	\$43,516
Browns Point CDP	\$77,054
Brush Prairie CDP	\$56,806
Bryant CDP	\$74,797
Bryn Mawr-Skyway CDP	\$56,984
Buckley City	\$61,455
Bucoda Town	\$41,750
Buena CDP	\$16,786
Bunk Foss CDP	\$97,361
Burbank CDP	\$75,071
Burien City	\$50,805
Burley CDP	\$62,611
Burlington City	\$44,740
Camano CDP	\$65,601
Camas City	\$79,154
Canterwood CDP	\$118,909
Canyon Creek CDP	\$64,459
Carbonado Town	\$61,818
Carlsborg CDP	\$22,583
Carnation City	\$76,118
Carson CDP	\$42,841
Cascade Valley CDP	\$48,750
Cashmere City	\$45,333
Castle Rock City	\$36,667
Cathcart CDP	\$98,674
Cathlamet Town	\$42,292
Cavalero CDP	\$96,206
Centerville CDP	\$38,750
Central Park CDP	\$48,889
Centralia City	\$36,257
Chain Lake CDP	\$91,200
Chehalis City	\$35,271
Chelan City	\$46,923
Chelan Falls CDP	\$18,125
Cheney City	\$24,767
Cherry Grove CDP	\$96,250
Chewelah City	\$30,720
Chico CDP	\$108,750
Chinook CDP	\$16,207
Clallam Bay CDP	\$9,873
Clarkston City	\$29,764
Clarkston Heights-Vineland CDP	\$64,569
Clayton CDP	\$31,676
Cle Elum City	\$37,660
Clear Lake CDP (Pierce County)	\$58,929
Clear Lake CDP (Skagit County)	\$69,167
Clearview CDP	\$107,500

Place	ACS Estimated MHI
Cliffdell CDP	\$-
Clinton CDP	\$52,368
Clover Creek CDP	\$58,750
Clyde Hill City	\$207,083
Cohassett Beach CDP	\$27,934
Colfax City	\$46,378
College Place City	\$41,426
Colton Town	\$59,464
Colville City	\$33,221
Conconully Town	\$34,000
Concrete Town	\$37,639
Connell City	\$52,298
Conway CDP	\$-
Copalis Beach CDP	\$30,119
Cosmopolis City	\$55,100
Cottage Lake CDP	\$134,663
Coulee City Town	\$40,833
Coulee Dam Town	\$51,771
Country Homes CDP	\$47,639
Coupeville Town	\$49,125
Covington City	\$90,280
Cowiche CDP	\$29,127
Creston Town	\$31,094
Crocker CDP	\$70,221
Curlew CDP	\$46,563
Curlew Lake CDP	\$27,625
Cusick Town	\$22,813
Custer CDP	\$51,141
Dallesport CDP	\$41,250
Danville CDP	\$59,167
Darrington Town	\$34,167
Dash Point CDP	\$93,750
Davenport City	\$44,808
Dayton City	\$38,405
Deep River CDP	\$39,583
Deer Park City	\$27,566
Deming CDP	\$36,467
Des Moines City	\$59,799
Desert Aire CDP	\$49,231
Disautel CDP	\$-
Dixie CDP	\$51,250
Dollars Corner CDP	\$56,942
Donald CDP	\$-
Duluth CDP	\$65,043
DuPont City	\$83,021
Duvall City	\$115,379
East Cathlamet CDP	\$41,250
East Port Orchard CDP	\$57,472
East Renton Highlands CDP	\$92,418
East Wenatchee City	\$52,541
Eastmont CDP	\$92,188
Easton CDP	\$43,977
Eatonville Town	\$60,313

Place	ACS Estimated MHI
Edgewood City	\$73,016
Edison CDP	\$51,583
Edmonds City	\$72,244
Elbe CDP	\$-
Electric City City	\$51,125
Elk Plain CDP	\$67,342
Ellensburg City	\$27,474
Elma City	\$40,259
Elmer City Town	\$55,694
Endicott Town	\$38,958
Enetai CDP	\$58,068
Entiat City	\$39,398
Enumclaw City	\$58,000
Ephrata City	\$44,565
Erlands Point-Kitsap Lake CDP	\$55,104
Eschbach CDP	\$25,357
Esperance CDP	\$66,541
Everett City	\$47,482
Everson City	\$49,531
Fairchild AFB CDP	\$42,587
Fairfield Town	\$36,397
Fairwood CDP (King County)	\$91,154
Fairwood CDP (Spokane County)	\$52,782
Fall City CDP	\$76,042
Farmington Town	\$55,694
Federal Way City	\$55,872
Felida CDP	\$96,495
Fern Prairie CDP	\$81,786
Ferndale City	\$55,579
Fife City	\$57,275
Fife Heights CDP	\$84,375
Finley CDP	\$60,667
Fircrest City	\$60,538
Five Corners CDP	\$60,585
Fobes Hill CDP	\$67,443
Fords Prairie CDP	\$41,776
Forks City	\$36,362
Fort Lewis CDP	\$44,592
Four Lakes CDP	\$33,534
Fox Island CDP	\$93,188
Frederickson CDP	\$69,176
Freeland CDP	\$44,375
Friday Harbor Town	\$42,000
Garfield Town	\$39,125
Garrett CDP	\$44,211
Geneva CDP	\$92,222
George City	\$48,844
Gig Harbor City	\$63,045
Glacier CDP	\$-
Gleed CDP	\$53,973

Place	ACS Estimated MHI
Gold Bar City	\$55,054
Goldendale City	\$35,260
Gorst CDP	\$41,719
Graham CDP	\$71,762
Grand Coulee City	\$34,688
Grand Mound CDP	\$60,049
Grandview City	\$39,709
Granger City	\$38,400
Granite Falls City	\$63,281
Grapeview CDP	\$61,154
Grayland CDP	\$28,348
Grays River CDP	\$26,176
Green Bluff CDP	\$95,714
Greenwater CDP	\$17,045
Hamilton Town	\$42,344
Hansville CDP	\$63,917
Harrah Town	\$49,432
Harrington City	\$53,438
Hartline Town	\$36,875
Hat Island CDP	\$-
Hatton Town	\$4,524
Hazel Dell CDP	\$47,144
Herron Island CDP	\$-
High Bridge CDP	\$113,587
Hobart CDP	\$90,645
Hockinson CDP	\$76,417
Hogans Corner CDP	\$-
Home CDP	\$56,713
Hoodsport CDP	\$36,898
Hoquiam City	\$32,086
Humtulpils CDP	\$47,000
Hunts Point Town	\$136,875
Ilwaco City	\$38,182
Inchelium CDP	\$38,889
Index Town	\$48,750
Indianola CDP	\$66,071
Ione Town	\$50,750
Issaquah City	\$86,865
Jamestown CDP	\$51,563
Junction City CDP	\$-
Kahlotus City	\$35,000
Kalama City	\$46,386
Kapowsin CDP	\$75,243
Kayak Point CDP	\$104,289
Keller CDP	\$28,750
Kelso City	\$35,381
Kendall CDP	\$38,417
Kenmore City	\$82,334
Kennewick City	\$51,510
Kent City	\$57,553
Ketron Island CDP	\$-
Kettle Falls City	\$35,163
Key Center CDP	\$67,446

Place	ACS Estimated MHI
Keyport CDP	\$80,664
Kingston CDP	\$44,492
Kirkland City	\$87,480
Kittitas City	\$42,813
Klahanie CDP	\$109,826
Klickitat CDP	\$23,333
Krupp Town	\$31,875
La Center City	\$70,648
La Conner Town	\$33,194
La Grande CDP	\$41,125
Lacey City	\$58,835
LaCrosse Town	\$31,875
Lake Bosworth CDP	\$66,528
Lake Cassidy CDP	\$77,009
Lake Cavanaugh CDP	\$31,375
Lake Forest Park City	\$99,637
Lake Goodwin CDP	\$75,452
Lake Holm CDP	\$89,601
Lake Ketchum CDP	\$59,833
Lake Marcel-Stillwater CDP	\$114,278
Lake McMurray CDP	\$60,375
Lake Morton-Berrydale CDP	\$90,092
Lake Roesiger CDP	\$69,344
Lake Shore CDP	\$65,000
Lake Stevens City	\$72,451
Lake Stickney CDP	\$51,590
Lake Tapps CDP	\$103,574
Lakeland North CDP	\$69,702
Lakeland South CDP	\$72,426
Lakeview CDP	\$31,591
Lakewood City	\$43,362
Lamont Town	\$23,750
Langley City	\$38,523
Larch Way CDP	\$90,085
Latah Town	\$34,306
Laurier CDP	\$-
Leavenworth City	\$34,081
Lebam CDP	\$51,250
Lewisville CDP	\$79,583
Liberty Lake City	\$77,230
Lind Town	\$49,792
Lochsloy CDP	\$75,735
Lofall CDP	\$70,433
Long Beach City	\$28,429
Longbranch CDP	\$48,057
Longview City	\$39,422
Longview Heights CDP	\$55,946
Loomis CDP	\$39,474
Loon Lake CDP	\$48,235
Lower Elochoman CDP	\$50,833
Lyle CDP	\$37,026
Lyman Town	\$47,212
Lynden City	\$55,128

Place	ACS Estimated MHI
Lynnwood City	\$49,931
Mabton City	\$39,444
Machias CDP	\$90,977
Malden Town	\$31,429
Malo CDP	\$-
Malone CDP	\$44,432
Malott CDP	\$35,625
Maltby CDP	\$103,636
Manchester CDP	\$63,619
Mansfield Town	\$31,875
Manson CDP	\$40,913
Maple Falls CDP	\$29,321
Maple Heights-Lake Desire CDP	\$106,196
Maple Valley City	\$96,462
Maplewood CDP	\$87,972
Marblemount CDP	\$90,743
Marcus Town	\$33,333
Marietta-Alderwood CDP	\$40,099
Markham CDP	\$31,833
Marrowstone CDP	\$51,146
Martha Lake CDP	\$77,385
Maryhill CDP	\$-
Marysville City	\$65,054
Mattawa City	\$37,965
May Creek CDP	\$75,511
McChord AFB CDP	\$42,465
McCleary City	\$50,653
McKenna CDP	\$46,758
McMillin CDP	\$91,406
Mead CDP	\$61,442
Meadow Glade CDP	\$74,286
Meadowdale CDP	\$82,407
Medical Lake City	\$50,147
Medina City	\$183,833
Mercer Island City	\$126,359
Mesa City	\$49,063
Metaline Falls Town	\$27,083
Metaline Town	\$55,000
Methow CDP	\$-
Midland CDP	\$43,120
Mill Creek City	\$87,331
Mill Creek East CDP	\$99,297
Millwood City	\$49,236
Milton City	\$63,253
Mineral CDP	\$32,069
Minnehaha CDP	\$54,698
Mirroront CDP	\$105,682
Moclips CDP	\$-
Monroe City	\$67,238
Monroe North CDP	\$107,344
Montesano City	\$47,367
Morton City	\$36,184

Place	ACS Estimated MHI
Moses Lake City	\$47,721
Moses Lake North CDP	\$30,578
Mossyrock City	\$38,971
Mount Vernon City	\$48,240
Mount Vista CDP	\$72,982
Mountlake Terrace City	\$59,007
Moxee City	\$59,055
Mukilteo City	\$93,717
Naches Town	\$36,071
Napavine City	\$55,900
Naselle CDP	\$37,917
Navy Yard City CDP	\$45,549
Neah Bay CDP	\$31,771
Neilton CDP	\$57,946
Nespelem Community CDP	\$27,292
Nespelem Town	\$36,667
Newcastle City	\$109,798
Newport City	\$31,779
Nile CDP	\$-
Nisqually Indian Community CDP	\$63,000
Nooksack City	\$63,600
Normandy Park City	\$84,679
North Bend City	\$74,788
North Bonneville City	\$45,625
North Fort Lewis CDP	\$57,614
North Lynnwood CDP	\$60,410
North Marysville CDP	\$61,563
North Omak CDP	\$34,688
North Puyallup CDP	\$46,726
North Sultan CDP	\$81,050
North Yelm CDP	\$53,423
Northport Town	\$25,625
Northwest Stanwood CDP	\$-
Oak Harbor City	\$48,955
Oakesdale Town	\$44,423
Oakville City	\$41,458
Ocean City CDP	\$24,712
Ocean Park CDP	\$27,667
Ocean Shores City	\$43,972
Odessa Town	\$33,342
Okanogan City	\$33,926
Olympia City	\$51,902
Omak City	\$29,611
Onalaska CDP	\$57,700
Orchards CDP	\$60,699
Orient CDP	\$17,813
Oroville City	\$26,538
Orting City	\$71,383
Oso CDP	\$34,353
Othello City	\$42,432
Otis Orchards-East Farms CDP	\$54,825

Place	ACS Estimated MHI
Outlook CDP	\$-
Oyehut CDP	\$-
Pacific Beach CDP	\$66,346
Pacific City	\$53,438
Packwood CDP	\$33,438
Palouse City	\$48,158
Parker CDP	\$25,735
Parkland CDP	\$47,769
Parkwood CDP	\$57,149
Pasco City	\$53,571
Pateros City	\$42,045
Pe Ell Town	\$39,091
Peaceful Valley CDP	\$40,124
Picnic Point CDP	\$90,922
Pine Grove CDP	\$37,614
Point Roberts CDP	\$39,500
Pomeroy City	\$48,125
Port Angeles City	\$39,577
Port Angeles East CDP	\$46,833
Port Gamble Tribal Community CDP	\$58,421
Port Hadlock-Irondale CDP	\$31,596
Port Ludlow CDP	\$68,786
Port Orchard City	\$55,243
Port Townsend City	\$41,033
Porter CDP	\$36,389
Poulsbo City	\$58,975
Prairie Heights CDP	\$80,956
Prairie Ridge CDP	\$68,160
Prescott City	\$37,125
Prosser City	\$51,429
Puget Island CDP	\$55,556
Pullman City	\$24,734
Purdy CDP	\$60,833
Puyallup City	\$61,362
Queets CDP	\$14,125
Quilcene CDP	\$49,167
Qui-nai-elt Village CDP	\$96,250
Quincy City	\$37,041
Raft Island CDP	\$102,917
Rainier City	\$66,250
Ravensdale CDP	\$105,850
Raymond City	\$31,746
Reardan Town	\$39,770
Redmond City	\$96,183
Renton City	\$64,141
Republic City	\$22,021
Richland City	\$69,198
Ridgefield City	\$86,167
Ritzville City	\$37,235
River Road CDP	\$46,250
Riverbend CDP	\$112,667
Riverside Town	\$31,667

Place	ACS Estimated MHI
Rochester CDP	\$57,905
Rock Island City	\$42,533
Rockford Town	\$48,500
Rockport CDP	\$35,417
Rocky Point CDP	\$66,210
Ronald CDP	\$36,382
Roosevelt CDP	\$27,500
Rosalia Town	\$39,219
Rosburg CDP	\$43,333
Rosedale CDP	\$86,719
Roslyn City	\$51,250
Roy City	\$67,679
Royal City	\$30,956
Ruston Town	\$78,750
Ryderwood CDP	\$32,045
Salmon Creek CDP	\$67,339
Sammamish City	\$143,919
Santiago CDP	\$-
Satsop CDP	\$65,089
Seabeck CDP	\$80,856
SeaTac City	\$46,328
Seattle City	\$65,277
Sedro-Woolley City	\$50,121
Sekiu CDP	\$-
Selah City	\$48,600
Sequim City	\$40,958
Shadow Lake CDP	\$104,063
Shelton City	\$38,729
Shoreline City	\$64,096
Silvana CDP	\$108,779
Silver Firs CDP	\$103,529
Silverdale CDP	\$58,619
Sisco Heights CDP	\$97,440
Skamokawa Valley CDP	\$26,375
Skokomish CDP	\$29,063
Skykomish Town	\$33,750
Snohomish City	\$53,038
Snoqualmie City	\$123,955
Snoqualmie Pass CDP	\$42,404
Soap Lake City	\$22,000
South Bend City	\$30,625
South Cle Elum Town	\$53,068
South Creek CDP	\$57,311
South Hill CDP	\$72,789
South Prairie Town	\$63,333
South Wenatchee CDP	\$67,736
Southworth CDP	\$75,993
Spanaway CDP	\$61,435
Spangle City	\$31,094
Spokane City	\$42,092
Spokane Valley City	\$47,897
Sprague City	\$40,938
Springdale Town	\$31,667

Place	ACS Estimated MHI
St. John Town	\$29,464
Stansberry Lake CDP	\$68,257
Stanwood City	\$53,858
Starbuck Town	\$33,750
Startup CDP	\$44,273
Steilacoom Town	\$59,161
Steptoe CDP	\$36,058
Stevenson City	\$42,102
Sudden Valley CDP	\$76,131
Sultan City	\$60,121
Sumas City	\$49,444
Summit CDP	\$61,429
Summit View CDP	\$59,801
Summitview CDP	\$64,655
Sumner City	\$50,206
Sunday Lake CDP	\$118,654
Sunnyside City	\$34,698
Sunnyslope CDP	\$75,536
Suquamish CDP	\$56,225
Swede Heaven CDP	\$50,288
Tacoma City	\$50,503
Taholah CDP	\$28,516
Tampico CDP	\$7,256
Tanglewilde CDP	\$51,997
Tanner CDP	\$140,469
Tekoa City	\$36,000
Tenino City	\$50,952
Terrace Heights CDP	\$56,913
Thorp CDP	\$47,500
Three Lakes CDP	\$93,095
Tieton City	\$36,471
Tokeland CDP	\$197,875
Toledo City	\$35,521
Tonasket City	\$21,027
Toppenish City	\$29,692
Torboy CDP	\$-
Touchet CDP	\$43,750
Town and Country CDP	\$52,236
Tracyton CDP	\$69,286
Trout Lake CDP	\$49,583
Tukwila City	\$43,331
Tumwater City	\$62,366
Twin Lakes CDP	\$36,250
Twisp Town	\$29,722
Union CDP	\$62,708
Union Gap City	\$36,444
Union Hill-Novelty Hill CDP	\$124,102
Uniontown Town	\$55,000
University Place City	\$57,591
Upper Elochoman CDP	\$42,625
Vader City	\$39,712

Place	ACS Estimated MHI
Valley CDP	\$27,875
Vancouver City	\$48,979
Vantage CDP	\$-
Vashon CDP	\$72,774
Vaughn CDP	\$44,038
Venersborg CDP	\$90,685
Verlot CDP	\$54,375
Waitsburg City	\$48,077
Walla Walla City	\$40,735
Walla Walla East CDP	\$75,125
Waller CDP	\$61,727
Wallula CDP	\$-
Walnut Grove CDP	\$54,982
Wapato City	\$33,854
Warden City	\$36,833
Warm Beach CDP	\$81,203
Washougal City	\$61,814
Washtucna Town	\$70,122
Waterville Town	\$41,331
Wauna CDP	\$75,253
Waverly Town	\$56,250
Wenatchee City	\$47,944
West Clarkston-Highland CDP	\$39,522
West Pasco CDP	\$75,739
West Richland City	\$82,848
West Side Highway CDP	\$55,967
Westport City	\$31,627
Whidbey Island Station CDP	\$38,077
White Center CDP	\$43,248
White Salmon City	\$39,972
White Swan CDP	\$43,125
Wilbur Town	\$35,742
Wilderness Rim CDP	\$83,663
Wilkeson Town	\$67,083
Willapa CDP	\$43,500
Wilson Creek Town	\$47,614
Winlock City	\$39,784
Winthrop Town	\$42,857
Wishram CDP	\$29,643
Wollochet CDP	\$85,191
Woodinville City	\$96,993
Woodland City	\$61,622
Woods Creek CDP	\$100,536
Woodway City	\$145,781
Yacolt Town	\$59,922
Yakima City	\$39,462
Yarrow Point Town	\$183,333
Yelm City	\$49,181
Zillah City	\$58,446

## Appendix C: Eligible Task Language Samples

**Task Title:** Oil Spill and Hazardous Materials Response and Firefighting Equipment Purchase

**Task Description:** The purchase of new equipment and resources for oil spill and hazardous materials response and firefighting builds local capacity to protect human health and safety and to protect the environmental resources of Washington State from incidents associated with the transport of oil and hazardous materials. Equipment and resources maintained and housed locally support improved response capacity at the regional and statewide levels, as well, by staging equipment strategically in areas of high risk and great need. These areas were identified by the Department of Ecology in consultation with the equipment cache grant workgroup made up of emergency first responders, oil spill response cooperatives, representatives from the oil and rail industry, and businesses that are recipients of liquid bulk crude oil as part of a statewide equipment needs assessment for oil spill and hazardous materials response.

**Task Goal Statement:** This task meets the local need for oil spill and hazardous materials response and firefighting while supporting regional and statewide preparedness and response capacity goals through coordination with partners and other emergency response agencies.

**Task Expected Outcome:**

- Build local oil spill and hazardous materials response and firefighting capacity.
- Reduction of impacts to human health and safety, the environment, and cultural and socioeconomic resources associated with oil spills and hazardous materials incidents.
- Improved regional and/or statewide capacity to respond to incidents associated with oil spills and hazardous materials.
- Expanded benefits from existing equipment and resources through thoughtful and purposeful coordination with equipment requested in this task.

**Recipient Task Coordinator:** [insert application coordinator name here]

**Deliverables:**

- 1.1 Place Order for response equipment and/or resources (use Ecology specifications if applicable)
  - 1.2 Take possession of equipment and/or resources (create a new deliverable for each item. Include lat/long where indicated)
  - 1.3 Send equipment and resources purchase invoice(s) to Ecology
-

**Task Title:** Training to Support Requested or Existing Equipment Use and Maintenance

**Task Description:** To maximize the use of requested and existing equipment and resources, special instruction related to their operation and maintenance is necessary. This task will build capacity within this organization to use and maintain the equipment to maximize its usefulness for local, regional, tribal, or state agency response to incidents associated with oil spills and hazardous materials.

**Task Goal Statement:** This task maximizes the usefulness of equipment by providing training to responders within this organization for the safe and efficient deployment and use of equipment and resources for oil spill and hazardous materials response whom are expected to use the equipment for response activity.

**Task Expected Outcome:**

- Improve organizational capacity to effectively use and maintain the requested equipment.
- Improved reliability of the requested equipment for local response and when used as a resource by other response agencies.

**Recipient Task Coordinator:** [insert application coordinator name here]

**Deliverables:**

2.1 Finalize training schedule and submit to Ecology

2.2 Ensure key response staff receives training

2.3 Submit report to Ecology with names of trained staff, type of training received, and proof of completion

2.4 Submit receipts/invoices for training to Ecology

---

**Task Title:** Enhancement of Existing Local Response Equipment to Maximize Benefits for Oil Spill and Hazardous Materials Response and Firefighting.

**Task Description:** Existing locally owned emergency response equipment and resources may need enhancements to make them more appropriate for oil spill and hazardous materials response and firefighting. Enhancements specific to oil spill and hazardous materials response and firefighting are eligible and maximize the benefits of existing equipment and resources already available in project areas. This task includes enhancements to existing equipment and resources to build oil spill and hazardous materials response and firefighting capacity.

**Task Goal Statement:** Enhance existing locally owned equipment and resources to maximize benefits for oil spill and hazardous materials response and firefighting.

**Task Expected Outcomes:**

- Maximize the benefits of existing equipment through restocking resources, maintenance, and repairs.
- Increase local oil spill and hazardous materials response and firefighting capacity.

**Recipient Task Coordinator:** [insert application coordinator name here]

**Deliverables:**

- 3.1 Submit enhancement descriptions to Ecology for approval
  - 3.2 Take receipt of enhanced equipment/resources
  - 3.3 Schedule inspection with Ecology Equipment Cache Unit
  - 3.4 Submit invoice/receipts to Ecology
-

# Appendix D: Application Guide

## Oil Spill & Hazardous Materials Response and Firefighting Equipment Grant

This guide was developed to assist applicants with each form of the 2017 Oil Spill and Hazardous Materials Response and Firefighting Grant application. Some forms have example or suggested text that applicants can copy or use for some unscored application forms. This is meant to help applicants with submitting a timely and complete application.

Use the checklist below for application activities that are commonly forgotten during the application process.

Completed	Task	Form
	Create SAW accounts and request EAGL access for proper recipient contacts.	Recipient Contacts
	Identify role in emergency response plan	Coordination
	Upload excel budget spreadsheet (link provided on form)	Task Cost and Budget
	Upload AOR map	Local Needs
	Upload Income survey if used	Financial Hardship
	Upload list of locally owned response equipment	Local Needs
	Upload new equipment task cost support documents	Task Cost and Budget
	Upload training task cost support documents	Task Cost and Budget
	Upload enhancement task repair and maintenance support documents	Task Cost and Budget
	Upload special task cost support documents	Task Cost and Budget
	Change application status to submitted when application is complete	Change Status Section of EAGL

**GENERAL INFORMATION**

**Instructions:**

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

\*Project Title

\*Project Short Description

\*Project Long Description

\*Total Cost

\*Total Eligible Cost

\*Effective Date

\*Expiration Date

\*Project Category  Equipment Cache Grant

Will Environmental Monitoring Data be collected?

\*Ecology Program

\*Overall Goal

**Project Title:** *[Name of Applicant Organization]* Spill Response Capacity Building

**Project Short Description:**

This project builds local and regional response capacity through the purchase of oil spill and hazardous materials response and firefighting equipment and resources. Access to proper equipment, resources, and training is necessary to effectively prepare for and response to spills in a timely, safe, and effective manner.

**Project Long Description:**

*[Name of Applicant Organization]* is the *[Emergency Response Role]* for *[Name of Entity]* pursuant to Chapter 70.136 RCW and *[Name of Emergency Response Plan(s)]* adopted in *[Date of Adoption]*. Our area of response includes *[Type(s) of Risk Transport Corridors]* used to transport oil and hazardous materials. There are also several persistent risks from *[Type(s) of Stationary/Persistent Risk]* near residential communities, important natural resources, and cultural and working landscapes that are vital to the local and regional economy. To address the risks through preparedness and response, we must have the equipment, resources, and training to perform the duties described in *[Name(s) of Emergency Response Plan(s)]*.

As the *[Emergency Response Role]*, we work with several support agencies in *[Name of Entity]* including *[Name(s) of Support Agencies]* to mitigate risks from oil spill and hazmat incidents. To maintain and build our capacity to serve as *[Emergency Response Role]*, we are requesting funds for equipment, resources, and training necessary to safely and efficiently perform the duties expected of the *[Emergency Response Role]*.

Further, we are requesting funds on behalf of our support agencies and response partners to maximize the benefit of existing equipment and resources made available to our organization through interlocal agreements, memorandums of understanding, and mutual aid agreements that support regional and local response capacity to fulfil the directives of *[Name(s) of Emergency Response Plan(s)]*.

**Total Cost:** [Comes from the Scope of Work Summary Page]

**Total Eligible Cost:** [Same as Total Cost]

**Effective Date:** [Enter the date you start your application]

**Category:** [Select Equipment Cache Grant]

**Will environmental monitoring data be collected?** [No]

**Ecology Program:** [Spills]

**Overall Goal:** The overall goal of this project is to improve local, regional, and statewide oil spill and hazardous materials response capacity through the acquisition of equipment, resources,

and training to support *[Name of Applicant Organization]*'s emergency response role as described in the *[Name(s) of Emergency Response Plan(s)]*.

---

## **RECIPIENT CONTACTS**

### **Instructions:**

Please select an individual from your organization for each contact type.  
Required fields are marked with an \*.  
When done, click the SAVE button.

Project Manager    \*

Authorized Signatory    \*

Billing Contact    \*

### **Other recipient signatures on printed agreement**

#### **To Add a Row**

Enter a name and title  
When done, click the **SAVE** button  
After **SAVE**, a new row will appear

#### **To Delete a Row**

In the row you want to delete, remove the information in the Name and Title  
textboxes  
When done, click the **SAVE** button  
After **SAVE**, the row will be deleted

Name	Title
<input type="text"/>	<input type="text"/>

It is acceptable to use the same individual for each of the three contact categories included on the form for the application process. This individual must have a SAW account with EAGL access and have a role that allows them to perform each of the functions. Usually, an “authorized official” role will suffice. The application can be submitted this way.

After awards are announced, however, these contacts must be changed to the appropriate people in your organization in order to have complete agreement negotiations. These individual will need to have a SAW account with EAGL access and have a role that is appropriate for the contact. For instance, the project manager will be an authorized official.

The **authorized signatory** is the person or persons with the authority to enter a contract with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners.

The **billing contact** is the individual who will track expenses and manage the financial aspects of the grant award. This is usually the person who will prepare the payment request.

The **project manager** is responsible for the overall project. He or she completes each task and prepares the progress reports.

If additional authorized signatories are necessary, their names and titles can be added using the “other recipient signatures on printed agreement” section at the bottom of the form.

---

## **LOCATION INFORMATION**

**Provide location information about the work being performed**

**Instructions:**

Please select a value in the drop down list for each field  
Required fields are marked with an **\***  
Next, enter a percentage in the Percent field  
When done, click the **SAVE** button  
After SAVE a new row will appear  
Repeat these steps for each location  
To Delete a row, Select the empty value at the top of the drop down list  
Remove the percentage  
When done, click the **SAVE** button

Statewide \*  Yes  No

Latitude (expressed in decimals)  

Longitude (expressed in decimals)  

Facility Site ID

Facility Site Link

---

For “**Statewide**”, only select “Yes” if you are applying on behalf of a state agency.

For **Latitude and Longitude**, check google maps and use the information for the location of where equipment will be housed – not the location of the applicant’s office, unless they are the same. On Google Maps, mouse to the location and right click. Select the option for “What’s here?” to see the Lat/Long at that location.

If you select “No” for the **Statewide** option, additional fields will activate, as shown on the following page.

---

## **LOCATION INFORMATION**

**Provide location information about the work being performed**

**Instructions:**

Please select a value in the drop down list for each field  
Required fields are marked with an \*  
Next, enter a percentage in the Percent field  
When done, click the **SAVE** button  
After SAVE a new row will appear  
Repeat these steps for each location  
To Delete a row, Select the empty value at the top of the drop down list  
Remove the percentage  
When done, click the **SAVE** button

Statewide \*  Yes  No

\*Ecology Region

[Click here to view map](#)

\* County

[Click here to view city/county list](#)

\* Congressional District

[Click here to view map](#)

\* Legislative District

[Click here to view map](#)

\* WRIA 

[Click here to view map](#)

Latitude (expressed in decimals)  

Longitude (expressed in decimals)  

Facility Site ID

Facility Site Link

---

For each field on the Location Information Form, choose the appropriate selection for your project AOR from the drop down lists. There are map resource links for each required field. Each “Click here to view map” button will open the resource maps to help you find the information.

The WRIA (Water Resource Inventory Area) map will help you identify which watersheds to list for your project.

You must also include the percentage of the project located in each of your selections. If your AOR spans more than one Ecology region, County, or District, approximate the split and enter the percentage in the provided box.

If you enter less than 100% for a location category, click the “Save” button at the top of the form to create an additional row of fields for the location category you are working on. Enter name of the additional location and the remaining percentage of the project in the new field. You can create new fields for more location category information until the category is 100%.

For **Latitude and Longitude**, check google maps and use the information for the location of where equipment will be housed – not the location of the applicant’s office, unless they are the same. On Google Maps, mouse to the location and right click. Select the option for “What’s here?” to see the Lat/Long at that location.

You do not need to include a Facility Site ID.

**SCOPE OF WORK - ADDITIONAL TASKS**

**Instructions:**

Please enter all task information  
 Next enter the first deliverable  
 Required fields are marked with an \*  
 When done, click the **SAVE** button.  
 After SAVE a new row will appear  
 Continue entering deliverables, clicking the SAVE button after each  
 To add a new task, click the Add button

Task Number

Task Title \*

Task Cost \*

Task Description

0 of 3500

Task Goal Statement

0 of 1500

Task Expected Outcomes

0 of 1500

Recipient Task Coordinator



**Deliverables**

**To Add a Row**

Enter a deliverable  
 When done, click the **SAVE** button  
 After SAVE a new row will appear  
 Repeat these steps for each deliverable

**To Delete a Row**

Delete data entered in a row  
 When done, click the **SAVE** button

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)
	<input type="text"/> 0 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Sample text for each eligible task is included in Appendix C of the funding guidelines document for this grant cycle located at <https://fortress.wa.gov/ecy/publications/SummaryPages/1608029.html>.

For each task, include items you are requesting funding for in the “deliverables” section at the bottom of the form. For example, if you are purchasing boom, include “XXX feet of XXX type boom” in the description. The due date is 06/30/2017 for each deliverable. You can ignore the “Received”, “EIM Study ID”, and “EIM System Link” fields. Use the Latitude and Longitude fields to identify the location for where the equipment or resource will be housed. Ecology will use the lat/long to locate the equipment for verification and inspection. An example is provided in Table 1.

**Table 3 Example of Task Deliverables Table on Scope of Work Form**

Deliverable #	Description	Due Date	Received ?	EIM Study ID	EIM System Link	Latitude	Longitude
1.1	5 x flash suits	06/30/17				47.047631	-122.809408
1.2	3 x four gas meters	06/30/17				47.047631	-122.809408
1.3	50' of hard boom	06/30/17				47.047631	-122.809408

Applicants can also propose special project tasks that support the grant goals and are within the grant parameters set in Section 26 of the 2015 Oil Transportation Safety Act. Special tasks allow applicants to work collaboratively with other emergency response agencies, response partners, and partner stakeholders to address needs beyond the immediate local level specific to building response capacity. Special projects must fall within the parameters of the grant, include measureable outcomes, and have a completion date on or before the expiration date of the grant agreement.

Task Total will come from the budget form. It is very important that the requested amount is based on bids, quotes, and estimates to avoid returning excess funds or requesting additional funds after the agreements are signed because the task totals were not as accurate as possible.

---

**SCOPE OF WORK SUMMARY**

**Instructions:**

Review the following information.  
When done, click the **SAVE** button.

Task Title	Task Cost
<i>Task Total</i>	

Total Eligible Costs (from the General Information Form)
\$0.00

---

The applicant does not input any information on this form.

This form will show the total for each task and the project total costs used on the general information form. Use this form to verify that your requests for each task match the budget form and task total cost on the general information form.

---

**TASK COSTS AND BUDGET**

**Instructions:**

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

\*Describe the process used to estimate the cost of the project.

^

v

0 of 3000

\*Has the proposed project been demonstrated to be the lowest cost solution to the problem?  
If the proposed project is not the lowest cost, describe the other benefits or considerations such as feasibility, community acceptance, or coordination with other projects that influenced the decision making process.

^

v

0 of 3000

\*Download the budget template below and upload a detailed budget for the project and any supporting documentation, including engineers estimates, cost analysis, etc.

[Download Budget Template](#)

**Upload Documents**

*To Add a File*  
Enter a description for your file, then click the browse button  
Select your file  
Click SAVE, your file will be listed in the uploaded files section  
Repeat for each file

*To Delete a File*  
Remove the file's description and select the Delete checkbox next to the file  
Click SAVE

Attachment Description	Attachment
	Browse...

---

For this form, include how you obtained your project task costs. We will use this information to verify that you are requesting an appropriate amount for the proposed project.

A copy of an excel budget form can be downloaded by clicking on “Download Budget Template”.

You must also explain how the proposal has been demonstrated to be the lowest cost solution or how the proposal’s benefits justify the cost.

Upload a copy of the budget form and copies of all of your task cost estimate documents. Organize the documents by task. Due to the short timeline for spending the grant funds, Ecology will use quotes, estimates, and other documentation used to demonstrate project costs to determine whether projects can be completed before June 30, 2017. If you include a deliverable for a task, but do not include documentation to estimate the cost, Ecology may not agree to include the deliverable in question in the grant agreement.

When requesting training funds, remember to include travel reimbursement estimates on the budget form using the state rate for travel related to training on or before June 30, 2017. After this date, travel costs cannot be reimbursed.

## Local Needs Form

This form is designed to help you demonstrate the risk for oil spill and hazardous materials incidents within your organization's AOR and to determine the subsequent need for equipment, resources, and training. This form, along with the Coordination Form, provides much of the information the grant evaluators will use to score and rank your application.

### 1. How many people live within your organization's Area of Response (AOR)?

Use the most recent data available. You may use census data or data available from a planning or assessor's office. If your organization only responds to spills on site rather than in an AOR.

### 2. From the list below, select the transportation modes that pose a recurring oil and hazardous materials risk in your organization's AOR. You may use the resources found at [https://fortress.wa.gov/ecy/coastalatlas/storymaps/spills/spills\\_sm.html](https://fortress.wa.gov/ecy/coastalatlas/storymaps/spills/spills_sm.html).

- Marine
- Rail
- Pipeline
- Highway
- Other

To answer this question, select as many of the transport mode options that present a recurring risk in your organization's AOR. This question is meant to help identify risks that are mobile in nature and not tied to a specific site. If you select "other", please use the space provided to identify it.

### 3. Aside from transport, are there other ways oil and hazardous materials pose a risk within your organization's AOR, such as persistent risks associated with storage or facilities? Please describe them. You may use the resources found at [https://fortress.wa.gov/ecy/coastalatlas/storymaps/spills/spills\\_sm.html](https://fortress.wa.gov/ecy/coastalatlas/storymaps/spills/spills_sm.html).

This question is designed to help you demonstrate persistent risks associated with oil and hazardous materials that are not being transported through your AOR. Storage tanks and facilities are the most common persistent risks. You may find information about persistent risks in a local emergency response or hazard mitigation plan. Some oil movement information can be found at the link provided in the question, but it does not represent complete information.

Rather than a narrative format, you may list the persistent risks. Include the owner or responsible party's name, the address, the approximate volume if available, and the type of hazardous material associated with the site.

### 4. Describe how the persistent and/or recurring risks for oil spill and hazardous materials incidents in your organization's AOR could potentially affect the environment, public health and safety, socioeconomic and/or cultural resources in your organization's AOR.

This question can be answered in many ways. You can describe the proximity of the risks to population centers or residential areas and critical resources such as wetlands, aquifers, and threatened or endangered species habitat. You can also talk about how growth in your AOR may be pushing people closer to areas of high risk. If wildfires are already a concern your AOR, you may want to address how fires associated with oil spill and hazardous materials incidents might increase the risk. Perhaps the soil or terrain poses challenges for controlling and containing spills. If there are important cultural or economic resources threatened by recurring or persistent risks, identify them and how they might be impacted. Much of the information for this response can be found in local plans that include hazard risk assessments.

- 5. Describe how your organization will use the requested equipment, resources, and/or training to address risks identified in the previous questions. Reference plans with specific mitigation objectives for the environment, public health and safety, and socioeconomic and/or cultural resources.**

This response is designed to anchor your request for equipment, resources, and training to the risks, needs, and potential impacts you describe in the previous questions. There is an opportunity to describe how your request coordinates beyond the local level on the next form. For this response, focus on how your requests will help meet the goals and objectives of your local response plans and other mitigation, preparedness, or response goals.

- 6. Describe how your organization plans to house and maintain any requested equipment and resources long-term.**

Describe your organization's plan to incorporate the request into your existing inventory and maintenance plan.

In some instances, applicants may be requesting equipment that will be housed and maintained by a partner organization that is not eligible for this grant. If that is the case, describe the agreements used to determine which organization will be accountable for the equipment and resources for maintenance costs and storage.

- 7. Does your organization need training and/or certifications to support the safe and efficient use of equipment and/or resources that are part of this grant proposal? If yes, please list the training and/or certification courses on the Budget Form. Include the number of seats you need in the "units" column.**

Training is a key piece of building response capacity at all levels. You are strongly encouraged to request training funds in tandem with the equipment and resources in your request. There are many opportunities for training and your organization may have a training plan that you can reference to help determine whether you should be requesting funding. If you answer "Yes", you will need to include a project task specific to training and include details about the training you are requesting funding on the budget form.

If you answer "No", you will need to explain the current capacity of your organization to safely deploy and use the equipment and resources in your request in the next question. Ecology is not

likely to fund equipment and resources when the applicant cannot demonstrate the capacity to safely and efficiently deploy and use the request or does not request training to build capacity to do so.

**8. If you answered "No" to the previous question, please explain the capacity within your organization to safely and efficiently deploy and use the equipment and resources you are requesting.**

If you are not requesting training funds, you should response to this question thoroughly. An existing training plan is a good resource for demonstrating capacity to use the equipment and resources in your request.

**9. List equipment your organization uses for oil spill and hazardous materials response.**

**You can copy and paste or upload a document below. If uploading, include the filename in the text box below.**

The 2015 Legislature directed Ecology to evaluate the need oil spill and hazardous materials response and firefighting equipment. In order to do that, we must collect information about what is already being used around the state. This is not a commitment to make your equipment and resources available to other organizations. The information you provide will be used to build a picture of the types of equipment public response agencies are currently using and the level of coverage based on AOR maps provided by applicants. Information about such resources are very scarce. For Ecology to fulfill its obligation to the Legislature, we must collect information about the current existing network of publically owned response equipment.

The information may be used to make determinations about where updated or new equipment can be placed that is not only a benefit locally, but also regionally and statewide. We will use this information to report back to the Legislature on equipment needs as they relate to the evolving risk picture in Washington.

**10. Upload a map and list of equipment.**

For an AOR map, any format will do. If you have the ability to create a shapefile using GIS software, we will take it. You can email the files to Laura Hayes at [Laura.Hayes@ecy.wa.gov](mailto:Laura.Hayes@ecy.wa.gov). We will use this map data to identify where gaps in response capacity exist throughout the state.

If you are also uploading a document that lists your existing equipment, state so in Question 9 by providing the filename.

## Coordination Form

- 1. Describe the role your organization will serve in an oil spill and/or hazardous materials response?**

**You must reference an existing plan describing the role at the local, regional, or statewide level. Examples of plans include the Northwest Area Contingency Plan, the Statewide Comprehensive Emergency Management Plan, and LEPC ESF 10 or Comprehensive Emergency Management Plans.**

A priority for this grant is to improve coordination with existing equipment and resources and to build response capacity at the local level. For this grant, requests should be aligned with some sort of emergency response plan at the local, regional, or statewide scale. These plans assess risks, describe goals and objectives, and describe actions to mitigate risks, improve preparedness, and streamline response measures. They leverage existing resources and outline benchmarks for measuring success.

The proposals submitted by applicants should support plans that are already in place that direct agencies to play particular roles in responses. A request that is not aligned with some emergency response plan is not likely to make it through the screening process.

- 2. Describe how this request maximizes the benefits of equipment and/or resources currently owned by your organization.**

You have already listed equipment your organization owns. And you have already described how your funding request will be used to address local needs. This question is asking you to describe how you are leveraging your request against what you already have available. If you need enhancements, this is a good place to describe how you are improving the reliability or efficacy of your current equipment.

If you are requesting new equipment, describe how you are building capacity or fulfilling the requirements of your team type. If you have good equipment, but need calibration supplies or repairs, state so in your response.

- 3. If your organization has agreements with neighboring emergency response agencies, communities outside of your official AOR, industry, or other entities to provide or receive response assistance, please list them and describe the nature of the agreement, including equipment and resources. State whether or not your organization is a member of the intrastate mutual aid and assistance program.**

List the documents that outline how you render or request aid from other LEMs and response partners. Include any equipment that to which the agreement grant you access.

- 4. Describe how your request considers, coordinates with, responds to, or builds upon the agreements, MOUs, etc. that you describe in the previous question.**

The parameters of the grant require coordination with existing equipment and resources put in place by first responders and industry. Are you requesting equipment and resources to help build

regional response capacity for your area? If so, describe it here. For example, the nearest necessary equipment may be hours away. If you have agreements with other response agencies, does your request help you fulfill your obligations in the agreement?

---

**FINANCIAL HARDSHIP**

**Instructions:**

Please complete the required fields.  
Required fields are marked with an \*.  
When done, click the **SAVE** button.

**\*Median Household Income (MHI)**

What is the current estimated MHI for the Project area?  
Source

  

*See Appendix B of the current Oil Spill and Hazardous Materials Response and Firefighting Equipment Grant Guidelines available for download on the Forms Menu.*

If Income Survey, please attach:  
*To Add a File*  
Click the browse button  
Select your file  
Click SAVE, your file will be listed in the uploaded files section  
Repeat for each file

*To Delete a File*  
Select the Delete checkbox next to the file  
Click SAVE

**Comments or Additional Information**

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**INTERNAL USE ONLY**

Is the applicant in a high risk/needs area?

- Degree of risk
- None
  - Low
  - Moderate
  - High
  - Severe

---

Use Appendix B in the Funding Guidelines to find the MHI for your organization's AOR.  
To qualify for any points, your organization must serve a population with an MHI of 80% or lower than the state MHI.

To submit your application return to the Application Menu. Then under the Change the Status click the VIEW STATUS OPTIONS.

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## Application Menu

Document Information: [OTGP-VER1-AppOrg3-00009](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Applicant Organization 3</a>	Authorized Official	Application In Process	N/A - N/A N/A

**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  
[VIEW STATUS OPTIONS](#)

**Access Management Tools**  
Select the **View Management Tools** button below to see tools and options available for your application, funding agreement, and/or amendment. You can review status history, role assignments, check for errors, create print versions, and more.  
[VIEW MANAGEMENT TOOLS](#)

Then Select the APPLICATION SUBMITTED button and verify the application.

[My Reports](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) [SHOW HELP](#)

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## Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [OTGP-VER1-AppOrg3-00009](#)  
[Details](#)

Possible Statuses

**APPLICATION SUBMITTED**  
[APPLY STATUS](#)

**APPLICATION CANCELLED**  
[APPLY STATUS](#)

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Congratulations! You have submitted a Grant!