

# Clean Diesel Electric School Bus Program 2023-2025

## Clean Diesel Electric School Bus Grant Application Instructions



### General EAGL User Information

1. In order to apply for this funding opportunity, you must have both a registered Secure Access Washington (SAW) account and a registered Ecology's Administration of Grants and Loans (EAGL) account. For more information and instructions, see the resources listed below:

[Ecology's Grants & Loans webpage](#)<sup>1</sup>

[How to Create a SAW Account](#)<sup>2</sup>

[How to Register for EAGL](#)<sup>3</sup>

[EAGL External Users' Manual](#)<sup>4</sup>

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

#### View Available Opportunities

You have **10** opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

**VIEW OPPORTUNITIES**

3. Search for "Air Quality Clean Diesel Electric School Bus Grant Program for Department of Ecology – AQ" in the Document Instance field. Click Apply Now. This will take you to the application.

#### **Air Quality Clean Diesel Electric School Bus Grant Program for Department of Ecology - AQ**

**Offered By:**  
Department of Ecology

**Application Availability Dates:**  
09/29/2023-open ended

**Application Period:**  
09/29/2023-open ended

**Application Due Date:**  
not set

#### **Description:**

Funding available on a competitive basis to help school bus owners that transport students to K-12 schools identified by the Washington Office of Superintendent of Public Instruction (OSPI) reduce toxic and greenhouse gas emissions from diesel powered school buses by scrapping and replacing old diesel buses with new zero emission buses.

After you select the Apply Now button, a new application will be generated and an application number will be assigned. Make note of the application number because you will use it to search for the application.

If you intend to complete only one application for this opportunity and have already started an application by selecting the "Apply Now" button once, **Do Not Select the "Apply Now" button again.** Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.

**APPLY NOW**

**NOT INTERESTED**

<sup>1</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

<sup>2</sup> <https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be>

<sup>3</sup> <https://www.youtube.com/watch?v=XXJh9arfasQ>

<sup>4</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>

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













## View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

**VIEW FORMS**

5. The next page lists all the application forms that need to be completed in order to submit the application. The following instructions walk through the steps to fill out each form.

Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Funding Program Guidelines</b>				
	<a href="#">AQCDSEB-2325 Funding Guidelines</a>			
	<a href="#">AQCDSEB-2325 Application Instructions</a>			
	<a href="#">Certificate of Destruction</a>			
	<a href="#">Inadvertant Discovery Plan Template</a>			
	<a href="#">Cultural Resources Review Form</a>			
	<a href="#">Fleet List</a>			
<b>Application Forms</b>				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Kelsey Smith (SAW) 10/6/2023 1:08:24 PM	
	<a href="#">Recipient Contacts</a>			
	<a href="#">Required Eligibility Information</a>			
	<a href="#">Uploads</a>			

6. Before continuing to the forms, you must carefully read the AQCDSEB-2325 Funding Guidelines, located under the Funding Program Guidelines and circled in red in the above image. If you have questions before continuing, please contact the Ecology Project Manager, Ron Stuart, at [ron.stuart@ecy.wa.gov](mailto:ron.stuart@ecy.wa.gov).
7. At any time, you may leave the application and return later; however, the forms do not save automatically. **You must click Save** on the right side of the page header before exiting the application or moving to the next form.



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- If you need to log out, you can return to continue your application. You will find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and navigate to your application.













 **My Tasks**  
You have **5** new tasks.  
You have **0** tasks that are critical.  
Select the **Open My Tasks** button below to view your active tasks.

**OPEN MY TASKS**

## General Information Form

- Select General Information from the Application Forms list.

Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Funding Program Guidelines</b>				
	<a href="#">AQCDSEB-2325 Funding Guidelines</a>			
	<a href="#">AQCDSEB-2325 Application Instructions</a>			
	<a href="#">Certificate of Destruction</a>			
	<a href="#">Inadvertant Discovery Plan Template</a>			
	<a href="#">Cultural Resources Review Form</a>			
	<a href="#">Fleet List</a>			
<b>Application Forms</b>				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Kelsey Smith (SAW) 10/6/2023 1:08:24 PM	
	<a href="#">Recipient Contacts</a>			
	<a href="#">Required Eligibility Information</a>			
	<a href="#">Uploads</a>			

- The following steps 2 – 4 should be completed as shown in the image below. Your Project Title, Project Short Description, and Project Long Description boxes are gray out and pre-filled for you.
- Enter the Total Cost of the project in the box circled in red in the image below. The Total Cost is what the total project will cost regardless of grant funding.
- Enter the Total Eligible Cost in the box circled green in the image below. This is the grant amount you are requesting from Ecology. See the AQCDSEB-2325 Grant Guidelines for more detail. The amount entered here should not include the cost of any ineligible expenditures, such as:
  - Purchase or rental of real estate
  - Construction or general maintenance of buildings and parking facilities
  - New paving and landscaping
  - Administrative costs
  - Electric supply costs

## 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



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Project Long Description



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Total Cost \*

Total Eligible Cost \*

- The following steps 5 – 9 should be verified and completed as shown in the image below. The Effective Date and the Expiration Date boxes have been pre-populated and should not be edited.
- The Ecology Program should be prepopulated. Confirm that Air Quality is selected.
- The Project Category should have the Clean Diesel Grant Program selected.
- The answer to “Will Environmental Monitoring Data be collected” should be prepopulated with No and should not be edited.
- The Overall Goal is prepopulated with text, and you may expand on that goal as needed.

Effective Date \*

Expiration Date \*

Ecology Program

Project Category\*  Clean Diesel Grant Program

Will Environmental Monitoring Data be collected?

Overall Goal

\*

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- When you are finished, click Save in the top right corner of the Ecology’s Administration of Grants & Loans (EAGL) banner. When you click Save, EAGL will provide error notices if any information is missing or incomplete.



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## Project Characterization Form

- Scroll to the Navigation Links section at the bottom of the page and select the next form, Project Characterization. If you have left your application, you can also select this form under the Application Forms section.

### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Smith (SAW), Kelsey	10/6/2023 1:08:24 PM
	<a href="#">Recipient Contacts</a>			
	<a href="#">Required Eligibility Information</a>			
	<a href="#">Uploads</a>			

- The following steps 2 – 5 should be completed as shown in the image below. Use the first dropdown menu to choose the primary theme of Air Quality.
- Use the second dropdown menu to choose the secondary theme of Clean Diesel for the first drop-down menu option and Electric School Bus for the second drop-down menu. If the second drop-down menu does not show up, click the plus icon.
- Adding a website is optional. You do not have to add one if it is not needed.
- Before leaving this form, Click Save in the top right corner of the EAGL banner. When you click Save, EAGL will provide error notices if any information is missing or incomplete.

Page Information  
The information has been saved.

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Document Information: [AQCDSEB-2325-EcyAQ-00004](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

### **PROJECT CHARACTERIZATION**

#### **Instructions:**

Required fields are marked with an \*.  
Select a Primary Theme, click the **SAVE** button  
Select a Secondary Theme, and save the form a second time.

#### **Project Themes**

Select a primary and secondary theme that best describes the work to be achieved during this project.

Primary Theme

Air Quality ▼\*

Secondary Theme(s)

Clean Diesel ▼\*

Electric School Bus ▼\*

▼\*

+

#### **Project Website**

If your project has a website, please enter the web address below.  
After entering a website and saving, another blank row will appear. Up to three websites may be provided.

Website Title/Name      Web Address

+

## Mapping Information Form

1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Mapping Information. If you have left your application, you can also select this form under the Application Forms section.

#### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Smith (SAW), Kelsey 10/6/2023 1:08:24 PM	
	<a href="#">Recipient Contacts</a>			
	<a href="#">Required Eligibility Information</a>			
	<a href="#">Uploads</a>			

2. Once on the Mapping Information form, click on Add/Modify Location(s).



## **MAPPING INFORMATION**

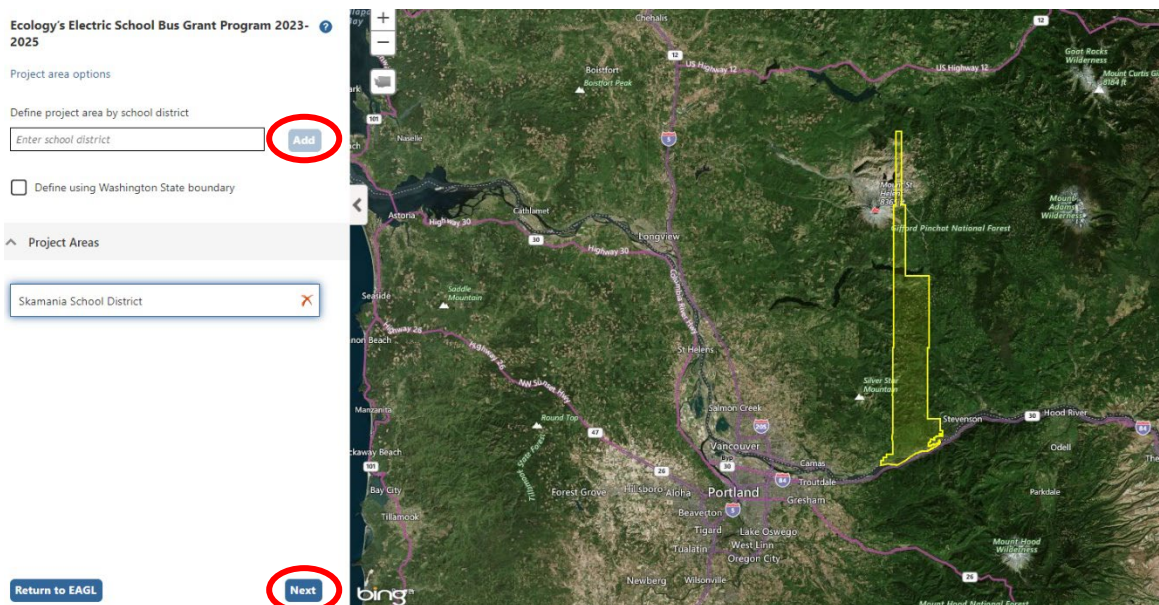
1. Click "Add/Modify Location(s)"
2. You will be directed to the Map  
For more detailed instructions click "My Training Materials" in the top navigation
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

**No location data currently exists for this project. To add location data, please click the map button below.**

Checked Out By: Kelsey (SAW) Smith  
Date Checked Out: 2022-06-03

**Add/Modify Location(s)**

3. The Project Area options should be pre-set to populate by school district. Type the name of your school district and choose from a drop-down list. Select Add. An outline of the area you selected will appear.
4. When you are finished, click Next at the bottom of the page, and the system will calculate the area statistics.



8. After the calculations are complete, click Save at the bottom of the page.

Legislative District:	Area %
District 25	< 1%
District 26	< 1%
District 27	72.94%
District 28	9.32%
District 29	17.53%
District 30	< 1%
District 34	< 1%



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



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## Recipient Contacts Form

- Scroll to the Navigation Links section at the bottom of the page and select the next form, Recipient Contacts. If you have left your application, you can also select this form under the Application Forms section.

### Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Smith (SAW), Kelsey	10/6/2023 1:08:24 PM
	<a href="#">Recipient Contacts</a>			
	<a href="#">Required Eligibility Information</a>			
	<a href="#">Uploads</a>			



- Use the dropdown menus to select a staff person for the following roles in EAGL: Project Manager, Authorized Signatory, and Billing Contact.

Note: Each of your staff assigned a role in EAGL will need both an EAGL and SAW account. For more information on signing up for these accounts, visit [Ecology's Grants and Loans webpage](#)<sup>5</sup>.

## 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.

A screenshot of a web form showing a dropdown menu with the text 'Project Manager' selected. To the right of the dropdown is a small blue question mark icon and a red asterisk. The entire dropdown and icon area is circled in red.

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

### 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"/>

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

A screenshot of the EAGL application header. The header includes the Ecology logo, the text 'Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT', and navigation links: 'My Home', 'My Applications', 'My Reports & Payment Requests', 'My Training Materials', 'My Organization(s)', and 'My Profile'. At the bottom right of the header, there are two buttons: 'SAVE' and 'CHECK GLOBAL ERRORS'. The 'SAVE' button is circled in red.

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## Required Eligibility Information Form

- Scroll to the Navigation Links section at the bottom of the page and select the next form, Required Eligibility Information. If you have left your application, you can also select this form under the Application Forms section.

<sup>5</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans>

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
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	<a href="#">Uploads</a>			

2. Answer the following questions:

1. Please enter the date you read the AQCDSEB guidelines, and enter your initials below:

You must read the grant guidelines before continuing. These can be found by clicking the Forms Menu on the “You are here” line.

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 [Details](#)  
**You are here:**      > [Application Menu](#) > [Forms Menu](#)

You will be asked to enter the date the guidelines were read and your initials in text boxes.

2. *Is your organization proposing to scrap diesel school buses and replace them with new zero emission school buses?*

Please select Yes or No. Note: Diesel bus must be replaced with zero emission bus to be a grant eligible project.

3. *Does the organization own the school bus you are proposing to scrap?*

Please select Yes or No. Note: Diesel buses proposed for scrap must be owned by the applicant to be a grant eligible project.

4. *Have all the school buses you propose to scrap and replace been licensed, registered, and insured for on-road operations in Washington for at least one (1) year prior to today?*

Please select Yes or No. Note: Diesel buses proposed for scrap must be licensed, registered, and insured for one (1) year prior to the time of application to be a grant eligible project.

5. *Please enter the Educational School District (ESD) number where the proposed new zero emission*

*school bus will operate.*

Please enter your ESD number in the text box.

6. *Please choose the option below that describes your organization:*

Please choose from a list of organizations the option that best describes your organization. If your organization is not listed, choose "Other" and a text box will appear for you to describe your organization.

7. *Please select the OSPI school district FRPL percentage for the current school year located in "AQCDESB Guidelines" Appendix A.*

Does your organization transport students to K-12 Public or Charter Schools identified by the Washington Office of Superintendent of Public Instruction (OSPI) or K-12 Private Schools approved by the Washington State Board of Education (WSBE) for the current school year?

[OSPI list of school districts, charter schools, tribal schools, and ESDs](#)<sup>6</sup>

If your organization transports students to Public, Tribal or Charter Schools, you will be required to select the OSPI school district FRPL percentage for the current school year located in "AQCDESB Guidelines" Appendix A.

8. *Ecology will consider up to three bus replacements. How many do you intend to replace?*

After entering the number of buses you intend to replace, you will be required to choose the engine model year range for each bus you intend to replace (up to three).

9. *Is your organization requesting funds for charging/fueling infrastructure?*

Please briefly describe your organization's charging/fueling infrastructure project. Please describe the extent of ground disturbance (in length, width, and depth) or demolition.

10. *How much funding will your organization request for your school bus replacements project? See "AQCDESB Guidelines" Project Funding Levels.*

Please enter the amount of grant funding requested for school bus replacement in the text box.

Please estimate the amount of grant funding requested for charging/fueling infrastructure in the text box.

11. *Please upload your "Fleet List". The Fleet List form is available on the Application Menu page next to the "AQCDESB Guidelines".*

Please fill out the form and upload it here.

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<sup>6</sup> <https://www.k12.wa.us/about-ospi/about-school-districts/websites-and-contact-info>

12. Please upload quotes for the purchase of the diesel bus replacements and zero emission bus replacements. Ecology will use this information to verify grant funding amounts. **NOTE: Do not pre-order. Pre-ordered buses do not qualify for a grant.**

Please upload those quotes here.

3. Click Save in the top right corner of the application when finished.



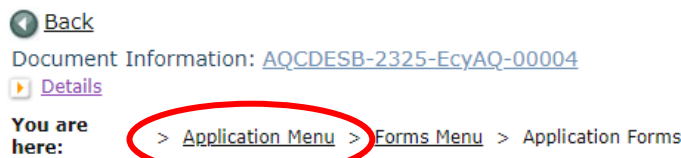
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## Uploads

1. Do not use the Uploads form. Please upload all required and supplementary documents in the spaces provided for each question.
2. You are now ready to submit your application.

## Submitting Your Application

1. When you have completed all the forms and uploaded the required documents, select Application Menu towards the top of the page.



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

# Application Menu

Document Information: [AQCDESB-2325-EcyAQ-00004](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Department of Ecology - AQ</a>	Authorized Official	Application In Process	09/29/2023 - 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 request amendments through the status options.

[VIEW STATUS OPTIONS](#)

- Under Application Submitted, click Apply Status.

## Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [AQCDESB-2325-EcyAQ-00004](#)

[Details](#)

Possible Statuses

**APPLICATION SUBMITTED**

[APPLY STATUS](#)

**APPLICATION CANCELLED**

[APPLY STATUS](#)

- If any part of your application is missing or incomplete, the page will display Global Errors and inform you which sections need to be completed.
- If your application is complete, click I AGREE. You may use the Statement box if you'd like. It is not required.
- Upon submission, you will receive a confirmation email.

## Contact information

### Air Quality Program

#### Technical Questions

Ron Stuart

Phone: 360-407-6870

Email: [ron.stuart@ecy.wa.gov](mailto:ron.stuart@ecy.wa.gov)

#### EAGL Questions

Rose Bennett

Phone: 360-819-3456

Email: [rose.bennett@ecy.wa.gov](mailto:rose.bennett@ecy.wa.gov)

**Website**<sup>7</sup>: [Washington State Department of Ecology](http://www.ecology.wa.gov)

## ADA accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6800 or email at [melanie.forster@ecy.wa.gov](mailto:melanie.forster@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

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<sup>7</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)