



Transit Bus Replacement Application Instructions

You will want to apply for the “Air Quality Transit Bus Replacement Grant for the Department of Ecology”. This grant is for up to \$500,000 to scrap and replace a diesel transit bus, with an electric transit bus. We also will allow a repower of the diesel transit bus engine with an electric engine.

Under View Opportunities scroll down to “Air Quality Transit Bus Replacement Grant for the Department of Ecology” and click on Apply Now

This will take you to the Application Menu, where you will want to go to View, Edit and Complete Forms, by clicking on the button that says VIEW FORMS.

General Information

The first page of the application is the General Information Page. Click it. The Air Quality Program has populated most fields for you. You will need to fill out the Total Cost of the project. The total cost is what the project costs before you receive the grant. For example if a new electric transit bus costs \$900,000 put that amount in Total Cost.

Then you will fill out the Total Eligible Cost. This is \$500,000 per bus for bus replacement or \$400,000 for engine replacement (repower).

Go up to the top of the page and in the blue square press save. Now scroll to the bottom of the page to get the next form, Project Characterization.

Project Characterization

Click on Project Characterization

Choose the primary theme of Air Quality.

Chose the secondary theme of Clean Diesel.

Go up to the top of the page and in the blue square press save. And scroll to the bottom of the page to get the next form, Mapping Information.

Mapping Information

Click on Mapping Information

Click on Add/Modify Locations (a map will appear)

Click on Project Area options, you may pick a city or county border, you may pick two or more cities or two or more counties (if applicable).

Click Go.

Choose from the drop-down list. Select Add. An outline of the area you selected will appear. Press Next at the bottom of the page, the system will calculate the area statistics.

After the calculations are done. Press Save

Go up to the top of the page and in the blue square press save again. And scroll to the bottom of the page to get the next form, Recipient Contacts.

Recipient Contacts

Click on Recipient Contacts

For each role in EAGL your staff will need an EAGL and SAW account. For each role press the arrow and your choices will drop down. Choose the correct person in each role.

Go up to the top of the page and in the blue square press save. And scroll to the bottom of the page to get the next form, Project Information.

Project Information

Click on Project Information

You will need to read the guidelines that are located above the forms in the Forms Menu. If you have not read them yet. You can see them by clicking on the Forms Menu button at the top of the page in the, "You are Here" section.

You need to answer the questions:

Does the project's engine/vehicle/equipment use diesel fuel?

Have you read the Transit Bus Replacement Guidelines?

Then select whether you are interested in Transit Bus Replacement or Transit Repower.

Select the correct box and then enter how many vehicles you plan on replacing with grant funding assistance. A short description is needed here.

Please upload a copy of a fleet list that list the vehicles you are planning on scrapping and replacing or repowering. This would be the same list from the notice of intent to apply. If you do not have a current fleet list. Contact Cindy James (see below) for a template.

Go up to the top of the page and in the blue square press save.

Uploads

Since you uploaded your fleet list in the Project Information screen, there is no need for additional uploads.

Submit Application

You need to submit the application in order for Ecology to consider your proposal. Up at the top, Look at the statement, "You are here" and click on Application Menu. Below View, Edit and Complete Forms you will see Change the Status. Click the blue button that says VIEW STATUS OPTIONS. Find

APPLICATION SUBMITTED and APPLY STATUS. Click I AGREE. There is no need to put information in the statement box unless you want to.

Contact Info

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To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-6800 or visit <https://ecology.wa.gov/accessibility>. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341

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