Volkswagen Electric Vehicle Charging Infrastructure at State and Local Government-Owned Facilities
September 2019

Log into your SAW (Secured Access Washington) account to get to EAGL

Once in EAGL

View available opportunities and search for:

Air Quality Electric Vehicle Charging Infrastructure at State and Local Government-Owned Facilities: 1921.

Once you find that opportunity Click on "Apply Now". This will take you to the application. Remember the number of your application. That will be the application number you use in case you save and decide to come back later.

Select View Edit and Complete Form, Click on View Forms.

General Information

The first page of the application is the General Information Page. Click it. The Air Quality Program has populated some 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 your infrastructure project costs $1,000,000 put that amount in Total Cost.

Then you will fill out the Total Eligible Cost. This is the amount of Ecology grant assistance requested plus the required applicant match, which is ≥ 40% of eligible costs. See Grant Guidelines for more detail.

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.

Choose the secondary theme of Volkswagen-Settlement.

Choose the second, secondary them of Workplace Charging.

Adding a website is completely optional.

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 also draw your own shape file.

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

You will need to assign a staff person to each role in EAGL. To do this, press the arrow next to each role and select a staff person from the drop down menu. If you need additional signatories use the blank fields provided. 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, see [link to instructions].

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 Criteria

Click on Project Criteria.

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 will need to answer the following questions:

Q1 Select your organization. Choose the application button.

Q2 Do you own the facility where the project is proposed?

Q3 Requires you to read the grant guidelines, afterwards, select yes, date, and initial.

Q4 List the number of Level 2 chargers you are proposing.

Q5 List the number of employees including subtenants that meet the eligibility requirements that are stationed at the facility where the chargers will be located.

Q6 What is the total cost of the project you are proposing? This is the amount of Ecology grant assistance requested plus the required applicant match, which is ≥ 40% of eligible costs. See Grant Guidelines for eligible costs.

Q7 What is the percent of match you will contribute? You will receive bonus pints for exceeding the 40 percent required match. See Grant Guidelines.

Q8 Total funding required from Ecology. Maximum per grant of $200,000.

Q9 State the address of facility that chargers will be installed.

Q10 Provide the eleven digit census tract identification number associated with the location of your project facility.

Q11 Enter your Washington Tracking Network score. Click on the link or check with the Grant Guidelines for more information.

Q12 Please upload the following required documents:

- Site plan and photographs
- Equipment expectations
- Maintenance and operation plan
- Implementation Plan
- Project Schedule
- Budget Worksheet

Optional documents
- o Fee/Rate structure (optional)
- o Operating budget language demonstrating commitment to develop electric vehicle charging infrastructure (optional, but required for bonus points)
- o Other: please use this space to upload any additional items you wish to be considered with your application.

Q13 Check Yes or no regarding your coordination with your electric utility. Then, describe your coordination.

Q14 Check Yes or No regarding your understanding of potential cost increases related to demand charges, then explain.

Q15 Check Yes or No regarding your discussion with your electric utility about coordinating with other projects, then explain.

Bonus Points Questions

Q16 Check Yes or No regarding whether the project includes increased capacity in preparation of future expansion of Level 2 chargers (future proofing)

Q17 Yes or No regarding whether your project plan prioritizes the use of at least one of the chargers to support the agency's' Commute Trip Reduction, then describe

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

Uploads

Please go to Question 12 to upload any additional documents. Do not upload them here.

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

Cindy James
360-407-6568
Cindy.James@ecy.wa.gov

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To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-6831 or email ecyadacoordinator@ecy.wa.gov. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.