



Volkswagen Replacing School Buses with All-Electric School Buses Instructions

October 2019

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

Once in EAGL

View available opportunities and search for:

Air Quality Replacing School Buses with All-Electric School Buses: 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 electric school bus costs \$450,000 put that amount in Total Cost.

Then you will fill out the Total Eligible Cost. This is the amount of Ecology grant assistance requested, this is up to \$325,000 per bus.

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 Volkswagen-Settlement.

Chose a second, secondary them of Electric School Bus.

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 (highlighted in blue), Place an X in the box with the word School District.

Click Go.

Type in your School District Name (the name will appear below the box). 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. If you need additional signatories add them to blanks provided for you. 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.

Eligibility Criteria

Click on Eligibility 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 need to answer the questions:

Q1 You need answer whether your school is a publicly funded school district or charter school as determined by RCW 28A.150.010. Select yes or no. If no, you will not be able to continue. Please enter your public school district name and district number.

Q2 Select the county from the dropdown box that your public school district is located in.

Q3 Requires you to read the grant guidelines, afterwards, select yes or no. If you select no you cannot continue.

Q4 Check yes or no regarding whether your school district owns the buses you plan on scrapping and replacing, if you answer no, you cannot continue.

Q5 Check yes or no regarding whether your school district plans on scrapping and replacing a bus with a 2006 or older engine. Explain. If it's newer than 2006 you cannot continue.

Q6 Enter the engine year of the school bus(es) you plan on replacing. Only 2006 and older are eligible.

Q7 Check yes or no if your publicly funded school district or charter school will own the new bus. If you select no, you cannot continue.

Q8. Check yes or no does your school district include a disproportionately impacted census tract with a score of "7" or "8" or "9" or "10"? Use the Washington Tracking Network's Diesel and Disproportionate Impact tool to answer this question: <https://fortress.wa.gov/doh/wtn/wtnibl/>.

Q9 Check yes or no if you agree to provide community outreach to inform your district of the benefits of the transportation electrification. If no, you cannot continue.

Q10 Check yes or no if you have considered the type of charging infrastructure you will need according to the routes your new bus will serve. Explain

Q11 Check yes or no if you have evaluated and identified routes that will match the new electric bus. Explain.

Q12 Check yes or no if you have consulted with the electric bus manufacturer and/or the distributor to determine that the new bus and the charging infrastructure will serve the routes planned. Explain.

Q13 Check yes or no regarding if you have coordinated with your electric utility. Explain.

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

Q15 Check yes or no acknowledging that you will have charging infrastructure in place prior to receiving your electric bus. Explain.

Q16 Check yes or no regarding whether you will use any of this grant to pay for the infrastructure. Explain. Type the amount of the grant you plan on using for infrastructure (\$50,000 max).

Uploads

Fill out the spreadsheet under the Fund Program Guidelines at the top of the page located in the View Edit and Complete Forms. Fill out the Excel Spreadsheet with the school buses you plan on scrapping. Upload your completed spreadsheet 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 Foms 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 360-470-6831 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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