DEPARTMENT OF
ECOLOGY
State of Washington

Volkswagen Electric Vehicle Charging Infrastructure along High-Traffic Transportation Corridors in Washington
November 2019

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

   Ecology's Grants & Loans webpage: https://ecology.wa.gov/About-us/How-we-operate/Grants-loans

   How to Create a SAW Account:
   https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be

   How to Register for EAGL: https://www.youtube.com/watch?v=XXJh9arfasQ

   EAGL External Users' Manual:
   https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html

2. Once in EAGL, under View Available Opportunities, click "View Opportunities" in the middle of the page

3. Search for: Air Quality Volkswagen EV Charging Infrastructure along High-Traffic Transportation Corridors: 1921

4. Click "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.

Air Quality Electric Vehicle Charging Infrastructure along High-Traffic Transportation Corridors

Offered By:
Department of Ecology

Application Availability Dates:

Application Period:

Application Due Date:

Description:
This notice announces the availability of up to $4.05 million available to install new and/or upgrade existing direct current (DC) fast charging equipment at qualified locations within the State of Washington.

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

5. Under View, Edit and Complete Forms, click on View 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

6. 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. The forms do not need to be completed in a specific order.

Forms

Status	Page Name	N
Funding Program Guidelines		
📄	AQVWCC-1921 Application Instructions	
📄	AQVWCC-1921 Guidelines	
Application Forms		
📝	General Information	
📝	Project Characterization	
📝	Mapping Information	
📄	Recipient Contacts	
📝	Project Criteria	
📄	Uploads	

7. Before continuing to the forms, you must read the AQVWCC-1921 Guidelines. If you have questions before continuing, please contact the grant administrator.

8. At any time, you may leave the application and return later. 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.

DEPARTMENT OF **ECOLOGY** State of Washington

Ecology's Administration of **Grants & Loans** (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests |

My Reports | My Training Materials | My Organization(s) | My Profile

SAVE   PRINT VERSION   ADD NOTE   CHECK GLOBAL ERRORS

⬅ Back

If you need to log out and return to continue on your application, you will find it in the "My Tasks" section of the EAGL home Page, shown below. 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

1. Select "General Information" from the Application Forms list.
2. Enter your Project Title, Project Short Description, and Project Long Description
3. Enter the Total Cost of the project. The Total Cost is what the total project will cost regardless of grant funding or match contributions. For example, if your infrastructure project is projected to cost $1,000,000, put that amount in Total Cost. Note: you do not need to enter the dollar symbol. When you go to the next field, the dollar symbol will be added automatically.
4. Enter the Total Eligible Cost. This is the amount of the grant you are requesting from Ecology plus the required applicant match, which is ≥ 20% of eligible costs. See Grant Guidelines for more detail. The amount entered here should <u>not</u> include the cost of any ineligible expenditures, such as:
   a. Purchase or rental of real estate
   b. Construction or general maintenance of buildings and parking facilities
   c. New paving and landscaping
   d. Administrative costs
   e. Electric supply costs
5. The Effective Date and Expiration date have been pre-populated and should not be editable.
6. The Ecology Program should be prepopulated. Confirm that the dropdown menu says "AQVW".
7. The Project Category should be prepopulated. Confirm that "Volkswagen" is selected.
8. The answer to "Will Environmental Monitoring Date be collected" should be prepopulated with "No".
9. Enter the Overall Goal for your project. This field already includes the goal of the funding opportunity, but you can add specific project-specific goals here.
10. Click SAVE in the top right corner.   When you click save, EAGL will provide error notices if any information is missing or incomplete.
11. Scroll to the "Navigation Links" section at the bottom of the page and select the next form.

Project Characterization

1. Select "Project Characterization" in the Navigation Links/Application Forms.
2. Use the first dropdown menu to choose the primary theme of "Air Quality".
3. Use the second dropdown menu to choose the secondary theme of Volkswagen-Settlement
4. Click SAVE in the top right corner of the application. A second "Secondary Theme(s)" box will appear.
5. Use the new Secondary Theme(s) dropdown menu to select "Corridor Charging".

Note: there should be two secondary themes listed. <u>You do not need to select a third Secondary Theme.</u>

6. Adding a website is optional.

7. Click [SAVE] in the top right corner.

8. Scroll to the "Navigation Links" section at the bottom of the page and select the next form.

Mapping Information

1. Select "Mapping Information" in the Navigation Links/Application Forms.
2. Click on Add/Modify Location(s)
3. Click on Project Area options.
4. You will see a selection of methods to enter the boundary for your object. Select the method you would like to use. If you would like to draw your own boundary, select "Drawing/Import Tools"
5. Click Go.
6. Choose from the drop-down list, or type the name of the project area. Select Add. An outline of the area you selected will appear.
7. Click [Next] at the bottom of the page, the system will calculate the area statistics.
8. After the calculations are done, press [Save] at the bottom of the page.
9. The original page will reload with a table of statistics. Click [SAVE] in the top right corner of the application.
10. Scroll to the bottom of the page to select the next form, Recipient Contacts.

Recipient Contacts

1. Select "Recipient Contacts" in the Navigation Links/Application Forms.
2. Use the dropdown menus to select a staff person for each role in EAGL.
3. If you need additional signatories, use the blank fields provided at the bottom.

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](#).

4. The original page will reload with addresses and phone numbers for the persons entered. Click [SAVE] in the top right corner of the application.
5. Scroll to the bottom of the page to select the next form, Project Criteria.

Project Criteria

1. Select "Project Criteria" in the Navigation Links/Application Forms.

2. After reading the Grant Guidelines, answer the following questions:
   1. *What is the name of your organization?*

   2. *Please select your organization type.*

If you select "Other", use the text box to enter your organization type.

3. *Have you read the AQVWCC-1921 Guidelines?*

    You must read the grant guidelines before continuing. These can be found by clicking ◀ **Back** in the top left of the form
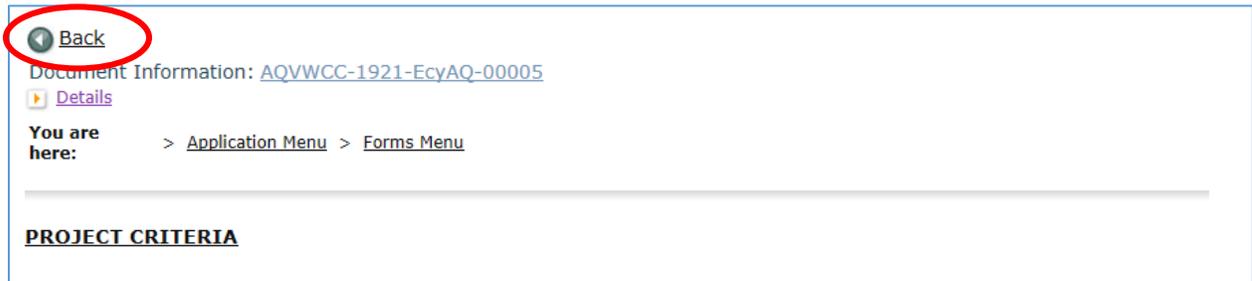
    ◀ Back
    Document Information: AQVWCC-1921-EcyAQ-00005
    ▶ Details
    You are
    here: > Application Menu > Forms Menu

    PROJECT CRITERIA

    When you select yes, you will be asked to enter the date the guidelines were read, and your initials.

4. *Do you own the proposed project site?*

    If you answer no, you will be asked:
    a. *Who owns the site where the project is proposed?*
    b. *Do you have the required Letter of Intent from the property owner?*

5. *Is the project within a quarter mile walking distance of a publicly available restroom?*

6. *Is the project within a quarter mile walking distance of amenities and activities available to drivers during charging sessions?*

    If you answer yes, use the text box provided to describe the amenities and their proximity to the project site.

7. *What match percentage will your organization contribute? (Minimum 20% match required; Evaluation Points awarded for match contributions above 20% of the eligible project costs.)*

8. *What is the total amount of funding you are requesting from Ecology?*

    Reminder: Ecology will provide the lesser of:
    1. up to $95,000 or 80% of eligible project costs for new installations of dual-head DC Fast Chargers; and/or
    2. up to $105,000 or 80% of eligible project costs ***per project site*** for retrofitted DC Fast Chargers.
    The maximum possible award for a single project is $600,000.

9. Select the county in which your project is proposed.

Question 10 includes a series of conditional questions depending on the project type.

10. Is your proposed project located at a site with existing DC Fast Charging infrastructure?

If you answer "yes" (your proposed project is located at a site with existing electric vehicle (EV) charging stations), you'll be asked to answer the following questions:

a. Do all stations at the proposed location have both CHAdeMO and CCS capability?
    i. Will your project include upgrades so that all stations have both CHAdeMO and CCS capability?
        Note: in order to qualify, all project locations must have both CHAdeMO and CCS capability, or projects must include upgrading the site to include both.
    ii. Using the boxes provided, enter the number of each type of connector you will be adding.
    iii. Will your project upgrade any existing direct current (DC) fast chargers to 50kW or higher?
        1. How many DC fast chargers will you upgrade to 50kW or higher? (Minimum 1 DC fast charger.)
        2. To what capacity will you upgrade your existing DC fast chargers? (Must be 50kW or higher. If you will upgrade more than three charging stations, save the form and another line will appear.)
        3.   Will your project install new dual-head DC fast chargers at the existing location?
        4. How many dual-head DC fast chargers will you install? (Minimum 2 dual-head DC fast chargers.)
            a. Identify the capacity for each dual-head DC fast charger. (Must be 50kW or higher. If you will install more than three charging stations, save the form and another line will appear.)

If you answer "no" to the first question in question 10 (your proposed project is located at a new site without existing electric vehicle charging stations), you'll be asked the following questions:

b. Is your proposed project located at a new site without existing electric vehicle charging stations?
c. How many dual-head direct current (DC) fast chargers will you install? (Minimum 2 dual-head DC fast chargers.)
d. What is the charging capacity of the new stations you are proposing? (Must be 50kW or higher. If you will install more than three charging stations, save the form and another line will appear.)

11. *What is the address of the project site where the chargers would be located?*

12. *What is the eleven digit census tract identification number in which the proposed project is located?*

    Click the link in the question, or copy and paste this web address into your browser:
    https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx

    Enter the address of your project in the Address line at the top of the page and select Search

    ⭐FFIEC Year: 2019 ⌄ Address: 300 Desmond Drive SE Lacey WA | 🔍 Search | 🌐 Reset | 🖨 Print

    To determine the 11 digit identification number, use the chart on the left. Combine the digits for State Code, County Code, and Tract Code. Drop the decimal in the Tract Code.

Matched Address	●
Address	300 DESMOND DR SE, LACEY, WA, 98503
MSA/MD Code	36500
State Code	53
County Code	067
Tract Code	0112.00
MSA/MD Name	OLYMPIA-LACEY-TUMWATER, WA
State Name	WASHINGTON
County Name	THURSTON COUNTY

    Ex. Ecology Headquarters building identification code is: 53067011200

Questions 13 & 14 ask you to use the Washington Tracking Network "Diesel and Disproportionately Impacted Communities" Index to identify the score of the census tract in which the project is located and those adjacent to it. To answer these questions, click the "Diesel and Disproportionately Impacted Communities" Index link or copy and waste this web address into your browser:
https://fortress.wa.gov/doh/wtn/wtnibl/

Select "Diesel and Disproportionate Impact" from the layer list on the left.

Then select the "Location" Icon, enter the site address, and select "Find"
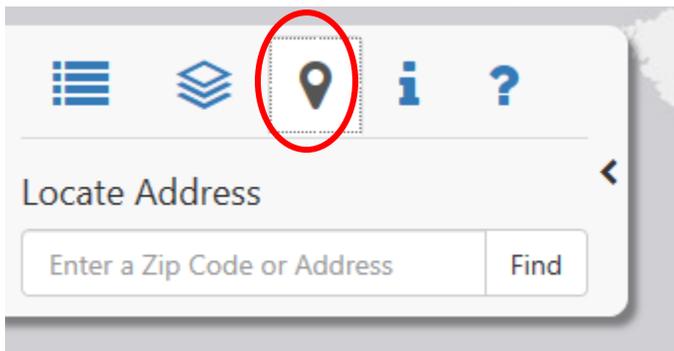
The map will zoom in on your site location and drop a blue icon on the census tract in which your project is located. Click the census tract.
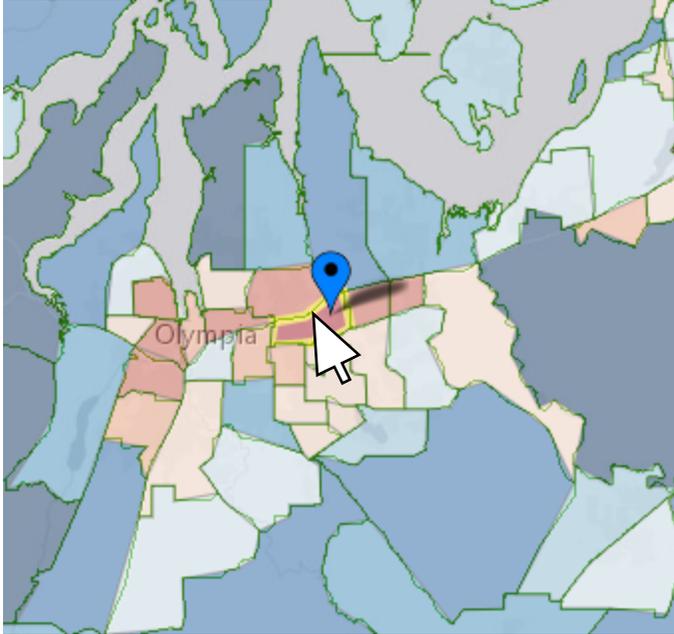
When you select your census tract, the "Rank" scale on the right side of the page will highlight the Diesel and Disproportionately Impacted Score. Enter that score in the box for question 13.
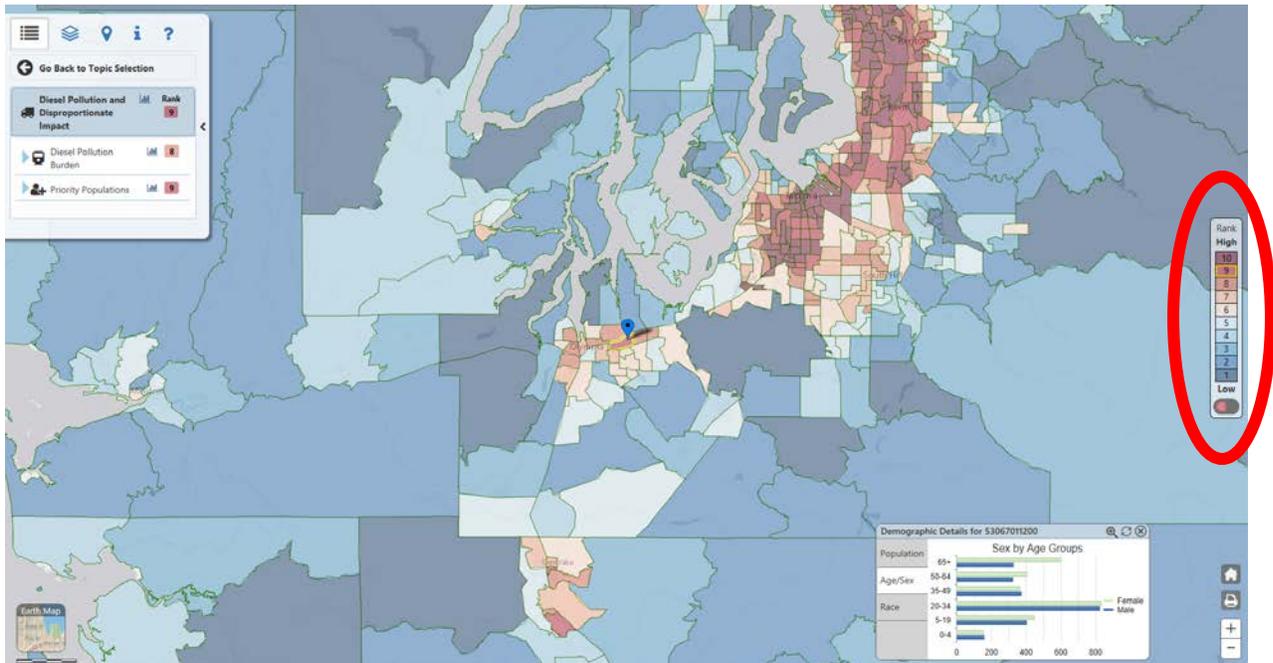
Repeat these steps for the census tracts adjacent to the one in which your project is located. Enter the highest score of those adjacent tracts in the box with question 14.

13. *Please use the Washington Tracking Network "Diesel and Disproportionately Impacted Communities" Index to identify the census tract in which the proposed project is located. Enter the score of the census tract.*

14. *Of the census tracts immediately adjacent to the one in which the project is proposed, enter the highest score.*
15. *Please use the [Washington Department of Transportation's Traffic Data Geoportal](#) to determine the highest Average Annual Daily Traffic (AADT) corridor segment nearest to your project. Note: the tool does not work in Internet Explorer. Ecology suggests using Firefox, Chrome, Safari, or Edge. See grant guidelines for more information. Please enter the AADT at the corridor interchange nearest your project and the distance* from the corridor interchange to your proposed project site as a decimal.*

*Note: Distance means the driving distance from the address of the project site to the nearest point of the nearest on or off ramp for the highest scoring highway segment. Ecology recommends using an online web mapping service (e.g. Google maps, Bing maps, etc.) to determine the driving distance.

16. *Upload each of the following supporting documents using the associated upload box:*
    a. *Maintenance and operations plan*
    b. *Scope of work*
    c. *Completed budget worksheet*
    d. *Completed signage plan*
    e. *Letter of Support from the Utility*
    f. *Letter of Intent from Property Owner (if the applicant does not own the property)*

17. *Does your project plan include a community awareness component that communicates the benefits of transportation electrification to lower-income communities, residents in multi-unit dwellings, and other groups beyond early adopters? Describe your approach.*

3. Click SAVE in the top right corner of the application.
4. You are now ready to submit your application.

Uploads

Do not use the uploads form. Please upload all required and supplementary documents in the space provided in Question 16.

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 (shown below)

2. Under Change the Status, click View Status Options

3. Under Possible Statuses, click Apply Status

Back

Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: AQVWCC-1921-EcyAQ-00005

▸ Details

Possible Statuses

APPLICATION SUBMITTED

APPLY STATUS

APPLICATION CANCELLED

APPLY STATUS

4. 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.
5. If your application is complete, click I AGREE. You may use the Statement box if you'd like. It is not required.
6. Upon submission, you will receive a confirmation email.

Contact Info

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