



Application Instructions

Air Quality Clean Diesel Program for Department of Ecology

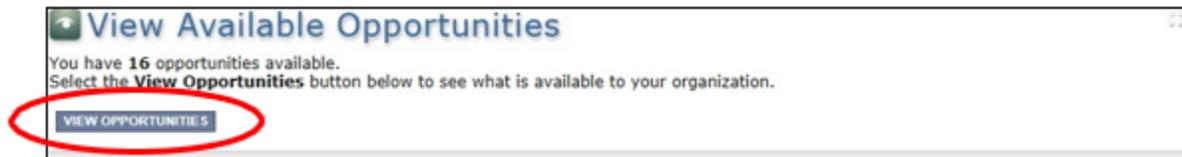
1. In order to apply for this funding opportunity, you must have both a Secure Access Washington (SAW) account, and an Ecology Administration of Grants and Loans (EAGL) account. For more information and instructions, see the resources below:

Ecology's Grants & Loans webpage: [Link to Ecology's Grants & Loans Webpage loans](#)

How to Create a SAW Account: [Link to you tube video](#)

How to Register for EAGL: [Link to you YouTube Video](#)

EAGL External Users' Manual: [Link to EAGL External User's Manual](#)



2. Once in EAGL, under View Available Opportunities, click "View Opportunities" in the middle of the page
3. Search for: "Air Quality Clean Diesel Program for Department of Ecology"
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 Clean Diesel Program for Department of Ecology
Offered By:
Department of Ecology

Application Availability Dates:
01/01/2020-open ended

Application Period:
01/01/2020-open ended

Application Due Date:
not set

Description:
Clean diesel grant funds are currently available to install idle reduction technology for school buses, incentivize port shore power projects for harbor vessels and ships, help scrap and replace the oldest and highest-polluting diesel engines, and pilot projects to improve port cargo handling efficiency or improve electric vehicle range.

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.

DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT

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Application Menu

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Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Your Organization	Your EAGL Role	Agreement Initiated	

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

Click on 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

Access Management Tools

Select the **View Management Tools** button below to see tools and options available for your application, funding agreement, and/or amendment. You can review status history, role assignments, check for errors, create print versions, and more.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment Request/Progress Reports, Equipment Purchase Reports, Site Visit Reports, and Close Out Reports.

VIEW RELATED ITEMS

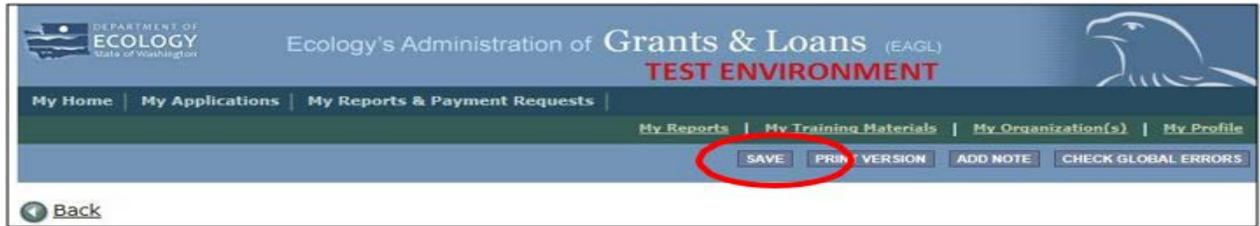
6. The next page lists all the application forms that need to be completed in order to submit the application. The following instructions walk through the steps to fill out each form. The forms do not need to be completed in a specific order.

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	

Read the Grant Guidelines before completing the application forms

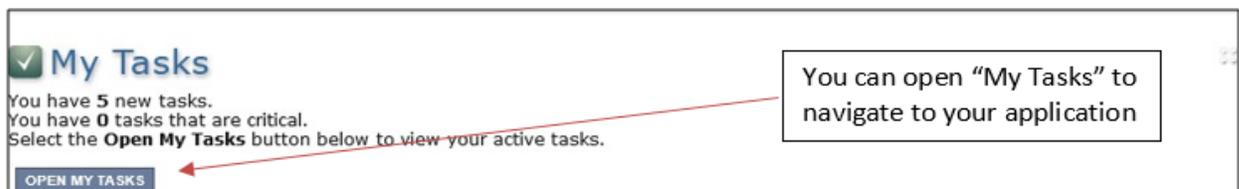
Forms to complete before submitting the application.

Before continuing to the forms, you must read the 1921 Clean Diesel Grant Guidelines. If you have questions before continuing, please contact the grant administrator.



- 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.

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.



General Information

- Select "General Information" from the Application Forms list.
- Enter your Project Title, Project Short Description, and Project Long Description
- 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 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.
- Enter the Total Eligible Cost. This is the amount of the grant you are requesting from Ecology plus the required applicant cost share. The amount entered here should not include the cost of any ineligible expenditures. See Grant Guidelines for more details about cost share and eligible costs.
- The Effective Date and Expiration date have been pre-populated and should not be editable.
- The Ecology Program should be prepopulated. Confirm that the dropdown menu says "Air Quality".
- The Project Category should be pre-populated. Confirm that "Clean Diesel Grant Program" is selected.
- The answer to "Will Environmental Monitoring Date be collected" should be pre-populated with "No".
- The Overall Goal should be pre-populated.
- Click **SAVE** in the top right corner. When you click save, EAGL will provide error notices if any information is missing or incomplete.
- Scroll to the "Navigation Links" section at the bottom of the page and select the next form.

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GENERAL INFORMATION

Instructions:

Please fill in the appropriate fields.
 Required fields are marked with an *
 When done, click the **SAVE** button.

Project Title *

Add a title for your project

Project Short Description

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Provide a short description of your project

Project Long Description

Provide a long description of your project

"Total Cost" is what the total project will cost regardless of grant funding.

Total Cost *

Total Eligible Cost *

"Total Eligible Cost" is the amount of the grant you are requesting from Ecology

Effective Date *

Expiration Date *

Ecology Program

Project Category* Clean Diesel Grant Program

These fields are pre-populated and cannot be changed

Will Environmental Monitoring Data be collected?

Overall Goal

Ecology has identified diesel exhaust as the toxic air pollutant most harmful to people who live in Washington. It causes or contributes to asthma, heart and lung diseases, and cancer. The overall goal of this project is to protect human health and improve air quality by reducing harmful emissions from diesel engines.

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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 “Clean Diesel”
4. Click **SAVE** in the top right corner of the application. A second “Secondary Theme(s)” box will appear. You do not need to choose another secondary theme. Leave it blank.
5. Entering a project website is optional
6. Click **SAVE** in the top right corner.
7. Scroll to the “Navigation Links” section at the bottom of the page and select the next form.

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Ecology's Administration of Grants & Loans (EAGL)
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SAVE PRINTVERSION ADDNOTE CHECKGLOBALERRORS

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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 *
*
*

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
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Choose “Air Quality” from the drop down menu

Choose “Clean Diesel” as a Secondary Theme

Entering a project website is optional

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.

The screenshot displays the Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT interface. At the top, there is a header with the Department of Ecology logo and the text "Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT". Below the header is a navigation menu with links for "My Home", "My Applications", "My Reports & Payment Requests", "My Reports", "My Training Materials", "My Organization(s)", and "My Profile". There are also buttons for "SAVE", "ADDNOTE", and "CHECK GLOBAL ERRORS".

The main content area shows a breadcrumb trail: "You are here: > Application Menu > Forms Menu > Application Forms". Below this is the section "MAPPING INFORMATION" with the following instructions:

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
back in (allow others to modify the Map)

A blue button labeled "Add/Modify Location(s)" is highlighted with a red arrow pointing to it from a text box that says "Click on Add/Modify Location(s)".

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  in the top right corner of the application.
5. Scroll to the bottom of the page to select the next form, Project Criteria.

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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.

Project Manager ✓ ? *

Authorized Signatory ✓ ? *

Billing Contact ✓ ? *

Project Manager: Main contact for project management

Authorized Signatory: Person authorized to sign a grant

Billing Contact: Main contact for billing

Clean Diesel Eligibility Criteria

1. Enter the name of your organization in the text box.
2. Have you read the AQDIESEL-1921 Guidelines? Enter the date that the guidelines were read. Enter your initials in the "Initials" box
3. Select your project type from the list of grant eligible project types. Contact the Ecology Project Manager if you are interested in applying for more than one project type.

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PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

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CLEAN DIESEL ELIGIBILITY CRITERIA

Public Disclosure Notice
Information you provide through use of this site is public information and subject to inspection and copying by members of the public.
In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.
If you have questions, contact Dawn Drake at Dawn.Drake@ecv.wa.gov.

Eligibility Information

*1. What is the name of your organization?

*2. Have you read the AQDIESEL-1921 Guidelines?
 Yes No
*Date guidelines were read
*Initials

*3. Please select your Project type:
Contact the Ecology Project Manager defined in the Funding Program Guidelines if you are interested in applying to more than one Project type.

- Idle Reduction for School Buses.
- Marine Shore Power for Harbor Vessels.
- Marine Shore Power for Ocean Going Vessels.
- Scrapping and replacing diesel vehicles, equipment and engines with low emission diesel or all-electric engines.
- Pilot project to improve port cargo handling efficiency or improve the effective range or duty cycle of electric vehicles.

4. A fleet list form is available on the Application Menu page next to the grant guidelines. Fill out the fleet list form and upload it in the upload box provided.
5. Enter how long the project will take to complete by choosing the time frame radio button that best represents your project.
6. Briefly describe your project timeline in support of your answer to question #5 in the text box.

7. Enter a physical address that best represents the location of your project in the text box.
8. Will this project reduce emissions from school buses, emergency vehicles, near hospitals, near nursing homes, or daycare centers? Choose the correct radio button for “yes” or “no”. If yes, describe how the project will reduce emission from these vehicles or sites in the text box.
9. Will this project reduce diesel emissions using? Choose the correct radio button for the type of zero emissions technology representing your project, or the radio button confirming your project does not reduce emissions using zero emissions technology. Zero emissions technologies are technologies that utilize zero tailpipe emissions power sources (grid, battery or fuel cell).

Project Information

*4. Please upload your Fleet List.

The fleet list form is available on the Application Menu page next to the grant guidelines.
Please fill out the form and upload here.

Click the **Browse** button
Select your file
Click **Save**, your file will appear in the List of uploaded documents
To Delete a file, select the **Delete** checkbox next to the file and click **SAVE**.

Upload your fleet list here

Browse... DELETE

*5. How long will it take to complete the project after the grant agreement is signed?

Choose the timeframe the best represents your project

13 or more months
 7 to 12 months
 1 to 6 months

*6. Please briefly describe your project timeline in support of your answer to question 5.

Briefly describe your project timeline

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*7. Please provide a physical address that best represents the location of the project.

Enter an address that best represents your project location

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*8. Will this project reduce emissions from school buses, emergency vehicles, near hospitals, nursing homes, or daycare centers?

Yes No

If you answered yes, this box will appear for you to provide a brief description

*If the project reduces diesel emission near hospitals, nursing homes or daycare centers, describe how the project reduces emissions at these sites.

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*9. Will this project reduce diesel emissions using zero emissions technology? Zero emissions technologies are technologies that utilize zero tailpipe emissions power sources (grid, battery or fuel cell). Choose the answer that best describes the project.

Choose the correct button for zero emissions technology, or the bottom button to confirm no zero technology will be used.

Project reduces tail pipe emissions using electrical grid power
 Project reduces tail pipe emissions using battery power
 Project reduces tail pipe emissions using fuel cell power
 Project does not reduce diesel emissions using zero emissions technology

Uploads

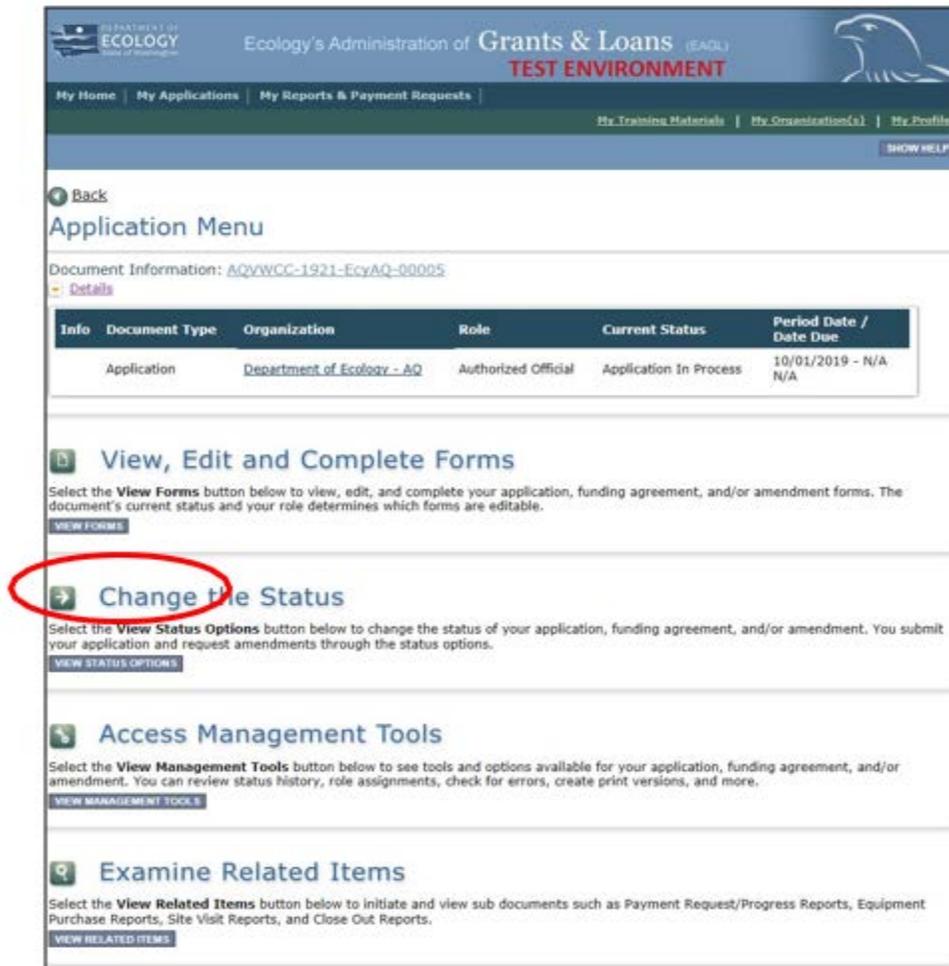
Do not use the uploads form. Please upload all required and supplementary documents in previous forms are required.

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

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Application Menu - Status Options

Select a button below to execute the appropriate status push.

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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 like. It is not to use the statement box.
6. Upon submission, you will receive a confirmation email.

Contact Info

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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.