



## Volkswagen Shore Power for Ocean Going Vessels in Washington

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:

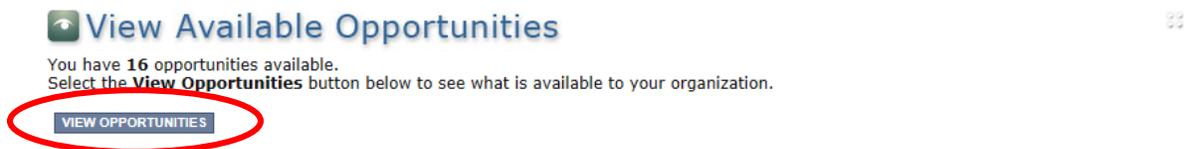
<https://www.youtube.com/watch?v=pj0EnljG3RQ&feature=youtu.be>

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 Shore Power for Ocean Going Vessels: 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 Volkswagen Electric Shore Power for Ocean Going Vessels for Department of Ecology - AQ**  
**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:**  
This notice announces the availability of up to \$3.6 million to install new electric shore power for ocean going vessels at qualified deep-draft port 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.



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	Note	Created By	Last Modified By
<b>Funding Program Guidelines</b>				
	<a href="#">AQVWEOGV-1921 Application Instructions</a>			
	<a href="#">AQVWEOGV-1921 Guidelines</a>			
<b>Application Forms</b>				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>			
	<a href="#">Recipient Contacts</a>			
	<a href="#">Eligibility Criteria</a>			
	<a href="#">Uploads</a>			

7. Before continuing to the forms, you must read the AQVWEOGV-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.



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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](#)

9. Completing the forms

### General Information

1. Select “General Information” from the Application Forms list.
2. Enter your Project Title. The Project title is prepopulated. You have the option of entering your own title or using the prepopulated title.
3. The Project Short Description is prepopulated and can’t be edited. You do nothing here.
4. The Project Long Description is prepopulated and can’t be edited. You do nothing here.
5. Enter the Total Cost of the project. The Total Cost is the total project cost, including both eligible and ineligible project costs. See grant guidelines, page 15, for a list of eligible shore power infrastructure costs. Examples of Ineligible project costs include:
  - a. Purchase or rental of real estate
  - b. Construction or general maintenance of buildings and parking facilities
  - c. Administrative costs
  - d. Electric supply costs beyond the property boundary

For example, if your infrastructure project is projected to cost \$5,000,000, plus \$10,000,000 for property purchase, enter \$15,000,000 for 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.

6. Enter the Total Eligible Cost. See grant guidelines, page 15, for a list of eligible shore power infrastructure costs. This is the amount of the grant you are requesting from Ecology plus the required applicant match. In the example listed in (3), the total eligible costs is \$5,000,000.
7. The Effective Date and Expiration date are pre-populated and can't be editable. You do nothing here.
8. The Ecology Program is prepopulated. You do nothing here.
9. The Project Category is prepopulated. You do nothing here.
10. The "Will Environmental Monitoring Date be collected" is prepopulated with "No". You do nothing here.
11. Enter the Overall Goal for your project. This field is prepopulated with the goal of the funding opportunity. You do nothing here.
12. Click  in the top right corner. When you click save, EAGL will provide error notices if any information is missing or incomplete.
13. 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  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 "Shore Power".  
Note: there should be two secondary themes listed. You do not need to select a third Secondary Theme.
6. Adding a website is optional.
7. Click  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. Select the boundary type you would like to use to indicate the project area.  
If you would like to draw your own boundary or upload a ShapeFile, select "Drawing/Import Tools"
5. Click Go.
6. If you are using a predefined boundary type, 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.  
-OR-  
If you are drawing/importing a specific boundary, click the appropriate box and follow the prompts.

## Define project area by drawing or importing boundary



7. Click **Next** at the bottom of the page, the system will calculate the area statistics.
8. After the calculations are done, click **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, Eligibility Criteria.

### **Eligibility Criteria**

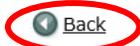
1. Select "Eligibility Criteria" in the Navigation Links/Application Forms.
2. After reading the Grant Guidelines, answer the following questions:
  1. *From the dropdown list, identify the Washington State Port District or Port Development Area where the deep water port project will be located. If you select "Other", use the text box to enter your Port District or Port Development Area.*
  2. *From the dropdown list, identify the county where your project will be located.*
  3. *Who owns the property on which the project is proposed? Note: if the port district does not own the property, the applicant must contact the grant administrator to demonstrate that they have the authority to install the shore power and ensure it will be in place for 10 years.*

If the port district owns the property, then enter the name of the port district in the text box. If the port district does not own the property, then contact the grant administrator. You can find contact information in the grant guidelines.

4. *Have you read the AQVWEOGV-1921 Guidelines?*

You must read the grant guidelines before continuing. These can be found by clicking

 [Back](#) in the top left of the form



Document Information: [AQVWEOGV-1921-EcyAQ-00007](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

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

5. *What is the port location (terminal # or pier #) where the shore power will be installed?*

Enter the terminal number or pier number in the text box.

6. *What is the estimated total eligible cost of the project? See grant guidelines for list of eligible costs.*

Enter the total project costs in the text box.

7. *What is the total amount of funding you are requesting from Ecology? (Minimum 75% match required; maximum request cannot exceed \$2,000,000.)*

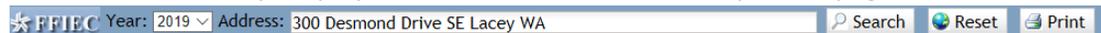
Enter the amount of funding requested in the text box. The amount requested cannot exceed 25% of the total project costs or \$2,000,000.

8. *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



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

9. *What type of vessel most frequently hotels at the terminal/pier for the proposed shore power project?*

From the dropdown list, select a vessel type. If you choose “Other”, than enter the “other” type in the text box.

10. *For the proposed project, what are the estimated annual NOx emissions (tons) benefits?*

Question 10 includes a link to the EPA Shore Power Calculator. Use the EPA calculator to calculate the annual NOx emissions reductions for your project. Click the “How to Use the Calculator (PDF)” for assistance.

11. *For the proposed project, what are the estimated annual CO2 emissions (tons) benefits?*

Question 11 includes a link to the EPA Shore Power Calculator. Use the EPA calculator to calculate the annual CO2 emissions reductions for your project. Click the “How to Use the Calculator (PDF)” for assistance.

12. *Will the proposed project comply with ISO/IEC/IEEE 80005-1-2012 High Voltage Shore Connection Systems or IEC/PAS 80005-3:2014 Low Voltage Shore Connection Systems?*

To be eligible for an award, you must select “Yes” to this question.

13. *Briefly describe where the applicant is in the planning phase, engineering phase, construction phase, etc.*

For each phase of the project (pre-construction planning, engineering, permitting, and construction), provide an estimate of the percent completed. In the text box provided, include any relevant information related to the various phases of the project.

14. *Has the applicant consulted with their power provider regarding the scope and schedule of the shore power project?*

To be eligible for an award, you must select “yes”, upload supporting documentation, and explain.

15. *Please provide the following supporting documents.*

For each of following, provide the most complete information available at the time of this grant submittal. (Ecology will accept preliminary documents.)

- *Site plans and photographs*
- *General project description*
- *Equipment specifications*
- *Maintenance and operations plans*
- *Estimated monthly or quarterly project schedule*
- *Budget worksheet for equipment and labor*
- *Emissions calculations worksheet*
- *Additional documents*

16. *Will the applicant provide community outreach to inform the Port District or Port Development Area general public community of the environmental benefits of the grant award?*

To be eligible for an award, you must select “yes” and you must explain how you will fulfill this outreach requirement in the text box.

17. Click  in the top right corner of the application.

18. *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)

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You are here: [Application Menu](#) > [Forms Menu](#)

2. Under Change the Status, click View Status Options

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

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SHOW HELP

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## Application Menu

Document Information: [AQVWEOGV-1921-EcyAQ-00013](#)

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Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Department of Ecology - AQ</a>	Authorized Official	Application In Process	01/01/2020 - N/A N/A

### 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](#)

### 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](#)

3. Under Possible Statuses, click Apply Status

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## Application Menu - Status Options

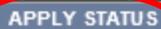
Select a button below to execute the appropriate status push.

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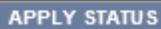
 [Details](#)

### Possible Statuses

#### APPLICATION SUBMITTED



#### APPLICATION CANCELLED



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 an automated confirmation email.

#### **If you have any questions or need assistance, contact:**

Mike Boyer  
360-407-6863  
[Michael.boyer@ecy.wa.gov](mailto:Michael.boyer@ecy.wa.gov)

Molly Spiller  
360-407-6060  
[Molly.Spiller@ecy.wa.gov](mailto:Molly.Spiller@ecy.wa.gov)

March 2020

Publication 20-02-009

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6800 or email [michael.boyer@ecy.wa.gov](mailto:michael.boyer@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's accessibility webpage for more information.

March 2020