

# Clean Diesel Program 2022-2023

## Electric School Bus Grant Application Instructions



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

[Ecology's Grants & Loans webpage](#)<sup>1</sup>

[How to Create a SAW Account](#)<sup>2</sup>

[How to Register for EAGL](#)<sup>3</sup>

[EAGL External Users' Manual](#)<sup>4</sup>

### View Available Opportunities

You have **16** opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

**VIEW OPPORTUNITIES**

2. Once in EAGL, under View Available Opportunities, click View Opportunities.

Search for: Air Quality Clean Diesel Electric School Bus Grant Program for Department of Ecology -AQ

3. Click Apply Now. This will take you to the application.

#### **Air Quality Clean Diesel Electric School Bus Grant Program for Department of Ecology - AQ**

**Offered By:**  
Department of Ecology

**Application Availability Dates:**  
12/23/2021-open ended

**Application Period:**  
12/23/2021-open ended

**Application Due Date:**  
not set

#### **Description:**

Funding available on a competitive basis to help school bus owners that transport students to K-12 schools identified by the Washington Office of Superintendent of Public Instruction (OSPI) or private K-12 schools approved by the Washington State Board of Education for the 2021-2022 school year reduce toxic and greenhouse gas emissions from diesel powered school buses by scrapping and replacing old buses with new all-electric buses.

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**

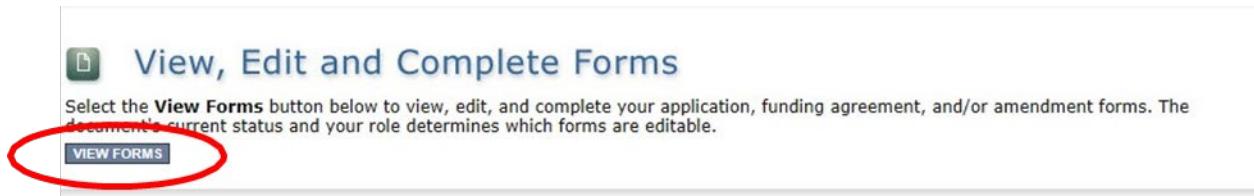
<sup>1</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

<sup>2</sup> <https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be>

<sup>3</sup> <https://www.youtube.com/watch?v=XXJh9arfasQ>

<sup>4</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>

4. You are now on the Application Menu. Under View, Edit and Complete Forms, click on View Forms.



5. 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="#">AQCDSEB-2123 Funding Guidelines</a>	<b>Carefully Read the Funding Guidelines</b>		
	<a href="#">AQCDSEB-2123 Application Instructions</a>			
	<a href="#">Certification of Destruction</a>			
	<a href="#">Inadvertant Discovery Plan Template</a>			
	<a href="#">Fleet List</a>			
<b>Application Forms</b>				
	<a href="#">General Information</a>			
	<a href="#">Project Characterization</a>			
	<a href="#">Mapping Information</a>		Ron (SAW) Stuart 1/6/2022 4:35:36 PM	
	<a href="#">Recipient Contacts</a>			
	<a href="#">Required Eligibility Information</a>			
	<a href="#">Uploads</a>			

6. Before continuing to the forms, you must read the AQCDSEB-2123 Funding Guidelines. If you have questions before continuing, please contact the Ecology Project Manager, Ron Stuart (see end of document).

7. 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.



[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. The Project Title, Project Short Description, and Project Long Description are pre-populated and should not be editable.
3. Enter the Total Cost of the project. The Total Cost is what the total project will cost regardless of grant funding. For example, if your infrastructure project is projected to cost \$80,000 and the bus will cost \$400,000, enter \$480,000 for Total Cost.
4. Enter the Total Eligible Cost. This is the amount of the grant you are requesting from Ecology. See Grant Guidelines for more detail. The amount entered here should not 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 edited.
6. The Ecology Program should be prepopulated. Confirm that Air Quality is selected.
7. The Project Category should be prepopulated. Confirm that Clean Diesel Grant Program is selected.
8. The answer to “Will Environmental Monitoring Data be collected” should be prepopulated with No.
9. The Overall Goal is prepopulated with the goal of the funding opportunity.
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.

## 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. Then use the second drop down menu to choose the additional secondary theme of Electric School Bus.
5. Adding a website is optional.
6. Before leaving this form, 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, Mapping Information.

## 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 (likely School District). 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.

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](#)<sup>5</sup>.

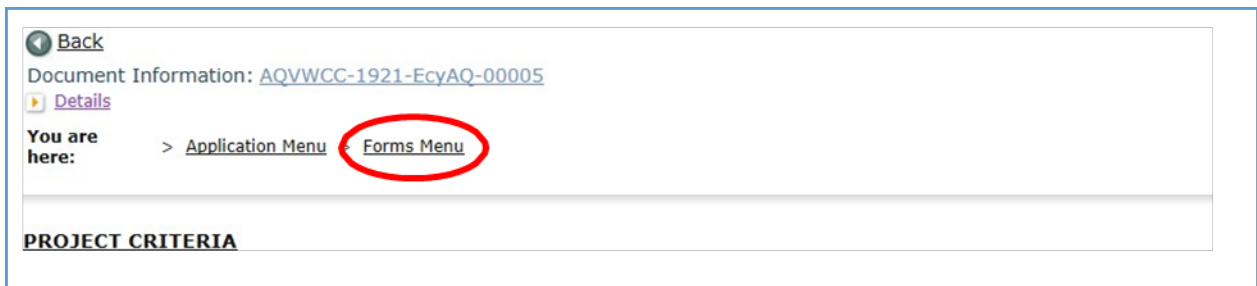
3. If you need additional signatories, use the blank fields provided at the bottom (additional signatories do not need EAGL accounts).
4. Click Save in the top right corner of the application. The original page will reload with addresses and phone numbers for the persons entered.
5. Scroll to the bottom of the page to select the next form, Required Eligibility Information.

## Required Eligibility Information

1. Select Required Eligibility Information in the Navigation Links/Application Forms.
2. Answer the following questions:

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

You must read the grant guidelines before continuing. These can be found by clicking Forms Menu on the "You are here" line.



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

2. *Is your organization proposing to scrap diesel school buses and replace them with new all-electric school buses?*

Select yes or no.

3. *Does your organization own the school bus you are proposing to scrap?*

Select yes or no.

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<sup>5</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans>

4. *Have all the school buses you propose to scrap and replace been licensed, registered, and insured for on-road operations in Washington for at least one (1) year prior to April 15, 2022?*

Select yes or no.

5. *Please enter the Educational School District (ESD) number where the proposed new electric school bus will operate.*

Enter the ESD number in the text box.

6. *Please choose the option below that describes your organization:*

Please choose from a list of organizations the option that best describes your organization. If your organization is not listed, choose "Other" and a text box will appear for you to describe your organization.

7. *Choose the option below that describes the schools where the proposed all-new electric school bus replacement will be used.*

Does your organization transport students to K-12 Public or Charter Schools identified by the Washington Office of Superintendent of Public Instruction (OSPI) or K-12 Private Schools approved by the Washington State Board of Education (WSBE) for the 2021-2022 school year?

[OSPI list of school districts, charter schools, tribal schools, and ESDs](#)<sup>6</sup>

[Washington State Board of Education list of approved private schools](#)<sup>7</sup>

If your organization transports students to Public, Tribal, or Charter Schools, you will be required to select the OSPI school district FRPL percentage for school year 2021-22 located in "AQCDSEB-2123 Guidelines" Appendix A.

If your organization transports students to Private Schools or Tribal Schools, you will be required to select the FRPL percentage for school year 2021-22 for the school you plan to serve with the new electric bus. If FRPL is 50% or more, you will be required to upload supporting documentation.

8. *Ecology will consider up to three bus replacements. How many do you intend to replace?*

After entering the number of buses you intend to replace, you will be required to choose the engine model year range for each bus you intend to replace.

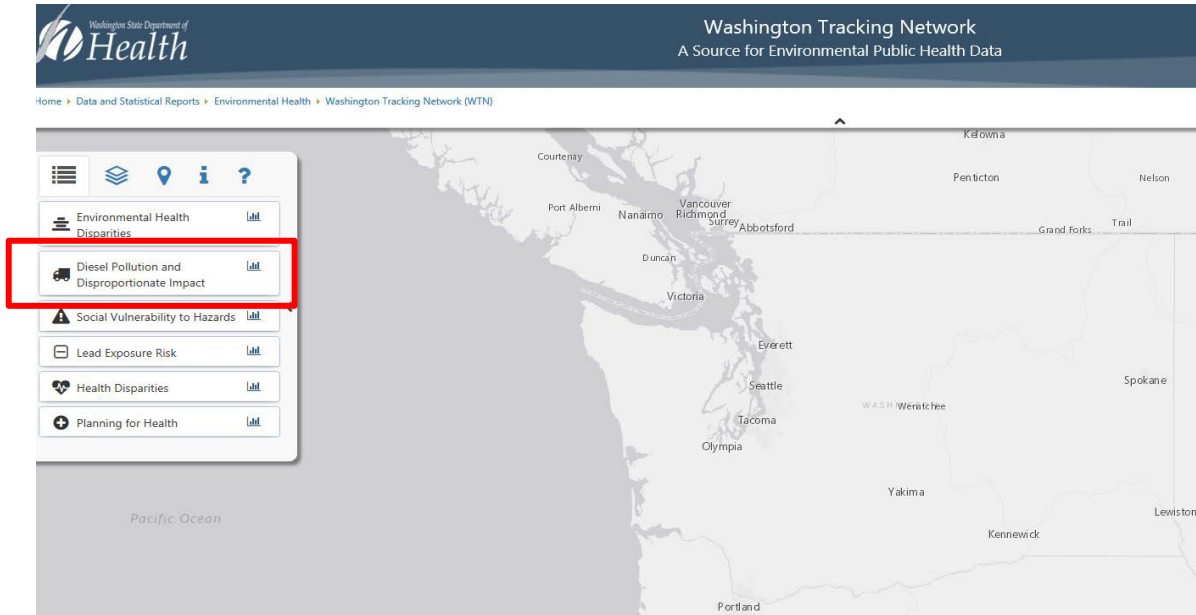
9. *Use the Washington Tracking Network's Diesel Pollution and Disproportionate Impact tool located at the following website: <https://fortress.wa.gov/doh/wtn/wtnibl/> to determine the highest census tract index score where the new electric bus will operate. Choose the corresponding index score range below.*

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<sup>6</sup> <https://www.k12.wa.us/about-ospi/about-school-districts/websites-and-contact-info>

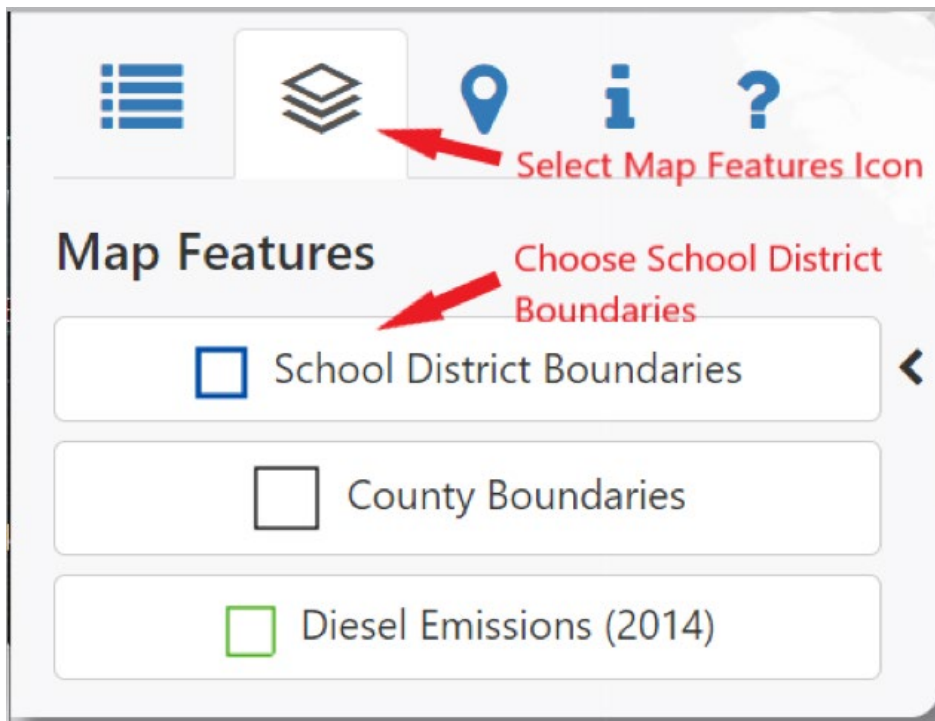
<sup>7</sup> <https://www.sbe.wa.gov/our-work/private-schools#List%20of%20Approved%20PS>

Go to the [Washington Tracking Network](https://fortress.wa.gov/doh/wtn/wtnibl/)<sup>8</sup> website. Select “Diesel Pollution and Disproportionate Impact” from the layer list on the left.



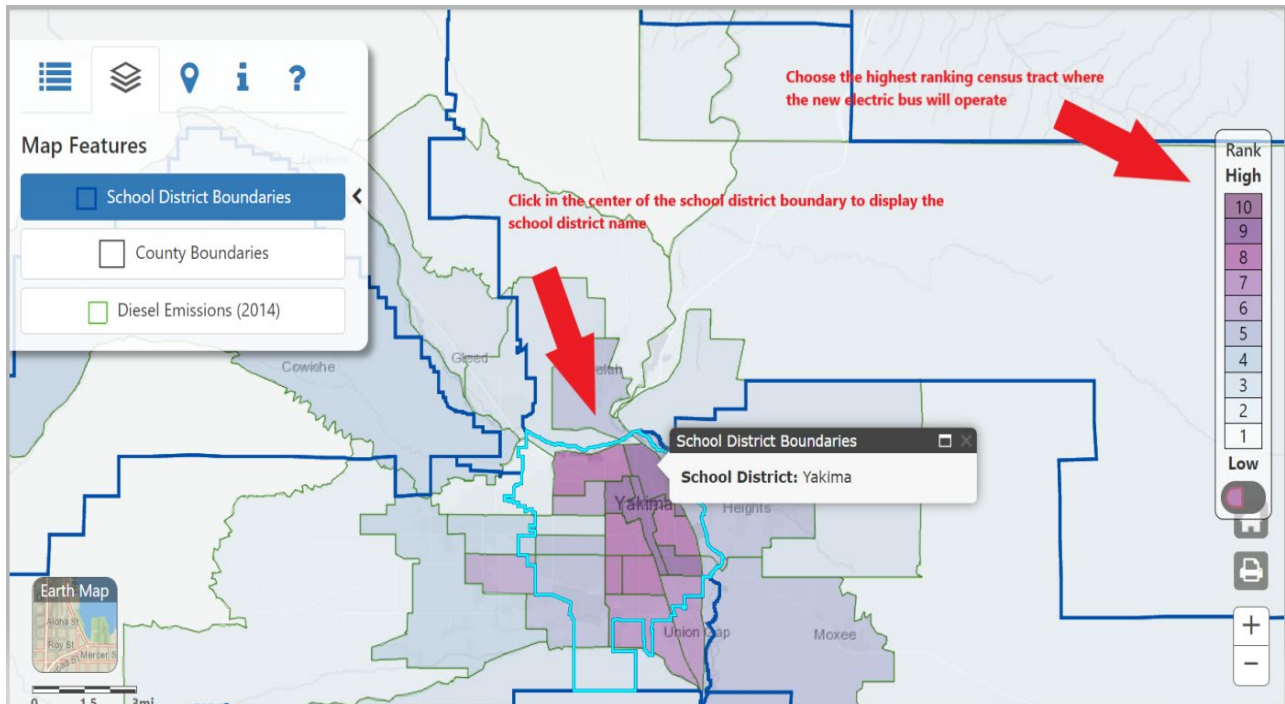
### Instructions for Applicants Transporting Students to Public and Tribal Schools

For applicants transporting students to Public and Tribal schools, select the Map Features icon and choose School District Boundaries.



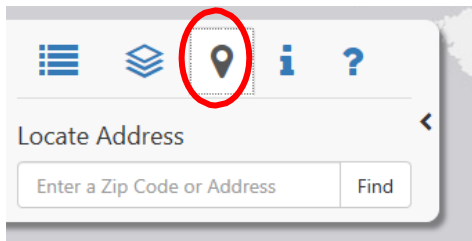
<sup>8</sup> <https://fortress.wa.gov/doh/wtn/wtnibl/>

The map will display the school district boundaries. Zoom into the school district where the new electric bus or buses will operate. Click the center of the school district boundary to display the name of the school district.



Select the highest ranking census tract where the new electric school bus will operate. Use that score to select the index score range in Question 9.

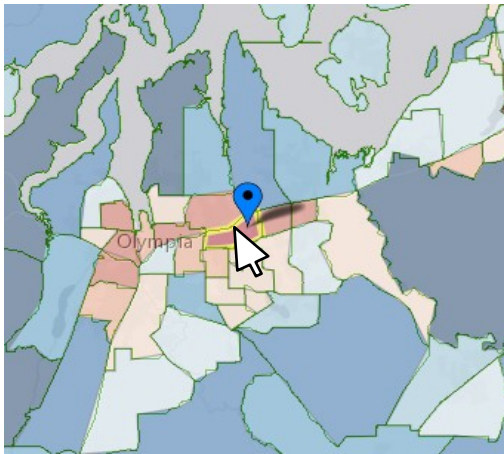
### Instructions for Applicants Transporting Students to Private Schools



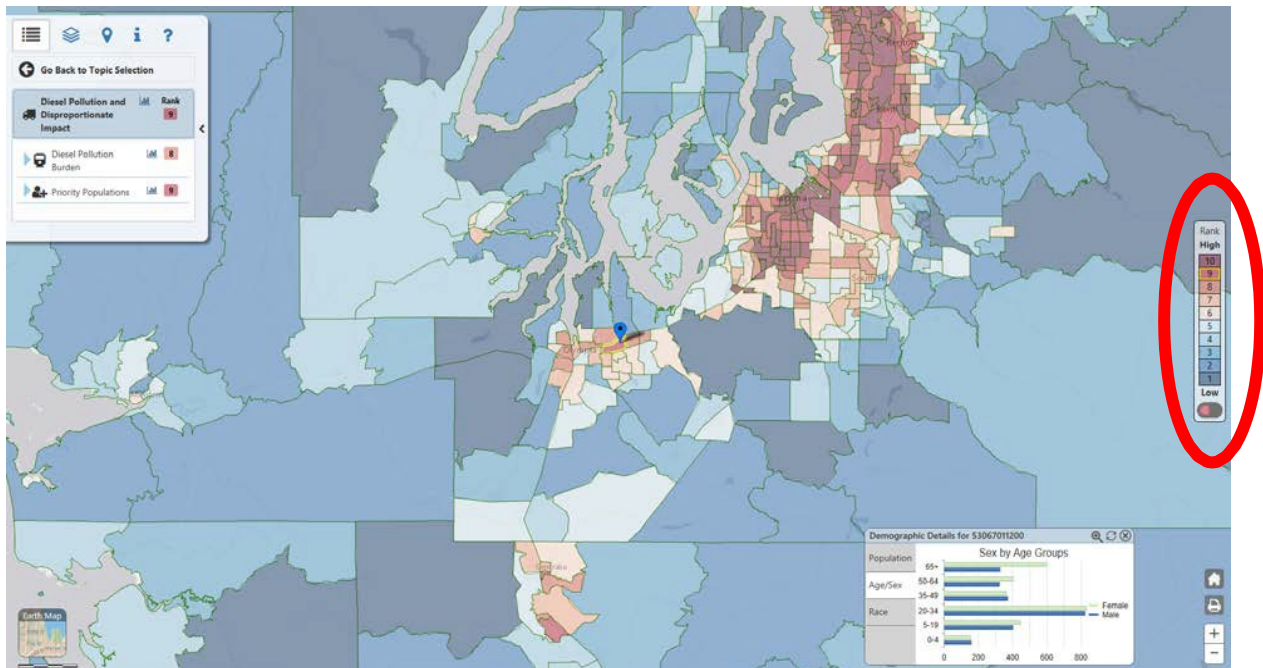
For applicants transporting students to private schools, select the Location icon and enter the site address that best represents the location where the new electric bus will operate. Then select Find.

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 Pollution and Disproportionate Impact Score. Use that score to select the index score range in Question 9.



10. *Is your organization requesting funds to pay for charging infrastructure?*

Select yes or no.

*If Yes, please provide a brief description of the charging infrastructure project including the extent of ground disturbance or demolition.*

Use the text box to describe what will be involved in your infrastructure installation, particularly if any groundbreaking will occur.

11. *How much funding will your organization request for your school bus replacements*

*project? See "AQCDESB-2123 Guidelines" Project Funding Levels.*

Type in the amount of funding requested for school bus replacements. Type in the estimated amount of funding requested for charging infrastructure or enter \$0 if not applying for infrastructure funding.

*12. Please upload your "Fleet List". The Fleet List form is available on the Application Menu page next to the "AQCDESB-2123 Guidelines". Please fill out the form and upload here.*

Upload your fleet list.

*13. Please upload quotes for the purchase of the diesel bus replacements and all-electric bus replacements. Ecology will use this information to verify grant funding amounts.*

*NOTE: Do not pre-order. Pre-ordered buses do not qualify for a grant.*

Upload bus quotes.

## Uploads

1. Do not use the Uploads form. Please upload all required and supplementary documents in the spaces provided for each question.
2. You are now ready to submit your application.

# 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.



[Back](#)

Document Information: [AQVWCC-1921-EcyAQ-00005](#)

[Details](#)

You are here:

[> Application Menu](#) > [Forms Menu](#)

2. Under Change the Status, click View Status Options.



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## Application Menu

Document Information: [AQVWCC-1921-EcyAQ-00005](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Department of Ecology - AQ</a>	Authorized Official	Application In Process	10/01/2019 - 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 Application Submitted, 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 information

### Air Quality Program

#### Technical Questions

Ron Stuart

Phone: 360-407-6870

Email: [ron.stuart@ecy.wa.gov](mailto:ron.stuart@ecy.wa.gov)

#### EAGL Questions

Rose Bennett

Phone 360-407-6568

Email: [rben461@ecy.wa.gov](mailto:rben461@ecy.wa.gov)

**Website**<sup>9</sup>: [Washington State Department of Ecology](#)

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<sup>9</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)

## ADA accessibility

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 at [melanie.forster@ecy.wa.gov](mailto:melanie.forster@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.