Clean Diesel Program 2022-2023
Clean School Bus Grant Application Instructions

General EAGL User Information

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

    Ecology's Grants & Loans webpage[1]
    How to Create a SAW Account[2]
    How to Register for EAGL[3]
    EAGL External Users' Manual[4]

2. Once logged into EAGL, click View Opportunities, under View Available Opportunities.

3. Search for "Air Quality Clean School Bus for Department of Ecology – AQ" in the Document Instance field. Click Apply Now. This will take you to the application.

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[1] https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance
[2] https://www.youtube.com/watch?v=pj0EnIjG3RQ&feature=youtu.be
[3] https://www.youtube.com/watch?v=XXJh9arfasQ
[4] https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html

4. You are now on the Application Menu. Click View Forms under View, Edit, and Complete 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.

6. Before continuing to the forms, you must carefully read the AQCSB-2223 Funding Guidelines, located under the Funding Program Guidelines and circled in red in the above image. If you have questions before continuing, please contact the Ecology Project Manager, Ron Stuart, at ron.stuart@ecy.wa.gov.

7. At any time, you may leave the application and return later; however, 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.

8. If you need to log out, you can return to continue your application. You will find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and navigate to your application.

General Information Form

1. Select General Information from the Application Forms list.

2. The following steps 2 – 4 should be verified as shown in the image below. 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 in the box circled in red in the image below. The Total Cost is what the <u>total project will cost regardless of grant funding</u>.

4. Enter the Total Eligible Cost in the box circled green in the image below. <u>This is the grant amount you are requesting from Ecology</u>. See the AQCSB-22 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

<u>**GENERAL INFORMATION**</u>

Instructions:

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

Project Title   Ecology's Clean School Bus Grant Program 2022-2023   *

Project Short Description   Scrap and replace old diesel school buses with new low emission diesel or propane school buses.

❓*
        95 of 500

Project Long Description   This project will scrap and replace the oldest diesel school buses with new low-emissions diesel or propane buses in disproportionately impacted and other rural low-income communities in Central and Eastern Washington.

❓
        218 of 4000

Total Cost ⬚ ❓*   Total Eligible Cost ⬚ ❓*

5. The following steps 5 – 9 should be verified as shown in the image below. 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 and cannot be edited.

9. The Overall Goal is prepopulated with the funding opportunity goal and cannot be edited.

Effective Date   08/25/2022 ❓*   Expiration Date   06/30/2023 ❓*

Ecology Program   Air Quality ⌄

Project Category*   ◉ Clean Diesel Grant Program

Will Environmental Monitoring Data be collected?   No ⌄

Overall Goal   To reduce toxic emissions from the oldest diesel powered school buses in disproportionately impacted and other rural low-income communities in cold weather areas of Central and Eastern Washington where electric school buses may operate less efficiently.

*
        253 of 1000

10. When you are finished, click Save in the top right corner of the Ecology's Administration of Grants & Loans (EAGL) banner. When you click Save, EAGL will provide error notices if any information is missing or incomplete.

Project Characterization Form

1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Project Characterization. If you have left your application, you can also select this form under the Application Forms section.

2. The following steps 2 – 5 should be completed as shown in the image below. 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. Adding a website is optional. You do not have to add one if it is not needed.

5. Before leaving this form, Click Save in the top right corner of the EAGL banner. When you click Save, EAGL will provide error notices if any information is missing or incomplete.

Mapping Information Form

1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Mapping Information. If you have left your application, you can also select this form under the Application Forms section.

2. Once on the Mapping Information form, click on Add/Modify Location(s).

MAPPING INFORMATION

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
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

No location data currently exists for this project. To add location data, please click the map button below.

Checked Out By: Kelsey (SAW) Smith
Date Checked Out: 2022-06-03

Add/Modify Location(s)

3. Click on Project Area options.

Ecology's Clean School Bus Grant Program 2022- 2023

Project area options

Define project area by school district

Enter school district   Add

☐ Define using Washington State boundary

4. You will see a selection of methods to enter the boundary for your object. Select the method you would like to use. This will most likely be School District, so that option is prepopulated for you. If you would like to draw your own boundary, you can select Drawing/Import Tools.

5. After you are finished making your selection, click Go.

Ecology's Clean School Bus Grant Program 2022- 2023

Select method(s) to enter boundary

☐ Air Authority   ☐ Lake

☐ City   ☐ Parcel

☐ County   ☐ WRIA

☐ Grant Project Area   ☑ School District

☐ Transit Authority   ☐ HUC 12

☐ Drawing/Import Tools

Go

6. You may also choose from the drop-down list or type in the name of the project area. Select Add. An outline of the area you selected will appear.

7. When you are finished, click Next at the bottom of the page, and the system will calculate the area statistics.
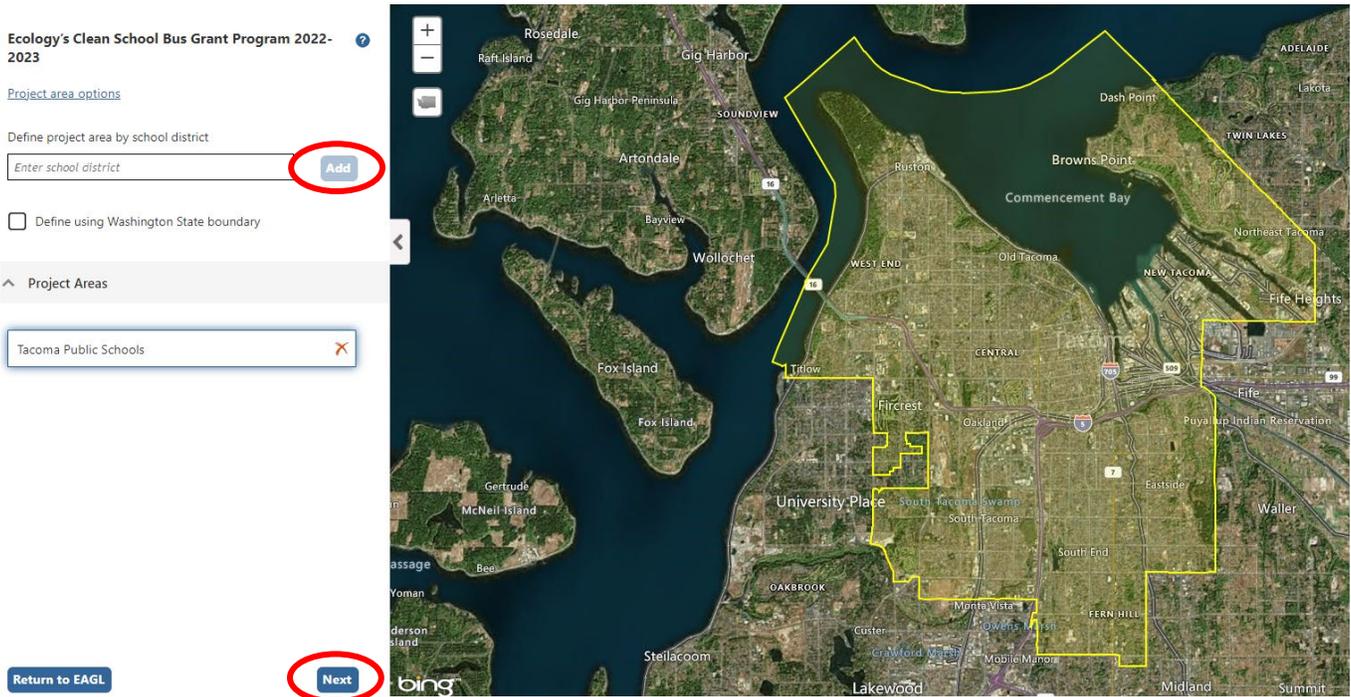
8. After the calculations are complete, click Save at the bottom of the page.

Legislative District:	Area %
District 25	< 1%
District 26	< 1%
District 27	72.94%
District 28	9.32%
District 29	17.53%
District 30	< 1%
District 34	< 1%

9. The Mapping Information form will reload with a table of statistics. Click Save in the top right corner of the application when finished.

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Recipient Contacts Form

1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Recipient Contacts. If you have left your application, you can also select this form under the Application Forms section.

2. Use the dropdown menus to select a staff person for the following roles in EAGL: Project Manager, Authorized Signatory, and Billing Contact.

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[5].

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[5] https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans

3. If you need additional signatories, use the blank fields provided at the bottom of the page. Note: 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.

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Required Eligibility Information Form

1. Scroll to the Navigation Links section at the bottom of the page and select the next form, Required Eligibility. If you have left your application, you can also select this form under the Application Forms section.

1. Answer the following questions:

   1. *Have you read the AQCSB-2223 Guidelines?*

      You must read the grant guidelines before continuing. These can be found by clicking the 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 diesel or propane school buses?*

   Select yes or no.

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

   Select yes or no.

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 August 25, 2022?*

   Select yes or no.

5. *Will your organization use the new diesel or propane school bus to transport students to K-12 Public, Tribal or Charter Schools in Central or Eastern Washington? See Tale 1 located in the AQCSB-2223 Guidelines for a list of eligible counties.*

   Use Table 1 in the AQCSB-2223 Guidelines to verify if your organization is on the list of eligible counties.

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

   Please choose from the following three options: 1) Public School or Public School District, 2) Charter School, and 3) Tribal School.

7. *If your organization transports students to Public, Tribal or Charter Schools, please select the OSPI school district PRFL percentage for school year 2021-22 located in "AQCSB-2223 Guidelines" Appendix A.*

   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[6]

[Washington State Board of Education list of approved private schools](https://www.sbe.wa.gov/our-work/private-schools#List%20of%20Approved%20PS)[7]

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 "AQCSB-2223 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 six 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.

* 8. Ecology will consider up to six bus replacements. How many do you intend to replace? 3

School Bus #1 ?
○ 1993 or older Engine Year
○ 1994-2006 Engine Year
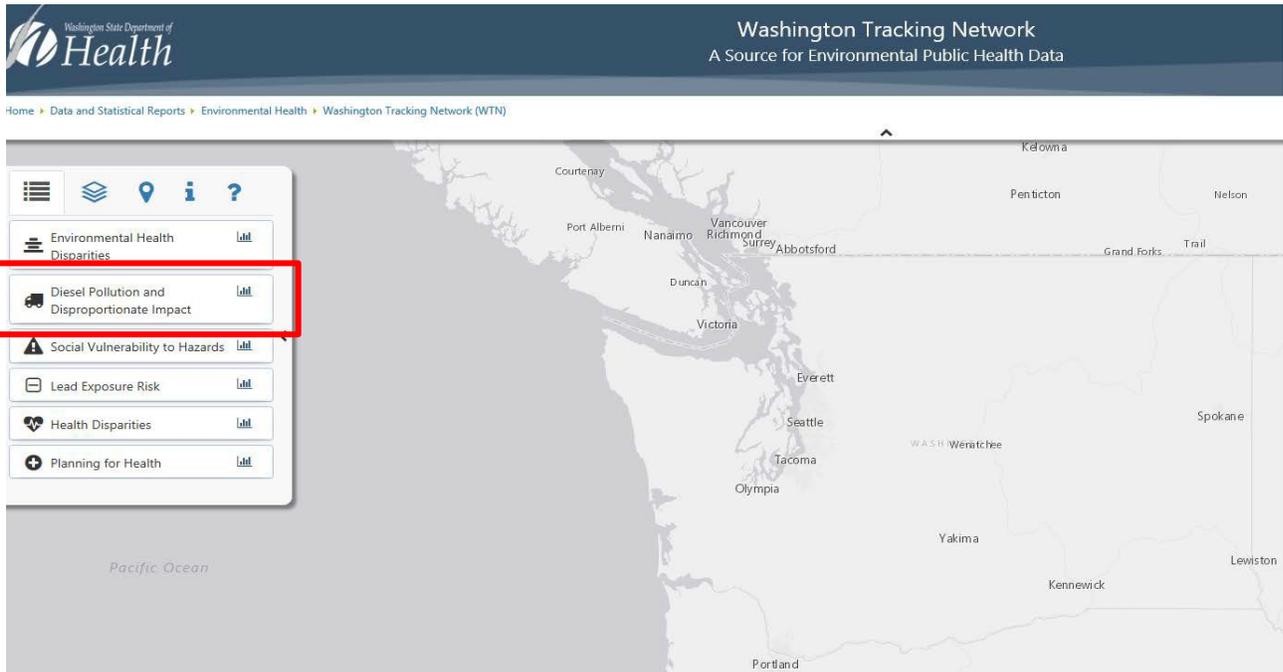○ 2007 - 2009 Engine Year

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.*

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

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[7] https://www.sbe.wa.gov/our-work/private-schools#List%20of%20Approved%20PS
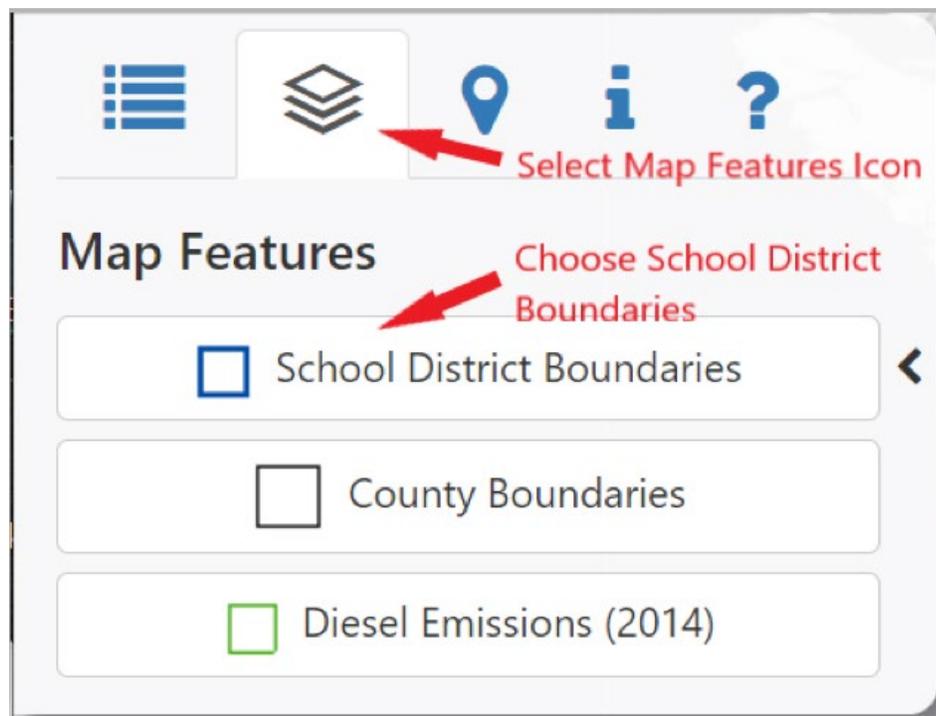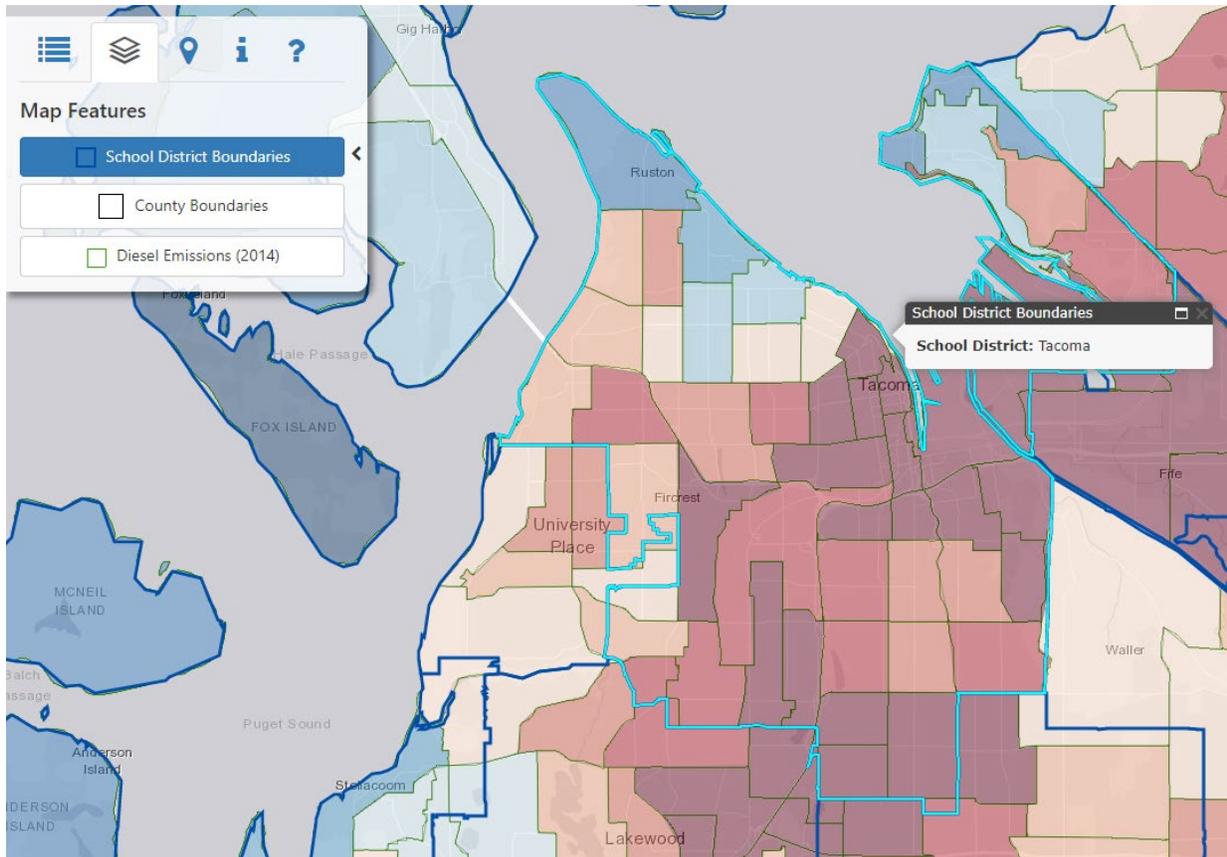[8] https://fortress.wa.gov/doh/wtn/wtnibl/

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.


The map will display the school district boundaries. Zoom into the school district where the new electric bus or buses will operate. Clicking 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**
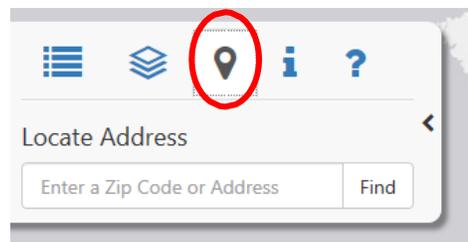
For applicants transporting students to private schools, select the Location icon and enter the site address that best represents the location where the new electric bus will operate. Then select Find.

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.
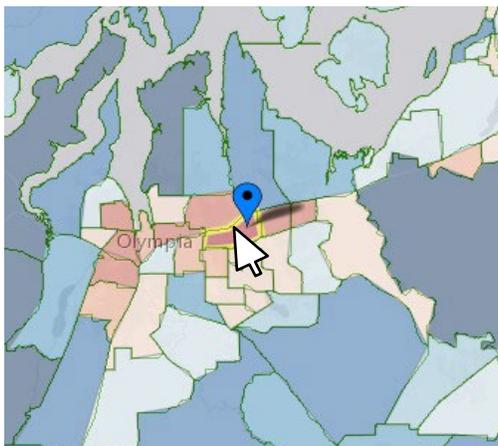
When you select your census tract, the "Rank" scale on the right side of the page will highlight the Diesel Pollution and Disproportionate Impact Score. Use that score to select the index score range in Question 9.
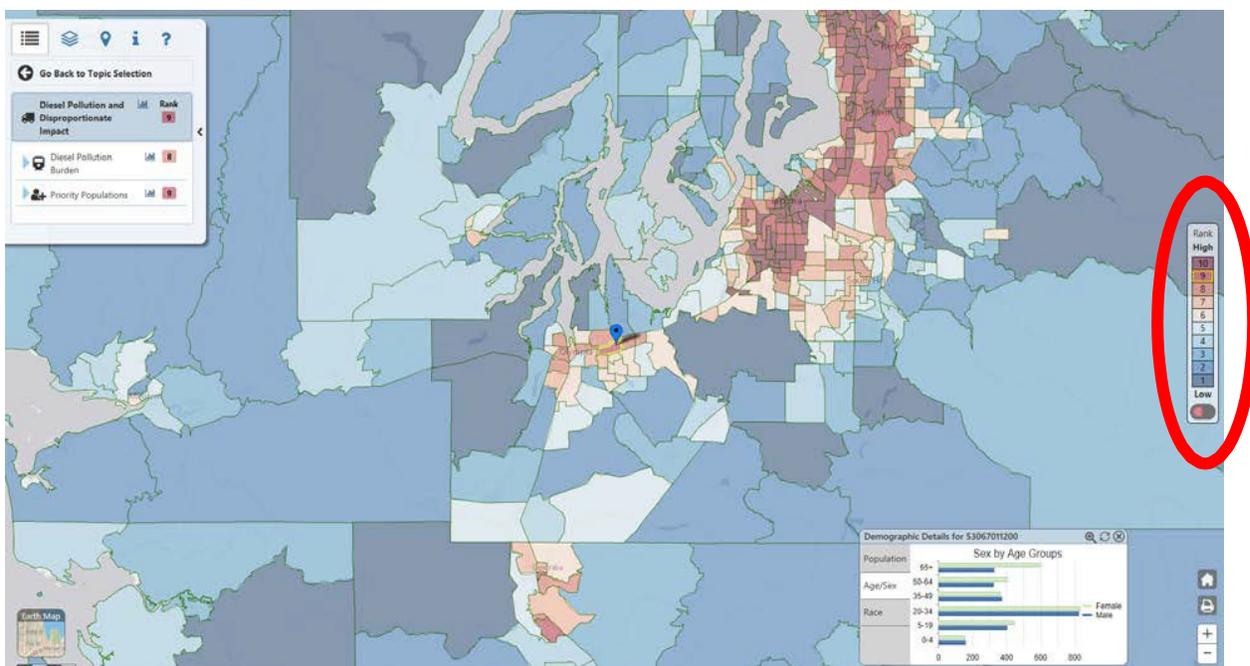
10. *How much funding will your organization request for your school bus replacements project? See "AQCSB-2223 Guidelines" Project Funding Levels.*

    Type in the amount of funding requested for school bus replacements.

11. *Please upload your "Fleet List". The Fleet List form is available on the Application Menu page next to the "AQCSB-2223 Guidelines". Please fill out the form and upload here.*

    Upload your fleet list.

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.

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

3. Under Application Submitted, click 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

EAGL Questions
Kelsey Smith
Phone: 564-200-4466
Email: kelsey.smith@ecy.wa.gov

Website[9]: Washington State Department of Ecology

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. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

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[9] www.ecology.wa.gov/contact