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 webpage¹ How to Create a SAW Account² How to Register for EAGL³ EAGL External Users' Manual⁴

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

View Available Opportunities

You have **10** opportunities available. Select the **View Opportunities** button below to see what is available to your organization.



 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.

> Air Quality Clean School Bus for Department of Ecology - AQ Offered By: Department of Ecology

Application Availability Dates: 05/27/2022-08/25/2022

Application Period: 05/27/2022-open ended

Application Due Date: not set

Description:

Funding available on a competitive basis to school bus owners that transport students to Public, Charter or Tribal K-12 schools in Central or Eastern Washington to scrap and replace old diesel buses with new low emission diesel or propane school 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.



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

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

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

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

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

D	View,	Edit and	Complete Form	S	
Selec docur VIEW	t the View For ment's current FORMS	rms button below t status and your rol	to view, edit, and complete your a le determines which forms are ed	application, funding agreemen itable.	t, and/or amendment forms. The

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.

orms			
Status	Page Name	Note Created By	Last Modified By
Funding	Program Guidelines		
1	AQCSB-2223 Funding Guidelines		
1	AQCSB-2223 Application Instructions		
1	Certification of Destruction		
×	Fleet List		
Applicat	on Forms		
	General Information		
	Project Characterization		
	Mapping Information	Kelsey (SAW) Smith 6/3/2022 10:46:37 AM	
	Recipient Contacts		
	Required Eligibility Information		
	Uploads		

- 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 <u>ron.stuart@ecy.wa.gov</u>.
- At any time, you may leave the application and return later; however, the forms do not save automatically. <u>You must click Save</u> on the right side of the page header before exiting the application or moving to the next form.



Back

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.

orms				
Status	Page Name	Note	Created By	Last Modified By
Funding	Program Guidelines			
	AQCSB-2223 Funding Guidelines			
1	AQCSB-2223 Application Instructions			
1	Certification of Destruction			
	Fleet List			
Applicat	ion Forms			
	General Information			
	Project Characterization			
2	Mapping Information		Kelsey (SAW) Smith 6/3/2022 10:46:37 AM	
	Recipient Contacts			
	Required Eligibility Information			
	Uploads			

- 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

GENERAL INFORMATION

Please fill Required When dor	in the appropriate fields. fields are marked with an * ie, click the SAVE button.
Project T	tle Ecology's Clean School Bus Grant Program 2022-2023 *
Project Short Descripti	Scrap and replace old diesel school buses with new low emission diesel or propane school buses.
	@* 95 of 500
Project Long Descripti	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 Cos	t 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 <u>should not be edited</u>.
- 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.

08/25/2022	Expiration Date	06/30/2023
Air Quality 🗸		
Clean Diesel Grant Program		
mental Monitoring Data be collected? No 🗸		
To reduce toxic emissions from the oldest diesel pi communities in cold weather areas of Central and	owered school buses ir Eastern Washington w	I disproportionately impacted and other rural low-income here electric school buses may operate less efficiently.
* 253 of 1000		
	08/25/2022 * Air Quality • Clean Diesel Grant Program nental Monitoring Data be collected? No • To reduce toxic emissions from the oldest diesel promunities in cold weather areas of Central and * 253 of 1000	08/25/2022 * Expiration Date Air Quality • © Clean Diesel Grant Program nental Monitoring Data be collected? No • To reduce toxic emissions from the oldest diesel powered school buses in communities in cold weather areas of Central and Eastern Washington with * 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.

DE PARTMENT OF ECOLOGY State of Washington	Ecology's Administration of $Grants \& Loans$ (EAGL) TEST ENVIRONMENT	Time
My Home My Applications	5 My Reports & Payment Requests	
	My Training Materials	<u>My Organization(s)</u> <u>My Profile</u>
		SAVE HECK GLOBAL ERRORS

Back

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.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
2	General Information		Smith, Kelsey (SAW) 6/3/2022 11:53:41 AM	
	Project Characterization			
2	Mapping Information		Smith, Kelsey (SAW) 6/3/2022 11:52:32 AM	
	Recipient Contacts			
	Required Eligibility Information			
	Uploads			

- 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.

	ECC State o	TMENT OF		Eco	ology	's Ac	dminis	stration	of G	rant TES	s & F EN <u>y</u>	Loa viro	ns NM	(EAGL) ENT			(
My	Home	My Applic	ations	м	y Rep	orts &	Payme	ent Requ	ests											
												<u>My Trair</u>	ning Ma	<u>terials</u>	<u>M</u> y	Organ	izatio	<u>n(s)</u>	<u>My Pr</u>	<u>ofile</u>
															C	SAVE		CK GLO	BAL ERF	ORS
O B	<u>ack</u>																			
	ument <u>etails</u>	Informati	on: <u>AC</u>	<u>)CS</u>	<u>B-222</u>	23-Ec	<u>yAQ-0</u>	0009												
You here	are :	> <u>Appl</u>	ication	Men	<u>u</u> > !	Forms	Menu													
Inct	uction				101															
Instr Requi Select Select	uctions red field t a Prim t a Seco	5: ds are mark ary Theme, ondary Ther	ed with , click t ne, and	h an he S d sav	*. SAVE the	outton form a	a secon	d time.												
Instr Requi Select Select Proje Select	uctions red field t a Prim t a Seco ect Thei t a prim	s: ary Theme, ndary Ther mes ary and sec	ed with , click t ne, and condary	h an he S d sav y the	*. FAVE by the the Pri 2	outton form a at bes imary <u>kir Qua</u>	t descri Theme lity v	d time. ibes the	work to	be achie	ved dur	ring this	; projec	t.						
Instr Requi Select Select Select	uctions red field t a Prim t a Seco ect Then t a prim	s: ary Theme, indary Ther mes ary and sec	ced with , click t ne, and condary	h an he S J sav y the	*. AVE to the the Pri Se C	at bes mary Air Qua conda	t descri Theme lity v * ry Ther liesel v	d time. ibes the ne(s)]*	work to	be achie	ved dur	ring this	; projec	t.						
Instr Requi Select Select Select Select If you After	uctions red field t a Prim t a Seco ect Then t a prim ect Web r project entering	s: ary Theme, andary Ther mes ary and sec osite thas a wel g a website	ced with , click t ne, and condary bsite, p and sa	h an he S d sav y the pleas	*. AVE to re the Pri A Se C C e ente , anot	at bes mary ir Qua conda Clean D r the v	t descri Theme lity v * ry Ther liesel v web add	d time. ibes the me(s) * dress bel v will app	work to low. pear. Up	be achie to three	ved dur website	ring this es may l	: projec	t. /ided.						
Instr Requi Select Select Proje Select Proje (f you After	uctions red field t a Prim t a Seco ect Then t a prim ect Webs r project entering Webs	s: Is are mark ary Theme, indary Ther mes ary and sec osite thas a wel g a website ite Title/Nai	ced with , click t me, and condary bsite, p and sa me	h an he S d sav y the oleas wing	*. AVE the re the Pri [] Second the enter of	at bess mary ir Qua conda clean D her bl: dress	t descr Theme ity v * ry Ther iesel v web ad	d time. ibes the ne(s)]* dress bel v will app	work to ow. pear. Up	be achie to three	ved dur website	ring this es may l	projec be prov	t. /ided.						

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.

Navigation Links							
Status	Page Name	Note	Created By	Last Modified By			
2	General Information		Smith, Kelsey (SAW) 6/3/2022 11:53:41 AM				
	Project Characterization						
2	Mapping Information		Smith, Kelsey (SAW) 6/3/2022 11:52:32 AM				
	Recipient Contacts						
	Required Eligibility Information						
	Uploads						

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
\langle	Add/Modify Location(s)

3. Click on Project Area options.

Ecology's Clean School Bus Grant Program 2022 2023	- 0
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/ImportTools.
- 5. After you are finished making your selection, click Go.

Ecology's Clean School Bus Grant Program 2022- 2023						
Select method(s) to enter bou	indary					
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.

DEPARTMENT OF ECOLOGY State of Washington	Ecology's Administration of $Grants \& Loans$ (EAGL) TEST ENVIRONMENT	Time
My Home My Applications	i My Reports & Payment Requests	
	My Training Materials	<u>My Organization(s)</u> <u>My Profile</u>
		SAVE HECK GLOBAL ERRORS

Back

Navigation Links

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.

Status	Page Name	Note	Created By	Last Modified By			
2	General Information		Smith, Kelsey (SAW) 6/3/2022 11:53:41 AM				
	Project Characterization						
2	Mapping Information		Smith, Kelsey (SAW) 6/3/2022 11:52:32 AM				
	Recipient Contacts						
	Required Eligibility Information						
	Uploads						

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 <u>Ecology's Grants and Loans webpage⁵</u>.

	RECIPIENT CON	TACTS
	Instructions:	
	Please select an indiv Required fields are m When done, click the	idual from your organization for each contact type. arked with an *. SAVE button.
<	Project Manager	~⊘*

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

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.

Ø Other recipient signatures on printed agreement					
To Add a Row Enter a name and title When done, click the SAVE button After SAVE, a new row will appear	To Delete a Row In the row you want to delete, remove the information in the Name and Title textboxes When done, click the SAVE button After SAVE, the row will be deleted				
Name	Title				
0					

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.

DEPARTMENT OF ECOLOGY State of Washington	Ecology's Administration of $Grants \& Loans$ (EAGL) TEST ENVIRONMENT	Time
My Home My Applications	5 My Reports & Payment Requests	
	My Training Materials	<u>My Organization(s)</u> <u>My Profile</u>
		SAVE CHECK GLOBAL ERRORS

Back

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.

	-
Navigation Lin	lks

Status	Page Name	Note	Created By	Last Modified By
	General Information		Smith, Kelsey (SAW) 6/3/2022 11:53:41 AM	
	Project Characterization			
	Mapping Information		Smith, Kelsey (SAW) 6/3/2022 11:52:32 AM	
	Recipient Contacts			
	Required Eligibility Information			
	Uploads			

- 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 ESDs⁶

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

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.

*	0	Ecology will	consider	up to six	hus i	renlacements	How many	do vou	intend to	renlace?	3
T	8.	Ecology will	consider	up to six	DUS I	replacements.	HOW ITTATLY	uo you	i intenu to	replace?	3



9. Use the Washington Tracking Network's Diesel Pollution and Disproportionate Impact tool located at the following website: <u>https://fortress.wa.qov/doh/wtn/wtnibl/</u> 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 <u>Washington Tracking Network</u>⁸ website. Select "Diesel Pollution and Disproportionate Impact" from the layer list on the left.

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

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

Data and Statistical Banoris & Environmental Health & Wi	hinston Tarkino Naturuk (MTN)	
out and statistical reports - crivitoninicital residing wi	ing on The King Methods (MTH)	^
I	Courtemay	Kelowna Penticton Nelson
Environmental Health Lul Disparities	Port Alberni Vancouver Nanaimo Richmogra Surrey Abbotsford	Grand Forks. Trail
Diesel Pollution and 🛄 Disproportionate Impact	Duncan Victoria	
Social Vulnerability to Hazards 🔟		
Lead Exposure Risk	Everett	
Health Disparities	Seattle	Spokan
Planning for Health	Tacoma Olympia	WASH W¥nätichee
	The second s	Yakima
	m -	Kennewick

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.


```
Document Information: <u>AQCSB-2223-EcyAQ-00009</u>

<u>Details</u>
```

Info	nfo Document Type Organization		Role	Current Status	Period Date / Date Due	
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	05/27/2022 - 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.

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: <u>ron.stuart@ecy.wa.gov</u>

EAGL Questions

Kelsey Smith Phone: 564-200-4466 Email: <u>kelsey.smith@ecy.wa.gov</u>

Website⁹: <u>Washington State Department of Ecology</u>

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.

⁹www.ecology.wa.gov/contact