

Department Of Ecology – Air Quality Program Electric Fire Apparatus Grant Program 2022-23

Application Instructions

General EAGL User Information

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

EAGL Tips:

* Fields with a red asterisk are required to be filled out.



A red cross is a hover symbol, which indicates more information is available.



A hand on an orange stop sign indicates a Global Error. Once all of your forms are filled out, it is recommended that you run the “Check Global Errors”, you can locate the Check Global Errors button at the top right corner on each application form. Global errors must be addressed in order to submit your application.

EAGL text boxes do not accept formatted text. It’s recommended that you type up your answers in Notepad or Word first. Save your work as Plain Text, then “cut and paste” it into the EAGL text box. The text boxes have a character limit shown at the bottom.

EAGL Navigation: EAGL does not have a log out feature, so if at any time, you want to leave the application and return later; you must click Save_on the right side of the page header before exiting the application or moving to the next form.

System Requirements – To use EAGL, you must have access to the internet and one of the following web browsers: Google Chrome, Edge Chromium, Mozilla Firefox, and Safari. We do not recommend using Internet Explorer with EAGL.

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

² <https://www.youtube.com/watch?v=pj0EnljG3RQ&feature=youtu.be>

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

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

Creating an Application

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

The screenshot shows the EAGL TEST ENVIRONMENT user interface. At the top, there is a header with the Department of Ecology logo, the text "Ecology's Administration of Grants & Loans (EAGL)", and "TEST ENVIRONMENT" in red. Below the header is a navigation bar with "My Home", "My Applications", and "My Reports & Payment Requests" on the left, and "My Training Materials", "My Organization(s)", and "My Profile" on the right. A "SHOW HELP" button is located in the bottom right corner of the header.

Below the navigation bar, there is a "Welcome" box for "Rose (SAW) Authorized Official". To the right of this box, under "Instructions:", it says "Select the SHOW HELP button above for detailed instructions on the following." followed by a list: "> Applying for an Opportunity", "> Using System Messages", "> Understanding your Tasks", and "> Managing your awarded grant".

Below the instructions, a red text message states: "The system will undergo maintenance on Mondays from 2:00-3:00 PM. Please save your work and exit the system prior to this time in order to avoid losing data. Thanks for your patience."

Below the maintenance message is a "Public Disclosure Notice" box. It contains the following text: "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."

Below the notice, it says "Hello Rose (SAW), please choose an option below." followed by a large blue button labeled "View Available Opportunities". Below this button, it says "You have 13 opportunities available. Select the **View Opportunities** button below to see what is available to your organization." The "VIEW OPPORTUNITIES" button is circled in red.

To search for the Air Quality Volkswagen DERA Option: Replace diesel fire trucks with electric fire trucks for Department of Ecology – AQ, enter the word “Fire” in the Document Instance field and click the Filter button, then select Apply Now. This will create and take you to your application.

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

Air Quality Volkswagen DERA Option: Replace diesel fire trucks with electric fire trucks for Department of Ecology - AQ

Offered By:
Department of Ecology

Application Availability Dates:
09/13/2022-12/15/2022

Application Period:
09/13/2022-open ended

Application Due Date:
not set

Description:

This project will scrap and replace diesel fire engines with electric fire engines, reducing toxic emissions and greenhouse gasses in 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.

APPLY NOW

NOT INTERESTED

Application Menu: You are now on the Application Menu. The document number is highlighted below, a number similar to this one will be your grant agreement number. Click View Forms under View, Edit, and Complete Forms.

Application Menu

Document Information: **AOVWDERA-2223-EcyAQ-00005**

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	09/13/2022 - 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

Application Menu –Forms Page: You are now on the Application Menu – Forms page. This page contains all the application forms that need to be completed in order to submit the application.
















Application Menu - Forms

Please complete all required forms below.

Document Information: [AQVWDERA-2223-EcyAQ-00015](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	AQVWDERA-2223 Funding Guidelines			
	AQVWDERA-2223 Application Instructions			
	Certificate of Destruction			
	Fleet List			
	Community Engagement Plan Template			
	Cultural Resources Review Form			
	Inadvertent Discovery Plan			
	Scope of Work			
	Budget Worksheet			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		Rose (SAW) Bennett 9/26/2022 11:11:45 AM	
	Recipient Contacts			
	Project Criteria Form			
	Uploads			

Funding Guidelines: Before continuing to the forms, you must carefully read the AQVWDERA-2223 Funding Guidelines, located under the Funding Program Guidelines. If you have questions before continuing, please contact the Ecology Project Manager, Molly Spiller, at molly.spiller@ecy.wa.gov.



If you need to leave EAGL during the application process, click save before you leave EAGL.

To return to EAGL and continue your application, you can find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and click on the document number to 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.



General Information Form

Select General Information form the Application Forms list.

Application Menu - Forms

Please complete all required forms below.

Document Information: [AQVWDERA-2223-EcyAQ-00015](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	AQVWDERA-2223 Funding Guidelines			
	AQVWDERA-2223 Application Instructions			
	Certificate of Destruction			
	Fleet List			
	Community Engagement Plan Template			
	Cultural Resources Review Form			
	Inadvertent Discovery Plan			
	Scope of Work			
	Budget Worksheet			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		Rose (SAW) Bennett	9/26/2022 11:11:45 AM
	Recipient Contacts			
	Project Criteria Form			
	Uploads			

The following steps should be completed in the General Information Form:

- Enter the Project Short Description, and Project Long Description in the boxes provided.
- Enter the Total Cost of the project. The Total Cost is what the total project will cost including both eligible and ineligible costs. See the AQVWDERA2223 Grant Guidelines for more details on eligible costs.
- Enter the Total Eligible Cost. This is the grant amount you are requesting from Ecology plus the amount you will contribute as match. See the AQVWDERA-2223 Grant Guidelines for more detail.
- The Effective Date and Expiration dates have been pre-populated and cannot be edited.
- The Ecology Program is prepopulated to the AQVW Program.
- The Project Category is prepopulated to Scrap and Replace Diesel Fire Apparatus with Electric Fire Apparatus.
- The answer to “Will Environmental Monitoring Data be collected” is prepopulated with No and cannot be edited.



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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

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

- Use the first dropdown menu to choose the primary theme of Air Quality.
- Use the second dropdown menu to choose the secondary theme of Volkswagen-Settlement.
- Click the plus button, or save button, to add another box and select the secondary theme of Clean Diesel.
- When you save the page, a third box will drop. You do not need to populate this box.
- Adding a website is optional. You do not have to add one if it is not needed.
- Before leaving this form, click Save in the top right corner of the EAGL banner.

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)

Volkswagen - Settlement ▼*

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



Mapping Information Form

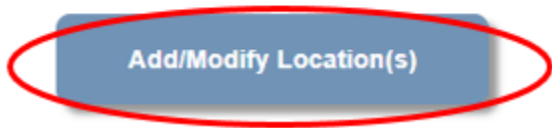
Scroll to the Navigation Links section at the bottom of the page and select the Mapping Information form. If you have left your application, you can also select this form under the Application Forms section.

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.



Click on Project Area options.

Electric Fire Apparatus Grant Program ?

Project area options

Define project area by city

Define project area by county

Define using Washington State boundary

Define project area by drawing or importing boundary



Exit tools

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 city, or county, so those options are prepopulated for you. If you would like to draw your own boundary, you can select Drawing/Import Tools.

After you are finished making your selection, click Go.

Select method(s) to enter boundary

<input type="checkbox"/> Air Authority	<input type="checkbox"/> Lake
<input checked="" type="checkbox"/> City	<input type="checkbox"/> Parcel
<input checked="" type="checkbox"/> County	<input type="checkbox"/> WRIA [?]
<input type="checkbox"/> Grant Project Area	<input type="checkbox"/> School District
<input type="checkbox"/> Transit Authority	<input type="checkbox"/> HUC 12 [?]
<input checked="" type="checkbox"/> Tribal Areas	<input checked="" type="checkbox"/> Drawing/Import Tools

Go

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.

When you are finished, click Next at the bottom of the page, and the system will calculate the area statistics.

The screenshot shows a web interface for defining project areas. On the left is a sidebar with the following sections:

- Test Project Title** (with a help icon)
- Project area options**
- Define project area by city**: A text input field containing "Enter city" and a blue "Add" button circled in red.
- Define project area by county**: A dropdown menu with "Choose county" and a blue "Add" button.
- Define using Washington State boundary**: A checkbox that is currently unchecked.
- Define project area by drawing or importing boundary**: Includes icons for "Draw Boundary", "Edit Boundary", and "Import Shapefile", along with an "Exit tools" button.
- Project Areas**: A section with a search input field containing "Seattle" and a red "X" icon to clear the search.
- At the bottom of the sidebar are two buttons: "Return to EA GL" and "Next", with the "Next" button circled in red.

The main area is a satellite map of the Seattle region. A yellow boundary is drawn around the city of Seattle, including areas like Sunset Hill, View Ridge, and Alki. The map includes various geographical labels and street names.

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%

Return to map

Save

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

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

Use the dropdown menus to select a staff person for the following roles in EAGL: Project Manager, Authorized Signatory, and Billing Contact. 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](https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans)⁵.

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

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

If you need additional signatories, use the blank fields provided at the bottom of the page. Note: Additional signatories do not need EAGL accounts.

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

Click Save in the top right corner of the application. The page will reload with contact information.



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Project Criteria Form

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



Applicants must complete each question on the Project Criteria Form, Click Save in the top right corner of the screen when finished. Please reference the grant guidelines for specific program requirements.

Uploads Form

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



Upload any additional documents you need for this application and click Save. Upload size limit is 35MB. You are now ready to submit your application.

Add Upload

Enter a description for the file

Select the **Choose File** button and select your file

To add an additional file, click the (+) or **Save** at the top of the page and a new line will appear

Click **Save** at the top of the page once all files are selected

Remove Upload

Remove the file's description

Select the **Delete** checkbox to the right of the file's name

Click **Save** at the top of the page

Description

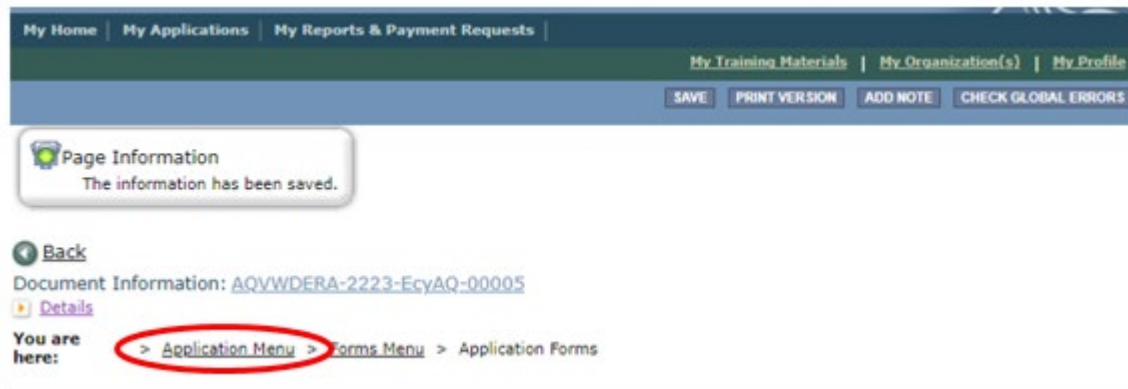


Upload

Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen

Submitting Your Application

When you have completed all the forms and uploaded the required documents, select Application Menu towards the top of the page.



Under Change the Status, click View Status Options.

Application Menu

Document Information: AQVWDERA-2223-EcyAQ-00005

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	09/13/2022 - 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.

[VIEW STATUS OPTIONS](#)

Under Application Submitted, click Apply Status. If you wish to cancel your application, you can click Application Cancelled if needed.

Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: AQVWDERA-2223-EcyAQ-00005

[Details](#)

Possible Statuses

APPLICATION SUBMITTED

[APPLY STATUS](#)

APPLICATION CANCELLED

[APPLY STATUS](#)

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.

If your application is complete, click I AGREE. You may use the Statement box if you'd like. It is not required.

Agreement

Please make a selection below to continue.

By selecting the "I Agree" button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by Applicant to submit this application. I certify that the information submitted here within is true and correct to the best of my knowledge and belief.

If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE DO NOT AGREE

Upon submission, you will receive a confirmation email.

Contact information

Air Quality Program

Technical Questions

Molly Spiller

Phone: 360-819-6552

Email: molly.spiller@ecy.wa.gov

Financial or EAGL Questions

Rose Bennett

Phone: 360-819-3456

Email: rose.bennett@ecy.wa.gov

Website⁶: [Washington State Department of Ecology](http://www.ecology.wa.gov)

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.

⁶ www.ecology.wa.gov/contact