

Air Quality VW Diesel to Zero Emission Refuse Vehicle, Street Sweeper, PCHE and Freight Switcher (AQVWZEV) Grant Application Instructions 2023-25





General EAGL User Information

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 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 to submit your application.
- EAGL text boxes do not accept formatted text. It is 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, or Safari.

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>

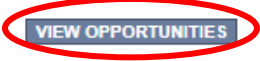
Creating an application

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

View Available Opportunities

You have **13** opportunities available.

Select the **View Opportunities** button below to see what is available to your organization.



Either Scroll down the list of funding opportunities or search for “VW Diesel to Zero” in the Document Instance field and click Filter to locate “Air Quality VW Diesel to Zero Emission Refuse Vehicle, Street Sweeper, PCHE and Freight Switcher for Department of Ecology – AQ.” Click Apply Now. This will take you to the 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 VW Diesel to Zero Emission Refuse Vehicle, Street Sweeper, PCHE and Freight Switcher for Department of Ecology - AQ

Offered By:

Department of Ecology

Application Availability Dates:

06/16/2023-open ended

Application Period:

06/16/2023-open ended

Application Due Date:

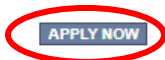
not set

Description:

The Washington State Department of Ecology is providing approximately \$16.3M to transition publicly or tribally owned street sweepers, refuse vehicles, freight switcher locomotives, and port cargo handling equipment to zero emission.

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.



NOT INTERESTED

Application Menu: You are now on the Application Menu. The document information number is shown in the screenshot below, a number like this one will be your grant agreement number. Click View Forms under View, Edit and Complete Forms.

Application Menu

Document Information: [AQVWZEV-2325-EcyAQ-00003](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	06/16/2023 - 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 to submit the application. Before continuing to the forms, carefully read the AQVWZEV-2325 Funding Guidelines.

Application Menu - Forms

Please complete all required forms below.

Document Information: [AQVWZEV-2325-EcyAQ-00003](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	AQVWZEV-2325 Funding Guidelines			
	AQVWZEV-2325 Application Instructions			
	AQVWZEV-2325 Certificate of Destruction			
	AQVWZEV-2325 Cultural Resources Review			
	AQVWZEV-2325 Inadvertent Discovery Plan Template			
	AQVWZEV-2325 Community Engagement Plan			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		Rose (SAW) Bennett 7/3/2023 7:30:52 AM	
	Recipient Contacts			
	Project Criteria			
	Project Budget			
	Uploads			



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

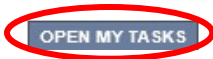
To return to EAGL and continue your application, you can find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and click on the document number to navigate to your application.

My Tasks

You have **5** new tasks.

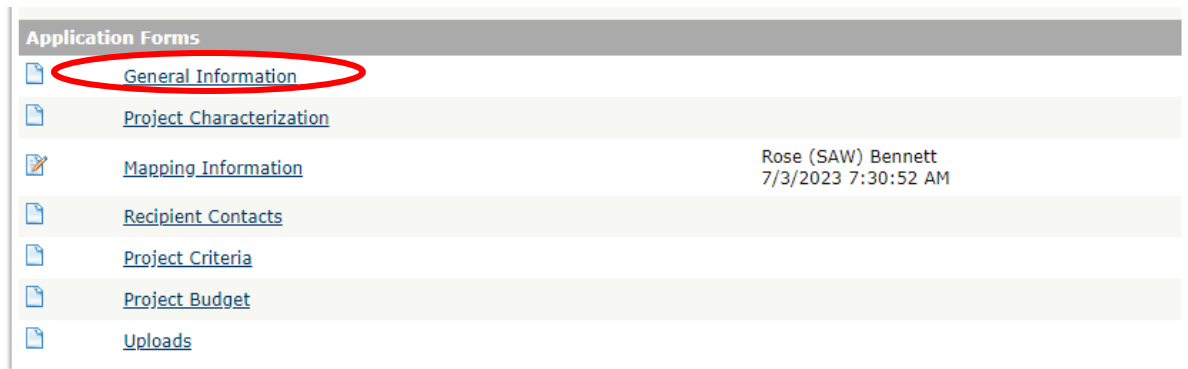
You have **0** tasks that are critical.

Select the **Open My Tasks** button below to view your active tasks.



General Information Form

Select General Information form the Application Forms list.



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

1. Enter the Project Title, and Project Short Description and Project Long Description in the boxes provided.
2. Enter the Total Cost of the project in the total cost box shown in the image below. The Total Cost is what the total project will cost regardless of grant funding.
3. Enter the Total Eligible Cost in the Total Eligible Cost box shown in the image below. This is the grant amount you are requesting from Ecology plus match that you are providing. See the AQVWZEV-2325 Funding Guidelines for more detail.
4. Enter the Effective Date and the Expiration date of the project. The effective date may not be before 10/27/2023 and the expiration date may not be later than 6/30/2026.
5. The Ecology Program is prepopulated and cannot be edited.
6. The Project Category is prepopulated and cannot be edited.
7. The answer to “Will Environmental Monitoring Data be collected” is prepopulated with No and cannot be edited.
8. The Overall Goal has been prepopulated and cannot be edited.
9. 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.

GENERAL INFORMATION

Instructions:

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

Project Title *

Project Short Description

 *
0 of 500

Project Long Description


0 of 4000

Total Cost  *

Total Eligible Cost  *

Effective Date  *

Expiration Date  *

Ecology Program*

Project Category* Refuse Vehicle, Street Sweeper, Port Cargo Handling Equipment, Freight Switchers

Will Environmental Monitoring Data be collected?

Overall Goal

*
223 of 1000

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.

1. Use the first dropdown menu to choose the primary theme of Air Quality.
2. Use the second dropdown menu to choose the secondary theme of Volkswagen - Settlement.
3. Adding a website is optional. You do not have to add one if it is not needed.
4. 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 ▼*

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

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.

1. 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.



Add/Modify Location(s)

[Legend](#) **[Edit](#)** [Zoom To](#)

Refuse Vehicle, Street Sweeper, PCHE, Freight Decarbonization ?

Project area options

Define project area by city

 [Add](#)

Define project area by county

 [Add](#)

Define using Washington State boundary

Define project area by drawing or importing boundary



Exit tools

^ Project Areas

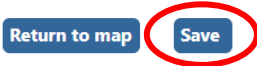
[Return to EAGL](#)

[Next](#)

2. You can define your project area by entering the city or county name to define the boundary for your project, or you may select Project Area Options to see a selection of methods to enter the boundary for your project. Select the method you would like to use. If you would like to draw your own boundary, you can select Drawing/Import Tools.
3. When finished, click Next and the system will calculate the area statistics.

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%

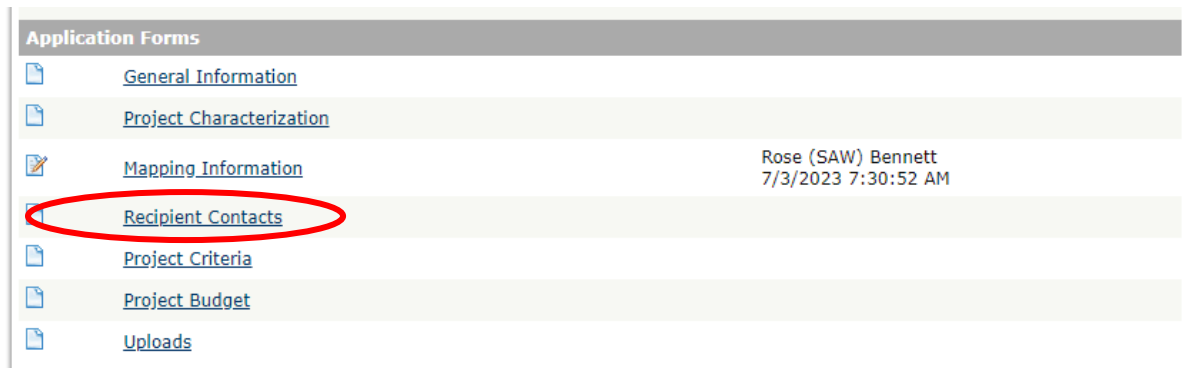


The Mapping Information form will be reloaded with a table of statistics. Click Save in the top right corner of the application when finished.



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.



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 *

Authorized Signatory *

Billing Contact *

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 webpage⁵](#).

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.

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

Project Criteria Form

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

All questions shown in the image below are required to be completed.

PROJECT CRITERIA

Instructions:

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

Public Disclosure Notice

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.

*1. Have you read the guidelines for this grant opportunity? Yes No

Date guidelines were read:

Initials:

*2. Please select your project category. Note: Applicants may apply for grants in more than one project category, but must submit separate applications for each project category. To request additional applications, please contact Molly Spiller (mspi461@ecy.wa.gov).

- Street sweepers/refuse vehicles
- Port cargo handling equipment/forklifts
- Freight switcher

*4. Please select your organization type:

- City/Town
- County
- State government
- Public Utility District
- Public port / public port authority
- School district, public college, university
- Tribe
- Other

*5. Do you own the vehicles/equipment you intend to scrap and replace or repower?

- Yes
- No

* 6. Please enter the address where the fueling infrastructure to support the new zero emission vehicles/equipment will be installed. If fueling infrastructure will be located at more than one site, please include all associated addresses. To enter an additional address, save the form and another blank row will appear.



*7. What type of fueling infrastructure will you install to support the proposed zero emission vehicle(s)/equipment?

- Level 2
- DC Fast Charger
- Hydrogen

*8. Do you own the property on which the fueling infrastructure will be installed? Note: If you do not own the property, you must submit a Site-Host agreement certifying you have permission to install fueling infrastructure.

- Yes
- No

No file chosen

N/A - My organization is not requesting grant funds to purchase and install fueling infrastructure.

*9. Will the installation of fueling infrastructure have the potential for ground disturbance? If yes, Please describe the extent of ground disturbance in the text box below. Example: trenching to install conduit and a concrete pad to support the EVSE installation.

- Yes
- No
- N/A - My organization is not requesting grant funds to purchase and install fueling infrastructure.

0 of 500

*10. To be eligible for award, your organization must agree to provide community outreach to inform your service area of the benefits of decarbonizing transportation. Please upload your Community Engagement Plan. A Community Engagement Plan template is available on the Application Menu page.

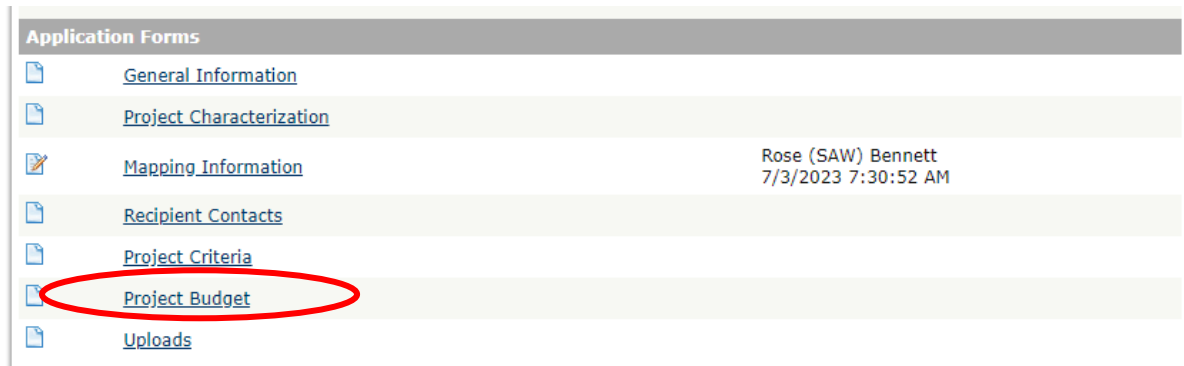
No file chosen



Click Save in the top right corner of the application when finished.

Project Budget Form

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



1. Grant Request and Cost Share section
 - a. In the first field, enter the Total Eligible Cost (grant request amount plus match).
 - b. In the second field, enter the cost share (match) amount you are contributing.

2. Itemized Project Costs
 - a. In the first field, enter the total cost of all vehicles/equipment included in your application.
 - b. In the second field, enter the total cost of infrastructure (including purchase and installation).
 - c. In the third field, enter any additional eligible costs.

3. Upload quotes for fueling infrastructure and for vehicle/equipment purchase.

PROJECT BUDGET

Please enter all eligible costs related to this project. One application may include multiple vehicles/pieces of equipment within the same project category. See the grant guidelines for more information on project categories and eligible costs. **NOTE: Do not pre-order.** Pre-ordered vehicles/equipment do not qualify for a grant.*

Public Disclosure Notice
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.

Project Summary

Total Eligible Cost: Ecology grant plus required recipient match (lines 1 plus 2 below). EAGL will automatically confirm this amount matches what you've entered on the General Information Form. This field will be calculated automatically.*
\$0

Applicant Match Percentage: Recipient portion of the Total Eligible Cost. This field will be calculated automatically.*
0%

Ecology Share Percentage: Ecology's portion of the Total Eligible Cost. This field will be calculated automatically.*
0%

Grant Request and Cost Share

Please enter the grant amount you are requesting from Ecology for your project. Please see page 10 of the grant guidelines for Ecology's funding level requirements.*

Please enter the cost share amount you will contribute to the project. Please see page 10 of the grant guidelines for required match.*

Itemized Project Costs

Please enter the total cost of all zero emission equipment/vehicles included in this application.*

Please enter the total cost of fueling Infrastructure, including purchase and installation.*

Please enter all other eligible expenditures below. Please see page 12 of the grant guidelines for eligible costs. To add additional expenditure lines, press the (+) sign.

Please upload a quote for the purchase and installation of fueling infrastructure. This should include all eligible projects costs. Ecology will use this information to verify grant funding amounts. **NOTE: Do not pre-order.** Pre-ordered vehicles/equipment do not qualify for a grant.*

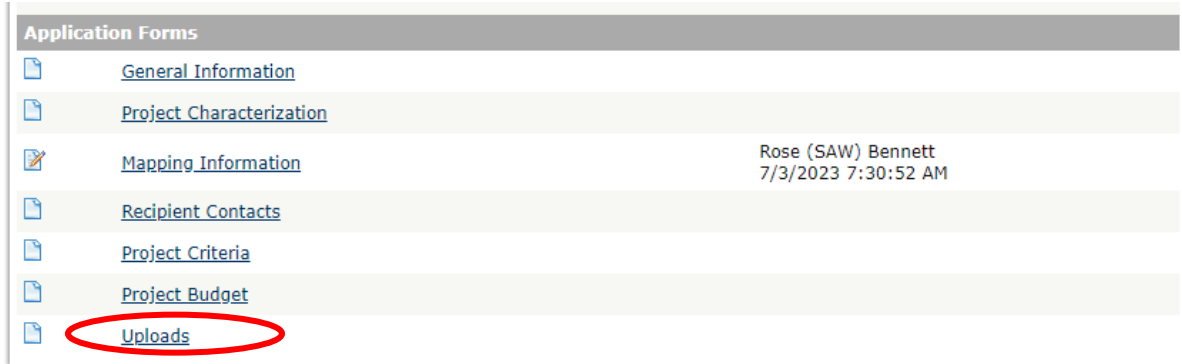
No file chosen

Please upload a quote for each new zero emission vehicle/piece of equipment you are proposing to purchase. Ecology will use this information to verify grant funding amounts. **NOTE: Do not pre-order.** Pre-ordered vehicles/equipment do not qualify for a grant.*

No file chosen

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. See the AQVWZEV 2325 funding guidelines for required uploads.



Upload any additional documents you need for this application and click Save. The 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

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

Upload

<input type="button" value="Choose File"/>	No file chosen
<input type="button" value="Choose File"/>	No file chosen
<input type="button" value="Choose File"/>	No file chosen

Submitting Your Application

When you have completed all the forms and uploaded the required documents, return to the Application.

Under Change the Status, click View Status Options.

Application Menu

Document Information: [AQVWZEV-2325-EcyAQ-00003](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	06/16/2023 - 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: [AQVWZEV-2325-EcyAQ-00003](#)

[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 would like. It is not required. Upon submission, you will receive a confirmation email.

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

Contact information

Air Quality Program

Technical Questions

Molly Spiller

Phone: 360-819-6552

Email: molly.spiller@ecy.wa.gov

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