

Clean Diesel DERA 23 Program

Clean Diesel DERA 23 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.

View Available Opportunities

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

VIEW OPPORTUNITIES

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

Air Quality Clean Diesel DERA for Department of Ecology - AQ

Offered By:
Department of Ecology

Application Availability Dates:
10/12/2023-02/12/2024

Application Period:
10/12/2023-02/12/2024

Application Due Date:
02/12/2024

Description:

This project will scrap and replace diesel transit buses with new fuel cell buses, and diesel yard trucks with new electric yard trucks 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

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

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>













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

- 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.

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	AQCDERA-2324 Funding Guidelines			
	AQCDERA-2324 Application Instructions			
	Certificate of Destruction			
	Transit Bus Eligibility Statement			
	Yard Truck Eligibility Statement			
	Fleet List			
Application Forms				
	General Information		Kelsey Smith (SAW) 10/17/2023 9:26:56 AM	Kelsey Smith (SAW) 10/17/2023 9:31:12 AM
	Project Characterization			
	Mapping Information		Kelsey Smith (SAW) 10/16/2023 1:50:46 PM	
	Recipient Contacts			
	Project Criteria Form			
	Uploads			

- Before continuing to the forms, you must carefully read the AQCDERA-2324 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.
- 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.



 [Back](#)

- 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.













 **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 from the Application Forms list.

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	AQCDDEA-2324 Funding Guidelines			
	AQCDDEA-2324 Application Instructions			
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	Recipient Contacts			
	Project Criteria Form			
	Uploads			

- The following steps 2 – 5 should be completed as shown in the image below.
- Enter your Project Short Description and Project Long Description in the boxes provided.
- Enter the Total Cost of the project in the box circled in red in the image below. The Total Cost is what the total project will cost regardless of grant funding.
- Enter the Total Eligible Cost in the box circled green in the image below. This is the grant amount you are requesting from Ecology. See the AQCDDEA-2324 Grant Guidelines for more detail.

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

*

Project Long Description

Total Cost *

Total Eligible Cost *

- 6. The following steps 6 – 10 should be verified and completed as shown in the image below. The Effective Date and the Expiration Date boxes have been pre-populated and should not be edited.
- 7. The Ecology Program should be prepopulated. Confirm that Air Quality is selected.
- 8. The Project Category should have the Clean Diesel Grant Program selected.
- 9. The answer to “Will Environmental Monitoring Data be collected” should be prepopulated with No and should not be edited.
- 10. The Overall Goal is prepopulated with text and cannot be edited.

Effective Date * Expiration Date *

Ecology Program*

Project Category* Clean Diesel Program

Will Environmental Monitoring Data be collected?

Overall Goal

*

- 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.



[Back](#)

Project Characterization Form

- 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
	General Information		Smith (SAW), Kelsey 10/17/2023 9:26:56 AM	Smith (SAW), Kelsey 10/17/2023 9:31:12 AM
	Project Characterization			
	Mapping Information		Smith (SAW), Kelsey 10/16/2023 1:50:46 PM	
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	Project Criteria Form			
	Uploads			

- 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.
- Use the second dropdown menu to choose the secondary theme of Clean Diesel for the drop-down menu option.
- 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. When you click Save, EAGL will provide error notices if any information is missing or incomplete.

[Back](#)
 Document Information: [AQCDDERA-2324-EcyAQ-00004](#)
[Details](#)
 You are here: > [Application Menu](#) > [Forms Menu](#)

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
*

+ Secondary Theme(s)
*

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

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
	General Information		Smith (SAW), Kelsey 10/17/2023 9:26:56 AM	Smith (SAW), Kelsey 10/17/2023 9:31:12 AM
	Project Characterization			
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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. The Project Area options should be pre-set to populate by either city, county, transit authority, or air authority. Type the name of your city, county, transit authority, or air authority and choose from a drop-down list. Select Add. An outline of the area you selected will appear.
4. When you are finished, click Next at the bottom of the page, and the system will calculate the area statistics.

DERA FY 2023-2024 Grant Funding for Fuel Cell Transit Buses and Electric Yard Trucks

Project area options

Define project area by city
Enter city **Add**

Define project area by air authority
Choose area **Add**

Define project area by county
Choose county **Add**

Define project area by transit authority
Enter transit authority **Add**

Define using Washington State boundary

Define project area by drawing or importing boundary

Exit tools

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%



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



[Back](#)

Recipient Contacts Form

- 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.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information		Smith (SAW), Kelsey 10/17/2023 9:26:56 AM	Smith (SAW), Kelsey 10/17/2023 9:31:12 AM
	Project Characterization			
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- 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 webpage⁵](#).

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 ?*

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.

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"/>

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.



[Back](#)

Project Criteria Form

1. 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.

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

Navigation Links

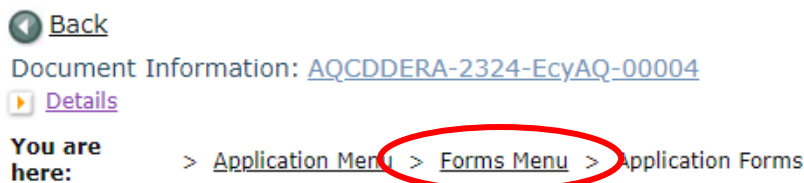
Status	Page Name	Note	Created By	Last Modified By
	General Information		Smith (SAW), Kelsey 10/17/2023 9:26:56 AM	Smith (SAW), Kelsey 10/17/2023 9:31:12 AM
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2. Answer the following questions:

1. *Have you read the “AQCDERA guidelines”?*

Please check Yes or No.

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



You will be asked to enter the date the guidelines were read and your initials in text boxes.

2. *Please select your organization type:*

Please select one of the following options: City, County, Public Utility District or Co-op, Tribe, Washington State Agency, Port, Transit Agency, Local Clean Air Agency, or Non-profit Organization.

3. *Is your organization proposing to scrap a diesel vehicle and replace it with a new zero emissions vehicle (Fuel Cell Transit Bus or Electric Yard Truck)?*

Please check Yes or No.

4. *Please upload your “Fleet List”. The Fleet List template is available on the Application Menu Page.*

Please upload a fully completed Fleet List using only the Ecology template provided.

5. *Will your new vehicle(s) operate in an “Overburdened Community Highly Impacted by Air Pollution”?*
Please see grant guidelines for more details

Please select Yes or No.

6. Enter the score of the Washington Tracking Network's "Diesel and Disproportionately Impacted Communities" Index census tract which the project is located. Please see grant guidelines for more details.

Please enter number in the text box.

7. What is the total combined annual diesel fuel consumption for vehicle(s) you will scrap and replace?

Please enter number of gallons.

8. What is the total amount of grant funding requested? Include total DERA project funding in whole dollars.

Please enter dollar amount in the box.

9. Will you charge administrative costs against the grant?

Please select Yes or No. If you select Yes, you will be asked to Enter the amount of administrative costs for the total project funding in whole dollars.

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



[Back](#)

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: [AQCDDERA-2324-EcyAQ-00004](#)

[Details](#)

You are here:

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

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

Application Menu

Document Information: [AQCDDERA-2324-EcyAQ-00004](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	10/12/2023 - 02/12/2024 02/12/2024 5:00PM PST

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](#)

3. Under Application Submitted, click Apply Status.

Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [AQCDDERA-2324-EcyAQ-00004](#)

[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

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 kelsey.smith@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