Clean Diesel Program 2024-2025

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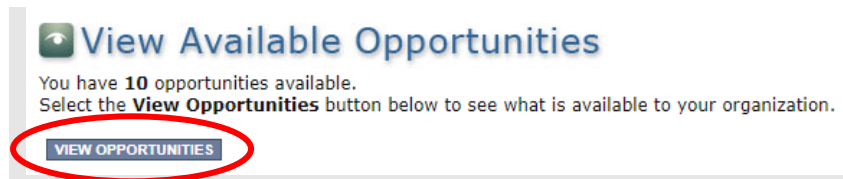
   Ecology's Grants & Loans webpage[1]
   How to Create a SAW Account[2]
   How to Register for EAGL[3]
   EAGL External Users' Manual[4]

   Please plan to register for EAGL well before the application deadline. Ecology will typically take a few days to approve new EAGL registrations.

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

3. Search for "Air Quality Clean Diesel 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

Air Quality Clean Diesel for Department of Ecology - AQ
Offered By:
Department of Ecology

Application Availability Dates:
02/09/2024-open ended

Application Period:
02/09/2024-open ended

Application Due Date:
not set

Description:

Grant funding is available to replace the oldest polluting diesel marine engines with all-electric or hybrid electric systems, provide funding for vocational training pilot programs to prepare 8-12 secondary school students for jobs created by transforming diesel fleets to zero emission fleets, or provide funding to re-skill school district mechanics for servicing zero emission 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.

APPLY NOW   NOT INTERESTED

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

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.
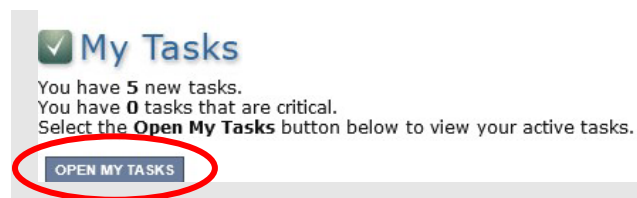
VIEW FORMS

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.

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
📄	AQCD-2425 Funding Guidelines			
📄	AQCD-2425 Application Instructions			
📄	AQCD-2425 Certificate of Destruction			
📄	AQCD-2425 Fleet List			
Application Forms				
📄	General Information			
📄	Project Characterization			
📝	Mapping Information		Sare (SAW) Webster 3/22/2024 7:49:03 AM	
📄	Recipient Contacts			
📄	Uploads			

6. Before continuing to the forms, you must carefully read the AQCD-2425 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 – 6 should be completed as shown in the image below. Enter your Project Title in the appropriate text box as shown in the image below.

3. Enter a brief one to three sentence project description in the Project Short Description box outlined in red.

4. Enter a one to three paragraph project summary in the Project Long Description text box outlined in red.

5. 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>.

6. 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 AQCD-2425 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

Instructions:

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

Project Title | Ecology's Clean Diesel Program 2024-2025 | *

Project Short Description

> Please use this text box to provide a one to three sentence description of your project. Below is an example for vocational training pilot programs.
>
> This project will engage subject matter experts to design and test a vocational training pilot program to train diesel school bus mechanics on zero-emission vehicle maintenance.

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Project Long Description

> Please use this text box to provide a one to three paragraph summary of your project. Below is an example for vocational training pilot programs.
>
> This project will engage subject matter experts in zero emission vehicle maintenance, diesel bus maintenance, shop logistics, and vocational training to design a six-month training program and certification for zero emission vehicle maintenance. Subject matter experts will engage in collaborative design and research of best practices for training and transitioning professionals to new skills and develop a six-month curriculum. The curriculum will then be tested with partners who will provide feedback on the curriculum. The feedback will then be reviewed by the curriculum design team and incorporated into the final draft of the curriculum.

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Total Cost   [   ] *   Total Eligible Cost   [   ] *

7. The following steps 7 – 11 should be verified and completed as shown in the image below. The Effective Date and Expiration Date has been pre-populated and <u>should not be edited.</u>

8. The Ecology Program should be prepopulated. Confirm that Air Quality is selected.

9. The Project Category should have two choices for selection: 1) Marine Engine Electrification Project, or 2) Vocational Training Pilot Programs, which covers the following categories of projects: a) Train school bus mechanics, bus drivers, and office staff on maintenance and operation of zero emission fleets, and b) Prepare 8-12 secondary school students for jobs created by transitioning diesel and other fossil fueled fleets to zero emission fleets. Please select the one that best describes your project. Note: Each of these selections will automatically populate a separate Required Eligibility Information form unique to each selection and will be completed later in your application.

10. The answer to "Will Environmental Monitoring Data be collected" should be prepopulated with No and cannot be edited.

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

Effective Date	07/01/2024 ❓*		Expiration Date	06/30/2025 ❓*

Ecology Program* : Air Quality

Project Category* :
- ○ Marine Engine Electrification Project
- ◉ Vocational Training Pilot Program

Will Environmental Monitoring Data be collected? : No

Overall Goal :
To reduce toxic emissions from the oldest diesel marine engines in overburdened communities. Support vocational training programs to prepare students for jobs created by transforming diesel fleets to zero emission fleets.

*
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12. 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.

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

SAVE | CHECK 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
📝	General Information		Smith, Kelsey (SAW) 6/17/2022 9:57:17 AM	Smith, Kelsey (SAW) 6/17/2022 1:11:58 PM
📄	Project Characterization			
📝	Mapping Information		Smith, Kelsey (SAW) 6/17/2022 9:49:21 AM	
📄	Recipient Contacts			
📄	Required Eligibility Information - Idle Reduction			
📄	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.

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 Diesel Program ❓

Project area options

☐ 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. 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 Diesel Program ❓

Select method(s) to enter boundary

- ☐ Air Authority
- ☐ City
- ☐ County
- ☐ Grant Project Area
- ☐ Transit Authority
- ☐ Drawing/Import Tools
- ☐ Lake
- ☐ Parcel
- ☐ WRIA ❓
- ☐ School District
- ☐ HUC 12 ❓

Go

6. Once you have made your boundary method, you may also choose from a 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.
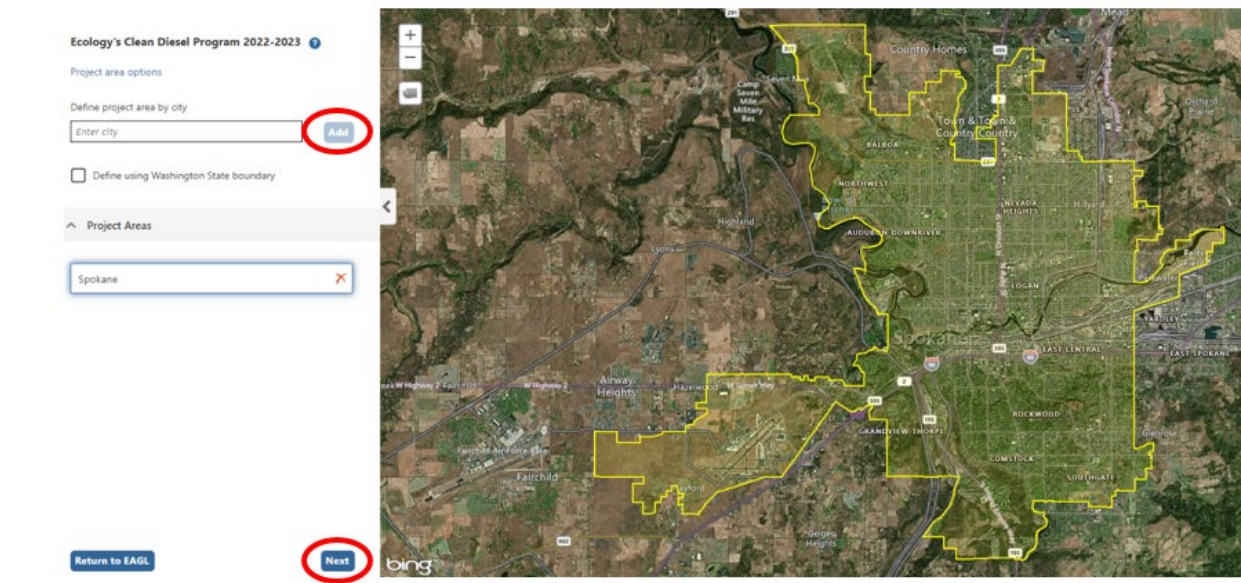
8. After the calculations are complete, click Save at the bottom of the page.

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%

Return to map **Save**

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.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information		Smith, Kelsey (SAW) 6/17/2022 9:57:17 AM	Smith, Kelsey (SAW) 6/17/2022 1:11:58 PM
	Project Characterization			
	Mapping Information		Smith, Kelsey (SAW) 6/17/2022 9:49:21 AM	
	Recipient Contacts			
	Required Eligibility Information - Idle Reduction			
	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 Ecology's Grants and Loans webpage[5].

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 Forms

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. Note: These forms reflect your selection from the General Information form. These forms are unique to the following selections: 1) Marine Engine Electrification Project, or 2) Vocational Training Pilot Program. Please follow the directions for each specified Required Eligibility Information form.

Required Eligibility Information – Marine Engine Replacement Form

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

2. Answer the following questions:

   1. *Please provide a short description of your project.* This may be the same short description provided in the General Information Form.

   2. *Please describe your project and how your project meets the Eligibility Requirements described in the AQCD-2425 Grant Guidelines.*

   3. *Please describe how your project reduces greenhouse gases and toxic emissions. Also describe how this project improves air quality for communities and populations who are marginalized, underrepresented, underserved, or have environmental justice considerations.*

   4. *Have you read the "AQCD-2425 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.

3. *How much funding are you requesting?*

Enter the amount of grant funding requested for marine engine replacement.

4. *How many diesel marine engines will be replaced and scrapped (1-3)?*

Enter a number from 1 to 3. If more than three engines will be scrapped and replace, please contact the Ecology Project Manager, Ron Stuart, at ron.stuart@ecy.wa.gov. After entering the number of engines to be scrapped and replaced, additional questions about the EPA Engine Tier level for the engine to be scrapped will appear.

5. *Use the Washington Tracking Network's Environmental Health Disparities Map located at the following website: https://fortress.wa.gov/doh/wtn/wtnibl/ to determine the highest census tract index score where the project vessel will be home ported. Choose the corresponding index score range below.*
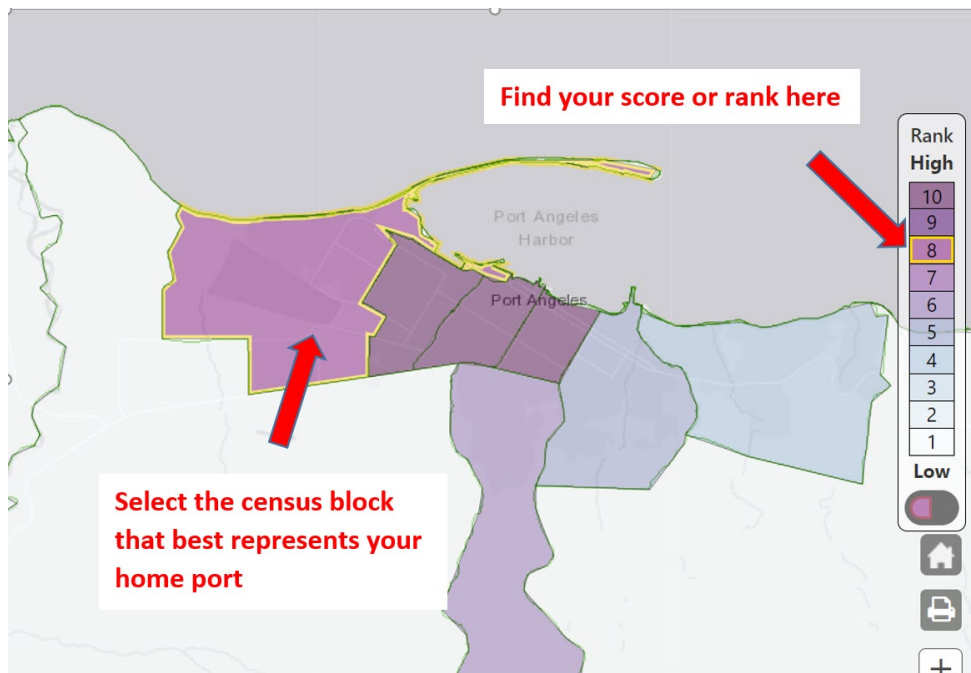
Go to the Washington Tracking Network[6] website. Select "*Environmental Health Disparities*" from the layer list on the left.
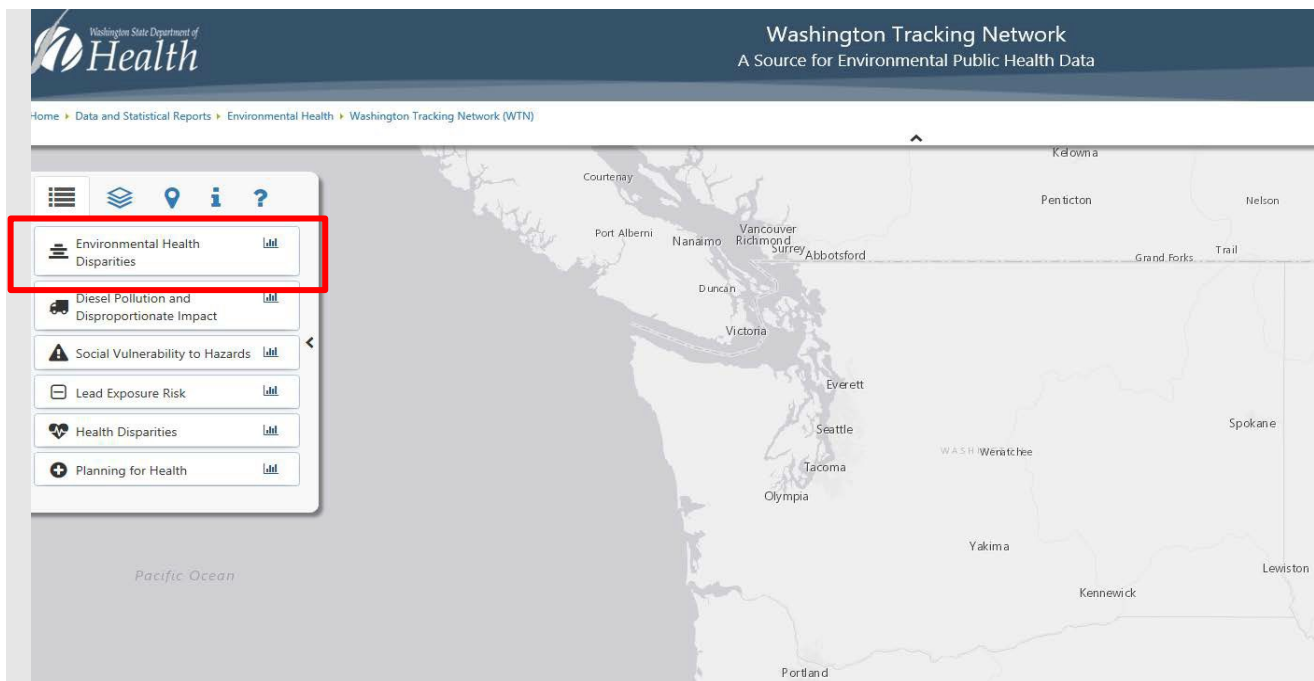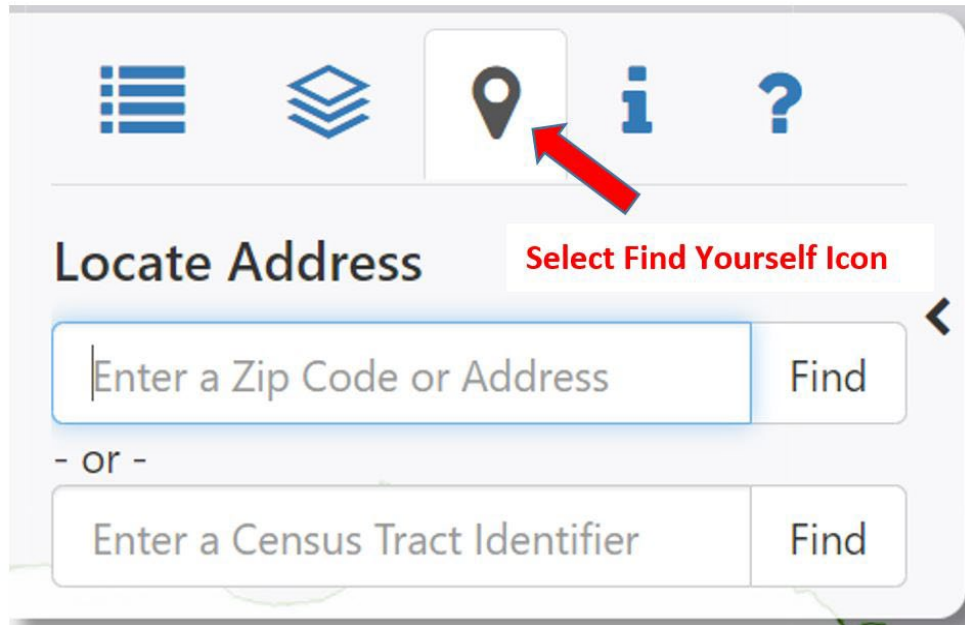
The map will display the state of Washington. Zoom into the project vessel home port. Clicking the homeport location will highlight the census block and score/rank.

Select the highest-ranking census tract that represents your project vessel home port. Use that score to select the index score range in Question 7.

6. *Provide the physical address of the home port for the project vessel.*

7. *Please upload your "Fleet List" form available on the Application Menu page next to the "AQCD-2425 Guidelines."*

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

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Required Eligibility Information – Vocational Training Pilot Program Form

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

2. Answer the following questions:

   1. *Please provide a short description of your project.* This may be the same short description provided in the General Information Form.

   2. *Please describe your project and how your project meets the Eligibility Requirements described in the AQCD-2425 Grant Guidelines.*

   3. *Please describe how your project reduces greenhouse gases and toxic emissions. Also describe how this project improves air quality for communities and populations who are marginalized, underrepresented, underserved, or have environmental justice considerations.*

   4. *Have you read the "AQCD-2425 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.

5. *How much funding are you requesting?*

   Enter the amount of grant funding requested for the pilot program.

6. *Provide the names of the school districts served by the proposed pilot program.*

7. *For the school districts named in question 6, provide the highest OSPI school district FRPL percentage for school year 2022-23 located in "AQCD-2425 Guidelines" Appendix A.*

8. *Use the Washington Tracking Network's Environmental Health Disparities Map located at the following website: https://fortress.wa.gov/doh/wtn/wtnibl/ to determine the highest census tract index score for the school districts listed in question 6.*
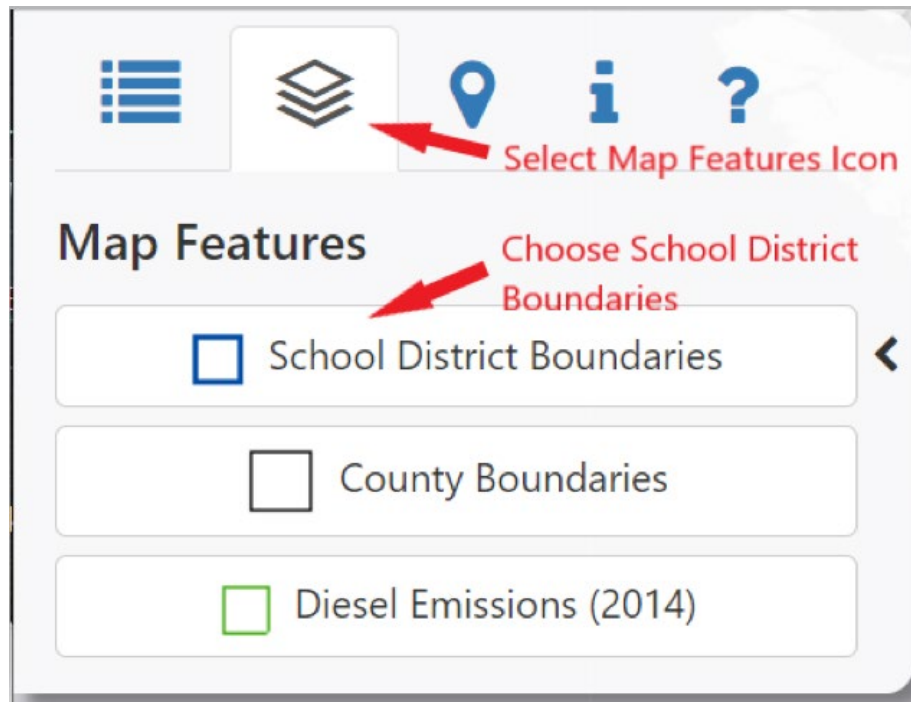
   Go to the Washington Tracking Network[7] website. Select "*Environmental Health Disparities*" from the layer list on the left.
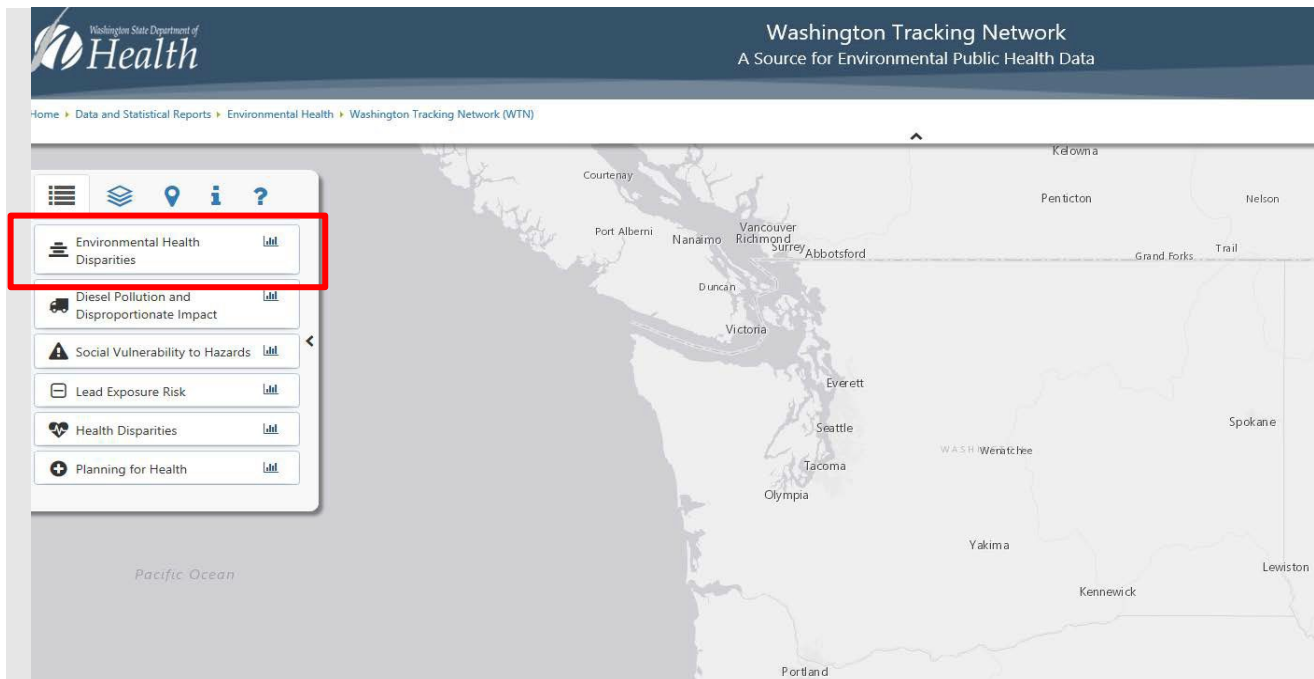

Instructions for Applicants Transporting Students to Public and Tribal Schools

Select the Map Features icon and choose School District Boundaries.

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[7] https://fortress.wa.gov/doh/wtn/wtnibl/

The map will display the school district boundaries. Zoom into the school districts served by the proposed pilot program. Clicking the center of the school district boundary to display the name of the school district.

Clean School Bus Grant Application Instructions
March 2024
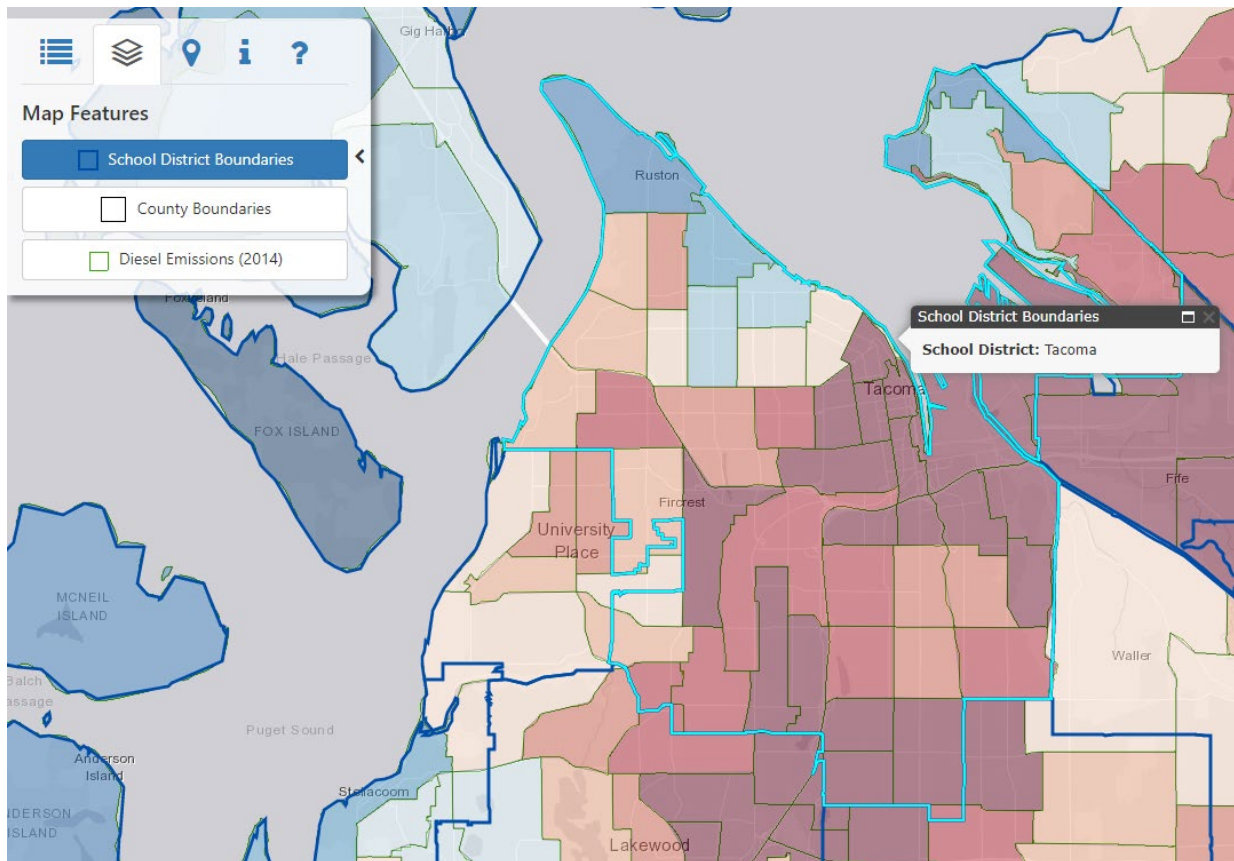
Select the highest-ranking census tract for the school districts served by the proposed pilot program. Use that score to select the index score range in Question 8.

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.

Document Information: AQCD-2223-EcyAQ-00014
▶ Details

You are here: > Application Menu > Forms Menu > Application Forms

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

Application Menu

Document Information: AQCD-2223-EcyAQ-00014
▼ Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	06/13/2022 - 10/31/2022 10/31/2022 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.
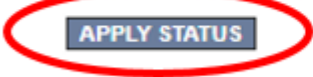
Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: AQCD-2223-EcyAQ-00014
▶ 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
Sare Webster
Phone: 564-233-9155
Email: sare.webster@ecy.wa.gov

Website[8]: 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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[8] www.ecology.wa.gov/contact