Air Quality Zero Emission School Bus Grant Program 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:
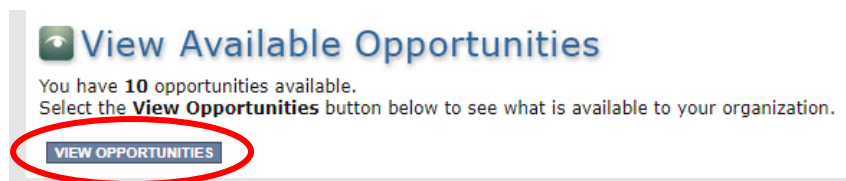
   Ecology's Grants & Loans webpage[1]
   How to Create a SAW Account[2]
   How to Register for EAGL[3]
   EAGL External Users' Manual[4]

   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 Zero Emission School Bus Grant" 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 Zero Emission School Bus Grant Program for Department of Ecology - AQ
Offered By:
Department of Ecology

Application Availability Dates:
04/09/2024-08/15/2024

Application Period:
04/09/2024-08/15/2024

Application Due Date:
08/15/2024

Description:

Funding for this grant solicitation is provided by the Washington State Department of Transportation in support of an early action grant program to provide expedited funding for the replacement of fossil fueled school buses with 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				
🅰	AQZEWSDOT-2425 Funding Guidelines			
🅰	AQZEWSDOT-2425 Application Instructions			
🅰	Certificate of Destruction			
🗏	Inadvertant Discovery Plan Template			
🅰	Cultural Resources Review Form			
🗏	Fleet List			
Application Forms				
🗋	General Information			
🗋	Project Characterization			
✎	Mapping Information		Sare (SAW) Webster 4/24/2024 11:52:02 AM	
🗋	Recipient Contacts			
🗋	Required Eligibility Information			
🗋	Uploads			

6. Before continuing to the forms, you must carefully read the AQZEWSDOT-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.
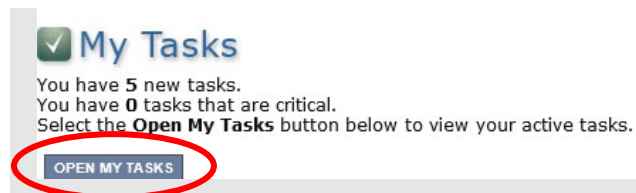
General Information Form

1. Select General Information from the Application Forms list.

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 7:54:20 AM	
📄	Recipient Contacts			
📄	Uploads			

2. The following steps should be completed as shown in the image below. The project title, project short description, and project long description are pre-populated and should not be edited.

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 AQZEWSDOT-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 Zero Emission School Bus Grant Program | *

Project Short Description

Replace old fossil fueled buses with new zero emission buses.

❓*

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Project Long Description

This project will scrap and replace fossil fuel powered school buses with new zero emission school buses, reducing air toxics and greenhouse gas emissions statewide.

❓

165 of 4000

Total Cost [   ] ❓*   Total Eligible Cost [   ] ❓*

5. The following steps should be verified as shown in the image below. The Effective Date and Expiration Date has been pre-populated and should not be edited.

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

7. The Project Category should be pre-populated. 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.

| Effective Date | 08/15/2024 🔵* | | Expiration Date | 06/30/2026 🔵* |

Ecology Program Air Quality ▼

Project Category* ⚪ Clean Diesel Grant Program

Will Environmental Monitoring Data be collected? No ▼

Overall Goal

To reduce toxic and greenhouse gas emissions from fossil fuel powered school buses and help accelerate the transformation of Washington's school bus fleet to zero emissions.

*
173 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.

◀ 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.

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.

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. 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.
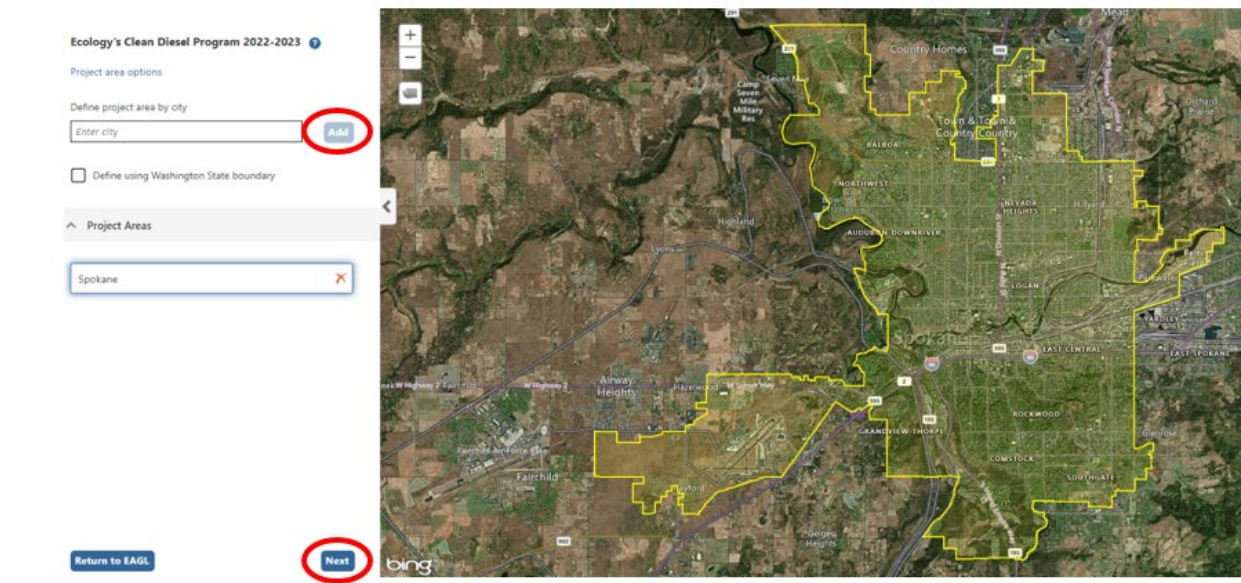
8. After the calculations are complete, click Save at the bottom of the page.

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.

Back

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].

    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	To Delete a Row
Enter a name and title	In the row you want to delete, remove the information in the Name and Title textboxes
When done, click the **SAVE** button	When done, click the **SAVE** button
After SAVE, a new row will appear	After SAVE, the row will be deleted

Name	Title
➕	

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.

Required Eligibility Information Form

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

2. Answer the following questions:

   1. *Please enter the date you read the Funding guidelines, and enter your initials below:*

      You must read the grant guidelines before continuing. These can be found by clicking the Forms Menu on the "You are here" line.
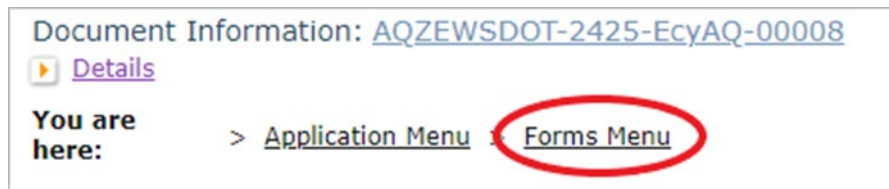
      You will be asked to enter the date the guidelines were read and your initials in text boxes.

   2. *Is your organization proposing to scrap fossil fueled school buses and replace them with new electric school buses?*

      Please select Yes or No. Note: Fossil fueled buses must be replaced with zero emission buses to be a grant eligible project.

   3. *Does the organization own the school bus you are proposing to scrap?*

      Please select Yes or No. Note: Fossil fueled buses proposed for scrap must be owned by the applicant to be a grant eligible project.

   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 today?

Please select Yes or No. Note: Fossil fueled buses proposed for scrap must be licensed, registered, and insured for one (1) year prior to the time of application to be a grant eligible project.

5. *Please enter the Educational School District (ESD) number where the proposed new zero emission school bus will operate.*

   Please enter your ESD number in the text box.

6. *Did your organization unsuccessfully apply to receive federal funding for zero emission school bus purposes prior to January 1, 2024 that would have operated in the same ESD as specified in question #5?*

   Please choose yes or no.

7. *Please choose the option below that describes your organization.*

   Please choose from a list of organization the option that best describes your organization. If your organization is not lister, choose "Other" and a text box will appear for you to describe your organization.

8. *Please select the OSPI school district FRPL percentage for the current school year located in Grant Guidelines Appendix A.*

   Please select the appropriate FRPL percentage as indicated in Appendix A.

9. *How many fossil fueled school buses do you intend to replace with zero emission buses?*

   Please enter the number of buses you plan to replace in the text box.

10. *Is your organization requesting funds for charging/fueling infrastructure?*

    Please enter yes or no. If yes, please provide a brief description of the charging/fueling infrastructure project including potential demolition as well as the length, width, and depth of the ground disturbance. Example: "Infrastructure installation will require digging a 40ft long, 2ft wide, and 2ft deep trench to lay conduit for charging stations and one 3ft by 3ft by 3ft excavation to install grid upgrades for the charging stations.

11. *How much funding will your organization request for your school bus replacement project? See "Grant Guidelines" Project Funding Levels.*

    Enter the amount of funding requested for school bus replacement in the text box

    Estimate the amount of grant funding requested for charging/feuling infrastructure in the text box. Enter $0 if not applying for infrastructure funding.

12. *Please upload your "Fleet List". The Fleet List form is available on the Application Menu page.*

Please fill out the Fleet List Form and upload it to the location under question 12. Please do not upload to the general uploads section.

13. *Please upload quotes for the purchase of the zero emission bus replacements and equivalent fossil fueled buses. Ecology will use this information to verify grant funding amount. NOTE: **Do not pre-order**. Pre-ordered buses do not qualify for a grant.*

Please upload your bus quotes to the location under question 13. Please do not upload to the general uploads section.

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: AQZEWSDOT-2425-EcyAQ-00008
▶ Details

You are here: > Application Menu > Forms Menu

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[6]: 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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[6] www.ecology.wa.gov/contact