

Air Quality Volkswagen Rails, Keels, and Wheels AQVWRKW-2527 Grant Application Instructions



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NOTE: Bold text is used throughout this manual to emphasize text in lists, important notes, and references to the action buttons, fields, and links in the EAGL system.

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, please see our website:

- [Ecology's Grants & Loans webpage](#)¹

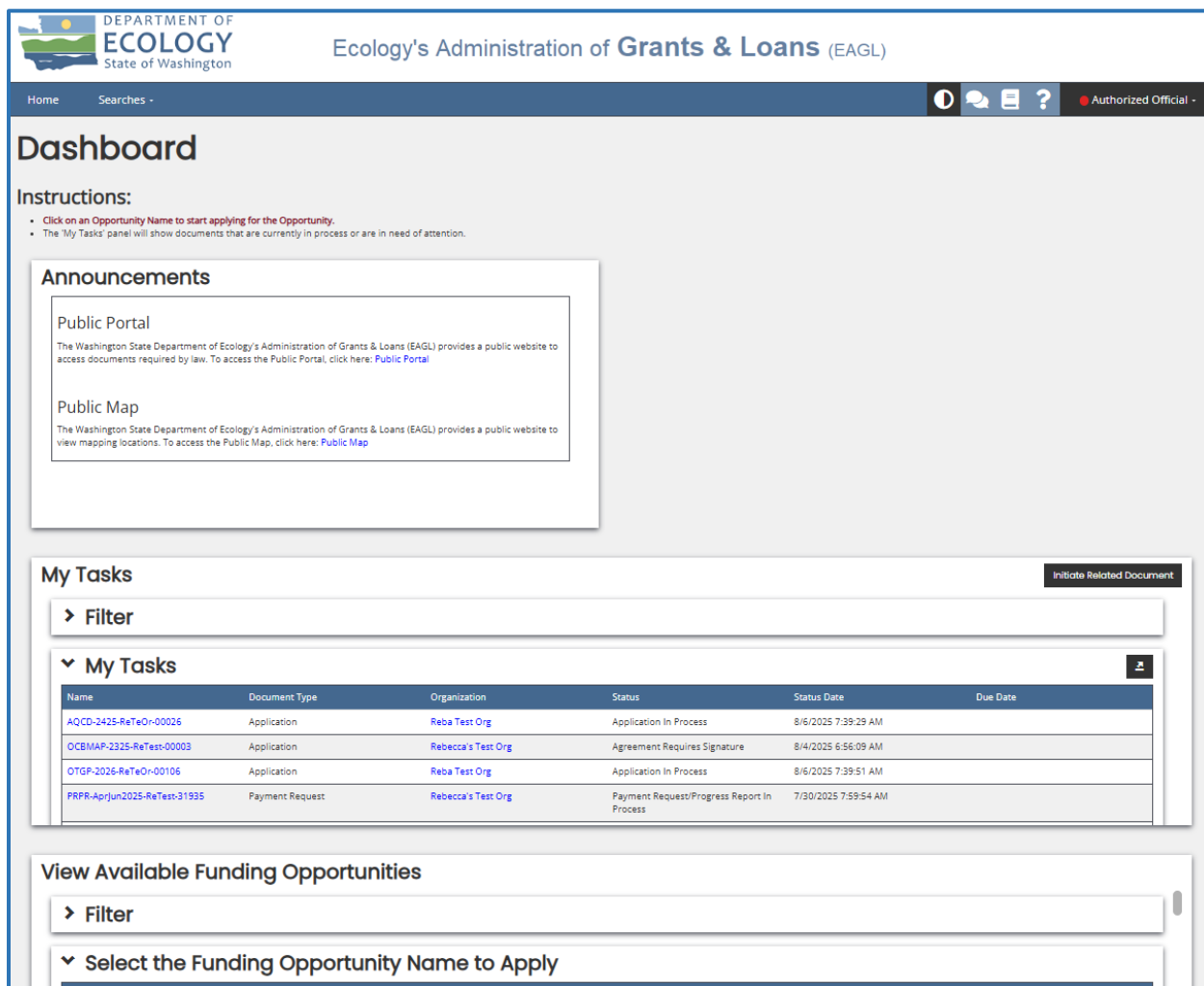
EAGL Tips:

- **System Requirements:** To use EAGL, you must have access to the internet and one of the following web browsers: Edge, Chrome, Firefox or Safari.
- **Save regularly** — If you close your browser, you may lose your work. Avoid using the browser back button as it may result in unsaved data or cause your session to end unexpectedly. If you accidentally press the back button, log out and log back in to ensure your session remains active and your data saves correctly. The system will time out after approximately 20 minutes of inactivity.
- **Use unformatted text** — EAGL supports only plain text. It does not support rich text formatting (bold, italics, underlining, etc.) or special characters and symbols. If you insert formatted text into an EAGL text box, the system may not accept it, the formatting may change, or you may lose text.
- **Required fields** — A red asterisk identifies fields that you are required to complete.
- **Character limits** — All fields have character limits. Make sure your response is concise and falls within the character limit. Fields show the character limit beneath the entry box. If you try to paste in text beyond the limit, the text exceeding the limit will not appear and no warning will display to let you know the response was shortened.
- **Data fields with multiple entries** — For data fields that allow more than one response, you can select the Plus (+) button to add additional selections. If you need to delete a line, select the Minus (–) button.
- **Form errors** — If you try to save a screen that is missing information from the required fields, or if a field was filled out incorrectly, you will receive an error message.
- **Tooltips** — Hovering over a field with your mouse will display tooltips when they are available. For additional guidance or questions, refer to the funding program guidelines found in the left side navigation panel for the parent document
- **File size restrictions** — EAGL limits individual files to 200 MB. If you try to upload a file that is larger than this, EAGL will give you an error message. There is no limit on the total number of files or collective file size that can be associated with a document.

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

EAGL Navigation

When you log into EAGL you are directed to the dashboard landing page. From here, you can access **Funding Opportunities**, review **My Tasks** and search for organization documents.



The screenshot shows the EAGL (Ecology's Administration of Grants & Loans) dashboard. At the top, there is a header with the Department of Ecology logo and the text "Ecology's Administration of Grants & Loans (EAGL)". Below the header is a navigation bar with "Home" and "Searches" links, and a user profile icon labeled "Authorized Official". The main content area is titled "Dashboard" and includes "Instructions" with two bullet points: "Click on an Opportunity Name to start applying for the Opportunity." and "The 'My Tasks' panel will show documents that are currently in process or are in need of attention." Below the instructions is an "Announcements" section with two items: "Public Portal" and "Public Map", each with a brief description and a link. The "My Tasks" section is prominently displayed, featuring a "Filter" button and a table of tasks. The table has columns for Name, Document Type, Organization, Status, Status Date, and Due Date. Below the table is a "View Available Funding Opportunities" section with a "Filter" button and a dropdown menu to "Select the Funding Opportunity Name to Apply".

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

Announcements

Public Portal
The Washington State Department of Ecology's Administration of Grants & Loans (EAGL) provides a public website to access documents required by law. To access the Public Portal, click here: [Public Portal](#)

Public Map
The Washington State Department of Ecology's Administration of Grants & Loans (EAGL) provides a public website to view mapping locations. To access the Public Map, click here: [Public Map](#)

My Tasks

Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
AQCD-2425-ReTeO-00026	Application	Reba Test Org	Application In Process	8/6/2025 7:39:29 AM	
OCBMAP-2325-ReTest-00003	Application	Rebecca's Test Org	Agreement Requires Signature	8/4/2025 6:56:09 AM	
OTGP-2026-ReTeO-00106	Application	Reba Test Org	Application In Process	8/6/2025 7:39:51 AM	
PRPR-AprJun2025-ReTest-31935	Payment Request	Rebecca's Test Org	Payment Request/Progress Report In Process	7/30/2025 7:59:54 AM	

View Available Funding Opportunities

Filter

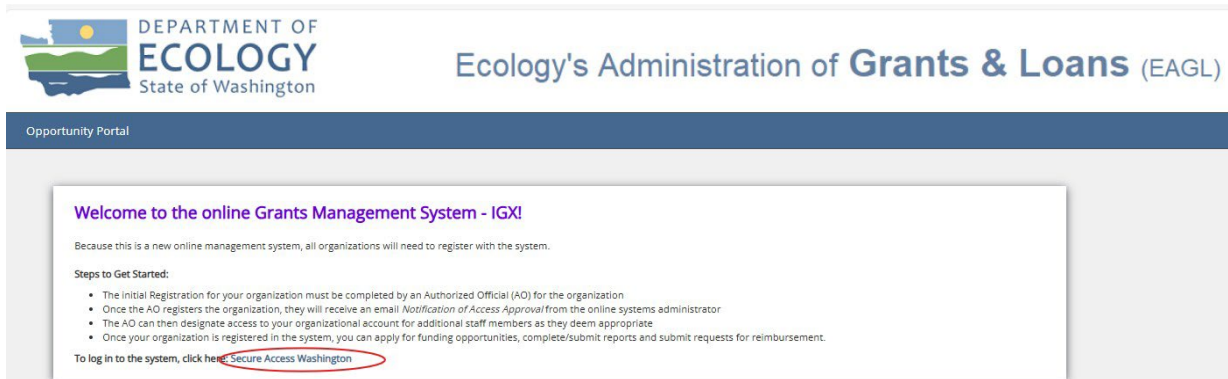
Select the Funding Opportunity Name to Apply

Training Materials

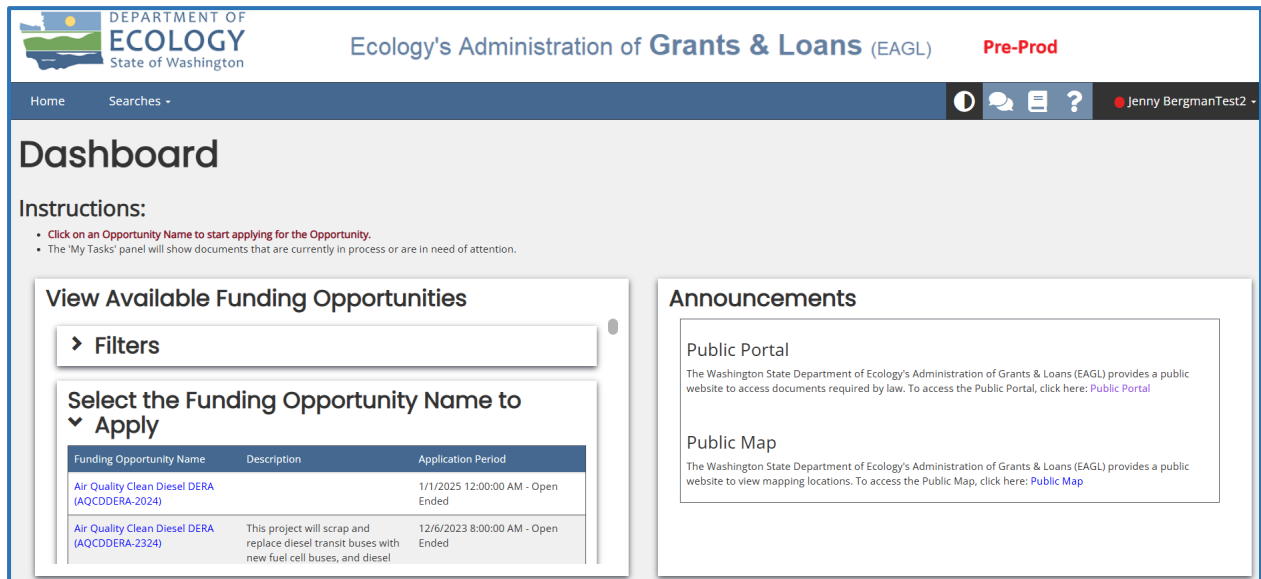
Selecting the **Book**  icon in the top ribbon provides access to this user manual. Right click on either link then select **Open in a new window** to view the information while you work on your document.

Applying for a Grant or Loan

Sign in to EAGL from the Opportunity Portal by selecting the **Secure Access Washington** link and logging into EAGL.



After logging in, the dashboard landing page will load with a panel to **View Available Funding Opportunities** for users with the role of Authorized Official or Contractor.



If you know the name of the specific funding opportunity you are looking for, select the Filter heading arrow and type the name of the funding opportunity into the Name field then select **Search**.

The screenshot shows the 'Filters' section with a dropdown arrow. Below it are two input fields: 'Provider' with a dropdown arrow and 'Name' with a text input field. A 'Search' button is located at the bottom right.

When you select a Funding Opportunity Name link, a new window will appear with more information about that funding opportunity. If you want to apply, select **Proceed** to initiate the creation of an application. If you do not want to apply, select **Cancel** to return to the funding opportunity list

Air Quality Volkswagen Rails, Keels, and Wheels (AQVWRKW-2527)

Provided By:

Department of Ecology

Provided To:

Test Organization

Application Availability Dates:

7/24/2025 12:00:00 AM - 6/30/2027 11:59:00 PM

Due Date:

N/A

Description:

The Washington State Department of Ecology is providing funding to transition switcher locomotives, tugboats, emergency vehicles, paratransit, and other medium and heavy duty local freight vehicles to zero emission.

After you select the Proceed 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 "Proceed" button once, **Do Not Select the "Proceed" 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.

Proceed

Cancel

school buses with zero emission school buses.

Completing Application Forms

You can access application forms through the left side navigation panel of the application's document landing page. You will find a link to the funding program guidelines above the Forms heading. The funding program guidelines include contact information for Ecology staff for the funding opportunity. Before continuing to the application forms, carefully read the Funding Guidelines.

The screenshot shows the 'Document Landing Page' in the EAGL system. The left sidebar contains a navigation menu with sections: 'Forms', 'Funding Program Guidelines', and 'Application Forms'. Under 'Funding Program Guidelines', there are links for 'AQVWRKW-2527 Funding Guidelines', 'AQVWRKW-2527 Application Instructions', 'AQVWRKW-2527 Fleet List Template', 'AQVWRKW-2527 Certificate of Destruction', 'AQVWRKW-2527 Cultural Resources Review Form', 'AQVWRKW-2527 Budget Template', 'AQVWRKW-2527 Inadvertent Discovery Plan Template', and 'AQVWRKW-2527 Community Engagement Plan'. Under 'Application Forms', there are links for 'General Information', 'Project Characterization', 'Mapping Information', 'Recipient Contacts', 'Project Criteria', and 'Uploads'. The main content area is titled 'Document Landing Page' and shows 'Instructions' for a document. The document details are as follows:

Template	Instance	Process
AIR QUALITY VOLKSWAGEN RAILS, KEELS, AND WHEELS	Air Quality Volkswagen Rails, Keels, and Wheels (AQVWRKW-2527)	Application
Document Name	Document Status	
AQVWRKW-2527-TestOr-00023	Application In Process	
Organization	Your Role	Period Date
Test Organization	Authorized Official	7/24/2025 12:00:00 AM

General Information Form

Select General Information form the Application Forms list on the left side navigation panel.

This form is used to collect basic information about your project such as the dates, costs, and overall project description.

- Enter the Project Short Description and Project Long Description in the boxes provided.
- Enter the Total Cost of the project in the total cost box. The Total Cost is what the total project will cost regardless of grant funding.
- Enter the Total Eligible Cost in the Total Eligible Cost box. This is the grant amount you are requesting from Ecology plus any funds you are using as match, if applicable. See the Funding Guidelines for more detail.
- The Effective Date and the Expiration date of the project are prepopulated.
- The Ecology Program is prepopulated and cannot be edited.
- The Project Category is prepopulated and cannot be edited.
- The answer to "Will Environmental Monitoring Data be collected" is prepopulated with No and cannot be edited.

- The Overall Goal has been prepopulated and cannot be edited.
- When you are finished, click **Save** in the top right corner of the form. When you click Save, EAGL will provide error notices if any information is missing or incomplete.
- After saving the form, select **Next Form** at the bottom of the page to move to the next application form, or choose the next form from the left side navigation panel.

Project Characterization Form

- 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.
- 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 form.
- After saving the form, select **Next Form** at the bottom of the page to move to the next application form, or choose the next form from the left side navigation panel.

Mapping Information Form

This form collects information about the location of the project work.

- Under the Application Forms heading, select Mapping Information, then the Add/Modify Location(s) button. You will be directed to the EAGL Editor Map
- Determine how you will define your project area:
 - The project area can be defined by entering the city or county name to identify the boundary or click select tools to see a selection of methods to enter the boundary for the project. To draw the boundary, select the Drawing/Import Tools.
- Complete the steps to define the Project Area. When you are finished select **Next**.
- It will take a few moments for the project location summary to calculate. Review the information populated by your project area definition. If you need to change your map, you can select Return to map to change the project area.

Recipient Contacts Form

Recipient contacts are the people Ecology interacts with for the application, agreement negotiation, and other grant or loan processes. A user's title on the Recipient Contacts form is independent from their system role and does not affect system role assignment in any way. The Authorized Official still sets the roles for the organization.

Contact information is collected on the application's Recipient Contacts form and an Authorized Official can update their contacts throughout the life of an agreement. Users must be registered in EAGL with the organization to show up in the dropdown menus for roles on the Recipient Contacts list.

Project Manager — The person registered in EAGL and designated by the organization to be the main contact for project management issues related to the grant or loan.

Authorized Signatory — The person designated by the organization to sign a grant or loan agreement and amendments. This person must be an authorized representative of your organization and must be authorized to legally bind your organization to agreements. The name of the person identified as the Authorized Signatory on the Recipient Contacts form will appear in the signature block of the agreement. The Authorized Signatory must be registered in EAGL as a member of the organization.

NOTE: The contact type Authorized Signatory is independent of the system role Authorized Official. The person designated as the Authorized Signatory can have any system role, including Reader.

Billing Contact — The person registered in EAGL and designated by the organization to be the main contact for billing issues related to the grant and loan.

Other Recipient Signatures on Printed Agreement

If you choose to have additional signatories on your agreement, you may add them at the bottom of the Recipient Contacts form. Their names will appear below the Authorized Signatory in the signature block of the agreement. Additional signatories do not need to have a SAW or EAGL account.

- To add other signatories, go to the document (application or agreement).
- Select Recipient Contacts form.
- Scroll down to find the Other Recipient Signatures on Printed Agreement heading.
- Enter the name and title of each person you want added as a signatory on the agreement.
- To add additional lines, select the Plus (+) button. To delete lines, select the Minus (–) button then select Confirm.
- **Save** the form. Select **Next Form** to move to the Mapping Information form or select the next form from the left side navigation panel.

Project Criteria Form

The Project Criteria Form helps us determine specifics about your project. Please review the Funding Guidelines and fill out all the questions in the form and **Save** the form when completed.

Uploads

The Uploads form is used to upload various documents and files during the lifetime of your project. For each upload, you must provide a file description. See funding program guidelines for specific requirements and expectations.

To add an upload, enter a description for the file in the Description field, click Browse, select your file, then **Save**.

Upload Tips

- The following file types can be uploaded to EAGL: pdf, gif, bmp, mov, jpg, vsdx, tif, xls, wpd, mp4, ppt, txt, vsd, xml, pptx, doc, wmv, zip, xlsx, avi, png, docx.
- If you filled the available rows and need to add more files, select the Plus (+) button and a new row will appear. Repeat as needed.
- To delete a file, select the (x) to the right of the file name, or if a Minus (-) button is available, select it then Confirm.

Document Validation

This tool checks your entire document for errors prior to changing the status. If errors are found, it will display the form name and let you know if it will prevent you from changing the status. You can select the form name in the results window to return to that form.

Submitting Your Application

Only Authorized Officials can submit or cancel applications. Once you have completed all forms and resolved any errors, the Authorized Official submits the application by changing the status to Application Submitted under the Status Options heading in the left side navigation panel of the application. This is also where the application can be cancelled by choosing the status Application Cancelled.

- If any part of your application is missing or incomplete, a dialog box will appear displaying forms with errors that 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.

Contact information

Air Quality Program

Technical Questions

Mehjabeen Rahman

Phone: 360-764-6303

Email: mrh461@ecy.wa.gov

EAGL Questions

Rose Bennett

Phone: 360-819-3456

Email: rben461@ecy.wa.gov

Website²: [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.

² www.ecology.wa.gov/contact