



Air Quality Zero Emission School Bus and Fleet Transition Grant Program

AQZESB-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.
 - For the best readability in EAGL make sure that your monitor display setting are set to 100% scaling and that you maximize  the browser window.
- **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

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

- **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.

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 dashboard with the following sections:

- Header:** DEPARTMENT OF ECOLOGY State of Washington, Ecology's Administration of Grants & Loans (EAGL), Home, Searches, and a user profile for 'Authorized Official'.
- 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:** Includes a 'Filter' button and a table of tasks.

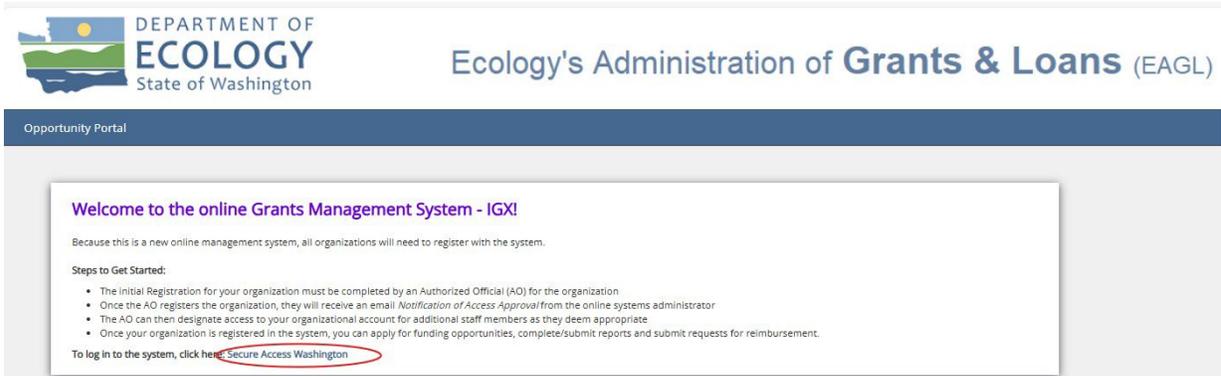
Name	Document Type	Organization	Status	Status Date	Due Date
AQCD-2425-ReTeO-00026	Application	Reba Test Org	Application In Process	8/6/2025 7:39:29 AM	
OCBMAP-2325-ReTest-00003	Application	Rebecca's Test Org	Agreement Requires Signature	8/4/2025 6:56:09 AM	
OTGP-2026-ReTeO-00106	Application	Reba Test Org	Application In Process	8/6/2025 7:39:51 AM	
PRPR-AprJun2025-ReTest31935	Payment Request	Rebecca's Test Org	Payment Request/Progress Report In Process	7/30/2025 7:59:54 AM	
 - View Available Funding Opportunities:** Includes a 'Filter' button and a dropdown menu to 'Select the Funding Opportunity Name to Apply'.

Training Materials

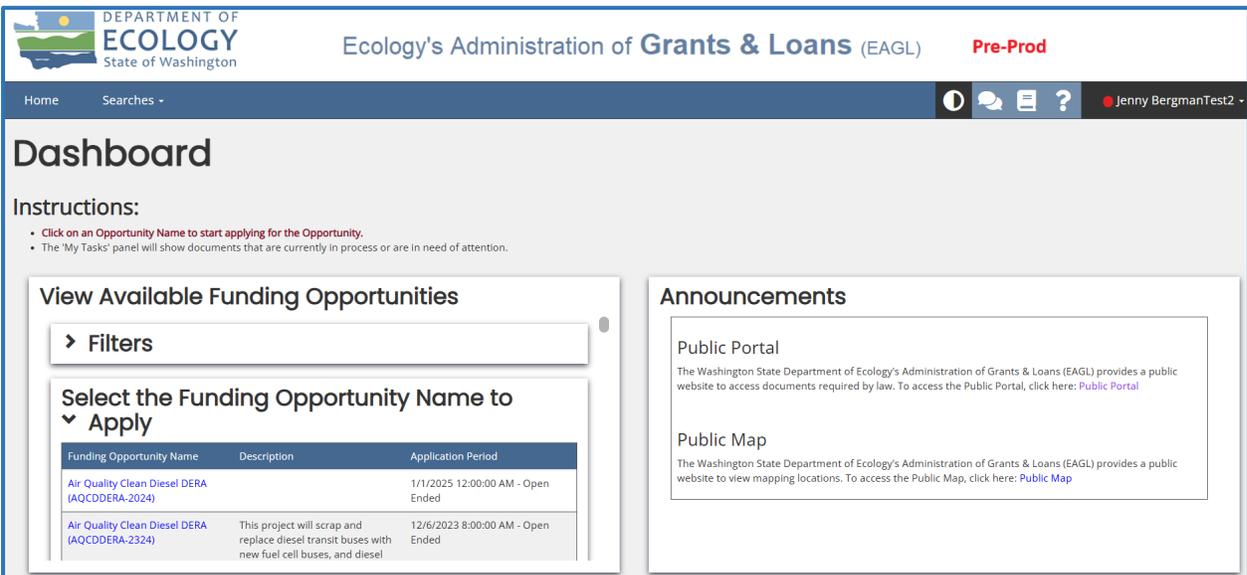
Selecting the **Book**  icon in the top ribbon provides access to the EAGL IGX User's Manual. Right click on either link then select **Open in a new window** to view the information while you work on your document.

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**. For this grant opportunity, select the Department of Ecology from the **Provider** drop down list and under **Name** type: AQZESB.

Filters

Provider

Name

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 ZERO EMISSION SCHOOL BUS AND FLEET TRANSITION GRANT PROGRAM (AQZESB – 2527)

Provided By: Department of Ecology

Provided To: Test Organization

Application Availability Dates: 12/28/2025 8:00:00 AM -

Due Date: N/A

Description:

Grant funding is available on a competitive basis to help schools in Washington reduce toxic and greenhouse gas emissions from fossil fueled school buses by scrapping and replacing old buses with new zero emission buses, install charging infrastructure, and support other fleet transition costs. Funding is also available for the development and implementation of vocational training programs to support the maintenance and operation of zero emission equipment.

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.

If you need to log out, you can continue your application later. You will find your application in the **My Tasks** section at the bottom of the EAGL dashboard landing page.

General Documents Overview

Document navigation

The application's Document Landing Page has a left side navigation panel that provides quick access to forms, tools, status options, and related documents. Use the scroll bar in that panel to view the list of selections available. The navigation panel has the following structure:

- Forms
 - Funding Program Guidelines
 - Application Forms
- Tools
- Status Options
- Related Documents

The document landing page provides the type of document you are viewing, the document name, your organization, the document status, and your role on the document.

Completing Application Forms

You can access application forms through the left side navigation panel of the application's document landing page. "Funding Program Guidelines" and "Application Forms" are located under the "Forms" located at the top of the navigation panel. To access the grant program guidelines select "Funding Program Guidelines" located above the "Application Forms." These guidelines include detailed information about the grant opportunity and the contact information for Ecology staff administrating the funding opportunity. Before continuing to the application forms, carefully read the guidelines.

General Information Form

Select General Information form under 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.

- The **Project Title** is pre-populated and cannot be edited.

- The **Project Short Description** and **Project Long Description** boxes are pre-populated for Zero Emission School Bus Projects.
 - If you are applying for a Vocational Training Project, you will need to delete the prepopulated text in the **Project Short Description** and **Project Long Description** boxes and replace it with text relevant to your project.
- 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 amount of funds you are requesting from Ecology in the **Total Eligible Cost** box.
- The **Effective Date** and the **Expiration Date** of the project are prepopulated and cannot be edited.
- The **Ecology Program** is prepopulated and cannot be edited.
- Choose the **Project Category** that you are applying for. See the Grant Guidelines for more detail.
 - Please contact the grants team at AQCleanVehicleGrants@ecy.wa.gov if your organization wishes to submit applications for a Vocational Training Project and a Zero Emission School Bus Project.
- The answer to “**Will Environmental Monitoring Data be collected?**” is prepopulated with “No” and cannot be edited.
- The **Overall Goal** has been prepopulated for Zero Emission School Bus Projects.
 - If you are applying for a Vocational Training Project, delete the prepopulated text and add your own overall goal.
- 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 themes :
 - For Zero School Bus Project select **Clean Diesel**. Use the + icon to add a second Secondary Theme and select **Electric School Bus**.
 - For Vocational Training select **Clean Diesel**. Use the + icon to add a second Secondary Theme and select **Training Programs**.
- Adding a website is optional. You do not have to add one if it is not needed.

- 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.

Mapping Information Form

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

- Under the Application Forms heading, select Mapping Information, then click the **Add/Modify Location(s)** button. You will be directed to the EAGL Editor Map.
- Under the Editor Tools Select your desired project area. Select only the most specific project area. For example, if your project covers two or more school districts, select only those school districts (not the city or county).
- Once you select an area it will be added to the map and added to the Project Area list to the left of the map.
 - If you don't see the Project Area list, scroll down the left menu.
 - Note: For detailed instructions on defining project areas in the Mapping Tool, refer to the EAGL User Manual pages 57-60.
- If you need to remove a project area, scroll down to the bottom of the menu on the left side of the screen. Under "Project Areas" you should see the project areas you have selected and can delete any project areas you want to remove by clicking delete to the right of 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. If you are satisfied with your project area selection(s), click **Submit**. This will pop up a window that will allow you to return you to EAGL.

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. Recipient Contacts must be registered with the applicant's organization in EAGL to show up in the Recipient Contact dropdown menus.

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.

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(optional):
 - 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.

Required Eligibility Form

The Required Eligibility Form will only be available after the Project Category is select in the General Information form. Please complete the form associated with your selected Project Category, either Zero Emission School Bus Project or Vocational Training Program. Fill out all applicable questions in the form and **Save** the form when completed.

Zero Emissions School Bus Projects

1. Have you read the grant guidelines?

Please read the grant guidelines to make sure you fully understand what projects are eligible for this funding opportunity and what the requirements of this grant are. After reading the grant guidelines select **Yes**. Enter the date you read the guidelines in the **Date** field and enter your initials in the **Initials** field.

2. Please choose the option below that describes your organization:

Please select the organization type that best describes your organization. If you select **Other** you must add your organization type in the text box.

3. Please list the school district(s) this project will serve. If this project will service multiple school districts, please explain.

List the school districts your project will serve. If your application involves more than one school district, please list the school districts involved and explain the relationship of your organization with the school districts.

4. Is your organization requesting funding to replace fossil fueled school buses and with new zero emission school buses?

If you select “yes”, sub-questions to section 4 will appear. If you select “no,” continue to question 5.

4a. Does your organization own the school buses you are proposing to replace?

Please select “yes” or “no”. Buses must be owned by the applicant to be eligible for replacement under this grant.

4b. Are all the school buses you propose to scrap and replace registered and insured for on-road operations in Washington State?

Please select “yes” or “no”. Buses must be registered and insured for on-road operations in Washington State to be eligible for replacement under this grant.

4c. How many fossil-fueled school buses are you applying for funding to replace with zero emission buses?

Enter the number of school buses that you want to replace with zero emission buses through this grant opportunity. This must be a number greater than 0.

4d. Please upload your fleet list. The fleet list form is available in the funding program guidelines, in the Forms menu on the left of the screen.

Please download the “AQZESB-2527 Fleet List” file located at the top of the left side navigation panel.

Fill out this spreadsheet. List the buses you want to replace in order of priority. Note: oldest diesel buses should be listed first to maximize the score of your application.

Upload your complete fleet list and add a description.

4e. Do you have any other grant funds being used for vehicle replacements included in this application?

Please select “yes” or “no”. Applicant must click “yes” if other grant funding is being used for the bus replacements proposed in this project.

4f. Did your organization unsuccessfully apply to receive federal funding for zero emission school bus purposes prior to January 1, 2024 AND the buses would have operated in the same school district indicated in the mapping information for this application?

Select “yes” or “no”. This question is not scored.

4g. Which funding level is your project eligible for? Refer to grant guidelines 'project funding levels' and appendices.

Select the funding level your application is eligible for. If you select “Funding Level 1,” please indicate which criteria(ion) your application qualifies under. If you select “Funding Level 2,” proceed to question 5.

Infrastructure projects:

5. Does this application request fleet transition and/or infrastructure?

Select “yes” or “no”. If you select “yes” sub-questions will appear. If you select “no,” select Save.

5a. Please provide a brief description of the fleet transition and/or infrastructure project you are requesting funding for.

The description should provide the types of equipment and other tasks or contracts needed to complete your proposed infrastructure project.

5b. Who is your electric utility provider?

Enter the utility provider at the location where infrastructure will be installed.

5c. How many total electric school buses are in your existing school fleet, or are currently on order?

Enter the number of electric school buses in your existing fleet and/or are currently on order.

5d. Enter amount of grant funding requested for fleet transition and/or infrastructure costs. See "Grant Guidelines" Project Funding Levels.

Enter the total amount of requested funding for fleet transition and infrastructure costs. Refer to project funding levels in the Grant Guidelines to determine the maximum eligible funding allowed for your project.

5e. My organization is applying for additional infrastructure or fleet transition funding as described in the grant guidelines. Please refer to the grant guidelines 'project funding levels' and 'Additional fleet transition and infrastructure funding'.

Select “yes” if:

- You are requesting more funding than eligible for each bus replacement (greater than $\$75,000 \times$ number of bus replacements)
- You are **only** requesting funding for fleet transition and infrastructure projects and no school bus replacements.

Select “no” if your fleet transition and infrastructure cost are equal to or less than the $\$75,000 \times$ number of bus replacements

If you select “yes,” question 6 will appear. If you select “no”, select Save.

6. Please populate the table below with additional infrastructure and fleet transition budget and project description. A budget is only required for applicants requesting funds exceeding vehicle replacement project standard funding levels or applicants ONLY applying for fleet transition and infrastructure funds.

Please provide an itemized description and cost for your entire proposed fleet transition and infrastructure project. This table should include all funding requested for fleet transition and infrastructure projects and should match your requested funding for question 5d on this application.

To populate the table, select a category from the **Category** drop-down list. Describe the item that you are requesting and why it is needed in the **Description & Justification** field and the cost for that item in the **Estimated Cost** field. To add a new row, please click on the plus sign (+) next to the estimated cost. You can list more than one item per category to provide a detailed budget.

Budgets must provide enough detail for Ecology to understand the scope of the proposed project. Ecology strongly recommends that applicants perform their due diligence by contacting vendors for estimates. Ecology will not increase an award due to unanticipated or underestimated costs. Do not provide quotes in your application. See the example below of expected level of detail for the description and justification.

EXAMPLE TABLE DO NOT COPY

Category	Description & Justification	Estimated Cost
Replacing upgrading existing charging	Existing charger #1 is no longer supported by the manufacturer and no longer works to charge existing electric buses	
Expanding existing charging	Adding three new chargers for three new electric buses	
Expanding existing charging	Ground preparation for the installation of the three new chargers.	
Training	Staff time and training fees for training drivers on how to operate new electric buses and chargers	
Utility costs	New transformer needed to handle power needs for new chargers	

Vocational Training Program

1. Please provide a short description of your project

This can be the same description you put in the general information form.

2. Please choose the option below that describes your organization:

Select the option that best describes your organization. If you select other, you must put your type of organization in the text field.

3. Have you read the grant guidelines?

Please read the grant guidelines to make sure you fully understand what projects are eligible for this funding opportunity and what the requirements of this grant are. After reading the grant guidelines select **Yes**. Enter the date you read the guidelines in the **Date** field and enter your initials in the **Initials** field.

4. How much funding are you requesting?

Enter the amount of grant funding requested for your vocational training project.

5. Provide the names of the school districts served by the proposed program.

List all of the school districts that will be served by your proposed program.

6. Please upload a scope of work, including budget estimates for your vocational training project. Refer to the Grant Guidelines for requirements.

Upload your required scope of work as described below. An optional template is provided at the top of the menu on the left of the screen.

Project scope of work should include:

- Task descriptions.
- Project schedule within the grant period.
- Budget including Salary/Benefits, Contracts, Equipment, Goods/Services, Travel, Indirect. See Application Evaluation section for more information.

Uploads

Do not use the uploads form. The Uploads form is used to upload various documents and files during the lifetime of your project. This application does not require any uploads to this section. Instead, make sure you have uploaded any required attachments to the **Required Eligibility Form**.

Document Validation

To double check for errors on your application forms, click on Documentation Validation under the Tools Menu on the left side of the screen. 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.

- 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.
- Note: If the Status Option is changed to cancel application, the application can no longer be edited by the applicant or by the Department of Ecology. Cancelling an application is not recommended as it may cause issues with submitting other applications for the same opportunity. There are no negative consequences for leaving an application in process.

Upon submission, you will receive a confirmation email.

Contact information

Air Quality Program

Technical Questions

Kelly O'Callahan

Phone: 564-233-9147

Email: AQCleanVehicleGrants@ECY.WA.GOV

EAGL Questions

Air Quality Program Financial Unit

Email: aqpfinancialunit@ECY.WA.GOV

Website²: [Washington State Department of Ecology](http://www.ecology.wa.gov/contact)

² www.ecology.wa.gov/contact

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 aqpubs@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341.

Visit [Ecology's website](#) for more information.