

Air Quality Volkswagen Settlement Ports and Wheels AQVWPW-2027 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 Dashboard 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.



DEPARTMENT OF
ECOLOGY
State of Washington

Ecology's Administration of **Grants & Loans** (EAGL)

HomeSearches ·



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

Initiate Related Document

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

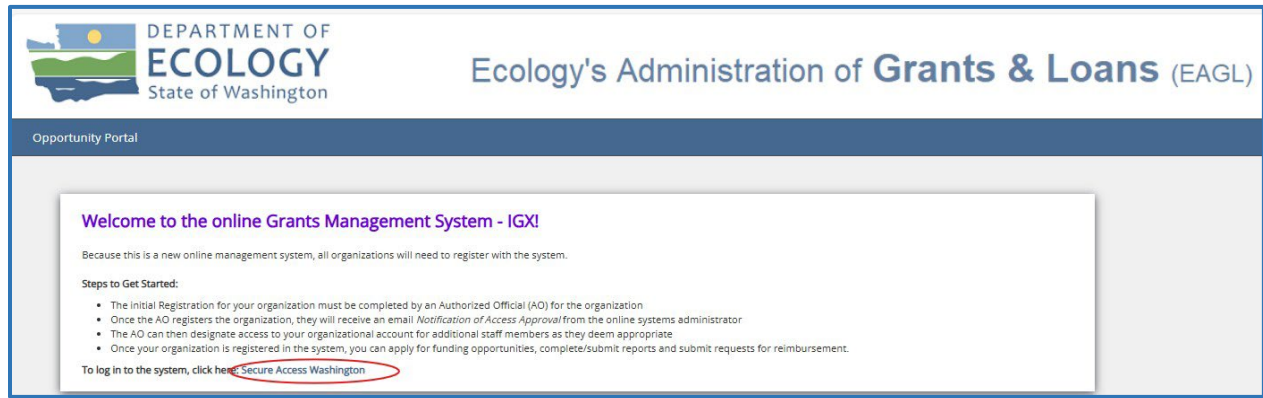
Training Materials

Selecting the **Book**  icon in the top ribbon provides access to the [EAGL IGX External Users' Manual](#)². Right click on either link then select **Open in a new window** to view the information while you work on your document.

²<https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html>

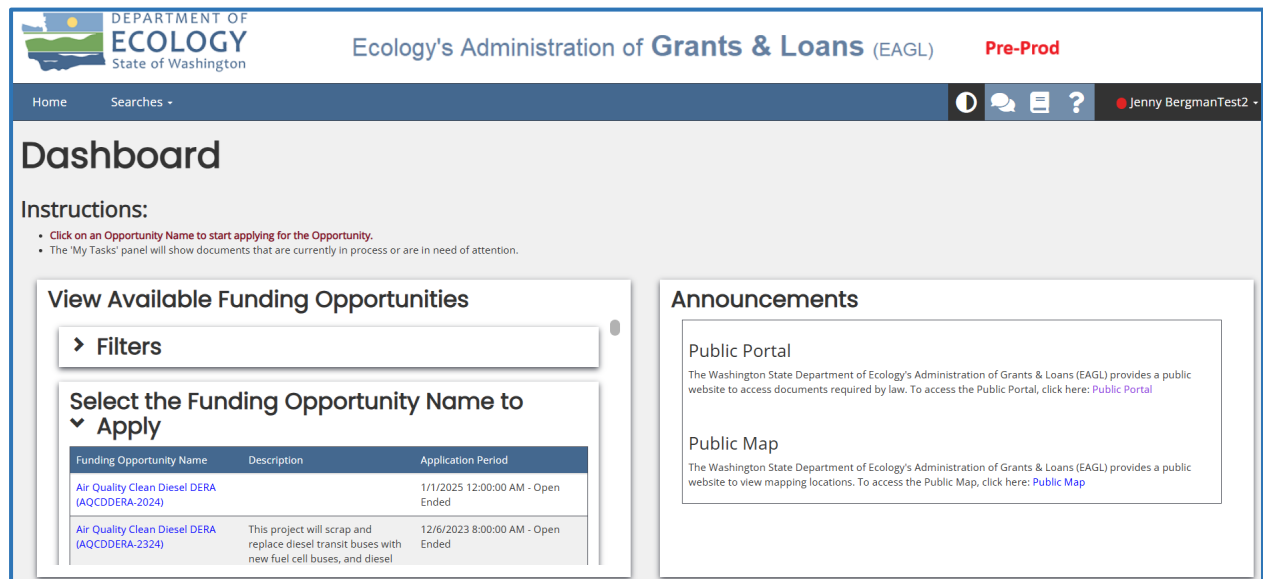
Applying for a Grant or Loan

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**.



When you select a **Funding Opportunity**, a new window will appear with a description of 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 SETTLEMENT PORTS AND WHEELS (AQVWPW - 2027)

Provided By: Department of Ecology
Provided To: Test Organization
Application Availability Dates: 8/11/2026 8:00:00 AM - 12/10/2026 5:00:00 PM
Due Date: N/A

Description:
The Washington State Department of Ecology is providing funding to transition forklifts, port cargo handling equipment, emergency vehicles, vocational vehicles, 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**

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 Document Overview

Document Navigation

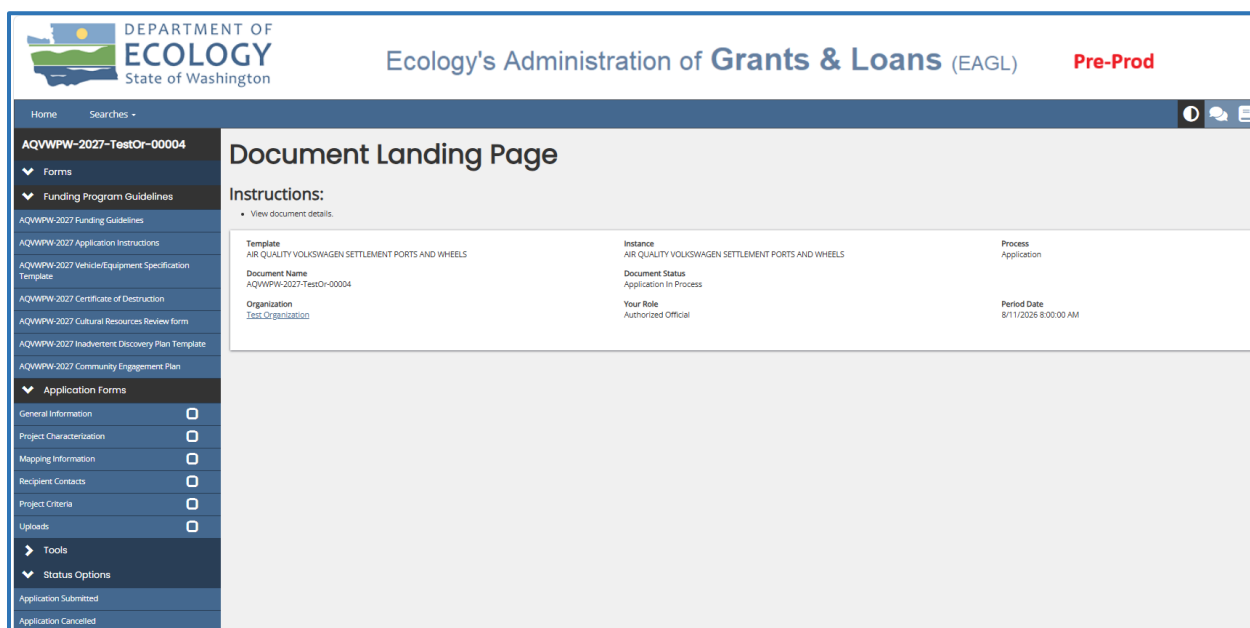
After you create an application, you will be directed to the application's Document Landing Page. This page provides information about the type of document you are viewing, the document name, your organization, the document status, and your role on the document. The left side navigation panel provides 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 **Funding Program Guidelines** section includes all relevant documents for this application including the funding guidelines. The **Application Forms** section includes the forms needed to be completed before you can submit the application.

Before completing any Application Forms, carefully read the Funding Guidelines. To open, click the funding guidelines link located in **Funding Program Guidelines** section of the navigation panel.

Once you have read the guidelines you can complete the forms listed under the **Application Forms** section of the navigation panel.



The screenshot shows the Ecology's Administration of Grants & Loans (EAGL) Pre-Prod interface. The header includes the Department of Ecology logo, the title 'Ecology's Administration of Grants & Loans (EAGL)', and a 'Pre-Prod' status indicator. The sidebar on the left contains navigation links for 'Home', 'Searches', 'Forms', 'Funding Program Guidelines', and 'Application Forms'. The main content area is titled 'Document Landing Page' and displays a table with document details.

Template	Instance	Process
AIR QUALITY VOLKSWAGEN SETTLEMENT PORTS AND WHEELS	AIR QUALITY VOLKSWAGEN SETTLEMENT PORTS AND WHEELS	Application
Document Name	Document Status	
AQVWPW-2027-TestOr-00004	Application In Process	
Organization	Your Role	Period Date
Test Organization	Authorized Official	8/11/2025 8:00:00 AM

Completing Application Forms

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 the applicant is required to provide as match, if applicable. See the Funding Guidelines for more detail.

- 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.
- 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
- Under the **Editor Tools** define your project area. Select only the most specific project area. For example, if your project covers two or more cities, select only those cities (not the 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. You can also scroll down the menu on the lefthand side to select other tools to draw, edit or insert your project boundary area. For detailed instructions on defining project areas in the Mapping Tool, refer to the [EAGL IGX External Users' Manual](#).
- When you have added your project area(s), select **Next** at the bottom of the menu on the lefthand side.

- It will take a few moments for the project location summary to calculate. Review the information populated by your project area definition and click **Submit Results**. Once the results have been added click the **Return to EAGL**. 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.

- In the application, go to the 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.

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.

Clarifications

For Question 4 please provide details about the vehicle/equipment to be replaced or repowered. This includes the eligible project categories the vehicle belongs to and a description of how the vehicle is used.

Example 1: If you are replacing a sweeper, select “vocational vehicle” and type “sweeper” in the detailed description box.

Example 2: If you are replacing a side pick, select cargo-handling equipment and type “side pick” in the detailed description box.

For Questions 14 through 16, please upload the requested documents. 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.

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**.

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

Website³: 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 AQPubs@ecy.wa.gov For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

³ www.ecology.wa.gov/contact