

Air Quality VW Electric Vehicle Charging Level 2: Charge Where You Are Grant Application Instructions 2023-25





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, 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

EAGL Tips:

- Fields with a red asterisk are required to be filled out.
-  A red cross is a hover symbol, which indicates more information is available.
-  A hand on an orange stop sign indicates a Global Error. Once all your forms are filled out, it is recommended that you run the "Check Global Errors," you can locate the Check Global Errors button at the top right corner on each application form. Global errors must be addressed to submit your application.
- EAGL text boxes do not accept formatted text. It is recommended that you type up your answers in Notepad or Word first. Save your work as Plain Text, then "cut and paste" it into the EAGL text box. The text boxes have a character limit shown at the bottom.
- EAGL Navigation: EAGL does not have a log out feature, so if at any time, you want to leave the application and return later; you must click Save on the right side of the page header before exiting the application or moving to the next form.
- System Requirements: To use EAGL, you must have access to the internet and one of the following web browsers: Google Chrome, Edge Chromium, Mozilla Firefox, or Safari.

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>

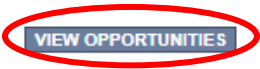
⁴ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>

Creating an application

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

View Available Opportunities

You have **13** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.



Either Scroll down the list of funding opportunities or search for “Charge” in the Document Instance field and click Filter to locate “Air Quality VW EV Charging Level 2: Charge Where You Are for Department of Ecology – AQ.” Click Apply Now. This will take you to the application.

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

Air Quality VW EV Charging Level 2: Charge Where You Are for Department of Ecology - AQ

Offered By:
Department of Ecology

Application Availability Dates:
08/28/2023-11/16/2023

Application Period:
08/28/2023-open ended

Application Due Date:
not set

Description:

The Washington State Department of Ecology is providing approximately \$3.5M to install Level 2 Charging Stations across the state. Eligible applicants include licensed businesses and incorporated nonprofits in the State of Washington; Tribal, State, or Local governments and multi-unit residential buildings.

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.



Application Menu: You are now on the Application Menu. The document information number is shown in the screenshot below, a number like this one will be your grant agreement number. Click View Forms under View, Edit and Complete Forms.

Application Menu

Document Information: [AQVWLVL2-2325-EcyAQ-00002](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	08/28/2023 - N/A N/A

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

Application Menu – Forms Page: You are now on the Application Menu – Forms page. This page contains all the application forms that need to be completed to submit the application. Before continuing to the forms, carefully read the AQVWLVL2-2325 Funding Guidelines.

Application Menu - Forms

Please complete all required forms below.

Document Information: [AQVWLVL2-2325-EcyAQ-00002](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	AQVWLVL2-2325 Funding Guidelines			
	AQVWLVL2-2325 Application Instructions			
	AQVWLVL2-2325 Grant Checklist			
	AQVWLVL2-2325 Cultural Resources Review Form			
	AQVWLVL2-2325 Inadvertent Discovery Plan Template			
	AQVWLVL2-2325 Community Engagement Plan			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		Rose (SAW) Bennett 9/1/2023 8:21:52 AM	
	Recipient Contacts			
	Project Criteria			
	Uploads			



If you need to leave EAGL during the application process, click save before you leave EAGL.

To return to EAGL and continue your application, you can find your application in the My Tasks section of the EAGL Home Page. Click the Open My Tasks button and click on the document number to navigate to your application.

My Tasks

You have **5** new tasks.

You have **0** tasks that are critical.

Select the **Open My Tasks** button below to view your active tasks.



General Information Form

Select General Information form the Application Forms list.



The following steps should be completed in the General Information Form:

1. Enter the Project Short Description and Project Long Description in the boxes provided.
2. Enter the Total Cost of the project in the total cost box shown in the image below. The Total Cost is what the total project will cost regardless of grant funding.
3. Enter the Total Eligible Cost in the Total Eligible Cost box shown in the image below. This is the grant amount you are requesting from Ecology plus match that you are providing. See the AQVWLVL2-2325 Funding Guidelines for more detail.
4. Enter the Effective Date and the Expiration date of the project.
5. The Ecology Program is prepopulated and cannot be edited.
6. The Project Category is prepopulated and cannot be edited.
7. The answer to “Will Environmental Monitoring Data be collected” is prepopulated with No and cannot be edited.
8. The Overall Goal has been prepopulated and cannot be edited.
9. 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.

GENERAL INFORMATION

Instructions:

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

Project Title *

Project Short Description

*

Project Long Description

Total Cost *

Total Eligible Cost *

Effective Date *

Expiration Date *

Ecology Program*

Project Category* Level 2 electric vehicle charging equipment

Will Environmental Monitoring Data be collected?

Overall Goal

*

Project Characterization Form

Scroll to the Navigation Links section at the bottom of the page and select the Project Characterization form. If you have left your application, you can also select this form under the Application Forms section.

1. Use the first dropdown menu to choose the primary theme of Air Quality.
2. Use the second dropdown menu to choose the secondary theme of Volkswagen - Settlement.
3. Adding a website is optional. You do not have to add one if it is not needed.
4. Before leaving this form, click Save in the top right corner of the EAGL banner.

PROJECT CHARACTERIZATION

Instructions:

Required fields are marked with an *.
Select a Primary Theme, click the **SAVE** button
Select a Secondary Theme, and save the form a second time.

Project Themes

Select a primary and secondary theme that best describes the work to be achieved during this project.

Primary Theme

Air Quality ▼*



Secondary Theme(s)

Volkswagen - Settlement ▼*

Project Website

If your project has a website, please enter the web address below.
After entering a website and saving, another blank row will appear. Up to three websites may be provided.



Website Title/Name

Web Address

Mapping Information Form

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

1. 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.



Add/Modify Location(s)

[Legend](#) **[Edit](#)** [Zoom To](#)

Unnamed Project ?

Project area options

Define project area by city

[Add](#)

Define project area by county

[Add](#)

Define project area by tribal reservation

[Add](#)

Define using Washington State boundary

^ Project Areas

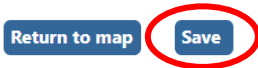
[Return to EAGL](#)

[Next](#)

2. You can define your project area by entering the city or county name to define the boundary for your project, or you may select Project Area Options to see a selection of methods to enter the boundary for your project. Select the method you would like to use. If you would like to draw your own boundary, you can select Drawing/Import Tools.
3. When finished, click Next and the system will calculate the area statistics.

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%



The Mapping Information form will be reloaded with a table of statistics.

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



Recipient Contacts Form

Scroll to the Navigation Links section at the bottom of the page and select the Recipient Contacts form. If you have left your application, you can also select this form under the Application Forms section.



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   *

Authorized Signatory   *

Billing Contact   *

Use the dropdown menus to select a staff person for the following roles in EAGL: Project Manager, Authorized Signatory, and Billing Contact. 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 webpage⁵](#).

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

Enter a name and title
When done, click the **SAVE** button
After SAVE, a new row will appear

To Delete a Row

In the row you want to delete, remove the information in the Name and Title textboxes
When done, click the **SAVE** button
After SAVE, the row will be deleted

Name	Title
<input type="text"/>	<input type="text"/>

Click Save in the top right corner of the application. The page will reload with contact information.

⁵ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans>

Project Criteria Form

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

All questions shown in the image below are required to be completed.

PROJECT CRITERIA

Instructions:

Please fill in the appropriate fields.

Required fields are marked with an *.

When complete, click the SAVE button.

Public Disclosure Notice

Information you provide through use of this site is public information and subject to inspection and copying by members of the public.

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

- * 1. Have you read the the guidelines for this grant opportunity located on the application forms menu? Yes No

Date guidelines were read:

Initials:

- * 2. How many Level 2 plugs are you proposing to purchase and install? Note: A dual-headed charging station has two plugs, a single-head charging station has one plug. All plugs must simultaneously charge vehicles.

- * 3. Please select the project type you are proposing. See the grant guidelines for more detail.

- Full Public Access, Government Owned Property
- Full Public Access, Non-Government Owned Property
- Residential Multi-Unit Dwelling
- Workplace charging
- Fleet charging
- All other eligible projects (please describe below)

- * 4. Please select your organization type:

- Business registered in the State of Washington
- Non-profit incorporated in the State of Washington
- City
- County
- State government
- Public Utility District
- Public port / public port authority
- School district, college, university
- Tribe
- Other

- * 5. Briefly describe the use case for the charging stations you are proposing. Please discuss who the anticipated users are, amenities available while charging, and how long vehicles are likely to charge at this location.

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* 6. Please enter the address where the Level 2 charging stations will be located.

* 7. Do you own the property on which the charging stations will be installed? Note: If no, you must submit a Site-Host agreement certifying you have permission to install and operate the charging equipment for a minimum of five years.

Yes

No

+ No file chosen

* 8. Will the project installation have the potential for ground disturbance? If yes, please describe the extent of ground disturbing activities including the length, width, and depth of proposed trenching to install conduit, concrete pad or any other ground disturbing activities.

Yes

No

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* 9. Please upload your Community Engagement Plan using the template available on the Application Menu page. For more information on this requirement, see the grant guidelines.

+ No file chosen

* 10. Projects may be eligible for reduced match if they meet all of the following requirements:

- The applicant is a government entity including tribal governments
- The proposed project will be publicly available
- The proposed project is located on government owned property
- The proposed project is located in one of the following locations:
 - a census tract which scores a "9" or "10" on Median Income according to Median Income by census tract in the Social Determinants layer within the Social Vulnerability index of the WTN (<https://fortress.wa.gov/doh/wtnibl/WTNIBL/>)
 - land owned by a tribal government
 - a zipcode assigned a "7", "8", "9", or "10" Rural-Urban Community Area (RUCA) code (<https://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes/>)

Ecology will confirm whether applicants are eligible for reduced match according to the criteria above. If your project qualifies, would you like to be considered for reduced match?

Yes

No

DEPARTMENT OF ECOLOGY State of Washington

Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT







My Home | My Applications | My Reports & Payment Requests | My Reports | My Training Materials | My Organization(s) | My Profile

SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

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

Uploads Form

Scroll to the Navigation Links section at the bottom of the page and select the next form, Uploads. If you have left your application, you can also select this form under the Application Forms section. See the AQVWLVL2-2325 funding guidelines for required uploads.

Application Forms	
 General Information	
 Project Characterization	
 Mapping Information	Rose (SAW) Bennett 9/1/2023 8:21:52 AM
 Recipient Contacts	
 Project Criteria	
 Uploads	

Upload any additional documents you need for this application and click Save. The upload size limit is 35MB.

You are now ready to submit your application.

Add Upload

Enter a description for the file

Select the **Choose File** button and select your file

To add an additional file, click the (+) or **Save** at the top of the page and a new line will appear

Click **Save** at the top of the page once all files are selected

Remove Upload

Remove the file's description

Select the **Delete** checkbox to the right of the file's name

Click **Save** at the top of the page

Description

<input type="text"/>
<input type="text"/>
<input type="text"/>

Upload

<input type="button" value="Choose File"/>	No file chosen
<input type="button" value="Choose File"/>	No file chosen
<input type="button" value="Choose File"/>	No file chosen

Submitting Your Application

When you have completed all the forms and uploaded the required documents, return to the Application.

Under Change the Status, click View Status Options.

Application Menu

Document Information: [AQVWLVL2-2325-EcyAQ-00002](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - AQ	Authorized Official	Application In Process	08/28/2023 - N/A N/A

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](#)

Under Application Submitted, click Apply Status. If you wish to cancel your application, you can click Application Cancelled if needed.

[Back](#)

Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [AQVWLVL2-2325-EcyAQ-00002](#)

[Details](#)

Possible Statuses

APPLICATION SUBMITTED

[APPLY STATUS](#)

APPLICATION CANCELLED

[APPLY STATUS](#)

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.

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.

Agreement

Please make a selection below to continue.

By selecting the "I Agree" button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by Applicant to submit this application. I certify that the information submitted here within is true and correct to the best of my knowledge and belief.

If you would like to include notes about this status change, please supply them below.

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I AGREE

DO NOT AGREE

Contact information

Air Quality Program

Technical Questions

Molly Spiller

Phone: 360-819-6552

Email: molly.spiller@ecy.wa.gov

EAGL Questions

Rose Bennett

Phone: 360-819-3456

Email: rose.bennett@ecy.wa.gov

Website⁶: [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.

⁶ www.ecology.wa.gov/contact