



# **NORTH CENTRAL TEXAS CLEAN SCHOOL BUS PROGRAM**

## **2011 CALL FOR PROJECTS**

### ***GUIDELINES***

**January 17, 2011**

North Central Texas Council of Governments  
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Arlington, TX 76011  
817-608-2354  
[www.nctcog.org/CleansSchoolBus](http://www.nctcog.org/CleansSchoolBus)

## TABLE OF CONTENTS

|   |    |
|---|----|
| INTRODUCTION.....                                       | 1  |
| PURPOSE.....  | 1  |
| CONTACT INFORMATION.....                                | 2  |
| ELIGIBLE ENTITIES .....                                 | 2  |
| ELIGIBLE PROJECTS AND COSTS.....                        | 3  |
| INELIGIBLE COSTS .....                                  | 7  |
| REQUIREMENTS .....                                      | 7  |
| BUS AND ENGINE DISPOSITION .....                        | 9  |
| APPLICATION PROCESS.....                                | 9  |
| CONSULTANTS .....                                       | 11 |
| SELECTION CRITERIA .....                                | 11 |
| GRANT ADMINISTRATION AND REIMBURSEMENT OF EXPENSES..... | 12 |
| LOCAL MATCH REQUIREMENT .....                           | 13 |
| REPORTING REQUIREMENTS.....                             | 13 |
| CHECKLIST .....   | 13 |
| REFERENCES.....   | 14 |

## INTRODUCTION

The North Central Texas (NCT) Clean School Bus Program has been created to assist schools, school districts, and school bus operators in the NCT region in reducing emissions and improving air quality. One segment of the program provides financial assistance through a competitive call for projects to reduce nitrogen oxides (NO<sub>x</sub>) emissions from older, high-polluting school buses. The 2011 Call for Projects is intended to provide grants through a competitive call to reduce NO<sub>x</sub> emissions by retrofitting, repowering, and replacing high-emitting buses, and installing idle reduction technology. The overall goals of this call for projects is to advance the use of clean technologies, including the potential for a project to encourage others to use clean technology and to result in the wider use of such technology in the region. The NCT Clean School Bus Program is both fuel- and technology-neutral. The 2011 Call for Projects is made possible by a grant from the U.S. Environmental Protection Agency (EPA) National Clean Diesel Funding Assistance Program.

## PURPOSE

Nine counties in the NCT region have been classified as serious nonattainment for the 1997 8-hour ozone standard, meaning these counties do not meet the National Ambient Air Quality Standard set forth by the U.S. EPA for this pollutant. Ozone is formed when NO<sub>x</sub> and volatile organic compounds (VOC) mix in the presence of sunlight and heat. Recently, the U.S. EPA proposed to strengthen the 8-hour ozone standard in order to help further protect public health.

Numerous efforts are being implemented to decrease the amount of pollutants emitted that contribute to ozone formation. One of these measures is to reduce emissions from school bus fleets. 2010 data from the Texas Department of Motor Vehicles (TxDMV) indicates there are close to 7,150 school buses in the Dallas-Fort Worth (DFW) nine-county nonattainment area which, when combined, emit over 2.20 tons per day of NO<sub>x</sub> and 0.18 tons per day of VOCs. Over 800 school buses still on the road are more than two decades old, meaning they pre-date current air pollution control requirements. In addition, buses may idle for as much as 30 minutes in queue waiting for children to board and un-board the bus in the afternoon after school and for special events such as field trips and extracurricular activities. The replacement, repower, or retrofit of older school buses with clean emissions technology, or installation of idle reduction technology would result in a significant reduction in pollutants and an improvement in air quality.

There is a strong need to reduce emissions from school buses in the NCT area not only to meet regional clean air goals, but to also protect the health and wellbeing of school-aged children. Studies have concluded that children's health is considerably more at risk of being adversely affected by air pollution than adults. Numerous studies have been conducted regarding the effects of school bus exhaust pollution on children. Key findings include:

- 1) Pollution from the exhaust system of a school bus has a significant impact on the occupants inside the bus, particularly when the windows are up.<sup>1</sup>
- 2) Emissions from engine start-up are significantly less than the emissions produced from idling over a 10-minute period.<sup>2</sup>

## CONTACT INFORMATION

Please submit any questions or comments to:

e-mail: [CleanSchoolBus@nctcog.org](mailto:CleanSchoolBus@nctcog.org)

Website: [www.nctcog.org/CleanSchoolBus](http://www.nctcog.org/CleanSchoolBus)

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## SCHEDULE

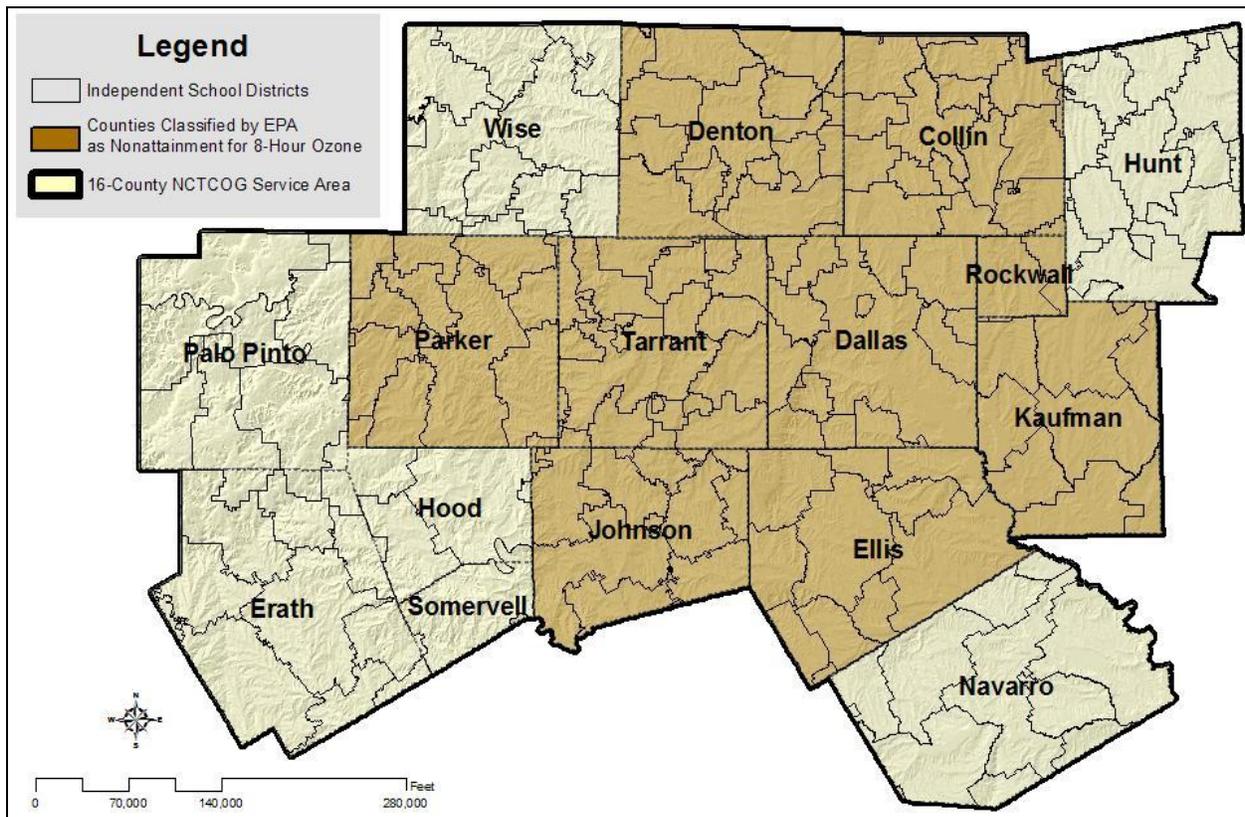
| Task  | Estimated Timeframe                          |
|---|--|
| Call for Projects Opens                             | January 17, 2011                             |
| Deadline to Adopt Clean Fleet Vehicle Policy        | March 18, 2011                               |
| Call for Projects Deadline                          | Friday, March 18, 2011, 5:00 pm Central Time |
| Evaluate and Select Proposals                       | March/April 2011                             |
| Announce Awarded Projects                           | Summer 2011                                  |
| Awardees to Receive Agreements and Begin Purchasing | Summer 2011                                  |
| Project Implementation Deadline                     | February 29, 2012                            |

## ELIGIBLE ENTITIES

This call is open to public and private schools, school districts, and school bus operators in the North Central Texas Council of Governments' (NCTCOG) 16-county service area, which includes the counties of Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise. Nine of these counties (Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, and Tarrant) are classified as nonattainment for the pollutant ozone. This area is outlined in Exhibit 1. A more detailed map is located at [www.nctcog.org/CleanSchoolBus](http://www.nctcog.org/CleanSchoolBus). School buses that operate primarily within nonattainment counties may be given greater consideration in the selection process.

Public sector entities that wish to apply for funds through this call for projects must have adopted the Clean Fleet Vehicle Policy by March 18, 2011. New adoptees must submit a signed copy of the policy to NCTCOG offices by the application deadline. The Clean Fleet Vehicle Policy is a model ordinance that addresses ways fleets can have a positive impact on air quality through best practices in vehicle acquisition, maintenance, and operations. This policy also includes restrictions on vehicle idling and requirements for driver training. Entities that have adopted the policy must be in compliance with all requirements, including annual reporting, in order to be eligible for funding. Private entities are also encouraged, although not required, to adopt a similar type policy as part of a cooperative effort to reduce emissions. For more information on the Clean Fleet Vehicle Policy, or to check your organization's status, please visit: [www.nctcog.org/FleetPolicy](http://www.nctcog.org/FleetPolicy).

**Exhibit 1: School Districts in 16-County NCTCOG Service Area\***



\*Click image for a more detailed map online.

### ELIGIBLE PROJECTS AND COSTS

Vehicles must be classified as a diesel school bus. Grants must be used for the replacement, repower, retrofit, or installation of idle reduction technology. All project types must achieve a reduction of NO<sub>x</sub> emissions. Replacements, repowers, and retrofits are required to reduce NO<sub>x</sub> emissions by 25 percent or greater. Particulate Matter (PM) emissions reductions will be considered in the scoring process, with NO<sub>x</sub> being the primary focus due to the region being in nonattainment for ozone. Eligible activities and costs include:

1. Vehicle Replacement – replacement of a diesel-powered school bus with a newer model year school bus, including hybrid, or alternatively powered buses.

Eligible Costs: up to 25 or 50 percent of the incremental cost depending on the provisions indicated below:

| Incremental Cost Threshold* | Engine Model Years | Certified Family Emission Limits (FEL)**<br>(g/bhp-hr) |      |                                   |
|-----------------------------|--------------------|--|------|-----------------------------------|
|                             |                    | NO <sub>x</sub>  | PM   | NMHC<br>(nonmethane hydrocarbons) |
| 25%                         | 2007-2012          | 2.375  | 0.01 | 0.14                              |
| 50%                         | 2008-2012          | 0.2  | 0.01 | 0.14                              |

\* In addition to the emission level limits, all engines must be particulate filter equipped, or catalyst equipped in the case of a compressed natural gas (CNG) engine, and meet regulatory requirements for school bus engines manufactured in that model year.

\*\* If the FEL does not exist, then the Standard Test Cap (STD) must be used.

**Project Eligibility:**

- New vehicle must remain operational for a minimum of five years.
- New vehicle must have a 25 percent reduction in NO<sub>x</sub> emissions.
- The vehicle being replaced will be scrapped and the new vehicle will perform the same function and have a similar gross vehicle weight rating as the vehicle being replaced.
- The engine will be scrapped and the new engine will be of comparable horsepower.

2. Engine Repower – replacement of an existing diesel engine with a certified new, rebuilt, or remanufactured engine.

Eligible Costs: up to 75 percent of the incremental cost.

**Project Eligibility:**

- New engine must remain operational for a minimum of five years.
- New engine must have a 25 percent reduction in NO<sub>x</sub> emissions.
- The engine being replaced will be scrapped and the new engine will be of comparable horsepower.

Repowers or replacements that would have occurred through normal fleet turnover are not eligible for funding under this program. The old vehicle/engine must have been scheduled to remain operational in the fleet for a minimum of five more years if grant funding were not available. Prior to award, NCTCOG may require a third-party mechanic to verify remaining vehicle/engine useful life.

3. Retrofit – add-on of emission control equipment to an existing diesel engine or exhaust system.

Eligible Costs: up to 100 percent of the incremental cost.

**Project Eligibility:**

- Must remain operational for a minimum of five years.
- Must have a 25 percent reduction in NO<sub>x</sub> emissions.

- Technologies must be EPA or California Air Resources Board (CARB) verified. A list of all approved retrofit technologies can be found at:  
 EPA – [epa.gov/cleandiesel/verification/verif-list.htm](http://epa.gov/cleandiesel/verification/verif-list.htm)  
 CARB – [www.arb.ca.gov/diesel/verdev/vt/cvt.htm](http://www.arb.ca.gov/diesel/verdev/vt/cvt.htm)

A current list, as of January 16, 2011, of EPA- and CARB-verified technologies with a reduction in NO<sub>x</sub> emissions of 25 percent or greater is provided in Exhibit 2.

**Exhibit 2: Verified Retrofit Technologies with NO<sub>x</sub> Emissions Reductions  
25 Percent or Greater**

| Manufacturer                                  | Technology   | Applicability  | Reduction (%)   |         |
|---|--|--|-----------------|---------|
|   |  |  | NO <sub>x</sub> | PM      |
| <b>Cleaire Longview</b>                       | Lean NO <sub>x</sub> Catalyst and DPF  | 1993-2003 model year on-road; 15 ppm sulfur diesel.  | 25              | 85      |
| <b>International Truck &amp; Engine Corp.</b> | Green Diesel Technology-Low NO <sub>x</sub> Calibration plus Diesel Oxidation Catalyst with Ultra Low Sulfur Diesel (ULSD) | Highway, light heavy-duty, 4 cycle, Navistar/International engines, model years 1999-2003 in the following families:<br>XNVXH0444ANA,<br>YNVXH0444ANB,<br>1NVXH0444ANB,<br>2NVXH0444ANB,<br>3NVXH0444ANB | 25              | 0 to 10 |
| <b>Johnson Matthey EGRT</b>                   | EGR/DPF  | 2000 International DT-466, 2000 Cummins ISM 2001 Cummins ISB, 1998-2002 Cummins ISC, 2001 Cummins ISL, 2001 MY DDC - 50, and 2001 DDC - 60. on-road; 15 ppm sulfur diesel.                               | 40              | 85      |
| <b>Johnson Matthey</b>                        | Selective Catalytic Reduction Technology (SCRT)  | On-highway, 4-cycle, non-EGR, 250-500 hp heavy-duty diesel engines, originally manufactured from model years 1994 through 2002.  | 70              | 90      |

Due to more stringent emissions controls on newer engines, it is recommended that school buses with engines manufactured prior to 1993 are best candidates for vehicle replacement or engine repower. Vehicles with engines manufactured in 1993 or after are candidates for vehicle replacement, engine repower, and retrofit. Emission standards for on-road heavy-duty vehicles are given in Exhibit 3.

**Exhibit 3: On-Road Heavy-Duty Compression Ignition (CI) Engines NO<sub>x</sub> Emission Standards**

| Year of Manufacture | Diesel Engines Emission Standard |
|---------------------|----------------------------------|
|                     | NO <sub>x</sub> Only (g/bhp-hr)  |
| 1989 and earlier    | 10.7                             |
| 1990                | 6.0                              |
| 1991-1997           | 5.0                              |
| 1998-2003*          | 4.0                              |
| 2004-2006*          | 2.375 - 4.0                      |
| 2007-2009*^         | 0.2 - 2.375                      |
| 2010+ *             | 0.2                              |

\* Due to engine phase-in schedules, any application request for a 2003 or newer engine must include a family engine code to determine emissions levels.

^ If the family code is not known for a 2007 or newer engine, use the 2006 standard, 2.375 g/bhp-hr.

4. Idle Reduction – device that provides necessary power needs while allowing the primary diesel engine to be turned off.

Eligible Costs: up to 95 percent of the incremental cost.

Project Eligibility:

- Must remain operational for a minimum of three years.
- Must achieve a reduction in NO<sub>x</sub> emissions.
- Technologies must be on the EPA verified list. Detailed information on verified idle reduction systems can be found at [epa.gov/cleanschoolbus/antiidling.htm#tech](http://epa.gov/cleanschoolbus/antiidling.htm#tech). Applicants are encouraged to consult this list for information on different companies and products.

Model year 2008 and newer engines which are certified for operation in California have stricter emissions controls when at idle than older model year engines and those not certified for use in California. While idle reduction projects on these vehicles are eligible, applicants are advised that they may be less cost effective and may not score well under competitive evaluation.

A current list, as of January 16, 2011, of EPA-verified idle reduction manufacturers for school buses is provided in Exhibit 4.

**Exhibit 4: Verified Idle Reduction Technologies for School Buses**

| Technology Type       | Description  | Verified Manufacturers*  |
|-----------------------|--|--|
| Fuel-Operated Heaters | Provides heat only to cab and/or engine; may be paired with cooling technology to provide more complete climate control. Uses a small volume of fuel as compared to the truck diesel engine. | <ul style="list-style-type: none"> <li>• Espar</li> <li>• Phillips and Temro</li> <li>• Webasto</li> </ul> |

\* Please check the EPA Web page for the most up to date list of verified technologies.

## INELIGIBLE COSTS

Ineligible costs include:

- Fees associated with Buy Boards and financing.
- Administrative costs and other internal costs of the grant recipient including, but not limited to, personnel expenses, internal salaries, indirect costs, and travel.
- Fees for a third-party consultant or dealer hired by the grant recipient to coordinate the application or manage and administer the grant-funded activities, including coordination of the work and submission of reports and paperwork to NCTCOG for the grant recipient. This restriction is not intended to limit the ability of the equipment supplier or installer to include reasonable and necessary costs for managing the work to be performed in the price of the vehicle, equipment, or installation services. The costs for professional services, including engineering and technical work, required for completion of the activity may be included, subject to the restrictions pertaining to that type of project. Per the Uniform Grant Management Standards (UGMS), the cost plus a percentage of cost method of contracting for professional services shall not be used.

## REQUIREMENTS

Projects must comply with the following elements to be considered for funding.

- Project Type: Project(s) need to be a diesel-powered school bus replacement, repower, retrofit, or installation of idle reduction technology, and all project types are required to achieve a reduction of NO<sub>x</sub> emissions.
- Activity Life: The minimum number of years the applicant must operate the new vehicle/engine/technology in the fleet and report usage to NCTCOG. For replacement/repower projects, the activity life is also the number of years the applicant would have continued to operate the old vehicle/engine had grant funds not been available. NCTCOG may require a third-party mechanic to verify vehicle/engine remaining useful life.
- Bids/Quotes Included: Applicant must include at least one bid/quote for each type of activity included in the proposed project. The bid/quote should include purchase price, taxes, and any applicable installation costs.
- EPA/CARB Certification Documentation: Applicant must document EPA/CARB approval of requested engine repowers/vehicle conversions; those proposing repower/overhaul projects must submit EPA/CARB engine certification. Retrofit projects must be EPA/CARB verified and must also include a copy of EPA or CARB certification. Idle reduction technology units must be on the EPA verified technology list, which can be found at [epa.gov/cleanschoolbus/antiidling.htm#tech](http://epa.gov/cleanschoolbus/antiidling.htm#tech).
- Clean Fleet Vehicle Policy: All public sector entities must have adopted the Clean Fleet Vehicle Policy prior to the project deadline of March 18, 2011 at 5:00 pm Central Time and be in compliance with annual reporting requirements. Private entities are encouraged to adopt a similar policy, as it may be used as an evaluation criterion.
- DUNS Number: All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying. Applicants can receive a

DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B Website at [www.dnb.com/us/](http://www.dnb.com/us/). If a DUNS number has not yet been assigned, please include the date on which this number was requested.

- **Usage Reporting:** Applicant must commit to complete semi-annual usage reporting on project use for the full activity life of the project. Minimum activity life for each project type is as follows:
  - Replacements: five years
  - Repowers: five years
  - Retrofits: five years
  - Idle Reduction Technology: three years
- **Operation:** School buses must operate within the 16-county NCTCOG service area and must continue to operate within the stated counties of operation for the entire approved activity life of the grant.
- **Voluntary Reductions:** Projects must be voluntary in nature and not required by any local, state, or federal law, rule, regulation, memorandum of agreement, or other legally binding document.
- **Expedited Fleet Turnover:** It is not NCTCOG's intention to fund replacement or repower projects that would have occurred through the normal attrition of vehicles or to provide funds for expanding a fleet. Normal attrition is defined as a replacement or repower that is scheduled to take place between now and the end of the activity life, which is five years for both replacement and repower projects. Normal attrition is determined by the vehicle or fleet owner's budget plan, operating plan, standard procedures, or retirement schedule. For example, if a school bus fleet typically retires vehicles after 20 years, a bus that is currently in its 18<sup>th</sup> or 19<sup>th</sup> year of service is not eligible for replacement. A bus that is currently in its 15<sup>th</sup> year of service and has five years of useful life remaining (as defined by the fleet's retirement schedule) is eligible for replacement. A fleet turnover schedule must be provided as part of the application. See examples of fleet turnover schedules at [www.nctcog.org/CleanSchoolBus](http://www.nctcog.org/CleanSchoolBus). The schedule must reflect 15 years (e.g. 2000-2015) to demonstrate average fleet turnover.
- **Project Dates:** Projects must be implemented between Summer 2011 and February 2012. Grant recipients will be notified of award in Summer 2011, with a Notice to Proceed provided as soon thereafter as practical. Grant recipients are not permitted to incur approved costs until Notice to Proceed is received.
- **Emissions Credit:** Applicant must surrender emissions reductions to NCTCOG to meet air quality requirements and goals. The recipient may not utilize emissions reductions to satisfy other air quality commitments.
- **Local Match:** Applicants need to identify the source of local match. Matching funds must not already be tied to emission reduction commitments (i.e. funding from the Texas Emissions Reduction Plan [TERP] may not be used as matching funds).
- **Financial Disclosure:** Applicant must notify NCTCOG of the value of any existing financial incentive that directly reduces the cost of the proposed activity, including tax credits or deductions, other grants, anticipated scrap value, or any other public financial assistance, to allow for accurate calculation of incremental cost.
- **Program Income:** Any funds received for scrapped equipment/engines will be treated as program income, which may include deducting scrap value from the total project cost for the purposes of calculating total eligible grant amount, or using scrap value as part of the

applicant's required cost share. Applicants may be required to report scrap value when requesting reimbursement for implemented activities, or to retain scrapped equipment for internal use.

- **Notification:** Applicant must agree to notify NCTCOG of any changes in the following during the activity life: termination of use, change in use, sale, transfer, or accidental or intentional destruction of grant-funded vehicles or equipment.
- **Written Certification of Disposition:** At the end of the activity life, the applicant must provide to NCTCOG a written certification of the disposition of grant-funded vehicles/equipment. The certification shall describe the continued use and condition of the vehicles/equipment, fair market value, remaining useful life, and any actual or anticipated improvements that may increase the value of the vehicles/equipment.

## **BUS AND ENGINE DISPOSITION**

Buses and engines being replaced must be rendered permanently inoperable and disposed of in an environmentally responsible manner in accordance with local disposal laws. This includes drilling a three-inch hole in the engine block, cutting the frame of the chassis in a wedge 75 percent of the way through, and recycling salvageable materials. Other permanent destruction methods may also be allowable upon approval by NCTCOG. An engine may be retired either by the drilling method previously mentioned, or by sending it to a remanufacturing facility. The facility must be operated or authorized by the original engine manufacturer to remanufacture the engine. The process includes removing all parts and using the old block to build a remanufactured engine with a new serial number. Documentation of disposition, including before and after photographs, will be required for reimbursement. NCTCOG staff will be available, upon request, to witness vehicle and/or engine destruction if so desired.

## **APPLICATION PROCESS**

To apply for funding, applicants must submit a complete grant application, including fleet turnover schedule, and bid(s) for new vehicles, engines, retrofits, and idle reduction technology, including installation costs, by the application deadline. Part 1 and 2 of the online application can be accessed from the NCT Clean School Bus Program Website at [www.nctcog.org/CleanSchoolBus](http://www.nctcog.org/CleanSchoolBus), or a hard copy may be obtained by contacting NCTCOG staff as indicated in the *Contact Information* section of this document.

**Applications must be received “in hand” by 5:00 pm Central Time on Friday, March 18, 2011.** In accordance with the Call for Projects procedures established by the Regional Transportation Council (RTC) Bylaws, NCTCOG must have the submitted application “in hand” at the NCTCOG offices by the deadline. Late submittals will not be accepted in any format. The online application will be disabled, and the submit button will be deactivated; e-mails will not be received but will be automatically deleted; and mail will be returned, unopened.

Supplemental information will not be accepted after the deadline. Non-material omissions will not constitute an incomplete application. Applicants are encouraged to submit applications far enough in advance of the submission deadline to allow NCTCOG staff to review for completeness.

To apply for the North Central Texas Clean School Bus Program 2011 Call for Projects, go to [www.nctcog.org/CleanSchoolBus](http://www.nctcog.org/CleanSchoolBus) and follow the links to the online application. The steps below outline the procedure for filling out and submitting an application.

Download the project fleet spreadsheet(s) for specific activity information. Please download one spreadsheet per project type. For example, if a school district plans to apply for 6 school bus replacements, and 20 idle reduction technology units, then the applicant would download one replacement fleet spreadsheet, and one idle reduction fleet spreadsheet.

Follow instructions to complete the online application. To save answers and come back to the application another time, click 'Submit'. Please note that all questions must have a complete answer, or placeholder answer in order for the form to be saved successfully. Use your Federal Identification (FEI) Number to log back into the system.

- a. Sections I, II, III, and IV of the online application include entity and contact information, and Section V provides an opportunity for applicants to give details about how receiving grant funds will help achieve the overall goals of the NCT Clean School Bus Program. Answer the questions as completely as possible.
- b. Required project documents must be uploaded to the Clean School Bus server. All items listed in the *Checklist* section of this document must be uploaded for the application to be deemed complete. Entities are only allowed one (1) file upload in the online system, and since multiple items are required, they will need to be compressed into a \*.zip file. Windows XP has basic built-in zip capability so that files can be compressed by using the Compressed (zipped) Folder feature. For instructions on how to create a \*.zip file on a Windows-based system, please visit [office.microsoft.com/en-us/infopath-help/zip-or-unzip-a-file-HA001127690.aspx](http://office.microsoft.com/en-us/infopath-help/zip-or-unzip-a-file-HA001127690.aspx). To create \*.zip folders on a Macintosh system, please visit [www.apple.com/pro/tips/zip.html](http://www.apple.com/pro/tips/zip.html).

To finalize the application, check the checkbox and click 'Submit'. This action will send the completed application to NCTCOG. A confirmation e-mail will then be sent to the Authorized Official and the Project Representative.

NCTCOG prefers online submittal of grant applications. However, in the event online submittal is not feasible, a hard copy application may be submitted. Alternative submittal methods include e-mail, mail, or hand-delivery at:

| <b>Submittal Type:</b> | <b>Address:</b>   |
|------------------------|---|
| e-mail                 | <a href="mailto:CleanSchoolBus@nctcog.org">CleanSchoolBus@nctcog.org</a>  |
| Regular Mail           | North Central Texas Council of Governments<br>Transportation Department<br>NCT Clean School Bus Program<br>Attn: Whitney Buehrle<br>616 Six Flags Drive<br>Arlington, Texas 76011 |

If delivering in a paper format, the application must be in a sealed envelope with a return address on the outside, and must be "in hand" by the deadline. Applications which have been postmarked but are not received by the deadline do not constitute "in hand". E-mail submissions

are limited to five (5) megabytes in size per e-mail. If documents exceed this size limit, multiple e-mails may be submitted. If submitting via e-mail, the statement below must be included in the body of the e-mail:

I hereby certify that, to the best of my knowledge and belief, all information provided in this application and any attachments is true and correct. By e-mailing this file, I understand that I am formally submitting an application on behalf of the applicant for grant funding and am authorized to do so. I further understand that e-mailing this file shall constitute an electronic signature for the application. In addition, I understand that prior to incorporating these forms and information into a grant contract, the data and information may be revised by NCTCOG for accuracy and that my acceptance of a grant contract will constitute agreement with those revisions.

## **CONSULTANTS**

Private consultants may be available to assist in completing and submitting an application. These consultants do not represent NCTCOG, and NCTCOG neither encourages nor discourages the use of a consultant to assist with the application process. NCTCOG has no agreement with any consultant and applications submitted by a particular consultant will not receive any more favorable treatment than other applications. Any fees charged by a consultant are the responsibility of the applicant and may not be charged to the grant, either directly or as an addition to the cost basis of the grant-funded equipment. Also, all purchase decisions must be based on sound business practices and arm's length bargaining. It is generally considered acceptable for an applicant to allow assistance from a dealer or an agent of a dealer in preparing an application, as long as any decision by the applicant to purchase the grant-funded vehicles or equipment from that dealer is made independently.

## **SELECTION CRITERIA**

Properly completed, eligible applications will be evaluated and ranked by NCTCOG staff based on the following criteria:

- Quantitative Assessment:
  - Cost-Effectiveness
    - Cost per ton of NO<sub>x</sub> reduced (1<sup>st</sup> Priority)
    - Total tons of NO<sub>x</sub> reduced (2<sup>nd</sup> Priority)
    - Cost per ton of PM reduced (3<sup>rd</sup> Priority) Total tons of PM reduced (4<sup>th</sup> Priority)
- Qualitative Assessment:
  - Primary operation in nonattainment area
  - Carbon dioxide (CO<sub>2</sub>) emission reductions
  - Petroleum displacement
  - Readiness for implementation
  - Feasibility/risk
  - Clearly identified funding needs, implementation procedures, and source(s) of local match
  - Previous participation in RTC initiatives
    - To receive full points, previous project implementation has to have been successful, completed on time and without significant changes to work scope, and was satisfactory overall. Entities that have not previously partnered with

NCTCOG will receive a neutral score as NCTCOG encourages new partnerships.

- The overall goals of the NCT Clean School Bus Program are to advance the use of clean technologies, including the potential for the project to encourage others to use clean technology and to result in the wider use of clean technology in the region.

NCTCOG is not obligated to fund a proposal from an applicant that has demonstrated marginal or unsatisfactory performance on previous grants or contracts with NCTCOG and/or other state or federal agencies. NCTCOG is not obligated to fund a proposal from an applicant based on a determination of the risks, including the financial condition of the applicant and other risk factors as may be determined by NCTCOG.

Regardless of the scores and ranking assigned, NCTCOG may base funding decisions on other factors associated with best achieving the goals of the program, and NCTCOG is not obligated to select a project for funding. Additionally, NCTCOG may select parts of a proposal for funding and may offer to fund less than the dollar amount requested in a proposal.

## **GRANT ADMINISTRATION AND REIMBURSEMENT OF EXPENSES**

Successful applicants will be notified of their selection and the amount of grant funds that has been awarded. Entities selected to receive grant funding will be required to execute a contract with NCTCOG in order to receive grant funding. All services or work carried out under a contract awarded as a result of this call for projects must be completed within the scope of work, timeframe, and funding limitations specified by the contract. A Notice to Proceed will be provided to awarded applicants. After notice is received, project implementation can commence, and costs may begin to be incurred. **Under no circumstances will reimbursement be made for costs incurred prior to the date of the Notice to Proceed.** Upon signature and execution of the contract by NCTCOG, a copy of the executed contract will be returned to the applicant.

Grants will be made on a reimbursement basis for eligible expenses incurred and paid by the grant recipient. A cost may not be considered incurred until the grant-funded vehicle and/or technology has been received and accepted by the grant recipient. Requests for reimbursement shall include documentation to show that the vehicle/equipment has been received, the expenses have been incurred and paid by the grant recipient, and proper vehicle disposition has occurred (if applicable). Recipients will also have the option to assign their grant payments directly to a dealer or service provider. NCTCOG will supply reimbursement request forms for use by the recipient.

To further enhance partnership among all entities, as well as market vehicle and technology funded through this program, the grant recipient must also agree to place a label or sticker on the grant-funded vehicles and equipment, upon request by NCTCOG.

Applicants that are successfully awarded funding through this call are obligated to fulfill the requirements of the contract including, but not limited to, achievement of semi-annual usage requirements, surrender of all eligible emissions credits, and completion of reporting requirements to NCTCOG for the full activity life of the project. Failure to comply with these commitments and/or reporting requirements may result in the return of all or a pro rata share of the grant funds to NCTCOG.

## LOCAL MATCH REQUIREMENT

Applicants will need to identify sources of local match prior to submitting the application. Funding received through the NCT Clean School Bus Program cannot be combined with other federal funding or TERP funds. Also, matching funds must not already be tied to emission reduction commitments. Applicants must surrender emissions reductions to NCTCOG to meet air quality requirements and goals.

## REPORTING REQUIREMENTS

Award recipients must commit to submitting quarterly reports through 2012, and semi-annual reports on the use of funded technologies for the duration of the project activity life. Award recipients must also fulfill the annual compliance verification requirements of the Clean Fleet Vehicle Policy for the activity life, if applicable. Reporting may include, but is not limited to, information such as hours of operation, mileage, fuel use, and location(s) of operation.

## CHECKLIST

All of the items listed below need to be “in hand” by March 18, 2011 at 5:00 pm Central Time for a project to be deemed complete.

- “Finalized” Online Application
- Project Detail Spreadsheet for each Project Type
- One (1) Bid/Quote for each Project Type
- Fleet Turnover Schedule
- Supplemental Materials (if applicable)

Note: If the applicant is applying for funding for more than one model of school bus, a bid must be submitted for each type of bus.

When uploading required documentation, applicants must use the naming convention below to ensure documents are properly received. If this naming convention is not used, the contents will be assumed anonymous and may be deleted. “MetroplexISD” is used as the example applicant name.

If uploading multiple items in a category, include a number at the end of each file name, beginning with “1”.

Example: MetroplexISD\_project1.xls, MetroplexISD\_project2.xls

| Uploaded Item     | Example File Name |
|-------------------|-------------------|
| Compressed Folder | MetroplexISD.zip  |

| Items in Compressed Folder                         | Acceptable Format  | Example File Name          |
|--|--|----------------------------|
| Project Detail Spreadsheet(s)                      | Microsoft Excel (.xls, .xlsx)  | MetroplexISD_project       |
| Bid/Quote For Each Project Type                    | Portable Document Format or any Image file-type (.pdf, .tif, .jpg, .gif)   | MetroplexISD_bid           |
| Fleet Turnover Schedule                            | Any Microsoft Office Suite Document, Portable Document Format, or any Image file-type (.doc, .xls, .pdf, .tif, .jpg, .gif) | MetroplexISD_fleetschedule |
| EPA/CARB Certification Document(s) (if applicable) | Portable Document Format or any Image file-type (.pdf, .tif, .jpg, .gif)   | MetroplexISD_cert          |
| Any Other Supplemental Information                 | Portable Document Format or any Image file-type (.pdf, .tif, .jpg, .gif)   | MetroplexISD_suppl         |

## REFERENCES

<sup>1</sup> California Environmental Protection Agency, Air Resources Board, *Staff Report: Proposed 2005-2006 Lower-Emissions School Bus Program Guidelines and Funding Allocation*. 01/24/06. [www.arb.ca.gov/msprog/schoolbus/2006/stfrpt.pdf](http://www.arb.ca.gov/msprog/schoolbus/2006/stfrpt.pdf). 04/02/07.

<sup>2</sup> Environmental Protection Agency, *Region 2's School Bus Study Supports Idling Reduction in a Big Way*, 02/13/08. [www.epa.gov/Region2/cleanschoolbus/study.htm](http://www.epa.gov/Region2/cleanschoolbus/study.htm). 02/13/08.