CLEAN DIESEL SCHOOL BUS FUND RETROFIT PROGRAM

GRANT APPLICATION AND GUIDELINES

Application deadlines:

March 1 and September 1

Office of Environmental Education
P.O. Box 1049
Columbus, OH 43216-1049
Phone (614) 644-2873
Fax (614) 728-1275
Web Site: http://www.epa.ohio.gov/oeef/schoolbus.aspx
E-mail: oeef@epa.state.oh.us

This program is funded through civil penalties collected by the Ohio Environmental Protection Agency for violations of Ohio's environmental protection laws, with additional financial support from a US EPA State Clean Diesel Emissions Reduction grant.

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I. Introduction

The Ohio EPA Clean Diesel School Bus Fund Retrofit Program is designed to reduce children's exposure to diesel exhaust from school buses. Children are especially sensitive to air pollution because their respiratory systems are still developing and they have a faster breathing rate than adults. The Ohio Department of Education estimates that 1.3 million Ohio children ride school buses to and from school every day. Recent studies by the U.S. Environmental Protection Agency (US EPA) suggest that school bus commutes potentially expose children to significantly higher concentrations of pollutants than what is measured in the community's outdoor air. Statistics show that school buses are the safest way to transport children. Ohio EPA wants to ensure that they are also the cleanest way to transport children.

According to US EPA, older technology buses produce as much as six times the pollution as a new school bus. About one-third of the school buses in use in the U.S. were manufactured before 1990. These buses are the heaviest polluters and should be replaced. The remaining two-thirds of school buses were manufactured between 1990 and 2006. These buses can be made much cleaner by retrofitting them with devices designed to reduce pollution, and by switching to cleaner fuels. Beginning in 2007, new heavy-duty vehicles such as school buses will be up to 95% cleaner than those with engines manufactured prior to 2004. However, diesel engines are durable and long lasting. It will take a long time for new vehicles to replace the heavy-duty buses currently on the road. Ohio EPA's Clean Diesel School Bus Fund Retrofit Program targets **buses of model years 1996-2006**, because these are likely to be on the road for a number of years to come. Buses must travel at least **5,000 miles per year** to be eligible for retrofit with these grant funds.

This program has three primary goals: (1) retrofit existing school buses with devices and/or cleaner fuels that reduce pollution; (2) reduce school bus idling; and (3) improve air quality in Ohio, particularly in counties that are not currently meeting Clean Air Act standards for fine particulates (PM 2.5). By providing financial assistance for demonstrated successful approaches to reducing pollution from school buses, Ohio EPA is offering an important tool for school districts and county developmental disability programs across the state to implement clean school bus projects.

Funding comes from a portion of the civil penalties that Ohio EPA collects for violations of Ohio's environmental protection laws; from a US EPA State Clean Diesel Emissions Reduction grant, and federal stimulus dollars under the American Recovery and Reinvestment Act of 2009. For additional information about diesel emissions from school buses and other retrofit funding opportunities, consult US EPA's Clean School Bus USA Web site, at www.epa.gov/cleanschoolbus/. For additional information about recent research into health effects, consult US EPA's Health Assessment Document for Diesel Engine Exhaust, at http://cfpub.epa.gov/ncea/cfm/recordisplay.cfm?deid=29060 and the University of Cincinnati's Childhood Allergy and Air Pollution Study Web site, at http://eh.uc.edu/ccaaps/.

II. Grant Application Guidelines

DEADLINES AND REVIEW DATES

Application deadlines fall on **March 1 and September 1**, (or the next business day, if these dates fall on a weekend or National Holiday). Awarded projects cannot commence until nearly three months from the deadline date due to the time required for review and fiscal administration of the grants. Ohio EPA is not able to reimburse school districts or DD programs for equipment purchased prior to execution of the grant contract. Therefore, applicants should incorporate the approximate schedule below when planning equipment purchases and installations.

Application Deadline	Ohio EPA Review Period	Ohio EPA Director Decision	Earliest Start Date
March 1	Mar. 2 – Apr. 15	Apr 16	May 21
September 1	Sep. 2 – Oct. 15	October 16	November 20

ELIGIBILITY

Ohio public school districts (a local, exempted village, city, or joint vocational school district as defined in Chapter 3311 of the Ohio Revised Code) and county boards of developmental disabilities (as defined in Chapter 5126 of the Ohio Revised Code) are eligible to apply for these grants, whether they own school bus fleets or contract for transportation services with a privately owned fleet. A publicly-owned fleet is NOT a requirement for eligibility. Owners of privately owned fleets are not eligible to receive grants under this program, but can receive sub-grants from a school district or county board. For districts and boards that contract privately for school bus service, those buses are eligible for retrofitting with grant funds only if the bus service provider guarantees to the school district or county board in the contract or other binding documentation that the retrofitted buses will continue to be used and maintained in Ohio for a minimum of three years after installation of the equipment.

Where applicable, the school district or county board of developmental disabilities must also comply with Ohio ethics laws and conflict of interest laws; the Federal Drug-Free Workplace Act of 1988 (41 USC Section 701, et. seq.); state regulations covering non-discrimination in hiring and affirmative action (ORC 125.111); and the school district's or county board's Authorizing Agent (superintendent) or spouse, as applicable under ORC 3517.13(I) or ORC 3517.13(J), has not made, within the two previous years, one or more contributions totaling in excess of $1,000 to the Governor or his campaign committees.

GRANT AMOUNTS AND PROJECT DURATION

Grants are awarded for projects costing between $5,000 and $300,000. Please **round off all requests to the nearest dollar amount**. Projects must be completed within **12 months** of the start date, unless an extension is granted in writing from Ohio EPA.

EQUIPMENT AND VENDORS

All retrofit equipment purchased with grant funds must be a product verified by either the US EPA or the California Air Resources Board (CARB) for the specific bus type and model year. A summary of the features and advantages of various retrofit technology options is available on US EPA's Web site at

http://www.epa.gov/cleanschoolbus/csb-overview.htm

US EPA's verified technologies list can be found

http://www.epa.gov/cleandiesel/verification/

The CARB's verified technologies list can be found at:
http://www.arb.ca.gov/diesel/verdev/vt/cvt.htm .

Some diesel emission control technologies require temperature testing or data-logging to ensure that technology is appropriate for a particular bus. **This testing should be completed BEFORE submitting a grant application to Ohio EPA.** Ohio EPA will not approve requests for modifications to awarded grants that result in significantly less emission reductions. If a technology is found to be inappropriate after a grant is awarded, the grant funds for the affected buses will be forfeited, and the grantee will have to submit a new grant application in a subsequent grant cycle to request funds for the lower-level reduction technology on those buses.

ASSISTANCE WITH APPLICATIONS

Please direct all inquiries regarding the Clean Diesel School Bus Fund Retrofit Program policies and procedures, or the status of a grant application, to Carolyn Watkins in Ohio EPA's Office of Environmental Education, (614) 644-3768. Please direct all inquiries related to specific technologies and fuels to John Paulian in Ohio EPA's Division of Air Pollution Control, (614) 644-4832.

REPEAT PROPOSALS

A school district or county board whose proposal is not funded may re-submit the proposal in a subsequent grant cycle. If the vendor quote is still in force and there are NO changes to the proposal from the previous cycle, the applicant may request that Ohio EPA reactivate the same proposal in the next grant cycle, by sending a request in writing to the address on the cover of these application guidelines, or by email to oeef@epa.state.oh.us . Ohio EPA will provide confirmation in writing that the proposal is being reactivated. If you do not receive confirmation within a few days that your

request was received, please phone the Office of Environmental Education at (614) 644-2873. If there are any changes to the proposal, including changes to price quotes or to the list of buses proposed for retrofit, the applicant should revise and submit a new proposal.

Those who have already received a grant under this program may submit a new proposal during a subsequent grant cycle. Each new proposal will be reviewed based upon the criteria set forth in these guidelines, and in relation to the quality of other proposals received during the same grant round.

APPLICATION SUBMITTAL

Application materials may be submitted in hard copy (paper) to the address on the cover of these guidelines, or e-mailed to oeef@epa.state.oh.us. Electronic submissions must be readable by Microsoft Word 2000 or newer software (for text, tables, and related materials) and Microsoft Excel 2000 or newer software (for spreadsheets). Electronic submissions in alternative file formats may be acceptable; please check with the staff in Ohio EPA's Office of Environmental Education. If you do not receive confirmation within two business days that your application has been received, please call the Office of Environmental Education for confirmation.

To aid you in preparing your application electronically, an editable version of this application is available (in Microsoft Word) on the Program Web site at http://www.epa.ohio.gov/oeef/schoolbus.aspx

Applicants submitting their proposals on paper must provide **one** original of the application package, including an original signature from the district Superintendent or Authorizing Agent (preferably in blue ink). Original may be single-sided or double sided, The application should be stapled in the upper left hand corner. Please do not otherwise bind. Do not include cover letters, blank pages, dividers, or a table of contents. Applications must be postmarked or delivered before 5:00 p.m. on the deadline date. No fax submittals can be accepted.

By mail:
Ohio EPA
Office of Environmental Education
P.O. Box 1049
Columbus, OH 43216-1049
(614) 644-2873

By courier or delivery:
Ohio EPA
Office of Environmental Education
50 W. Town Street, Suite 700
Columbus, OH 43215
(614) 644-2873

Applications may also be delivered to Ohio EPA District Offices in Bowling Green, Dayton, Logan, or Twinsburg *before 4:30 p.m.* on the deadline day. Please call Ohio EPA or consult the Ohio EPA Web page, http://www.epa.ohio.gov/directions.aspx for directions to the district office near you.

REVIEW OF APPLICATIONS

Ohio EPA will consider the following factors in awarding grants, with the first two of primary importance, as specified in the legislation that created this grant program:

- The buses proposed to be retrofitted operate in counties that currently are not meeting the Clean Air Act standards for fine particulates. A map identifying the Ohio counties currently in non-attainment for the PM 2.5 clean air standard is posted online at http://www.epa.ohio.gov/portals/27/SIP/Nonattain/pm2_5.pdf . For counties identified on the map as "partial non-attainment," buses operating in the following townships will have priority for retrofit funding: in Adams County, Monroe and Sprigg Townships; in Ashtabula County, Ashtabula Township; in Coshocton County: Franklin Township; and in Gallia County, Cheshire Township.
- Demonstration by the applicant that anti-idling and/or other air pollution control programs are in place and effective.
- Anticipated level of reduction in particulate (PM 2.5) emissions. Ohio EPA will estimate the level of emissions reduction likely to result from the proposed retrofits.
- Anticipated level of reduction of other air pollutants, such as carbon monoxide, hydrocarbons, and nitrogen oxides.
- Number of miles traveled by the affected buses.
- The applicant's ability to carry out the proposed retrofits and maintain the equipment
- Strength of the match provided by the applicant, with preference for funding of proposals that offer additional bus retrofits.
- Geographic balance of grants awarded across Ohio.

III. Checklist for Application Packet

Below is a checklist of the sections that must be completed as part of this application. Please check to ensure that you have included all of the following materials in your application. Some sections may require additional back-up documentation. Please clearly label your back-up materials or supporting documentation.

- ☑ Section 1. Contact Information for School District or County Board of Developmental Disabilities
- ☑ Section 2. Applicant Certification Statement
- ☑ Section 3. Bus Data
- ☑ Section 4. Retrofit Equipment Selection
- ☑ Section 5. (Optional) Related Support Equipment Selection
- ☑ Section 6. Installation Vendor Information and Price Quotes
- ☑ Section 7. Fuel Supplier Information
- ☑ Section 8. Project Schedule
- ☑ Section 9. Summary Funding Request
- ☑ Section 10. Applicant's Emission Reduction Policies
- ☑ Section 11. Previous Funding Received for Retrofits
- ☑ Section 12: Applicant's In-Kind Match
- ☑ Section 13: List of Attachments

Clean Diesel School Bus Fund

Retrofit Grant Program Application

For Office Use Only:

Application Number: _____ *Date Received:* _____

Section 1. Contact Information for Applicant

Table 1-1. Please provide contact information for the school district's or county board's Authorizing Agent (School Superintendent or person who is authorized to sign the grant contract on behalf of the district or board).

a. Full name of School District or County Board of Developmental Disabilities:	
b. Federal Employer Identification Number (EIN):	
c. Street Address:	
d. City:	
e. State:	
f. Zip Code:	
g. County:	
h. Superintendent or Authorizing Agent for School District or County Board of Developmental Disabilities:	
i. Authorizing Agent Phone Number:	
j. Authorizing Agent E-mail Address:	

Table 1-2. Contact Information for Project Director (person who will oversee the installation of school bus retrofit equipment and implementation of the project).

a. Project Director (Primary Contact):	
b. Title:	
c. Street Address:	
d. City:	
e. State:	
f. Zip Code:	
g. Phone:	
h. Fax:	
i. E-mail Address:	
j. Alternative or Additional Contacts *(Name, Title, Phone, Email)*:	

Table 1-3. Contact Information for applicant's Fiscal Agent (person who will prepare financial reports of grant expenditures)

a. Fiscal Agent:	
b. Title:	
c. Street Address:	
d. City:	
e. State:	
f. Zip Code:	
g. Phone:	
h. Fax:	
i. E-mail Address:	
j. Alternative or Additional Contacts *(Name, Title, Phone, Email)*:	

Section 2. Applicant Certification Statement

Instructions: Please have the Authorizing Agent read the Statement of Certification below and sign it in Table 2-1, row a. Hard (paper) copy versions of this application must include one copy with an original signature in Table 2-1, row a. Applications submitted electronically may include an electronic signature, or certification will be required from those applicants when a grant contract is sent out for signature.

Statement of Certification

I certify that to the best of my knowledge the information contained in this application and in the supplemental material is correct and complete. I certify that the funding requested satisfies the eligibility requirements for this Program as represented in the Program Description and related materials. I certify that I understand that the funding under this Program is subject to restrictions and other conditions listed in the Program Description, including *(inter alia)*:

- ☑ The applicant will use the funding under this Program for the specific purposes defined in the Program Description.
- ☑ The applicant certifies that the buses retrofitted with pollution control equipment under this Program conform to the Program requirements defined in the Program Description.
- ☑ The buses retrofitted under this Program are owned and operated by the applicant school district or county board of developmental disabilities, or the buses are owned and operated by a private entity under contract with the applicant to provide transport services for pupils or individuals served by the district or board.
- ☑ The applicant will maintain the pollution control equipment for a minimum period of four years from the date of installation. As needed, the applicant will avail itself of the warranty in order to ensure that the equipment funded under this Program remains in good working order for at least four years following installation.
- ☑ The applicant will not use funding under this Program to purchase hardware or services for which the applicant has received, or will receive, payment from another source or under another program.
- ☑ The applicant will submit a closing activity and fiscal report to Ohio EPA upon completion of the project, and an interim progress report every six months for the duration of the project if required by the terms of the grant contract.
- ☑ The applicant will provide the Ohio EPA access to retrofitted buses, facilities where the buses are located, and documentation related to funding received from this Program, based on reasonable notice of a request for such access.
- ☑ The applicant will use only ultra-low sulfur diesel (ULSD) fuel in any buses retrofitted under this program with diesel particulate filters or other pollution control equipment that requires ULSD fuel. For buses retrofitted with other equipment, the applicant will use only fuel that is compatible with that equipment, per the manufacturer's specifications.

- ☑ The applicant has received approval from the school board, county board of developmental disabilities, or other governing body, to apply and make use of the funding under this program.
- ☑ The applicant will follow the school district's or county board of developmental disabilities' procedures and applicable federal guidelines to procure the products and services funded under this project. Applicants are encouraged to conduct competitive procurements, and to take advantage of equipment procurement opportunities offered through the Ohio Department of Administrative Services, at http://www.procure.ohio.gov/OrigContract/RS901810_OC.pdf
- ☑ At the time of fund disbursal, the applicant will have in place an emission reduction program, such as an anti-idling program, to reduce air pollution emissions.
- ☑ Where applicable under ORC 3517.13(l) or ORC 3517.13(J), the applicant's Authorizing Agent or spouse has not made, within the two previous years, one or more contributions totaling in excess of $1,000 to the Governor or his campaign committees.
- ☑ Where applicable, the applicant school district or county board of developmental disabilities is in compliance with the Federal Drug-Free Workplace Act of 1988 (41 USC Section 701, et seq.); state ethics laws and conflict of interest laws; and state regulations covering non-discrimination in hiring and affirmative action (ORC 125.111).

I authorize Ohio EPA to make any necessary inquiries to verify the information that I have presented. I acknowledge that the information in this application is not confidential and may be released as required by the Program.

Table 2-1. Applicant Certification Signature

a. Signature of Superintendent or Authorizing Agent:	
b. Date:	
c. Name *(typed)*:	
d. Title or relationship to applicant organization:	
e. Name of School District	

Section 3. Bus Data

Instructions for Completing Table 3-1. Please fill in one row of the table for each bus that is proposed to be retrofitted with funds from Ohio EPA as part of this application. Only include buses that your school district or board of developmental disabilities owns and operates, or buses operated under contract for you by a transportation service provider. Do not include information in this table about buses that were or will be retrofitted with funds from other sources, or buses that you propose to retrofit as part of an in-kind match to this application. For applicants that are combinations of more than one school district, the data in Table 3-1 should include all buses to be retrofitted with this grant, i.e., buses from all fleets combined. Please note that after the application deadline, any changes to the specific buses included in the grant project must be pre-approved by Ohio EPA.

(Applicants may either fill in the data in the Microsoft WORD table provided below, or alternatively, may use the Bus Data Excel spreadsheet (BusData.xls) available from the Program Web site at http://www.epa.ohio.gov/oeef/schoolbus.aspx to provide the same information.)

Please fill in all columns for each of the buses that will be retrofitted with funding from this grant. The columns should be filled in as follows:

(a) **Bus Identification Number.** Provide a unique identification number for each bus. This number may be the Vehicle Identification Number (or serial number), your own bus inventory number, the Ohio license plate number, or the "bus number" on the front of the bus. (Please use the same numbering system for all buses listed).

(b) **Bus Type:** (i.e., C or D. *Do not include any Type A or B buses*). Types of school buses are explained on the *School Transportation News* Web site, http://stnonline.com/resources/maintenance/school-bus-type-faqs

(c) **GVWR:** Enter the vehicle's Gross Vehicle Weight Rating. Only enter buses with a GVWR of 19,500 lbs or greater.

(d) **Bus Engine Manufacturer:** (e.g., Caterpillar, Cummins, Detroit Diesel, International, John Deere).

(e) **Engine Model:** Enter the engine model name (e.g., 3406, C8.3, Series 50, or DT466).

(f) **Engine Model Year:** Only buses of model years **1996-2006** are eligible for retrofit with funding from this grant. Some manufacturers already installed diesel oxidation catalysts or other emission control equipment onto model year 2005 and 2006 buses. Applicants should check any buses of model years 2005 and 2006 to be sure that emission control equipment is not already in place, and include a statement to this effect in the application.

(g) **Annual Vehicle Miles Traveled:** Enter the annual miles traveled by the bus in normal use (NOT the odometer reading). **This number must be specific to each bus proposed for retrofit in order for Ohio EPA to calculate emissions reductions accurately**. Please do not enter an estimate or overall mileage number that is estimated to be the same for all buses in the fleet. Buses that travel less than 5,000 miles per year are not eligible for retrofit with these grant funds.

(h) **Bus Location:** Identify the location of the bus (e.g., Main Street bus garage).

(i) **Retrofit Option(s):** Enter the retrofit equipment proposed for that bus, to be funded by this application, e.g., closed crankcase filtration systems (CCF), diesel oxidation catalyst (DOC), diesel particulate filters (DPF), and/or other (OTH). For any “other” options, please include a detailed narrative description of the option proposed in Section 4.

Table 3-1. School Bus Data -

(a) Bus Identification Number	(b) Bus Type (“C” or “D”)	(c) GVWR	(d) Bus Engine Manufacturer	(e) Engine Model Number	(f) Engine Model Year	(g) Annual Vehicle Miles Traveled	(h) Bus Location	(i) Retrofit Option(s)

Name of School District: _____

Section 4. Retrofit Equipment Selection

Instructions. The purpose of this section is to identify by **manufacturer** and **product** the specific types of retrofit equipment technology you have selected (i.e., closed crankcase filtration systems, diesel oxidation catalysts, diesel particulate filters, etc.) that will be funded with this grant. (Do not provide the name of the vendor, dealer, or service station that will install your equipment. The name of your vendor will be included in Section 6.)

All retrofit equipment purchased with grant funds must be a product verified by either the United State Environmental Protection Agency (US EPA) or the California Air Resources Board (CARB) for the specific bus type and model year. A summary of the features and advantages of various retrofit technology options is available on US EPA's Web site at

http://www.epa.gov/cleanschoolbus/csb-overview.htm

US EPA's verified technologies list can be found at:

http://www.epa.gov/cleandiesel/verification/

The CARB's verified technologies list can be found at:
http://www.arb.ca.gov/diesel/verdev/vt/cvt.htm .

The school district or county board of developmental disabilities must comply with its own purchasing procedures. Ohio EPA asked the Ohio Department of Administrative Services to develop contracts with an approved list of vendors of retrofit equipment, to facilitate purchasing by school districts and seek competitive pricing. Bids were solicited in July, 2009, and vendors with approved contracts for July 2009-June 2011 are posted on the state purchasing Website,
http://www.procure.ohio.gov/OrigContract/RS901810_OC.pdf

Applicants are encouraged, but not required, to take advantage of this purchasing opportunity. Not all vendors who provide verified technology are included on the state term contract. Of the vendors who are included in the state term contract, not every piece of equipment they sell may be verified technology, or included in the contract. Interested applicants must be members of the State Cooperative Purchasing Program to utilize the state contract. Contact Mary Singleton at mary.singleton@das.state.oh.us or 614-466-6530 for registration information.

In Table 4-1, please enter the number of buses proposed to be retrofitted with each of the eligible technologies you have selected, by make and manufacturer (e.g., "Engelhard DPX," "Johnson Matthey CCRT," 'Lubrizol ECS Purifilter"). It is permissible to add or delete rows from this table as appropriate depending on your choice of technology, or enter zero if you do not propose to use grant funds to install that technology on any school buses. Do not include any information in this table about additional retrofits that you propose as part of your in-kind match.

Note: After the application deadline, any changes to the selection of the retrofit equipment for this project must be pre-approved by Ohio EPA.

Table 4-1. Retrofit Equipment Selection

Technology Selected (Manufacturer and Product)	Number of Buses to be Retrofitted
Closed Crankcase Filtration Systems (CCF)	
a.	
b.	
c.	
Diesel Oxidation Catalysts (DOC)	
d.	
e.	
f.	
Diesel Particulate Filters (DPF)	
g.	
h.	
i.	
OTHER (OTH) retrofit technology verified by USEPA or the CARB	
j.	
k.	
l.	
m. TOTAL NUMBER OF BUSES TO BE RETROFITTED WITH GRANT FUNDS (If more than one technology is to be retroffited onto the same bus, count that as one retrofit.) Enter here, and copy this number to the summary Table 8-1 line a below.	
m. Please describe any unusual circumstances regarding the use of the proposed technologies.	

Section 5. (Optional) Related Support Equipment Selection

Grant funds may also be used to pay for related equipment needed to maintain and operate the retrofit technology selected, such as DPF filter cleaning equipment, provided that a sufficient number of DPFs installed on a school district's fleet make the purchase and operation of the cleaning equipment cost-effective. Grant funds may also be used to pay for equipment such as block pre-heaters or compartment/block heaters that are installed as part of an anti-idling program in the school system. Because it is not possible to calculate and award points in the application scoring for potential emission reductions from the use of filter cleaning equipment or pre-heaters, applicants may score better if they request grant funds for retrofit control equipment instead, and use the purchase of filter cleaning equipment and/or pre-heaters as part of their in-kind match in Section 11 below. *Ohio EPA prefers applications that do not request more than 20% of the total budget for filter cleaning equipment, pre-heaters or other equipment not directly controlling emissions.*

Table 5-1. Related Support Equipment Selection

Related Support Equipment Selected (Manufacturer and Product)	**Number**	**Unit Cost**	**Cost (number x unit cost)**
Filter cleaning equipment			
a.			
b.			
Pre-heaters (complete Table 5-2 below to identify which buses will receive pre-heaters.)			
c.			
d.			
Other related support equipment			
e.			
f.			
g. Total cost estimate for filter cleaners, pre-heaters and other related support equipment (sum from rows a through f above). Enter here and copy the number to the summary Table 8-1, row c below.			

Please complete Table 5-2 for each of the buses that will be retrofitted with pre-heater equipment with funding from this grant. Add lines as needed. (Please use the same bus identification numbering system that was used in Table 3-1.)

Table 5-2 Bus Data for Pre-heaters to be Purchased with Grant Funds

(a) Bus Identification Number	(b) Type of Pre-Heater to be Installed

Section 6. Installation Vendor Information and Price Quotes

Instructions. The purposes of Section 6 are to identify the vendors who are proposed to provide and/or install the proposed retrofit equipment and related support equipment, and provide documentation of the costs of the installations. If you propose to install the equipment using district employees, please identify the distributor from whom you are purchasing the installation kits or other products and provide documentation of the costs of the products.

Table 6-1. Vendor Identification Information

Please complete the following table for the vendor that you will use in this project. If there are multiple vendors, please copy and paste this table, as much as needed, in order to provide complete information for each vendor.

a. Name of Vendor:	
b. Full Address:	
c. Contact Name	
d. Telephone Number:	
e. Fax Number:	
f. Email	
g. Service or Product Being Provided:	

Instructions for Table 6-2: Retrofit Summary Cost Table. For each vendor or supplier, please list the cost in Table 6-2.

Items eligible to be paid with grant funds include: the full cost of parts of the approved retrofit equipment, as well as the costs of installation by the vendor. If you are using district employees to install the equipment (and you will not void any warranty provisions in doing so), your staff time costs devoted to installation may be included as part of the district's in-kind match for grant funds, below in Section 11. Where diesel particulate filters are proposed, the cost of temporarily installing a differential pressure monitoring system and data logging to determine adequate exhaust temperature profile may also be considered as part of the installation costs. In addition, insulation blankets may be considered for funding if needed based on local temperature profiles.

Items that are **not** eligible to be paid with grant funds include: training, administration, maintenance, engine replacement, reflashing (reprogramming) the engine controller, fuel borne catalysts, other alternative fuels, and/or other program management costs**.** However, these costs may be counted toward a school district's in-kind match, below in Section 11.

Table 6-2. Retrofit Summary Cost Table

Name of Vendor	Products/Services Provided	Total Cost
a.		
b.		
c.		
d.		
e. Total Cost, All Vendors (enter here and copy to Table 8-1 row b below)		

Table 6-3. Explanation of Cost Estimates

Please provide any explanatory comments for the cost estimates.

a. **Explanation of Cost**	

Attachment: Supporting Documentation Requirement for Cost Estimates

Supporting documentation for each cost is required to be submitted with your application. Applicants are encouraged to seek competitive pricing for these products, and must follow their own procurement procedures as established under state law. It is not required to attach more than one quote to this application, but the district should keep on file records of price quotes it considered, in order to be able to demonstrate upon request that competitive procurement was conducted. Attach a hard copy of a price quote from a vendor as supporting documentation in the Attachments section**. Please label the vendor price quotes as "Supporting Documentation for Section 6**." The price quote must be on the vendor's letterhead. The price quote must include the name of the school district or county board of developmental disabilities, as well as a clear description of the services and materials provided. If price quotes are not available electronically for inclusion in the electronic submittal of your application, please contact Ohio EPA's Office of Environmental Education for guidance.

If using a price quote from the Ohio Department of Administrative Services state purchasing Website http://www.procure.ohio.gov/OrigContract/RS901810_OC.pdf , it is not necessary to provide a separate price quote attachment. Indicate clearly in Table 6-3 that this is the case.

Supporting Documentation

☐ Please check this box if a document is attached to Section 12 that fulfills the supporting documentation requirements of this section.

Section 7. Project Schedule

Instructions. The purpose of this section is to provide the schedule for completing all major project items within one year of the grant award (the grant project period). Some of the major milestones for the project are already listed in the Summary Schedule below. Please identify your expected completion dates for these items. In addition, you may choose to insert additional milestones and completion dates, as needed, using the blank rows provided. Please describe any scheduling issues that may prevent the project from being completed on schedule.

Table 7-1. Summary Project Schedule

Project Milestone	**Completion Date** *(Enter dates or number of days following approval of the application)*
Sign contract with vendor(s) to perform installation	
Initiate installation of retrofit equipment	
Implement anti-idling program (or other air pollution emission reduction control program) if one not previously in place	
Complete installation of retrofit equipment in all buses in the project	
Submit final report (project completion documentation) to Ohio EPA within 90 days of end of grant project period.	

Section 8. Summary Funding Request

***Instructions**:* Fill in the information below to summarize the Project Budget and Funding Request. The information in this summary must match the information provided in the other sections of your application. If a bus is being retrofit with a combination of technologies (for example, with both a DOC and a crankcase system), it should count as one retrofit. Enter your project data in the boxes on the right hand side.

Table 8-1. Project Budget and Funding Request Summary

a. Number of school buses to be retrofitted with grant funds in this project *(from Table 3-1 and 4-1)*:	
b. Cost estimate for retrofitting the school buses *(from Table 6-2, row e)*:	
c. Cost estimate for related support equipment to be purchased with grant funds *(from Table 5-1, row g)*	
d. **Total Funding Request** *(Add **b** + **c**)*:	

Section 9. Applicant Emissions Reduction Policies

Emissions Reduction Policy (e.g., Anti-Idling Policy)

Ohio EPA will give priority in awarding grants to school districts and county boards of developmental disabilities that have in place an anti-idling policy or an alternative program to reduce air pollution emissions. Information about anti-idling policies can be found at: http://www.epa.gov/cleanschoolbus/antiidling.htm#irk

Table 9-1. School District Anti-Pollution Policies

Anti-Idling Policy	Date Adopted
Please describe your organization's anti-idling policy that governs school buses and other vehicles at your schools or facilities**.** Include the date it went into effect, and a description of measures that have been taken to date to ensure its implementation, such as how and when bus drivers were trained in anti-idling procedures; posting of signs at bus stops; and monitoring by officials of the school district or county board of developmental disabilities.	
Other Anti-Pollution Measures	**Date Adopted**
If an alternative program is used to reduce air pollution emissions, please provide a description of the program and steps taken to implement it.	

Please attach a copy of your organization's anti-idling or other anti-pollution policy, and mark the check box provided to indicate that the attachment is contained in Section 13.

Label your submittal as "Supporting Documentation for Section 9".

Supporting Documentation

☐ Please check this box if a document is attached to Section 12 that fulfills the supporting documentation requirements of this section.

Section 10. Previous Funding Received for the Retrofit of Diesel School Buses

To ensure the greatest emissions reduction benefit from the use of Ohio EPA grant funds, applicants are not permitted to utilize grant funds to pay for the purchase or installation of pieces of equipment that also receive funding from other grants or programs. In Table 10-1, please provide information about other sources of funding (other than the school district's or county board's normal operating budget) that have been received by your district or board to purchase and/or install similar types of emissions reduction equipment on diesel school buses in the three years prior to the date of this application. For each such source of external funding, please provide the information requested in Table 10-1. **Applicants may use any previous funding received for emissions reduction equipment purchased in the three years prior to the date of this application as part of their in-kind match.**

Table 10-1. Information on Previous Funding

a. Name of the funding source	
b. Date/Timeframe in which funding was received	
c. Amount of funding received	
d. Summary description of what emissions reduction equipment for diesel school buses was purchased or installed using these funds	

Section 11. Applicant In-Kind Match

Each applicant is required to show a cash or in-kind match worth at least five percent of the amount requested in grant funds. Proposals with stronger matches are preferred, particularly those that result in the retrofitting of additional school buses with pollution control equipment. Ohio EPA would consider all the following as an appropriate match, and the applicant may choose from among these options or use more than one option:

- Additional retrofit or anti-idling (pre-heaters) and filter cleaning equipment purchased by the applicant (with its own funds or with funds from grants or other sources) for installation onto other school buses or heavy-duty vehicles in its fleet. (This could include equipment proposed for purchase during the 12 months *after* grant award, and equipment purchased within the last 24 months *prior* to the date of the grant application deadline.) Please include the information in Table 11-1, copying the table as needed for more than one type of equipment.

Table 11-1. Additional retrofit/anti-idling equipment purchases offered as match for grant funds

a. Equipment type purchased or proposed for purchase by the applicant	
b. Source of funds (e.g., operating budget, USEPA grant, etc.)	
c. Contact information for vendor from whom equipment was or will be purchased	Name: Address: Address 2: City: State: Zip: Phone:
d. Time period of purchase/installation of equipment	
e. Unit price of equipment	
f. Number of equipment units purchased/proposed for purchase	
g. Total value of additional retrofits offered by the applicant as a match: (e) x (f)	

Table 11-2. Explanatory Comments for Equipment purchases identified in Table 11-1.

a. Please provide any explanatory comments for the equipment purchases described above.	

Table 11-3. Bus Data for additional retrofit/anti-idling equipment purchases offered as match for grant funds.

Instructions for Completing Table 11-3. Please fill in one row of the table for each bus that your school district or county board of developmental disabilities has or will retrofit as part of its in-kind match to the grant funds requested. As in Table 3-1, include only buses that your school district or county board owns and operates, or buses operated under contract between you and a transportation service provider. (Applicants may either fill in the data in the Microsoft WORD table provided below, or alternatively, may use the Bus Data Excel spreadsheet (BusData.xls) available from the Program Web site at http://www.epa.ohio.gov/oeef/schoolbus.aspx to provide the same information.) In completing the table, please use the same category definitions provided for table 3-1 above.

Table11-3. School Bus Data for Retrofits <u>Offered as part of the Applicant's In-Kind Match – *(should not duplicate buses listed in Table 3-1)*</u>

(a) Bus Identification Number	(b) Bus Type ("C" 0r "D")	(c) GVWR	(d) Bus Engine Manufacturer	(e) Engine Model Number	(f) Engine Model Year	(g) Annual Vehicle Miles Traveled	(h) Bus Location	(i) Retrofit Option(s)

- As part of their in-kind match, applicants may estimate the value of their staff time devoted to purchasing retrofit or anti-idling equipment, installation, maintenance, and/or oversight of installation of equipment; and staff time devoted to preparing reports related to expenditure of grant funds. They may also estimate the value of their staff time and resources devoted to education of bus drivers, school officials, parents, students and the larger community about school bus retrofits and anti-idling, including education efforts within the past 12 months prior to the grant application deadline. Employee benefit costs may not be used toward the in-kind match calculation. Provide position title, number of hours, and hourly wage (or hourly wage pro-rated from annual salary) for each school district employee category whose time devoted to these activities is being offered as part of the district's in-kind match. For example:

Months	**Activities**	**Category or Position Title**	**Hourly Rate**	**Hours devoted to retrofits and related education**	**Estimated value of staff time**
2/11 – 5/11	Write & administer grant, oversee installation, education	Fleet Operations Supervisor	$30.00	60 hours	$1800.00
7/11-8/11 and 12/11	Install DOCs	Mechanic II	$18.25	27.5 hours	$501.87
6/11-8/11	Prepare education materials	Office Assistant 3	$13.50	7 hours	$94.50
Estimated value of total staff time offered as In-kind match:					**$2395.57**

(THIS TABLE FOR EXAMPLE ONLY)

Table 11-4. Applicant Staff Time Offered as In-Kind Match for Grant Funds

Months	Activities	Category or Position Title	Hourly Rate	Hours devoted to retrofits and related education	Estimated value of staff time
Estimated value of total staff time offered as In-kind match:					
Estimated value of additional applicant resources devoted to education efforts related to retrofit, anti-idling and other air pollution control efforts, and offered as in-kind match:					
Please provide explanation of the type and value of additional resources devoted to education (e.g., training, brochures, signage).					

Section 12. List of Attachments

Instructions. Please identify each attachment to your application in Table 12-1 below. Clearly label attachments with both the attachment number, as well as the name of the Section the attachment supports. Some of the expected attachments are already listed below. Please add to this list so that each of your application's attachments is identified below. If the attachments are available electronically, be sure to submit electronic files with your main application document.

Supporting Documentation

Table 12-1. List of Attachments

Name of Attachment	Supporting Documentation for which Application Section	Attached to Application?	Number of Pages in Attachment
Bus Data Worksheet *(Should be included in application as a Word Document or attached as an Excel Spreadsheet)*	Section 3	☐ Yes ☐ No	
Vendor Price Quotes	Section 6	☐ Yes ☐ No	
Emissions Reduction Policy *(Such as an Anti-Idling Program)* Documentation	Section 10	☐ Yes ☐ No	
Bus Data Worksheet for In-Kind Match Retrofits *(Should be included in application as a Word Document or attached as an Excel Spreadsheet)*	Section 11	☐ Yes ☐ No	
Original Signature Page	Section 2	☐ Yes ☐ No	
	Section	☐ Yes ☐ No	
	Section	☐ Yes ☐ No	