

**Ozarks Center for Sustainable Solutions (OCSS)
Public Fleet Fund
Request for Proposals
Frequently Asked Questions**

Why is the Missouri State Clean Diesel Program important?

Reducing diesel emissions and the harmful emissions that contribute to the formation of ground-level ozone are important steps toward protecting public health in Missouri. The Department of Natural Resources has targeted areas with the most significant air quality challenges in the state. These areas have monitoring values at or above the health-based National Ambient Air Quality Standards for Ozone set by the EPA in 2008. The three regions include: St. Louis, Kansas City, and Southwest Missouri.

Who is eligible to apply for the Missouri State Clean Diesel Program funding?

Public and private owners and operators of diesel vehicles and equipment located in select counties are eligible to apply for the funding through a request for proposal.

(Southwest MO) Counties eligible for funding through this RFP will include: Cedar, Polk, Dallas, Barton, Dade, Greene, Webster, Christian, Jasper, Newton, McDonald, Lawrence, Barry, Stone and Taney.

How do I apply for the Missouri State Clean Diesel Program funding?

Those interested in applying for the funding may submit a request for proposal to the Ozarks Center for Sustainable Solutions at Drury University, 900 N. Benton Ave., Springfield, MO 65802 or call 417-873-7641 or visit the Web at www.drury.edu/ocss or www.showmecleanair.com.

What are the deadlines?

Applications must be received no later than 5 p.m. on April 16, 2010. The project must be initiated no later than July 31, 2010 and must be completed no later than September 30, 2010.

Are applicants required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) Number?

Yes, applicants must include their DUNS number in their application. If an applicant does not have a DUNS number they may obtain one through the following website: <https://www.bpn.gov/ccrsearch/Search.aspx>. On the left side of the screen you will see a link that states, "Request DUNS Number". Clicking on this link will take you to the site to sign up for a DUNS number.

If my vehicle(s) is not located in one of the eligible counties listed in the request for proposal, may I still apply for funding?

No, your vehicle/equipment must be located in one of the eligible counties or you will not be eligible to apply for funding through this program. Applicants must provide proof their vehicle/equipment is located in one of the eligible counties such as a title or registration of the vehicle/equipment.

If my corporate office is not located in one of the eligible counties; however, its retail store and vehicle is located in the eligible county may I still apply for funding?

Yes, if a large corporation does not have a corporate office in an eligible county, but it does have retail stores located in an eligible county and the store's vehicles are licensed from that store, you may still apply for the grant funding. However, the applicant will need to provide valid proof of the vehicles' location along with the application.

Can I submit more than one application?

Applicants are limited to one application for consideration in the lottery, but that application can include more than one project. A second application may be submitted. However, it must be clearly marked as a second application and will be considered only if funds remain after all projects submitted have been funded in the initial lottery round.

Can a public fleet in an eligible county submit an application under this RFP as well as the Cost Share RFP in this area?

Yes, however, the projects applied for under the two RFPs may not be the same. The projects applied for under the two RFPs must include different project vehicles and/or different technology. If the same project is applied for under both RFPs, then neither application will be deemed eligible.

How much funding is available?

OCSS has \$35,215 available to distribute through this program. If there are insufficient applications to allocate all of funding then the additional funding will be rolled over other areas of the state implementing similar programs. It is possible that additional funding could come to this area if the other areas of the state receive insufficient applications to allocate their funds. Second applications will be funded in an area before any funds will roll to another area of the state.

What are the minimum and maximum funds available for request?

Projects proposed must have a minimum grant request of \$5,000 and a maximum grant request of \$35,215. The \$35,215 limit is just for the reimbursement. There is no limit for the cost of the entire project. For example: if a public fleet wanted to replace a vehicle and the new vehicle costs \$100,000, the applicant is responsible to meet the match requirements by paying 75 percent of the cost. In this example the 75 percent match would amount to \$75,000 which would result in the total funding request being \$25,000. Projects submitted for possible second round consideration may request up to \$50,000.

Can an applicant complete his own installation and if so, can the applicant use this as match?

Yes. Capability and capacity must be demonstrated, and all time devoted to the project must be documented and reported.

May applicants show their maintenance as a part of their required match?

No, maintenance costs may not be included as part of the match, nor can it be included as part of the requested funding. If internal mechanics are performing the installation, then their time may be documented and the cost for their labor associated with the installation may be included as match. This program will not fund any maintenance costs associated with operating and maintaining the equipment purchased through this grant.

How does the lottery system work during this process?

To ensure fairness and an equal opportunity to receive funding, OCSS will use the following procedures:

- i. Each application will be reviewed for completeness and to confirm eligibility. If questions remain, staff may contact the applicant for clarification.
- ii. Eligible applications will be assigned an identifier.
- iii. Following the close of the application period a public drawing will be held.
- iv. Identifiers will be drawn and the corresponding proposal will be given a sequential number as drawn until numbers are assigned to all proposals. (The first project drawn will be number “1,” the second “2,” and so on.)
- v. Applicants will be offered funding in sequence until all available funds are committed.
- vi. If only partial funding is available for the last project to which funding is offered at the initial drawing, then partial funding will be offered. It is possible that a smaller project could be negotiated with the applicant, to allow for them to afford the project. For example: the applicant may purchase three Auxiliary Power Units instead of six. If the funding is refused, the available funds will be offered to the next project on the list until all funds are committed. Any project receiving only partial funding will be offered funding to the level of the initial request should additional funds become available.
- vii. Applicants not offered funding due to depletion of the fund will be notified of their position on the list, and will be informed if their position becomes available for funding as a result of funds returned from a successful applicant.

OCSS will host a second round of drawings if after the initial lottery all projects are funded and funds remain available. Again, these applications must be clearly marked as second proposals. The same procedure for awarding funds in the initial lottery will be followed until all funds are committed.

What are the guidelines applicants must follow after receiving the grant funding?

Applicants must abide by all of the following procurement process guidelines when purchasing goods or services for a project selected through this program:

Guidelines for the procurement of purchases/services

1. All purchases/services under \$3,000 (refers to the total contract) do not need to obtain bids.
2. All purchases/services from \$3,000 to \$24,999 (refers to the total contract) can be accomplished by getting three telephone bids, followed with a written bid or quote from all vendors contacted. If it is not feasible to obtain bids from three different vendors, then a reason for the lack of bids must be presented to OCSS who will evaluate the reason and, if deemed adequate, will provide written authorization to pursue the project with the vendor selected. This authorization will be required before the project can be pursued.
3. All purchases/services of \$25,000 (refers to the total contract) and more must advertise for bids in at least two daily newspapers of general circulation at least five days before bids are to be opened. The advertisements should be located in such places that are most likely to reach prospective bidders. This information may also be shared through an electronic medium available to the general public.
4. Most cities, county, school districts etc., may have stricter guidelines than stated in these guidelines, if so, they must follow their own rules. The individual entity's own rules can be more restrictive but may not be less.
5. See Missouri's Chapter 34.040.1 for State Purchasing and Printing at <http://www.moga.mo.gov/statutes/chapters/chap034.htm> for further information as needed.

Can the funding be used for early vehicle replacement of school buses?

The request for proposal states that vehicles that are scheduled to be replaced or retired through normal attrition are not eligible to be replaced through this project's funding. The funding must be utilized for replacements only, and can not be used to increase the size of a fleet. However, if a new bus would not have been purchased to replace the older bus without the funding from this program, then it is considered an eligible early vehicle replacement project. Documentation that this bus would not have been purchased without funding from this grant will be required.

For early vehicle replacements, can parts be salvaged from the vehicle that is scrapped and disabled? If so, which parts may be used?

Once the replaced vehicle has been scrapped with a hole being drilled through the engine block and manifold and the chassis of the vehicle has been cut in half, the other parts may be salvaged for use as spare parts for the fleet. If the salvaged parts are sold then it must be reported as program income.

What is a program income, and how can I determine if my project will generate program income? What are the program income requirements?

Program income is considered any income gained through the sale of equipment purchased or replaced through this program. Fuel savings through the use of idle

reduction or Smartway technology are not considered program income. For example: if an applicant applied for an early replacement project for a tractor-trailer and the vehicle that was replaced was scrapped with a hole drilled through the engine block and manifold, and the chassis of the truck is cut in half. After the scrapping of the vehicle, the destroyed tractor-trailer was stripped for parts (wheels, tires, lights, transmission, etc) and sold to consumers for a profit, or if the scrapped vehicle were sold to a junk yard. This income received through the sale of parts or scraps from the replaced vehicle would be considered program income and must be reported to OCSS. The program income can be used to continue the project further or deducted from the amount that was awarded. It may also be used to offset or recoup the cost of any required or voluntary match in the project that was applied for. Program income must be reported and it must be documented how these funds were spent.

Are tractors and accessories considered as a single unit?

Tractor and accessories are considered as a single unit if they are engineered and purchased as a unit. This entire cost is eligible for inclusion in a project as long as the equipment it is replacing is substantially similar and is considered a single unit. If the accessory is purchased separately and assembled by the applicant it would be considered as a separate, ancillary purchase and not eligible for inclusion. For example: a tractor/boom mower purchased as a unit would be eligible under the “early replacement” program if it is replacing an existing tractor/boom mower unit. However, if the boom mower was purchased as a separate unit, its cost would not be eligible for reimbursement.

Marine vessels typically have two engines; consequently a single vessel repower requires both engines to be replaced. Is this acceptable to the grant?

Yes, keep in mind that for engine repowers, the newer engine must be an EPA certified engine meeting more stringent federal emission standards than the engine it is replacing.

Could gear boxes for marine engines be included with the engine repower cost?

Yes, the gear box could be included with the cost of the repower assuming that the old gear box is incompatible with the new engine, and a new gear box is required for proper operation of the vessel. Marine engines provide power through a gearbox to the tail-shaft and propeller. Typically, the gearbox is replaced when a new engine is installed because of compatibility issues, such as the gear ratio.

What are EPA engine “families” and where can I find information about them?

Engine “families” are the way EPA tracks engines. Information on the family “name,” actually a long alphanumeric sequence, is on a plate on the engine. The existing engine family can be determined from this plate. The information for a replacement engine can be obtained from the supplier. For a complete description, including pictures of sample identification plates visit the Web at www.arb.ca.gov/msprog/ordiesel/documents/doors/enginefamilyname.pdf. Engine standards were implemented in the mid 1990s depending on the type of engine. If the engine was manufactured prior to the date when engine standards were implemented, then it is considered a Tier 0 engine, and it will not have an EPA engine family name. If replacing a Tier 0 engine, the new engine must be a Tier 1, 2, 3 or 4 level engine. As

long as the new engine has an EPA engine family name, then it will be considered more stringent than the Tier 0 engine it is replacing if the two engines are substantially similar in size and horsepower.

How do I know if an engine repower will be considered eligible?

For an engine repower to be considered eligible, the new engine must be a U.S. Environmental Protection Agency certified engine configuration. The new engine must be certified at a more stringent EPA emission standard than the engine that it is replacing. To determine if the engine repower is eligible, an applicant must provide OCSS with the EPA engine family names of both the old engine and the new engine. OCSS will then determine if the engine repower is considered eligible and provide the information back to the applicant. To ensure applicants have a chance to revise their engine repower project proposal if it is deemed ineligible, it is suggested these inquiries are given to OCSS at least two weeks before the application deadline on April 16, 2010.

Can applicants apply for funds to install Auxiliary Power Units on tree trimming trucks?

Yes, if tree trimming trucks are considered class 8 on-road trucks, then applicants may apply for Auxiliary Power Units to be installed on the truck. Applicants may look at EPA's Web site to determine if a particular technology is verified to be installed on a certain piece of equipment. EPA verified retrofit technology is available at: <http://epa.gov/otaq/retrofit/verif-list.htm>. Applicants may look under the applicability section to determine the technology that can be retrofitted to the different types of vehicles/equipment. The Web address for California Air Resources Board (CARB) verified retrofit technology is <http://www.arb.ca.gov/diesel/verdev/vt/cvt.htm>. Again, look under the applicability section to determine what types of vehicles/equipment the technology is verified for installation. The verified idle reduction and Smartway technology is available at: <http://epa.gov/otaq/smartway/transport/what-smartway/verified-technologies.htm>. To determine what types of vehicles/equipment certain technologies are verified for on this Web site, look above each list of manufacturers for each type of technology (i.e. for Auxiliary Power Units there are two different categories of vehicles/equipment, which are trucks and locomotives, and below each of these categories is a list of Auxiliary Power Units manufacturers that are EPA verified.)

If a company plans to purchase and install an Auxiliary Power Unit manufactured by a manufacturer not on the list how would the company ensure EPA approves the technology as similar in design to an Auxiliary Power Unit manufactured by a company on the list?

On EPA's Web site for the list of verified idle reduction technology, it states that "By using technology categories for idle reduction technologies, EPA confers approval of other company products not evaluated but considered part of that particular technology category if the product is similar in design." If an applicant plans to use the funding to purchase idle reduction technology that was manufactured by any company not on the

EPA verified idle reduction technology list, then they must first receive written approval from OCSS. To gain approval the applicant must supply the information about the technology they wish to apply for including the type of technology, and the manufacturer of the technology. OCSS will then investigate the technology, and provide a written statement to the applicant informing them whether the technology is approved or not.

Can an applicant apply for the incremental cost of biodiesel or another alternative fuel through this program?

Yes, under this RFP, 100 percent of the incremental cost difference associated with using alternative fuel compared with traditional diesel fuel is eligible to be requested. However, the grant will not reimburse applicant's that have existing alternative fuel contracts. The grant will fund the incremental cost difference for new fuel contracts and renewed fuel contracts that implement the use of an approved alternative fuel.

Can the costs of storing fuel or blending biodiesel be applied for through this program?

No, this program will not fund any costs associated with blending or storing alternative fuels.

Can the funding be used for retrofitting the emergency strobes of a truck to LED's?

No, applicants may only apply for retrofit projects that use an EPA or CARB verified technology.

Can engine installation costs be included in the grant request? Typically, the engine seller does not do the installation.

Yes, applicants may include installation costs for all projects that are applied for through this program, and apply these costs to the total cost of the project.

What are the requirements for the estimated life of a vehicle? Are the owners required to keep the vehicle for five years?

In order to be eligible for funding, the estimated life of the truck must be at least five years. It does not mean the owner has to keep the truck for five years. However, if any equipment purchased through this program is intended to be sold or uninstalled for any reason in the future, then the applicant must get the written approval of OCSS before they will be allowed to uninstall or sell the equipment. Approval for this type of action is intended for special circumstances, such as the fleet owner goes out of business, and the vehicle will no longer operate, or the vehicle is totaled, or the equipment that was installed catastrophically failed. Only under special circumstances would normal fleet turnover in the next five years be a valid reason to sell a truck with equipment installed on it that has been purchased through this grant. If an applicant intends to sell a truck within five years then it is suggested the applicant should not apply for funding.

Otherwise they will be subject to review by OCSS and will need permission to sell the truck. However, it may be allowable in the future to uninstall the equipment, and install it on another comparable truck owned by the applicant, and then a sale of the original vehicle would be allowable.

Who do I contact if I have additional questions?

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