**Arkansas Department of Environmental Quality**

ADEQ
ARKANSAS
Department of Environmental Quality

# *Go RED!*

## Reduce Emissions from Diesels

# Applicant Guide

# *Fall 2018*

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## PROGRAM SUMMARY

The Arkansas Department of Environmental Quality (ADEQ) has been awarded funding from the United States Environmental Protection Agency's (EPA's) State Clean Diesel Grant Program. These funds will be used to help reduce emissions from diesel engines in Arkansas. ADEQ is offering these funds as a competitive funding assistance opportunity which is entitled, Reduce Emissions from Diesels (Go RED!). Public and private entities and nonprofit organizations in Arkansas are eligible to receive funding. Projects that are selected for awards must reduce diesel emissions in Arkansas. Diesel emissions may be reduced by employing exhaust controls, engine upgrades, idle reduction technologies, engine replacements, or vehicle/equipment replacements. All exhaust controls, engine upgrades, and idling reduction technologies funded under this award must be verified by the EPA or California Air Resources Board (CARB). New vehicles/engines must be certified to meet EPA emissions standards for 2013 on-road diesels. An example of an EPA Certificate of Conformity is included as Appendix A.

For this program, ADEQ is putting in place a monthly rolling deadline for application submissions until all funds are awarded. The first deadline is December 31, 2018, at 4:30 p.m. Central Standard Time (CST). Subsequent deadlines occur on 4:30 p.m. CST on the last business day of each month until available funds are awarded, or until April 30, 2019. Projects must be completed by August 30, 2019. Final reports and all documentation related to reimbursement must be received by ADEQ by September 5, 2019. Information on projects funded, including the number of awards, monetary amounts, and technologies funded, will be made public on the ADEQ website within 60 days of award.

## DIESEL EMISSIONS

Diesel engines are often seen as workhorses in the American economy. However, all diesels, and in particular older diesels, emit harmful substances into Arkansas's air. Diesel emissions result in increased amounts of nitrogen oxides ($NO_x$), particulate matter (PM), carbon monoxide (CO), and hydrocarbons (HC) in the air. Additionally, constituents of diesel emissions may react to form ground-level ozone. These emissions can cause serious health concerns especially for children, the elderly, and people with respiratory problems. Nationally, these emissions are linked to thousands of premature deaths, hundreds of thousands of asthma attacks, millions of lost work days, and numerous other health impacts every year. EPA considers diesel exhaust to be a likely human carcinogen. Projects funded will address and support EPA's and the Blue Skyways Collaborative's goal to reduce harmful diesel emissions.

## ARKANSAS AIR QUALITY

Arkansas is primarily a rural state with lengthy school bus routes, county governments responsible for the maintenance of hundreds of miles of unpaved roads, vast agricultural resources, large-scale (but often spatially isolated) industry, mass shipping of goods across the state via Interstates 40 and 30, several national railroad companies, and the Arkansas River. Arkansas has two types of areas requiring special attention under the Clean Air Act (CAA): counties close to the level of the National Ambient Air Quality Standards (NAAQS) for ozone and fine particulate matter and Class Federal I wilderness areas. Crittenden County recently re-attained the 2008 ozone NAAQS and has been designated as a maintenance area. Air monitors

in Pulaski County and Crittenden County report ozone concentration design values very close to the 2015 ozone NAAQS. These counties must limit ozone-causing pollutants whenever possible. Pulaski County's air monitors also report design values for fine particulate matter ($PM_{2.5}$) close to the 2012 $PM_{2.5}$ NAAQS. The state is also home to two Class I Federal areas subject to visibility requirements under the federal Regional Haze Rule. Diesel emissions have negative impacts on some of the highest priority air quality concerns in Arkansas. Projects funded in these areas would help reduce the amount of ozone-forming chemicals, particulate matter, and air toxics from diesel engines being released into the atmosphere.

One contributing factor to air quality concerns in Crittenden County is the numerous sources of diesel emissions. Crittenden County is home to large-scale agricultural equipment, truck traffic associated with the intersection of Interstates 40 and 55, truck stops, barge and other traffic on the Mississippi River, and a railroad switchyard.

Similar to Crittenden County, the central Arkansas area also has diverse sources of diesel emissions, including truck traffic associated with the intersection of Interstates 30 and 40, the Little Rock Port Authority, barge transport and other traffic on the Arkansas River, the Bill and Hillary Clinton National Airport, the Little Rock Air Force Base, and an expansive freight rail system with a large rail switchyard. Because the central Arkansas area has the highest population of any metropolitan area in the state, it is vital that we do all that we can to prevent health risks associated with diesel emissions in and around Pulaski County.

In addition to the maintenance and near nonattainment areas, other areas in Arkansas that require special attention are the two Class I Federal areas in the state. Class I Federal areas are areas of the country where Congress has determined that it is important to improve visibility and maintain the pristine characteristics of the areas. Several national parks and wilderness areas have been identified as Class I Federal areas under Section 162 of the Clean Air Act. In Arkansas, Class I Federal areas include the Caney Creek Wilderness Area in the Ouachita National Forest in Polk County and the Upper Buffalo Wilderness Area in the Ozark National Forest in Newton County. The Upper Buffalo Class I area includes the original wilderness area and the additions to it, but does not include the Buffalo National River.

Other areas of the state may have special and localized air quality concerns. It is important to note that all areas of the state are eligible to receive funding from the Go RED! program. Applicants are encouraged to describe in the proposal submittal any special air quality concerns in the area.

## ELIGIBILITY

Any public or private entity or nonprofit organization that has eligible diesel equipment (see the "Eligible Equipment" section), whose business/facility/organization is based in Arkansas and has been in existence for at least three consecutive years and whose vehicles/equipment are registered (if applicable) in the state of Arkansas, is eligible to apply for and receive funding assistance as part of this opportunity. Private and nonprofit entities may be required to prove their existence and length of existence before funds are awarded. These funds must go directly to the entity/organization that owns the equipment. A letter from the organization's signatory authority stating that the project could not have taken place without the funding provided by the Go RED! program must be submitted with the proposal in order to be considered.

A public entity is defined as the state and units of state government; a political subdivision of the state, including a municipality and its subdivisions; a school district; or an organization composed of political subdivisions of the state. A private entity is defined as any entity that is not a unit of government, including, but not limited to, a corporation, partnership, company or other legal entity. A nonprofit organization is defined as a group that is registered as a 501(c)(3), (4) or (6) under the Internal Revenue Service tax code and aptly described therein. Individuals are not eligible to receive funds unless they are applying on behalf of a public or private entity or nonprofit organization as described above.

## ELIGIBLE EQUIPMENT

Medium- and heavy-duty diesel vehicles/equipment are eligible for funding assistance under this program. The following list is typical of equipment eligible to receive funding; however, it is not inclusive of all eligible equipment.

- Buses
- Medium-duty trucks
- Heavy-duty trucks
- Marine engines
- Locomotives
- Non-road engines or equipment used in
  - Construction
  - Handling of cargo
  - Agriculture
  - Mining
  - Energy production (generators)

**Awardees who receive funding must commit to retaining ownership and operating their diesel equipment for at least five years. Vehicles or equipment scheduled for replacement or retirement within three years of the project completion date are not eligible for replacement using Go RED! funding.**

All repowers and vehicle replacements funded through the Go RED! program must be early attrition projects. Early attrition means the vehicle/engine is repowered or replaced before the vehicle/equipment is scheduled for retirement. **To be eligible for Go RED! funding, a project must target equipment that is NOT due or scheduled to be replaced or retired before Sept. 30, 2021, and has a life expiration date AFTER Sept. 30, 2021 (three years of useful life remaining).** Repower or replacements that would have occurred through normal attrition during the project period are not eligible for replacement. Normal attrition is typically defined by the vehicle type and/or by the fleet owner's operating plan or fleet retirement schedule. For instance, if a fleet typically retires vehicles after 20 years, a vehicle in its 18$^{th}$ year of operation is NOT eligible, but a vehicle in its 17$^{th}$ year of operation IS eligible.

## PROJECT TYPES

These awards will fund exhaust controls, engine upgrades, idling reduction technologies, engine replacements, and vehicle/equipment replacement/s. All exhaust controls, engine upgrades, and idling reduction technologies used in projects must be verified by either EPA or CARB.
Any project that would not be eligible for funding under the FY 2018 State Clean Diesel Grant Program Information Guide (EPA-420-B-16-046a,
https://www.epa.gov/sites/production/files/2018-04/documents/fy17-18-state-program-

guide.pdf) may not be funded with State Clean Diesel Program funds, including matching funds, if applicable.

### Verified Exhaust Controls

Exhaust controls include pollution control devices installed in the exhaust system (such as oxidation catalysts and particulate matter filters) or systems that include crankcase emissions control (like a closed crankcase filtration system) that achieve emission reductions beyond that required by EPA regulation at the time of the engine's certification. To be eligible for funding, the exhaust controls must be verified by EPA or CARB. Please refer to the internet links listed under "Helpful Website Links" for more information on EPA and CARB verified technologies. Please note that technologies on the "Formerly Verified" lists are not eligible for funding. ADEQ will provide up to 100% funding assistance for exhaust controls.

### Verified/Certified Engine Upgrade

An engine upgrade is defined as installing/upgrading certain engine components to reduce emissions. Some engines can be upgraded to reduce their emissions by applying manufacturer recommended upgrades (or kits) to certified or verified configurations. Engine upgrades must be done with a manufacturer's kit listed in CARB's or EPA's verified lists (see internet links listed below under "Helpful Website Links"). The upgraded engine configuration must be cleaner than the original engine and achieve specific levels of emissions reduction. ADEQ will provide up to 40% of funding assistance for engine upgrade. Please note that this funding cannot be applied to the entire cost of an engine rebuild but only to the emissions-reducing upgrade kit and associated labor costs for installation. For example, funding is not available for work on the transmission, radiator, differential, or tandem drives. Washing of the equipment and polishing the crankshaft are not reimbursable expenses. In addition, work that is performed in areas that are not directly related to the engine upgrade will not be considered a funding contribution/match and will not be considered for funding assistance under this program.

### Verified Idling Reduction Technologies

An idle reduction project is generally defined as the installation of a technology or device that (1) is designed to provide services (such as heat, air conditioning, and/or electricity) to vehicles and equipment that would otherwise require the operation of the main drive engine while the vehicle is temporarily parked or remains stationary and (2) reduces unnecessary idling of such vehicles or equipment. EPA has verified four categories of idling reduction technologies:

1. Auxiliary power units and generator sets,
2. Battery air conditioning systems and thermal storage systems,
3. Electrified parking spaces (truck stop electrification), and
4. Fuel operated heaters.

For proposals submitted for electrified parking spaces, the following must be addressed in the proposal narrative: the proposed installation location, number of spaces, estimated occupancy rates, estimated emissions reduction, description of the technology, manufacturer, and the agency that is verifying the technology (either EPA or CARB). Also, if the proposal is for electrified parking spaces only, do not complete the spreadsheets. Finally, for proposals of electrified

parking spaces, please provide proof of property ownership by the organization or permission to complete the project from property owner of the parcel where the electrified parking will be installed.

All idling reduction technology must be EPA- or CARB- verified. Please refer to the internet links listed under "Helpful Website Links" for more information on EPA- and CARB- verified technologies. Idling reduction technologies, such as auxiliary power units, must not emit more pollutants than the vehicle/equipment's main engine would if it were idling. ADEQ will provide up to 100% of funding assistance for verified idling reduction technology if that technology is combined on the same vehicle with a new eligible verified exhaust control funded under the same agreement. ADEQ will not provide funding for idling reduction technologies on vehicles/equipment with existing exhaust controls unless those controls are replaced with other exhaust controls that are verified to achieve higher emissions reductions than the existing exhaust controls. Auxiliary power units (APUs) and generators are not eligible for vehicles with 2018 model year or newer certified engine configurations on long haul Class 8 vehicles. ADEQ will not fund stand-alone idling reduction technology except in these categories: locomotive idle reduction, up to 40% of the cost; shore connection systems (locomotive and marine), up to 25% of the cost; and electrified parking spaces (truck stop electrification), up to 30% of the cost.

**Certified Engine Replacements**

Engine replacement refers to the removal of an existing engine and its replacement with a newer or cleaner engine that is certified to a more stringent set of engine emission standards, also called a "repower" project. Engine replacements may include diesel engine replacement with an engine certified for use with a cleaner fuel (such as compressed natural gas or propane).

Engine replacements are eligible for funding on the condition that all of the following criteria are satisfied:

- The replacement engine will perform the same function as the engine that is being replaced.
- The horsepower of the replacement engine cannot be greater than the horsepower of the original engine by more than 25%.
- The engine being replaced must be operational.
- The replacement engine must be EPA-certified to a 2018 or newer emission standard.
- On-road engines being replaced must be scrapped (rendered permanently disabled) or returned to the original engine manufacturer for remanufacturing to a 2018 or newer certified emission standard for on-road engines.
- Non-road engines being replaced must be scrapped (rendered permanently disabled) or returned to the original engine manufacturer for remanufacturing to a certified cleaner emission standard.
- Drilling a hole in the engine block and manifold while retaining possession of the engine is an acceptable scrapping method. Other methods may be considered, such as the use of sodium silicate (liquid glass), and will require prior ADEQ approval. If scrapped or salvaged parts are to be sold, this income must be reported to ADEQ and subtracted from the total project cost. The disposal of the original engine must take place within 30 days of receiving the replacement engine, and evidence of appropriate disposal will be required. Photographs are one form of acceptable evidence. If you are awarded the

funding assistance to replace an engine, you will be required to provide a written statement regarding the disposal activities and, if applicable, to identify (name, address and phone number) the company that will scrap the engine. You must also provide a signed certificate of destruction. The serial number of the original engine must be provided in the final report to ADEQ. If acceptable scrapping requirements are not followed, ADEQ will not authorize payment for the requested reimbursement or will require the awardee to return funds.

ADEQ will provide up to 40% funding assistance for engine replacements. You must certify that the engine was not already scheduled to be replaced under normal attrition by including a statement to that effect in your proposal.

**Certified Vehicle/Equipment Replacement**

Vehicle/equipment replacement projects can include the replacement of diesel vehicles/ equipment powered by certified cleaner burning diesel, hybrid, or alternative fuels. ADEQ encourages the replacement of older vehicles and equipment containing engines that were manufactured prior to the implementation of emissions standards. The purchase of new vehicles or equipment to expand a fleet is not covered by this program.

- This funding can be used for the incremental cost of a newer, cleaner medium- or heavy-duty vehicle,[1] powered by an engine certified by EPA to meet the 2018 model year or newer standards for highway medium- or heavy-duty engines, up to 25% of the cost of an eligible replacement vehicle/equipment that
    (a) is particulate filter equipped (or catalyst equipped in the case of a compressed natural gas (CNG) engine) and
    (b) meets regulatory requirements for vehicles or equipment manufactured in 2018 or later.
- Equipment and vehicle components that are not part of the engine or chassis may be salvaged from the unit being replaced. If scrapped or salvaged vehicles/parts are to be sold, then program income requirements will apply.
- Normal attrition is generally defined as a replacement or repower that is scheduled to take place within three years of the project end date.

ADEQ will provide up to 25% funding assistance for vehicle/equipment replacements. The applicant must certify that the vehicle/equipment was not already scheduled to be replaced under normal attrition by including a statement in your proposal.

The following criteria must be satisfied for vehicle/equipment replacements to be eligible for funding:

[1] For the purposes of this funding opportunity, medium-duty and heavy-duty highway vehicles are defined as Class 5 through Class 8: Class 5 (16,001 -19,500 pounds (lbs) Gross Vehicle Weight (GVWR)); Class 6 (19,501 - 26,000 lbs GVWR); Class 7 (26,001 - 33,000 lbs GVWR); Class 8a (33,001 - 60,000 lbs GVWR); Class 8b (60,001 lbs GVWR and over).

- The vehicle/equipment being replaced must have been registered (if used on-road) and used in Arkansas for the preceding two years, unless otherwise approved by ADEQ. Documentation of the described registration must be provided to ADEQ.
- The replacement vehicle/equipment will perform the same function as the vehicle/equipment that is being replaced (e.g., an excavator used to dig pipelines would be replaced by an excavator that digs pipelines).
- The replacement vehicle/equipment will be of the same type, a similar gross vehicle class, and horsepower the vehicle/equipment being replaced (i.e., 300 horsepower bulldozer is replaced by a bulldozer of similar horsepower). Horsepower increases of more than 25% will require specific approval by ADEQ prior to purchase, and the applicant may be required to pay the additional costs associated with the higher horsepower engine.
- The vehicle/equipment being replaced must be operational.
- The replacement vehicle/equipment must be powered by a 2018 model year or newer certified non-road or on-road engine.
- The vehicle/equipment and engine being replaced must be scrapped (rendered permanently disabled).
    - The engine may be returned to the original engine manufacturer for remanufacturing to a certified cleaner emission standard. An acceptable scrapping method is drilling a hole in the engine block and manifold and disabling the chassis while retaining possession of the vehicle/equipment.
    - Other methods may be considered, such as the use of sodium silicate (liquid glass), but will require prior ADEQ approval.
- Equipment and vehicle components that are not part of the engine or chassis may be salvaged from the unit being replaced (e.g., plow blades, shovels, seats, tires, etc.).
- If scrapped or salvaged equipment/parts are to be sold, this income must be reported to ADEQ and subtracted from the total project cost.
- The applicant must agree to destroy the old vehicle/equipment (including the engine) within 30 days of receiving the replacement vehicle/equipment and evidence of appropriate disposal is required.
- If awarded funding assistance to replace a vehicle or piece of equipment, the applicant will be required to provide information regarding the scrap activities and, if applicable, identify (name, address and phone number) the company that will scrap the equipment and engine.
    - One form of acceptable evidence for on-road vehicles is a history report from the Department of Motor Vehicles that shows the vehicle has been scrapped.
    - Photographs are another form of acceptable evidence.
    - The engine serial number of the original engine must be provided in the final report to ADEQ.
    - Awardees will be required to return funds or their reimbursement requests will not be authorized if acceptable scrapping requirements are not followed.

**FUNDING**

The total amount of available funding is $649,494. ADEQ will be awarding funding assistance up to the percentages indicated in the table below, and these funds must go directly to the entity/organization that owns the equipment. Please note that there is no minimum dollar

amount applicants must request in their proposals, but there is a maximum award of $50,000 per entity.

ADEQ is hopeful that applicants will be willing and able to provide matching funds for their proposed projects. If ADEQ accepts an offer for a voluntary cost share/match/participation, applicants must meet their share/match/participation commitment as a condition of receiving funding. Cost-share contributions will be considered as matching funds only if they exceed the required matching percentage, if applicable, and are necessary for emissions reductions. Federal funds cannot be used as a match for projects. **The applicant must also provide certification, at the time of application, that the project would not have occurred without this funding assistance.** A statement in the signed proposal is an acceptable form of certification.

The following table represents maximum percentages of what ADEQ will fund based on the type of project. ADEQ retains the right to partially fund proposals.

| **DERA Eligible Activities** | **DERA Funding Limits** (DERA Funds + Voluntary Match) | **Minimum Mandatory Cost-Share** (Fleet Owner Contribution) |
|---|---|---|
| Exhaust Control Retrofit | 100% | 0% |
| Engine Upgrade / Remanufacture | 40% | 60% |
| Highway Idle Reduction | 25% | 75% |
| Electrified Parking Space | 30% | 70% |
| Engine Replacement – Diesel or Alternative Fuel | 40% | 60% |
| Engine Replacement – Low NOx | 50% | 50% |
| Engine Replacement – All-Electric | 60% | 40% |
| Vehicle/Equipment Replacement – Diesel or Alternative Fuel | 25% | 75% |
| Vehicle/Equipment Replacement – Low NOx | 35% | 65% |
| Vehicle/Equipment Replacement – All-Electric | 45% | 55% |

**For project-specific percentage requirements for Idling Reduction, see the Verified Idling Reduction Technologies section above.*

The following outline represents costs for which funding assistance may be provided, subject to approval by ADEQ:

- Transportation costs
- Invoice cost of add-on devices, engine upgrade kit, and new engine, including sales tax and delivery charges
- Installation costs
- Associated supplies directly related to the installation of the devices or equipment
- Costs to remove and dispose of the old engine

    - The sale of engines and/or vehicle/equipment for scrap must be reported as program income and deducted from the total project cost before the amount to be reimbursed is calculated. Verification of the sale and amount(s) must be submitted to ADEQ.
- Reengineering costs, if the vehicle or equipment must be modified for the retrofit, add-on devices, and/or new engine to be installed and used

Itemized invoices will be required to receive funding assistance and/or reimbursement. Also, proof or certification that the project has been completed must be provided. Once the project has been completed and all required documentation per the project's Memorandum of Agreement (MOA) has been received by ADEQ and certified to be complete, the applicant will be reimbursed for the agreed upon percentage and/or amounts of all valid costs, not to exceed the amount requested. Expenses incurred prior to the formal notification of award are not reimbursable.

**FUNDING RESTRICTIONS**

1. No funds awarded under this program shall be used to fund the costs of emission reductions that are mandated under federal law.
2. No funds awarded under this program shall be used for matching funds for other federal grants, lobbying, or intervention in federal regulatory or adjudicatory proceedings, and cannot be used to sue the federal government or any other government entity.
3. No funds awarded under this program shall be used for emissions testing and/or air monitoring activities (including the acquisition cost of emissions testing equipment) or research and development.
4. No funds awarded under this program shall be used for fleet or equipment inventory expansion.
5. No funds awarded under this program shall be used to replace engines and/or equipment scheduled to be replaced under normal attrition (i.e., prior to September 30, 2021).
6. No funds awarded under this program shall be used for personal or recreational equipment.
7. No funds awarded under this program shall be used for fueling infrastructure, such as that used for the production and/or distribution of biodiesel, compressed natural gas, liquefied natural gas, and/or other fuels.
8. No funds awarded under this program shall be used for the purchase of APUs or generators for vehicles with 2018 or newer certified engine configurations on long haul Class 8 vehicles.
9. No funds awarded under this program shall be used to retrofit, repower, upgrade, convert, or replace a bus or medium- or heavy-duty highway vehicle that is a model year 1995 vehicle or older.
10. With regard to medium- and heavy-duty trucks and transit buses, no funds awarded under this program shall be used to retrofit engine model year 2018 or newer with diesel oxidation catalysts (DOCs) or diesel particulate filters (DPFs), or retrofit model year 2010 or newer with selective catalytic reduction (SCR), or repower or replace or convert engine model year 2004 – 2006 with other than all-electric, or replace, repower or convert engine model year 2018 or newer. Refer to the following table for further explanation.

**Medium and Heavy-Duty Trucks and Transit Buses Funding Restrictions**

| Current Engine Model Year (EMY) | DOC +/- CCV | DPF | SCR | Verified Idle Reduction, Tires, or Aero-dynamics | Vehicle or Engine Replacement: EMY 2018+ (2013+ for Drayage) | Vehicle or Engine Replacement: Zero Emission | Clean Alternative Fuel Conversion |
|---|---|---|---|---|---|---|---|
| older - 1995 | No | No | No | No | No | No | No |
| 1996 - 2006 | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 2007 - 2009 | No | No | Yes | Yes* | No | Yes | Yes |
| 2010 - newer | No | No | No | No | No | No | No |

* Auxiliary Power Units and generators are not eligible on vehicles with EMY 2007 or newer.

11. With regard to school buses, no funds awarded under this program shall be used to retrofit, repower, convert, or replace a school bus with engine model year 1995 or older, or replace a school bus with engine model year 2007 – 2009 other than with an all-electric vehicle, or retrofit, repower or convert school bus model years 2018 or newer, or retrofit school bus model years 2018 or newer. Refer to the table below for further explanation.

**School Bus Funding Restrictions**

| Current Vehicle Model Year | DOC | DOC + CCV | DPF | Replace with 2018 or Newer | Repower or Conversion to All-Electric |
|---|---|---|---|---|---|
| 1996 to 2006 | Yes | Yes | Yes | Yes | Yes |
| 2007 to 2009 | Yes | Yes | Yes | No | Yes |
| 2010 to present | No | No | No | No | No |

12. No funds awarded under this program shall be used to retrofit, repower, upgrade, or replace a non-road engine or equipment that has fewer than seven years of useful life remaining. A table distinguishing which non-road engine model years EPA has determined to have at least seven years of useful life remaining, based on the type and age of vehicle, can be found at https://www.epa.gov/sites/production/files/2015-10/documents/fy14-nonroad-remaining-useful-life.pdf
13. No funds awarded under this program shall be used to retrofit, repower, replace, or upgrade non-road engines and equipment that operate less than 500 hours per year.
14. With regard to non-road repowers and replacements, the equipment tier rating must improve by at least one tier to be eligible for funding.

## COMPETITIVE PROCUREMENT REQUIREMENTS – SEALED BIDS

**Once projects are awarded funding, the recipients of awards must complete a sealed competitive bidding process prior to committing to the goods and/or services of a vendor, as outlined by state procurement law[2] and at the recipient's expense.** ADEQ staff will be available to assist with this process. Reimbursement may not be provided for projects not following the guidelines listed below:

1. Bids **must be solicited in a newspaper with statewide circulation:**
    a. for **at least one day**,
    b. at least **five business days prior** to the invitation to bid closing date **but no more than 30 days** prior to the invitation to bid closing date, and
    c. at the expense of the recipient.
2. The bid **notice must include**:
    a. a general description of the commodities and/or services to be procured,
    b. information about where and how detailed specifications for the commodities and/or services may be obtained for bidding purposes, and
    c. **the date, time, and place the received bids will be opened** in presence of one or more witnesses (all to be documented, retained, and open to public inspection).
3. ADEQ recommends including in the advertisement a statement requiring the selected vendor to provide the necessary certificate from EPA to demonstrate the engine/vehicle meets EPA's on-road emissions standards for diesels (for new vehicles/engines). This information will be required in your reimbursement package.
4. **To ensure eligibility for reimbursement, the project's sealed competitive bidding process must follow all procedures outlined at Ark. Code Ann. § 19-11-229.** In addition, a **competitive bid form** authorized by the ADEQ Project Manager **must be completed[3].** Solicit **only written bids** and attach them to the competitive bid form.
5. Only firms that sell the type of commodity or service to be procured should be contacted.
6. The contract must be awarded to the lowest bidder unless that vendor does not meet the advertised bid specifications. If the **vendor chosen is not the lowest bidder, justification must be provided** in the form of a signed memorandum outlining the reason for choosing a higher bidding vendor. Attach the memorandum to the competitive bid form.

The purchase procedures outlined in this section shall apply to all commodities to be procured for the project. Applicants are not required to identify contractors or consultants in their proposal, and doing so does not relieve the applicant of its obligations to comply with competitive procurement requirements, nor does it guarantee that costs incurred for such contractor/consultant will be eligible under the award/cooperative agreement.

## DEADLINES

ADEQ will implement a monthly rolling deadline for proposals. Proposals are due to ADEQ by 4:30 p.m. CST on the last day of the month starting Dec. 30, 2018, until available funds have been awarded and no later than April 30, 2019. All electronic and hard copies of proposal materials must be received by ADEQ as described above in order to be considered for funding.

[2] See Ark. Code Ann. § 19-11-229 for applicable state law for sealed competitive bidding.
[3] See Ark. Code Ann. § 19-11-234(a)(2) for applicable state law regarding use of the competitive bid form.

If submitting proposals by email, all emails, including attachments, must be less than 10 megabytes in size. ADEQ is not responsible for mail, server, or fax delays. All work must be completed by Aug. 30, 2019, and the project final report and reimbursement documentation must be received by ADEQ on or before Sept. 5, 2019.

## AWARD NOTICES

Following evaluation of proposals, all applicants will be notified regarding their status. The notification to each successful applicant will advise the applicant that the proposal has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the proposal. This initial notification, which advises that the applicant's proposal has been recommended for award, is not an authorization to begin the project. Only the formal notification of award is the authorizing document to begin the project. The formal notification will be a Memorandum of Agreement (MOA) and will be provided through postal mail and signed by the recipient and an ADEQ official.

## REPORTING REQUIREMENTS

Quarterly progress reports, a detailed final report, and a detailed reimbursement request will be required. Quarterly reports summarize technical progress, expenditures, and planned activities for the next quarter. The schedule for submission and format of quarterly reports will be established by ADEQ after the awards are made. The final report will include a summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report will discuss the problems, successes and lessons learned from the project or activity, with discussion geared towards helping to overcome structural, organizational, or technical obstacles to implementing a similar project elsewhere. The final report must be received by ADEQ on or before Sept. 5, 2019.

## PROPOSAL CONTENT

Applicants must follow instructions carefully and submit all documents required by the closing date and time. ADEQ will not meet with entities or individuals to discuss specific applications. Additionally, when writing the proposal's Narrative Discussion, please refer to the "Evaluation Criteria" section. The "Evaluation Criteria" section outlines how the proposals will be scored. Proposals must not be longer than 10 pages, single-spaced (excluding Excel fleet information spreadsheet(s), cover page, and certification page), and must be typed using a 10 – 12 point font with pages numbered. Proposals will be subject to the Freedom of Information Act. Please include the following information in your proposal:

1. **Cover Page**
    a. Organization
        i. Name, mailing address, physical address with "Zip + 4."
        ii. County and Congressional District.
        iii. DUNS number (will be used to check for current registration with www.sam.gov, which is required if your project is offered funding.)
        iv. Answer the following: Did the organization receive 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and $25,000,000

(million) or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

v. Answer the following: Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

b. Project Manager
    i. Name, signature, title, phone number, fax number, email address.
c. Funding amount requested from ADEQ
d. Project Type (e.g., retrofit, engine replacement, etc.)
e. Number of vehicle(s)/equipment your project includes

**2. Certification Statement**

a. Signed certification statement that the project would not occur without this funding assistance and that the vehicle(s)/equipment included in the proposal is not scheduled for replacement prior to Sept. 30, 2020

**3. Narrative Discussion**

a. Description of Applicant's Organization
    i. Describe your organization's size and type of work usually performed.
    ii. Describe the time your organization will operate the affected equipment in Arkansas as a percentage. Include other measurements, including number of hours or miles traveled in Arkansas.
b. Description of Equipment
    i. Describe the "old" equipment and engines that are part of this project, including the make and model of the equipment and engines.
    ii. Describe the proposed technology, engine, and/or equipment.
    iii. Describe how, when, and where the equipment will be used, including the amount of time as a percentage that it will be used in Arkansas.
    iv. Describe the expected useful lifetime of the project-funded vehicle(s)/equipment and how it will be used by your organization.
    v. Describe why this project would not have occurred without these funds.
c. Air Quality in the Equipment Use Area
    i. Describe any special air quality concerns (e.g., Federal Class I areas, local industries, etc.) and the area's diesel emissions (e.g., truck stops, railroad yards, distribution centers, interstates, etc.).
d. Public Health Benefits
    i. Describe how this project will reduce environmental risks to the public and sensitive populations.
    ii. Describe how this project will reduce environmental risks to economically-disadvantaged and other populations with disproportionately high and adverse human health or environmental impacts.
e. Environmentally Aware
    i. Describe how this project will conserve diesel fuel and reduce diesel emissions.
    ii. Discuss what other available/eligible technology options for the target fleets were considered and how your organization chose the proposed diesel emission reduction solution(s).

iii. Describe other environmentally friendly measures your organization already practices.
iv. Discuss whether this project is part of a larger strategy by your organization to address climate change.

f. Work Plan
   i. Discuss how you plan to implement the proposed project by describing the tasks and activities that will be conducted to accomplish the objective of the project.
   ii. Include milestones for specific tasks, such as competitive bidding, procurement, delivery/installation, and reports. Applicants should schedule time for Final Report preparation into the project timeline.
   iii. Please include a work plan timeline with formatting similar to the example below:

| DATE | PROGRESS |
|---|---|
| Jan. 15 – 31, 2019 | Organization/Entity will start the competitive bid process |
| Feb. 2019 | The bid will be awarded |
| April/May 2019 | Equipment will be scrapped |
| June 2019 | Equipment delivered and installed |
| Aug. 30, 2019 | Project completed; Reimbursement documentation finalized |
| Sept. 5, 2019 | Final report and reimbursement request submitted to ADEQ |

g. Budget
   i. Please include estimates with **project specific details** and use formatting similar to the example below (for more information, refer to the "Funding" section). Provide an estimate for the cost of one vehicle/equipment and the total amount of all vehicles/equipment if including more than one machine.

| **BUDGET ITEM** | **COST PER VEHICLE/ EQUIPMENT** | **TOTAL AMOUNT ($)** |
|---|---|---|
| Invoice cost of the engine upgrade, idling reduction technology, new engine or new equipment | $ | $ |
| Delivery and/or transportation charges | $ | $ |
| Associated supplies directly related to the installation of the devices or equipment (please describe) | $ | $ |
| Installation costs (Labor) | $ | $ |
| Costs to remove and dispose of the old engine/old equipment | $ | $ |

| | | |
|---|---|---|
| Reengineering costs, if the vehicle or equipment must be modified for the engine upgrade, idle reduction technology and/or new engine to be installed and used (please describe) | $ | $ |
| Other costs directly related to the project (please specify) | $ | $ |
| **SUBTOTAL** | $ | $ |
| Sales Tax | $ | $ |
| Total | $ | $ |
| Scrap value | $ | $ |
| **TOTAL PROJECT COST** *equals "Subtotal plus tax" minus "scrap value"* | $ | $ |
| **FUNDING CONTRIBUTION** Matching funds or other financial incentives/assistance. *If not a cash match, please describe how you arrived at this amount.* | $ | $ |
| **FUNDING REQUESTED** *equals "Total Project Cost" minus "Funding Contribution"* | $ | $ |

h. Programmatic Capability
    i. Include any past performance in successfully completing and managing projects similar in size, scope, and relevance to the proposed project.

**4. Equipment Information**

a. Enter the requested information on the excel spreadsheet ("Fleet Sheet") provided.
b. Instructions for the Fleet Sheet can be found in Appendix B of this document.

## EVALUATION CRITERIA

Proposals submitted for projects will be evaluated based on the quality and extent to which the proposed projects address one or more of the following items:

1. Address air pollution and climate change by maximizing reduction of particulate matter, nitrogen oxides, and greenhouse gases and by incorporating the proposed project as part of a strategy to address climate change.
2. Demonstrate the ability to extend or replicate benefits of the project in the future (sustainability).
3. Help minimize exposures and negative impacts to low income or otherwise vulnerable communities who are more likely to suffer from higher rates of existing medical problems (including asthma, respiratory ailments, and heart conditions) which may be exacerbated by diesel pollution.

Each proposal will be rated under a point system with a total of 100 points possible. **Final determination of funding may be based on compliance with environmental laws and regulations.** Proposals will be evaluated on the project's effectiveness at reducing diesel emissions, based on the vehicle's remaining useful life and annual hours of operation.

**Air Quality**
**25 pts.**

Under this criterion, proposals will be evaluated based on the air quality concerns where the equipment will be used. Priority will be given to projects in the following areas: non-attainment, near non-attainment, and maintenance areas for the ozone or $PM_{2.5}$ NAAQS; Federal Class I areas; and areas with toxic air pollutant concerns.

**Cost-effectiveness**
**20 pts.**

Under this criterion, proposals will be evaluated on the degree to which the project is cost effective (by maximizing reductions of pollutants). The cost-effectiveness is based on the amount of funding the applicant is requesting from ADEQ. This cost is then divided by lifetime tons of pollutant reduced by the newer technology or equipment. The applicant is not responsible for submitting this information. ADEQ will calculate the cost-effectiveness of each project. If you are interested in calculating your potential emission reductions and the cost effectiveness of your project, please visit the EPA's Diesel Emissions Quantifier (DEQ) website at http://www2.epa.gov/cleandiesel/diesel-emissions-quantifier-deq.

**Public Health Benefits**
**15 pts.**

Under this criterion, proposals will be evaluated on the degree to which the project will:

- Benefit public health,
- Affect a large population density,
- Reduce environmental risks to the public and sensitive populations, and
- Reduce environmental risks to the economically-disadvantaged and other populations with disproportionately high and adverse human health or environmental impacts, and
- Employ a community-based multi-stakeholder collaborative process to reduce toxic emissions.

**Time Spent in Arkansas**
**10 pts.**

Under this criterion, proposals will be evaluated on the amount of time the equipment will be operated in Arkansas. Amount of time the emissions reduction technology will be used in Arkansas will be expressed as a percentage. Projects with higher amounts of time spent in Arkansas will receive a higher score. Additionally, the sustainability of the project will be evaluated, and projects that will retain ownership and practice in-state use of the vehicle/equipment for a longer time frame will receive a higher score. Proposals will be evaluated on the project's effectiveness at reducing diesel emissions, based on the vehicle's remaining useful life and annual hours of operation.

**Coherent Plan for Project**
**10 pts.**

Under this criterion, proposals will be evaluated on the degree to which the project plan shows a logical path for successful completion, including a budget, reasonable timeline, technology

applicability, and equipment information. The work plan should explain the applicant's planned activities, and the budget should provide detailed cost estimates. Proposals must contain all the required information, signatures, certifications, and attachments. The budget figures and work plan, as well as all other documents, should be consistent.

**Environmental Awareness**
**10 pts.**

Under this criterion, proposals will be evaluated on how the project will conserve diesel fuel and reduce diesel emissions and the implementation of other environmentally friendly measures your organization already practices. Applicants describing the incorporation of the proposed project as part of a larger strategy to address climate change will receive a higher score.

**Funding Contribution**
**5 pts.**

Though a match may not be required to receive the award (refer to "Funding" section), proposals with additional funding contributions that are in excess of the required matching percentage will be given priority consideration. If applicable, please describe the amount and source of any non-required funding contributions in the budget, including any in-kind contributions.

**Programmatic Capability**
**5 pts.**

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project while taking into account how their experience, knowledge, qualifications, and organizational resources will allow them to successfully achieve the goals of the proposed project, including a plan for timely and successfully achieving the objectives of the proposed project. Applicants may choose to include any past performance in successfully completing and managing projects similar in size, scope, and relevance to the proposed project.

## PROPOSAL SUBMITTAL

Please direct all questions regarding Go RED! to Deiona McKnight at 501-682-0641, or GoRED@adeq.state.ar.us. You may also view https://www.adeq.state.ar.us/air/planning/gored/ for additional information.

ADEQ is putting in place a monthly rolling deadline for application submissions until all funds are awarded. The first deadline by which proposals must be received is Dec. 30, 2018, at 4:30 p.m. CST, with subsequent deadlines being 4:30 p.m. CST on the last day of each month until available funds are awarded, or until Friday, April 28, 2019.

You may submit your completed proposal, including the Excel spreadsheet(s), by mail (see address below), email (GoRED@adeq.state.ar.us), or fax (501-682-0880). All emails must be less than 10 megabytes. ADEQ is not responsible for server, fax, or other delivery delays.

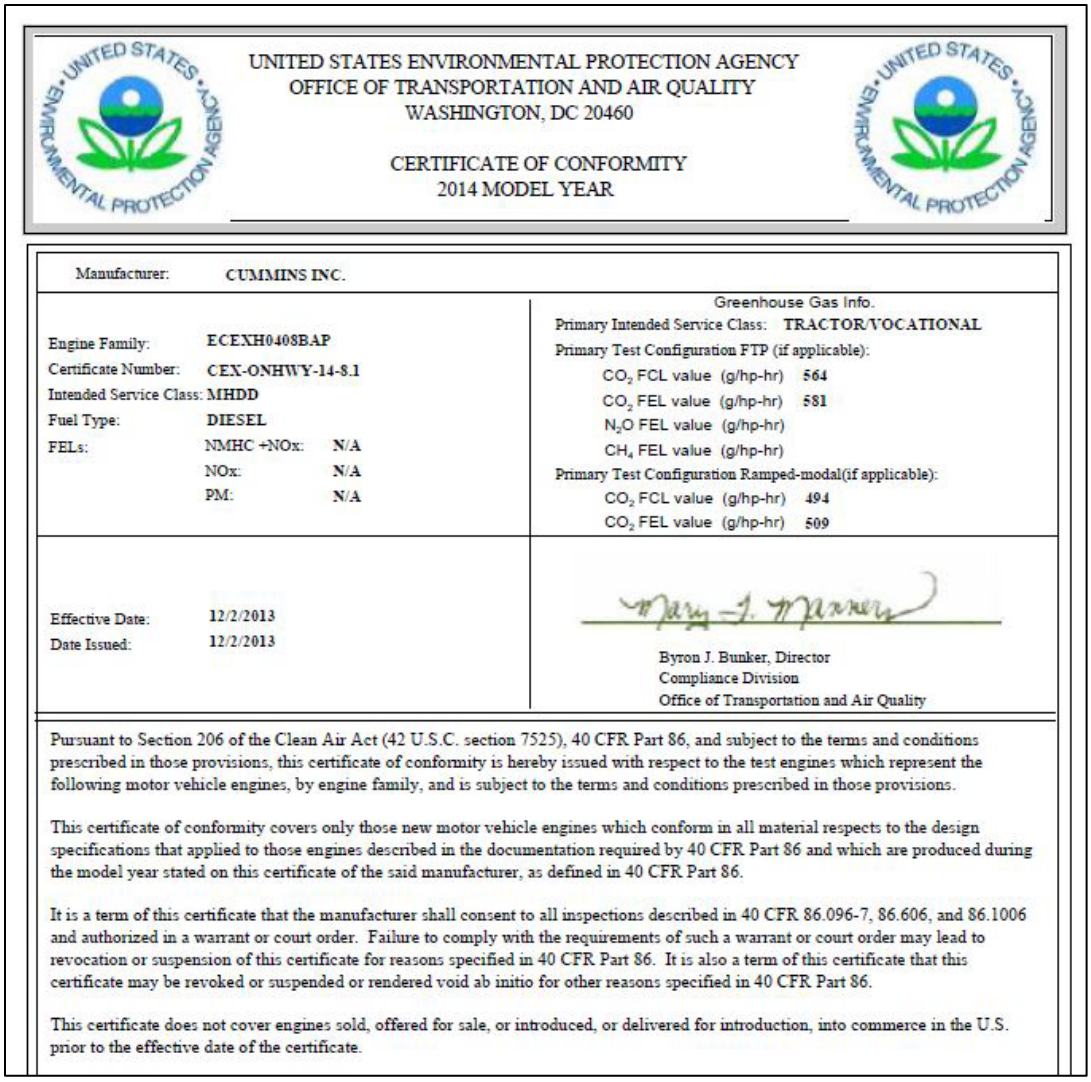
Deiona McKnight
Office of Air Quality, ADEQ
5301 Northshore Drive
North Little Rock, AR 72118-5317

See Appendix C for a checklist of required documents for application and upcoming application-related dates.

**HELPFUL WEBSITE LINKS**

- Arkansas Department of Environmental Quality www.adeq.state.ar.us
- ADEQ Go RED! Website https://www.adeq.state.ar.us/air/planning/gored/
- National Clean Diesel Campaign https://www.epa.gov/cleandiesel
- Blue Skyways Collaborative http://www.blueskyways.org/
- Diesel Emissions Quantifier http://www2.epa.gov/cleandiesel/diesel-emissions-quantifier-deq
- EPA-Verified Technologies http://www3.epa.gov/otaq/diesel/verification/verif-list.htm
- EPA-Verified Idling Reduction Technologies https://www.epa.gov/smartway#tabs-4
- EPA Fiscal Year 2014 National Funding Assistance Program's Request for Proposals (also used for FY2015) http://www.epa.gov/air/grants/rfa-epa-oar-otaq-14-05.pdf
- CARB-Verified Technologies http://www.arb.ca.gov/diesel/verdev/vt/cvt.htm
- EPA Office of Air and Radiation https://www.epa.gov/aboutepa/about-office-air-and-radiation-oar
- EPA Region 6 Air https://www.epa.gov/aboutepa/epa-region-6-south-central
- EPA Non-road Remaining Useful Life chart http://www2.epa.gov/sites/production/files/2015-10/documents/fy14-nonroad-remaining-useful-life.pdf
- Emissions information for older engines http://www.arb.ca.gov/msprog/bus/manualcalc.htm or https://www.dieselnet.com/standards/

## APPENDIX A: EXAMPLE ENGINE CERTIFICATION



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF TRANSPORTATION AND AIR QUALITY
WASHINGTON, DC 20460

CERTIFICATE OF CONFORMITY
2014 MODEL YEAR

Manufacturer: CUMMINS INC.

Engine Family: ECEXH0408BAP
Certificate Number: CEX-ONHWY-14-8.1
Intended Service Class: MHDD
Fuel Type: DIESEL
FELs: NMHC +NOx: N/A
NOx: N/A
PM: N/A

Greenhouse Gas Info.
Primary Intended Service Class: TRACTOR/VOCATIONAL
Primary Test Configuration FTP (if applicable):
$CO_2$ FCL value (g/hp-hr) 564
$CO_2$ FEL value (g/hp-hr) 581
$N_2O$ FEL value (g/hp-hr)
$CH_4$ FEL value (g/hp-hr)
Primary Test Configuration Ramped-modal(if applicable):
$CO_2$ FCL value (g/hp-hr) 494
$CO_2$ FEL value (g/hp-hr) 509

Effective Date: 12/2/2013
Date Issued: 12/2/2013

Byron J. Bunker, Director
Compliance Division
Office of Transportation and Air Quality

Pursuant to Section 206 of the Clean Air Act (42 U.S.C. section 7525), 40 CFR Part 86, and subject to the terms and conditions prescribed in those provisions, this certificate of conformity is hereby issued with respect to the test engines which represent the following motor vehicle engines, by engine family, and is subject to the terms and conditions prescribed in those provisions.

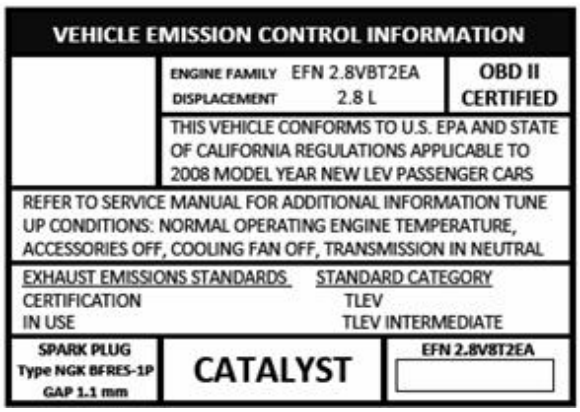
This certificate of conformity covers only those new motor vehicle engines which conform in all material respects to the design specifications that applied to those engines described in the documentation required by 40 CFR Part 86 and which are produced during the model year stated on this certificate of the said manufacturer, as defined in 40 CFR Part 86.

It is a term of this certificate that the manufacturer shall consent to all inspections described in 40 CFR 86.096-7, 86.606, and 86.1006 and authorized in a warrant or court order. Failure to comply with the requirements of such a warrant or court order may lead to revocation or suspension of this certificate for reasons specified in 40 CFR Part 86. It is also a term of this certificate that this certificate may be revoked or suspended or rendered void ab initio for other reasons specified in 40 CFR Part 86.

This certificate does not cover engines sold, offered for sale, or introduced, or delivered for introduction, into commerce in the U.S. prior to the effective date of the certificate.

The vendor will be able to provide proof that an engine meets EPA emissions standards, often in the form of a Certificate of Conformity as shown in this example. Please notice the "Engine Family" identification at the top of the certificate. This number must match the number that appears on the new engine tag, as shown in photos you will provide to ADEQ.

A vehicle's engine family number (sometimes called a "test group") can be found under the hood of the vehicle on the Vehicle Emissions Control Information Label. Here is an example of what the label might look like. Each manufacturer's label looks a little different, but they all have the same basic information, including the engine family or test group number.



VEHICLE EMISSION CONTROL INFORMATION

ENGINE FAMILY EFN 2.8VBT2EA
DISPLACEMENT 2.8 L
OBD II CERTIFIED

THIS VEHICLE CONFORMS TO U.S. EPA AND STATE OF CALIFORNIA REGULATIONS APPLICABLE TO 2008 MODEL YEAR NEW LEV PASSENGER CARS

REFER TO SERVICE MANUAL FOR ADDITIONAL INFORMATION TUNE UP CONDITIONS: NORMAL OPERATING ENGINE TEMPERATURE, ACCESSORIES OFF, COOLING FAN OFF, TRANSMISSION IN NEUTRAL

| EXHAUST EMISSIONS STANDARDS | STANDARD CATEGORY |
|---|---|
| CERTIFICATION | TLEV |
| IN USE | TLEV INTERMEDIATE |

SPARK PLUG Type NGK BFRES-1P GAP 1.1 mm

CATALYST

EFN 2.8VBT2EA

## APPENDIX B: FLEET SHEET DIRECTIONS

Please fill in the Excel spreadsheet with information about your fleet. It is set to print on two pages of legal sized paper. Use a single row (line) for each piece of equipment/vehicle. The first section of the spreadsheet refers to the existing vehicle/fleet; the second section of the spreadsheet refers to the new diesel emissions-reduction technology. Be sure to scroll all the way to the right side of the sheet to see the "New Technology" section. Some items apply only to on-road or *non-road* equipment. See below for more detail.

### EXISTING EQUIPMENT INFORMATION

The following instructions explain how to fill out the Fleet Description tab. Below is an explanation of each field. For an example of a completed Applicant Fleet Description spreadsheet, please refer to the spreadsheet tab labeled "Example."

Fleet Information (Non-road only categories are in *italics*.)
One row should be filled out for each separate vehicle/equipment type within the proposal. It includes all affected engines, vehicles, and retrofits proposed as part of the project.

#### CURRENT VEHICLE INFORMATION SECTION

Vehicle Type- Enter the vehicle type, either "On-Road" or "Non-Road."

Target Fleet- Select the target fleet from the dropdown menu.

Class/Equipment- Select from the dropdown menu the Vehicle Class or type of non-road equipment.

Serial #- Enter the serial number of the engine or vehicle.

VIN #- Enter the VIN number of the engine or vehicle.

Engine Make- Enter the manufacturer of the existing engine.

Engine Model- Enter the model of the existing engine.

Engine Family Name- Enter the engine family name of the existing engine. NOTE: unregulated engines will not have an engine family name. Enter "N/A" for unregulated engines.

Engine Family Name- Information is optional for Idle Reduction, Aerodynamic Technology, Low Rolling Resistance Tires, and Fuels projects.

Engine Model Year- Enter the model year of this engine set.

Horsepower- For NON-ROAD ONLY, enter the average horsepower of the equipment.

Displacement per Cylinder- Enter the engine displacement per cylinder in liters.

Current Tier Level- For NON-ROAD REPLACEMENTS, REPOWERS AND UPGRADES ONLY, Select from the dropdown menu the Current Tier Level.

Current Standard Level - For NON-ROAD **AND** ON-ROAD REPLACEMENTS, REPOWERS AND UPGRADES ONLY, enter the current emission standard levels of the engine for PM and NOx or NMHC+NOx. http://www.arb.ca.gov/msprog/bus/manualcalc.htm or https://www.dieselnet.com/standards/ are helpful references

Current Fuel Type- Select the type of fuel that is currently being used (prior to any clean diesel activity change).

Amount of Fuel Used- Enter the amount of fuel used in gallons/year.

Annual Miles- For ON-ROAD ONLY, enter the average number of vehicle miles traveled per year per vehicle.

*Annual Usage Rate Hours*-
For NON-ROAD ONLY, enter the average number of hours the equipment is used per year.

Annual Idling Hours- For ON-ROAD ONLY, enter the average number of hours the vehicle idles per year.

**NEW VEHICLE/FLEET INFORMATION SECTION**

*Note: for some proposals, information for some of these fields will not be available; however, ADEQ asks applicants to fill in the spreadsheet as completely as possible with information on the intended new technology.

Year of Retrofit Action-
Enter the year in which the retrofit will take place (i.e., if in 2015, you replace a 1995 bus with a 2013 bus, the retrofit year is 2015.)

Technology Type- Enter the type of technology to be used. Example: Diesel Particulate Filter, Replacement, Biodiesel 100

Technology Make- Enter the make of the technology. Example: Donaldson, Caterpillar

Verified Technology Model-
Enter the model of the technology as identified on the EPA/CARB verification lists (i.e., Johnson Matthey ACCRT, Carrier Transicold - Comfortpro, etc.) to confirm a verified technology was used. This is applicable for exhaust retrofits, upgrades, idle reduction technologies, etc. Verified Technology Model may not be known for the initial application and would be **noted as TBD.**

New Engine Family Name-
For REPLACEMENTS AND REPOWERS ONLY, enter the engine family name of the new engine.

New Engine Model Year-
For REPLACEMENTS AND REPOWERS ONLY, enter the model year of the new vehicle/engine.

New Horsepower- For NON-ROAD ONLY, Enter the average horsepower of the equipment.

New Displacement per Cylinder-
Enter the engine displacement per cylinder in liters.

New Tier Level- For NON-ROAD REPLACEMENTS, REPOWERS AND UPGRADES ONLY, Select from the dropdown menu the new Tier Level.

New Standard Level- For NON-ROAD AND ON-ROAD REPLACEMENTS, REPOWERS AND UPGRADES ONLY, enter the new emission standard levels of the engine for PM and NOx or NMHC+NOx. (This information will be found on the emissions label of the new engine.)

New Fuel Type- Select the new type of fuel that is being used.

Annual Idling Hours reduced-
For IDLE REDUCTION STRATEGIES ONLY, enter the average number of idling hours reduced for the engine.

Technology Unit Cost- Enter the dollar amount of the technology per unit.

Technology Unit Installation-
Enter the cost of installing the technology per unit.

## APPENDIX C: REQUIRED APPLICATION DOCUMENTS CHECKLIST

Following is a checklist of required documents for application for the application process:

Required Documents

- ☐ Cover Page with signature of signatory authority for your proposal
- ☐ Signed Certification Statement
- ☐ Comprehensive Narrative Discussion, including Work Plan and Budget (10 pages or less)
- ☐ Completed Fleet Spreadsheet

Proposal Submission Checklist

Please examine the following checklist before submitting your proposal.

- ☐ Have I addressed all the topics listed in the "Proposal Content" section?
- ☐ Did I include on my Cover Page the organization's congressional district and DUNS number, and did I answer the two funding questions?
- ☐ Did I sign my proposal's Cover Page?
- ☐ Is my proposal no more than 10 pages, excluding the Excel fleet spreadsheet(s), Cover Page, and Certification Page?
- ☐ Did I type my proposal using a 10 – 12 point font size?
- ☐ Did I include page numbers?
- ☐ Did I provide my mailing address with "zip +4" and my physical address?
- ☐ Did I submit a letter from my organization's signatory authority stating that this project would not have occurred without this funding and that the equipment was not scheduled for normal attrition?
- ☐ Did I make sure my budget contains no mathematical errors?
- ☐ Did I fill out the provided Excel spreadsheet(s) (Fleet Sheet) correctly using the instructions in Appendix B of this document?
- ☐ Did I leave any blanks on the Fleet Sheet?

Important Dates

Dec. 30, 2018……..…First round of funding closes; proposals and all documentation due to ADEQ by 4:30 p.m. CST.

Jan. 17, 2019……..……Expected initial award notification; recipient should begin preparing bid specifications for the competitive bid process, but do not yet advertise the project.

Jan. 31, 2019……...…Expected date of execution for the Memoranda of Agreements (MOA) between ADEQ and recipients. After representatives from both ADEQ and the applicant organization sign the MOA, the recipient should begin the competitive bid process by advertising one-day notice in a newspaper with statewide circulation.

Jan. 31, 2019……..……Second round of funding closes (if funding remains after first round); proposals and all documentation due to ADEQ by 4:30 p.m. CST.

Feb. 28, 2019……..Third round of funding closes (if funding remains after second round); proposals and all documentation due to ADEQ by 4:30 p.m. CST.

March 31, 2019……..Fourth round of funding closes (if funding remains after third round); proposals and all documentation due to ADEQ by 4:30 p.m. CST.

April 28, 2019……Final round of funding closes (if funding remains after fourth round); proposals and all documentation due to ADEQ by 4:30 p.m. CST.