

2016
Mississippi Diesel School Bus Replacement
Program

APPLICATION PACKAGE



MISSISSIPPI DEPARTMENT OF
ENVIRONMENTAL QUALITY

Application Release:	<u>January 14, 2016</u>
Project Submittal Deadline:	February 29, 2016
Complete Selection of Projects:	March 10, 2016
Announcement of Awards:	March 17, 2016
Progress Report Due:	June 28, 2016
Progress Report Due:	July 29, 2016
Project Completion:	August 10, 2016
Final Report and Invoices Due:	Up to 30 Days From Project Completion

INTRODUCTION

This Application Package outlines the process of applying for MDEQ funding to implement diesel emissions reduction projects in Mississippi. This package contains information on the background of the program, as well as information about the application procedures and a timeline of the process in awarding diesel emissions reduction grants. Selection criteria and project requirements are also included in this package.

BACKGROUND

Reducing diesel emissions is currently one of the most important air quality challenges in Mississippi. Although more stringent emission standards are taking effect for new heavy-duty on road and non-road engines, the diesel engines currently in use will continue to emit large amounts of nitrogen oxides and particulate matter for years to come. These pollutants affect many areas in our state and our ability to comply with National Ambient Air Quality Standards (NAAQS), but most importantly they contribute to public health problems.

REQUEST FOR PROPOSALS

The Mississippi Department of Environmental Quality (MDEQ) invites school districts to submit applications for the Mississippi Diesel Emissions Reduction School Bus Replacement Program. The goal of this funding opportunity is to fund a statewide new school bus purchase assistance program for school districts by replacing buses to reduce diesel emissions in our state.

The submission of an application does not constitute an award. Projects may not begin prior to full execution of grant agreement. MDEQ reserves the right to accept, reject, or negotiate any or all applications received. The final decision to award funds rests solely with MDEQ.

Entities must submit applications by 5:00 p.m. Central Time on Friday, February 29, 2016. Applications received after this deadline will not be accepted for any reason. Applications received after the specified deadline shall be rejected. Please contact Chuck Rainey at (601) 961-5536 or John Jordan at (601) 961-5678 if you need assistance.

APPLICATION REQUIREMENTS AND EVALUATING CRITERIA

These requirements must be met by all applicants:

- Applicants must include a completed application page and detailed project description, which includes a detailed budget and timeline.
- MDEQ's portion of any project shall not exceed fifteen thousand dollars (**\$15,000.00**).
- Applicants must provide a school bus idle reduction policy. If the school district does not have a school bus idling reduction policy, the school district must have one place by the end of the project. If needed, MDEQ can assist on creating one.
- The complete application must be submitted by 5:00 pm February 29, 2016.
- **Applicants must have taken possession of the buses by August 10, 2016. Entity will be reimbursed for a qualifying purchase after verification by MDEQ.**

Vehicles listed for replacement must be:

- Diesel-powered Class 3 through Class 8 school buses powered by a 2006 or older engine model year are eligible for replacement;
- Able to start, move in all directions, and have all operational parts; and
- Have accumulated at least 10,000 or more miles over the most recent 12 months, or been in use for at least three days per week during the current school year.

Review and Award Process:

Only complete applications submitted by the submission deadline will be considered. A review committee consisting of MDEQ staff will review proposals.

Special Note:

The following restrictions apply to all replacement projects. The following activities are not eligible for funding under Mississippi Diesel School Bus Replacement Program:

(1) Replacements that would have occurred through normal attrition within 3 years of the project period start date are considered to be the result of normal fleet turnover and are not eligible for funding under this program. Normal attrition of the vehicle or fleet is typically defined by the vehicle or fleet owner's budget plan, operating plan, standard procedures, or retirement schedule. For example, if a school bus fleet typically retires vehicles after 20 years, a bus that is currently in its 18th or 19th year of service is not eligible for replacement. A bus that is currently in its 17th year of service and has 3 years of useful life remaining (as defined by the fleet's retirement schedule) is eligible for replacement.

All eligible projects must be early attrition projects. Early attrition refers to a project where a vehicle is replaced well BEFORE that vehicle is scheduled to be replaced. Any replaced vehicle that is due to be replaced, scheduled to be replaced or has a life expiration date BEFORE September 30, 2019, is NOT eligible for funding.

(2) The purchase of new vehicles or equipment to expand a fleet is not covered by this program.

(3) Replacement proposals are eligible for funding on the condition that the vehicle being replaced must be scrapped or the replaced engine can be returned to the engine manufacturer for remanufacturing to a cleaner emission standard. Drilling a hole in the engine block and manifold while retaining possession of the vehicle, engine, or equipment being replaced is an acceptable scrapping method as long as the engine is decommissioned. Evidence of appropriate disposal is required.

APPLICATION FORMAT

The Application should include the following information:

1. Completed application page.
2. A detailed budget of proposed funding, including any matching and in-kind funds.
3. Applicants must provide a school bus idling Reduction policy or letter of commitment to create a policy (See Sample School Bus Idling Reduction Policy Appendix A).
4. A detailed timeline/schedule of the project with the length of time to complete each task or phase.

SUBMITTAL INSTRUCTIONS

- Proposals may be submitted electronically or fax.
- One electronic copy must be received by MDEQ no later than **5 p.m. February 29, 2016**. No applications received after this deadline will be accepted, for any reason. Applications received after the specified deadline shall be rejected.
- Proposals received after the deadline will not be considered.
- Applications must be signed.
- Incomplete proposals will not be considered. All application requirements must be met.

Option #1 - Electronic submittals **should be e-mailed to** crainey@mdeq.ms.gov
Option#2 – Fax submittals **should be sent to (601)-961-5725**

Contact: Chuck Rainey at (601) 961-5536 or John Jordan at (601) 961-5678

PROGRAM TIMELINE

Month/Year	Task
January 14, 2016	Application Release
February 29, 2016	Project Submittal Deadline
March 10, 2016	Complete Selection of Projects By Review Committee
March 17, 2016	Announcement of Awards
June 28, 2016	Progress Reports Due
July 29, 2016	Progress Reports Due
August 10, 2016	Projects Completed
Up to 30 Days From Project Completion	Final Report and Invoices Due

PROJECT ADMINISTRATION

If your project is selected for funding, the following applies:

- You will need to provide a Federal Tax Identification Number.
- Only work completed during the contract period may be reimbursed.
- Reimbursement is by paid invoice only.
- **Evidence of appropriate disposal is required in order to be reimbursed for any Vehicle/Equipment being replaced.**
- Invoices may require up to 45 days for payment.
- **All projects must be completed prior to the end date of the award (08/10/2016).**
- The Final Report and Final Invoice must be received by MDEQ no later than 09/09/2016.
- All sub-grantees will have to comply with all federal conditions listed in the award document from EPA and Regulatory Authority 40 CFR PTS 31 & 35 SUBPT A.

MDEQ School Bus Replacement Grant Program Application

School Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ County: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Alternative Contact Information :

Replacement Vehicle Information:

Name: _____

Year: _____

Telephone: _____

Make: _____

Email: _____

Model: _____

Fax: _____

VIN#: _____

Use separate page for additional buses

Total Number of Buses: _____

Number of buses that will be replaced: _____

Cost of new bus: _____

Does your school implement any idle reduction plans? (Please indicate with a check.) Yes ___ No ___

If yes, please describe what actions are performed: _____

If no, would you implement an idle reduction plan for your school? _____

Print Name

Title

Signature

Date

APPENDIX A:

Sample School Bus Idling Reduction Policy

School District Name:

Policy Number:

Effective Date:

Applicability:

This policy applies to the operation of every district-owned and/or contracted school bus.

Rationale:

Diesel exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also waste fuel and financial resources.

Purpose:

Eliminate all unnecessary idling by [district] school buses such that idling time is minimized in all aspects of school bus operation.

Guidance:

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as extreme weather or idling in traffic.
2. At school bus depots, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
6. All service delivery vehicles shall turn off the engines while making deliveries to school buildings.
7. Transportation Operations staff are directed to revise bus schedules so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.
8. All drivers shall receive a copy of this policy at the beginning of every school year.