



REQUEST FOR APPLICATIONS

FOR EARLY SCHOOL BUS REPLACEMENTS

Section 1 Summary

The Missouri Department of Natural Resources has received a grant from the Environmental Protection Agency (EPA). The grant will fund the Missouri Clean Diesel Program. This request for applications (RFA) solicits proposals for early replacements of school buses. Owners and operators of diesel school buses stationed in Missouri are eligible to apply for the funding.

This RFA is open to both public and private fleets. **The deadline for applications to be received is August 31, 2015. To be eligible for reimbursement for a project through this program, the project must be started and completed (all costs incurred) during the project period, which begins October 1, 2015, and ends July 1, 2016.** This RFA outlines eligibility requirements in Section 2 “Eligible Entities.” All of the eligible projects are described in Section 3 “Eligible Replacement Projects.” More information about the RFA award amounts appears in Section 5 “RFA amounts.”

This is a reimbursement program. Once an applicant is chosen for an award under this RFA, then the applicant must initially fund the entire project. Once completion of the project has been verified, the applicant will receive reimbursement for up to 25 percent of the total cost of the new school bus as specified in the subgrant agreement for selected projects. The minimum amount of funding that may be requested through this grant is \$15,000 and the maximum amount that may be requested is \$19,750.

Section 2 Eligible Entities

Any diesel school bus owner or operator with diesel-powered school buses stationed in Missouri is eligible to apply for the funding. Both public and private fleets are eligible for funding under this solicitation. For the purposes of this RFA, a diesel school bus owner is defined as any commercial, public, or institutional entity that owns and utilizes diesel-powered school buses. For the purposes of this RFA, a diesel-powered school bus is defined as a traditional school bus-style vehicle that is powered by diesel fuel and is used to transport students to and from school or school-related activities.

Van-style vehicles and charter-style buses are not eligible vehicles under this RFA even if they are used to transport students to and from school or school-related activities. Likewise, traditional school bus-style vehicles that are not used to transport students to and from school or school-related activities are not eligible vehicles under this RFA.

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under the guidance of the federal Office of Management and Budget.

Subgrant recipients must comply with all governing requirements of their financial assistance agreements, including Title 2 Grants and Agreements, Chapter II Part 200 of the Codes of Federal Regulation, under the title “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” The regulations can be found at [2 CFR Part 70](#).

Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](#) (e.g., individuals), applicants must:

1. Be registered in the System for Award Management (SAM) prior to submitting an application or proposal under this announcement. The SAM information is available at <https://www.sam.gov/portal/SAM/#1>.
2. Maintain an active SAM registration with current information at all times during which applicants have active federal awards or applications or proposals under consideration; and
3. Provide their Dun & Bradstreet (D&B) DUNS numbers on each application or proposal they submit to the department. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If applicants fail to comply with these requirements, it will affect their ability to receive the awards, should they be selected for awards.

Section 3 Eligible Replacement Projects

Diesel-powered school buses are the only type of vehicle eligible for early replacement projects under this RFA. The gross vehicle weight rating (GVWR) of the school bus must be at least 16,000 pounds to be eligible to apply for funding through this program. Only school buses with engine model years in the following model year range are considered eligible under this RFA: 1993 – 2006.

Early school bus replacements must meet the following criteria to be eligible:

1. The new school bus must be similar in size and horsepower as the school bus that it is replacing and it must be used to perform the same task. For the purposes of this RFA, “similar in size” means that the GVWR of the new school bus should be no more than 125 percent of the old school bus’s GVWR. For the purposes of this RFA, “similar in horsepower” means that the new school bus must have a horsepower of no more than 125 percent of the old school bus’s horsepower.

2. In addition, the school bus that is being replaced must be currently in operation and must not be due for replacement. School buses that are scheduled to be replaced or retired through normal attrition during the project period are not eligible to be replaced through this project's funding. The funding must be utilized for replacements only; in other words, the funding cannot be used to increase the size of a fleet. One school bus must be taken out of service for each replacement school bus purchased through this project. Any income received through the sale of a disabled engine, a vehicle chassis, salvaged parts, or scrap metal from the school bus that was replaced must be reported as program income. Applicants may deduct program income from the award amount or use it as their portion of the payment of the new school bus.
3. Additionally, school bus owners must be able to attest to the following statements in order for the early school bus replacement project to be considered eligible:
 - The school bus being replaced under the grant is currently in use in our fleet and is not expected to be replaced at least until 2019 if the owner is not selected to receive federal funding through this grant opportunity.
 - The school bus being replaced had not previously been scheduled for replacement prior to 2019 under normal attrition scheduling.
 - The school bus being replaced is currently used to transport students to and from school and school-related activities. If selected for an award, the new school bus will perform these same functions.
 - If selected for an award, the new school bus will NOT serve to expand our fleet.
 - If selected for an award, the fleet owner commits to operating and maintaining the vehicle in the fleet through at least August 31, 2019.

Section 3.1 Scrappage Requirements

In order to ensure that the program results in the reduction of harmful emissions, the bus being replaced must be permanently disabled after the new bus is purchased and accepted. This program requires that the old engine be scrapped. A hole must be drilled through the engine block and manifold. In addition, the chassis of the replaced school bus must be cut in half to ensure that it will not be resold to another consumer. Other scrapping methods may be considered but will require the approval of the Department of Natural Resources before they are allowed. Photographic documentation must show the old vehicle being disabled per the grant requirements prior to the release of funds from this program. Additionally, school bus owners must allow representatives of the department to be present during the disabling process if they are selected for an award. Any income received through the sale of a disabled engine, a vehicle chassis, salvaged parts, or scrap metal from the school bus that was replaced must be reported as program income.

Section 3.2 Certified Engine Requirements

EPA-certified engine configurations that conform to EPA 2014 (or later) emission standards must be incorporated into all replacement school buses in order to be eligible for an award. All entities requesting funding for early school bus replacements must also acquire the approval of the Department of Natural Resources before they will be deemed eligible for awards.

To gain approval for an early replacement of a school bus, an applicant must provide the department with the EPA engine family name of the engine from the school bus that is being replaced as well as the EPA engine family name of the new school bus engine. The EPA engine family name is an alphanumeric sequence typically found on the engine label of the engine. Engine manufacturers should be able to provide the EPA engine family name of an engine if requested.

Section 4 Project Period

The project start period for applications that are funded through this RFA will be October 1, 2015. No costs incurred before this date will be reimbursable under this RFA. The project must be initiated by the applicant no later than April 1, 2016. Project initiation is recognized as an incurred cost for a school bus purchase. The project must be completed with the new school bus purchased and the old school bus scrapped per the requirements of the grant by July 1, 2016.

Section 5 RFA Amounts

The minimum amount that may be applied for is \$15,000, and the maximum that may be applied for by an eligible entity is \$19,750 (one school bus). Applications requesting less than \$15,000 or more than \$19,750 will not be eligible for funding. Only one application per entity will be allowed for the drawing (except as noted below).

If insufficient initial eligible applications are submitted and not all of the funding is utilized, there will be a second drawing. Any eligible entity may submit a clearly marked second application to be considered outside of the initial selection process. This second application may request funding for up to \$78,000 (4 additional school buses), and second applications will only be considered for funding if the initial selection process does not utilize all of the available funding.

The Department of Natural Resources anticipates awarding funds for six (6) early school bus replacement projects (up to six applicants). However, the department reserves the right to reject all applications submitted and make no awards under this announcement due to a lack of eligible applications or a lack of funds. The department also reserves the right to fund only a portion of the asking price included in applications if deemed necessary due to partial application eligibility or lack of funds.

Section 6 Restrictions

Federal funds, such as federal grants awarded under previous or present Diesel Emission Reduction Act funding, may not be used to satisfy the 75 percent matching requirements of this RFA.

This grant may not be used to fund any portion of the following costs:

- Retrofit equipment of any kind, including emission control, idle reduction, aerodynamic technology, and low-rolling resistance tires unless the technology comes included with the purchase of the new vehicle, or this type of equipment is included as an option in the specifications for the new bus;
- Administrative costs;
- The cost of towing or decommissioning the replaced vehicle or equipment;
- The cost of maintaining emission control equipment or an idle reduction unit;

- Any luxury options for new vehicles and equipment, including, but not limited to, chrome plating, custom tire rims, and other high-end custom options;
- The incremental cost of alternative fuels or infrastructure for the fueling, dispensing, or blending of alternative fuels.

Section 7 Application Process

The deadline for applications to be submitted will be August 31, 2015, at 5 p.m., Central Standard Time. Clarification may be requested of applicants by the Department of Natural Resources if needed to determine applicant/project eligibility. The deadline for clarification requests, if requested, is September 15, 2015, at 5 p.m., Central Standard Time. No applications or clarification requests received after their respective deadlines will be reviewed. All applications deemed to meet the requirements of this RFA will then be assigned a random drawing number. On September 21, 2015, the drawing will be held. Applications drawn first will be funded. Additional applications will be drawn until the funding has been depleted. All applications will be drawn and given a corresponding place in line. If projects drop out or are disqualified, then it is possible that funds could be offered to applicants next in line.

Note: No entity may submit multiple applications for the initial drawing; however, eligible entities are allowed to submit a clearly marked second application to be considered outside of the initial drawing selection process. If insufficient initial drawing applicants apply and not all of the funding is utilized, there will be a second drawing. This second application may request funding for up to \$79,000 (up to four (4) additional school buses), and second applications will only be considered for funding if the initial selection process does not utilize all of the available funding. In addition, the Department of Natural Resources reserves the right to fund only a portion of the asking price for the first and second drawings if deemed necessary due to partial application eligibility or lack of funds.

Section 8 Application Information

The application should be accompanied by the budget and proof of location, and everything should be mailed to the following address:

Missouri Department of Natural Resources
Air Pollution Control Program
P.O. Box 176
Jefferson City, MO 65102

Applications may also be e-mailed to the following e-mail address: mark.leath@dnr.mo.gov. Include all of the required forms as attachments in the e-mail. If submitting an application by e-mail, use the following language in the subject line of the e-mail: 2015 Early School Bus Replacement Application Submission. The deadline for applications to be submitted will be August 31, 2015, at 5 p.m., Central Standard Time. The department is not responsible for any applications that were delayed or lost in the mail or applications that were delayed or failed to be delivered via e-mail. It is the applicant's responsibility to ensure that the application is received by the department by the respective deadline.

Applicants must fill out the attached application. All information must be included in the application to be considered eligible. The application must include a project budget with

information entered into all required fields. Proof of location, such as a vehicle title or registration that states the location of the school bus, must be provided to prove that the school bus(es) to be replaced is(are) stationed in Missouri. Other forms of proof of location may be accepted. Questions regarding proof of location may be directed to the Department of Natural Resources.

Questions regarding this RFA may be directed to Mark Leath in writing at the address above or by e-mail to the following address: mark.leath@dnr.mo.gov. In the subject line of the e-mail, use the following language: 2015 Early School Bus Replacement RFA Question. Please include a return mailing or e-mail address where you would like the answer to your question sent. Please allow at least one to two weeks for an e-mailed response and at least two to three weeks for a written and mailed response to questions regarding this RFA.

Section 9 Terms and Conditions

Once applicants are selected, they will receive a subgrant agreement from the Department of Natural Resources. The subgrant agreement will outline all of the terms and conditions associated with the acceptance of funds. Subjects covered in the terms and conditions include, but are not limited to, competitive bidding, invoice and payment documentation, vehicle and engine scrappage, reporting, coordination responsibilities, onsite inspections, photographic requirements, and vehicle use.