



## REQUEST FOR APPLICATIONS FOR EARLY REPLACEMENTS OF SCHOOL BUSES

### Section 1 Summary

The Missouri Department of Natural Resources has received a grant from the U.S. Environmental Protection Agency (EPA) to fund a clean diesel program in Missouri. This request for applications (RFA) solicits projects 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 by the department is July 29, 2016. To be eligible for reimbursement of a project through this program, the project must be started and completed (all costs incurred) during the project period, which will begin Oct. 1, 2016, and end July 1, 2017.** Information about eligibility requirements is outlined 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 is provided in Section 5 “RFA Amounts.”

This is a reimbursement program. Once an applicant is chosen for an award under this RFA, the applicant initially must 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(es) as specified in the subgrant agreement for selected projects. The maximum amount of funding that may be requested through this grant is \$16,000 per bus, with a maximum of two buses per application, which would total a maximum request of \$32,000.

### Section 2 Eligible Entities

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

Vans 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 buses 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 OMB guidance at [2 CFR Part 170](#) unless they qualify for an exception from the requirements, should they be selected for funding.

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

Provide their DUNS numbers in each application or proposal they submit to the agency. 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 by 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 if they are selected.

### **Section 3 Eligible Replacement Projects**

Diesel-powered school buses are the only type of vehicles 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. Only school buses with engine model years in the following range are considered eligible under this RFA: 1991 – 2003.

Early school bus replacements must meet the following criteria to be eligible. 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 as the old bus. For the purposes of this RFA, “similar in size” means that the GVWR of the new school bus is 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. 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 before the year 2020 are not eligible to be replaced through this grant opportunity. The funding from this grant must be used for replacements only, and it 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, vehicle chassis, or salvaged parts from the school bus that was replaced for scrap metal or other purposes must be reported as program income. Program income may be deducted from the award amount or used as the applicant’s portion of the match required for the new school bus. 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 2020 if it 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 2020 under normal attrition scheduling.
- The school bus being replaced is currently used to transport students to and from school and school-related activities. If awarded, the new school bus will perform these same functions.
- The new school bus will NOT serve to expand our fleet.
- The fleet owner commits to operating and maintaining the new school bus in the fleet through at least September 30, 2020.

### **Section 3.1 Scrappage Requirements**

Early school bus replacements are eligible for funding through this grant. This program requires that the old engine be scrapped. At a minimum, a hole must be drilled through the engine block and the chassis of the school bus that is being replaced must be cut in half to ensure that it will not be resold to another consumer. Crushing or shredding the bus and engine will also be acceptable scrapping methods. Other scrapping methods may be considered but will require the department's approval before they are allowed. Photographic documentation is required to show the old bus being disabled per the grant requirements prior to the release of funds from this grant opportunity. Additionally, school bus owners must afford representatives of the department to be present during the disabling process if they are selected for an award.

### **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 before they will be deemed eligible for an award.

To gain approval for an early school bus replacement, 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 period for applications funded through this RFA will begin Oct. 1, 2016. No costs incurred before this date will be reimbursable to applicants under this RFA. The project must be initiated by the applicant no later than Apr. 1, 2017. Project initiation is recognized as the issuance of the purchase order for the new school bus(es). The project must be completed with new school bus(es) purchased and old school bus(es) scrapped per the requirements of the grant by July 1, 2017.

## Section 5 RFA Amounts

The maximum amount of funding that may be applied for by an eligible entity is \$32,000 (\$16,000 per bus with a maximum of two buses per application). Applications requesting more than \$16,000 for a single bus or more than \$32,000 for two buses will not be eligible for funding. Only one application per entity will be allowed for the drawing.

The department anticipates awarding funds for ten (10) early school bus replacements (between 5 and 10 applicants depending on how many buses selected applicants include in their applications). 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 current 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, or 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 luxury 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 received by the department is July 29, 2016, at 5 p.m., Central Standard Time.** Clarification may be requested of applicants by the department if needed to determine applicant/project eligibility. The deadline for clarification requests, if requested, is Aug. 15, 2016, 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. The drawing is scheduled to occur on Aug. 19, 2016. 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. In addition, the department reserves the right to fund only a portion of the asking price 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 the package should be mailed to the following address:

Air Pollution Control Program  
P.O. Box 176  
Jefferson City, MO 65102

Applications also may be emailed to the following email address: [mark.leath@dnr.mo.gov](mailto:mark.leath@dnr.mo.gov). Include all of the required forms as attachments in the email. If submitting an application by email, use the following language in the subject line of the email: 2016 Early School Bus Replacement Application Submission. The deadline for applications to be received by the department is July 29, 2016, 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 not delivered via email. It is an applicant's responsibility to ensure that an application was received by the department by the deadline. Applicants can expect to get a confirmation email from the department that confirms receipt of applications submitted.

Applicants must fill out the accompanying 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 along with the application that proves 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.

Questions regarding this RFA may be directed to Mark Leath in writing at the address above or by email to the following address: [mark.leath@dnr.mo.gov](mailto:mark.leath@dnr.mo.gov). In the subject line of the email use the following language: 2016 Early School Bus Replacement RFA Question. Please include a return mailing or email address where you would like the answer to your question sent. Please allow at least 1-2 weeks for an email response and at least 2-3 weeks for a written 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. The subgrant agreement will outline all of the terms and conditions associated with the acceptance of funds. Subjects included 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.