



**Request for Proposals
Diesel Emission Reduction Act Grant for Bexar County**

RFP Release	Monday, March 13, 2023 at 10:00 a.m.
Pre-Bid Conference	Tuesday, March 21, 2023 at 1:00 p.m.
Deadline to Submit Questions	Friday, March 24, 2023 at 5:00 p.m.
Response to Questions Posted	Tuesday, March 28, 2023 at 5:00 p.m.
RFP Responses Due	Friday, March 31, 2023 at 4:00 p.m.

Submission Address

Debbie Ugarte
Contracts and Procurement Manager
Alamo Area Council of Governments
2700 NE Loop 410, Suite 101
San Antonio, TX 78217
Phone: 210-362-5302
Email: dugarte@aacog.com

Web Links:

<https://www.aacog.com/bids.aspx>
<https://www.txsmartbuy.com/esbd>

RFP Acknowledgement Form and Pre-Bid Conference Invitation

(Complete & submit upon receipt to receive details on Pre-Bid Conference Tuesday, March 21, 2023 at 1:00 p.m.)

Request for Proposal: Subrecipient selection for Bexar County Diesel Emission Reduction Act

Please fill out and email this page to Debbie Ugarte, AACOG Contracts and Procurement Manager, at dugarte@aacog.com upon receipt of this Request for Proposals (RFP) document; or return by mail to the address listed on the cover page.

Please check one:

- ☐ Yes, I will be able to send a response based on the RFP packet received by email.
- ☐ Yes, I will be able to send a response based on the RFP packet obtained from AACOG website.
- ☐ No, I will not be able to send a response to the RFP for the following reason:

- ☐ However, please keep me active to receive future opportunities.

Proposer Information:

Date: _____

Company: _____

Name: _____

Address: _____

City:		State:		Zip:	
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Phone: _____ Fax: _____

Email: _____

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1. GENERAL INFORMATION

1.1 Background

The Alamo Area Council of Governments (AACOG) was established in 1967 as a political subdivision of the State of Texas, under Chapter 391 of the Local Government Code, for the purpose of orderly planning and development of the Alamo Region. AACOG currently serves a 13-county area including Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson Counties. Its member Governments are comprised of counties, cities, school districts and special purpose districts. AACOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating sound regional development. It is AACOG's policy to treat all persons, potential members, vendors, Contractors, subcontractors, providers, suppliers, and others fairly, equitable, in a nondiscriminatory manner.

Since 1999 AACOG has administered the Alamo Area Clean Cities Coalition, whose mission is to promote environmental sustainability, economic growth, and energy independence through the adoption of alternative transportation fuels and other transportation energy reduction strategies. The up-front cost of purchasing alternative fuel vehicles is one of the most ubiquitous barriers to their adoption, and many incentives exist at the local, state, and Federal levels to help bring that cost to parity with their diesel or gasoline counterparts. The U.S. Environmental Protection Agency (EPA) is authorized under Diesel Emission Reduction Act (DERA) to offer funding assistance to accelerate the upgrade and turnover of legacy diesel fleet. DERA National Grants promote an array of diesel emission reduction strategies by working with manufacturers, fleet operators, air quality professionals, environmental and community organizations and state and local officials to address the varying priorities of different regions and sectors.

1.2 Purpose

Reducing emissions from diesel engines is one of the most important air quality challenges facing the country. Despite EPA's diesel engine and fuel standards for new engines, the nearly ten million legacy diesel engines already in use continue to emit large amounts of NO_x and PM_{2.5}, which contribute to serious public health problems, including asthma, lung cancer and various other cardiac and respiratory diseases. These problems result in thousands of premature deaths, millions of lost work days, and numerous other negative health impacts every year. Poor air quality poses similar health problems for Bexar County, in addition to regulatory burdens as a result of its

ozone nonattainment status. Past AACOG modeling studies suggest that mobile source emissions are the largest contributor to local ozone production.

DERA grants provide funding to eligible recipients so that they may implement programs which incentivize and accelerate the upgrading or retirement of the legacy diesel fleet. Eligible activities include the retrofit or replacement of existing diesel engines, vehicles and equipment with EPA and California Air Resources Board (CARB) certified engine configurations and verified retrofit and idle reduction technologies. DERA grants cannot fund research and development and DERA grants cannot fund technology demonstration, commercialization, certification or verification. DERA supports environmental justice by prioritizing emissions reductions in areas receiving disproportionate impacts from diesel fleets to provide an environment where all people enjoy the same degree of protection from environmental and health hazards.

In 2020 AACOG was awarded \$321,478 from the EPA 2020 DERA National Grants program to incentivize replacing old diesel vehicles or equipment with newer, cleaner models. The original subrecipient identified in the proposal narrative is no longer able to commit to the project, and a replacement must be selected with EPA approval as close as possible to the original project scope. Two diesel terminal tractors for use in a goods movement facility were slated to be replaced with electric models, and the diesels destroyed and documented per EPA standards. The award was not to exceed 45% of the total project cost based on the fuel and vehicle type of the replacement, as defined in the 2020 DERA National Grants Request for Applications (RFA).

1.3 Contract Information

- 1.3.1 Funding Source - This project is funded through a Cooperative Agreement between AACOG and the EPA under its 2020 DERA National Grants Program. AACOG is serving as the pass-through entity for these Federal funds, which will cover no more than 45% of the total eligible project costs.
- 1.3.2 Applicant Eligibility - Eligible applicants can be any legal entity operating diesel nonroad or highway medium-and heavy-duty vehicles or equipment within Bexar County who meets all program requirements in Section 2.
- 1.3.3 Project Timeline - The project end date identified in the Cooperative Agreement is August 31, 2023. It is AACOG's intent to have grant-funded equipment operational by then, but will work with EPA to negotiate an extension in the event of supply chain challenges or other delays in deployment. AACOG makes no guarantee that EPA will allow an extension.

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1.3.4 Type of Contract - If the applicant selected for award is a governmental entity, they will enter into an interlocal agreement with AACOG; all other entities will enter into a subrecipient agreement. The proposal response will serve as the contractual scope of work.

1.3.5 Contract Payment - The selected applicant must adhere to all program requirements outlined in Section 2, including proper documentation of old vehicle or equipment disposal, before receiving payment. Payment is not to exceed the lesser of \$321,478, or 45% of total eligible project costs.

1.4 Award Information

1.4.1 AACOG will award a maximum of \$321,478 and anticipates making a single award to one applicant, selected through a competitive scoring process. Vehicle or equipment purchases must be made by June 30, 2023. If you anticipate being unable to meet that deadline, an extension may be granted upon EPA approval. This funding may only cover up to 45% of eligible project costs.

1.4.2 The funding for the selected project will be provided in the form of a subrecipient agreement, with AACOG serving as the pass-through entity for Federal funds. Pass-through entities make subawards to other organizations to carry out a portion of the Federal award under terms that establish a financial assistance relationship to accomplish a public purpose that is authorized under a Federal program. Subrecipients only receive reimbursement for their actual direct or approved indirect costs, and as such they do not receive "profit" from the transaction. Subrecipients are subject to all Federal grant requirements that apply to the pass-through entity (AACOG).

1.5 Submission Information

1.5.1 Response deadline – The Request for Proposal (RFP) will be released on Monday, March 13, 2023. Proposals must be submitted by March 31, 2023.

1.5.2 Response methods – Respondents who mail a proposal will be sent a copy of the receipt form upon request. Proposals may be hand-delivered prior to the

stated deadline between 8:00 a.m. and 5:00 p.m. Monday through Friday or mailed to the following address:

AACOG
Procurement Department
2700 NE Interstate 410 Loop, Suite 101
San Antonio, TX 78217

Proposals submitted by mail, courier or overnight mail services will be received Monday through Friday at the above address, but no later than March 31, 2023. Faxed proposals will not be accepted. Modifications or amendments to a proposal must comply with the requirements and are subject to the response deadline. A respondent may withdraw a proposal at any time during the procurement process by submitting a written request to:

Debbie Ugarte
Contract and Procurement Manager
Procurement Department
2700 NE Interstate 410 Loop, Suite 101
San Antonio, TX 78217
dugarte@aacog.com

- 1.5.3 Technical Assistance – AACOG will accept questions submitted via electronic mail until **Friday, March 24, 2023 at 5:00 p.m.** An Addendum to the RFP, to include all questions received, will be posted to the AACOG website and the Electronic State Business Daily website by **5:00 p.m. on March 28, 2023.** No other representative of AACOG is allowed to accept or respond to questions related to this solicitation other than:

Debbie Ugarte
Contracts and Procurement Manager
Alamo Area Council of Governments
Procurement Department
2700 NE Interstate 410 Loop, Suite 101
San Antonio, TX 78217
duguarte@aacog.com

- 1.5.4 Contact with AACOG – During the period between the date AACOG issues this RFP and the date of proposal selection, if any, Respondents shall restrict all contact with AACOG and direct all questions regarding this RFP, including questions regarding terms and conditions, only to the individual identified above in Section 1.5.2 Do not contact members of the Board of Directors, other employees of AACOG or any of AACOG's agents or administrators. Contact

with any of these prohibited individuals after issuance of this RFP and before selection is made, may result in disqualification of the Respondent. The communications prohibition shall terminate when the subaward agreement is executed by the Respondent and AACOG.

Prohibited communications includes direct contact, discussion, or promotion of any Respondent's proposal with any member of AACOG's Board of Directors or employees except for communications with AACOG's designated representative as set forth in this RFP and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Respondents, assure that decisions are made in public, and to protect the integrity of the RFP process. Except as provided in stated exceptions, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- Communications between a potential Contractor, service provider, bidder, respondent, lobbyist or consultant and any member of AACOG's Board of Directors.
- Communications between any director and any member of a selection or evaluation committee.
- Communications between any director and administrator or employee.

The communications prohibition shall not apply to the following:

- Communications with AACOG's purchasing agent specifically named and authorized to conduct and receive such communications under this RFP or upon the request of AACOG, with AACOG's general counsel.
- Presentations made to the Board of Directors during any duly noticed public meeting.
- Nothing contained herein shall prohibit any person or entity from publicly addressing AACOG's Board of Directors during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFP or in connection with a presentation requested by AACOG's representatives.

- 1.5.5 Proprietary Information and the Public Information Act – Because the award will be made by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If a Respondent believes that its response, or parts of its response, may be exempted from disclosure, the Respondent must specify page-by-page and line-by-line the parts of the response it believes are exempt. In addition, the Respondent must

specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Texas Office of Attorney General (OAG). AACOG must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Respondent are not acceptable. AACOG must comply with the opinions of the OAG. AACOG assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information. After completion of award, these documents will be available for public inspection.

2. SUMMARY OF PROGRAM REQUIREMENTS

AACOG is soliciting proposals for projects that achieve significant reductions in diesel emissions within Bexar County through **vehicle or equipment replacement with zero-tailpipe emission power source**. Proposals will be scored in part based on how closely the application matches the original project scope. The proposed project scope must also receive EPA approval before final selection. A description of 2020 DERA National Grants RFA eligibility requirements that are most relevant to the original project scope are described below.

2.1 Eligible Diesel Vehicles and Equipment to be Replaced

2.1.1 Nonroad equipment or vehicles will receive the highest priority for consideration of award. These include diesel powered equipment and vehicles used in construction, handling of cargo (including at ports and airports), agriculture, mining, or energy production (including stationary generators and pumps). Eligible nonroad equipment includes transport refrigeration units (TRUs). Please see the TRU Factsheet found at www.epa.gov/cleandiesel/clean-diesel-national-grants#rfa for information on TRUs and eligible TRU projects.

2.1.2 In the absence of qualifying nonroad equipment or vehicles, highway diesel vehicles may be considered for selection with EPA approval. These include

diesel powered school buses of Type A, B, C and D; diesel powered medium- and heavy-duty transit buses; and diesel powered medium- and heavy-duty highway vehicles with gross vehicle weight rating (GVWR) between Class 5 and Class 8 (16,001 or greater lbs.). Eligible heavy-duty trucks include drayage trucks. A “drayage truck” means any Class 8 highway vehicle operating on or transgressing through port or intermodal rail yard property for the purpose of loading, unloading or transporting cargo, such as containerized, bulk or break-bulk goods. If an application for the replacement of drayage trucks is selected for funding, the grant recipient will be required to establish guidelines to ensure that any existing truck replaced with grant funds has a history of operating on a frequent basis over the prior year as a drayage truck, and to ensure any new truck purchased with grant funds is operated in a manner consistent with the definition of a drayage truck, as defined above. Sample drayage truck guidelines can be found at: www.epa.gov/cleandiesel/clean-diesel-national-grants#rfa.

2.2 Eligible Diesel Emissions Reduction Solutions

- 2.2.1 Vehicle and Equipment Replacements - Nonroad and highway diesel vehicles and equipment can be replaced with newer, cleaner vehicles and equipment. Eligible replacement vehicles and equipment include those powered by zero tailpipe emissions power sources (grid, battery or fuel cell). Zero tailpipe emissions vehicles and equipment do not require EPA or CARB certification.

2.3 Project Eligibility Criteria

Existing and new vehicles and technologies must meet the eligibility criteria defined below to be eligible for funding. Diesel nonroad vehicles being replaced must have engines certified to Tier 3 or earlier. Replacement vehicles must be battery electric- or hydrogen fuel cell-powered. Only Zero Emission replacements are eligible for award under this solicitation and are indicated in green in Table 1 and Table 2.

Table 1: Nonroad Engine Project Eligibility

Current Engine Tier	Vehicle/Equipment Replacement: EMY 2020+					Verified Retrofit
	Compression Ignition			Spark Ignition	Zero Emission ¹	
	Tier 0-2	Tier 3-4i	Tier 4	Tier 2		
Unregulated-Tier 2	No	Yes	Yes	Yes	Yes	Yes
Tier 3	No	No	Yes	Yes	Yes	Yes
Tier 4	No	No	No	No	No	No

Table 2: Medium and Heavy-Duty Truck, Transit Bus, and School Bus Project Eligibility

Current Engine Model Year (EMY)	DOC +/- CCV	DPF	SCR	Verified Idle Reduction, Tires, or Aero-dynamics	Vehicle or Engine Replacement: EMY 2018+ (2014+ for Drayage)	Vehicle or Engine Replacement: EMY 2018+ Zero Emission ²	Clean Alternative Fuel Conversion
2006 or older	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2007 - 2009	No	No	Yes	Yes	Yes	Yes	Yes
2010 & newer	No	No	No	Yes	No	Yes	Yes

2.4 Eligible and Ineligible Project Costs

Eligible project costs are those costs directly related to the purchase of new vehicles or equipment, associated charging infrastructure, and operator training. The following list of eligible project costs is not exhaustive. See Section 2.10 for additional funding restrictions.

- 2.4.1 Eligible project costs include the purchase price of eligible vehicles and equipment as defined above in Section 2.2 and 2.3. These costs are subject to the mandatory cost share requirements defined in Section 2.10.
- 2.4.2 Eligible project costs can include mechanic/driver training related to the maintenance and operation of new technologies.
- 2.4.3 Eligible costs for battery electric powered vehicle and equipment replacement projects can include the purchase and installation of one charging unit per

¹ Eligible fuel cell projects are limited to hydrogen fuel cell equipment replacements for eligible terminal tractors/yard hostlers, stationary generators, and forklifts.

² Eligible fuel cell projects are limited to hydrogen fuel cell engine replacements for eligible urban transit buses, shuttle buses and drayage trucks, and hydrogen fuel cell engine replacements for eligible urban transit buses, shuttle buses, and drayage trucks.

vehicle, including the unit and charging cable, mount and/or pedestal. These costs are subject to the mandatory cost share requirements defined in Section 2.10.

- 2.4.4 Ineligible costs include power distribution to the pedestal, electrical panels and their installation, upgrades to existing electrical panels or electrical service, transformers and their installation, wiring/conduit and its installation, electricity, operation and maintenance, stationary energy storage systems that power the equipment (e.g. batteries) and their installation, and on-site power generation systems that power the equipment (e.g., solar and wind power generation equipment) and their installation.
- 2.4.5 Eligible costs for grid electric powered engine and equipment replacement projects can include the purchase and installation of certain equipment required for power delivery directly related to the new equipment. Eligible costs include design and engineering, electrical panels, upgrades to existing electrical panels or electrical service, transformers, wiring/conduit, and installation. These costs are subject to the mandatory cost share requirements defined in Section 2.10.
- 2.4.6 Ineligible costs include power distribution to the property line, electricity, operation and maintenance, stationary energy storage systems that power the equipment (e.g., batteries) and their installation, and on-site power generation systems that power the equipment (e.g., solar and wind power generation equipment) and their installation.
- 2.4.7 Ineligible activities: If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding. For example, proposals that do not include one or more of the eligible diesel vehicles, engines and equipment or eligible diesel emissions reduction solutions as defined in this Section, are not eligible and will not be reviewed.

2.5 Ownership, Usage and Remaining Life Requirements

- 2.5.1 The existing vehicle or equipment must be fully operational. Operational equipment must be able to start, move in all directions, and have all necessary parts to be operational.

- 2.5.2 The applicant must currently own and operate the existing vehicle or equipment and have owned and operated the vehicle during the twenty-four months prior to upgrade.
- 2.5.3 The existing vehicle or equipment must have at least three years of remaining life at the time of upgrade. Remaining life is the fleet owner's estimate of the number of years until the unit would have been retired from service if the unit were not being upgraded or scrapped because of the grant funding. The remaining life estimate is the number of years of operation remaining even if the unit were to be rebuilt or sold to another fleet. The remaining life estimate depends on the current age and condition of the vehicle at the time of upgrade, as well as things like usage, maintenance and climate.
- 2.5.4 To be eligible for funding, nonroad engines must operate at least 500 hours during each twelve-month period for the twenty-four months prior to upgrade. The engine operating hours of two units may be combined to reach this threshold where two units will be scrapped and replaced with a single unit. For agricultural pumps to be eligible for funding, they must operate at least 250 hours during each twelve-month period for the twenty-four months prior to upgrade.
- 2.5.5 Highway Usage: To be eligible for funding, the existing vehicle must have accumulated at least 7,000 miles during each twelve months during the twenty-four months prior to upgrade. Vehicle mileage may be combined to reach this threshold where two vehicles will be scrapped and replaced with a single vehicle.
- 2.5.6 The applicant must attest to each criterion in 2.5.1 - 2.5.5 above in a signed eligibility statement which includes each vehicle make, model, year, vehicle identification number, odometer/usage meter reading, engine make, model, year, horsepower, engine ID or serial number, and vehicle/equipment registration/licensing number and state. This documentation is required as part of programmatic reporting to verify the eligible use of grant funds. A sample eligibility statement may be found at www.epa.gov/cleandiesel/clean-diesel-national-grants#rfa.

2.6 DERA Programmatic Priorities

- 2.6.1 Priority Location – Areas of Poor Air Quality: Because priority for funding under DERA is given to vehicles, engines and equipment operating in areas designated as having poor air quality, the geographic area of eligibility is restricted to Bexar County because of its moderate ozone nonattainment

designation under the 2015 ozone National Ambient Air Quality Standard. Vehicles or equipment proposed for funding must be operated a majority of the time in Bexar County.

2.6.2 Priority Location – Goods Movement Facilities: DERA prioritizes projects based on whether the vehicles or equipment targeted for diesel emissions reductions are located at, or service, goods movement facilities as defined below. Applicants should include the name of the specific port, airport, rail yard, terminal, or distribution center where the affected vehicles operate.

- Ports - places alongside navigable water with facilities for the loading and unloading of passengers and/or cargo from ships, ferries, and other vessels
- Airports - places where aircraft operate that have paved runways and terminals which include cargo, baggage and/or passenger-movement operations
- Rail Yards - places where trains originate or terminate, or where they are distributed or combined
- Terminals - freight and passenger stations at the end of carrier lines, or that serve as junctions at any point with other lines, that have facilities for the handling of freight and/or passengers
- Distribution Centers - facilities that perform consolidation, warehousing, packaging, decomposition and other functions linked with handling freight, often in proximity to major transport routes or terminals, and which generate large amounts of truck traffic

2.6.3 Benefits to the Community: Under DERA, priority for funding is given to projects which address the needs and concerns of affected communities, especially any communities or populations that have faced or are facing environmental justice concerns and/or health disparities. The term “affected communities,” means communities, populations, groups, and other interested parties that are affected by the health, environmental and/or other issues that the project is intended to address. The term “environmental justice concerns,” generally relates to issues that have resulted in some minority, low-income, or tribal and indigenous communities being more adversely, disproportionately and/or historically impacted by environmental issues and problems than other communities because of geography, poverty, income levels and similar types of factors. “Health disparities” are preventable differences in the burden of disease, injury, violence, or opportunities to achieve optimal health that area experienced by socially disadvantaged populations.

The extent that a project will maximize public health benefits depends on the population, community, or group that will experience improvements in air quality due to the project, and the amount of emissions reductions that will take place. Proposals should therefore describe the population, community, or group that will be affected by the project, and how they will directly benefit from emissions reductions that will result from the project. Proposals that can demonstrate how they will directly benefit communities with environmental justice concerns may be evaluated more favorably than others that do not. Proposals that include both qualitative descriptions and quantitative estimates of current conditions and project-related benefits may be evaluated more favorably than others that do not.

Potential data sources for describing existing health disparities present in a community may include:

- Health statistics from public health agencies documenting elevated rates of death or disease within an area, compared to other areas.
- Information on an area's population describing limited access to health insurance coverage, access to and use of care, and quality of care that cannot be explained by variations in underlying health needs or treatment recommendations.
- Statistical estimates of life expectancy at birth, indicative of reduced life expectancy within a given area, relative to the surrounding region.
- Specific data sources include:
 - Estimates of life expectancy at birth for census tracts within the U.S. National Center for Health Statistics' U.S. Small-area Life Expectancy Estimates Project (USALEEP - www.cdc.gov/nchs/nvss/usaleep/usaleep.html)
 - The Institute for Health Metrics and Evaluation's "USA Health Map," including county-level trends in rates of death, disease, and risk factors (www.healthdata.org/data-visualization/us-health-map)

Factors potentially indicating disproportionate impacts to communities with environmental justice concerns include, but are not limited to:

- Differential proximity and exposure to environmental hazards;
- Greater susceptibility to adverse effects from environmental hazards (due to genetic predisposition, age, chronic medical conditions, lack of health care access, or poor nutrition);
- Unique environmental exposures because of practices linked to cultural background or socioeconomic status (e.g., subsistence fishing or farming);

- Cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to language barriers, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and
- Degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.

2.6.4 Community Engagement and Partnerships: Priority for funding is given to projects which engage affected communities with respect to the design and performance of the project and which obtain support from project partners to more effectively perform the project. Proposals will be evaluated based on the extent and quality of the applicant's efforts and plans to incorporate input from affected communities throughout the design and performance of the project. Community engagement and partnership efforts should include various organizations representing a broad spectrum of the community; examples include local residents as well as grassroots, neighborhood, school, faith-based, city council, business, local government, and other organizations. Proposals with letters of commitment that demonstrate strong, long-term involvement throughout the project from a variety of project partners may be evaluated more favorably than others.

2.6.5 Project Sustainability: Projects which can demonstrate the ability of the applicant to promote and continue efforts to reduce emissions after EPA funding for this project has ended will be evaluated more favorably than those that do not. Specifically, proposals will be evaluated on whether the respondent:

- Has existing policies or new commitments to adopt idle-reduction policies, adopt contract specifications requiring the use of cleaner, more efficient vehicles and equipment, complete an up-to-date mobile source equipment inventory, or adopt other strategies to promote and continue efforts to reduce diesel emissions.
- Has a publicly available baseline mobile source emission inventory for PM_{2.5} and/or NO_x that was completed after 2016 or commit to completing one before the end of the project period.
- Has a publicly available plan to reduce mobile source emissions that includes specific PM_{2.5} and/or NO_x emission targets that was completed after 2016 or commit to completing one before the end of the project period.
- Has established or commit to establishing before the end of the project period, a clear point of contact in a public platform (e.g., newsletter,

website) for community issues and complaints (specific to air quality or broader) and a publicly documented policy or process for getting community input on operations and projects that impact air quality. The process could be recent (within a year) or upcoming (before the end of the project period) meetings and/or a policy or process to otherwise get input (e.g., a standing citizens advisory committee).

2.7 Linkage to EPA Strategic Plan

The activities to be funded under this announcement must support EPA's FY 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1, "A Cleaner, Healthier Environment," Objective 1.1, "Improve Air Quality." Under this objective, EPA will "Work with states and tribes to accurately measure air quality and ensure that more Americans are living and working in areas that meet high air quality standards." Applicants must explain in their application how their project will further this objective.

Please read EPA's FY 2018-2022 Strategic Plan www.epa.gov/planandbudget/strategicplan for more information.

2.8 Outputs & Outcomes

Grant applicants must adequately describe environmental outputs and outcomes to be achieved.³ Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the priorities described above. Specifically, the proposed activities must reduce emissions from diesel fleets, thereby reducing local and regional air pollution of criteria pollutants and air toxics.

2.8.1 Outputs: The term "output" means an environmental activity, effort and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected outputs from the projects to be funded under this announcement include, but are not limited to:

- Number of replaced or retrofitted vehicles/equipment; and/or

³ EPA Order 5700.7A1, Environmental Results under Assistance Agreements available online: www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf

- Hours of idling reduced.

Other potential outputs may include, but are not limited to:

- Engaging affected communities with respect to the design and performance of the project;
- The project's inclusion in a broader-based environmental or air quality plan;
- The implementation of contract specifications requiring the use of cleaner vehicles and equipment;
- A documented commitment to continue to identify and address air quality issues in the affected community;
- Establishing a clear point of contact in a public platform for community issues and complaints;
- A publicly documented policy or process for getting community input on operations and projects that impact air quality;
- Adoption of an idle reduction policy;
- The completion of a baseline mobile source emission inventory for PM_{2.5} and or NO_x;
- Providing support to clean diesel coalitions by sharing information, working with interested fleets, and addressing specific geographic needs;
- Number of subawards; and/or
- Dissemination of project/technology information via list serves, websites, journals and outreach events.

2.8.2 Outcomes: The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must also be quantitative. They may not necessarily be achievable within an assistance agreement funding period. Applicants should follow the instructions in Appendix A of this solicitation for calculating emissions reductions and cost effectiveness.

Expected outcomes from the projects to be funded under this announcement include, but are not limited to:

- Tons of pollution reduced over the lifetime of the vehicles, engines, or equipment, specifically:
 - Fine particulate matter (PM_{2.5}),
 - Nitrogen oxides (NO_x),
 - Carbon monoxide (CO) and carbon dioxide (CO₂), and/or

- Volatile organic compounds (VOCs).
- Tons of pollution reduced annually;
- Lifetime total project cost effectiveness for NO_x and PM_{2.5};
- Lifetime capital cost effectiveness for NO_x and PM_{2.5};
- Net reduction in gallons of diesel fuel used;
- Benefits to the communities affected by the project, including improvements to human health and the environment, the local economy, social conditions, and the welfare of residents in such communities.

Other potential outcomes may include, but are not limited to:

- Community engagement and partnership;
- Improved ambient air quality;
- Health benefits achieved;
- Changes in driver behavior regarding idling practices;
- An increased understanding of the environmental or economic effectiveness of the implemented technology;
- Increased public awareness of project and results;
- Widespread adoption of the implemented technology;
- Demonstration and deployment of zero and near-zero emission vehicles and engines; and/or
- Emissions reductions along freight transportation corridors.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short term and longer term results the project will achieve?
- How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

2.9 Performance Measures

The applicant should develop performance measures they expect to achieve through the proposed activities and describe them in their application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful processes and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will directly relate to the project's outcomes and outputs described in Section 2.8, including but not limited to:

- Oversight of project partners, subrecipients, and/or contractors and vendors;

- Tracking and reporting project progress on expenditures, purchases, and other fiscal activities;
- Tracking and reporting actual accomplishments versus proposed outputs/outcomes and proposed timelines/milestones;
- Tracking and reporting project progress on installations/replacements by maintaining an accurate project fleet description; and
- Measuring and reporting on outcomes by maintaining an accurate project fleet description and using EPA's diesel emissions quantifier. Efforts should be made to track, measure and report the actual vehicle miles traveled, hours of use/operation, and fuel use for all vehicles and equipment involved in the project.

2.10 Cost Sharing & Other Funding Restrictions

For the type of project defined in the original scope of work (Vehicle or Equipment Replacement with Zero-tailpipe Emission Power Source), the maximum Federal cost share is 45% of the entire project eligible costs. The applicant will be required to pay a remaining Mandatory cost share of the amount not covered by the Federal share. To satisfy DERA requirements, a letter of commitment will be required as part of the application that the applicant will provide the Mandatory cost share of no less than 55% of the total project eligible cost. The amount of Federal funding requested in an application must not exceed \$321,478.

2.10.1 Additional Cost Share: To cover the administrative costs of applying for DERA funding and administering the grant, an additional cost share of 5% of the Mandatory cost share shall be paid to AACOG. This will be treated as Voluntary cost share, as described in the original 2020 DERA National Grants RFA.

2.10.2 No funds awarded under this solicitation shall be used for matching funds for other federal grants unless expressly authorized by statute. Likewise, a recipient may not use federal funds as cost share funds for projects under this solicitation, including funds received under EPA's State Clean Diesel Emissions Reduction Programs and federal Supplemental Environmental Project (SEP) funds.

2.10.3 Except for eligible pre-award costs as defined in 2 CFR 200.458 and as authorized by 2 CFR 200.309 and 2 CFR 1500.8, no funds awarded under this solicitation shall be used to cover expenses incurred prior to the project period set forth in any assistance agreement funded under this solicitation. Additionally, except for eligible pre-award costs as defined above, expenses incurred prior to the project period set forth in any assistance agreement funded under this solicitation are not eligible as a cost share.

- 2.10.4 No funds awarded under this solicitation shall be used for emissions testing and/or air monitoring activities (including the acquisition cost of emissions testing equipment), or research and development.
- 2.10.5 No funds awarded under this solicitation 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.
- 2.10.6 No funds awarded under this solicitation shall be used for leasing vehicles, engines or equipment. If financing is necessary, the purchase must be financed with a conventional purchase loan.
- 2.10.7 No funds awarded may be used to fund emission reductions mandated by federal statute. The restriction applies when the mandate takes effect (the effective date) for any affected vehicles, engines or equipment. This restriction does not apply to a mandate in a State Implementation Plan (SIP) approved by the EPA Administrator under the Clean Air Act. Voluntary or elective emissions reduction measures shall not be considered “mandated,” regardless of whether the reductions are included in the SIP.
- 2.10.8 Funding under this solicitation cannot be used for the purchase of vehicles, engines, or equipment to expand a fleet. Engine, vehicle, and equipment replacement projects are eligible for funding on the condition that the following criteria are satisfied:
- The replacement vehicle, engine, or equipment will continue to perform similar function and operation as the vehicle, engine, or equipment that is being replaced.
 - The cost of optional components or “add-ons” that significantly increase the cost of the vehicle may not be eligible for funding under the grant; the replacement vehicle should resemble the replaced vehicle in form and function.
 - The replacement vehicle, engine, or equipment will be of similar type and gross vehicle weight rating or horsepower as the vehicle, engine, or equipment being replaced.
 - For nonroad vehicles or equipment, horsepower increases of more than 40 percent will require specific approval by EPA prior to purchase, and the applicant may be required to pay the additional costs associated with the higher horsepower equipment.
 - For highway vehicles, the replacement vehicle must not be in a larger weight class than the existing vehicle (Class 5, 6, 7, or 8). Exceptions

may be granted for vocational purposes and will require specific EPA approval prior to purchase.

2.11 Disposal & Scrappage Requirements

The vehicle or equipment being replaced must be scrapped or rendered permanently disabled within ninety (90) days of being replaced.

2.11.1 If a 2010 engine model year (EMY) or newer vehicle is replaced, the 2010 EMY or newer vehicle may be retained or sold if the 2010 EMY or newer vehicle will replace a pre-2009 EMY vehicle, and the pre-2009 EMY vehicle will be scrapped. It is preferred that the scrapped unit currently operates within the same project location(s) as the 2010 EMY or newer vehicle currently operates, however alternative scenarios will be considered. All existing and replacement vehicles are subject to the funding restrictions in this section of the RFA. All equipment must operate within the United States. Under this scenario, a detailed scrappage plan must be submitted and will require prior EPA approval.

2.11.2 If a Tier 2 or Tier 3 nonroad vehicle or equipment is replaced, the units may be retained or sold if they will replace a similar, lower Tiered unit, and the lower Tiered unit will be scrapped. It is preferred that the scrapped unit currently operates within the same project location(s) as the original Tier 2 or 3 unit currently operates, however alternative scenarios will be considered. All equipment must operate within the United States. Under this scenario, a detailed scrappage plan must be submitted and will require prior EPA approval.

2.11.3 Cutting a three-inch-by-three-inch hole in the engine block (the part of the engine containing the cylinders) is the preferred scrapping method. Other acceptable scrappage methods may be considered and will require prior EPA approval.

2.11.4 Disabling the chassis may be completed by cutting through the frame/frame rails on each side at a point located between the front and rear axles. Other acceptable scrappage methods may be considered and will require prior written approval from the EPA project officer.

2.11.5 Evidence of appropriate disposal is required in a final assistance agreement report submitted to EPA. Participating fleet owners must attest to the appropriate disposal in a signed scrappage statement. A sample scrappage statement may be found at www.epa.gov/cleandiesel/clean-diesel-national-grants#rfa. The scrappage statement must include:

- Vehicle owner's name and address;

- Vehicle make, vehicle model, vehicle model year, VIN, odometer reading or usage meter reading, engine make, engine model, engine model year, engine horsepower, engine ID or serial number, as applicable;
- Name, address, and signature of dismantler;
- Date engine and/or vehicle/equipment was scrapped;
- Statement attesting to scrapping of vehicle/engine as defined above;
- Signature of participating fleet owner.
- Digital photos as follows:
 - Side profile of the vehicle, prior to disabling;
 - VIN tag or equipment serial number;
 - Engine label (showing serial number, engine family number, and engine model year);
 - Engine block, prior to hole;
 - Engine block, after hole (must show;
 - Cut frame rails or other cut structural components, as applicable;
 - Others, as needed.
- 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 disabled engines, disabled vehicles, disabled equipment, or parts are to be sold, program income requirements apply.

3. SUBMITTAL INSTRUCTIONS

The applicant will prepare a narrative in PDF or Microsoft Word format that addresses all components described below.

Instructions: The project narrative must substantially comply with the instructions, format and content defined below. It must also address the evaluation criteria in Section 2 of this solicitation.

The project narrative, including the cover page, work plan, and budget detail as described below, must not exceed a maximum of 10 single-spaced typewritten pages. Pages in excess of the 10-page limit will not be considered. Do not use less than 10-point font.

Cover Page: It is recommended that the cover page does not exceed one page. The cover page must include the following information:

- Project Title
- Applicant Information
 - Applicant (Organization) Name
 - Address (Street, City, State, Zip)
 - Office Phone and Fax Numbers

- Contact Name, Email address and Website (if applicable)
- DUNS number
- Eligible Entity: Using the criteria outlined under Section 2 of this solicitation, in a couple sentences, explain how your project is eligible.
- Budget Summary: Summarize the information in the budget detail portion of this Project Narrative

EPA Funding	Voluntary Cost Share	Mandatory Cost Share	Total Project Cost

- Project Location: Briefly describe the primary area(s) where the affected vehicles or engines operate.
- Short Project Description: Briefly describe your project using the sector(s) and corresponding target fleet type(s) from the following lists. Include the number of affected vehicles and the type of emission upgrade(s). Example descriptions: School Bus: Retrofit 40 school buses with DPFs; Construction: Replace the engines in 10 excavators with Tier 4 diesel engines; Freight: Install DPFs and bunk heaters on 20 Class 8 long-haul trucks; Port: Replace the engines in 2 ship to shore gantry cranes with grid electric power.

<u>Sectors</u>	<u>Target Fleets</u>
<ul style="list-style-type: none"> • Agriculture • Airport • Construction • Freight (non-port goods movement) • Industrial (non-port material handling, other) • Mining • Municipal (emergency, utility) • Port • School Bus • Transit (non-port) 	<ul style="list-style-type: none"> • Generator • Locomotive (Line Haul, Passenger, Switch) • Long Haul • Marine (specify Auxiliary or Propulsion; specify Tugboat, Fishing Vessel, Crew/Work Boat, Ferry, Excursion, Harbor Craft, Container Ship, Cruise, or Other OGV) • Nonroad Equipment (specify type) • Refuse Hauler • School Bus • Short Haul (specify Class 5-8; specify Delivery, Drayage, Emergency, Utility, or Shuttle) • Transit Bus • Transport Refrigeration Unit

Work plan: Applicants must ensure that the work plan addresses the evaluation criteria in Section 3 of this solicitation by using the section and subsection numbers and headings.

Section 1. Project Summary and Approach

This section of the work plan should contain a detailed project description, including the following information:

A. VEHICLES AND TECHNOLOGIES:

- A description of the vehicles, engines and/or equipment targeted for emissions reductions, including the project eligibility factors listed in Section 2.1., and the ownership, usage and remaining life of the target engines as described in Section 2.5.
- A description of all verified and/or certified technologies to be used or funded by the applicant.
- A discussion of how the applicant has considered the available/eligible technology options for the target fleet and has arrived at the chosen diesel emissions reduction solution(s).
- Respondents must commit to using zero emission vehicle technology, as described in Section 2.3.
- Proposals which include engine replacements and vehicle/equipment replacements must include the applicant's plans for engine/vehicle/equipment scrappage.

B. TIMELINE AND MILESTONES: A detailed timeline for the project including milestones for specific tasks, such as bidding, procurement, installation and reports.

Section 2. Project Location

This section of the work plan should include a detailed discussion of the project location and include the following table. The term "project location" as used in this solicitation refers to the area(s) where the affected vehicles or engines operate. If a single application includes vehicles operating in more than one area, this section of the work plan should indicate where the vehicles operate and the amount (%) of time the vehicles typically operate in each area.

County	State	City	ZIP Code	Fleet, Types and Number of Affected Vehicles	% of Time Vehicles Spend in Area	Goods Movement 2.6.2

Instructions for table:

- In entry #1, you must enter a county, state, city and ZIP code to indicate the "primary" place of performance. Primary place of performance can indicate the location where the majority of the affected vehicles operate, or where the affected vehicles operate a majority of the time. In other words, if you had to pick a single location to represent the

project, where would it be? For port projects, primary place of performance will likely be the port's address.

- If applicable, enter additional places of performance in lines #2, #3, etc., following the instructions below. Broader project locations may be represented by entering "statewide" into the county column, or "countywide" into the city column. Additional rows may be added to the table as needed.
- County: Enter county name, if applicable, or "statewide."
- State: Enter the state name.
- City: Enter city name, if applicable, or "countywide."
- ZIP Code: Enter ZIP code, if applicable.
- Fleet, Type and Number of Affected Vehicles: Enter the name of the fleet (if applicable) and the type and number of affected vehicles that operate within the listed project location.
- % of Time Vehicles Spend in Area: Enter the estimated percentage of time the affected vehicles operated within the listed project location.
- Goods Movement: Indicate yes/no whether the affected vehicles operate at good movements facilities within the listed project location by entering the name of the specific port, airport, rail yard, terminal, or distribution center, as described in Section 2.6.2 of this solicitation.

Section 3. Benefits to the Community

This section of the work plan should include a detailed discussion of how the proposed project will address the needs and concerns of affected communities, especially any communities or populations that have faced or are facing environmental justice concerns, as described in Section 2.6.3 of this solicitation.

Section 4. Community Engagement and Partnerships

This section of the work plan should include a detailed discussion of applicant's efforts and plans for engaging affected communities with respect to the design and performance of the project, as described in Section 2.6.4 of this solicitation.

Section 5. Project Sustainability

This section of the work plan should include a detailed discussion of the applicant's ability to promote and continue efforts to reduce emissions after EPA funding for this project has ended, as described in Section 2.6.5 of this solicitation.

Section 6. Environmental Results – Outputs, Outcomes and Performance Measures

A. **OUTPUTS AND OUTCOMES:** This section of the work plan must include a discussion of the anticipated outputs and outcomes of the project, as described in Section 2.8.1 and 2.8.2 of this solicitation. Specific outputs and outcomes should be included.

Activity	Outputs	Outcomes

Please Note: Applicants must include their Diesel Emissions Quantifier (DEQ) results spreadsheet showing results and inputs as an attachment to their application. If alternative emissions reduction calculation methods are used, applicants must thoroughly describe and document their methods in an attachment to the project narrative. The inputs used for emissions calculations should match the information provided by the applicant in the applicant fleet description. For more information about DEQ, consult Appendix A.

B. **PERFORMANCE MEASURES:** In this section of the work plan applicants must describe what performance measurements, timeline of milestones, and/or other means will be used to track, measure, and report progress towards achieving the expected outputs and outcomes and how the results of the project will be evaluated, as described in Section 2.9 of this solicitation.

C. **PERFORMANCE PLAN:** In this section of the work plan applicants must describe their plan for tracking and measuring progress toward achieving the expected project outputs and outcomes, as described in Section 2.9 of this solicitation.

Section 7. Budget Description

This section of the work plan is a description of the budget and the applicant's approach to ensuring proper management of grant funds, a detailed budget narrative, as well as the itemized budget table below. An applicant's budget table and budget narrative must account for both federal funds and any non-federal funds (e.g., any mandatory or voluntary cost share if applicable).

A. **EXPENDITURE OF AWARDED GRANT FUNDS:** Applicants should provide a detailed discussion of their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. To ensure nondiscrimination in the award of contracts under EPA financial assistance agreements, the applicant must include how it will adhere to EPA's Disadvantaged Business Enterprises (DBE) regulations, which are found at 40 CFR Part 33.

B. **BUDGET NARRATIVE:**

- Description of the budget and estimated cost for each project component (vehicles, charging equipment, installation, and any other eligible costs as defined in Section 2.4).

- Description of how the applicant will use the cost share funding. Funds are subject to the regulations governing cost share fund requirements at 2 CFR Part 200. A letter of commitment to provide the cost share is required.

C. BUDGET DETAIL:

- Applicants should use the following instructions and example budget in Table 3 to complete the budget detail section of the work plan, adding or deleting additional rows as necessary to accurately reflect the proposed project budget.
- Applicants must itemize costs related to equipment, installation (labor) supplies, and other direct eligible costs, and total costs.
- The budget detail must clearly specify the amount of federal funding and the cost share amount for each category.

Equipment – Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR 200.94. The budget detail must include an itemized listing of all equipment proposed under the project. If installation costs are included in the equipment costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.

Note: If the applicant has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000 then that threshold takes precedence.

Supplies – “Supplies” means all tangible personal property other than “equipment.” The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.

Contractual – Identify each type of proposed contract and specify its purpose and estimated cost. Contractual services (including consultant services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. If installation costs are included in the contractual costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.

Other – List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost. This category should include only those types of direct eligible costs that do not fit in any of the other budget categories.

Table 3: Sample Budget Table

Line Item and Itemized Cost	Total Cost	EPA Funding (45%)	Voluntary Cost Share (5% of Mandatory)	Mandatory Cost Share (55%)
Equipment				
New Vehicle #1	\$300,000	\$135,000	\$8,250	\$165,000
New Vehicle #2	\$300,000	\$135,000	\$8,250	\$165,000
Charging Infrastructure	\$60,000	\$27,000	\$1,650	\$33,000
Total Equipment	\$660,000	\$297,000	\$18,150	\$363,000
Supplies				
Item #1				
Total Supplies				
Contractual				
Installation	\$30,000	\$13,500	\$825	\$16,500
Driver Training	\$10,000	\$4,500	\$275	\$5,500
Total Contractual	\$40,000	\$18,000	\$1,100	\$22,000
Other				
Item #1				
Total Other				
GRAND TOTAL				
	\$700,000	\$315,000	\$19,250	\$385,000

Attachments (This information does not count towards the page limit):

A. APPLICANT FLEET DESCRIPTION: **Mandatory.** The application package must contain an applicant fleet description. The purpose of the applicant fleet description is to describe in detail the specific vehicles and engines targeted for emissions reductions as well as the diesel emissions reduction solution(s) to be implemented under the proposed project. Information provided in the applicant fleet description will be used to help determine project eligibility and funding restrictions based on the criteria in Section 2, and for evaluation purposes as described below. Applicants are encouraged to use the Application Fleet Description template provided by the EPA at: <https://www.epa.gov/sites/default/files/2021-03/fy21-afd-sample.xlsx>.

Applicants must describe, to the extent possible, the fleet(s) targeted for the proposed project, including: fleet owner; publicly or privately owned; place of performance; sector; target fleet type;

on highway weight class; on highway description; quantity; vehicle identification number(s); vehicle make; vehicle model; vehicle model year; engine serial number(s); engine make; engine model; engine model year; engine tier; engine horsepower; cylinder displacement; number of cylinders; engine family name; engine fuel type; annual amount of fuel used; annual usage hours; annual miles traveled; annual idling hours; annual hoteling hours; and remaining life. Applicants must describe, to the extent possible, the diesel emissions reduction solution(s) applied to each targeted vehicle/engine, including: year of upgrade action; upgrade; upgrade cost per unit; upgrade labor cost per unit; new engine model year; new engine tier; new engine horsepower; new engine duty cycle; new engine cylinder displacement; new engine number of cylinders; new engine family name; annual idling hours reduced; annual hoteling hours reduced; and annual diesel gallons reduced. This information should be presented in a table format.

B. EMISSION REDUCTION CALCULATIONS: **Mandatory.** Applicants should follow the instructions in Appendix A of this solicitation for calculating emissions reductions and cost effectiveness. Applicants should include a printout of their diesel emissions quantifier (DEQ) results spreadsheet showing DEQ results and inputs as an attachment to their application. If alternative methods are used, applicants must thoroughly describe and document their methods in an attachment to the project narrative. Inputs used for emissions reduction calculations should match the information provided in the applicant fleet description.

C: COST SHARE COMMITMENT LETTER: **Mandatory.** Applicants must demonstrate their specific commitment to meet the proposed cost share. Letters should be addressed to AACOG and included as attachments to the application.

D. PARTNERSHIP LETTERS: **If applicable,** letters of support that demonstrate strong, long-term involvement throughout the project from a variety of project partners are encouraged. Letters should specifically indicate how project partners and supporting organizations will participate in or directly assist in the design and performance of the project, or how obtaining support from project partners will allow the applicant to more effectively perform the project. Letters should be addressed to AACOG and included as attachments to the application.

4. PROPOSAL EVALUATION

4.1 Evaluation Process

- 4.1.1 The evaluation process will consist of an initial review of responsiveness and eligibility with the criteria specified in the RFP by AACOG personnel.
- 4.1.2 All eligible proposals will be evaluated and scored by an independent team of reviewers. Proposer's qualifications will be evaluated on specific criteria outlined in Section 4.2 by reviewers using a standardized scoring matrix.

4.1.3 Responses will be determined:

- Acceptable for contract
- Deficient
- Not eligible

4.1.4 Responses determined to be deficient will be notified of deficiency and allow to reapply upon correction of deficiency.

4.1.5 By submitting a proposal, Proposer acknowledges acceptance of the proposal evaluation process, the criteria for selection, and that certain subjective judgments may be generated during evaluation.

4.2 Evaluation Criteria

Only eligible entities whose proposals meet the program requirements in Section 2 will be evaluated according to the criteria described below. Applicants must explicitly address the evaluation criteria as part of their application package submittal. Respondents are encouraged to use the sample format for the project narrative found at: www.epa.gov/cleandiesel/clean-diesel-national-grants#rfa. Each application will be rated using a point system. Proposals will be evaluated based on a total of 140 points possible.

Criteria	Points
<p><u>1. Project Summary and Approach:</u> Under this criterion, AACOG will evaluate proposals based on the extent and quality of the applicant's project summary and overall approach, specifically:</p> <p>A. (10 points) Whether the application includes a detailed project description, including information on vehicles and technologies; roles and responsibilities, and timeline and milestones. Whether the application includes a well-conceived strategy for achieving the anticipated outputs, outcomes, and performance measures associated with the project.</p> <p>C. (5 points) Whether the application sets forth a reasonable time schedule for the execution of tasks associated with the project and for achieving the project goals and objectives by project end.</p>	15
<p><u>2. Project Location:</u> Under this criterion, AACOG will evaluate proposals based on the project location, specifically whether projects are located in an Ozone or PM_{2.5} nonattainment or maintenance area, as described in Section 2.6.1; or, projects target vehicles located at, or that service, goods movement facilities such as: ports, airports, rail yards, terminals, or distribution centers, as described in Section 2.6.2.</p>	20
<p><u>3. Benefits to the Community:</u> Under this criterion, AACOG will evaluate proposals based on the quality and extent to which the application demonstrates how the proposed project will address the needs and concerns of affected communities, especially any communities or populations that have faced or are facing environmental justice concerns, as defined in Section 2.6.3.</p>	5

<p>4. Community Engagement and Partnerships: Under this criterion, AACOG will evaluate applicants based on the extent and quality of their efforts and plans for engaging affected communities with respect to the design and performance of the project and obtaining support from project partners to more effectively perform the project, as described in Section 2.6.4.</p>	5
<p>5. Project Sustainability: Under this criterion, AACOG will evaluate proposals based on whether the applicant has existing policies or new commitments to adopt idle-reduction policies, adopt contract specifications requiring the use of cleaner, more efficient vehicles and equipment, complete an up to date mobile source equipment inventory, or adopt other strategies to promote and continue efforts to reduce diesel emissions.</p>	20
<p>6. Environmental Results – Outputs, Outcomes and Performance Measures: Under this criterion, AACOG will evaluate:</p> <p>A. (10 points) The extent to which the project will achieve significant reductions in diesel emissions. Applicants should follow the instructions in Appendix A and must include a printout of their DEQ inputs and results (or alternative methods) as an attachment.</p> <p>B. (10 points) The lifetime total project cost effectiveness for PM2.5 and NOx, and the lifetime capital cost effectiveness for PM2.5 and NOx. Applicants should follow the instructions in Appendix A to calculate the cost effectiveness for PM2.5 and NOx reductions.</p> <p>C. (10 points) The extent and quality to which the applicant identifies and quantifies other expected project outputs and outcomes, including those identified in Section 2.8.</p> <p>D. (10 points) The performance measures proposed by the applicant and how they will be used to help track and measure the applicant's progress towards achieving the expected outputs and outcomes as described in Section 2.9.</p> <p>E. (5 points) The effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes as described in Section 2.9.</p>	45
<p>7. Budget: Under this criterion, AACOG will evaluate applicants based on:</p> <p>A. (10 points) Their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.</p> <p>B. (10 points) The extent and quality to which costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes.</p> <p>C. (5 points) The extent and quality to which the proposed budget provides a detailed breakout of the approximate funding used for each major activity.</p> <p>An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any required or voluntary cost share/match, if applicable, and what role Federal funding will play in the overall project.</p>	25
<p>8. Applicant Fleet Description: Under this criterion, AACOG will evaluate applicants on the extent and quality to which detailed information on the target fleet is provided in the applicant fleet description, as described in Appendix A.</p>	5
<p>Total Possible Points</p>	140

5. GENERAL INFORMATION & ADMINISTRATIVE REQUIREMENTS

5.1 Eligible Providers

- 5.1.1 AACOG expects to receive proposal statements from established and knowledgeable entities with demonstrable expertise in the tasks required. The proposer(s) selected for contract will become an approved AACOG vendor and responsible for tasks outlined in the SOW.
- 5.1.2 It is the policy of AACOG to encourage participation by small and historically underutilized businesses (HUBs), as defined in Government Code, Chapter 2161, as Contractors to AACOG. It is the goal of AACOG to include HUBs in at least ten percent (10%) of the total value of contracts awarded annually. Applicants must demonstrate how they will adhere to EPA's Disadvantaged Business Enterprises (DBE) regulations, which are found at 40 CFR Part 33.
- 5.1.3 AACOG is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a subaward will require Contractors to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The subrecipient must certify that to the best of its knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.

5.2 Appeals Process

- 5.2.1 Appeal Process Respondents not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the procurement process. Appeals must be filed within ten calendar days of receipt of notification of final action. Final action shall be considered by AACOG, at which final selection of the contractor is made. Appeals shall be directed to:

Contracts and Procurement Manager
Alamo Area Council of Governments
2700 NE Loop 410, Suite 101
San Antonio, TX 78217

- 5.2.2 The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not

be accepted. The filing of the appeal must be within the time frame identified. There is no relief accorded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing Agency procedures.

5.2.3 Respondents may NOT appeal the scoring and ranking of proposals, unless substantiated by material or relevant facts

5.2.4 Respondents may NOT appeal solely on the belief that their application is superior to the one selected for award.

5.3 Debriefing Process

Proposers not selected by this procurement process, and have elected not to file an appeal, may submit within ten (10) days of the receipt of AACOG notification of the procurement decision, a Request for Debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. AACOG shall acknowledge receipt of the Request for Debriefing in writing within ten (10) days of receipt, along with the date and time of the scheduled debriefing. The debriefing shall be scheduled as soon as possible and no later than ten (10) days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful bidders understand why they were not selected.

5.4 Other Governing Provisions

5.4.1 The proposal, if accepted, will become the basis for the contract scope of work.

5.4.2 Respondents must submit a comprehensive proposal for all services solicited. Any proposal that is not comprehensive will be deemed nonresponsive.

5.4.3 The only purpose of this RFP is to ensure uniform information in the solicitation of proposals for the procurement of identified services. This RFP is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit AACOG or to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by AACOG.

5.4.4 AACOG reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part, or its entirety.

- 5.4.5 AACOG reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFP.
- 5.4.6 AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFP.
- 5.4.7 AACOG reserves the right to waive any minor defect in the procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. AACOG will provide notifications of any changes in this RFP to all interested parties having requested or received a copy of this RFP.
- 5.4.8 AACOG reserves the right to negotiate the final terms of any and all contracts or agreements with selected proposers and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the regional area.
- 5.4.9 AACOG reserves the right to contact any individual, agency, employer or granting agencies listed in a proposal, contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.
- 5.4.10 AACOG reserves the right to conduct on-site reviews of records, systems, procedures, including credit and criminal background checks of any entity selected for funding under this RFP. This may occur either before or after the award of a contract or agreement. Any misrepresentation of the proposer's ability to perform as stated in the RFP response may result in the cancellation of any contract or agreement awarded.
- 5.4.11 AACOG reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFP if adequate funding is not received by AACOG from funding sources or due to legislative changes.
- 5.4.12 Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, proposal evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- 5.4.13 Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, proposal evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.

- 5.4.14 No officer, board member, employee, proposal evaluator, or agent of AACOG shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, is involved.
- 5.4.15 Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause a respondent's proposal to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- 5.4.16 The contents of a successful proposal will become a contractual obligation if selected for the award of a contract. Failure of a respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful proposer as a basis for release from proposed services at the stated price/cost. Any damages assessed by AACOG as a result of a successful proposer's failure to contract with AACOG may be recovered from the proposer.
- 5.4.17 A contract with a selected proposer may be withheld, at the discretion of AACOG, if issues of contract or questions of noncompliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved.
- 5.4.18 AACOG are exempt by law from paying State Sales Tax and Federal Excise Tax.
- 5.4.19 Contractor shall retain all records for a minimum period of seven (7) years after AACOG makes final payment and all other pending matters are closed. This requirement is to assure fair settlement of disputes or complaints that may arise, as well as to fulfill federal audit requirements. This requirement survives the termination of this RFP for any reason.
- 5.4.20 Contractor shall submit to AACOG all documentation or forms required by funding sources, including materials, tools, equipment and other specifications as required by AACOG, EPA, etc. This requirement survives the termination of this RFP for any reason.
- 5.4.21 **KNOWN OR SUSPECTED INCIDENT OF FRAUD:** Any known or suspected incident of theft, fraud or program abuse involving Contractor or its employees or its subcontractors' employees will be reported immediately by AACOG to the affected funding source for appropriate action. Contractor is likewise required to report to AACOG any suspected theft, fraud or program abuse committed by any person or entity including Contractor's employees,

subcontractors, or agents. Contractor may not discriminate against any employee or other person who reports a violation of the terms of this contract or of any law or regulation to AACOG or to any appropriate law enforcement authority, if the report is made in good faith.

5.4.22 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

Contractor provides its assurance that it will comply with all requirements of applicable Federal and State laws that no person providing or receiving services under this contract will be excluded from participation, or be otherwise subjected to discrimination because of race, color, religion, gender, sexual orientation, national origin, age, disability or political affiliation or belief.

6. PROPOSAL RESPONSE FORMS

Proposal Narrative

Certification Sheet (Attachment B) (complete and sign form)

Acknowledgement Form (Attachment C) (complete and sign form)

Conflict of Interest Questionnaire (Attachment D) (complete and sign form): To determine if a conflict exists, review the Agency's current Board of Directors at <https://www.aacog.com/board-members-committees>.

Certification Regarding Debarment (Attachment E) (complete and sign form)

Non-Discrimination Certification (Attachment F) (complete and sign form)

Certification Regarding Lobbying (Attachment G) (complete and sign form)

Request to be Added to Bidder's/Contractor's List (Attachment H)

Appendix A Quantifying Environmental Outcomes

To estimate the anticipated emissions reductions from your project, use the Diesel Emissions Quantifier (DEQ) found at <https://cfpub.epa.gov/quantifier/index.cfm?action=main.home>. After running the DEQ, results may be downloaded as a spreadsheet showing DEQ results and inputs. Applicants should include a printout of their DEQ results spreadsheet showing DEQ results and inputs as an attachment to their application.

Use the same vehicle/engine data you provided for the applicant fleet description described in Section 3, to run the DEQ. Please note you can group similar entries together to minimize the number of DEQ runs required (model year, vehicle miles traveled, idling hours, usage rate, and horsepower). It is recommended that you “Register a New Account” and log in to use the DEQ so that you will have the ability to save scenario information and retrieve it in the future.

From the DEQ results page, enter the annual amount reduced after upgrades, and the lifetime amount reduced after upgrades for each of the listed pollutants (NO_x, PM_{2.5}, HC, CO, CO₂) in Section 6.A. “Outputs and Outcomes,” of your work plan.

To calculate CO₂ emissions reductions, you must input an amount for annual diesel gallons reduced (per engine), annual idling hours reduced (per vehicle), or annual hoteling hours reduced (per vehicle) when inputting technology information for the vehicle group.

To estimate total cost effectiveness for the project, enter estimated total costs in the total project costs field on the “create new project” page in the DEQ. Total project costs reflect all costs related to this project, including EPA’s share and any voluntary and mandatory cost shares. Total project costs entered into the DEQ should match the total project costs reflected in the budget detail of your work plan. To estimate capital cost effectiveness for the project, enter the estimated upgrade cost per unit and labor cost per unit on the “add an upgrade” page in the DEQ. Be sure to enter costs for every upgrade/vehicle in your project or else the results will be skewed.

From the DEQ results page, enter the lifetime capital cost effectiveness for NO_x and PM_{2.5}, and the total project cost effectiveness for NO_x and PM_{2.5} in Section 6.B. “Outputs and Outcomes.”

Additional DEQ assistance is available by calling the Clean Diesel Helpline at 877-NCDC-FACTS (877-623-2322) or emailing DEQhelp@epa.gov.