2023 Reducing Diesel Emissions for a Healthier Tennessee Program

Request for Proposals (RFP) & Application Guide

Release date: October 24, 2022
Proposal due date: December 9, 2022 (5pm CT)
### Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APU</td>
<td>auxiliary power unit</td>
</tr>
<tr>
<td>CAGE</td>
<td>Commercial and Government Entity</td>
</tr>
<tr>
<td>CARB</td>
<td>California Air Resources Board</td>
</tr>
<tr>
<td>DERA</td>
<td>Diesel Emissions Reduction Act</td>
</tr>
<tr>
<td>DUNS</td>
<td>Data Universal Numbering System</td>
</tr>
<tr>
<td>EIN</td>
<td>Employee identification Number</td>
</tr>
<tr>
<td>EMY</td>
<td>engine model year</td>
</tr>
<tr>
<td>EPA</td>
<td>U.S. Environmental Protection Agency</td>
</tr>
<tr>
<td>ETCleanFuels</td>
<td>East Tennessee Clean Fuels Coalition</td>
</tr>
<tr>
<td>eTRU</td>
<td>electrified truck refrigeration unit</td>
</tr>
<tr>
<td>g/bhp-hr</td>
<td>grams per brake horsepower-hour</td>
</tr>
<tr>
<td>GVWR</td>
<td>Gross Vehicle Weight Rating</td>
</tr>
<tr>
<td>HVAC</td>
<td>heating, ventilation, and air conditioning</td>
</tr>
<tr>
<td>LEP</td>
<td>limited English proficiency</td>
</tr>
<tr>
<td>lbs</td>
<td>pounds</td>
</tr>
<tr>
<td>NOx</td>
<td>nitrogen oxides</td>
</tr>
<tr>
<td>OEM</td>
<td>Original Equipment Manufacturer</td>
</tr>
<tr>
<td>PM</td>
<td>particulate matter</td>
</tr>
<tr>
<td>RDE4HT</td>
<td>Reducing Diesel Emissions for a Healthier Tennessee</td>
</tr>
<tr>
<td>RFP</td>
<td>request for proposals</td>
</tr>
<tr>
<td>SAM</td>
<td>System for Award Management</td>
</tr>
<tr>
<td>TCA</td>
<td>Tennessee Code Annotated</td>
</tr>
<tr>
<td>TDEC</td>
<td>Tennessee Department of Environment and Conservation</td>
</tr>
<tr>
<td>THRC</td>
<td>Tennessee Human Rights Commission</td>
</tr>
<tr>
<td>TIN</td>
<td>Taxpayer Identification Number</td>
</tr>
<tr>
<td>TPEM</td>
<td>Transition Program for Equipment Manufacturers</td>
</tr>
<tr>
<td>TSE</td>
<td>truckstop electrification</td>
</tr>
<tr>
<td>UEI</td>
<td>Unique Entity Identifier</td>
</tr>
<tr>
<td>USC</td>
<td>U.S. Code</td>
</tr>
<tr>
<td>VIN</td>
<td>Vehicle Identification Number</td>
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Request for Proposals

Background

Each year, the U.S. Environmental Protection Agency (EPA) allocates Diesel Emissions Reduction Act (DERA) funds to eligible U.S. states and territories for the establishment of diesel emissions reduction programs. The Tennessee Department of Environment and Conservation (TDEC) is the primary recipient of such funds for Tennessee. In partnership with TDEC, the East Tennessee Clean Fuels Coalition (ETCleanFuels) administers the State’s DERA funds under its established, statewide “Reducing Diesel Emissions for a Healthier Tennessee” (RDE4HT) Program.

In 2023, a total of $323,600 will be made available for eligible diesel emissions mitigation projects. The RDE4HT Program will fund several general categories of projects this year:

1. Vehicle Replacements
2. Engine Replacements
3. Clean Alternative Fuel Conversions
4. Nonroad Vehicle Replacements
5. Verified Idle Reduction Technologies

The goal of the DERA program, and thereby the goal of RDE4HT, is to reduce diesel emissions. Applicants will be required to provide data during the application phase as well as during project implementation to prove that their projects will result in such diesel emissions reductions. More information on these requirements will be found throughout this RFP and Application Guide.

DERA State Grants Program Guide

All projects under the RDE4HT Program will be required to follow all eligibility requirements, rules, and obligations outlined within the 2022 Diesel Emissions Reduction Act (DERA) State Grants Program Guide, found at: https://www.epa.gov/system/files/documents/2022-04/420b22023.pdf. This RFP and Application Guide was created using language from the most recent DERA guidance where possible.

Eligible Applicants

- Regarding vehicle or engine replacement/conversion/upfit projects, eligible applicants include any public, private, or nonprofit entity that owns and operates vehicles in Tennessee for a Tennessee-based fleet or at a fleet domicile site within the state. This includes contractors that provide transportation or hauling services.
- Regarding truck-stop electrification (TSE) and shorepower-type electric transport refrigeration unit (eTRU) projects, eligible applicants include public travel centers and private trucking terminals that are located in Tennessee.
- Public entities (e.g., a municipal or county government, certain Federal Agencies) must be located and/or have a physical presence in Tennessee. Private and non-profit entities must have a physical presence and operate within Tennessee.
- Applicants must commit to reporting usage information to EPA for five years after the system is operational.
Eligible Projects

Table 1 below shows the diesel vehicles and engines that are eligible for replacement/conversion/upfit under this program, as allowable under the State’s EPA DERA workplan.

| School Buses | Includes diesel-powered school buses of Type A, B, C and D. To be eligible as a school bus, a vehicle should meet the definition of a school bus as defined by the National Highway Transportation Safety Administration: 1) A bus that is used for purposes that include carrying students to and from school or related events on a regular basis; 2) Be identified with the words “School Bus”; and 3) Be painted National School Bus Glossy Yellow. |
| Medium-duty or heavy-duty trucks | Includes diesel-powered medium-duty and heavy-duty highway vehicles with gross vehicle weight ratings (GVWR) as defined below:  
Class 5 (16,001 -19,500 lbs GVWR);  
Class 6 (19,501 - 26,000 lbs GVWR);  
Class 7 (26,001 - 33,000 lbs GVWR);  
Class 8 (33,001 lbs GVWR and over) |
| Transit Buses | Includes Class 5+ diesel-powered medium-duty and heavy-duty transit buses. (See GVWR info above.) |
| Nonroad Vehicles | Includes diesel-powered vehicles used in construction, handling of cargo (including at terminals, ports, and airports), agriculture, mining, or energy production. |

Proposed projects must include one or more of the following diesel emissions reduction solutions that use a certified engine configuration and/or a verified technology:

- **On-road and Nonroad Vehicle Replacements**: Eligible diesel vehicles can be replaced with newer, cleaner vehicles. Eligible replacement vehicles and equipment include those powered by diesel or clean alternative fuel engines (including natural gas, propane, and gasoline), hybrid engines, and zero tailpipe emissions power sources (battery or fuel cell). To be eligible for funding, vehicles and equipment must be powered by engines certified by EPA and, if applicable, CARB emission standards.¹ Zero tailpipe emissions vehicles and equipment do not require EPA or CARB certification. New vehicles must also meet federal safety standards and required warranties.

- **Engine Replacements**: Eligible diesel vehicles can have their engines replaced with newer, cleaner engines. Eligible replacement engines include those certified for use with diesel or a clean alternative fuel (including natural gas, propane, and gasoline), hybrid engines, and zero tailpipe emissions power sources (battery or fuel cell). To be eligible for funding, replacement engines must be certified to EPA or, if applicable, CARB emission standards. However, zero tailpipe emissions engine replacements do not require EPA or CARB certification.² New engines must also meet federal safety standards and required warranties.

- **Clean Alternative Fuel Conversions**: Existing highway diesel engines can be altered to operate on alternative fuels such as propane and natural gas by applying an alternative fuel conversion kit. To be eligible for funding, alternative fuel conversion systems must be certified by EPA and/or CARB or must be approved by EPA for Intermediate-Age engines.³ To be eligible for funding, conversion systems for engine model years 2006 and earlier must achieve at least a 30% nitrogen oxide (NOx) reduction and a 10% particulate matter (PM) reduction.

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¹ EPA’s annual certification data for vehicles, engines, and equipment may be found at: [https://www.epa.gov/compliance-and-fuel-economy-data/annual-certification-data-vehicles-engines-and-equipment](https://www.epa.gov/compliance-and-fuel-economy-data/annual-certification-data-vehicles-engines-and-equipment). EPA’s engine emission standards may be found at [https://www.epa.gov/emission-standards-reference-guide](https://www.epa.gov/emission-standards-reference-guide). Engines certified by CARB may be found by searching CARB’s Executive Orders for Heavy-duty Engines and Vehicles, found at [www.arb.ca.gov/msprog/onroad/cert/cert.php](http://www.arb.ca.gov/msprog/onroad/cert/cert.php). Please see the Low-NOx Engine Factsheet found at [www.epa.gov/dera/state](http://www.epa.gov/dera/state) for guidance on identifying engines certified to meet CARB’s Optional Low NOX Standards.

² [Ibid.](#)

from the applicable certified emission standards of the original engine. To be eligible for funding, conversion systems for engine model years 2007 and newer must achieve at least a 20% NOx reduction with no increase in PM from the applicable certified emission standards of the original engine. Applications for clean alternative fuel conversions should include a discussion of the availability of conversion systems and indicate the pre- and post-project emission standard levels of the engines to demonstrate that the conversions result in the required emissions benefit. New vehicles must also meet federal safety standards and required warranties.

- **Verified Idle Reduction Technologies:** An idle reduction upfit project is generally defined as the installation of a technology or device that reduces unnecessary idling of diesel engines and/or is designed to provide services (such as heat, air conditioning, and/or electricity) to vehicles and equipment that would otherwise require the operation of the main drive or auxiliary engine(s) while the vehicle is temporarily parked or remains stationary. As an example of the latter, RDE4HT would support the installation and use of non-road idle-reduction measures such as TSE HVAC or plug-in equipment and/or eTRUs for freight and cargo delivery trailers. TSE devices allow long-distance truck drivers to stay at a truck stop or trucking terminal and, in lieu of running the primary engine to power cabin electronics, can plug into smaller external or on-board HVAC units and therefore save money and fuel. eTRU systems similarly allow drivers with refrigerated cargo to turn off their primary engines when stopped while still allowing the onboard power source to provide TRU operation. To be eligible for funding, an idle-reduction technology must be on EPA’s SmartWay Verified Technologies list (found at [www.epa.gov/verified-diesel-tech/smartway-technology](http://www.epa.gov/verified-diesel-tech/smartway-technology)) at the time of acquisition. New idle reduction technologies must also meet federal safety standards and required warranties.

Table 2 and 3 below shows project eligibility for medium and heavy-duty trucks and buses based on the engine model year of existing vehicles/engines to be replaced, converted, or upfitted, and project eligibility for nonroad vehicles based on the current engine tier.

<table>
<thead>
<tr>
<th>Current Engine Model Year (EMY)</th>
<th>Verified Idle Reduction Upfit</th>
<th>Vehicle or Engine Replacement</th>
<th>Vehicle or Engine Replacement - Zero Emission or Low-NOx</th>
<th>Clean Alternative Fuel Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006 or older</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2007-2009</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2010 or newer</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Engine Tier</th>
<th>Vehicle Replacement: EMY 2019+</th>
<th>Verified Retrofit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Compression Ignition</td>
<td>Spark Ignition</td>
</tr>
<tr>
<td>Tier 0-2</td>
<td>No</td>
<td>Yes³</td>
</tr>
<tr>
<td>Tier 3</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tier 4-interim (4i)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tier 4</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Tier 3 and Tier 4 interim (4i) allowed for vehicle/equipment replacement only when Tier 4 final is not yet available from OEM for 2021 model year equipment under the Transition Program for Equipment Manufacturers (TPEM). Tier 3 and Tier 4i engines may be used for engine replacement only if Tier 4 is demonstrated to not be available or feasible through a best achievable technology analysis as defined in Section VIII.D.1 below. Eligible fuel cell projects are limited to hydrogen fuel cell equipment replacements for eligible terminal tractors/yard hostlers, stationary generators, and forklifts. Fuel cell engine replacement is not eligible.

All vehicles and equipment must be purchased new, from an original equipment manufacturer (OEM) or OEM-authorized dealer. For all vehicle replacement projects, if the new eligible vehicle shall be alternative fuel or all-electric, it shall be fully equipped by the manufacturer or by a third party at the direction of the manufacturer to operate on an
alternative fuel or electricity prior to the initial purchase and registration of the vehicle. Replaced/converted/upfitted vehicles and TSE/eTRU kits and infrastructure must be kept in service for a minimum of three (3) years.

In addition to the restrictions noted above, the following project eligibility considerations should be observed:

**Vehicles and Engines, including Nonroad**

- Eligible applicants may apply for a maximum of 15 vehicles and/or engine replacements/conversions/upfits.
- All applicant vehicles/engines must operate in Tennessee for 70% or more of the time. If a fleet’s vehicles/engines operate in one or more states other than Tennessee, the applicant needs to explain the vehicle operations and routes in the application. ETCleanFuels may request follow-up information on said vehicle/engine operations before making consideration for an award.
- Vehicle/engine replacement projects are eligible for funding on the condition that the following criteria are satisfied:
  - The replacement vehicle/engine will continue to perform a similar function and operation as the vehicle/engine that is being replaced.
  - The cost of optional components or “add-ons” that significantly increase the cost of the vehicle/engine may not be eligible for funding under the grant; the replacement vehicle/engine should resemble the replaced vehicle/engine in form and function.
  - The replacement vehicle/engine will be of similar type and gross vehicle weight rating or horsepower as the vehicle/engine being replaced. Specifically, 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 EPA approval prior to purchase.**
- Eligible costs for battery electric-powered vehicle replacement projects can include the purchase and installation of one charging unit per vehicle, including the unit and charging cable, mount, and/or pedestal. These costs are subject to the mandatory cost share requirements shown on pp. 9-10. 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 onsite power generation systems that power the equipment (e.g., solar and wind power generation equipment) and their installation.

- **Please note that EPA has made several recent changes to the State DERA program, impacting certain project eligibility measures.** As the RDE4HT program must follow all eligibility requirements of EPA’s DERA program, applicants for 2023 RDE4HT funding must now provide documentation and verification to prove the following for eligible replacement or conversion projects:
  - The existing diesel vehicle proposed for replacement or upgrade is fully operational. (Operational equipment must be able to start, move, and have all necessary parts to be deemed operational.)
  - The existing diesel vehicle has at least three years of remaining useful life at the time of replacement or upgrade.
  - The existing diesel vehicle was owned and operated by the applicant for at least two years prior to replacement or upgrade.
  - The existing on-road diesel vehicle traveled at least 7,000 miles per year during the two years prior to replacement or upgrade. (School buses may use mileage from the calendar year 2019 to meet this vehicle mileage requirement.)
  - The existing nonroad diesel vehicle was operated at least 500 hours/year during the two years prior to replacement or upgrade.

**TSE and eTRU**

- EPA developed a DERA fact sheet for TSE and eTRU project eligibility and funding amounts. Please refer to [https://www.epa.gov/sites/default/files/2021-01/documents/420f21003.pdf](https://www.epa.gov/sites/default/files/2021-01/documents/420f21003.pdf) and review this fact sheet for more information on eligible TSE and eTRU technologies.
- There is no limit on the number of TSE spaces or eTRU trucks/trailers/stationary units that may be applied for.
The funding cannot pay for auxiliary power units (APUs) for tractors.

Applicants seeking Infrastructure like TSE or eTRU systems through this funding are subject to the Buy America Sourcing requirements under the “Build America, Buy America” provisions of the Infrastructure Investment and Jobs Act (IIIJA). Section 46 of the EPA “General Terms and Conditions” (that will be appended to any winning recipient’s contract) provides more information on this and has been linked for reference on the project website.

Scrapage Requirements

The vehicles/engines being replaced must be scrapped or rendered permanently disabled within ninety (90) days of being replaced:

- If a 2010 EMY or newer highway/on-road 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 equipment must operate within the United States. Under this scenario, a detailed scrapage plan must be submitted and will require prior EPA approval.

- If a Tier 2, Tier 3, or Tier 4 nonroad vehicle and/or engine 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, 3 or 4 unit currently operates, however alternative scenarios will be considered. Under this scenario, a detailed scrapage plan must be submitted.

- All vehicles must be scrapped according to the guidelines below:
  - For both vehicle (on-road and nonroad) and engine replacement projects, cutting a three-inch by three-inch hole in the engine block (the part of the engine containing the cylinders) is the preferred scrapage method. Other acceptable scrapage methods may be considered and will require prior approval.
  - For vehicle replacement projects specifically, disabling the chassis should be completed by cutting through the frame rails on each side at a point located between the front and rear axles. Other acceptable scrapage methods may be considered and will require prior approval.

- Evidence of appropriate disposal is required in a final assistance agreement report to be submitted to EPA. Participating fleet owners must attest to the appropriate disposal in a signed scrapage statement. The scrapage statement must include:
  1. Vehicle owner’s name and address;
  2. 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;
  3. Name, address, and signature of dismantler;
  4. Date engine or vehicle was scrapped;
  5. Statement attesting to scrapage of engine or vehicle as defined above;
  6. Signature of participating fleet owner;
  7. Digital photos as follows:
     a) Full side (not angled) profile of the vehicle, prior to disabling;
     b) VIN tag or equipment serial number;
     c) Engine label (showing serial number, engine family number, and engine model year);
     d) Engine block, prior to hole;
     e) Engine block, after hole;
     f) Cut frame rails or other cut structural components, as applicable;
     g) 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, or parts are to be sold, program income requirements apply.** See 40 CFR 31.25 for EPA program income requirements.

See Appendices E and F for templates of scrappage documentation.

**Eligible Costs**

**Available Funding & Proposal Parameters**

● The applicant must provide with their proposal to ETCleanFuels one quote for each new vehicle/engine/unit of equipment for which funding is being requested. For engine purchases and conversions, the quote should include costs for equipment and labor.

● All project proposal elements should be completed by August 11, 2023 – vehicles/engines acquired/converted and put into readiness for service, or TSE/eTRU purchased and installation completed. These funds may not be applied to expenses incurred prior to the begin date of a signed agreement between the funding recipient and ETCleanFuels.

● ETCleanFuels may choose to select an applicant (or contractor) to be awarded funding but may request a reduction in the amount of funding to be included in the award, depending on the total number of applications received.

● Once entities are selected for awards, written agreements will be drafted. Once the agreements are executed, funding recipients will purchase the vehicles and/or equipment and provide invoicing and other details on their expenses to ETCleanFuels. Once all the needed information has been provided, and the new vehicles/equipment have been monitored, and the old vehicles/engines scrapped, ETCleanFuels will reimburse up to the approved amount to the funding recipient, as shown in the agreement.

● **The applicant does NOT have to calculate emissions reductions related to the project.** ETCleanFuels will perform associated emissions analysis on all proposed projects during application evaluation.

**On-road and Nonroad Vehicle Replacements**

● Funding can cover up to **25%** of the total cost of a replacement vehicle powered by a 2019 EMY or newer engine certified to EPA emission standards, including to the NOx standard of 0.2 g/bhp-hr (grams per brake horsepower-hour).

● Funding can cover up to **35%** of the total cost of a replacement vehicle powered by a 2019 EMY or newer engine certified to CARB’s Optional Low-NOx Standards of 0.1 or lower g/bhp-hr NOx.

● Funding can cover up to **45%** of the total cost of a new, zero-tailpipe emissions replacement vehicle.

**Engine Replacements**

● Funding can cover up to **40%** of the cost (equipment and labor) of replacing a diesel engine with a 2019 model year or newer engine certified to EPA emission standards, including to the NOx standard of 0.2 g/bhp-hr.

● Funding can cover up to **50%** of the cost (equipment and labor) of replacing a diesel engine with a 2019 model year or newer engine certified to CARB’s Optional Low-NOx Standards of 0.1 or lower g/bhp-hr NOx.

● Funding can cover up to **60%** of the cost (equipment and labor) of replacing a diesel engine with a zero tailpipe-emissions power source.

**Alternative Fuel Conversions**

● Funding can cover up to **40%** of the cost (equipment and labor) of an eligible certified or compliant clean alternative fuel conversion.

**TSE/eTRU**

● No more than **30%** of the total cost to purchase and install equipment that is used to provide heating, cooling and/or electric power to the tractor cab or trailer shall be covered.
For non-stationary eTRU units, no more than **25%** of the total cost of a new eTRU system or entire trailer with an attached eTRU system shall be covered.

**Other Cost Considerations**
- No funds awarded under this grant shall be used for leasing vehicles, engines, or equipment. If financing is necessary, the purchase must be financed with a conventional purchase loan.
- Funding under this program cannot be used for the purchase of vehicles, engines, or equipment to expand a fleet. The purpose of the DERA and RDE4HT funding programs is to reduce diesel emissions from older vehicles that do not have the level of diesel emissions controls that today’s vehicles have.
- No funds awarded under this program shall be used for the purchase of engine retrofits or idle reduction technologies if similar technologies have previously been installed on the truck or trailer.

**Project Deadlines, Dates and Reimbursement Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 24, 2022</td>
<td>Request for Proposals released</td>
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</table>
| December 9, 2022   | ETCleanFuels must receive all complete applications by **5pm Central Time**  
                      >> *Email is the preferred delivery method; faxed and mailed applications will also be accepted, but the deadline is the same. ETCleanFuels will follow up with applicants if any questions arise.*  
| December 16, 2022  | ETCleanFuels will select and notify recipients via email              |
| January 19, 2023   | ETCleanFuels will complete the agreements with funding recipients     |
| August 11, 2023    | The new vehicles/equipment are expected to be purchased and put into service, or the TSE/eTRU equipment has been purchased and installed by this date  
                      >> *If vehicle ordering timelines make it difficult to meet this deadline, the applicant may notify us in their application.*  
| September 15, 2023 | Deadline for ETCleanFuels to send reimbursement checks to funding recipients |

**Other Funding Program Considerations and Requirements**

**Title VI Requirements**

TDEC is a recipient of federal financial assistance. Recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964, which bars discrimination on the basis of race, color, or national origin by any agency receiving Federal funds. The Civil Rights Restoration Act of 1987 clarifies that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance. **Sub-recipients of TDEC are also required to comply with Title VI and related nondiscrimination laws and regulations.** The applicant must verify that its organization tracks and maintains relevant data and policies regarding Title VI considerations. Specifically, applicants must provide the following Title VI documentation along with their completed application.

- Demographic Data from the U.S. Census *(a Pre-Audit Survey)*;
- The applicant’s **Non-Discrimination Policy**;
- The applicant’s **Limited English Proficiency Plan**;
- A copy of the applicant’s **Title VI training program**; and
- A copy of the applicant’s **procedures for reviewing Title VI complaints**.
Please see Appendix A through D for template versions of these documents and data surveys.

For Questions regarding Title VI Compliance, please contact:

Title VI Coordinator
Tennessee Department of Environment and Conservation, Office of Policy and Planning
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Blvd., 2nd Floor
Nashville, TN 37243
p. (615) 253-8337, TDEC.TitleVI@tn.gov

Please note that, if the applicant organization is awarded a grant under the RDE4HT Program, the applicant will need to show evidence of completion of Title VI training upon request.

Specifically, a funding recipient must show their completion of Title VI training and must provide ETCleanFuels with a copy of the certificate of training completion no later than 30 days after the funding agreement has been completed. Funding recipients must also complete and submit a Title VI Training Certification form (Appendix H) no later than 30 days after the funding agreement has been completed. To do so, the funding recipient will provide for their organization a completed Title VI Training Certification form and a corresponding certificate of completion from within the last six months by the entity's Title VI Coordinator and Supervisor. Examples of documentation to fulfill this requirement could include a dated certificate of completion for TDEC’s online Title VI training (training available at https://tdec.tn.gov/title6/index.html); a dated certificate of completion for Title VI training provided by other State departments, etc.; a statement from the organization’s HR department stating that Title VI training was held on a specific date in the past six months and the specific person was in attendance; or other proof of Title VI training completion.

Non-Debarment

Any entity receiving RDE4HT funds must provide non-debarment verification if total goods or services for the open agreement are equal to or greater than $25,000. This includes verifying that both the applicant organization as well as the vendor from which the funding recipient is securing equipment/services are not on the federal debarment list.

ETCleanFuels will verify non-debarment status for all applicants/vendors using the System for Award Management (SAM) at https://www.sam.gov/SAM/. ETCleanFuels will follow up with funding recipients regarding any questions on their findings.

Reporting

Funding recipients will be required to provide data to ETCleanFuels at regular intervals regarding project progress and associated metrics (i.e., fuel use and mileage assumptions, route information, impacted community and demographic information, etc.). This data will be used to help assess the environmental and community impacts from funded projects.

Monitoring

TDEC and ETCleanFuels reserve the right to monitor projects and to audit any Grantee’s financial transactions or compliance with an agreement under the RDE4HT program. Specifically, TDEC and/or ETCleanFuels will conduct desktop and onsite monitoring visits to verify that the projects are developed, completed, and maintained according to contractual guidelines. The types of inspections are as follows:

- **Desktop Monitoring** (as needed) – remote monitoring that includes examination of submitted data and invoices to assess progress and determine compliance with program requirements.
- **Completion Inspection** (required) – onsite monitoring visit to verify completion of project scope of services and compliance with program requirements.
● **Post-Completion Inspections** (as needed) – onsite monitoring visit to verify usage of program-funded vehicles and compliance with program requirements.

## Inclusion of the EPA General Terms and Conditions

All applicants that are notified of winning and receive a contract must comply with the EPA’s General Terms and Conditions. Recipients will have the full documentation of those terms and conditions appended to their contract, and a copy of them are provided on the Program website in the list of “application documents” near the top right side of the page.

## Application Submission and Evaluation

### Submitting the Application

Applicants are requested to submit the application via email but can use fax or postal mail if necessary. The applicant must be listed on the title as the sole owner of the vehicle or equipment, unless applying to replace state- or district-owned buses. **Here is a checklist of what needs to be included in the application package:**

1. **The completed application**, which starts on pages 14 and/or 18 of this Application Guide. If more space is needed than the space that is provided in the application, please simply make a copy of, or use a duplicate PDF version of, the application for your additional vehicles.
   >> **Two separate applications are provided on the following pages: one for vehicle/engine replacements/conversions, and one for TSE/eTRU efforts. Only complete ONE of these two applications.**
2. The vehicle title and registration for each older diesel vehicle being replaced or converted.
3. Quotes for the new vehicle(s)/engine(s)/conversion(s) or for the new TSE and/or eTRU equipment.
4. **Signing the “Eligibility Acknowledgements”** on page 4 of the application where the applicant acknowledges the RDE4HT program eligibility requirements and verifies that the projects proposed under this program meet said requirements.
5. **A completed Title VI pre-audit survey and copies of the applicant’s Nondiscrimination Policy, Limited English Proficiency Plan, and Title VI Complaint policy.** See Appendices A through D for templates of these documents.

Email your application and requested supplemental materials to: [apply@RDE4HT.info](mailto:apply@RDE4HT.info). Emailed applications should include the subject line: **“RDE4HT 2023 Rebate Application.”** If the applicant does not have access to email, mailed or faxed applications are acceptable. If using fax, the faxed information must be legible. Please plan to submit your application in advance of the deadline to ensure ETCleanFuels can read the application and has time to acquire additional information as necessary. Please call Jonathan Overly at 865-974-3625 for assistance.

### Application Evaluation

All applications received will be reviewed for completeness and correctness. If review staff have any questions, they will follow up with the Primary Contact as listed in the application. Once all questions are answered, they will review the submitted data. ETCEllCleanFuels and TDEC will select the winners based on but not limited to these criteria:

- Completeness of the application;
- The amount of diesel usage the project will reduce and the associated potential to reduce emissions;
- Cost effectiveness of the emissions reductions based on the funding that the applicant is requesting;
- Geographic diversity (as compared to prior RDE4HT funding recipients; see map);
- Fleet type diversity (as compared to prior RDE4HT funding recipients);
- Positive community or state impacts to be derived by project completion;
The applicant’s ability to complete the project by the deadlines denoted herein;
Whether the applicant has received RDE4HT funding before; and
The applicant’s ability and plan to communicate their cleaner vehicle efforts to their local community.

Please note that TDEC and ETCleanFuels employ a priority system for vehicle/engine replacements/conversions, based on project and fuel type, that contributes to the decision-making process for selecting funding recipients. That priority is as follows:

1. Alternative-fuel/electric vehicles and engines
2. Diesel vehicles/engines

Program Contacts and Resources

Primary Contacts

- **Jonathan Overly** – Executive Director, ETCleanFuels: 865-974-3625, jonathan@etcleanfuels.org
- **Mark Finlay** – Energy Analyst, TDEC: 615-772-6011, mark.finlay@tn.gov
- **ETCleanFuels Fax, if needed**: 865-974-1838
- **Mailing address, if needed**:
  - ETCleanFuels
  - ATTN: 2023 RDE4HT
  - 311 Conference Center Building
  - Knoxville, TN 37996-4134

Past RDE4HT Projects

You can learn about past funding recipients under the RDE4HT Program by visiting www.rde4ht.info. An interactive map provides information on past fleets who have received funding, including what year they received funding, what projects they received funding toward, and what kind of alternative fuel, if any, they adopted.
Reducing Diesel Emissions for a Healthier Tennessee

2023 APPLICATION – Vehicles/Engines/Conversions

Applicant Organization Information

Organization Name ________________________________

UEI _______________ EIN/TIN _______________ DUNS # and/or CAGE Code _________________________________

Address ________________________________________

City __________________________ County _______________

State ___________________________ Zip _______________

Existing Vehicle/Engine Information

This application is for Vehicle or Engine Replacements (on-road and nonroad), or Alternative Fuel Conversion Projects ONLY. Please fill in one of the below boxes for each vehicle replacement/engine replacement/vehicle conversion you are applying for, and make sure to check the correct box at the top. Each table is asking for information about the currently owned, older vehicle or engine that you would like to replace or convert. Please fill out ALL of the information requested. If you have questions about any of the fields, please contact Jonathan Overly at 865-974-3625 or jonathan@etcleanfuels.org.

| Vehicle Make |  |
| Vehicle Model |  |
| Vehicle Model Year |  |
| Vehicle Identification Number (VIN) |  |
| Odometer/Usage Meter Reading Upon Application |  |
| Vehicle Registration State and Number |  |
| Engine Make |  |
| Engine Model |  |
| Engine Model Year |  |
| Engine Horsepower |  |
| Engine ID or Serial Number |  |
| GVWR |  |
| Avg. Annual Mileage (recent years) [for on-road only] |  |
| Avg. Annual Hours (recent years) [for nonroad only] |  |
| Avg. Annual Fuel Use (recent years) |  |
| Avg. Annual Idling Hours (recent years) |  |
| Funding Requested for Proposed Replacement/Conversion |  |
| Total Cost of New Vehicle/Engine/Conversion |  |
The tables on this page are provided for your filling out vehicles #2 and #3. However, if you are applying for more vehicles (up to a maximum of 15 per applicant), **please duplicate this page to create the needed tables for those vehicles.**

### Existing Vehicle/Engine Asset # _____________

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<tr>
<th>Check one:</th>
<th>☐ Vehicle Replacement</th>
<th>☐ Engine Replacement</th>
<th>☐ Engine Alt Fuel Conversion</th>
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<td>Total Cost of New Vehicle/Engine/Conversion</td>
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<td>Total Cost of New Vehicle/Engine/Conversion</td>
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Total Funding Amount Requested for All Vehicle/Engine Replacements/Conversions:

Total Project Cost of All Vehicle/Engine Replacements/Conversions:

Additional Project Information

What new vehicles/engines and fuels do you plan to put in use? Provide vehicle and engine manufacturer information, and fuel or technology:

What are the expected community impacts of this project? Are there benefits beyond emissions reduction that you anticipate upon completion of this project?

Does your fleet have an idle reduction policy? If so, please explain here:

To ensure that the addition of these vehicles is known in your region, how do you plan to communicate the addition of the vehicles to your community?

Questions or Additional Information

Do you have any additional information you need to provide to ETCleanFuels, or do you have any questions you would like to pose?
Applicant Acknowledgements

You must check all the below boxes to complete your application:

☐ I certify that the vehicle(s)/engine(s) listed for replacement or conversion meet the eligibility requirements as defined in this RFP.

☐ I certify that the vehicle engine(s) and, where applicable, the vehicle chassis in the vehicle/engine list for replacement will be properly scrapped according to the requirements in the RFP.

☐ I certify that the four bulleted below statements are factual and correct related to the vehicles that we have included in our application. I recognize that ETCleanFuels reserves the right to request additional documentation to confirm this statement at any time during the program period.

1) The existing vehicle, engine, or equipment is fully operational.
2) Our entity has owned and operated the vehicle during the two years prior to upgrade.
3) The existing vehicle, engine, or equipment has at least three years of remaining life at the time of upgrade.
4) On-road -- The existing highway vehicle has accumulated at least 7,000 miles/year during the two years prior to upgrade. If school bus(es), the existing highway vehicle has accumulated at least 7,000 miles during calendar year 2019.
5) Nonroad -- The existing nonroad vehicle has accumulated at least 500 hours/year during the two years prior to upgrade.

☐ I certify that I understand the Title VI requirements of these federal funds and am submitting along with this completed application my organization’s corresponding Title VI Pre-Audit Survey, Limited English Proficiency Policy, Nondiscrimination Policy, and Complaint Process (see Appendices A-D for appropriate templates).

☐ I certify that I – along with the officers, directors, owners, partners, employees, and agents of my organization – am (are) not presently debarred, suspended, proposed for debarment, or declared ineligible for an award by any State or Federal agency. I recognize that ETCleanFuels will verify my organization’s non-debarment status using the federal System for Award Management and will follow up with me on any findings.

☐ By signing, I certify that the statements and information provided in this application are true and accurate to the best of my knowledge. If selected for funding, I agree to provide the required documentation and assurances necessary for funding.

Applicant Signature

Authorized Rep. Name ____________________________

Authorized Rep. Signature ____________________________

Title ____________________________

Email ____________________________

Phone ____________________________

Date ____________________________

Primary Contact for the Applicant

Name ____________________________

Title ____________________________

Phone ____________________________

Email ____________________________

Phone ____________________________

Date ____________________________

By signing the application, applicants are certifying that the information provided in the application or in any adjoining documentation provided is true to the best of their knowledge. ETCleanFuels reserves the right to request copies of additional documentation to verify the above information.
Reducing Diesel Emissions for a Healthier Tennessee
2023 APPLICATION – TSE & eTRU

Applicant Organization Information

Organization Name ____________________________________________________________ EIN/TIN __________________________
Address ____________________________________________________________ DUNS #/CAGE Code ________________
City __________________________ County __________________________ ST ___________ Zip ________________

Equipment – *Please include as much information as you can. Use additional space/documents as needed and include with your submission.*

<table>
<thead>
<tr>
<th>Equipment Name</th>
<th>Equipment Description</th>
<th>Number of Units</th>
<th>Expected Use Per Year (hours)</th>
<th>Expected Fuel Use Reduction Per Year (gallons)</th>
<th>Total Project Cost</th>
<th>Total Funding Amount Requested (up to appropriate % of cost share)</th>
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Total Funding Requested: __________________________


p. 18
Additional Project Information

Explain your plan or project. What are planning to do in requesting this equipment? Please explain the where, when, why, who, and how.

What are the expected community impacts of this project? Are there benefits beyond emissions reduction that you anticipate upon completion of this project?

Does your site have an idle reduction policy? If so, please explain here:

To ensure that the addition of this equipment is known in your region, how do you plan to communicate the addition of this equipment to your community?

Questions or Additional Information

Do you have any additional information you need to provide to ETCleanFuels, or do you have any questions you would like to pose?
Applicant Acknowledgements

You must check all of the below boxes to complete your application:

☐ By signing, I certify that the statements and information provided in this application are true and accurate to the best of my knowledge. If selected for funding, I agree to provide the required documentation and assurances necessary for funding.

☐ I certify that I understand the Title VI requirements of these federal funds and am submitting along with this completed application my organization’s corresponding Title VI Pre-Audit Survey, Limited English Proficiency Policy, Nondiscrimination Policy, and Complaint Process (see Appendices A-D for appropriate templates).

☐ I certify that I, along with the officers, directors, owners, partners, employees, and agents of my organization am (are) not presently debarred, suspended, proposed for debarment, or declared ineligible for an award by any State or Federal agency. I recognize that ETCleanFuels will verify my organization’s non-debarment status using the federal System for Award Management and will follow up with me on any findings.

Applicant Signature

Authorized Representative Name __________________________________________ 

Authorized Representative Signature ______________________________________ 

Title ___________________________ Date ________________ Phone ___________________________ 

Email ___________________________ Phone ________________ Email ___________________________

Primary Contact for the Applicant

Name __________________________________________ 

Title __________________________________________ 

Phone ___________________________ 

Email ___________________________ 

By signing the application, applicants are certifying that the information provided is true to the best of their knowledge. ETCleanFuels reserves the right to request any additional documentation needed to verify the above information.
Additional Information & Guidance – *Vehicles/Engines*

The application requires the applicant to supply all of the following information related to the vehicle(s) to be replaced:

1. **Vehicle Information Number (VIN)** – The VIN or vehicle identification number is most frequently located on the driver’s side dash and is visible through the windshield. The VIN can also be located on the vehicle title. The VIN is 17 letters and numbers and does not use the letters “I” or “O” so as to avoid confusion with the numbers 1 and 0.

2. **Engine Model Year** – The engine model year can be found on the plate attached to the engine itself, usually on the nameplate that is permanently affixed to the engine. The engine model year can differ from the vehicle model year.

3. **Vehicle Class, based on GVWR (Gross Vehicle Weight Rating)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Gross Vehicle Weight Rating Ranges</th>
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</thead>
<tbody>
<tr>
<td>Class 3</td>
<td>10,001-14,000 lbs</td>
</tr>
<tr>
<td>Class 4</td>
<td>14,001-16,000 lbs</td>
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<tr>
<td>Class 5</td>
<td>16,001-19,500 lbs</td>
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<tr>
<td>Class 6</td>
<td>19,501-26,000 lbs</td>
</tr>
<tr>
<td>Class 7</td>
<td>26,001-33,000 lbs</td>
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<tr>
<td>Class 8</td>
<td>33,001 lbs+</td>
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</table>

The applicant should indicate class size on the application or may include the exact GVWR for the new vehicles.

4. **Engine Manufacturer** – The engine manufacturer is the manufacturer of the original engine. This information can usually be found on the engine nameplate.

5. **Average Recent* Annual Miles and Hours** – Annual miles traveled or hours in use should be obtained from driver or maintenance logs.

6. **Average Recent* Annual Fuel Use** – Annual fuel consumption should be obtained from driver or maintenance logs.

7. **Average Recent* Annual Idling Hours** – Hours idling may be based on actual hours idling or estimated based on known usage.

* “Average Recent” – We would like to know the most recent full-year’s information you have on this vehicle. You may also use an average of the last 2 or 3 years if that provides a better picture of accurate use of the vehicle over time in the past.
Appendix A – Title VI Pre-Audit Survey

1. By percentage, what is the racial composition of the population in your geographic service area?
   - African American/Black %: _______
   - Asian %: _______
   - Caucasian/White %: _______
   - Hispanic %: _______
   - Native American %: _______
   - Pacific Islander %: _______
   - Other %: _______

2. If Applicable, what is the racial composition of your advisory or governing board?
   - African American/Black %: _______
   - Asian %: _______
   - Caucasian/White %: _______
   - Hispanic %: _______
   - Native American %: _______
   - Pacific Islander %: _______
   - Other %: _______

3. Does your advisory or governing board strive to ensure that the racial composition is at least proportionately reflective of the local community’s racial minority population?
   - Yes
   - No
   - Not Applicable

   If yes, please provide a brief description of your strategy for board diversity.

   If no, by what date will you adopt and implement TDEC’s compliance resource as your own to satisfy Title VI compliance requirements?

4. Does your agency have a written policy of nondiscrimination stating that services or opportunities will be provided to all persons without regard to race, color, or national origin?
   - Yes
   - No

   If no, by what date will you adopt and implement TDEC’s compliance resource as your own to satisfy Title VI compliance requirements?

5. Does your agency have a Limited English Proficiency (LEP) Plan to communicate with persons in your service area who do not speak English as their primary language or have limited ability to read, speak, write or understand English?
   - Yes
   - No

   If no, by what date will you adopt and implement TDEC’s compliance resource as your own to satisfy Title VI compliance requirements?
6. Does your agency inform staff about Title VI and its requirements?
   ☐ Yes
   ☐ No

If yes, how does your agency inform staff about Title VI and its requirements (Online Training, Classroom Training, Other)? Please explain.

If no, by what date will you adopt and implement TDEC’s compliance resource as your own to satisfy Title VI compliance requirements?

7. Are your projects and programs advertised to the public without regard to race, color or national origin?
   ☐ Yes
   ☐ No

8. Does your agency have written procedures on hearing/reviewing Title VI complaints?
   ☐ Yes
   ☐ No

9. Has a federal or state agency found you in non-compliance with civil rights requirements?
   ☐ Yes
   ☐ No

If yes, please explain.

10. Has a civil rights compliance review been conducted onsite by a federal or State agency within the past two years?
    ☐ Yes
    ☐ No

If yes, please provide a brief summary of findings of your compliance review.

☐ I understand that the elements of Title VI compliance referenced in this survey correspond to requirements for Title VI as provided for in 42 USC §2000(d) and in TCA § 4-21-904. I certify that our agency has either adopted and implemented these elements of compliance or has agreed to adopt and implement TDEC’s compliance resources as its own. I understand that our agency’s eligibility for federal funding is contingent upon satisfaction of and adherence to these compliance requirements by our agency, any contractor or subcontractor associated with this project.

☐ I understand that if our agency is awarded a grant by TDEC, I will need to show evidence of completion of Title VI training when requested by the TDEC grant-administering program.

Vehicle owner’s name and address:

______________________________________________________  ________________________
Vehicle Owner (Signature)                                   Date
Appendix B – Template Title VI Limited English Proficiency Policy

NOTE: This is a template policy provided by TDEC for applicant reference. If an applicant does not already have such a policy in place within its organization, it may use and adopt the policy as written below, filled in with appropriate details where highlighted.

[ENTITY] will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of [ENTITY] is to ensure meaningful communication with persons that experience LEP and their authorized representatives. This policy also provides for communication of information contained in vital documents, including but not limited to, waivers of rights and consent forms [INCLUDE THOSE DOCUMENTS APPLICABLE TO YOUR DEPARTMENT OR AGENCY]. [Review factors found in State of Tennessee Title VI Policy Guidance #11-02 and U.S. Department of Justice Guidance on LEP dated June 18, 2002 to determine applicability of written translation requirements]. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with organizations providing interpretation or translation services, or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

[ENTITY] will conduct a regular review of the language access needs of our service population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

[ENTITY] will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I speak cards") or posters to determine the language. In addition, when records are kept of past interactions with individuals or their family members, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTEPRETER

[IDENTIFY RESPONSIBLE STAFFPERSON(S), AND PHONE NUMBER(S)] is/are responsible for:

A. Maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual staff [PROVIDE THE LIST, IF APPLICABLE];
B. Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;
C. Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

[IDENTIFY THE ENTITY NAME(S) WITH WHOM YOU HAVE CONTRACTED OR MADE ARRANGEMENTS] have/has agreed to provide qualified interpreter services. The agency's (or agencies') telephone number(s) is/are [INSERT NUMBER(S)], and the hours of availability are [INSERT HOURS].

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the department or agency. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of
interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children (e.g. persons under the age of 18) will not be used to interpret, in order to ensure confidentiality of information and accurate communication.

3. PROVIDING WRITTEN TRANSLATIONS
[Review factors found in State of Tennessee Title VI Policy Guidance #11-02 and U.S. Department of Justice Guidance on LEP dated June 18, 2002 to determine applicability of written translation requirements.]

A. When translation of vital documents is needed, each division or unit in [ENTITY] will submit documents for translation into frequently encountered languages to [IDENTIFY RESPONSIBLE STAFF PERSON]. Original documents being submitted for translation will be in final, approved form.

B. [ENTITY] will set benchmarks for translation of vital documents into additional languages over time.

4. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION
On an ongoing basis, [ENTITY] will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, [ENTITY] will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, and feedback from the public and community organizations. [INCLUDE THOSE AREAS APPLICABLE TO DEPARTMENT OR AGENCY]
Appendix C – Template Title VI Nondiscrimination Policy

NOTE: This is a template policy provided by TDEC for applicant reference. If an applicant does not already have such a policy in place within its organization, it may use and adopt the policy as written below, filled in with appropriate details where highlighted.

[ENTITY] complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which states that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Any person who believes that discrimination has occurred by [ENTITY] on the basis of race, color or national origin, including limited English proficiency (LEP), in violation of Title VI may file a written complaint with the Tennessee Human Rights Commission. Complaints must be filed within 180 days of the alleged discriminatory act. Complaints may also be filed with the state or federal agency involved, or the United States Department of Justice. For more information, please contact the Tennessee Human Rights Commission.
Appendix D – Template Title VI Complaint Process

NOTE: This is a template policy provided by TDEC for applicant reference. If an applicant does not already have such a policy in place within its organization, it may use and adopt the policy as written below, filled in with appropriate details where highlighted.

Title VI complaints must be submitted in writing, signed, and submitted within 180 calendar days of the alleged discriminatory act. The complaint may be filed with the allegedly discriminating agency, the Tennessee Human Rights Commission (THRC), the relevant state agency, or the relevant federal agency.

The following information should be included in a Title VI complaint:

- The name, address, and telephone number of the complaining party. The complaint must be signed and filed within 180 calendar days of the alleged discriminatory act. If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.).
- The name and address of the agency, institution, or dept. alleged to have committed the discriminatory act.
- How, why, and when the discriminatory act(s) occurred. Please include as much background information as possible about the alleged acts of discrimination. Include names of individuals involved in the discrimination, if you know them, as well as any other relevant information.
- The names, addresses, and phone numbers of any witnesses, if known, that the investigating agency may contact for additional information to support or clarify your allegations.
- The complaint should be sent to the [ENTITY TITLE VI COORDINATOR, ADDRESS].
- The Tennessee Human Rights Commission’s (THRC) Title VI Compliance Program will be notified of any complaints within ten (10) business days of receipt.

DISCLAIMER: Please do not submit confidential information, such as your Social Security Number, Driver’s License number, or birthdate with your Title VI Complaint.

Upon receipt of the complaint, the [ENTITY] Title VI staff will evaluate jurisdiction, the need for additional information, and investigate the merit of the complaint. If the complaint is filed by an internal party, [ENTITY] does not have jurisdiction and will forward it to the appropriate agency having jurisdiction to review it.

If [ENTITY] has jurisdiction to investigate, [ENTITY] will investigate and adjudicate the complaint and notify parties of the final decision in writing. If the investigation indicates that a violation did not occur, the [ENTITY] will notify the parties of the final decision in writing.

If complainant is not satisfied with the results of the investigation, the complainant may appeal to the appropriate Federal agency.

Complainants also have the option to file a complaint directly with THRC or the appropriate Federal agency within 180 days of the alleged discrimination. THRC may be reached by phone at (615) 741-5825 or toll free at 1(800) 251-3589 or at:

William R. Snodgrass Tennessee Tower
312 Rosa L Parks Ave, 23rd Floor, Nashville, TN 37243

For more information regarding [ENTITY]’s Title VI program, please contact:

Title VI Coordinator - Name:
Contact Information:
Appendix E – Sample Scrappage Images

1. Side profile of the vehicle, prior to disabling – (SideProfile#####.jpg) (Add last four digits of VIN in place of #####)

2. VIN tag or serial number – (VIN#####.jpg)
3. Engine label (showing serial number, engine family number, and engine model year) – (EngineTag###.jpg)

4. Engine block, prior to hole – (EngineBlockPrior####.jpg)
5. Engine block, after hole – (EngineBlockAfter####.jpg)

6. Cut frame rails or other cut structural components, as applicable – (FrameRail####.jpg)
Appendix F – Template Scrappage Verification Letter

EPA Grant ID#: DS-02D06421-0
Vehicle make(s):
Vehicle model(s):
Vehicle model year(s):
VIN(s):
Odometer/usage meter reading per VIN:
Engine make(s):
Engine model(s):
Engine model year(s):
Engine horsepower(s):
Engine ID or serial number(s):

I certify that on ___(insert date)___, the above engine(s) and chassis were permanently disabled. Disabling the engine consisted of drilling a three-inch hole in the engine block. Disabling the chassis consisted of cutting completely through the frame/frame-rails on each side of the vehicle/equipment at a point located between the front and rear axles. The following required digital photos of the disabled engine and chassis are attached:

✔ 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; and
✔ cut frame rails.

____________________________________________
ETCleanFuels Grantee/Subgrantee Authorized Representative (Print Name)

____________________________________________________
ETCleanFuels Grantee/Subgrantee Authorized Representative (Signature) Date

Vehicle owner’s name and address:

____________________________________________________
Vehicle Owner (Signature) Date

Dismantler/Scraper name and address:

____________________________________________________
Dismantler/Scraper (Signature) Date
Appendix G – Title VI Training Certification Form

(Please see the next page for the form.)
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
OFFICE OF POLICY AND PLANNING
William R. Snodgrass TN Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243
TITe VI TRAINING CERTIFICATION

Name of entity: _________________________________ Phone number: _____________________

Type of entity. (choose one): Government/Municipality [ ] Private Business [ ] Non-Profit [ ]

Address: ______________________________________

City: __________________________ State: ___________ Zip Code: ___________ County: ___________

The Tennessee Department of Environment and Conservation (TDEC) is a recipient of federal financial assistance. Recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964, which bars discrimination on the basis of race, color, or national origin. The Civil Rights Restoration Act of 1987 clarifies that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance. As a sub-recipient of TDEC’s federal funds, you are required to comply with Title VI and related nondiscrimination laws and regulations.

Title VI regulations require sub-recipients to complete Title VI training; your entity must preserve class rosters or comparable evidence of periodic Title VI training for audit purposes.

Below, the sub-recipient program supervisor and its Title VI Coordinator (if a different person) must certify the date (within the last six months) of their completion of Title VI training, attach a copy of the class roster or certificate of completion from their training, and certify that Title VI training is provided for staff, including new hires.1

As one acceptable means of completing Title VI training, your entity may use TDEC’s online Title VI training module: https://tdec.tn.gov/title6/index.html and retain Certificates of Completion for staff.

Declaration of Sub-Recipient Title VI Coordinator: I completed Title VI training on __________ (date), my entity provides Title VI training for staff, including new hires, and to the best of my knowledge and belief the class roster and/or certificates of completion for Title VI training attached are true, correct, and complete.

Printed Name and Title: _________________________________

Signature: ____________________________ Date: ____________

Declaration of Sub-Recipient Supervising Authority: I completed Title VI training on __________ (date), my entity provides Title VI training for staff, including new hires, and that the class roster and/or certificates of completion for Title VI training attached are to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Sec. 39-16-702(a)(4), this declaration is made under penalty of perjury.

Printed Name and Title: _________________________________

Signature: ____________________________ Date: ____________

1 If the sub-recipient program supervisor or its Title VI Coordinator is replaced during the contract term, the replacement must take Title VI training and provide evidence of completion to the TDEC grant or loan administering program.

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