



## Westar Energy Kansas Green School’s School Bus Diesel Retrofit Grants: Request for Proposals

### Diesel Exhaust and Your Health

- Diesel exhaust contains significant levels of small particles, known as fine [particulate matter](#). Fine particles are so small that several thousand of them could fit on the period at the end of this sentence.
- Fine particles pose a significant health risk because they can pass through the nose and throat and lodge themselves in the lungs. These fine particles can cause lung damage and premature death. They can also aggravate conditions such as asthma and bronchitis.
- EPA has determined that diesel exhaust is a likely human carcinogen. Diesel exhaust can also contribute to other acute and chronic health effects (see [EPA's Health Assessment Document for Diesel Exhaust](#)).

### Who is at Risk?

- People with existing heart or lung disease, asthma or other respiratory problems are most sensitive to the health effects of fine particles. The elderly and children are also at risk.
- Children are more susceptible to air pollution than healthy adults because their respiratory systems are still developing and they have a faster breathing rate.

### Other Health and Environmental Effects

- Diesel exhaust also contains pollutants that contribute to [ozone formation](#) (or smog), [acid rain](#), and [global climate change](#).

SOURCE: <http://www.epa.gov/cleanschoolbus/humanhealth.htm>

### What is a School Bus Diesel Retrofit?

A School Bus Diesel Retrofit is a modification to an existing diesel school bus that helps to reduce the air pollution from that bus.

### Why Retrofit Diesel School Buses?

Burning diesel in older buses can cause air pollution problems, including elevated particulate matter pollution and reduced overall environmental air quality in our communities. Particulate matter is associated with elevated health risks that especially impact children.

### Who Should Apply?

**School districts MUST be in the Westar Energy Service Territory and a public school district.**

Any public school district within the service area of Westar Energy may apply for funding and will be evaluated based on the attached proposal scoring rubric. It is important to note that while any school within the Westar Energy Service area may apply, priority for funding includes areas that are high priorities for air quality improvements in Kansas. These areas include the following counties: Butler, Douglas, Harvey, Johnson, Leavenworth, Miami, Riley, Sedgwick, Shawnee, Sumner and Wyandotte.

Further priority will be given to school districts that serve higher populations of economically disadvantaged youth, as represented by those receiving free and reduced lunch.



### **Available Funding:**

Up to \$500,000 in funding has been made available from Westar Energy for Kansas Green Schools Diesel Retrofit projects. Schools and school districts may apply for grants of \$20,000 to \$250,000.

### **Grant Requirements Overview:**

As a condition of grant funding, schools or school districts must:

1. Provide environmental education and information to students, families and community members about air quality and connections to transportation. Lesson plans for student environmental education activities may be found: [www.kansasgreenschools.org/westar](http://www.kansasgreenschools.org/westar). Outreach to families and community might include school newsletters, anti-idling campaigns, signage, etc.
2. Provide appropriate diesel retrofit verification to insure that diesel retrofits have been installed.
3. Provide additional required documentation as outlined in the “Detailed Grant Requirements and Guidelines” document.
4. Agree to provide maintenance of retrofits for a minimum of three years.
5. Complete a final report to be submitted to KACEE which includes a summary of project activities, appropriate verification for installation of diesel retrofits, and any supporting documentation such as photos, videos, newsletters, examples of student work, etc.

Detailed Grant Requirements found at: [www.kansasgreenschools.org/westar](http://www.kansasgreenschools.org/westar)

### **How to Apply:**

To apply for a Westar Energy Kansas Green School’s Diesel Bus Retrofit grant, complete the online application found at: <http://www.surveymonkey.com/s/Westar>

Schools selected for funding will be required to submit additional funding information prior to final funding approval. See the “Detailed Grant Requirements and Guidelines” for more information.

***Applications need to be submitted no later than January 16, 2012 to be considered.***

### **For Questions or more information, please contact:**

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**Westar Energy Kansas Green School's School Bus Diesel Retrofit Proposal Evaluation Rubric:**

The following rubric will be used to identify the most competitive proposals for funding.

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Project Description</b>	Project description does not address either direct environmental benefits and/or education as components of their integrated holistic approach.	Project description partially addresses either direct environmental benefits and/or education as components of their integrated holistic approach.	Project description clearly addresses both direct environmental benefits and education as components of their integrated holistic approach.		
<b>Program Need</b>	Applicant has not adequately established need for the school bus diesel retrofit project in their school or district. The school is not within a high priority area for air quality and/or economic benefit	Applicant has established some need for the school bus diesel retrofit project in their school or district. The school is within a high priority area for air quality and/or economic benefit.	Applicant has established a strong need for the school bus diesel retrofit project in their school or district. The school is within a high priority area for both air quality and economic benefit.		
<b>Environmental Education</b>	Environmental education goals are not well defined, and/or work plan is inappropriate for achieving cohesive integration of high quality, science-based environmental education with green school projects. There is only limited student engagement in EE through the proposed project.	Environmental education goals are somewhat defined and/or work plan is appropriate for achieving cohesive integration of high quality, science-based environmental education with green school projects. There is limited engagement of students in EE through the proposed project.	Environmental education goals are clearly defined, and work plan is appropriate for achieving cohesive integration of high quality, science-based environmental education with green school projects. Multiple classrooms are engaged in EE through the proposed project.		
<b>Community Engagement</b>	School and community resources and engagement are not a part of the proposed project. The project does not have the potential for broader community impact.	School and community resources and engagement are a component of the proposed project. The project has the potential for broader community impact.	School and community resources and engagement are a strong component of the proposed project. The project has the strong potential to have broader community impact.		
<b>Timeline</b>	Project timeline is not realistic and/or students, school and community are engaged on a very limited basis in green school air quality related activities and learning.	Project timeline is realistic and/or students, school and community are somewhat engaged in green school air quality related activities and learning.	Project timeline is appropriate and students, school and community are engaged in ongoing green school air quality related activities and learning.		
<b>Budget</b>	Budget is not included/complete or is not sufficient/realistic to achieve project goals outlined in the project description.	Budget is included/complete and is sufficient/realistic to achieve project goals as outlined in the project description.	Budget is included/complete and is sufficient/realistic to achieve project goals as outlined in the project description and proposed expenditures will result in a sustainable project that has long term impacts.		

## **Detailed Grant Requirements and Guidelines:**

Participants must meet the following **minimum requirements to be eligible** for consideration:

- The applicant school district must be a **public school** district located within the Westar Energy service territory. School districts may apply on behalf of a contracting provider, but priority will be given to school districts requesting funds for their own fleet.
- Participants or their funders **must not otherwise have a legal obligation to reduce emissions through the retrofit of school bus diesel engines.**
- Participants **must not purchase or install control devices that have already received funding from other programs.**
- The **funding request must be at least \$20,000** with a maximum of \$250,000 per school district.

School districts may apply for the installation of diesel oxidation catalysts, closed crankcase ventilation systems, and fuel operated heaters. Crankcase Filtration System devices are allowable under this grant program. However, Diesel Particulate Filter technology (DPFs) are not eligible for funding under this grant.

- School districts must be willing to submit their costs for reimbursement and awardees will receive payment directly from Westar Energy when the final report has been submitted and the school district has demonstrated completion of the grant deliverables under the agreement.

Participating **school buses must meet the following minimum requirements:**

- The model year of the bus must be [1994] or newer.
- Each bus must be equipped with a diesel engine and have a gross vehicle weight rating of 19,500 pounds or more.
- Each bus must travel at least 10,000 miles per year and be in service at least 4 days per week during the school year.
- Unless the school district's entire fleet runs on ultra low sulfur diesel (ULSD) or the school district uses a card lock system to fuel its buses with the appropriate fuel, ULSD tanks and retrofitted school buses must be clearly labeled "Use Only ULSD Fuel."

### **Initial Application:**

If your school district meets these criteria, complete an online initial application at: <http://www.surveymonkey.com/s/Westar>

Applications will be reviewed and eligible school districts will be chosen by lottery with priority given to those school districts where project implementation will take place in communities with impaired air quality and/or which serve economically disadvantaged youth.

### **Final Application:**

Those school districts selected through the initial application process will be required to complete a final application which provides the following information:

- School bus data for each bus including: bus license number, bus manufacturer, bus type, gross vehicle weight rating, engine manufacturer, engine model, engine model year, control type, bus location, and bus identification number.
- Information on the selected control device including: type, manufacturer, number, any unusual circumstances, and documentation of product warranties.
- Selected control device vendor name, contact information, and cost summary (include explanation if costs vary from that provided in the interest form) with supporting documentation.
- Fuel supplier name, contact information, and a description of the fueling practices that will be used to ensure that the bus always uses ULSD with supporting documentation (as necessary).
- Identification of the entity that should receive payments.
- Information on previous funding received for the retrofit of diesel school buses including the name of the funding source, date/timeframe in which funding was received, amount of funding received, and summary description of what emissions reduction equipment for diesel buses was purchased/installed using these funds.
- Documentation that the participating school buses meet the minimum participating requirements described in Section 2.2.
- Description of how the educational materials provided by Westar Energy will be incorporated into the curriculum at schools within the school district, including which grade levels will be impacted.
- Certification that the following is true:
  - Applicant will use funding under this program for the specific purposes identified in the program description;
  - The buses retrofitted with pollution control equipment under this program will conform to the program requirements defined in the program description;
  - Buses retrofitted under this program are owned and operated by the applicant, and the applicant is a school district;
  - Applicant will maintain the pollution control equipment for the period described in the program description (i.e., through March 26, 2015, at a minimum);
  - Applicant will avail itself of the warranty as needed in order to ensure that the equipment funded under this program remains in good working order through March 26, 2015;
  - The applicant will not use funding under this program to purchase hardware, services, or fuel for which the school district has received, or will receive, payment from another source or under another program;

- Applicant will submit annual reports at the times and for the periods described in the project description;
- Applicant will provide Westar Energy, KDHE and EPA with access to retrofitted buses, facilities where the buses are located, and documentation related to funding received from this program, based on reasonable notice of a request for such access;
- Applicant will only use ULSD in the buses retrofitted under this program;
- Applicant has received approval from the school board, or other governing body, to apply and make use of the funding under this program; and
- Applicant has followed the school district’s procedures to procure the products and services funded under this project.

If selected for the program, participants must meet the following **additional minimum requirements**:

- Participants must **complete installation of the retrofit equipment within 6 months** of being notified that they were selected for the program.
- Participants must agree to **allow representatives of Westar Energy, KDHE and the Environmental Protection Agency (EPA) to have access to buses** participating in the Clean Diesel Retrofit program, as well as related project records, for the purposes of inspection and data verification.
- Participants must ensure that **they comply with local, state, and federal requirements for the disposal of waste generated** from the control technology.
- Participants must agree to deliver an **objective results summary report within 60 days of the end of the first full school year following installation** of the school bus control device. This report must evaluate how students were affected by the curriculum and the potential long-range educational impact of the project.
- Participants must agree to **submit annual reports at the conclusion of every school year through the school year ending in 2015 that include operational status, annual miles driven, annual fuel use, the number of days the bus was in service during the year, the number of students impacted, documentation of maintenance required for the retrofit device or increased maintenance** resulting from the use of the device, and documentation of other issues or problems (if any) and how they were addressed (including warranty claims).
- Participants must make all reasonable efforts, including the assertion of equipment warranty claims, **to use and maintain the equipment purchased and installed under this program from the date the equipment is installed through March 26, 2015.**
- Participants must **maintain records of the school board’s approval to engage in the program, dates when the control devices were installed, the odometer readings of each bus when the control device was installed, and related maintenance records.**

**Anticipated Application and Award of Funding Schedule:**

Activity	Date
Initial Applications Due from School	January 16, 2012

Review of Initial Applications and Notification of Selected School Districts	By February 15, 2012
Final Application Materials Due from Selected School Districts	By April 1, 2012
Funding for Diesel Retrofits Distributed to School Districts	By May 15, 2012

**Allowable Costs for Funding Requests:**

The following are allowable costs for diesel retrofit proposed projects:

- Production and printing costs related to the school participation application components (including expression of interest form and application form);
- Control technology costs;
- Control technology installation costs;
- Training costs associated with repair and maintenance of the technology (including technology cleaning and proper disposal of waste generated from cleaning);
- Incremental costs for repair and maintenance of the control technology from the date of installation through March 26, 2015 (including costs associated with the proper disposal of the waste generated from cleaning the technology);
- Costs incurred by the installation and maintenance contractor as approved in the contract;
- Costs incurred by contractors to administer this program, verify installation and maintenance activities, and develop educational materials and train educators on their use: and
- Other costs directly related to the implementation of the Clean Diesel Retrofit project.