****

**Kentucky DERA State Program Grant**

***Previously called* Clean Diesel Grant Program**

**WORK PLAN NARRATIVE TEMPLATE**

**Due November 15, 2024**

**Return to:**

**Joan Luther**

**Joan.luther@ky.gov**

INSTRUCTIONS: The following template provides your school district with the information necessary to submit a complete work plan for the Kentucky DERA State Grant Program. **Please retain all information currently in this template and fill in the remaining information where it is requested.**

**School District:**

**Project Title:**

**Project Manager**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Address |  |
|  |  |
| Phone |  |
| Email |  |

**Financial Manager**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Address |  |
|  |  |
| Phone |  |
| Email |  |

**Project Budget**

|  |  |
| --- | --- |
| State Funding Amount |  |
| In-kind Match |  |
| TOTAL Project Cost |  |

**Project Period**

All work plans for the Kentucky DERA State Grant Program will run from January 13, 2025[[1]](#footnote-1) –

September 30, 2026. Buses must be purchased ***after***notice of an award and the Memorandum of Agreement has been signed by the Energy and Environment Cabinet and approved by the Finance Cabinet to be eligible for reimbursement.

**Summary Statement**

*Insert a brief paragraph summarizing your school’s proposed project.*

**Actions and Outcomes**

*Describe in detail the actions you plan on taking during the project period, your plans for publicizing and promoting your program within your school district, and your commitment to idle reduction practices or policies within your organization.*

*Additionally, describe the outcomes you hope to achieve through implementation of your project. Outcomes may be environmental, behavioral, health-related, or programmatic in nature.*

**Timeline**

*Please provide a timeline of expected milestones and completion dates to achieve specific tasks and accomplishments during the project period. This timeline should include all of the actions you describe above.*

*All milestones related to the purchase must be accomplished no later than the dates listed below, as these are contractual dates DAQ has with the U.S. Environmental Protection Agency (EPA). You are strongly encouraged to follow a more expedient schedule than the one detailed below. Progress reports will additionally be due on the dates listed below, up until the date of project completion.*

|  |  |
| --- | --- |
| **DATE** | **ACTION** |
| January 13, 2025[[2]](#footnote-2) | Anticipated project period start date |
| April 30, 2025 | March – May Progress Report due  |
| September 30, 2026 | Project Completion Deadline – Final Report, Invoices, and Certificate of Destruction Due  |

**Fleet Description**

*Please fill in the table below for the specific buses that will be replaced using your award.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bus License Number | Bus Make & Model | Bus/Engine Model Year | Type of Fuel Used | Annual Fuel Usage (gal/yr) | Total Annual Mileage | Purchase Date | Cost to Replace | Remaining Useful Life |
|   |   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |  |

**Match Requirement**

**This is a reimbursement program.** School districts that receive an award under this Request for Proposals must pay the vendor for the entire project. After all requirements are verified, DAQ will reimburse the school for the amount agreed upon and stated in the resulting contract.Please refer to the following example to calculate the reimbursement amount:

* **Example: Replacement School Bus**

Total cost of bus paid by school district: $95,000

**25%** Award maximum from DAQ: .25 x $95,000 = $23,750.00

**75%** Match required from district: .75 x $95,000 = $71,250.00

**Payment Terms**

Funds will be paid to each grant recipient on a reimbursement basis by DAQ after the purchase has been completed. **Itemized invoices, proof of payment, and photos and/or videos of the destroyed engine and chassis will be required for all payment requests**. School Districts will only be reimbursed for buses purchased **AFTER** notice of an official grant award and the Memorandum of Agreement has been signed by the Energy and Environment Cabinet and approved by the Finance Cabinet.

**Complete Proposal Package**

* Complete results from EPA’s Diesel Emissions Quantifier must accompany this Work Plan <https://cfpub.epa.gov/quantifier/index.cfm?action=main.home>.
	+ DEQ Helpline: DEQhelp@epa.gov
* The Fleet Description Excel Worksheet must also be included.
* The Eligibility Statement must also be included.

**SIGNATURES**

This work plan must be signed and dated by the Superintendent or other authorized representative of your school district.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Representative’s Printed Name & Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division for Air Quality Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

1. This is a projected start date. Please note that the project period does not begin until the Memorandum of Agreement has been signed by the Energy and Environment Cabinet AND approved by the Finance Cabinet. [↑](#footnote-ref-1)
2. This is a projected start date. Please note that the project period does not begin until the Memorandum of Agreement has been signed by the Energy and Environment Cabinet AND approved by the Finance Cabinet. [↑](#footnote-ref-2)