

City of Norman



**FY 2014
ACOG CLEAN AIR Grants
for
Public Sector Fleets**

ISSUED SEPTEMBER 27, 2013

**ROUND 1
APPLICATION PACKET**

SECTION 1 – APPLICANT INFORMATION

1. PROJECT TITLE (10 words or less): ALTERNATIVE FUELS/HYBRID VEHICLE REPLACEMENT		2. DATE RECEIVED BY ACOG: (to be completed by ACOG; leave this area blank)	
		3. AMOUNT OF GRANT REQUEST: \$59,100	
4. APPLICANT INFORMATION			
Legal Name of Entity: CITY OF NORMAN		Organizational Unit: CITY OF NORMAN Department: PUBLIC WORKS	
Street Address: 1301 Da Vinci		Division: FLEET MANAGEMENT	
Mailing Address (if different from Street Address):			
City: Norman		Name and telephone number of person to be contacted on matters involving this application	
State: OK	Zip: 73069	Prefix: Mr.	
5. EMPLOYER IDENTIFICATION NUMBER (FEI): 73-600-5350		First Name: Mike	Middle Initial:
6. PROPOSED PROJECT:		Last Name:	Suffix:
Start Date: (M/d/yyyy)	Ending Date: (M/d/yyyy)	White	
7. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: ALTERNATIVE FUELS/HYBRID VEHICLE REPLACEMENT		Email: mike.white@normanok.gov	
8. LOCATION OF PROJECT (if different from Street Address above)		Phone Number: (give Area Code) (405) 292-9709	
Physical Address:		FAX Number: (give Area Code)	
City:	State:	Zip:	(405) 292-9710
9. PROJECT MANAGER CONTACT:			
Prefix: Mr.	First Name: Mike	Middle Initial: W.	
Last Name: White	Suffix:	Email: mike.white@normanok.gov	
Phone: (give Area Code) (405) 292-9709		FAX : (give Area Code) (405) 292-9710	
10. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.			
Authorized Representative			
Prefix: Mr.	First Name: Steve	Middle Name:	
Last Name: Lewis		Suffix:	
b. Title: City Manager		c. Phone Number: (give Area Code) (405) 366-5402	
d. Email: steve.lewis@normanok.gov		e. FAX Number: (give Area Code) (405) 366-5418	
f. Signature of Authorized Representative:		g. Date Signed: (M/d/yyyy)	

SECTION 2 - PROJECT INFORMATION

A.	Category in which you are applying (check one by double clicking the appropriate box and selecting "checked" under Default Value) <input type="checkbox"/> Alternative Fuel Infrastructure <input checked="" type="checkbox"/> Alternative Fuel/Hybrid Vehicles <input type="checkbox"/> Both Fueling Infrastructure and Alternative Fuel/Hybrid Vehicles			
B.	Amount of Grant Request: \$59,100	C. Total project cost including planning, engineering, design and construction: \$428,317		
	Project Description (be brief but complete)			
D.	<p>Provide a brief description of your project including what it is, where it will be located, number of vehicles to be purchased, number of fueling posts, dispensers, charging points to be installed, fuel types involved, etc.</p> <p>Important: In addition to describing the project location, if the project involves the installation of alternative fuel infrastructure, attach a black and white map on 8 ½ X 11 inch paper showing location and layout of any proposed fueling infrastructure facilities. The map should clearly indicate the location/placement of fueling islands, compressors, charging stations, storage tanks, dispensers, etc. that will be built or expanded with the proposed funding. <u>Existing facilities and future facilities adjacent to the proposed project should be clearly distinguished on the map and reproducible in black and white.</u> Label as Infrastructure Site Map . Attach to application.</p> <p>The City of Norman has proposed the purchase of a 2014 Compressed Natural Gas (CNG) Bucket Truck able to hoist up to 70 feet for the Parks and Recreation Park Maintenance Division, a Compressed Natural Gas (CNG) 2014 Light Duty Trucks for the Planning and Community Development Services Division, a Compressed Natural Gas (CNG) 2014 Light Duty Truck for the Public Works Fleet Division and a Compressed Natural Gas (CNG) 2014 Light Duty Truck for the Utilities Sewer Line Maintenance Division.</p> <p>The City of Norman will be fulfilling the commitment of the Alternative Fuel Policy, which was adopted by City Council in February 2009, by replacing four existing vehicles that utilizes diesel and/or unleaded with the CNG Vehicles.</p> <p>While the City of Norman has purchased CNG vehicles, the City has yet to purchase a CNG Bucket Truck. Staff will pilot the CNG Bucket Truck for a period of twelve months to monitor performance, fuel savings, and possible maintenance concerns. If the pilot program is a success, staff will start the process of replacing all unleaded and/or diesel Bucket Trucks where applicable with CNG Bucket Trucks.</p>			
D.1.	If project involves the replacement of school buses, also respond to the following:			
D.1a.	Average number of district elementary, middle school and high school students riding the school buses on a daily basis:			
D.1b.	Total district enrollment:	# elementary students	# middle school students	# high school students
D.1c.	Entity owning the buses:			
D.1d.	Entity operating and maintaining the fleet:			

D.1e.	Fleet replacement rate:
E.	<p>What is the project timeline? Include anticipated start date, term of construction or implementation and proposed completion date. Keep in mind the completion deadlines outlined in the solicitation.</p> <p>Compressed Natural Gas (CNG) Bucket Truck will be delivered 190 days from receipt of the Purchase Order.</p> <p>Compressed Natural Gas (CNG) Light Duty Trucks will be delivered 120 days from receipt of the Purchase Order.</p>

SECTION 3 - PROJECT IMPACT AND VIABILITY

A.	For the following questions, <u>do not</u> include vehicles such as golf carts that may be driven on-road but are not manufactured primarily for on-road use. <u>Do</u> include heavy-duty equipment such as refuse haulers, and street sweepers.			
A.1.	What is the total number of on-road vehicles currently in applicant fleet? 460			
A.2.	What is the total number of on-road alternative fuel vehicles currently in application fleet? 50 (CNG)			
A.3.	What is the total number of on-road hybrid-electric vehicles currently in applicant fleet? 2			
A.4.	How many gasoline gallon equivalents of fuel by alternative fuel type were used during the past fiscal year?			
	CNG: 41,662	LPG:	E85:	B20:
B.	If the proposed project is for the purchase of alternative fuel vehicles, is there onsite refueling for those vehicle? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
B.1.	If no onsite fueling, where will the vehicles be refueled?			
B.2.	If no onsite fueling, how far from the fleet year (in tenths of miles, i.e. 1.7 miles) is the refueling/recharging station that will be used?			
C.	If the proposed project is alternative fuel infrastructure related, does it include a public-access component or multi-fleet component? Please describe and explain.			
D.	If the proposed project includes alternative fuel infrastructure and involves a public/private partnership agreement, attach a copy of that agreement to this application signed by all appropriate parties. Label as Public/Private Partnership Agreement. Attach to application.			
E.	If the project is alternative fuel infrastructure related, how much use will this facility get? How many vehicles will it serve, and what is the anticipated annual alternative fuel throughput (fuel purchased/loaded and sold/used) at proposed infrastructure.			
F.	Do you have state certified alternative fuel vehicle technicians on staff? <input checked="" type="checkbox"/> Yes 11 Techs <input type="checkbox"/> No Do you have state certified CNG compressor technicians on staff? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
F.1.	In the absence of state certified technicians, how will your alternative fuel vehicles and or alternative fuel infrastructure be serviced? Currently, the City hires Arrow Engine Co. to service our CNG Infrastructure.			
G.	In the absence of future grant funding, how will the applicant entity sustain its commitment to continued incorporation of clean fuel technologies in its fleet? Please explain and describe. If funding is not available, the City of Norman will continue the commitment of our Alternative Fuel Policy by implementing cleaner, greener fuels and technology into our current fleet as the City's budget will allow. However, the City's budget may not allow all requested replacements this year. Budget requests will be made the full cost of CNG replacement vehicles. All other vehicles where CNG capability is not available will be right-sized and will be within the top three most fuel efficient in its class.			
H.	Does your entity have a written Alternative Fuel/Hybrid Vehicle Replacement Plan that has been approved the city council, board of commissioners, or appropriate governing body? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach to this application and Label as AFV Replacement Plan. Attach to application.			

SECTION 4 - PROJECT BUDGET AND COST ESTIMATES

Alternative Fuel Infrastructure:

Use this table as a summary only and attach to this application form a detailed, itemized breakout of the project budget supported by itemized price quotes - see item A.*

	CONSTRUCTION COST CLASSIFICATION	TOTAL COST	Local Share	Federal Share
1.	Administrative and legal expenses	\$00.00	\$00.00	
2.	Land, structures, rights-of-way, appraisals, etc.	\$00.00	\$00.00	
3.	Architectural and engineering fees	\$00.00	\$00.00	
4.	Other architectural and engineering fees	\$00.00	\$00.00	
5.	Project inspection fees	\$00.00	\$00.00	
6.	Site work	\$00.00	\$00.00	
7.	Demolition and removal	\$00.00	\$00.00	
8.	Miscellaneous	\$00.00	\$00.00	
9.	Construction	\$00.00	\$00.00	\$00.00
10.	Equipment	\$393,850.00	\$334,750.00	\$59,100.00
11.	SUBTOTAL COSTS	\$393,850.00	\$334,750.00	\$59,100.00
12.	Project income	\$00.00	\$00.00	\$00.00
13.	Other awards, incentives, rebates, transferred tax credits or pass-through incentives that will be utilized in this project	\$00.00	\$00.00	\$00.00
14.	SUBTOTAL INCOME AND INCENTIVES	(\$00.00)	(\$00.00)	(\$00.00)
15.	TOTAL COSTS	\$428,317.00	\$369,217.00	\$59,100.00
16.	Local Share ¹ (see Note below. Must equal minimum 20 percent of Total)		86% of Total Costs	
17.	Federal Share ¹ (see Note below. Cannot exceed 80 percent of Total)			14% of Total Costs

Note:

1 Eligible public sector projects can be funded at a ratio of up to

- 80 percent federal funds and 20 percent local share for installation costs and capital investments in alternative refueling/recharging infrastructure

Instructions for completing the Alternative Fuel Infrastructure Project Budget Summary Table

Line 1 – Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchase of land on which the infrastructure project will be constructed and certain services in support of construction of the project.

Line 2 – Enter estimated site and right(s)-of-way acquisition costs (this included purchase, lease, and /or easements).

Line 3 – Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line 4 – Enter estimated engineering costs such as surveys, tests, soil borings, etc.

Line 5 – Enter estimated engineering inspection costs.

Line 6 – Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.

Line 8 – Enter estimated miscellaneous costs.

Line 9 – Enter estimated costs of the construction contract.

Line 10 – Enter estimated costs of the equipment defined as Level 1, Level 2, and Level 3 Electric Vehicle Supply Equipment (EVSE) directly related to charging electric batteries in highway-speed, plug-in electric vehicles and to metering electric vehicle fuel usage (in KWh); or equipment directly related to the compression of natural gas, and equipment directly related to the storage, dispensing and metering of compressed natural gas (CNG, liquefied natural gas (LNG), or liquefied propane gas (LPG) into a motor vehicle; and equipment directly related to storage, dispensing and metering of biofuels (E85 ethanol and/or B20 or higher blend biodiesel).

Line 11 – Total of items 1 through 10.

Line 12 – Enter estimated program income to be earned during the grant periods, e.g. salvaged materials.

Line 13 – Enter the total dollar amount of all incentives and other awards to be applied to this project.

Line 14 – Enter the total of lines 12 and 13.

Line 15 – Subtract line 14 from line 11.

Dedicated Alternative Fuel Vehicles and Hybrid Vehicles^{1, 2}:

Important, please read: Use this table as a summary and attach to this application supporting documentation in the form of itemized price quotes* showing the base price of the vehicles and the incremental cost breakout of the alternative fuel system or the advanced technology propulsion system (see Section 4 - Project Budget and Cost Estimates, Item A*).

Column A		Column B	Column C	Column D (Sum Columns A & B)	Column E
Vehicle Description (Year, Make, and Model, Fuel Type)		Base Price	Alternative fuel or advanced technology propulsion system incremental cost	Total vehicle cost	Pricing Source
Ex.	Example: 2013 Ford F250 4WD Crew Cab; dedicated CNG	\$32,000.00	\$4,800.00	\$36,800.00	Dealership – see attached itemized quote
1.	2014 Ford F150; dedicated CNG	\$23,967.00	\$10,500.00	\$34,467.00	Dealership – see attached itemized quote
2.	2014 Ford F150; dedicated CNG	\$23,967.00	\$10,500.00	\$34,467.00	Dealership – see attached itemized quote
3.	2014 Ford F150; dedicated CNG	\$23,967.00	\$10,500.00	\$34,467.00	Dealership – see attached itemized quote
4.	2014 Peterbilt 365; dedicated CNG	\$297,316.00	\$27,600.00	\$324,916.00	Dealership – see attached itemized quote
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6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.	TOTALS	\$369,217.00	\$59,100.00	\$428,317.00	
	% Local (leave blank - to be filled out by ACOG)				
	% Federal (leave blank - to be filled out by ACOG)				

Note:

1 Public sector fleet projects are eligible for up to 100 percent funding for the incremental cost only of qualified dedicated natural gas vehicles, qualified dedicated propane vehicles, electric vehicles, plug-in hybrid vehicles and hybrid vehicles, hydraulic hybrid vehicles, and dedicated natural gas or dedicated propane commercial mowers.

2 In no case can the incremental cost exceed 80 percent of the base price of the vehicle(s).

A.*	<p>1. Attach to this application <u>current</u> (within the last 3 months) itemized price quotes from vendors/contractors and any other pertinent documents supporting the project budget. If a project has multiple aspects such as vehicle purchase and infrastructure development, the price quotes should be itemized by the appropriate categories.</p> <p>2. Label itemized quotes and detailed budget as Project Budget File.</p> <p>3. Please Note: To be considered for funding, itemized price quotes for vehicles must make clear the incremental cost for the dedicated alternative fuel, hybrid, or hydraulic hybrid portion of the vehicle. In some cases this may have to be accomplished by providing a price quote for the alternative fuel vehicle, hybrid vehicle or hydraulic hybrid vehicle and its identically equipped conventional fuel counterpart. In all cases, the incremental difference must be declared and supported by documentation. State contract base prices for conventional fuel vehicles and their alternative fuel counterparts may be substituted where appropriate for itemized price quotes.</p>
B.	<p>If other loans, awards, incentives, rebates, transferred tax credits or pass-through incentives will utilized in this project, itemize and explain.</p>
C.	<p>What is/are the source(s) of local share funds? City of Norman Fiscal Year Ending 2015 Budget Funds</p>

SECTION 5 - EQUIPMENT RETIREMENT AND REPLACEMENT TABLES

A. Vehicle summary: Complete the following two tables listing vehicles to be retired and new clean fuel technology vehicles that will replace retired vehicles.

TABLE 1

VEHICLES TO BE RETIRED

[illegible]

TABLE 2

CLEAN FUEL TECHNOLOGY VEHICLES TO BE PURCHASED OR CONVERTED

[illegible]

SECTION 6 - ASSURANCES & RESOLUTIONS

Please affirm your understanding of the following project conditions by initialing in the spaces provided:	
Initial each shaded block below ↓	
	Private organizations proposing projects must be contracted to a public entity for public services and must have a public sponsor (a local government unit or transit operator).
	In the case of alternative fuel infrastructure projects, the project sponsor or private partner must provide matching dollar funding of a minimum of 50% cost share for eligible expenses.
	This is a reimbursement program. The applicant organization must finance the project until Federal reimbursement funds are available.
I hereby certify that the statements contained within the foregoing Application for ACOG Public Fleet Conversion grant are true and complete to the best of the applicant's knowledge and understanding.	
Name of Applicant Organization	
City of Norman, Oklahoma	
Name of Authorized Official Cindy Rosenthal	Title Mayor
Signature	Date

Subscribed and sworn to before me this _____ day of _____, 20____.

(Seal)

NOTARY PUBLIC

My Commission expires: _____

My Commission number: _____

SECTION 6- ASSURANCES

R-1314-79

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING AN APPLICATION TO SEEK FINANCIAL ASSISTANCE THROUGH THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG) PUBLIC FLEET CONVERSION GRANTS ONE (1) COMPRESSED NATURAL GAS BUCKET TRUCK AND THREE (3) COMPRESSED NATURAL GAS LIGHT DUTY TRUCKS FOR THE PUBLIC WORKS FLEET DIVISION.

- § 1. WHEREAS, the City of Norman desires to seek financial assistance through the ACOG Public Fleet Conversion Grants Fund for one (1) compressed natural gas bucket truck and three (3) compressed natural gas light duty trucks for the Public Works Fleet Division in the City of Norman; and
- § 2. WHEREAS, it is in the best interest of the City of Norman to expedite the preparation and submission of an application for financial assistance from the ACOG Public Fleet Conversion Grants Fund in the form of a grant.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 3. That the Mayor of the City of Norman is hereby authorized and directed to sign an application and related documents necessary to file and process a grant application through the ACOG Public Fleet Conversion Grants Fund on behalf of the City of Norman.

PASSED AND ADOPTED this 14th day of January, 2014.

ATTEST:

Mayor

City Clerk