

BENEFICIARY ELIGIBLE MITIGATION ACTION CERTIFICATION

Beneficiary State of Arkansas

Lead Agency Authorized to Act on Behalf of the Beneficiary Arkansas Department of Energy and Environment Quality (E&E) Division of Environmental Quality (DEQ)

Action Title:	<u>Class 4-7 Local Freight Trucks (Medium Trucks)</u>
Beneficiary's Project ID:	Clean Fuels Year 3
Funding Request No.	
Request Type: (select one or more)	<input type="checkbox"/> Reimbursement <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Other (specify): Funding for projects and advanced DEQ program administration costs
Payment to be made to: (select one or more)	<input checked="" type="checkbox"/> Beneficiary <input checked="" type="checkbox"/> Other (specify): A funding request directing administrative costs is being submitted separately from the funding request directing project-related costs to the disbursement sub-account for the Clean Fuels Program established with Wilmington Trust, per the WT Mitigation Arkansas Disbursing Agreement. Project-related costs will be directed to the project sponsor using the Payee Information Upload Template in accordance with the WT Mitigation Arkansas Disbursing Agreement
Funding Request & Direction (Attachment A)	<input checked="" type="checkbox"/> Attached to this Certification (Administrative costs) Attachment A directing funding to be moved to Wilmington Trust disbursement subaccount to be Provided Separately

SUMMARY

<p>Eligible Mitigation Action <input checked="" type="checkbox"/> Appendix D-2 item (specify): <u>Item 6: Class 4-7 Local Freight Trucks (Medium Trucks)</u> Action Type <input type="checkbox"/> Item 10 - DERA Option (5.2.12) (specify and attach DERA Proposal):</p> <p>Explanation of how funding request fits into Beneficiary's Mitigation Plan (5.2.1): This Eligible Mitigation Action Certification (EMAC) implements the Arkansas Clean Fuels Funding Assistance Program described in section IV.E. of Arkansas's Beneficiary Mitigation Plan as revised</p> <p>Detailed Description of Mitigation Action Item Including Community and Air Quality Benefits (5.2.2):</p>
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The table below lists the proposed projects selected by DEQ for funding during the Clean Fuels program year 3. DEQ requests approval from the Trustee to replace the vehicles listed in the table below.

Applicant	Proposed Vehicle	Proposed Replacement
City of Fort Smith	Replace one (1) 2008, one (1) 2005 and one (1) 2006 Diesel powered Refuse Truck	Three (3) CNG powered Refuse Trucks
Lazer Spot, Inc.	Repower two (2) 2006 Diesel powered truck engines	Two (2) EV powered Engines

The vehicles and equipment to be replaced will be scrapped in accordance to the requirements of the Trust. All vehicles and equipment to be replaced pursuant to this Certification meet the requirements specified for Eligible Mitigation Action 6

These projects will reduce emissions of nitrogen oxides and particulate matter from each vehicle lessening potential exposure of Arkansans to harmful air pollutants including ozone, fine particulate matter, and nitrogen dioxide.

DEQ will direct reimbursement of eligible as expenses to the applicant once the projects are completed and all required documentation has been submitted to DEQ.

DEQ is requesting funding for personnel costs and fringe benefits associated with implementing the Clean Fuels Program. Administrative costs will not exceed 15% of the total cost the Clean Fuels Program.

Estimate of Anticipated NOx Reductions (5.2.3):

DEQ estimated anticipated NOx reductions from each of the selected projects using the AFLEET Heavy-Duty Vehicle Emission Calculator provided by Argonne National Laboratory <https://afleet-web.es.anl.gov/hdv-emissions-calculator/>

Proposed projects	Replacement technology	New Vehicle Nox (lb.) Emissions benefits	New Vehicle Cost Nox (lb.) cost effectiveness
City of Fort Smith Refuse Truck #1	CNG	1620.07	\$30
City of Fort Smith Refuse Truck #2	CNG	1932.9	\$31
City of Fort Smith Refuse Truck #3	CNG	2942.97	\$21
2 Lazer Spot Short Haul Truck engines	EV	3731.52	\$51

Identification of Governmental Entity Responsible for Reviewing and Auditing Expenditures of Eligible Mitigation Action Funds to Ensure Compliance with Applicable Law (5.2.7.1):

Arkansas Department of Finance and Administration

Describe how the Beneficiary will make documentation publicly available (5.2.7.2).

DEQ will post this EMAC minus Attachments A and D, as well as project application instructions for the program described in this EMAC to <https://www.ADEQ.state.ar.us/air/planning/vw.aspx>. DEQ will

upload information including estimated emissions reductions, program implementation milestones, and project recipients and awards to the same web page.

Describe any cost share requirement to be placed on each Nox source proposed to be mitigated (5.2.8).

A cost-share is required for all projects funded under the Clean Fuels program. The table below provides the funding assistance amounts and minimum cost-share for each organization and project type.

Organization Type	Project Type	Maximum Funding Assistance (Percentage of Project Cost)	Minimum Mandatory Cost Share from Project Sponsor (Percentage of Project Cost)
Government Owned	Replacement	70%	30%
Non-Government Owner	Repower	40%	60%

DEQ retains the right to partially fund proposals.

Describe how the Beneficiary complied with subparagraph 4.2.8, related to notice to U.S. Government Agencies (5.2.9).

On February 28, 2018, DEQ provided notice to the US. Fish and Wildlife Service, U.S. National Park Service, and the U.S. Forest Service of Arkansas’s designation as a Beneficiary under the Trust. These notices were sent to the email addresses listed in the Trust Agreement and included a letter from Stuart Spencer, Associate Director of the Office of Air Quality at DEQ, the Environmental Mitigation Trust Agreement for State Beneficiaries, the Notice of Beneficiary Designation, and the Amended D-3 Certification with Attachment. These federal land managers were also provided with a link to <https://www.ADEQ.state.ar.us/air/planning/vw.aspx>, where DEQ is posting information related to DEQ’s implementation of Arkansas’s beneficiary mitigation plan. These notifications have been posted to the web page.

If applicable, describe how the mitigation action will mitigate the impacts of NOx emissions on communities that have historically borne a disproportionate share of the adverse impacts of such emissions (5.2.10).

The Clean Fuels Program prioritizes the funding of project in areas where communities have historically borne a disproportionate share of the adverse impacts of pollutant emissions using three metrics:

- 1) # of settlement subject vehicles registered in the county relative to other counties in Arkansas;
- 2) Onroad NOx emissions relative to other counties in Arkansas; and
- 3) Historic or current ozone and PM2.5 standards near to or exceeding the level of the standard.

ATTACHMENTS
(CHECK BOX IF ATTACHED)

- ✓ **Attachment A** **Funding Request and Direction**

- ✓ **Attachment B** **Eligible Mitigation Action Management Plan Including Detailed Budget**
and Implementation
and Expenditures
Timeline (5.2.4).

- ✓ **Attachment C** **Detailed Plan for Reporting on Eligible Mitigation Action**
Implementation (5.2.11).

- ✓ **Attachment D** **Detailed cost estimates from selected or**
potential vendors for each proposed expenditure
exceeding \$25,000 (5.2.6). [Attach only if project involves vendor
expenditures exceeding \$25,000.] (will be the Applicant's Clean Fuels
Application)

- ✓ **Attachment E** **DERA Option (5.2.12). [Attach only if using DERA option.]**

- Attachment F Attachment specifying amount of requested funding to be**
debited against each beneficiary's allocation (5.2.13). [Attach only if this
is a joint application involving multiple beneficiaries.]

CERTIFICATIONS

1. By submitting this application, the Lead Agency makes the following certifications:
2. This application is submitted on behalf of Beneficiary, the State of Arkansas, and the person executing this certification has authority to make this certification on behalf of the Lead Agency and Beneficiary, pursuant to the Certification for Beneficiary Status filed with the Court.
3. Beneficiary requests and directs that the Trustee make the payments described in this application and Attachment A to this Form.
4. This application contains all information and certifications required by Paragraph 5.2 of the Trust Agreement, and the Trustee may rely on this application, Attachment A, and related certifications in making disbursements of trust funds for the aforementioned Project ID.
5. Any vendors were or will be selected in accordance with a jurisdiction's public contracting law as applicable. (5.2.5)
6. Beneficiary will maintain and make publicly available all documentation submitted in support of this funding request and all records supporting all expenditures of eligible mitigation action funds subject to applicable laws governing the publication of confidential business information and personally identifiable information. (5.2.7.2)

DATED: 1/15/2022



William Montgomery
Associate Director, Office of Air Quality

Arkansas Department of Energy and Environment
[LEAD AGENCY]

for

State of Arkansas
[BENEFICIARY]

ATTACHMENT B

CLEAN FUELS PROGRAM YEAR 3 PROJECT MANAGEMENT PLAN

PROGRAM SCHEDULE AND MILESTONES

The Clean Fuels program was designed to be a four year program to provide funding assistance on a competitive basis for projects that reduce emissions by repowering or replacing eligible diesel vehicles with diesel, alternate-fueled (low NOx compressed natural gas, propane, or liquefied natural gas), or all-electric vehicle technologies. DEQ’s Clean Fuels Program year 3 received 2 proposals for eligible mitigation action item # 6 Class 4-7 Local Freight Trucks (Medium Trucks) DEQ proposes to replace 3 Diesel Powered Refuse trucks with 3 Compressed Natural Gas (CNG) powered refuses trucks. DEQ will also repower 2 diesel power engines in 2 short haul trucks with 2 EV powered engines.

Milestone	Date
DEQ and Project Manager sign Memorandum of Agreement (MOA) specifying the terms of the project.	March, 2022
Project Manager certifies project completion and provides required documentation to DEQ.	Within 6 Months of Signature of MOA (Est. September 2022 unless more time is requested due to project requirements)
DEQ completes review of Project Manager documentation and certifies payment direction to disbursing agent	Within 60 days of complete documentation receipt
Disbursing agent remits payment to project sponsor	Within 3 days of direction for payment
DEQ Reports Program Completion and expenditures to Trustee	Semi-Annual Report

PROGRAM BUDGET

Cost-share requirements are specified in the Clean Fuels Program Beneficiary Eligible Mitigation Action Certification form. A total of \$459,190 has been allocated to the Clean Fuels Program year three, with an estimated \$390,468 to be awarded to program participants for completing projects and no more than \$68,722 for administrative costs associated with running the program.

Period of Performance: <u>Winter 2021 to Winter 2022</u>		
Budget Category	Share of Total Program Budget to be funded by the Trust	Estimated Cost-Share (Project Sponsor)
Program Participants Support	\$390,468	\$665,242
Administrative	\$68,722	\$0
Project Totals	\$459,190	\$665,242

PROJECTED TRUST ALLOCATIONS:

The table below indicates anticipated funds to be drawn down from Arkansas's allocation under the Trust for the Clean Fuels Program. The amounts in this table reflect only the portion of Arkansas's allocation allotted to the Clean Fuels Program in the Arkansas Beneficiary Mitigation Plan.

Project Trust Allocations	2021
1. Anticipated Annual Project Funding Request to be paid through the Trust	\$459,190
2. Anticipated Annual Cost Share	\$665,242
3. Anticipated Total Project Funding by Year (line 1 plus line 2)	\$1,124,432
4. Cumulative Trustee Payments Requested to Date Against Cumulative Beneficiary Allocation	\$5,107,457
5. Current Beneficiary Project Funding to be Paid through Trust (line 1)	\$459,190
6. Total Funding Requested by Beneficiary, inclusive of Current Action by Year (line 4 plus line 5)	\$5,566,647
7. Total Funding Allocated to Beneficiary	\$14,647,909
8. Net Beneficiary Funds Remaining in Trust, net of cumulative Beneficiary Funding Actions (Line 7 minus line 6)	\$9,081,262

ATTACHMENT C

DETAILED PLAN FOR REPORTING ON ELIGIBLE MITIGATION ACTION IMPLEMENTATION

The Arkansas Department of Energy and Environment (E&E), Division of Environmental Quality (DEQ) will provide detailed reporting on the Clean Fuels Funding Assistance Program in two ways: 1) timely updates to DEQ's Volkswagen Mitigation Trust web page and 2) semiannual reporting to Wilmington Trust.

1. DEQ Volkswagen Mitigation Trust webpage

DEQ maintains a Volkswagen Mitigation Trust web page that has been designed to disseminate information regarding Arkansas's beneficiary mitigation plan and implementation of that plan. The web page is located at <https://www.ADEQ.state.ar.us/air/planning/vw.aspx>. Guidance on how to apply for reimbursement under the CLEAN FUELS Funding Assistance Program is accessible via this web page. DEQ will post the Eligible Mitigation Action Certification (EMAC) and Attachments B and C to this web page. DEQ will also upload information to this web page including estimated emission reductions, program implementation milestones, and project recipients and awards.

2. Semiannual reporting to Wilmington Trust

The State Beneficiary Trust Agreement establishes the following requirements for reporting for each Eligible Mitigation Action to the Trustee:

For each Eligible Mitigation Action, no later than six months after receiving its first disbursement of Trust Assets, and thereafter no later than January 30 (for the preceding six-month period of July 1 to December 31) and July 30 (for the preceding six-month period of January 1 to June 30) of each year, each Beneficiary shall submit to the Trustee a semiannual report describing the progress implementing each Eligible Mitigation Action during the six-month period leading up to the reporting date (including a summary of all costs expended on the Eligible Mitigation Action through the reporting date). Such reports shall include a complete description of the status (including actual or projected termination date), development, implementation, and any modification of each approved Eligible Mitigation Action. Beneficiaries may group multiple Eligible Mitigation Actions and multiple sub-beneficiaries into a single report. These reports shall be signed by an official with the authority to submit the report for the Beneficiary and must contain an attestation that the information is true and correct, and that the submission is made under penalty of perjury. To the extent a Beneficiary avails itself of the DERA Option described in Appendix D-2, that Beneficiary may submit its DERA Quarterly Programmatic Reports in satisfaction of its obligations under this Paragraph as to those Eligible Mitigation Actions funded through the DERA Option. The Trustee shall post each semiannual report on the State Trust's public-facing website upon receipt.

DEQ has developed a report template for documenting implementation of the CLEAN FUELS Funding Assistance Program. This template includes information for each budget category, including:

- Mitigation Funds Expended for the Current Reporting Period
- Voluntary Additional Cost-Share Expended for the Current Reporting Period
- Cumulative Mitigation Funds Expended
- Cumulative Voluntary Additional Cost-Share Expended

In addition, the template asks the following questions that will be answered for each reporting period:

- What actual accomplishments occurred during the reporting period?
- Were funds awarded for any projects under the Eligible Mitigation Action Plan during the current reporting period? If so, list the recipients and how much funding they received.
- Provide a comparison of actual accomplishments with the anticipated outputs/outcomes and timelines/milestones specified in the Eligible Mitigation Action Management Plan.
- If anticipated outputs/outcomes and/or timelines/milestones are not met, why not? Did you encounter any problems during the reporting period which may interfere with meeting the project objectives?
- How do you propose to remedy any problems? Identify how and the date you will get back on course to meet the anticipated outputs/outcomes and/or timelines/milestones specified in the Eligible Mitigation Action Management Plan.
- If any cost-shares are reported for this Reporting Period in Table 1 above, identify the source of the funds.
- Did any public relations events regarding this program take place during the reporting period?
- What is the URL for the state website where members of the public can find information about implementation of this Eligible Mitigation Action?

The template will also include a section for inputting project-specific details including the following:

- Type of Project: Repower or Replacement
- Fleet Owner
- Primary Place of Performance
 - State,
 - County,
 - City,
 - ZIP Code
- Eligible Vehicle/Equipment Information
 - Vehicle Size Class
 - Vehicle Type
 - Vehicle Identification Number
 - Vehicle Make
 - Vehicle Model
 - Vehicle Model Year

- Engine Serial Number
- Engine Model Year
- Engine Horsepower
- Engine Fuel Type
- Annual Amount of Fuel Used
- Annual Miles Traveled
- Annual Idling Hours
- Remaining Life of Engine
- New Vehicle/Equipment Information
 - Fleet Owner
 - Primary Place of Performance
 - State,
 - County,
 - City,
 - ZIP Code
 - Vehicle Size Class
 - Vehicle Type
 - Vehicle Identification Number
 - Vehicle Make
 - Vehicle Model
 - Vehicle Model Year
 - Engine Serial Number
 - Engine Model Year
 - Engine Horsepower
 - Engine Fuel Type

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Arkansas Clean Fuels Program

version 2.1

(Submission #: HPD-92JM-MCERY, version 1)

Details

Submitted	11/29/2021 (9 days ago) by Patty Rodgers
Applicant	City of Fort Smith
Submission ID	HPD-92JM-MCERY
Submission Assigned Staff	Mikayla Shaddon
Status	Deemed Complete
Active Steps	Score application using application evaluation criteria specified in the Applicant Guide ,Add score to internal data

Form Input

Organization

Organization

Please provide the following information about the organization.

Organization Name

City of Fort Smith

Mailing Address - Line 1

623 Garrison Avenue

Mailing Address - Line 2

NONE PROVIDED

City

Fort Smith

State

Arkansas

Zip Code

72901

County

Sebastian

Type of Organization

Other government agency

Describe the organization's size and type of work usually performed.

The city of Fort Smith currently has 952 employees and provides sanitation, water, street maintenance and repairs, transportation, fire protection and police services to the third largest city in Arkansas. The city's sanitation department is the subject of this application and in addition to that city entity, Fort Smith also has departments that include city administration, the mayor's office, finance, building and permits, planning, and engineering. Additionally, the city is one of two county seats in Sebastian County that represents a population of 89,142 (as reported in 2020).

Congressional District

If you do not know your congressional district, click on the Congressional Districts Map below. Then, type your address into the search bar and click Find District. Your congressional district will appear at the top of the page. If the project location spans multiple congressional districts, select the district within which the majority of the project location sits.

[Congressional Districts Map](#)

Congressional District

Arkansas's 3rd Congressional District

Project Manager

Please provide the following information about the project manager.

Project Manager Contact Information

First Name	Last Name	
Jeff	Dingman	
Title	<i>Deputy City Administrator/Interim Department Head of Sanitation</i>	
Phone Type	Number	Extension
Business	479-784-2201	
Email	JDingman@fortsmithar.gov	
Fax	NONE PROVIDED	

Signature Document

Please download the signature form, complete and sign the form, and then upload it below.

[Download Signature Form Here](#)

Signature

Signature Form.pdf - 11/16/2021 11:28 AM

Comment

NONE PROVIDED

Programmatic Capability: Describe any past performance in successfully completing and managing projects similar in size, scope and relevance to the proposed project.

1. Funds were sourced in 2018 from the Federal Transit Administration (FTA) and administered by the state of Arkansas for the following project. Name: Fort Smith Transit Bi-Fuel Retrofit Project Description: The city was awarded funding to retrofit their existing fleet of 13 transit buses with CNG and gasoline bi-fuel engines. The project started in January of 2019 and was completed in March of 2020. The entire fleet is now equipped with dual fueling systems that allow the trucks to run on CNG and then switch over to gasoline when the CNG runs out. CNG infrastructure was also built to support these vehicles. The city has ordered an additional six buses that are expected to arrive in August of 2022. 2. 2021 Diesel Emission Reduction Act (DERA) National Grants ♦ EPA Name: City of Fort Smith (Sanitation Department) CNG Refuse Truck Replacement Project Description: The city requested \$1,603,672 in DERA funding to purchase 14- 2021 engine model year trash trucks with near-zero, ultra-low NOx 0.02 g/bhp-hr engines and permanently destroy 14 diesel refuse trucks. The project ended up not being awarded. While this application did not receive funding by the EPA, the city had already developed and managed this project to a shovel ready point and was only waiting for grant funding to proceed. They presented the project to the City Council who gave their approval to proceed in early 2021. If the project had been awarded DERA funding and a contract issued, per the grant schedule by October of 2021, the sanitation department was prepared to purchase the near-zero refuse haulers in November of 2021 with a scheduled deployment date of October of 2022.

Project Details (1 of 3)

Refuse Truck 2008; Replace

Answer the following questions for the vehicle to be replaced or repowered. If you have multiple vehicles being replaced or repowered, click the "Add New Project Details" button at the end of this section for each additional vehicle.

Vehicle Type

Refuse Truck

Describe how, when, and where the vehicle to be replaced/repowered is used.

Fort Smith operates a 44-truck sanitation fleet 6 days a week, 10 hours a day within the city's 64.6 square miles. Fort Smith seeks \$200,000 in grant assistance to purchase 3 refuse trucks in 2022. These trucks will be equipped with near-zero, ultra-low NOx engines certified to the CARB and EPA optional Low NOx emissions standard of 0.02 g/bhp-hr 90% lower than current emissions standards. If awarded, these funds will allow the department to begin their transition to 100% CNG and immediately purchase the 3 trucks with an anticipated 10-month delivery schedule. Upon delivery, the new trucks will be domiciled in the city's transportation plant located at 5900 Commerce Road, Fort Smith and the old diesel trucks will be scrapped. If there is no funding available, these 3 diesel trucks will continue to run until after 2025 which will result in as much as 407 short tons of greenhouse gas emissions that would continue to pollute the communities within Fort Smith on an annual basis.

Select the percentage of time the affected equipment will be operated in Arkansas.

100%

Acronyms

CNG: Compressed Natural Gas

LPG: Propane

EV: All-Electric

LNG: Liquefied Natural Gas

Project Type

Replace

Replace Type

Replace with CNG (including renewable landfill gas)

Select the engine model year of the vehicle to be repowered or replaced. NOTE: The model year must be within the 1992-2009 range. If the selected date falls outside of that range, then the project is not eligible.

2008

Estimated Total Cost

Please provide estimates for the costs of the project and scrap value of the engine or vehicle to be replaced as indicated in the fields below.

Please provide a dollar value for the following fields without using symbols, such as the dollar sign (\$), periods (.), or commas (,). For example, the dollar value '\$2,000' should be written as '2000'.

This form will automatically calculate the estimated total cost of your project and the maximum potential funding assistance percentage for your project.

Provide the annual miles of the vehicle to be repowered or replaced.

17337

Estimated Invoice Cost of New Equipment (\$)

164075

Estimated Delivery and/or Transportation Costs of the New Equipment (\$)

500

Estimated Installation Costs, if applicable (\$)

32000

Estimated Scrappage and Disposal Costs (\$)

1500

Other Costs Related Directly to the Project (\$)

0

Explain the other costs.

N/A

Sales Tax (\$)

0

Scrap Value (\$)

4895

Estimated Total Cost Per Vehicle (\$)

193180

Project Details (2 of 3)**Refuse Truck 2005; Replace**

Answer the following questions for the vehicle to be replaced or repowered. If you have multiple vehicles being replaced or repowered, click the "Add New Project Details" button at the end of this section for each additional vehicle.

Vehicle Type

Refuse Truck

Describe how, when, and where the vehicle to be replaced/repowered is used.

Fort Smith operates a 44-truck sanitation fleet 6 days a week, 10 hours a day within the city's 64.6 square miles. Fort Smith seeks \$200,000 in grant assistance to purchase 3 refuse trucks in 2022. These trucks will be equipped with near-zero, ultra-low NOx engines certified to the CARB and EPA optional Low NOx emissions standard of 0.02 g/bhp-hr ◆ 90% lower than current emissions standards. If awarded, these funds will allow the department to begin their transition to 100% CNG and immediately purchase the 3 trucks with an anticipated 10-month delivery schedule. Upon delivery, the new trucks will be domiciled in the city's transportation plant located at 5900 Commerce Road, Fort Smith and the old diesel trucks will be scrapped. If there is no funding available, these 3 diesel trucks will continue to run until after 2025 which will result in as much as 407 short tons of greenhouse gas emissions that would continue to pollute the communities within Fort Smith on an annual basis.

Select the percentage of time the affected equipment will be operated in Arkansas.

100%

Acronyms

CNG: Compressed Natural Gas

LPG: Propane

EV: All-Electric

LNG: Liquefied Natural Gas

Project Type

Replace

Replace Type

Replace with CNG (including renewable landfill gas)

Select the engine model year of the vehicle to be repowered or replaced. NOTE: The model year must be within the 1992-2009 range. If the selected date falls outside of that range, then the project is not eligible.

2005

Estimated Total Cost

Please provide estimates for the costs of the project and scrap value of the engine or vehicle to be replaced as indicated in the fields below.

Please provide a dollar value for the following fields without using symbols, such as the dollar sign (\$), periods (.), or commas (,). For example, the dollar value '\$2,000' should be written as '2000'.

This form will automatically calculate the estimated total cost of your project and the maximum potential funding assistance percentage for your project.

Provide the annual miles of the vehicle to be repowered or replaced.

13142

Estimated Invoice Cost of New Equipment (\$)

164075

Estimated Delivery and/or Transportation Costs of the New Equipment (\$)

500

Estimated Installation Costs, if applicable (\$)

32000

Estimated Scrappage and Disposal Costs (\$)

1500

Other Costs Related Directly to the Project (\$)

0

Explain the other costs.

N/A

Sales Tax (\$)

0

Scrap Value (\$)

4895

Estimated Total Cost Per Vehicle (\$)

193180

Project Details (3 of 3)**Refuse Truck 2006; Replace**

Answer the following questions for the vehicle to be replaced or repowered. If you have multiple vehicles being replaced or repowered, click the "Add New Project Details" button at the end of this section for each additional vehicle.

Vehicle Type

Refuse Truck

Describe how, when, and where the vehicle to be replaced/repowered is used.

Fort Smith operates a 44-truck sanitation fleet 6 days a week, 10 hours a day within the city's 64.6 square miles. Fort Smith seeks \$200,000 in grant assistance to purchase 3 refuse trucks in 2022. These trucks will be equipped with near-zero, ultra-low NOx engines certified to the CARB and EPA optional Low NOx emissions standard of 0.02 g/bhp-hr ◆ 90% lower than current emissions standards. If awarded, these funds will allow the department to begin their transition to 100% CNG and immediately purchase the 3 trucks with an anticipated 10-month delivery schedule. Upon delivery, the new trucks will be domiciled in the city's transportation plant located at 5900 Commerce Road, Fort Smith and the old diesel trucks will be scrapped. If there is no funding available, these 3 diesel trucks will continue to run until after 2025 which will result in as much as 407 short tons of greenhouse gas emissions that would continue to pollute the communities within Fort Smith on an annual basis.

Select the percentage of time the affected equipment will be operated in Arkansas.

100%

Acronyms

CNG: Compressed Natural Gas

LPG: Propane

EV: All-Electric

LNG: Liquefied Natural Gas

Project Type

Replace

Replace Type

Replace with CNG (including renewable landfill gas)

Select the engine model year of the vehicle to be repowered or replaced. NOTE: The model year must be within the 1992-2009 range. If the selected date falls outside of that range, then the project is not eligible.

2006

Estimated Total Cost

Please provide estimates for the costs of the project and scrap value of the engine or vehicle to be replaced as indicated in the

fields below.

Please provide a dollar value for the following fields without using symbols, such as the dollar sign (\$), periods (.), or commas (,). For example, the dollar value '\$2,000' should be written as '2000'.

This form will automatically calculate the estimated total cost of your project and the maximum potential funding assistance percentage for your project.

Provide the annual miles of the vehicle to be repowered or replaced.

19994

Estimated Invoice Cost of New Equipment (\$)

164075

Estimated Delivery and/or Transportation Costs of the New Equipment (\$)

500

Estimated Installation Costs, if applicable (\$)

32000

Estimated Scrapage and Disposal Costs (\$)

1500

Other Costs Related Directly to the Project (\$)

0

Explain the other costs.

N/A

Sales Tax (\$)

0

Scrap Value (\$)

4895

Estimated Total Cost Per Vehicle (\$)

193180

Project Overview

Project Physical Location

Please provide the street address and county of the project.

Project Address

5900 Commerce Road

Fort Smith, AR 72916

County

Sebastian

Infrastructure Availability

2021-02-10 CITY OF FORT SMITH AR CP-3_.pdf - 11/16/2021 12:04 PM

Comment

The city of Fort Smith is in the process of building CNG fueling infrastructure to support the sanitation department's transition to a 100% CNG refuse fleet. Construction started in April of 2021 and is expected to be completed in Q1 of 2022. The new fueling operation, which is detailed in the attached conceptual drawing, will be comprised of time-fill equipment for the refuse fleet along with a fast-fill dispenser to encourage use among other city departments located on the department's yard at 5900 Commerce Road. Concurrently, a facility modification is underway that will service both the CNG transit vehicles and proposed CNG trash haulers. This project is also scheduled to be completed in Q1 of 2022. City leadership detailed their plans to complete the \$1.8 million infrastructure project and transition their fleet to alternative fuels with the help of grant funding in an article on the Govtech.com (GT) website on October 29th, 2021 (<https://www.govtech.com/fs/fort-smith-ark-buys-natural-gas-fueling-station-for-fleet>). GT is an online portal to Government Technology, a division of e. Republic, Inc., which is focused exclusively on public-sector innovation for state and local governments.

Total Number of Vehicles

3

Total Project Cost (\$)

579540

Maximum Funding Amount That Can Be Requested from DEQ (\$)

405678

Funding Amount Requested from DEQ (\$)

200000

My Cost Share (\$)

379540

Project Milestones

Project Step	Estimated Date (MM/DD/YY)
Solicit bids in newspaper of statewide circulation	11/1/2021
Bid(s) awarded	3/1/2022
Vehicle replaced/repowered	2/1/2023
Old equipment scrapped	3/1/2023
Final report to DEQ	4/1/2023

Describe your approach to achieving project milestones.

The following details the milestones for this project, which are predicated on the review and acceptance of this application by the Arkansas Department of Energy and Environment. Obtain Quote- 11/12/2021 - Completed Submit Proposal- 11/29/2021- Completed Award Notification- Expected by 3/1/2022 Purchase New Vehicles- Expected by 5/1/2022 (Upon contract execution) Deploy New Vehicles- Expected by 2/1/2023 (Could vary due to current production delays) Dismantle Old Vehicles- Expected by 3/1/2023 Final Report to DEQ- Expected by 4/1/2023 This project will be led by Jeff Dingman, deputy city administrator; Patty Rodgers, grants accountant; and Terry Rankin, fleet and grounds maintenance manager. Together, these three professionals have over 30 years of experience in city administration.

Project Benefits**Describe how this project will reduce environmental risks to economically-disadvantaged and other populations with disproportionately high and adverse human health or environmental impacts.**

The city of Fort Smith is dedicated to reducing emissions in support of its economically disadvantaged and vulnerable communities. This project provides the city a unique opportunity to reduce both environmental and adverse human health impacts within the city limits. The proposed trucks canvas every area of the city and adversely affect these communities with excess pollution. Minorities represent 35.5% of the total population in Fort Smith and 21% live in poverty. Economically disadvantaged communities, based on their location, suffer the most health risks due to diesel related air pollution. If awarded, these communities will benefit the most from the city's transition to CNG refuse equipment.

Describe how this project will reduce environmental risks to the public and sensitive populations.

Every citizen in Fort Smith utilizes sanitation services and will benefit from the adoption of CNG technology. CNG trucks are the current gold standard in the solid waste industry and according to NGV America, account for more than 17,000 nationally. In 2020, more than 60% of new refuse trucks on order were CNG. When compared to diesel, CNG technology reduces tailpipe NOx emissions immediately by 90% and this project will result in 938 lbs. of NOx reduced annually. Additionally, CNG refuse haulers are, on average, 10 decibels quieter than diesel garbage trucks and will provide residents and truck drivers a 90% relief from noise pollution. Because this is a replacement project and not a retrofit, the community will benefit from the highest emission reduction values over the useful life of the new truck. In addition, replacing diesel trash trucks with CNG will also reduce the high maintenance costs associated with the newer diesel engines and thus save money that can be allocated to other areas of the city. The exhaust compounded by two hours of idling from the three proposed diesel trash trucks pose serious health risks, on a daily basis and their replacement is a priority of the city in order to protect residents. This project will ensure that the programmatic priorities of this solicitation will be met through significant reductions in diesel emissions that decrease adverse exposure from on-road diesel equipment.

Describe how the project will contribute to the widespread adoption of alternative fuels and advance the establishment of alternative fuel corridors.

City staff have performed a thorough review of available alternative fuel options for heavy-duty refuse haulers. CNG offered the most reliable and cost-effective alternative to diesel. Widespread adoption of any technology starts with a leader who is willing to step up to the plate and make the first move. Businesses and individuals will follow suit based on their positive experience. Fort Smith will be that leader for both the city and the state of Arkansas with their commitment to alternative fuels and a carbon neutral footprint .

Attachments

Date	Attachment Name	Context	User
11/16/2021 12:04 PM	2021-02-10 CITY OF FORT SMITH AR CP-3_.pdf	Attachment	Patty Rodgers
11/16/2021 11:28 AM	Signature Form.pdf	Attachment	Patty Rodgers

Internal Data

Label	Value
Completeness Check	11/30/2021
Amount Requested	200000
Application Complete	Yes
Application Scored	
Application Score	
Application Recommended for Funding	
MOA Executed	
Reimbursement Packet Received	
Payment Sent	

Status History

	User	Processing Status
11/16/2021 9:20:45 AM	Patty Rodgers	Draft
11/29/2021 1:24:31 PM	Patty Rodgers	Submitting
11/29/2021 1:24:47 PM	Patty Rodgers	Submitted
11/30/2021 8:31:20 AM	Mikayla Shaddon	Deemed Complete

Audit

Event	Event Description	Event By	Event Date
Submission Locked	Submission Locked	Mikayla Shaddon	11/29/2021 2:33 PM

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
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Step Name	Assigned To/Completed By	Date Completed
Submit Form	Patty Rodgers	11/29/2021 1:24:46 PM
Ensure that all steps have been assigned to the appropriate staff member	Mikayla Shaddon	11/29/2021 2:33:16 PM
Set Submission Assigned Staff in Internal Controls	Mikayla Shaddon	11/29/2021 2:33:22 PM
Select Begin Review to Lock the Submission	Mikayla Shaddon	11/29/2021 2:33:45 PM
Application Completeness and Eligibility Review -If more information is needed or the project is ineligible, insert ineligible or incomplete work flow template between this step and the next step. If complete and eligible, proceed to the next step.	Mikayla Shaddon	11/30/2021 8:31:19 AM
Score application using application evaluation criteria specified in the Applicant Guide	Mikayla Shaddon	
Add score to internal data	Mikayla Shaddon	
After reviewing all applications received, proceed with the next steps if this application is recommended for funding. Otherwise, delete remaining steps and insert "Not recommended" workflow.	Mikayla Shaddon	
Notification of Award Recommendation	Mikayla Shaddon	
Prepare a draft Memorandum of Agreement (MOA) and cover letter	Mikayla Shaddon	
Attach Draft MOA and Cover Letter to Submission for Review	Mikayla Shaddon	
Budget Liaison Review of MOA - Attach any corrections to the draft MOA and Cover Letter to submission. If there are no corrections, add a note to the submission stating "No Budget Liaison edits" instead.	Deiona McKnight	
Review attachments and make any corrections to the draft MOA and/or cover letter.	Mikayla Shaddon	
Attach corrected documents to the submission, if any	Mikayla Shaddon	
Deputy Associate Director Review of MOA - Attach any corrections to the draft MOA and Cover Letter to the Submission. If there are no corrections, add a note to the submission stating "No DAD edits" instead.	Tricia Treece	
Review attachments and make any corrections to the draft MOA and/or cover letter	Mikayla Shaddon	
Attach corrected documents to the submission, if any.	Mikayla Shaddon	
Associate Director Review of MOA - Attach any corrections to the draft MOA and Cover Letter to the Submission. If there are no corrections, add a note to the submission stating "No AD edits" instead.	William Montgomery	
Review attachments and make corrections to the draft MOA and/or cover letter.	Mikayla Shaddon	
Attach corrected documents to the submission, if any.	Mikayla Shaddon	
Assign Attorney to review draft MOA and designate Attorney in Internal Data	Sara White	
Attach any Attorney corrections to MOA to the submission. If the Attorney has no corrections, add a note to the submission stating "No Legal corrections."	Sara White	
Review attachments and make any corrections to the draft MOA and/or Cover Letter	Mikayla Shaddon	
Send Memorandum of Agreement to Applicant for Signature	Mikayla Shaddon	

Step Name	Assigned To/Completed By	Date Completed
Attach MOA signed by Applicant to the submission	Mikayla Shaddon	
Obtain signature from Environment Administrator on the MOA signed by the Applicant	Bailey Taylor	
Attach MOA Signed by all parties to the Submission	Bailey Taylor	
Send MOA signed by all parties to the applicant.	Mikayla Shaddon	
Add MOA # to Internal Data	Mikayla Shaddon	
Change the Submission Status to "Issued"	Mikayla Shaddon	

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Arkansas Clean Fuels Program

version 2.1

(Submission #: HPD-GZ26-XW5Z3, version 2)

Details

Submitted	11/29/2021 (9 days ago) by David Stringer
Applicant	Lazer Spot Inc.
Submission ID	HPD-GZ26-XW5Z3
Submission Assigned Staff	Mikayla Shaddon
Status	Deemed Complete
Active Steps	Score application using application evaluation criteria specified in the Applicant Guide ,Add score to internal data

Form Input

Organization

Organization

Please provide the following information about the organization.

Organization Name

Lazer Spot Inc.

Mailing Address - Line 1

6525 Shiloh Road

Mailing Address - Line 2

Suite 900

City

Alpharetta

State

Georgia

Zip Code

30005

County

Arkansas

Type of Organization

Private business

Describe the organization's size and type of work usually performed.

Lazer Spot is the market leader in critical outsourced yard management services, including trailer spotting and shuttling. Founded in 1996, Lazer Spot is the only national provider of spotting services across the consumer packaged goods, food & beverage, pulp & paper, retail and other industrial sectors. Lazer Spot is also one of the largest operators of electric yard terminal tractors in the United States. With over 3800 employees overall, Lazer Spot also has put together a large, experienced support team for its electric vehicle projects.

Congressional District

If you do not know your congressional district, click on the Congressional Districts Map below. Then, type your address into the search bar and click Find District. Your congressional district will appear at the top of the page. If the project location spans multiple congressional districts, select the district within which the majority of the project location sits.

[Congressional Districts Map](#)

Congressional District

Arkansas's 1st Congressional District

Project Manager

Please provide the following information about the project manager.

Project Manager Contact Information

First Name	Last Name	
David	Stringer	
Title		
VP, Innovation		
Phone Type	Number	Extension
Business	7327357093	
Email	dstringer@lazerspot.com	
Fax	NONE PROVIDED	

Signature Document

Please download the signature form, complete and sign the form, and then upload it below.

[Download Signature Form Here](#)

Signature

Signed Certification.pdf - 11/29/2021 07:54 AM

Comment

NONE PROVIDED

Programmatic Capability: Describe any past performance in successfully completing and managing projects similar in size, scope and relevance to the proposed project.

Lazer Spot has successfully completed several EV projects across its fleet. These projects typically include replacing diesel vehicles with electric vehicles, as well as installing electrical infrastructure & charging cabinets. These projects are similar in size & scope. Lazer Spot has also established specific Project Plans to implement EV and will have a comprehensive plan as part of this project.

Project Details (1 of 2)

Single Unit Short-Haul Truck 2006; Repower

Answer the following questions for the vehicle to be replaced or repowered. If you have multiple vehicles being replaced or repowered, click the "Add New Project Details" button at the end of this section for each additional vehicle.

Vehicle Type

Single Unit Short-Haul Truck

Describe how, when, and where the vehicle to be replaced/repowered is used.

This facility is a distribution center for CPG (consumer packaged goods) products. The existing diesel yard terminal tractors are used to move trailers back and forth from the yard parking lot to the facility dock doors, with short trips and generally high idle times. Upon finalizing the funding agreement, Lazer Spot intends to repower two (2) existing diesel units to all-electric yard terminal tractors. Though this funding opportunity does not allow for charging cabinet funding, as part of this project Lazer Spot plans to purchase and install the required charging cabinets at its own cost to support the electric yard terminal tractors.

Select the percentage of time the affected equipment will be operated in Arkansas.

100%

Acronyms

CNG: Compressed Natural Gas
LPG: Propane
EV: All-Electric
LNG: Liquefied Natural Gas

Project Type

Repower

CORRECTION REQUEST (APPROVED)

Change project type.

According to phone conversation, the proposed project is to replace the diesel-powered vehicle in its entirety with an all-electric vehicle. This project type is classified as a replacement. A repower project would involve replacing the existing engine with a new power source on the same chassis.

Created on 11/29/2021 3:30 PM by **Mikayla Shaddon**

1 COMMENT

David Stringer (dstringer@lazerspot.com) (11/29/2021 4:04 PM)

These vehicles will be repowered (diesel components will be removed and replaced with electric motor and batteries). The chassis will be reused.

Repower Type

Repower with EV

CORRECTION REQUEST (APPROVED)

Change in accordance with project type change.

Created on 11/29/2021 3:30 PM by **Mikayla Shaddon**

1 COMMENT

David Stringer (dstringer@lazerspot.com) (11/29/2021 4:04 PM)

These vehicles will be repowered (diesel components will be removed and replaced with electric motor and batteries). The chassis will be reused.

Select the engine model year of the vehicle to be repowered or replaced. NOTE: The model year must be within the 1992-2009 range. If the selected date falls outside of that range, then the project is not eligible.

2006

Estimated Total Cost

Please provide estimates for the costs of the project and scrap value of the engine or vehicle to be replaced as indicated in the fields below.

Please provide a dollar value for the following fields without using symbols, such as the dollar sign (\$), periods (.), or commas (,). For example, the dollar value '\$2,000' should be written as '2000'.

This form will automatically calculate the estimated total cost of your project and the maximum potential funding assistance percentage for your project.

Provide the annual miles of the vehicle to be repowered or replaced.

4800

Estimated Invoice Cost of New Equipment (\$)

0

Estimated Delivery and/or Transportation Costs of the New Equipment (\$)

0

Estimated Installation Costs, if applicable (\$)

238085

CORRECTION REQUEST (APPROVED)

Move amount under Estimated Invoice Cost of New Equipment.

Created on 11/29/2021 3:33 PM by Mikayla Shaddon

1 COMMENT

David Stringer (dstringer@lazerspot.com) (11/29/2021 4:04 PM)

These vehicles will be repowered (diesel components will be removed and replaced with electric motor and batteries). The chassis will be reused.

Estimated Scrappage and Disposal Costs (\$)

0

Other Costs Related Directly to the Project (\$)

0

Explain the other costs.

N/A

Sales Tax (\$)

0

Scrap Value (\$)

0

Estimated Total Cost Per Vehicle (\$)

238085

Project Details (2 of 2)

Single Unit Short-Haul Truck 2006; Repower

Answer the following questions for the vehicle to be replaced or repowered. If you have multiple vehicles being replaced or repowered, click the "Add New Project Details" button at the end of this section for each additional vehicle.

Vehicle Type

Single Unit Short-Haul Truck

Describe how, when, and where the vehicle to be replaced/repowered is used.

This facility is a distribution center for CPG (consumer packaged goods) products. The existing diesel yard terminal tractors are used to move trailers back and forth from the yard parking lot to the facility dock doors, with short trips and generally high idle times. Upon finalizing the funding agreement, Lazer Spot intends to repower two (2) existing diesel units to all-electric yard terminal tractors. Though this funding opportunity does not allow for charging cabinet funding, as part of this project Lazer Spot plans to purchase and install the required charging cabinets at its own cost to support the electric yard terminal tractors.

Select the percentage of time the affected equipment will be operated in Arkansas.

100%

Acronyms

CNG: Compressed Natural Gas

LPG: Propane

EV: All-Electric

LNG: Liquefied Natural Gas

Project Type

Repower

CORRECTION REQUEST (APPROVED)

Change project type.

According to phone conversation, the proposed project is to replace the diesel-powered vehicle in its entirety with an all-electric vehicle. This project type is classified as a replacement. A repower project would involve replacing the existing engine with a new power source on the same chassis.

Created on 11/29/2021 3:31 PM by **Mikayla Shaddon**

1 COMMENT

David Stringer (dstringer@lazerspot.com) (11/29/2021 4:05 PM)

These vehicles will be repowered (diesel components will be removed and replaced with electric motor and batteries). The chassis will be reused.

Repower Type

Repower with EV

CORRECTION REQUEST (APPROVED)

Change in accordance with project type change.

Created on 11/29/2021 3:31 PM by **Mikayla Shaddon**

1 COMMENT

David Stringer (dstringer@lazerspot.com) (11/29/2021 4:05 PM)

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This form will automatically calculate the estimated total cost of your project and the maximum potential funding assistance percentage for your project.

Provide the annual miles of the vehicle to be repowered or replaced.

4800

Estimated Invoice Cost of New Equipment (\$)

0

Estimated Delivery and/or Transportation Costs of the New Equipment (\$)

0

Estimated Installation Costs, if applicable (\$)

238085

CORRECTION REQUEST (APPROVED)

Move amount under Estimated Invoice Cost of New Equipment.

Created on 11/29/2021 3:33 PM by **Mikayla Shaddon**

1 COMMENT

David Stringer (dstringer@lazerspot.com) (11/29/2021 4:04 PM)

These vehicles will be repowered (diesel components will be removed and replaced with electric motor and batteries). The chassis will be reused.

Estimated Scrappage and Disposal Costs (\$)

0

Other Costs Related Directly to the Project (\$)

0

Explain the other costs.

N/A

Sales Tax (\$)

0

Scrap Value (\$)

0

Estimated Total Cost Per Vehicle (\$)

238085

Project Overview

Project Physical Location

Please provide the street address and county of the project.

Project Address

2407 Quality Way

Jonesboro, AR 72401

County

Craighead

Infrastructure Availability

[Infrastructure Letter- SIGNED.pdf - 11/26/2021 11:06 AM](#)

Comment

NONE PROVIDED

Total Number of Vehicles

2

Total Project Cost (\$)

476170

Maximum Funding Amount That Can Be Requested from DEQ (\$)

190468

Funding Amount Requested from DEQ (\$)

190468

My Cost Share (\$)

285702

Project Milestones

Project Step	Estimated Date (MM/DD/YY)
Solicit bids in newspaper of statewide circulation	1/3/2022
Bid(s) awarded	1/31/2022
Vehicle replaced/repowered	2/7/2022
Old equipment scrapped	2/28/2022
Final report to DEQ	3/1/2022

Describe your approach to achieving project milestones.

Lazer Spot has created a dedicated team for its electric vehicle projects. We have established relationships with multiple equipment manufacturers to ensure that all technical details of the trucks and installation are met. We have a dedicated project manager, who upon notification of award will start a pre-established project plan, which details key milestones and objectives of the project. We also have dedicated procurement staff and financial resources to execute this proposed project. Lastly, to advance EV within our organization, we have retained an experienced EV consulting firm to ensure project success.

Project Benefits

Describe how this project will reduce environmental risks to economically-disadvantaged and other populations with disproportionately high and adverse human health or environmental impacts.

Due to the nature of this facility, which already has high levels of diesel truck traffic, a disproportionate number of citizens in the local area are negatively impacted by the air quality produced. According to EPA's EJSCREEN tool, this facility is located within the 69th percentile for PM 2.5. By repowering these diesel vehicles with electric vehicles, the air quality will be improved for the local community, our drivers, and site employees, while benefiting Arkansas' goal of reducing diesel emissions in areas of poor air quality.

Describe how this project will reduce environmental risks to the public and sensitive populations.

This project will eliminate diesel from the yard terminal tractors at the site and the local area will see an immediate reduction of diesel emissions from this project. Based on previous EV projects, we have found that installing electric yard terminal tractors benefits the local community at large including sensitive populations and our drivers, who live and work within the community each day.

Describe how the project will contribute to the widespread adoption of alternative fuels and advance the establishment of alternative fuel corridors.

This project is helping to transform the Lazer Spot fleet from diesel to zero-emission electric assets. Lazer is committed to this effort within the state of Arkansas and throughout the nation. This grant funding will allow us to further implement zero-emission technology, which is a core aspect of Lazer Spot's mission. Lazer Spot also intends on marketing this transformation and the overall benefits of EV. By bringing cleaner, quieter electric vehicles into the community, an immediate example will be set for other local businesses to bring cleaner, quieter transportation technology with zero emissions. Lazer Spot's long-term vision is to continue to bring the EV solution to its many other sites and to maximize the effectiveness of the technology. Though charging infrastructure funding is not included within this program, Lazer Spot will bring in this infrastructure and transition this site to use EVs.

Attachments

Date	Attachment Name	Context	User
11/29/2021 7:54 AM	Signed Certification.pdf	Attachment	David Stringer
11/26/2021 11:06 AM	Infrastructure Letter- SIGNED.pdf	Attachment	David Stringer

Internal Data

Label	Value
Completeness Check	11/30/2021
Amount Requested	190468

Label	Value
Application Complete	Yes
Application Scored	
Application Score	
Application Recommended for Funding	
MOA Executed	
Reimbursement Packet Received	
Payment Sent	

Status History

	User	Processing Status
11/29/2021 4:00:22 PM	David Stringer	Draft
11/29/2021 4:05:26 PM	David Stringer	Submitting
11/29/2021 4:05:47 PM	David Stringer	Submitted
11/30/2021 8:46:35 AM	Mikayla Shaddon	Deemed Complete

Audit

Event	Event Description	Event By	Event Date
Submission Locked	Submission Locked	Mikayla Shaddon	11/29/2021 10:06 AM
Submission Unlocked	Submission Unlocked	Mikayla Shaddon	11/29/2021 3:51 PM
Submission Locked	Submission Locked	Mikayla Shaddon	11/30/2021 8:41 AM
Submission Unlocked	Submission Unlocked	Mikayla Shaddon	11/30/2021 8:45 AM

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Submit Form	David Stringer	11/29/2021 4:05:47 PM
Ensure that all steps have been assigned to the appropriate staff member	Mikayla Shaddon	11/30/2021 7:08:51 AM
Set Submission Assigned Staff in Internal Controls	Mikayla Shaddon	11/30/2021 7:08:54 AM
Select Begin Review to Lock the Submission	Mikayla Shaddon	11/30/2021 8:15:15 AM
Application Completeness and Eligibility Review -If more information is needed or the project is ineligible, insert ineligible or incomplete work flow template between this step and the next step. If complete and eligible, proceed to the next step.	Mikayla Shaddon	11/30/2021 8:15:21 AM
Create correction requests next to the fields in the forms where additional information or corrections are needed.	Mikayla Shaddon	11/30/2021 8:15:24 AM
Change submission status to "Action Required"	Mikayla Shaddon	11/30/2021 8:15:31 AM
Click "Complete Review" to reinstate access to the applicant so that they can make corrections to the submission. Select send email to applicant on the pop-up.	Mikayla Shaddon	11/30/2021 8:16:00 AM
Upon receipt of a revised submission, select begin review to lock the application.	Mikayla Shaddon	11/30/2021 8:46:21 AM

Step Name	Assigned To/Completed By	Date Completed
Repeat check for completeness and eligibility. If more information is needed or the project is not eligible, insert the appropriate work flow template.	Mikayla Shaddon	11/30/2021 8:46:34 AM
Score application using application evaluation criteria specified in the Applicant Guide	Mikayla Shaddon	
Add score to internal data	Mikayla Shaddon	
After reviewing all applications received, proceed with the next steps if this application is recommended for funding. Otherwise, delete remaining steps and insert "Not recommended" workflow.	Mikayla Shaddon	
Notification of Award Recommendation	Mikayla Shaddon	
Prepare a draft Memorandum of Agreement (MOA) and cover letter	Mikayla Shaddon	
Attach Draft MOA and Cover Letter to Submission for Review	Mikayla Shaddon	
Budget Liaison Review of MOA - Attach any corrections to the draft MOA and Cover Letter to submission. If there are no corrections, add a note to the submission stating "No Budget Liaison edits" instead.	Deiona McKnight	
Review attachments and make any corrections to the draft MOA and/or cover letter.	Mikayla Shaddon	
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Review attachments and make any corrections to the draft MOA and/or cover letter	Mikayla Shaddon	
Attach corrected documents to the submission, if any.	Mikayla Shaddon	
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Attach corrected documents to the submission, if any.	Mikayla Shaddon	
Assign Attorney to review draft MOA and designate Attorney in Internal Data	Sara White	
Attach any Attorney corrections to MOA to the submission. If the Attorney has no corrections, add a note to the submission stating "No Legal corrections."	Sara White	
Review attachments and make any corrections to the draft MOA and/or Cover Letter	Mikayla Shaddon	
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Attach MOA signed by Applicant to the submission	Mikayla Shaddon	
Obtain signature from Environment Administrator on the MOA signed by the Applicant	Bailey Taylor	
Attach MOA Signed by all parties to the Submission	Bailey Taylor	
Send MOA signed by all parties to the applicant.	Mikayla Shaddon	
Add MOA # to Internal Data	Mikayla Shaddon	

Step Name	Assigned To/Completed By	Date Completed
Change the Submission Status to "Issued"	Mikayla Shaddon	

Revisions

Revision	Revision Date	Revision By
Revision 1	11/26/2021 10:19 AM	David Stringer
Revision 2	11/29/2021 4:00 PM	David Stringer