



# Kentucky Clean Diesel Grant Program

## WORK PLAN NARRATIVE TEMPLATE

Due November 30, 2020

**Return to:**  
**Benita Stephens**  
**[benita.stephens@ky.gov](mailto:benita.stephens@ky.gov)**

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

**School District: Marion County**

**Project Title:**

**Project Manager**

Name	Michael Abell
Title	Director of Student Safety and Support Services
Address	300 Knights Way
	Lebanon, KY 40033
Phone	270-692-3721
Email	michael.abell@marion.kyschools.us

**Financial Manager**

Name	Scott Spalding
Title	Finance Director
Address	755 East Main Street
	Lebanon, KY 40033
Phone	27-692-3721
Email	scott.spalding@marion.kyschools.us

**Project Budget**

State Funding Amount	\$26,843
In-kind Match	\$80,532
TOTAL Project Cost	\$107,375

**Project Period**

All work plans for the Kentucky Clean Diesel Grant Program will run from February 22, 2021 – August 31, 2022. Buses must be purchased *after* notice of an award to be eligible for reimbursement.

**Summary Statement**

Marion County Public Schools would use the funding to purchase a new, more efficient school bus in November of 2021. The new bus would be designated for a route that serves the city of Lebanon, KY since it provides transportation for the greatest number of students in the district, therefore requiring more stopping and idle time to pick up and deliver students. The increased efficiency of the new bus would greatly limit harmful emissions and allow for a cleaner community. The district would also begin an awareness campaign utilizing school and district websites, social media and posters, to promote the harmful effects caused by unnecessary idling of buses and cars.

## **Actions and Outcomes**

The bus purchased with project funding would be assigned to a route in the city of Lebanon, KY. Due to the number of students being picked up each morning and delivered home each afternoon the route requires the greatest amount of stops and idling time. The efficiency of a new bus would significantly reduce the daily emissions and contribute toward a cleaner community, especially in the city limits which experiences the highest volume of traffic. Discussions regarding the importance and impact of idle reduction would begin with bus drivers immediately upon receiving the grant.

The program would be promoted on the district website and social media outlets (Face Book, Twitter, etc.) to highlight the Kentucky Clean Diesel Program. The plan itself would be shared at a Marion County Board of Education meeting and reviewed with the District Leadership Team consisting of Directors, Principals, and other school level personnel to ensure everyone was aware of the initiative. This increased awareness would allow for discussions and possibly smaller scale projects at each individual school. Time would be spent reviewing expectations outlined in the project with bus drivers in early spring and again during our annual updates.

Marion County Board of Education Policy 06.22 addresses “Idling Control” to conserve fuel and cut down on pollution for bus drivers. However, it has not been publicized nor have actions been taken to promote the practice for parents picking up students. Upon receiving the grant the policy would be thoroughly reviewed with all bus drivers along with clear expectations on what compliance would look like on a daily basis. This would be done through individual discussions, group trainings, and posters in the Bus Garage highlighting the benefits of reducing idle times. The Idling Control guidelines and poster would also be shared with building level Principals, student drivers, and parents to encourage each of them to follow, especially while on school grounds. Posters and other literature promoting idle reduction will be posted to district and school websites along with being shared on social media.

The primary goal of the project will be to reduce harmful emissions from the older bus we currently use to run routes by replacing it with a new, more efficient school bus that will serve our most densely populated areas. We also hope to reduce amount of emissions on school campuses, and in the community, by increasing awareness regarding the negative impact that idling buses and cars have on the environment. This will be a district wide effort.

## **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
February 22, 2021	Project period begins
March 2021	Bus driver training regarding harmful impact of idling
April 2021	Generate and post posters highlighting impact of idling
July/August 2021	Follow up training to review district Idling Control policy
August 1, 2021	Posters and guidelines on district and school websites and social media
September 2021	Share project guidelines with Leadership Team, promote idling reduction
September 30, 2021	March – August Progress Report Due
October 2021	Presentation to Board of Education regarding KY Clean Diesel Project and approval to purchase school bus
November 15, 2021	Order new school bus
March 31, 2022	September – February Progress Report Due
May 15, 2022	Receive new bus – assign route to Lebanon, KY
June 30, 2022	Destruction of old school bus – document accordingly
August 31, 2022	All replacements complete
Up to 30 Days from Project Completion	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
PO275	International - Conventional	2009	Diesel	1,400/yr	10,500	4/26/2010	\$107,375

### **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:  $.25 \times \$95,000 = \$23,750.00$

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

### **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 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.

### **Complete Proposal Package**

- Complete results from the Diesel Emissions Quantifier, must accompany this Work Plan <https://cfpub.epa.gov/quantifier/index.cfm?action=main.home>.
  - DEQ Helpline: [DEQhelp@epa.gov](mailto:DEQhelp@epa.gov)
- The Fleet Description Excel Worksheet must also be included.

### **SIGNATURES**

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

Michael K. Abell, Director of Student Safety and Support Services

School Representative's Printed Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division for Air Quality Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date