

# Massachusetts DERA Electric Solicitation Application Guidance and Grant Requirements

# **Program Background**

The Massachusetts Department of Environmental Protection (MassDEP) is issuing this grant opportunity for diesel emissions reduction projects under the U.S. Environmental Protection Agency's (EPA) Diesel Emissions Reduction Act (DERA) program. MassDEP's implementation of this program is designed to accelerate the retirement of less efficient, polluting vehicles, engines, and equipment, and replace them with new zero emission vehicles and equipment. In addition, measures to reduce idling by installing electrical equipment to enable power without use of a diesel engine are also eligible for funding under this grant opportunity. Diesel emissions can result in serious health conditions like asthma and respiratory illnesses, exacerbate global climate change, and often disproportionally affect environmental justice communities that already are impacted by environmental hazards. Replacement of diesel vehicles, engines, and equipment with full electric vehicles and equipment help to maximize emissions reductions and assist the commonwealth in reaching its climate action goals.

MassDEP is committed to advancing equity, diversity, and environmental justice (EJ)<sup>1</sup> through its public investments. The agency seeks to prioritize the direction of these resources to benefit EJ communities and to address environmental inequities. To that end, MassDEP funding programs include criteria and evaluation parameters that emphasize equity, diversity, and environmental justice, consistent with each program's statutory authority and source of funding.

# **Program Details**

MassDEP has approximately \$3.66 million available for this DERA Electric Solicitation under EPA's 2023-2024 DERA State Grants Program Guide rules (at https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P1017V7B.pdf).

Eligible existing diesel vehicles, engines, and equipment include, but are not limited to, the following, as listed in Table 2 of EPA's 2023-2024 DERA State Grants Program Guide:

Table 2: Eligible Existing Diesel Vehicles, Engines, and Equipment

School Buses	Includes diesel powered school buses of Type A, B, C and D. A "school bus" is defined as a passenger motor vehicle designed to carry a driver and more than 10 passengers, that the US Secretary of Transportation decides is likely to be used significantly to transport preprimary, primary, and secondary school students to or from school or an event related to school.
Transit Buses	Includes diesel powered medium-duty and heavy-duty transit buses (see definition of eligible Class 5-8 vehicles below).

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<sup>&</sup>lt;sup>1</sup> "Environmental justice is based on the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency. Environmental justice is the equal protection and meaningful involvement of all people and communities with respect to the development, implementation, and enforcement of energy, climate change, and environmental laws, regulations, and policies and the equitable distribution of energy and environmental benefits and burdens." See Environmental Justice Policy of the Executive Office of Energy and Environmental Affairs (updated June 24, 2021) at https://www.mass.gov/doc/environmental-justice-policy6242021update/download.

Medium-duty or heavy-duty trucks	Includes diesel powered medium-duty and heavy-duty highway vehicles <sup>2</sup> with gross vehicle weight rating (GVWR) as defined here: Class 5 (16,001-19,500 lbs GVWR); Class 6 (19,501-26,000 lbs GVWR); Class 7 (26,001-33,000 lbs GVWR); Class 8 (33,001 lbs GVWR and over)
Marine Engines	Includes diesel powered Category 1, 2, and 3 marine engines and vessels.
Locomotives	Includes diesel powered line-haul, passenger, and switch engines and locomotives.
Nonroad engines, equipment, or vehicles	Diesel powered nonroad engines, equipment and vehicles including, but not limited to, those used in construction, handling of cargo (including at ports and airports), agriculture, mining, or energy production (including stationary generators and pumps). <sup>3</sup>

The eligible mitigation technologies that can be applied to the above existing vehicles, engines, and equipment include:

- 1. Vehicle and Equipment Replacements with Zero-tailpipe Emission Power Source
- 2. Engine Replacements with Zero-tailpipe Emission Power Source
- 3. Verified Idle Reduction Technologies

Important note: Submitting an application does not constitute an award or guarantee of funding. Grantees must not accept delivery of vehicles or equipment (as evidenced by dates on invoices) until MassDEP has signed a grant contract. MassDEP recommends that Grantees not order vehicles and equipment until MassDEP has signed the contract, because if vehicles or equipment are delivered before MassDEP signs the contract, the vehicles or equipment are ineligible for payment.

# **Who Can Apply**

The DERA Electric Solicitation is open to any entity, public or private.<sup>4</sup> For all applicants, equipment eligibility is based on criteria listed in EPA's <u>2023-2024 DERA State Grants Program Guide</u>, as well as proof of operation of the existing vehicle or equipment at least half the time inside Massachusetts.

For government entities, state contracts that may have eligible equipment include:

VEH110 - Light and Medium-Duty Vehicles

VEH111 - Heavy-Duty Vehicles, Road Maintenance and Construction Equipment

VEH102 - Advanced Vehicle Technology Equipment, Supplies and Services [includes Electric Vehicle Supply Equipment (EVSE) and electric transportation refrigeration units (eTRUs)]

Contract User Guides for all state contracts can be found at <a href="https://www.mass.gov/service-details/vehicles-transportation-and-road-maintenance">https://www.mass.gov/service-details/vehicles-transportation-and-road-maintenance</a>.

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<sup>&</sup>lt;sup>2</sup> For drayage trucks, see EPA's 2023-2024 DERA State Grants Program Guide section VIII.B.1.

<sup>&</sup>lt;sup>3</sup> For transportation refrigeration units (TRUs), see <u>2023-2024 DERA State Grants Program Guide</u> section VIII B 2

<sup>&</sup>lt;sup>4</sup> Grantees may be individual owner/operators or private or public fleet owners, but may not be employees or contractors of MassDEP.

# **How to Apply**

Applications must be submitted online as detailed below, by **5:00 p.m. ET on April 7, 2025**. Each new vehicle/piece of equipment will be evaluated independently. If you have questions about this application, email them to Cayla Paulding at <a href="mailto:cayla.paulding@mass.gov">cayla.paulding@mass.gov</a> no later than 5 p.m. March 17, 2025. MassDEP will post written responses to substantive questions at least 10 days before the application deadline.

MassDEP's DERA webpage that contains relevant materials mentioned below is at <a href="https://www.mass.gov/how-to/apply-for-a-diesel-emissions-reduction-act-dera-electric-solicitation-grant">https://www.mass.gov/how-to/apply-for-a-diesel-emissions-reduction-act-dera-electric-solicitation-grant</a>.

Grantees must complete the online form at <a href="https://massgov.formstack.com/forms/dera25">https://massgov.formstack.com/forms/dera25</a> to provide contact information, describe the proposed project, identify existing and desired replacement equipment, and upload supporting documents. Required information includes equipment and project information such as:

- 1. Existing equipment identification numbers and other identifying and operational information
- 2. New equipment models and cost information
- 3. Vehicle routes and annual vehicle miles traveled
- 4. Annual fuel use and operating hours
- 5. Emissions Reductions (see Emissions Calculations section on pg. 13 of this document)

Document Upload – All applicants must upload the following documents as part of the online application form (Note: Additional documents may be required depending on your project type. You may also upload additional documents believed to support the application.):

- The DERA Project Information Form (<a href="https://www.mass.gov/doc/dera-project-information-form/download">https://www.mass.gov/doc/dera-project-information-form/download</a>)
- W-9 Form: either the federal IRS March 2024 W-9 available at <a href="https://www.irs.gov/pub/irs-pdf/fw9.pdf">https://www.irs.gov/pub/irs-pdf/fw9.pdf</a> or the Massachusetts W-9 containing the footer "Massachusetts Substitute Form W-9 (Rev 4-2022)" available at <a href="https://www.macomptroller.org/wp-content/uploads/form\_w-9.pdf">https://www.macomptroller.org/wp-content/uploads/form\_w-9.pdf</a>. Older versions or W-9s signed over a year ago will not be accepted.
- 3. Itemized cost quotes
- 4. DERA Electric Solicitation Grant Eligibility Form (<a href="https://www.mass.gov/doc/dera-electric-solicitation-grant-eligibility-form-0/download">https://www.mass.gov/doc/dera-electric-solicitation-grant-eligibility-form/download</a>) or <a href="https://www.mass.gov/doc/dera-electric-solicitation-grant-eligibility-form/download">https://www.mass.gov/doc/dera-electric-solicitation-grant-eligibility-form/download</a>)
- 5. Proof of compliance with the Build America, Buy America (BABA) provision of the Infrastructure Investment and Jobs Act. All electric vehicle charging equipment must comply with this provision. EPA recommends providing compliance documentation from the manufacturer, for example, a signed certification letter.
- 6. Where applicable, proof of existing equipment operation primarily (>50% of the time) in Massachusetts for at least the last 2 years
  - Acceptable proof is the 2 most recent copies of the MA vehicle inspection report (available at <a href="https://www.mavehiclecheck.com/apps/vir-lookup-tool">https://www.mavehiclecheck.com/apps/vir-lookup-tool</a>) or, for non-inspected equipment, at least 2 years of operational or fuel records. If only the most recent vehicle inspection report is available, that report, in addition to the vehicle's MA registration, is acceptable.
- 7. Diesel Emissions Quantifier output in Excel format or alternative emissions accounting methods, if applicable (see Emissions Calculations section on pg. 13 of this document)

MassDEP may contact the applicant for clarification or missing information. Applicants will have 15 calendar days to respond to any such request; if the requested information is not received within that time, MassDEP may not consider the grant application. MassDEP will evaluate and select projects based on complete grant applications.

# **Eligibility and Funding Limits Tables**

Applicants should use the tables below to determine whether your vehicle or equipment is eligible for funding, and what the mandatory cost-share level is that grantees will be required to contribute from non-federal funds under EPA's 2023-2024 DERA State Grants Program Guide and this DERA Electric Solicitation. Table numbers are as listed in EPA's 2023-2024 DERA State Grants Program Guide, with the excerpts below limited to the eligible existing equipment by year and/or tier that, under this Electric Solicitation, must be replaced with zero emission vehicles and equipment with no exhaust emissions. Additional eligibility restrictions exist, some of which are noted below; see also section X Eligible and Ineligible Activities of EPA's 2023-2024 DERA State Grants Program Guide beginning on page 18.

Table 4: Medium and Heavy-Duty Truck, Transit Bus, and School Bus Project Eligibility

Current Engine Model Year (EMY)	Vehicle or Engine Replacement with Zero Emission*, EMY 2021+
older - 2006	Yes
2007 - 2009	Yes
2010 - newer	Yes

<sup>\*</sup>Eligible fuel cell projects are limited to hydrogen fuel cell engine replacements for eligible urban transit buses, shuttle buses and drayage trucks, and hydrogen fuel cell vehicle replacements for eligible urban transit buses, shuttle buses, and drayage trucks.

**Table 5: Nonroad Engine Project Eligibility** 

Current Engine Tier	Vehicle/Engine/Equipment Replacement with Zero Emission*
Unregulated - Tier 2	Yes
Tier 3	Yes
Tier 4	Yes

<sup>\*</sup>Eligible fuel cell projects are limited to hydrogen fuel cell equipment replacements for eligible terminal tractors/yard hostlers, stationary generators, and forklifts. Fuel cell engine replacement is not eligible.

**Table 6: Marine Engine Project Eligibility** 

Engine Category	Engine Horsepower	Current Engine Tier	Engine & Vessel Replacement with Zero Emission
C1, C2	All	Unregulated - Tier 3	Yes
C1, C2	≥804	Tier 4	No
C3	All	Unregulated - Tier 3	No

<sup>\*</sup>Fuel cell engine and vessel replacements are not eligible.

**Table 7: Locomotive Engine Project Eligibility** 

Current Locomotive Tier	Engine & Locomotive Replacement with Zero Emission*	Idle-Reduction Technology**
Unregulated - Tier 2+	Yes	Yes
Tier 3	Yes	Yes
Tier 4	No	Yes

<sup>\*</sup>Fuel cell engine and locomotive replacements are not eligible.

<sup>\*\*</sup>Automatic engine start-stop technologies are only eligible to be installed on locomotives currently certified to Tier 0 or unregulated, subject to the restriction on mandated measures.

**Table 8. Cost-Share Requirements** 

Eligible Technologies	DERA Funding Limits	Minimum Mandatory Cost-Share (Fleet Owner Contribution)
Drayage Trucks Replacement with Zerotailpipe Emission Power Source	50%	50%
Vehicle or Equipment Replacement with Zero-tailpipe Emission Power Source (excluding drayage trucks)	45%	55%
Engine Replacement with Zero-tailpipe Emission Power Source	60%	40%
EPA Verified Locomotive Idle Reduction Technologies*	40%	60%
EPA Verified Marine Shore Connection Systems**	25%	75%
EPA Verified Electrified Parking Space Technologies	30%	70%

<sup>\*</sup>Eligible idle reduction technologies must be on EPA's SmartWay Verified Technologies list (<a href="https://www.epa.gov/verified-diesel-tech/smartway-technology">www.epa.gov/verified-diesel-tech/smartway-technology</a>) at the time of acquisition.

No funds awarded under this program shall be used to fund the costs of emissions reductions that are mandated under federal law. This restriction applies when the mandate takes effect for any affected vehicles, engines, or equipment. See Appendix C – Mandated Measures Justification starting on page 43 of EPA's <a href="2023-2024 DERA State Grants Program Guide">2023-2024 DERA State Grants Program Guide</a> for more information.

# Minimum Usage and Remaining Life Requirements for Existing Vehicles/Engines/Equipment

Existing vehicles must have accumulated at least 7,000 miles/year during the past 2 years, or if the highway vehicle is being used in a predominately nonroad application (e.g., firetrucks or utility trucks that idle for long periods to power auxiliary apparatus), it must have operated at least 500 hours/year for the past 2 years. The mileage of 2 or more units may be combined to reach 7,000 or 500 hours/year where 2 or more units will be scrapped and replaced with a single unit. If relying on operating hours instead of annual miles traveled, further eligibility review and approval will be made on a case-by-case basis.

Existing marine engines must have operated at least 1,000 hours/year for the last 2 years. The engine operating hours of 2 or more units may be combined to reach 1,000 hours/year where 2 or more units will be scrapped and replaced with a single unit.

Existing locomotives must have operated at least 1,000 hours/year for the last 2 years. The engine operating hours of 2 or more units may be combined to reach 1,000 hours/year where 2 or more units will be scrapped and replaced with a single unit.

<sup>\*\*</sup>EPA must review and approve marine shore power connection system final design prior to purchase and installation. Applicants must commit to reporting usage information to EPA for 5 years after the system is operational. See section X.D.10 *Marine Shore Power Connection Projects* of EPA's 2023-2024 DERA State Grants Program Guide for more details.

Existing nonroad vehicles/equipment must have operated at least 500 hours/year for the last 2 years, except an agricultural pump must have operated at least 250 hours/year. If the nonroad vehicle/engine/equipment is being used in a predominately highway application the minimum of 7,000 miles/year during the past 2 years criteria may be applied. If relying on annual miles traveled instead of operating hours, further eligibility review and approval will be made on a case-by-case basis.

The existing vehicle, engine, or equipment must have at least 3 years of remaining life at the time of application. See section X.C. *Ownership, Usage and Remaining Life Requirements* starting on page 21 of EPA's 2023-2024 DERA State Grants Program Guide.

# **Scrappage**

Grantee must scrap existing diesel vehicle/engine/equipment that is being replaced within 90 days of it being replaced and provide proof to MassDEP upon completion per the requirements in section X.D.16 on pages 28-29 of EPA's <a href="2023-2024 DERA State Grants">2023-2024 DERA State Grants</a> <a href="Program Guide">Program Guide</a>. Required proof consists of:

- Digital photos of the Vehicle Identification Number (VIN) tag, side profile of the vehicle, engine tag (showing serial number, engine family number, and engine model year), before and after pictures of the destroyed engine block, and cut frame rails or other cut structural components, as applicable
- A certificate of vehicle scrappage

Within 1 month of announcing grantees, MassDEP will hold a mandatory scrappage webinar to answer questions and provide details to ensure the process is well understood.

MassDEP will not issue payment until satisfactory proof of scrappage has been submitted.

# **Build America, Buy America (BABA) Requirements**

All manufactured products and construction materials used for infrastructure projects must adhere to the Build America, Buy America (BABA) provision of the Infrastructure Investment and Jobs Act unless a waiver has been approved. Infrastructure includes structures, facilities, and equipment that generate, transport, and distribute energy - including electric vehicle (EV) charging equipment. On-highway vehicles and non-road equipment funded by this program are not considered "infrastructure." EPA considers a signed compliance certification letter from the manufacturer to be sufficient proof of meeting the BABA requirements. Refer to section X.D.26 on page 30 of EPA's 2023-2024 DERA State Grants Program Guide for more details.

# **Charging Infrastructure**

If you apply for a battery electric powered replacement vehicle or equipment you may also apply for funding for the purchase and installation of 1 charging port per vehicle, including the unit and charging cable, mount and/or pedestal. The combined vehicle/equipment and charging infrastructure costs are subject to the mandatory Cost Share Requirements listed above in Table 8. Ineligible costs include power distribution to the pedestal, electrical panels and their installation, upgrades to existing electrical panels or electrical service, transformers and their installation, wiring/conduit and its installation, electricity, operation and maintenance, stationary energy storage systems that power the equipment (e.g., batteries)

and their installation, and on-site power generation systems that power the equipment (e.g., solar and wind power generation equipment) and their installation.

Alternating Current (AC) (level 1 and level 2) electric vehicle supply equipment (EVSE) sold and installed in Massachusetts must comply with the Energy Star energy efficiency standards and be listed in the State Appliance Standards Database (SASD) at <a href="https://spl.mendixcloud.com/index.html">https://spl.mendixcloud.com/index.html</a>. If at any point you want to change AC equipment, your new AC equipment must also be listed in the SASD. If you want to change the EVSE prior to installation, you must contact MassDEP so MassDEP can verify the SASD status of the new EVSE.

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# **Project Selection Criteria**

This is a competitive grant opportunity. Applicants must answer the questions in the online grant application that specifically address the criteria below, where applicable, listed in no particular order of importance. While the criteria provided in this section are the primary means of determining whether to select a proposed project, in certain instances MassDEP reserves the right to also consider other factors not included in these criteria when making its final selection of projects for funding. MassDEP reserves the right to grant only a portion of the maximum allowable funds per project, and to not award grant funding for the entire \$3.66 million offered.

To ensure the best possible consideration of your application, applicants must answer questions about how your project will:

- Help the Commonwealth Reduce Air Pollution and Achieve Greenhouse Gas Emissions Reduction Targets in the Transportation Network – MassDEP will consider projects' estimated emissions reductions (see further details in Emissions Calculations section below).
- Promote Advanced Technologies in the Transportation Network MassDEP will consider whether the proposed project promotes advanced technologies in the transportation network in Massachusetts.
- Serve Environmental Justice (EJ) Populations MassDEP seeks projects that provide environmental benefits and reduce environmental burdens in EJ areas in the Commonwealth.
- ➤ Promote Equitable Geographic Distribution Across the State MassDEP seeks to promote the equitable distribution of funding across the state. Geographic areas are defined as the 4 MassDEP Regional Service Areas that can be found at <a href="https://www.mass.gov/info-details/massdep-regional-offices-by-community">https://www.mass.gov/info-details/massdep-regional-offices-by-community</a>.
- ➤ Utilize businesses certified with the Supplier Diversity Office MassDEP seeks to promote applicants, site hosts or vendors listed as a certified business. More details about eligibility can be found at https://www.mass.gov/supplier-diversity-office.
- > Be completed by September 30, 2026.
- Yield Additional Benefits In reviewing proposed projects, MassDEP may consider additional factors, including, but not limited to:
  - The project's implementation timeline, including the level of project implementation detail and feasibility
  - Whether the project operates in a densely populated area
  - Whether the applicant commits to contributing more than the required cost share
  - Whether the project involves unique or replicable technologies or policies (e.g., the applicant would be willing to share acquisition and testing processes, written policies, data collected on the use of a new technology, etc.)
  - The project's societal co-benefits, such as the promotion and support of public health, economic health and diversity, and other desirable outcomes

 The project's cost effectiveness for nitrogen oxides, hydrocarbons, carbon monoxide, particulate matter (PM<sub>2.5</sub>) and/or carbon dioxide reductions achieved (comparatively lower dollars spent per ton of emissions reduced, as calculated by the Diesel Emissions Quantifier (DEQ); see pages 10-11 of this document)

## **General Procedures and Requirements of Grant Implementation**

#### **Equipment Acquisition and Installation Process**

- All applicants will be emailed when the selected grantees are announced. Selected Grantees will receive an email outlining next steps, including information on the submission of documentation required to enter into a grant award contract. Such documentation typically includes Commonwealth of Massachusetts Standard Contract Form, Commonwealth Terms and Conditions, Contractor Authorized Signatory Listing (these forms are posted at <a href="https://www.mass.gov/lists/osd-forms#contract-forms-and-attachments-for-all-goods-and-services-">https://www.mass.gov/lists/osd-forms#contract-forms-and-attachments-for-all-goods-and-services-</a>) and electronic funds transfer (EFT) form (<a href="https://www.mass.gov/files/documents/2016/08/ti/authorization-for-electronic-funds-payment-eft.pdf">https://www.mass.gov/files/documents/2016/08/ti/authorization-for-electronic-funds-payment-eft.pdf</a>). An End-User Agreement will be included as an attachment to the Commonwealth of Massachusetts Standard Contract Form.
- Grantees must coordinate the delivery and, if applicable, installation of the equipment directly with the vendor.
- Grantees must update MassDEP on project progress upon request.
- Project should be completed no later than September 30, 2026. Although Grantee may apply for an extension to the Contract End Date on the Standard Contract Form, an extension is not guaranteed. Grantee shall request MassDEP's approval of any extension by notifying MassDEP in writing at least one month prior to the Contract End Date on the Standard Contract Form if the project will not be complete by the Contract End Date. Grantee shall include documentation with any extension request to show the reason for the delay and a plan and timeline by which the project will be complete. Grantee's request for an extension is not effective unless a contract amendment has been signed by MassDEP.

#### **Post-Acquisition and Installation Process**

- Grantee must submit a Payment Request to MassDEP documenting that the vehicle and/or equipment was received and, if applicable, installed, with detailed, itemized, cost invoices and other required information.
- Payment will only be made as a reimbursement directly to Grantee. It is the
  responsibility of government Grantees to ensure compliance with all laws, regulations,
  and other requirements applicable to the acquisition of the equipment.
- After completion of the acquisition or installation of the vehicle/equipment, Grantee agrees to allow MassDEP, or MassDEP's designated representative, to access the location of the vehicle/equipment during normal business hours and, in the case of vehicles, at a location mutually convenient for Grantee and MassDEP, so that MassDEP can verify the acquisition. Such access shall be provided within a reasonable time after request by MassDEP, not to exceed 21 days.
- Grantee must handle its cost-share directly with the vendor and submit a copy of the payment to MassDEP.

- Grantee must own and operate the new vehicle or equipment for at least 3 consecutive years.
- Grantee must own and operate the new vehicle or equipment for at least half of the time inside Massachusetts.
- Grantee must collect data on the new vehicle or equipment, including data on actual use and documentation of operation inside Massachusetts, for the 3-year period it is required to operate the vehicle or equipment.
  - o Grantee must submit such data to MassDEP upon request.

#### **Emissions Calculations**

As applicable, applicants must use the EPA's Diesel Emissions Quantifier (DEQ) at <a href="https://cfpub.epa.gov/quantifier/index.cfm?action=main.home">https://cfpub.epa.gov/quantifier/index.cfm?action=main.home</a> to calculate emissions reductions for projects. If needed, instructions to use the DEQ are below.

For marine shorepower projects, instead use EPA's Shore Power Emissions Calculator at <a href="https://www.epa.gov/ports-initiative/shore-power-technology-assessment-us-ports#assessment">https://www.epa.gov/ports-initiative/shore-power-technology-assessment-us-ports#assessment</a>.

For Transportation Refrigeration Units (TRUs), instead use EPA's TRU Emissions Calculator at <a href="https://www.epa.gov/verified-diesel-tech/refrigerated-trailers-and-transport-refrigeration-units-trus">https://www.epa.gov/verified-diesel-tech/refrigerated-trailers-and-transport-refrigeration-units-trus</a>. Make sure to read the User Guide in the first tab in the calculator's spreadsheet.

#### Step-by-Step DEQ Instructions:

- 1. Sign up for an account (if you do not have one).
- 2. Click on the blue Create New Project button.
- 3. On Create New Project page, name your project and select your project's Type.
  - Engines: This field only comes up if you select Marine under the Type field.
    The DEQ allows applicants for marine engine upgrades to enter up to 5 engines
    at a time, however, since each engine will be evaluated individually, you must
    select a quantity of 1 and run the DEQ separately for each different propulsion
    or auxiliary engine for which you are seeking funding.
- 4. Total Project Costs: Users should enter data on equipment and installation costs associated with a project.
- Select Save Project.
- 6. On the new page that opens (*Update Project Information*) click on the blue *Add a Vehicle or Engine Group* bar.
  - If you are applying for a marine vessel engine, *Add an Engine Group* may not be visible on the bar but will work when clicked.
- 7. Select your equipment type from the list under the bar.
- 8. Under *Onroad Vehicle*, a "long haul" combination or single unit makes trips of over 200 miles; a "short haul" makes trips of 200 miles or less.
- 9. Fill in the fields on the new page that opens (*New Vehicle Group*), using actual data for the most recent year you have.
  - Quantity: The quantity must be 1 since you must run the DEQ for each piece of equipment separately.
  - If you need to use a default for any data point, select Get Default Value.
  - Remaining Life of Baseline: Always click on Get Estimated Remaining Life to the right of the box.
- 10. Click on *Save Group* at the bottom of the page (the DEQ uses the term "Group" even when the quantity is 1).
- 11. On the next page (Group Name:) click on the blue bar Add an Upgrade.
  - Click on the most appropriate of the choices that appear under *Replacements*. You will be taken to a new page.
- 12. Fill out the fields on the new page that opens (Add an Upgrade).
  - Annual Diesel Gallons Reduced (per engine):
     Since this an electric only solicitation, the gallons reduced will be the same as the gallons used by the old equipment.

- 13. At the bottom of the page, click the blue *Save Upgrade* button. You are now done entering data.
- 14. On the *Group Name* page, scroll all the way down to the blue *Quantify Project Emissions* button, and click it to see the *Emission Results* page.
- 15. On the *Emissions Results* page, scroll down to the heading *Downloading Spreadsheets*, and click on the *Spreadsheet* link to download the Excel spreadsheet of your project.
- 16. Copy and paste the data from the spreadsheet into the corresponding fields in the online form. \*Note only the annual and lifetime results are required in the form, but the spreadsheet is a required document to be uploaded, with all the information as downloaded.
- 17. If you need help you can contact the DEQ Helpline: <a href="mailto:DEQhelp@epa.gov">DEQhelp@epa.gov</a>.