

Inherently Low Emission Airport Vehicle Pilot Program Grant Proposal Application Format

Provide 6 printed copies of the proposal to the appropriate airports field office by Friday, February 9, 2001. Each application must be a complete package; no external material will be accepted.

PROJECT INFORMATION

- Project Title:
- Airport:
- Key Contact(s):
- Address:
- Phone/Fax/E-mail:
- Grant Amount Requested: \$_____
- Matching Funds/Contributions Total Value: \$_____
- 1-Page Abstract describing the proposal and expected benefits.
(For agency reporting and information requests.)

PROJECT DESCRIPTION

Narrative: Briefly describe the project and the scale of the proposed activity. Summarize anticipated short-term (1-5 years) and long-term (5-25 years) emission reductions and your expectations for project success. Include a regional map and an airport map with airport boundaries, major terminals and facilities, and taxiways/runways. Clearly sketch or illustrate on the airport map any proposed sites for project infrastructure and fuel dispensing stations.

GOALS AND OBJECTIVES

Describe the overall goals and specific objectives of the project. Relate how their achievement will advance efforts to reduce emissions at the airport and surrounding area. Discuss how the project will provide air quality improvements in a cost-effective manner and serve as a possible economic catalyst for broader use of low-emission vehicles and technology at airports.

DETAILED INFORMATION RELATED TO EVALUATION FACTORS

Discuss the following evaluation areas using as much specific information and data as possible:

- Emissions Reductions.** See pending FAA guidance on "Methodology for Calculation of Emission Benefits and Project Costs."
- Partnerships.** List and describe the agencies, organizations, and companies participating in project activities. Describe the role, functions, and contributions of these team members in developing and executing the project and how their expertise and efforts will support the management and operation of the project. Include letters of participation and support.
- Management and operating plans.** Describe operations and maintenance plans, including key project personnel, training, resource allocation, and managing committees.
- Economic sustainability.** Show how the project will continue to be cost-effective and commercially viable after grant funds have expired. Discuss how the airport will insure that the ILEAV vehicles and equipment acquired will be operated and maintained at the airport throughout their useful life, and will not be transferred, re-converted to conventional fuels, or in some other way disabled from providing the expected long-term emission benefits for the airport. Describe plans, if any, for expanding the project if successful.

- ❑ **System monitoring and testing.** Describe how vehicle and delivery systems will be tested periodically to verify actual emission reduction benefits. Discuss measurement systems or procedures to quantify actual emission levels and deterioration factors.
- ❑ **Transferability.** Indicate how the various systems, low emission technology, and procedures of the project are transferable to other airports. Discuss the limitations in re-using your strategies and solutions.
- ❑ **Innovativeness.** Describe the most creative aspects of the project in terms of new technology, innovative management and monitoring procedures, etc.

RELEVANT EXPERIENCE

Applicants should identify if their airports are just beginning to examine the use of low emission vehicles or have past or current experience with related technology and vehicle applications. Detail direct experience.

BUDGET AND RESOURCES

Include a list of all funding for the project from the Federal government, the airport sponsor, and other local participants. This information should include a breakdown of project costs by category (operations, personnel, travel, services including contracted, project evaluation, etc.) and by tasks and milestones. The budget should clearly show how ILEAV pilot grants and matching funds would be used for the proposed activities. Matching funds and local contributions should be noted by category and by application to project activities. Describe any conditions or obligations that could limit or restrict the availability of local matching funds or contributions. Discuss the overall business plan, including funding schedule, financial measures, and how such measures will be applied.

SCHEDULE

Clearly define milestones for completing major phases of the project (e.g., vehicle acquisition, completion of infrastructure, evaluations reports). Provide dates and a timeline for major activities.

PROJECT EVALUATION PLAN

Describe plans and methods for comprehensive evaluation of the project. Indicate how key activities (e.g., satisfaction of goals and objectives, vehicle monitoring, management processes, operations and maintenance, information dissemination) will be assessed and by what kinds of indicators and measures of performance. Indicate how these project evaluations will be organized and presented to the FAA.

Submission Format

Because FAA will make copies of the grant proposals for the review process, all proposals should use the following format:

- ✓ Standard page size of 8.5" x 11" (including maps)
- ✓ 12 pt. font size
- ✓ Clip the top left corner of one copy (no binding or staples) for additional copying by FAA.
- ✓ All material, including charts, graphs, maps, and appendices, should be developed in black and white for readability of copied material.
- ✓ Include the project title and page number on each page of the proposal.
- ✓ The body of the proposal should be no greater than 30 pages in length. Additional or technical material may be presented in appendices, which should also be as concise as possible.