

**AMERICAN RECOVERY AND REINVESTMENT ACT:
North Central Texas Alternative Fuel and Advanced Technology Investments**

**APPENDIX A
SCOPE OF SERVICE
REVISION 1**

CITY OF FORT WORTH

The City of Fort Worth will upgrade one (1) private access refueling facility to provide ethanol (E85) and will purchase two (2) heavy-duty diesel hybrid-electric trucks with power take-off (PTO) functionality.

The project has been assigned the following Project Number, and each activity has been assigned an Activity Number, both of which shall be used when tracking and reporting to NCTCOG.

Project Number: ARRA-DOE-04

The Scope of Service (Scope) contains information on the activities to be conducted and the expenses that will be reimbursed under the Agreement. All grant-funded scope activities must be in service by January 29, 2012. Grant funding is applicable to approved equipment, supply, and administrative costs directly related to the incremental costs of vehicle purchases, conversion kit purchase and installation, and/or refueling/recharging infrastructure implementation. Pursuant to the cost share commitments identified by the **City of Fort Worth** upon application for grant funds, total grant funding reimbursed cannot exceed **29.7 percent (29.7%)** of the actual costs of project implementation.

The minimum number of each activity type to be accomplished with the grant award is outlined in the "Approved Application Summary", along with a maximum award amount and committed cost share. If actual expenses are lower than expected and the full award amount is not fully utilized, the **City of Fort Worth** may request approval from the North Central Texas Council of Governments (NCTCOG) to use the balance of grant funds in a manner consistent with all requirements of this Agreement and Scope, including cost share requirements. If this situation arises, the **City of Fort Worth** will notify the NCTCOG Staff Contact and request approval as quickly as possible to ensure timely implementation.

TASK 1 – Purchase and Installation of Approved Vehicles and/or Conversion Kits

All new vehicles, engines, and conversion systems must be certified or approved by the US Environmental Protection Agency (EPA) and/or California Air Resources Board (CARB) and meet applicable Federal Motor Vehicle Safety Standards (FMVSS).

Approved Application Summary – Vehicles

Activity Number	Project Description	Minimum Number of Units	Average Annual Mileage (per vehicle)	Annual Hours PTO Operation	Expense Category	Maximum Award Amount	Committed Cost Share
2	Purchase International 4300 Diesel Hybrid-Electric Vehicle	1	9,700	1080	Equipment	\$51,500.00	\$140,500.00
3	Purchase International 4300 Diesel Hybrid-Electric Vehicle	1	11,000	864	Equipment	\$51,500.00	\$135,000.00
TOTAL						\$103,000.00	\$275,500.00

TASK 2 – Implementation of Fueling Infrastructure

The **City of Fort Worth** will construct and/or expand fueling infrastructure to provide alternative fuel as outlined in the Approved Application Summary. The **City of Fort Worth** will ensure that all applicable federal, State, and local laws and regulations are followed related to the construction and/or use of alternative refueling infrastructure, including National Environmental Policy Act (NEPA) requirements and/or other necessary environmental reviews. In addition, the **City of Fort Worth** will adhere to all special provisions of the American Recovery and Reinvestment Act, including required use of American iron, steel, and manufactured goods and wage requirements (Sections 1605 and 1606 of the ARRA), as identified in the Agreement.

Approved Application Summary – Fueling Infrastructure

Activity Number	Project Description	Project Location	Fuel Type(s) Provided	Number of Dispensers	Average Annual Gallons Dispensed	Expense Category	Maximum Award Amount	Committed Cost Share
1	Upgrade Private Access Refueling Facility	1013 Cherry St., Fort Worth, TX	E85	1	14,500	Equipment	\$35,147.00	\$51,107.00
TOTAL							\$35,147.00	\$51,107.00

TASK 3 – Operation

The **City of Fort Worth** will own and operate the grant-funded infrastructure and vehicles for a minimum of a five-year Activity Life for each funded activity. The **City of Fort Worth** will display the American Recovery and Reinvestment Act (ARRA) and/or US Department of Energy (DOE) Clean Cities logo at all funded fueling infrastructure facilities in a manner clearly visible to the public for the duration of the approved Activity Life. The required US DOE Clean Cities signage will be supplied by the NCTCOG. In addition, the **City of Fort Worth** shall apply appropriate

signage to fueling infrastructure including all required federal, State, and local fuel dispensing information including, but not limited to fuel contents, safety precautions, etc.

TASK 4 – Public Awareness, Marketing, and Training

The **City of Fort Worth** will promote awareness of grant-funded activities among peer organizations as well as the general public. The **City of Fort Worth** will make good faith efforts to pursue opportunities to promote the project and educate the community about the benefits of alternative fuels and advanced technologies, including press releases, presentations at professional organization events, and education to citizens through city publications or websites.

All public awareness, marketing, and training activities will be clearly documented and reported to NCTCOG. The **City of Fort Worth** agrees to provide to the NCTCOG copies of any materials developed, including, but not limited to, press releases, brochures, training manuals, etc.

TASK 4 – Reimbursement and Reporting

The **City of Fort Worth** will complete all reporting and reimbursement requirements as set forth in the Agreement and Scope. Specific reporting requirements and their frequencies are detailed below.

Request for Reimbursement

With each Request for Reimbursement, the **City of Fort Worth** must submit documentation proving payment and/or expenses, such as invoices, cancelled checks, or labor reports. In addition, a completed Activity Information Form(s), included as Appendix B, must be submitted, as applicable, for each activity for which reimbursement is requested. The final Request for Reimbursement is due to NCTCOG no later than January 29, 2012.

Comprehensive ARRA Reporting

Comprehensive ARRA Reporting must be submitted by the fifth day of each month following each quarter of the project period. The report shall be submitted to the Agreement Administrator as identified on the front of the Agreement, using the template provided in Appendix C.

Quarterly Usage Report

A Quarterly Usage Report must be submitted by the 15th day of each month following each quarter of the project period, for the duration of the approved Activity Life. Required reporting will include the following information for each activity:

- For Vehicle Activities
 - Actual Mileage for the Quarterly Reporting Period
 - Actual Cumulative Mileage
 - Actual Gallons Fuel Consumed for the Quarterly Reporting Period
 - Actual Cumulative Gallons Fuel Consumed
 - Percent of Time Operating in Dallas-Fort Worth Ozone Nonattainment Area for the Quarterly Reporting Period
 - Operational Issues or Changes (if any, such as significant maintenance

- concerns, repair needs, etc.)
- For Infrastructure Activities
 - Actual Gallons Dispensed for the Quarterly Reporting Period
 - Actual Cumulative Gallons Dispensed
 - Average Price of Alternative Fuel Over Quarterly Reporting Period
 - Operational Changes (if any, such as significant maintenance/repair needs, temporary closings, etc.)

Quarterly usage reporting will be completed online through the NCTCOG website (www.nctcog.org). A username and password will be provided prior to the end of the first reporting period.

Certified Payroll Reports

Weekly Certified Payroll Reports must be submitted by 5 p.m. on the Friday of the week following the reporting period for any week in which applicable work is performed. The required weekly payroll reporting form is provided in Appendix D and shall also be completed for Contractors. Reports with original signatures must be submitted by to the Agreement Administrator. Scanned or faxed copies are not acceptable.

Schedule

Task	Date
Certified Payroll Records	Weekly Certified Payroll Reports must be submitted by 5 p.m. on the Friday of the week following the reporting period for any week in which applicable work is performed.
Comprehensive ARRA Reporting	Due by the fifth day of each month following the quarter of project activity, for the duration of the Agreement period: <ul style="list-style-type: none"> • January 5 for activity from October 1 – December 31, • April 5 for activity from January 1 – March 31, • July 5 for activity from April 1 – June 30, and • October 5 for activity from July 1 – September 30
Quarterly Usage Reporting	Due by the 15 th day of each month following the quarter of project activity, for the duration of Activity Life: <ul style="list-style-type: none"> • January 15 for activity from October 1 – December 31, • April 15 for activity from January 1 – March 31, • July 15 for activity from April 1 – June 30, and • October 15 for activity from July 1 – September 30
Project Completion Deadline	January 29, 2012
Final Request for Reimbursement	January 29, 2012
Written Certification of Disposition	Required at end of Activity Life or upon transfer of ownership for all grant-funded vehicles and equipment