



**Department of Environment, Great Lakes, and Energy
Fuel Transformation Program
Volkswagen State Mitigation Trust**

**Local Freight Vehicles, Port Drayage Vehicles,
Shuttle & Transit Buses Replacement Grants**

Checklist for Grant Proposal Submission

Grant Proposal Cover Sheet (page 1-2 of the proposal) *signed by grant acceptance authority.*

Budget Form: Your budget must be completed to fulfill the budget requirement of your proposal. Alternate budget forms will not be considered. Applications that request grant funds that exceed the maximum percent allowed for the technology selected will not be accepted.

Grant Project Proposal Template

Include the Following Documents:

Copy of the title for the vehicle(s) being retired.

Copy of records specific to each vehicle that will be disabled, showing annual mileage or hours operated over the recent 12-month period.

Photo of the EPA Engine Family Name for the vehicle(s) being retired.

Fleet Data Sheet

Proof of audit from a Certified Public Accountant documenting that the applicant has undergone a successful financial audit. The audit must have been completed within 24 months prior to the date of application.

Signed Letters of Commitment from applicant and all project partners on agency letterhead. Letters of Commitment that are not on agency letterhead will not be accepted.

Email the entire proposal in one PDF file, in addition include the Excel version of your fleet data sheet. In the subject line enter "Part 1, Round #, Name of Applicant" and email both to EGLE-FTP-VW@michigan.gov. Proposals sent in more than two files (one PDF and one Excel) may not be accepted.

Application Schedule:

Applications for Part 1 will be accepted and evaluated in rounds according to the following schedule until all the funds for Part 1 are awarded. In the event that all \$16 million are awarded in the first or second round, there will not be an additional round(s).

Round 1: February 23, 2021 to April 22, 2021.

Round 2: June 22, 2021 to August 20, 2021.

Round 3: October 19, 2021 to December 17, 2021.

EGLE reserves the right to adjust the dates listed above, for whatever reason it deems appropriate.