

Attachment A

STATEMENT OF WORK WRAP OFFROAD RETROFIT PROGRAM COORDINATION August 30, 2004

1.0 BACKGROUND

The Western Regional Air Partnership (WRAP) is a collaborative effort of state and tribal governments and various federal agencies to develop the technical and policy tools needed by western states and tribes to comply with the U.S. Environmental Protection Agency's Regional Haze Rule. Other common western regional air quality issues raised by the WRAP membership may also be addressed. WRAP activities are conducted by a network of committees and forums composed of WRAP members and stakeholders who represent a wide range of viewpoints.

The WRAP Mobile Sources Forum (MSF) is responsible for investigating and recommending mobile source emission control measures to its member states and tribes, particularly in the context of regional haze. Because of the growing portion of emissions due to offroad sources and their slow replacement rates, the MSF has chosen to focus on emissions from existing offroad engines and vehicles.

2.0 PROGRAM OBJECTIVE

The objective of the Offroad Retrofit Program is to promote emission reductions from existing offroad engines by providing WRAP members and equipment owners with a wide variety of professional services, including written guidance, technical support, outreach services, identification of incentives and public policy options, and examples of successful efforts and reduction opportunities. The term "retrofit", as used here, refers to all methods of reducing emissions from existing engines (e.g., aftertreatment exhaust controls, alternative fuels, engine rebuilding, engine repowering, vehicle replacement, and idle reduction). The term "offroad" is intended to have the same meaning as the term "nonroad" used in 40 CRF 89.2

As a first step toward achieving this objective, the MSF has selected the Contractor to assist the WRAP with a variety of Offroad Retrofit Program coordination functions, including supporting a retrofit demonstration project(s). Direct financial support for equipment purchases and other subsidies for demonstration projects will not be provided under this contract, but can be acquired by the WRAP from other sources.

3.0 PROGRAM COORDINATION FUNCTIONS

The Offroad Retrofit Program coordination functions include the following:

- Developing program details;
- Tracking and reporting on relevant issues;
- Advising the MSF on program design/direction;

- Identifying additional funding sources (e.g., for one or more retrofit demonstration projects);
- Drafting proposals and grant applications;
- Drafting requests for proposals and/or recruiting additional expertise to implement various elements of the program; and
- Developing and executing WRAP retrofit conferences envisioned for December, 2004 and the spring of 2005.

WRAP staff will be available to provide some additional coordination and oversight, especially as it pertains to relations with the MSF and other WRAP participants. In performing the above-described functions, it is important to note that tribes are key members of the WRAP and that their needs (economic development, public health, etc.) may differ from those of other members.

4.0 TASKS

The tasks described below form the basis for the WRAP Offroad Program coordination functions. These tasks are highly inter-related and supportive to each other in several ways. Figure 1 illustrates the relationships among the tasks. In consultation with and under priorities established by the WRAP Program Manager, the Contractor shall provide the resources necessary for performing the following tasks:

Task 1 – Task Planning and Budgeting

The diversity of needs to support the Offroad Retrofit Program will require that task implementation and performance be accomplished at several levels and frequencies, and for several “customers”. Table 1 describes the frequency of work performance for each task.

Table 1 – Task Performance Frequency/Schedule

TASK	FREQUENCY/ SCHEDULE
1. Task Planning and Budgeting	Initially, then quarterly updates
2. Survey WRAP Members and Potential Retrofit Users	Once, then annual update
3. Develop Retrofit Guidance Document	Once, then annual update
4. Track Technology, Project, Implementation Issues Updates and Reporting to MSF	Ongoing
5. Develop Education and Outreach Tools	Once, then annual needs assessment
6. Maintain and Update Education and Outreach Tools	Ongoing
7. Technical Assistance to WRAP Members and Demo Projects	Ongoing
8. Develop and Execute WRAP Retrofit Workshop and Conference	Once for each

The nature and diversity of task requirements, coupled with funding limits and a relatively long project period (1-2 years) require that a detailed program implementation plan be developed, followed, and periodically revised. In consultation with the Program Manager, the Contractor shall submit and maintain a Program Implementation Plan containing the following for each task: a summary of specific work elements and/or objectives, an estimate of time and fiscal resources required and/or made available from the overall budget, and where appropriate, guidelines for the Contractor to follow and processes for responding to requests for support from WRAP members. At least quarterly, the Contractor and the Program Manager will review the performance requirements and expenditures for each task. Appropriate modifications to each task and its budget will be made to ensure that program priorities are being met.

Task 2 - Survey WRAP Members and Potential Retrofit Users

In consultation with the Program Manager, the Contractor shall survey WRAP members to gain a better understanding of their needs, interests, and capabilities relative to retrofit projects and their fit with the members' air quality improvement objectives, including but not limited to regional haze. This survey work will be completed prior to the workshop scheduled under Task 8 and prior to submitting the draft Guidance Document developed under Task 3.

In addition, the Contractor shall survey equipment owners in the WRAP region to determine their awareness of retrofit options, costs, and implementation requirements, their motivation to retrofit, and their technical support requirements. Results of these surveys (and any subsequent updates) will be reflected in the Guidance Document submitted under Task 3, and will guide the development of any retrofit demonstration project(s) described under Task 7.

Task 3 - Develop Retrofit Guidance Document

In consultation with the Program Manager, the Contractor shall submit a draft and final Guidance Document to serve primarily as a resource for WRAP participants interested in pursuing potential offroad retrofit projects. The Guidance Document will provide an overview of retrofit options, and implementation issues, the latest information on retrofit product costs, operating and maintenance costs, benefits (including secondary, economic development benefits), policy options for governments, advantages/incentives to equipment owners, availability of incentives, grants and other funding sources, and information on practices for preparing grant proposals.

The Guidance Document will also outline sector- and state-specific technologic and administrative options based upon the emission source types most likely to contribute to visibility impairment in tribal and Federal mandatory Class I areas. The retrofit potential for those source types will be assessed, taking into consideration fuel availability, fleet characteristics, current programs/incentives, and other factors of importance to equipment operators and program administrators. Decision tree and check-list processes for implementing retrofit projects, and mechanisms and metrics for measuring program success and emission reductions will also be described.

Task 4 - Track Updates On Retrofit Technologies, Projects, Issues and Implementation Strategies, and Report Findings to the MSF

The Contractor shall track ongoing and emerging developments related to diesel retrofit technologies, relevant projects and their results (including results from transferable on-road projects), retrofit issues and innovative implementation approaches. On approximately a quarterly basis following the submission of the final Guidance Document developed under Task 3, the Contractor shall submit brief reports and participate in periodic conference calls (and/or in-person meetings, as may be required) with the MSF.

Task 5 - Develop Education and Outreach Products

In consultation with the Program Manager, the Contractor shall develop one or more education and outreach products to assist in actively promoting retrofit opportunities on behalf of WRAP members. These education and outreach tools can take several forms, including, but not limited to, brochures, videos, website(s), contacts with trade associations, etc. The results of the Task 2 surveys, along with the information developed and compiled from Tasks 3 and 4 will form the basis of the products to be developed under this task.

Task 6 - Maintain and Update Education and Outreach Tools

In accordance with priorities established by the Program Manager, the Contractor shall maintain and update the educational and outreach products developed under Task 5.

Task 7 – Technical Assistance to WRAP Members and Demonstration Project Participants

As may be needed, and in accordance with budgetary considerations and with concurrence from the Program Manager, the Contractor shall provide various forms of technical assistance to WRAP members. In general, such technical assistance will most frequently be applied to supporting WRAP members and equipment owners interested in pursuing retrofit projects, and can take the form of specifying equipment, estimating costs, general consultation, identifying and facilitating markets for emission reduction credits, identifying project funding sources, and assistance in preparing/reviewing grant applications and requests for proposals.

In consultation with the Program Manager and appropriate WRAP member(s), the Contractor shall seek and promote opportunities for conducting one or more demonstration retrofit projects and provide ongoing support to the project(s) to ensure their success and transferability. The purpose of the demonstration project(s) will be to fill technical data gaps, advance a current or promising technology and/or assess the effectiveness of an administrative approach to implementation. In planning for the demonstration project(s), the Contractor shall target emissions sources closest to or having the greatest impact on Class I areas of primary interest to the WRAP. Given the diversity of industries using offroad engines and the wide range of engine sizes and applications, consideration will be given to demonstrating one or more retrofit technologies on an industry-by-industry basis, or by piloting one industry before addressing a number of others.

Task 8 - Develop and Execute WRAP Retrofit Workshop and Conference

In consultation with the Program Manager, the Contractor shall plan and host one workshop and one conference to review WRAP Offroad Retrofit Program guidance, highlight certain retrofit projects, and encourage networking among public and private stakeholders. The workshop and conference locations will be specified by the Program Manager. Conference agenda and implementation details will be approved by the Program Manager and the MSF.

Figure 1.
WRAP OFFROAD PROGRAM COORDINATION TASK RELATIONSHIPS

