



CLEAN FLEETS NORTH TEXAS

2015 CALL FOR PROJECTS

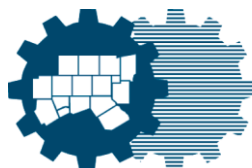
GUIDELINES

Updated: September 14, 2015

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**North Central Texas
Council of Governments**

TABLE OF CONTENTS

INTRODUCTION.....	1
PURPOSE.....	1
CONTACT INFORMATION	2
SCHEDULE.....	2
ELIGIBLE ENTITIES	2
ELIGIBLE PROJECTS AND COSTS.....	3
INELIGIBLE COSTS.....	5
APPLICATION REQUIREMENTS	5
APPLICATION PROCESS	6
CONSULTANTS.....	7
SELECTION CRITERIA	7
GRANT ADMINISTRATION AND REIMBURSEMENT OF EXPENSES	8
PROJECT IMPLEMENTATION REQUIREMENTS.....	9
REFERENCES.....	11

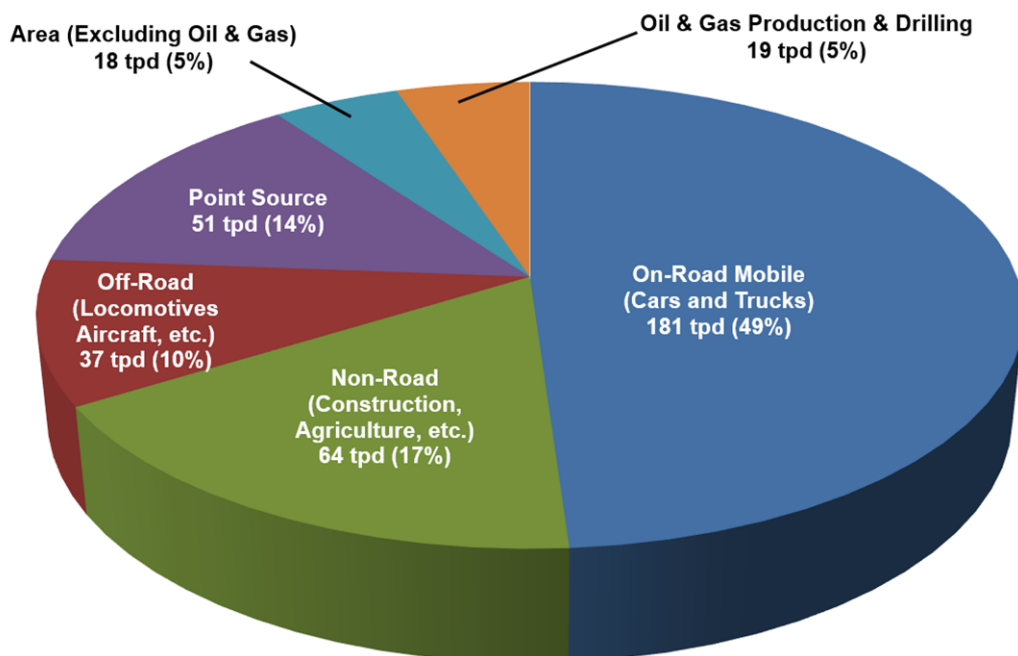
INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) has made approximately \$2.5 million in grant funds available for the Clean Fleets North Texas 2015 Call for Projects. This Call for Projects (CFP) will fund on-road vehicle projects for public and private fleets operating in the Dallas-Fort Worth (DFW) 10-county ozone nonattainment area and seeks to reduce vehicle emissions to help the DFW region meet federal ozone standards. This CFP is made possible through Congestion Mitigation and Air Quality Improvement (CMAQ) Program and Texas Commission on Environmental Quality (TCEQ) Supplemental Environmental Project (SEP) funds.

PURPOSE

Ten counties in the North Central Texas region are classified as moderate nonattainment under the 2008 8-hour ozone standard. This means ground-level ozone pollution levels in these counties exceed the Environmental Protection Agency's (EPA) National Ambient Air Quality Standard (NAAQS) for ozone. Ozone is formed when NO_x and volatile organic compounds (VOCs) mix in the presence of sunlight and heat. Programs to reduce NO_x emissions from mobile sources, which comprise approximately 76 percent of ozone forming pollutants, are an important element of working toward ozone attainment. Breathing ground-level ozone can result in a number of health effects that are observed in broad segments of the population. Evidence from observational studies indicates that higher daily ozone concentrations are associated with increased hospital admissions and other markers of morbidity¹. In addition to threatening human health, high ozone concentrations pose a risk to the environment, wildlife, agriculture and manufactured structures in the region. Ozone nonattainment can also cost the region economically – businesses may be subject to more strict regulations. It can also put funding to build new roadways at risk.

Exhibit 1: 2012 Estimated NO_x Emission Inventory



Source: Texas Commission on Environmental Quality, 2012 Dallas-Fort Worth 8-hour Ozone Attainment Demonstration State Implementation Plan

On November 25, 2014, the EPA issued a proposal to further lower the federal ozone standard. This announcement highlights that efforts to reduce ozone-forming emissions will remain critically important to the region.

CONTACT INFORMATION

Please submit any questions or comments to:

Email: aggrants@nctcog.org

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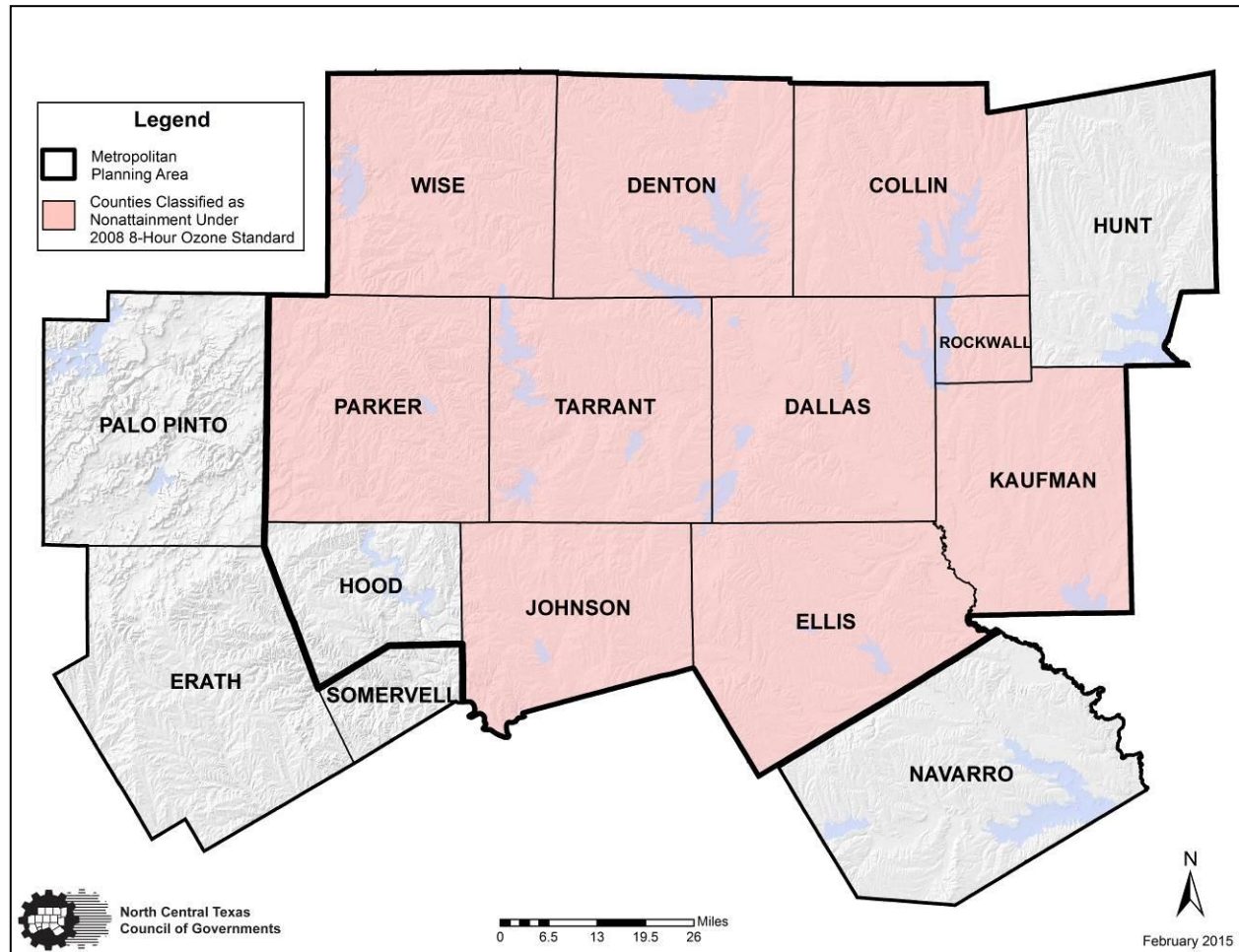
SCHEDULE

Milestone	Estimated Timeframe
Call for Projects Opens	August 17, 2015
Workshop/Webinar	September 3, 2015 2:00 pm Central Time
Call for Projects Application Deadline & Clean Fleet Policy Adoption Deadline	October 23, 2015 5:00 pm Central Time
Proposals Evaluated & Selected	November 2015
Awarded Projects Announced	December 2015
Awardees to Receive Agreements and Begin Purchasing	December 2015
Project Implementation	January 2016 & Ongoing

ELIGIBLE ENTITIES

This CFP is open to public and private fleets with vehicles operating primarily in the ten counties currently classified as nonattainment for the pollutant ozone; this includes Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise counties. This area is outlined in Exhibit 2; all funded vehicles must operate primarily within the 10-county nonattainment area.

Exhibit 2: Dallas-Fort Worth 2008 Eight-hour Ozone Nonattainment Area



Entities that wish to apply must adopt the Regional Transportation Council's (RTC) Clean Fleet Policy, as approved on December 11, 2014, and submit a signed copy of the policy to NCTCOG offices by the October 23, 2015, application deadline. The Clean Fleet Policy provides guidance related to reducing fleet emissions and overall fuel consumption, partnering with NCTCOG and DFW Clean Cities, and ensuring fleet personnel are familiar with air quality and petroleum reduction goals. Adopting entities must maintain policy compliance by adopting the Clean Fleet Policy, implementing an idle reduction policy or standard operating procedure, and submitting annual fleet policy reporting, to be eligible for future funding. For more information, including a template policy to facilitate adoption, please visit: www.nctcog.org/FleetPolicy.

ELIGIBLE PROJECTS AND COSTS

All projects must be for on-road vehicles and must achieve a reduction in NO_x emissions. All projects are eligible to receive grants of up to 80 percent of the incremental cost of the activity. Additional requirements for specific project types are outlined as follows:

1. Vehicle Replacement – replacement of an older on-road vehicle with a newer model year on-road vehicle; including an alternative fuel or an advanced technology vehicle.

Project Eligibility:

- New vehicle must remain operational for at least five years
- Engines must be EPA or CARB certified for model year 2015 or later. Lists of certified engines can be found at:
 - EPA – <http://www.epa.gov/otag/certdata.htm>
 - CARB – <http://www.arb.ca.gov/msprog/onroad/cert/cert.php>
 - Click on “Executive Orders Listing” and search by vehicle class
- New vehicle must perform the same function and have a similar gross vehicle weight rating as the vehicle being replaced.
- The old vehicle and engine must be scrapped and the new engine must be of comparable horsepower.
- Replacements that would have occurred through normal fleet turnover are not eligible for funding under this program. The old vehicle or engine must have been ~~scheduled~~ **able** to remain operational ~~in the fleet~~ for a minimum of five more years if grant funding were not available. Prior to award, NCTCOG may require a third-party mechanic to verify remaining useful vehicle or engine life.

2. Engine Repower– replacement of an existing engine with a certified new, rebuilt, or remanufactured engine.

Project Eligibility:

- Engines must be EPA or CARB certified for model year 2015 or later. Lists of certified engines can be found at:
 - EPA – <http://www.epa.gov/otag/certdata.htm>
 - CARB – <http://www.arb.ca.gov/msprog/onroad/cert/cert.php>
- The engine being replaced must be scrapped and the new engine must be of comparable horsepower.
- Repowers that would have occurred through normal fleet turnover are not eligible for funding under this program. The old vehicle or engine must have been ~~scheduled~~ **able** to remain operational ~~in the fleet~~ for a minimum of five more years if grant funding were not available. Prior to award, NCTCOG may require a third-party mechanic to verify remaining useful bus and/or engine life.

3. Engine Conversion – reconfiguration of existing engine to run on fuels different than the ones for which they were originally designed.

Project Eligibility:

- Conversion kit must remain operational for at least five years.
- Conversion kit must be EPA or CARB certified for the specific engine on which installation is planned. Lists of conversion kits can be found at:
 - EPA – iaspub.epa.gov/otagpub/
 - Under “Compliance Document Type” choose “Certificates of Conformity” from the drop-down menu.
 - CARB – www.arb.ca.gov/msprog/aftermkt/altfuel/altfuel.htm

4. Retrofit – installation of verified emission control equipment to an existing engine or exhaust system.

Project Eligibility:

- Must remain operational for at least five years.
- Technology that is EPA or CARB verified. Lists of approved retrofit technologies can be found at:
 - EPA – epa.gov/cleandiesel/verification/verif-list.htm
 - CARB – www.arb.ca.gov/diesel/verdev/vt/cvt.htm

- Emerging Technology, which is a technology not certified or verified by the EPA or the CARB but for which an approvable application and test plan has been submitted for verification to the EPA or the CARB. Technologies that are approved as an emerging technology are included on the Emerging Technologies List and can be found at: <http://www.epa.gov/cleandiesel/verification/emerg-list.htm>
5. Idle Reduction On a School Bus – installation of a device on a school bus that provides resources needed during idle time, such as climate control, in a way that allows the primary engine to be turned off.
- Project Eligibility:
- Must remain operational for at least three years.
 - Technologies must be EPA verified. Information on verified idle reduction systems can be found at www.epa.gov/smartway/forpartners/technology.htm
6. Qualifying New Purchase – purchase of a new on-road vehicle
- Project Eligibility:
- New vehicle must remain operational for at least five years
 - Engines must be EPA or CARB certified for model year 2015 or later. Lists of certified engines can be found at:
 - EPA – <http://www.epa.gov/otaq/certdata.htm>
 - CARB – <http://www.arb.ca.gov/msprog/onroad/cert/cert.php>
 - Click on “Executive Orders Listing” and search by vehicle class
 - New vehicle must have a NO_x reduction compared to use of a brand new comparable “business as usual” vehicle for the Applicant.

INELIGIBLE COSTS

Ineligible costs include:

- Fees associated with Buy Boards and financing.
- Administrative costs and other internal costs of the grant recipient including, but not limited to, personnel expenses, internal salaries, indirect costs, and travel.
- Fees for a third-party consultant or dealer hired to coordinate the application or manage and administer grant-funded activities, including coordination of the work and submission of reports and paperwork. This restriction is not intended to limit the ability of the equipment supplier or installer to include reasonable and necessary costs for managing the work to be performed in the price of the vehicle, equipment, or installation services. The costs for professional services, including engineering and technical work, required for completion of the activity may be included, subject to the restrictions pertaining to that type of project. Per the Uniform Grant Management Standards, the cost-plus-percentage-of-cost method of contracting for professional services shall not be used.

APPLICATION REQUIREMENTS

Projects must comply with the following to be considered for funding

- **Clean Fleet Policy:** To be eligible, applicants must adopt the Clean Fleet Policy as approved by RTC on December 11, 2014, prior to the application deadline of October 23, 2015, at 5:00 pm Central Time and be in compliance with annual reporting requirements. A copy of the newly adopted policy must be submitted as an attachment to the Application.

- **Cost Estimate:** As part of the application, Applicants must submit a cost estimate for each project type, which will be the basis for determining the maximum grant award amount based on applicable funding thresholds. Applicants are advised to consult multiple vendors to ensure that estimated costs are as accurate and realistic as possible. Awarded applicants will be required to abide by procurement procedures which are consistent with federal funding requirements. For more information on procurement, see *NCTCOG Third Party Procurement Procedures* at <http://www.nctcog.org/trans/air/vehicles/investments/funding/Forms.asp> and Procurement on page ten (10) of this document.
- **DUNS Number:** Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Applicants can receive a DUNS number at no cost by calling the toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B Website at www.dnb.com/us/. If a DUNS number has not yet been assigned, please include the date the applicant requested a number.
- **EPA/CARB Certification or Verification Documentation:** Conversions, retrofits, and idle reduction projects must use EPA/CARB certified or verified technologies and/or Emerging Technologies and include a copy of EPA or CARB certification or acceptance letter from the appropriate website listed in the Eligible Projects and Costs section of this document.
- **Expedited Fleet Turnover:** Grant funds may only be used to fund replacement or repower projects for vehicles that have at least 5 years useful life remaining. At NCTCOG's discretion, certification by a mechanic may be required to ensure at least 5 years of useful life remain. If the Applicant has a fleet turnover policy, the fleet turnover policy should be provided as part of the application. Applicants are encouraged to use the Accelerated Turnover Calculator provided by the Houston-Galveston Area Council as a guide to determine remaining useful life. The Accelerated Turnover Calculator can be found at: <http://www.mysolutionis.com/fleet-resources/clean-vehicles-program/default.aspx>.
- **Financial Disclosure:** Applicants must notify NCTCOG of the value of any existing financial incentives that directly reduce the cost of the proposed activity, including tax credits or deductions, other grants, anticipated scrap value, or any other public financial assistance, to allow for accurate calculation of incremental cost.
- **Local Match:** Applicants must identify local match sources, which must fund at least 20 percent of total project cost. Matching funds must not already be tied to emission reduction commitments (i.e. funding from the Texas Emissions Reduction Plan (TERP) may not be used as matching funds).
- **Project Type:** Projects must involve a qualifying new purchase, replacement, repower, retrofit or conversion, or installation of idle reduction technology on school buses, and must achieve a reduction in NO_x emissions.
- **Voluntary Reductions:** Projects must be voluntary in nature and not required by any local, state, or federal law, rule, regulation, memorandum of agreement, or other legally binding document.

APPLICATION PROCESS

Application forms are available through www.nctcog.org/agfunding; click on the box called "Clean Fleets North Texas 2015 Call for Projects" and then click the Clean Fleets North Texas

2015 Call for Projects link. Applications must include original signatures from the applicant's Authorized Official on the certification statements in Part 5 of the application.

Applications for the Clean Fleets North Texas 2015 Call for Projects must be received "in-hand" by 5 pm Central Time on October 23, 2015. Mailed applications which are postmarked by this time but have not yet been received are not considered "in-hand" and will be classified as a late submittal. Late submittals will not be accepted under any circumstances. Mail will be returned, unopened. Applications must be in a sealed envelope with a return address on the outside. Faxed applications will not be accepted.

Applications should be mailed or delivered to the following address:

North Central Texas Council of Governments
Transportation Department
Clean Fleets North Texas 2015 Call for Projects
Attention: Amy Hodges
616 Six Flags Drive
Arlington, TX 76011

Applicants are strongly encouraged to also email the application file, with attachments, to aggrants@nctcog.org. Applicants are encouraged to submit in advance of the submission deadline to allow staff time to review for completeness. A checklist of required materials is included in the Application in the "AppInstructions" tab. Applicants should carefully review this checklist to ensure that all required materials are included with the application at the time of submittal.

- Application Checklist: All of the items listed below need to be "in hand" by the application deadline for a project to be deemed complete.
 - Completed Application Form (including Part 1, Part 2, Part 3 tabs as appropriate, Part 4 (optional) and Part 5)
 - Copy of adopted Clean Fleet Policy
 - Fleet Turnover Policy (optional; for Replacement and Repower activities only)
 - Copy of EPA or CARB certification or verification (for Conversion, Retrofit, or Idle Reduction activities only)

Supplemental information which is material to the application will not be accepted after the application deadline. Non-material omissions will not constitute an incomplete application.

CONSULTANTS

Private consultants may be available to assist in completing and submitting an application. These consultants do not represent NCTCOG, and NCTCOG neither encourages nor discourages the use of a consultant to assist with the application process. NCTCOG has no agreement with any consultant and applications submitted by a particular consultant will not receive any more favorable treatment than other applications. Fees charged by a consultant are the responsibility of the applicant and may not be charged to the grant, either directly or as an addition to the cost basis of the grant-funded equipment.

SELECTION CRITERIA

NCTCOG will evaluate and rank eligible applications based on the following criteria:

- Quantitative Analysis (primary project ranking criteria):
 - Cost per ton of NO_x reduced in the 10-county ozone nonattainment area
- Qualitative Assessment:
 - Multipollutant Emission Benefits
 - Cost per ton of VOC reduced
 - Cost per ton of Particulate Matter reduced
 - Cost per ton of carbon dioxide emissions reduced
 - Cost per gallon petroleum reduced
 - Partnership
 - Previous participation in RTC initiatives
 - Feasibility/risk
 - Readiness for implementation
 - Clearly identified funding needs, implementation procedures, and sources of local match
 - Degree to which previously funded projects were successfully completed on time, without significant changes to work scope, and in an overall satisfactory manner.
 - Innovative Project Types
 - Potential for a project to demonstrate feasibility of new technologies not yet used in the NCTCOG region

In accordance with new provisions under the Office of Management and Budget's Supercircular (2CFR 200), which became effective in December 2014, NCTCOG will conduct a risk assessment of all anticipated subrecipients prior to final selection. This risk assessment will include an evaluation of financial stability, quality of management systems, and history of performance. NCTCOG is not obligated to fund a proposal from an applicant that has demonstrated marginal or unsatisfactory performance on previous grants or contracts with NCTCOG and/or other state or federal agencies. NCTCOG is not obligated to fund a proposal from an applicant based on a determination of the risks, including the financial condition of the applicant and other risk factors as may be determined by NCTCOG.

NCTCOG may base funding decisions on factors associated with best achieving the purpose of the CFP, and is not obligated to select a project for funding. Additionally, NCTCOG may select parts of an application for funding or offer to fund less than the amount requested in an application.

GRANT ADMINISTRATION AND REIMBURSEMENT OF EXPENSES

Successful applicants will be notified of their selection and grant fund amounts awarded. Entities selected to receive grant funding will be required to execute an agreement with NCTCOG in order to receive grant funding. Services or work carried out under an agreement awarded as a result of this CFP must be completed within the scope of work, timeframe, and funding limitations specified by the agreement. A Notice to Proceed will be provided to awarded applicants; at that time, project implementation can commence, and costs may begin to be incurred. **Under no circumstances will reimbursement be made for costs incurred prior to the date of the Notice to Proceed.** Upon signature and execution of the agreement by NCTCOG, a copy of the executed agreement will be returned to the applicant.

Grants will be made on a reimbursement basis for eligible expenses incurred and paid by the grant recipient. A cost may not be considered incurred until the grant-funded vehicle or technology has been paid for by the grant recipient. Requests for reimbursement shall include

documentation to show that the vehicle or equipment has been received, expenses paid by the grant recipient, and proper vehicle disposition has occurred (if applicable). Reimbursement request forms are available at www.nctcog.org/aqfunding/forms.asp

To further enhance the partnership and market emission reduction efforts, the grant recipient must agree to place a label on grant-funded vehicles or equipment if requested by NCTCOG.

Awarded applicants are obligated to fulfill agreement requirements including, but not limited to, achievement of semi-annual usage requirements, surrender of eligible emissions credits, and completion of reporting requirements to NCTCOG for the Activity Life of the project. Failure to comply with these requirements may result in return of all or a pro-rata share of the grant funds to NCTCOG.

PROJECT IMPLEMENTATION REQUIREMENTS

Applicants selected for funding must adhere to certain requirements as they complete their project and will be bound to certain obligations. Requirements and obligations include:

- **Activity Life**: The minimum number of years the applicant must operate the new vehicle/engine/technology in the fleet and report usage to NCTCOG. For replacement/repower projects, the Activity Life represents the number of years the applicant would have continued to operate the existing vehicle or engine had grant funds not been available. NCTCOG may require a third-party mechanic to verify vehicle/engine remaining useful life. Minimum Activity Life for each project type is as follows:
 - Qualifying New Purchase: five years
 - Replacements: five years
 - Conversions: five years
 - Repowers: five years
 - Retrofits: five years
 - Idle Reduction Technology: three years
- **Vehicle or Engine Disposition**: Vehicles and engines being replaced must be rendered permanently inoperable and disposed of in an environmentally responsible manner in accordance with local disposal laws. This includes drilling a three-inch hole in the engine block, cutting the frame of the chassis in a wedge 75 percent of the way through, and recycling salvageable materials by sending retired asset to a scrappage or remanufacturing facility. Other permanent destruction methods may be allowable upon approval by NCTCOG. The facility must be operated or authorized by the original engine manufacturer to remanufacture the engine. The process includes removing all parts and using the old block to build a remanufactured engine with a new serial number. Documentation of disposition, including before and after photographs, will be required for reimbursement. NCTCOG staff will be available, upon request, to witness vehicle and/or engine destruction if so desired.
- **Buy America**: If projects include the purchase of vehicles with integrated idle reduction technologies, Buy America requirements under 23 USC 313 and 23 CFR 635.410, which require a domestic manufacturing process for any steel or iron products, may apply. A Buy America Certification form is available for review at www.nctcog.org/aqfunding/forms.

- **Emissions Credit:** Applicants must surrender emissions reductions to NCTCOG to meet air quality requirements and goals. The recipient may not utilize emissions reduction to satisfy other air quality commitments.
- **Geographic Area:** All grant-funded vehicles and technologies must be utilized predominantly in the 10-county DFW ozone nonattainment area, as outlined on page two (2), throughout the Activity Life.
- **Global Positioning System (GPS) Requirement:** All recipients will be required to install GPS on grant-funded vehicles or equipment to facilitate required usage reporting. The cost of the GPS system will be considered a grant-eligible expense and may be reimbursed with grant funds. Recipients will be required to either use a GPS vendor selected by NCTCOG or, if the recipient already uses GPS on its fleet, to grant NCTCOG sufficient access to the data to fulfill usage reporting requirement needs.
- **Notification:** Recipients must agree to notify NCTCOG of changes in the following during the Activity Life: termination of use, change in use or location, sale, transfer, or accidental or intentional destruction of grant-funded vehicles or equipment.
- **Procurement:** Awarded applicants must demonstrate an open, fair, and competitive procurement or purchasing process in compliance with state and federal law. NCTCOG has adopted *Third Party Procurement Procedures*, which can be found at <http://www.nctcog.org/trans/air/vehicles/investments/funding/Addendum1-SubgranteeProcurementProcedures-070511.pdf>, to assist awarded applicants. In summary, these procedures require that awardees:
 - maintain a written code of conduct related to contract award and administration;
 - maintain a contract administration system to ensure vendors and contractors perform according to the terms;
 - conduct procurement transactions in an open, fair, and competitive manner; and
 - maintain written procurement procedures

The *Third Party Procurement Procedures* provide guidance on the requirements for each type of procurement by dollar threshold. For example, purchases exceeding \$150,000 require public advertisement once each week for two consecutive weeks for competitive sealed bids. NCTCOG uses a *3rd-Party Procurement Review Checklist* to determine whether awardees have complied with the procurement requirements. NCTCOG staff is available to assist awarded applicants with any questions. Applicants are encouraged to review these procedures carefully prior to applying.

- **Program Income:** Any funds received for scrapped equipment or engines will be treated as program income, which may include deducting scrap value from the total project cost for the purposes of calculating total eligible grant amount, or using scrap value as part of the applicant's required cost share. Applicants may be required to report scrap value when requesting reimbursement for implemented activities, or to retain scrapped equipment for internal use.
- **Project Dates:** Projects must be implemented and final reimbursement request submitted by December 31, 2017. NCTCOG expects notifying grant recipients of award in December 2015, with a Notice to Proceed provided soon thereafter. Grant recipients are not permitted to incur approved costs until Notice to Proceed is received.
- **Reporting Requirements:** Award recipients must commit to submitting reports regarding project status for the duration of the Activity Life. Failure to submit these reports pertaining to grant-funded activities may be grounds for termination of Agreement and/or return of grant funds.

- Quarterly Progress Report: All recipients must submit reports detailing progress toward project completion on a quarterly basis until final reimbursement is issued. A template will be provided by NCTCOG.
- Semi-Annual Usage Report: A Semi-Annual Usage Report must be submitted by January 15th and July 15th for the duration of the approved Activity Life. Required reporting will include information similar to the following, for each activity:
 - Hours/Miles/Fuel Logged on the Vehicle/Technology for the Six-Month Reporting Period
 - Cumulative Hours/Miles/Fuel Logged on the Vehicle/Technology
 - Percent of Time Operating in DFW Ozone Nonattainment Area for the Six-Month Reporting Period.
 - Operational Issues or Changes (if any, such as significant maintenance concerns, repair needs, etc.)

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

- Written Certification of Disposition: To comply with federal Property Management requirements, the applicant must provide to NCTCOG a written certification of the disposition of grant-funded vehicle or equipment at the end of the Activity Life or upon transfer of ownership. The certification shall describe the continued use and condition of the vehicle or equipment, fair market value, remaining useful life, and any actual or anticipated improvements that may increase the value of the vehicle or equipment.
- **Security Interest**: Grant recipients may be required to grant NCTCOG a security interest in any grant-funded vehicle/equipment/technology and will be required to document fulfillment of this requirement prior to reimbursement being issued. Documentation may be shown through items such as a title, lien, performance bond, etc. NCTCOG shall relinquish such security interest upon the end of the Activity Life or upon agreed-upon disposition, whichever occurs first.

REFERENCES

- ¹ Environmental Protection Agency, *Health Effects of Ozone in the General Population*, 12/31/2014. <http://www.epa.gov/apti/ozonehealth/population.html>