



Bay Area Air Quality
Management District

**Grant Opportunity Announcement
for
School Bus Retrofit Projects**

Lower-Emission School Bus Program

Public School Districts,
Joint Power Authorities
and
Public School Transportation Companies
are eligible to apply

Bay Area Air Quality Management District
939 Ellis Street, San Francisco, CA 94109

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TABLE OF CONTENTS

	Page
Introduction.....	1
Who Can Apply.....	1
ARB Regulation Affecting School Buses.....	1
Schedule.....	1
Program Requirements.....	1
Eligible Expenses.....	2
Matching Fund Requirement.....	2
Authorizing Resolution Requirement.....	2
Contract, Reporting and Record Retention Requirements....	3
Payment of Funds.....	3
Grant Application Instructions.....	4
Grant Application Form.....	5 – 6

Introduction

The Lower-Emission School Bus Program (LESBP) provides financial incentives to replace older public school buses, replace on-board compressed natural gas (CNG) fuel tanks on public school buses, and retrofit in-use school buses with emission control devices to reduce the exposure of school children to harmful emissions.

The Bay Area Air Quality Management District (Air District) is currently accepting LESBP grant applications to retrofit model year 1987 and newer diesel-powered school buses with Level-3 emission control devices.

Up to \$20,000 per bus is available to cover all costs associated with the retrofit of a school bus.

Funds will be awarded to qualifying projects on a first-come, first-served basis until all funds are allocated.

This document provides an overview of the program requirements. Applicants are encouraged to review the program Guidelines at <http://arb.ca.gov/bonds/schoolbus/guidelines/2008lesbp.pdf> and advisories at <http://www.arb.ca.gov/bonds/schoolbus/advisory/advisory.htm> in their entirety prior to preparing and submitting a grant application.

Who Can Apply

Public school districts in California that own their own buses, including under the provisions of a Joint Powers Agreement (JPA), are eligible to apply for retrofit funding. School transportation companies that provide transportation services under contract to public school districts that operate school buses in the Bay Area may also apply for funding.

Non-profit agencies, private schools, and other private companies are **not** eligible for LESBP school bus retrofit funds.

ARB Regulation Affecting School Buses

ARB's Truck and Bus regulation requires existing on-road diesel vehicles including school buses that operate in California to be upgraded to reduce emissions. More information regarding this rule and compliance can be obtained by calling ARB's diesel hotline at (866) 6DIESEL (866-634-3735) or by visiting <http://www.arb.ca.gov/msprog/onrdiesel/documents/fsschoolbus.pdf>.

It is the school bus owner's responsibility to understand the requirements of the ARB regulation and how the regulation affects their fleet. *The awarding of a LESBP grant in no way extends any regulatory compliance deadline.*

Schedule

Grant applications are currently being accepted.

All work must be completed and buses must be returned to service no later than six months after the award contract execution date. The final payment request must be submitted to the Air District no later than eight months after the award contract execution date.

Program Requirements

1. All model year 1987 and newer diesel-powered buses with a current California Highway Patrol (CHP) safety certification are eligible for retrofit funding. *Applicants must submit copies of the current CHP 292 Form along with the application.*

2. Only ARB-verified Level-3 emission control devices are eligible for funding. A current list of eligible devices is available at <http://www.arb.ca.gov/diesel/verdev/vt/cvt.htm>, with additional information on the devices and the engines and operating requirements available at: <http://www.arb.ca.gov/diesel/verdev/level3/level3.htm>. *Applications must include a copy of the ARB verification Executive Order (EO) for the retrofit device along with the application.*
3. Once installed, retrofit devices must be operated and maintained according to the manufacturer's warranty specifications and the applicable ARB EO. For example, fuel additives may be used only if expressly stated in the device's EO. In addition, some devices are verified for use with biodiesel blends, subject to the conditions posted at: <http://www.arb.ca.gov/diesel/verdev/reg/biodieselcompliance.pdf>.
4. After installation, retrofitted bus must receive a safety inspection by the CHP prior to the bus' return to service. For each bus, a *copy of the following documentation must be submitted*:
 - a. CHP Form 343 – Safety Compliance Report/Terminal Record Update, or
 - b. CHP Form 343A – Vehicle/Equipment Inspection Report Motor Carrier Safety Operations.
5. **Retrofitted buses must be owned and operated by the grantee for a minimum of five years and at least 90% of the operating hours or mileage of all retrofitted buses must occur within the geographical boundaries of the Air District.** The Air District may require repayment of grant funds if a grantee sells or otherwise discontinues use of a bus retrofitted under this program.

Eligible Expenses

The Air District will pay up to \$20,000 per bus to cover all costs associated with the retrofit of a school bus, including:

- The purchase and installation of the device;
- Up to \$300 per device to cover the cost of data logging for the candidate bus operating conditions;
- Up to \$2,500 per device to cover the costs of retrofit maintenance (i.e., baking and de-ashing);
- Infrastructure costs associated with active devices; and
- The purchase of one spare filter for every 20 in-service retrofits.

Matching Fund Requirement

Although matching funds are not required, grantees are responsible for any costs over \$20,000 per bus. Costs for data logging, maintenance and infrastructure equipment are averaged into the "per bus" cost.

Authorizing Resolution Requirement

Applications must include a copy of a resolution from the school district governing board (or a duly authorized official with authority to make financial decisions) authorizing the submittal of the application and identifying the individual authorized to implement and administer the retrofit project. School transportation providers are not required to obtain a resolution from their contracting school district(s).

Contract, Reporting and Record Retention Requirements

Applicants will be notified of awards by mail. If approved for a grant award, grantees must enter into a contract with the Air District and adhere to all contract requirements, including project milestones.

Please note that no work is to be done and no equipment is to be ordered until a fully-executed contract (i.e., signed by both the grantee and the Air District) is in place.

Upon contract execution, *the grantee must provide a copy of a completed [IRS Form W-9](#) and purchase order (PO) for the retrofit device(s) and, if applicable, the maintenance machinery, spare filter, and infrastructure installation* to the Air District.

Grantees must retain all project-related records for the contract term plus two years, including maintenance records for each bus retrofitted.

Payment of Funds

Grantees can only be reimbursed for eligible project costs incurred after the contract is fully executed.

The Air District will make payments on a reimbursement basis after at least one retrofit device has been installed. Itemized invoices must accompany each payment request. In addition, a copy of the completed CHP Form 343 or 343A must accompany the associated retrofit device payment request.

Grant Application Instructions

To apply for LESBP bus retrofit funds, applicants must complete and submit:

- Part A of the Grant Application Form**, including
 - The signed **Grant Application Form** (*signed by the School Superintendent or a designee*).
- Part B of the Grant Application Form**, including for each bus to be retrofitted
 - A copy of the **ARB retrofit device EO**;
 - A copy of **current CHP 292 Form**;
 - Price quote(s)** for each requested retrofit device and, if requested, spare filter(s), maintenance machinery, and infrastructure; and
 - If requesting infrastructure, **a description of the current infrastructure (i.e., number of outlets) on-site and the number of vehicles that use the infrastructure.**
- A **Board resolution** (if applicable).

Application forms must be mailed or delivered to:
Geraldina Grünbaum
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109

For assistance in completing a grant application or for more information about the LESBP, please contact Geraldina Grünbaum at (415) 749-4956 or ggrunbaum@baaqmd.gov.

Application forms can be found at <http://www.baaqmd.gov/LESBP>.

**Lower-Emission School Bus Program
Bus Retrofit Grant Application Form
Part A
SUMMARY INFORMATION**

APPLICANT INFORMATION

SCHOOL DISTRICT/JPA/TRANSPORTATION COMPANY: _____

Street Address: _____

City: _____ County: _____ Zip _____

CONTACT PERSON:

Name: _____ Title: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

ARB TRUCK AND BUS REGULATION INFORMATION

Is your fleet in compliance with the [ARB Truck and Bus Regulation](#)?

- Yes, our entire fleet is currently in compliance
- No, at this point ___% of our fleet is currently in compliance

FUNDING REQUESTED INFORMATION

- Number of retrofit devices requested:* _____
 - Cost per device for:*
 - Purchase & installation:* \$ _____
 - Data logging:* \$ _____
 - Total retrofit devices funds requested:* \$ _____
- Number of spare filters requested:* _____ *Cost per spare filter:* \$ _____
Total spare filter funds requested: \$ _____
- Infrastructure funds requested* \$ _____
- Maintenance Machinery funds requested:* \$ _____
- TOTAL FUNDING REQUESTED:** \$ _____

AUTHORIZATION

I understand that this application is for evaluation purposes only and does not guarantee project funding. I certify that to the best of my knowledge, the information contained in this application and in any documentation accompanying this application or submitted in furtherance of this application is true and accurate. I certify that I have the legal authority to apply for funding on behalf of the applicant entity and that I am authorized to sign this application on behalf of applicant.

_____	_____	_____
Signature	Title	Date
_____	_____	_____
Print Name	E-mail Address	Phone Number

**Lower-Emission School Bus Program
Bus Retrofit Grant Application Form
Part B
PROPOSED DIESEL BUSES TO BE RETROFITTED
WITH EMISSION CONTROL DEVICES**

	BUS #1	BUS #2	BUS #3
Bus ID #			
License Plate #			
Vehicle Identification Number (VIN)			
Bus Manufacturer			
Bus Model			
Bus Model Year			
Bus Type (C/D/Special Needs)			
Gross Vehicle Weight Rating GVWR (lbs)			
Mileage for last school year			
Total Mileage			
Bus Storage Location (Address, City, zip code)			
Engine Manufacturer			
Engine Model			
Engine Model Year			
Engine Family Number			
Engine Displacement			
Engine Serial Number			
Engine Horsepower			
Has the bus received Air District grant funding in the past? Yes/No			
If Yes, Air District Project #			
FOR JPAS AND TRANSPORTATION COMPANIES ONLY:			
Associated School District			
% of time associated with School District			

Applicant must also provide for each bus (1) a copy of the ARB retrofit device verification EO, (2) a copy of current CHP 292 Form, (3) price quote(s) for the device and, if requesting, spare filter(s), maintenance machinery, and infrastructure, and (4) if requesting infrastructure, a description of the current infrastructure (i.e., number of outlets) on-site and the number of vehicles that use the infrastructure. **Attach additional pages, as needed.**