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**Grant Application**

**2008  
Lower-Emission School Bus Program  
Bus Retrofit**



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**939 Ellis Street  
San Francisco, CA 94109  
August 2008**

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## Introduction

The Lower-Emission School Bus Program (LESBP) provides financial incentives to replace older school buses and retrofit middle-age school buses to reduce the exposure of school children to diesel-related emissions. The Bay Area Air Quality Management District (Air District) has approximately \$11.6 million to fund LESBP projects.

**The Air District is currently accepting LESBP grant applications to retrofit 1987 and newer model year diesel-powered school buses with emission control devices.**

Funding will be awarded on a competitive basis.

The 2008 LESBP Guidelines are available at the California Air Resources Board (ARB) website: <http://arb.ca.gov/bonds/schoolbus/guidelines/2008lesbp.pdf>. This grant application document provides an overview of the Guideline requirements and instructions for the grant application process. This document does not identify all of the program requirements that are included in the ARB LESBP guidelines. Applicants are encouraged to *review this document in its entirety* prior to preparing and submitting a grant application.

**The deadline for grant applications is 4 PM on September 30, 2008.**

## Who Can Apply

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

## Schedule

<b>September 30, 2008</b>	Deadline for submission of applications
<b>January 31, 2009</b> (tentative)	Applicants notified of grant awards
<b>June 1, 2009</b> (tentative)	Contract for funding must be executed
<b>June 1, 2010</b> (tentative)	All retrofit work must be complete

## Program Requirements

1. All 1987 model year and newer diesel-powered buses with a current California Highway Patrol (CHP) safety certification are eligible for retrofit funding. *Applicants must submit a copy of a current CHP certificate to the Air District.*
2. Only Level-3 emission control devices verified by the California Air Resources Board (ARB) are eligible for funding. A current list of ARB-verified Level-3 devices can be found 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>. *The application must include*

*a copy of the ARB verification Executive Order (EO) for the retrofit device in the application.*

3. Once installed, retrofit devices must be operated and maintained according to the manufacturer's warranty specifications and the applicable ARB retrofit device verification Executive Order (EO). For example, fuel additives may be used only if expressed 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. Retrofitted buses must receive a safety certification inspection by the CHP after the retrofit installation and prior to the buses' return to service.
5. Retrofitted buses must be owned and operated by the grant recipient for a minimum of five (5) 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 device to cover all costs associated with the retrofit of a school bus, including:

1. The purchase and installation of the device;
2. Up to \$300 per device to cover the cost of data logging for the candidate bus operating conditions;
3. Up to \$2,500 per device to cover the costs of retrofit maintenance (i.e., baking and de-ashing). This maintenance can be handled by a maintenance contract at the time a device is purchased, periodic cleaning by an outside contractor, or cleaning by the bus maintenance personnel. For fleets that have at least six retrofitted bus, the applicant should consider purchasing a de-ashing system, rather than arranging for periodic maintenance of each device;
4. Infrastructure costs associated with active devices; and
5. The purchase of a spare filter for up to twenty in-service retrofits. The average cost of a spare filter is approximately \$3,000.

### **Matching Fund Requirement**

School districts, JPAs and transportation providers are not required to provide matching funds.

### **Authorizing Resolution Requirement**

Grant applications must include a resolution from the school district governing board (or other duly authorized official with authority to make financial decisions) authorizing the submittal of the grant 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.

Grantees must obtain a purchase order (PO) for each retrofit device ordered and *submit a copy of the PO for the retrofit device to the Air District.*

Grantees must also obtain a PO for any the maintenance work to be completed, if applicable, that states the date of maintenance, a description of the service performed and the cost of the service. *The grantee must submit a copy of the maintenance work PO to the Air District.*

After installation, retrofitted buses must receive a safety certification inspection by CHP prior to the buses' return to service. *Grantees must submit a copy of one of the following forms to the Air District:*

- Copy of the completed CHP Form 343 – Safety Compliance Report/Terminal Record Update, or
- Copy of a complete CHP Form 343A – Vehicle/Equipment Inspection Report Motor Carrier Safety Operations.

**Grantees must retain all project-related records for the contract term plus two years, including maintenance records for each retrofit device installed.**

### **Payment of Funds**

Grantees can only be reimbursed for project costs incurred after the contract is fully executed (i.e., signed by both the grantee and the Air District). No work is to be done and no equipment is to be ordered until this fully executed contract is in place.

The Air District will make payment on a reimbursement basis after the installation of the retrofit device(s). Reimbursement request requires invoices for all work completed and a copy of the completed CHP form 343 or 343A (described above). If requested by the grantee in writing, the Air District can issue payment for device to retrofit vendors directly.

## Grant Application Instructions

To apply for LESBP bus retrofit funds, applicants must complete Parts A and B of the **Grant Application Form**. *The Form must be signed by the Superintendent of the School or a designee*. Applicants may attach additional information as needed.

The applicant must also submit:

- **proof of current CHP certification** for the bus to be retrofitted;
- **price quote(s)** for the requested retrofit device;
- a copy of the **ARB retrofit device verification Executive Order**;
- if requesting infrastructure, price quote(s), a description of the current infrastructure (i.e., number of outlets) on-site and the number of vehicles that use the infrastructure; and
- a Board **resolution** (as described above).

Grant application forms must be mailed or delivered by **4 PM on September 30, 2008** to:

Geraldina Grünbaum  
Environmental Planner II  
Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, CA 94109

For assistance in completing a grant application or for answers to any questions regarding the LESBP, please contact Ms. Grünbaum at (415) 749-4956 or [ggrunbaum@baaqmd.gov](mailto:ggrunbaum@baaqmd.gov).

Additional 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/TRANSPORTATION COMPANY:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip \_\_\_\_\_

**CONTACT PERSON:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**RETROFIT DEVICE INFORMATION**

*Number of retrofit devices:* \_\_\_\_\_ *Number of spares:* \_\_\_\_\_

*Cost per device for:*   ○ *Purchase & installation:* \$ \_\_\_\_\_

                                  ○ *Maintenance:* \$ \_\_\_\_\_

                                  ○ *Data logging:* \$ \_\_\_\_\_

*Cost per spare:* \$ \_\_\_\_\_

*Total Retrofit devices funds requested:* \$ \_\_\_\_\_

*Infrastructure 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

**Part B**  
**PROPOSED DIESEL BUSES TO BE RETROFITTED**  
**WITH EMISSION CONTROL DEVICES**

	<b>BUS #1</b>	<b>BUS #2</b>	<b>BUS #3</b>
Bus ID #			
License Plate #			
Vehicle Identification Number			
Bus Manufacturer			
Bus Model			
Bus Model Year			
Bus Type (C/D/Special Needs)			
Bus Storage Location (Address, City, zip code)			
GVWR (lbs)			
Cumulative Mileage			
Engine Manufacturer			
Engine Model			
Engine Model Year			
Engine Displacement			
Engine Family Number			
Engine Serial Number			
Engine Horsepower			
Fuel Type			
<b>FOR JPAS AND TRANSPORTATION COMPANIES ONLY:</b>			
Associated School District			
Percent of time associated with School District			

Applicant must also provide (1) copy of CHP certification for each bus, (2) price quote(s) for the device and, if requested, infrastructure, (3) a copy of the ARB retrofit device verification Executive Order, 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.**