
Grant Application

2012

**Lower-Emission School Bus Program
On-Board Natural Gas Tank Replacement**



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

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

May 2012

TABLE OF CONTENTS

	Page
Introduction.....	1
Who Can Apply.....	1
ARB Regulation Affecting School Buses.....	1
Schedule.....	1
Program Requirements.....	2
Eligible Expenses.....	2
Matching Fund Requirement.....	2
Authorizing Resolution Requirement.....	2
Contract, Reporting, and Record Retention Requirements.....	2
Payment of Funds.....	3
Grant Application Instructions.....	4
Grant Application Form.....	5-7

Introduction

The Lower-Emission School Bus Program (LESBP) provides financial incentives to replace older school buses, replace on-board compressed natural gas (CNG) fuel tanks, fund infrastructure improvements of deteriorating natural gas fueling dispensers, 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 is currently accepting LESBP grant applications to replace on-board CNG tanks on public school buses that are at least 14 years old but no more than 16 years old. LESBP funds will be prioritized for CNG tank replacement projects and awarded on a first-come first-served basis through December 31, 2012. After this date, funds may be available to other eligible project category types through June 30, 2013, or until funds have been exhausted.

The following information provides an overview of the program requirements. The complete program Guidelines are available at the California Air Resources Board (ARB) website: http://arb.ca.gov/bonds/schoolbus/guidelines/2008lesbp_rev_12_20_11.pdf. Applicants are encouraged to review the Guidelines in their entirety prior to preparing and submitting a grant application.

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.

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 on the rule is available at: <http://www.arb.ca.gov/msprog/onrdiesel/onrdiesel.htm> or by calling ARB's diesel hotline at (866) 6DIESEL (866-634-3735). A fact sheet outlining the school bus provisions of the rule is available at: <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.**

While CNG buses are exempt from ARB's regulation, the U.S. Department of Transportation requires that CNG buses be removed from service once the on-board CNG tank has reached the manufacturer's service life, typically 15 years.

Schedule

Grant applications are currently being accepted.

- ***No later than 6 months after the award contract execution date*** All work must be completed and bus must be returned to service
- ***No later than 2 months after completion of work*** Submission of payment request

Program Requirements

1. Compressed natural gas (CNG) powered school buses with a chassis at least 14 years old but no older than 16 years old are eligible for tank replacement funding.
2. An application may be submitted within eighteen (18) months of the tank's expiration date.
3. Public school districts/JPAs must provide documentation of tank expiration dates, serial numbers, and inspection dates of the tanks to be replaced. *For each bus, copies of inspection forms and photos of the tank that show the tank expiration date and serial number must be submitted along with the application (preferably in electronic format).*
4. Public school districts/JPAs must demonstrate bus ownership. *For each bus, a copy of the Department of Motor Vehicles (DMV) bus registration must be submitted along with the application.*
5. Public school districts/JPAs must submit a safety certification inspection by the California Highway Patrol (CHP) after the tank replacement and prior to the bus' return to service.
6. **Buses receiving CNG tank replacement funding 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 such 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 funded under this program.

Eligible Expenses

The Air District will pay up to \$20,000 per bus to cover the cost of the new CNG tank and associated installation labor costs.

Matching Fund Requirement

Although matching funds are not required, grantees are responsible for any costs over \$20,000 per tank replacement.

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 project.

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 tank ordered and *submit a copy of the PO for the new tank to the Air District.*

Once a tank is replaced, the bus must receive a safety certification inspection by the CHP prior to the bus' return to service. *Grantees must submit a completed copy of one of the following forms to the Air District:*

- CHP Form 292- Inspection Approval Certificate,
- CHP Form 343 – Safety Compliance Report/Terminal Record Update, or
- 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 inspection records for each tank replaced.

Payment of Funds

Grantees can only be reimbursed for eligible 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 a fully-executed contract is in place.**

The Air District will make payment on a reimbursement basis after the tanks are replaced. Reimbursement request requires invoices for all work completed, a copy of the completed CHP form 292, 343 or 343A (described above) and photographs of the new tank labels on the school bus. Payments are made to the grantee directly, or, if requested in writing, in the form of a two-party check to the grantee and tank vendor.

Grant Application Instructions

To apply for LESBP on-board tank replacement bus funds, applicants must complete and submit:

- Part A of the Grant Application Form**, including
 - The signed **Application Form** (*by the School Superintendent or a designee*); and
 - A Board **resolution**
- Part B of the Grant Application Form**, including
 - Photo of tank tag** for each tank replaced (*preferably in electronic format*);
 - Copies of CHP inspection forms** for each tank replaced; and
 - Copy of the DMV bus registration** for each bus.
- Part C of the Grant Application Form**, including
 - Price quote(s)** for each requested tank
 - Letter of approval from bus manufacturer**

Grant application forms and all required documents must be mailed or delivered to:

Geraldina Grünbaum
Supervising Environmental Planner
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 Deepti Jain at (415) 749-5075 or djain@baaqmd.gov.

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

**Lower-Emission School Bus Program
 On-Board Natural Gas Tank Replacement Grant Application Form
 Part A
 SUMMARY INFORMATION**

APPLICANT INFORMATION

SCHOOL DISTRICT/ JPA

Street Address: _____

City: _____ County: _____ Zip _____

CONTACT PERSON:

Name: _____ Title: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

ON-BOARD NATURAL GAS TANK INFORMATION

• Number of tanks requested: _____

• TOTAL FUNDING REQUESTED: \$ _____ (No more than \$20,000/bus)

NATURAL GAS FUELING DISPENSERS INFORMATION

Funding may be available for improvements to deteriorating natural gas fueling dispensers operated by a School District/JPA. *Please indicate your interest in such funding, limited to \$500/dispenser:*

Yes No

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. If applicable, I am also including a Board resolution with this application.

Signature

Title

Date

Print Name

E-mail Address

Phone Number

**Lower-Emission School Bus Program
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**Part B
INFORMATION ON BUS REQUIRING TANK REPLACEMENT**

	BUS #1	BUS #2	BUS #3
Bus ID #			
Vehicle Identification Number (VIN)			
License Plate Number			
Bus Model			
Gross Vehicle Weight Rating (GVWR) (lbs)			
Mileage for last school year			
Total Mileage			
Storage Address (Address, City, zip code)			
Engine Serial Number			
Engine Manufacturer			
Engine Model			
Engine Model Year			
Engine Family Number			
Engine Displacement			
Tank Manufacturing Date			
Tank Expiration Date			
Tank Serial Number			
CHP Inspection Dates of Tank			
Has the bus received LEBBP funding in the past? Yes / no			
<i>FOR JPAS ONLY:</i>			
Associated School District			
Percent of time associated with School District			

Applicant must also provide for each bus (1) photos that show the tank expiration date and serial number (preferably in electronic format), (2) copies of CHP inspection forms, and (3) a copy of the DMV bus registration. **Attach additional pages, as needed.**

**Lower-Emission School Bus Program
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**Part C
INFORMATION ON NEW TANKS**

	BUS #1	BUS #2	BUS #3
Tank Manufacturer			
Tank Model			
Tank age (15 or 20 yrs.)			
Tank Model Year			
Length of labor warranty			
Length of tank warranty			
Is the tank installer approved by the bus manufacturer? (Yes/No)			

Applicant must provide a (1) vendor quote, and (2) an approval letter from the bus manufacturer.
Attach additional pages, as needed.