
Grant Application

**2011
Lower-Emission School Bus Program
Bus Retrofit**



**939 Ellis Street
San Francisco, CA 94109
August 2011**

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Introduction

The Lower-Emission School Bus Program (LESBP) provides financial incentives to replace older school buses and retrofit diesel middle-age school buses to reduce the exposure of school children to diesel-related emissions.

The Bay Area Air Quality Management District is currently accepting LESBP grant applications to retrofit 1987 and newer model year diesel-powered school buses with emission control devices. There are over \$1 million available to fund LESBP retrofit projects. Funds will be awarded a first-come, first-served basis.

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.pdf>. Advisories to clarify the Guidelines are available at: <http://www.arb.ca.gov/bonds/schoolbus/schoolbus.htm>. Applicants are encouraged to review the Guidelines and advisories in their entirety prior to preparing and submitting a grant application.

The Air District will begin accepting grant applications immediately; applications will be accepted until December 31, 2011.

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 public school districts that operate school buses in the Bay Area may also apply for funding.

ARB Regulation Affecting School Buses

In December 2010, ARB amended their regulation to significantly reduce emissions from existing on-road diesel vehicles, including school buses. 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). In addition, 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. *The awarding of a LESBP grant in no way extends any regulatory compliance deadline.*

Schedule

December 31, 2011	Last day to submit grant applications
May 1, 2012	Deadline for submission of payment request (all work must be complete)
June 30, 2012	All retrofit work must be paid for

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 copies of current CHP certificates 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. 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). A maintenance contract may be eligible at the time a device is purchased to handle 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 one (1) spare filter for up to twenty (20) in-service retrofits.

Matching Fund Requirement

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

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.*

If applicable, grantees must also obtain a PO for maintenance machinery that is purchased and/or maintenance work to be completed that states the date of maintenance, a description of the service performed and the cost of the service and/or equipment. *The grantee must submit a copy of this 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 completed copy of one of the following forms to the Air District.*

- 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 maintenance records for each retrofit device installed.

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 retrofit device(s) are installed. Reimbursement request requires invoices for all work completed and a copy of the completed CHP form 343 or 343A (described above). Payment are made to the grantee directly, or, if requested in writing, in the form of a two-party check to the grantee and device vendor.

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 **Application Form** (*by the School Superintendent or a designee*); and
 - a Board **resolution** (if applicable).
- Part B of the Grant Application Form**, including
 - proof of current CHP certification** for each bus to be retrofitted;
 - price quote(s)** for each requested retrofit device;
 - a copy of each **ARB retrofit device Executive Order**; and
 - if requesting infrastructure**, a price quote, a description of the current infrastructure (i.e., number of outlets) on-site and the number of vehicles that use the infrastructure.

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
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 spare filters:* _____

Cost per device for: *Purchase & installation:* \$ _____

Maintenance: \$ _____

Data logging: \$ _____

Cost per spare filter: \$ _____

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

Signature

Title

Date

Print Name

E-mail Address

Phone Number

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			
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			
Has the bus ever received LESBP funding in the past? Y/N			
FOR JPAS AND TRANSPORTATION COMPANIES ONLY:			
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.**