

Clean Diesel Rebate Program

2015 School Bus Replacement and Retrofit Funding Opportunity: Frequently Asked Questions

Thursday, October 29, 2015

The questions and answers below are provided to assist eligible organizations in applying for rebates on school bus replacements and/or retrofits through the Clean Diesel Rebate Program.

Complete program information and guidelines can be found at www.epa.gov/cleandiesel/clean-diesel-rebates#2015sb

Section 1: Background

Section 2: Eligible Applicants

Question: Does an eligible entity need to be in a nonattainment area to apply?

Answer: No, as long as the applicant meets all eligibility requirements, they can apply. Eligible entities nationwide may apply.

Question: Do applicants need to provide any proof of signature authority from a public school?

Answer: Public school districts applying for rebates for buses they own and operate do not need to provide proof of signature authority, however the person signing the application must be an authorized representative of the organization. If the applicant is a public school district applying with state-owned buses, the applicant must submit a signed letter on the official letterhead of the state agency that owns the buses authorizing the application. See Section 2: Eligible Applicants of the Program Guide for additional information.

Question: We are a public school district but the buses we operate are owned by the state. Who should sign the letter on behalf of the state authorizing us to participate?

Answer: The signature on the official letterhead of the state agency that owns the buses must be from an authorized representative of the state agency. The applying district must submit the signed letter as well as proof of ownership showing that the state agency owns the buses. Please see Section 2: Eligible Entities of the Program Guide for additional information.

Question: What do public school districts enter in the "Eligible Entity Type" field on the application?

Answer: Public schools do not enter anything in this field. It is for private entities only. Please see Section 2: Eligible Applicants of the Program Guide for additional information.

Question: Can a group of eligible entities submit a joint application?

Answer: No. Each entity must submit its own application.

Question: We do not have bus registrations in our state. What do we do regarding the registration requirement?

Answer: If vehicle registration is not required by law in the state where the vehicle operates, the applicant must submit documentation that registration is not required in that jurisdiction. Please see

Section 2: Eligible Applicants of the Program Guide for additional information.

Question: Are applicants required to submit vehicle titles?

Answer: Yes, a copy of each vehicle title and registration must be submitted as part of the application package to prove ownership. Applicants that are missing titles to vehicles can try contacting their state DMV offices for copies of the vehicle titles.

Question: Can we send copies of the titles and registration documents, or are originals required?

Answer: Only copies of the title and registration documents should be submitted to EPA.

Question: Can an entity who has received EPA funds in the past apply?

Answer: Yes, all eligible applicants with eligible buses may apply.

Question: We have multiple subsidiaries. Can we submit the application under the parent company even though the buses being replaced or retrofitted are owned and operated by one of our wholly owned subsidiaries?

Answer: Yes, please submit a letter of explanation if the name on the bus title is different than the name on the application and include the relationship between the parent company and the subsidiary.

Question: Can we submit applications for more than one of our wholly owned subsidiaries?

Answer: No. The applicant may submit only one application on behalf of all subsidiaries, unless the fleet owned by the parent company has more than 101 buses in operation. Fleets with 101 or more buses in current operation may submit two applications.

Question: Are private schools eligible entities?

Answer: No. Private schools and other organizations that operate buses are not eligible to apply to this rebate program unless the school buses on the application are operated under a contract with an eligible entity.

Question: Can we still apply if our school district leases buses from a transportation contractor?

Answer: No, eligible applicants must own the buses listed on the application. In this case, the transportation contractor is the eligible entity. Please see Section 2: Eligible Applicants of the Program Guide for additional information.

Section 3: Eligible Vehicles

Question: How do I demonstrate a bus is used three days a week if it accumulated less than 10,000 miles in the past 12 months?

Answer: By signing the application form, the applicant certifies that all buses listed on the application meet the requirements of Section 3: Eligible Vehicles of the Program Guide. EPA will request written verification from the selectee that all buses operate at least three days a week if they have not accumulated 10,000 miles in the past 12 months.

Question: Does the current school year refer to the 15/16 school year or the 14/15 school year?

Answer: The current school year refers to the 15/16 school year. However, the 10,000 mile usage requirement applies to the last 12 months.

Question: Is an activity bus eligible?

Answer: If the bus meets the usage requirements and transports at least 10 pre-primary, primary, or secondary school children to schools or homes it is eligible.

Question: We transport mainly adults but some children. Can we apply?

Answer: Only if the vehicles are also used for transporting 10 or more pre-primary, primary, or secondary

school students to schools or homes can apply. Please see Section 3: Eligible Vehicles of the Program Guide for additional information.

Question: The guide says a larger bus cannot be purchased. Does larger refer to engine size or capacity?
Answer: Size refers to vehicle class as determined by Gross Vehicle Weight Rating. Please see Section 3: Eligible Vehicles for additional information.

Question: What are the class definitions?
Answer: Class definitions are determined by the Gross Vehicle Weight Rating (GVWR). The GVWR is defined in the Code of Federal Regulations as the value specified by the manufacturer as the maximum design loaded weight of a single vehicle. Please see Section 3: Eligible Vehicles for additional information.

Question: Do school buses that operate on alternate fuels such as propane qualify as an eligible replacement vehicle?
Answer: Yes, replacement vehicles may run on alternate fuels. Please see Section 3: Eligible Vehicles of the Program Guide for additional information.

Question: Can I purchase a new gasoline bus as a replacement vehicle?
Answer: Yes. Gasoline buses are eligible in this program as replacement vehicles.

Question: Are only buses that run on diesel eligible for replacement under the rebate?
Answer: Yes, vehicles listed for replacement must be diesel-powered school buses powered by a 2006 or older engine model year.

Question: Is the conversion of a school bus from diesel to CNG eligible for this rebate?
Answer: No. Funding can only be used to replace buses or install DOC plus CCVs on existing vehicles.

Question: Would we qualify for this rebate if we did a lease-purchase for the buses instead of purchasing them outright?
Answer: No. Lease-purchases are not eligible for this funding opportunity.

Section 4: Funding Amounts

Question: How many rebates will be available?
Answer: EPA has reserved approximately \$7,000,000. The exact number of rebates depends on the size of buses requested and the number of replacement and retrofit requests.

Question: Are the program's amounts per bus or per applicant?
Answer: The rebate amount is per each eligible bus. Applicants may list up to ten buses for replacement and up to ten buses for retrofit on each application unless their fleet size is 101 buses or more.

Question: Are applicants disqualified from taking grant program money from other state or local programs for buses that are replaced or retrofitted as a part of this program?
Answer: No. The applicant portion of funding may consist of funds from state and local grant program, or other third-party funding and financing. Buses that are funded or financed in part with other sources of federal funds are not eligible to receive rebates under this program. Please see Appendix G: Terms and Conditions of the Program Guide for more information.

Section 5: Application

Question: When is the deadline for submitting completed applications and supporting documentation?

Answer: Applications must be received by EPA before 4:00 pm Eastern Time on Friday, October 30, 2015.

Question: Does an applicant need both a DUNS number and an Employer Identification Number?

Answer: Yes, both numbers are required.

Question: How are Annual Idling Hours defined? How should it be calculated?

Answer: Hours idling may be based on actual idling hours if they have been logged or estimated based on known usage.

Question: How can I obtain a copy of a PDF application form that is editable on my computer, so that I can type in the values?

Answer: An editable copy of the rebate application, including open fields for applicants to type their information into blank cells is available at: www.epa.gov/cleandiesel/2015-school-bus-rebate-supporting-documents. If you are having difficulty typing directly into this form, you may need to download the PDF to your computer to open it, or update your PDF viewing software.

Question: The application will not open when I click on it.

Answer: Please use Internet Explorer to access the rebate application. If you do not have Internet Explorer, you may right click on the application and select "save link as" to save the document to your computer. Please contact CleanDieselRebate@epa.gov if you are having problems with the application.

Question: What should I do if the engine tag is damaged and not legible?

Answer: Please contact the engine manufacturer for assistance in obtaining the required engine-specific documentation.

Question: We are having difficulty locating the EPA engine family name.

Answer: The EPA engine family name is an 11 or 12 character number/letter designation included on the engine nameplate for all heavy-duty truck engines sold in the United States. Please contact the engine manufacturer for assistance in obtaining the required engine-specific information.

Question: On the application form, if I click on the Submit by Email button can I attach copies of the title and registration documents?

Answer: Yes, after clicking on the "Submit by Email" button the application will be attached to a draft email. Scanned copies of the title and registration documents for each bus can then be attached before sending the email to CleanDieselRebate@epa.gov.

Section 6: Selection

Question: How will request be prioritized and selected to receive funding?

Answer: All eligible applications submitted to EPA by Friday, October 30, 2015 at 4:00 pm Eastern Time will be assigned a unique identification number and applicants will be selected through a random number generator. Please see Section 6: Selection of the Program Guide for additional information.

Question: When will the selection process take place?

Answer: The application submission period closes on October 30, 2015, at 4:00 pm Eastern Time. Selection and eligibility verification will take place soon after. EPA anticipates announcing selections by mid-December.

Question: How will the order of the wait list be determined?
Answer: Applicants not selected will be placed on the wait list in the order in which they were selected. Please see Section 6: Selection of the Program Guide.

Question: If funding is offered in future years, will awards be made from the current wait list?
Answer: No. If funding is available in future years, EPA will issue a new funding opportunity announcement and applicants will need to reapply.

Question: Are states with higher populations allocated more funding?
Answer: No.

Section 7: Notification

Question: How will I know if my application has been selected?
Answer: Selected applicants will be notified by letter. See Section 7: Notification of the Program Guide for additional information.

Question: How soon after the program closes will the results be posted on the Clean Diesel website?
Answer: EPA anticipates selections will be made by mid-December 2015. Results will be posted at www.epa.gov/cleandiesel/clean-diesel-rebates#2015sb

Section 8: Purchase Order Submittal

Question: When must new buses be purchased?
Answer: New buses or DOC plus CCV retrofits must be purchased within 90 days of the date of the selection letter, but not before the date on the selection letter. Please see Section 8: Purchase Order Submittal of the Program Guide for additional information.

Question: Can a selectee submit a letter of intent to purchase rather than an actual purchase order?
Answer: No. A purchase order for a new bus or DOC plus CCV must be submitted within 90 days of the date of the selection letter.

Question: If we are selected to receive a rebate and, prior to submitting a purchase order, we determine that we are unable to make the purchase, can we withdraw our application?
Answer: Yes. A selectee may opt out at any time.

Question: If we apply for ten buses and later determine we can only afford two, will all rebate funds be declined?
Answer: No. Selectees may reduce the number of buses from what they list on the application. However, additional buses may not be added. EPA encourages applicants to list the number of buses they believe they can afford.

Question: How can we participate if we cannot order buses or retrofit technologies until a bid has been requested?
Answer: The purchase order cannot pre-date the date of the selection letter, but you may enter into the bidding process prior to receiving the selection letter.

Section 9: Vehicle Delivery or DOC plus CCV Installation

Question: How long does a selectee have to purchase the new bus or install the DOC plus CCV?
Answer: New buses and DOC plus CCV retrofits must be delivered or installed within 9 months of the

date of the selection letter. Please see Section 9: Vehicle Delivery or DOC plus CCV Installation for additional information.

Question: What will happen if orders for the new replacement buses or retrofit devices are delayed past the deadline to receive reimbursement?

Answer: Applicants are encouraged to coordinate with vendors to ensure timely delivery of replacement vehicles and retrofit devices. EPA will consider specific situations, such as delivery delays, on a case-by-case basis.

Section 10: Scrappage (replacements only)

Question: Are there reference pictures for the scrapping of the engine and the chassis?

Answer: See Appendix E of the Program Guide for sample scrappage photos.

Question: Who should scrap the bus?

Answer: Scrappage may be completed by the selectee or by a scrap yard or similar service. All scrappage requirements must be met. Please see Section 10: Scrappage of the Program Guide for additional information.

Question: Can the frame be partially cut in half to allow the bus to be towed to the scrap yard? Cutting the frame completely in half will make it very difficult to tow the bus.

Answer: The purpose of the scrappage requirements is to ensure the bus is permanently disabled and can no longer be used as a vehicle. The chassis rail must be completely cut in half. This may be done at the scrap yard.

Question: Can we keep the bus body without the chassis and engine for training purposes?

Answer: Yes, the chassis and engine must be scrapped but other parts of the bus may be salvaged. Please see Section 10: Scrappage of the Program Guide for additional information.

Question: If I only select DOC plus CCV, do I need to scrap anything?

Answer: Scrappage requirements only apply to buses being replaced.

Question: Please clarify the discrepancy between the scrappage instructions mandating a three inch by three inch hole and the sample scrappage photos in the program guide.

Answer: The sample scrappage photos provide examples of engine blocks that have had holes drilled through them. Please follow the written instructions in the program guide when scrapping and disabling a school bus that is being replaced.

Section 11: Request for Payment

Section 12: Payment

Question: How long will it take to receive payment after we submit the final documents?

Answer: Once EPA has received and approved the payment request and supporting documentation, payment will be issued in about a month via electronic funds transfer. Please see Section 12: Payment of the Program Guide for additional information.

Section 13: Cancellation of Rebate Application

Section 14: Terms and Conditions

- Question:* Are applicants disqualified from taking grant program money from other state or local programs for buses that are replaced or retrofitted as a part of this program?
- Answer:* No. The applicant portion of funding may consist of funds from state and local grant program, or other third-party funding and financing. Buses that are funded or financed in part with other sources of federal funds are not eligible to receive rebates under this program. Please see Appendix G: Terms and Conditions of the Program Guide for more information.
- Question:* If awarded a rebate, is it considered taxable income to our company?
- Answer:* It is the recipient's responsibility to report income in accordance with any/all applicable state, local, or federal tax requirements.