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# National Clean Diesel Rebate Program

## 2012 School Bus Replacement Funding Opportunity (Pilot)

### Program Guide

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### Program Guide

Transportation and Climate Division  
Office of Transportation and Air Quality  
U.S. Environmental Protection Agency

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## **1. Introduction**

The Diesel Emission Reduction Act program (DERA) was originally authorized by Title VII, Subtitle G (Sections 791 to 797) of the Energy Policy Act of 2005 (Public Law 109-58). DERA was amended by the Diesel Emissions Reduction Act of 2010 (Public Law 111-364), codified at 42 U.S.C. 16131 et seq, adding, among other provisions, a rebate program option. These provisions provide the Environmental Protection Agency (EPA) with the authority to award grants, rebates or low-cost revolving loans on a competitive basis to eligible entities to fund the costs of a clean diesel strategy that significantly reduces diesel emissions from mobile sources through implementation of a certified engine configuration or verified technology. The objective of this program is to achieve significant reductions in diesel emissions in terms of tons of pollution produced and reductions in diesel emissions exposure, particularly from fleets operating in areas designated by the Administrator as poor air quality areas.

### **1.1 Rebate Program History**

The National Clean Diesel Rebate Program was authorized by the Diesel Emissions Reduction Act of 2010. Prior to the issuance of this document, no previous EPA direct rebate program has existed. Through the National Clean Diesel Rebate Program, EPA will offer financial support to eligible applicants to reduce diesel emissions from a variety of mobile sources.

This initial round of rebate funding, known as the 2012 School Bus Replacement Funding Opportunity, will provide financial assistance to public and private fleet owners for the replacement of older school buses with new, cleaner school buses. EPA anticipates offering additional rebate opportunities in future years to retrofit, repower or replace other types of diesel engines in various sectors. Future rebate funding opportunities will be based on program goals and available funding, among other factors.

### **1.2 Scope of Work**

The 2012 School Bus Replacement Funding Opportunity will provide rebate incentives to selected eligible applicants to replace school buses powered by model year engines ranging from 1994 to 2003 with new buses powered by a certified 2012 or newer model year engine, or operate solely on electricity. Eligible replacement school buses may operate on conventional diesel (ULSD), battery or hybrid drivetrains, or alternative fuels. See Section 2.2 for specific information on eligible vehicles.

The project parameters for the 2012 School Bus Replacement Funding Opportunity ensure that all projects that receive funding meet the DERA national priorities. The eligible projects will maximize public health benefits, are the most cost-effective, serve areas that receive a disproportionate quantity of air pollution from diesel fleets (schools), include a certified engine configuration, maximize the useful life of the certified engine configuration, and conserve diesel fuel.

In addition, the 2012 School Bus Replacement Funding Opportunity supports EPA's 2011 – 2015 Strategic Plan that defines goals, objectives, and sub-objectives for protecting human health and the environment. Specifically, it supports Goal 1 (Take Action on Climate Change and Improve Air Quality) and Objective 1.2 (Improve Air Quality). Activities funded will reduce

diesel emissions from the existing fleet of school buses, thereby reducing local and regional air pollution.

This document describes the minimum criteria and requirements of the 2012 School Bus Replacement Funding Opportunity.

## **2. Rebate Program Structure**

### **2.1 Eligible Applicants**

Eligible applicants include regional, state, local or tribal agencies with jurisdiction over transportation or air quality, including school districts and municipalities. Private entities that operate school buses under a contract with an entity listed above are also eligible. If the applicant is a private entity, the applicant must certify on the Rebate Application that it has an existing and executed contract to provide transportation services to a specific public school district at the time of the rebate application. Private schools and other organizations that operate school buses are not eligible to apply for this rebate, unless they operate those school buses under a contract with an entity listed above.

The applicant must own and operate the school bus, for which funds are being requested, at the time of application. Ownership must be documented by providing a copy of the current vehicle title and vehicle registration if registration is required by law in the state where the vehicle operates. If vehicle registration is not included in the application package, the applicant must submit documentation that registration is not required in its jurisdiction. If the existing vehicle title is not available at the time of application, a copy of the current and valid vehicle registration may be used as alternative ownership documentation until a duplicate title is obtained.

### **2.2 Eligible Vehicles**

#### *2.2.1 Vehicles Eligible for Replacement*

Diesel-powered Class 3 through Class 8 school buses powered by an engine with model year 1994 to 2003 are eligible for replacement. A school bus, for the purpose of the 2012 School Bus Replacement Funding Opportunity, is defined as a vehicle used for the purpose of transporting 10 or more preprimary, primary or secondary school students to schools or homes. See Appendix B for assistance with determining the class of the proposed school bus to be replaced.

The existing school bus must currently operate on diesel fuel, be in regular use and in operational condition to qualify for funding. In order to be considered operational, the bus must be able to start, move in all directions, and have all operational parts. School buses to be replaced must have accumulated at least 10,000 or more miles over the most recent calendar year, or been in use for at least three days per week during the most recent school year. Applicants are required to certify in the Rebate Application that the school bus or buses to be replaced meet these operational requirements.

#### *2.2.2 Eligible Replacement Vehicles*

All replacement buses must be powered by a certified 2012 or newer model year engine, or operate solely on electricity. Eligible replacement school buses may operate on conventional diesel (ULSD), battery or hybrid drivetrains, or alternative fuels. All replacement school buses must be of the same or smaller vehicle class as the original school bus and operate in the same manner and over similar routes as the original school bus. All replacement buses must meet Federal safety standards and required warranties. The applicant takes sole responsibility for ensuring the replacement bus is in operational condition.

### **2.3 Available Funding**

For the initial 2012 School Bus Replacement Funding Opportunity, EPA anticipates having up to \$2,000,000 available for rebates, subject to availability of funds. Funding will not be provided for administration expenses.

EPA reserves the right to partially fund applications, reject all applications and make no selections under this program, or to make fewer selections than anticipated.

### **2.4 Amount of Rebate**

EPA will provide rebate amounts for Class 3 – Class 8 school buses as specified in Table 1.

**Table 1: School Bus Rebate Program  
Rebate Amount per Bus Class**

<b>Bus Class</b>	<b>Rebate Amount</b>
Class 3 - 5	\$20,000
Class 6 - 7	\$25,000
Class 8	\$30,000

### **2.5 Maximum Number of Vehicles per Applicant**

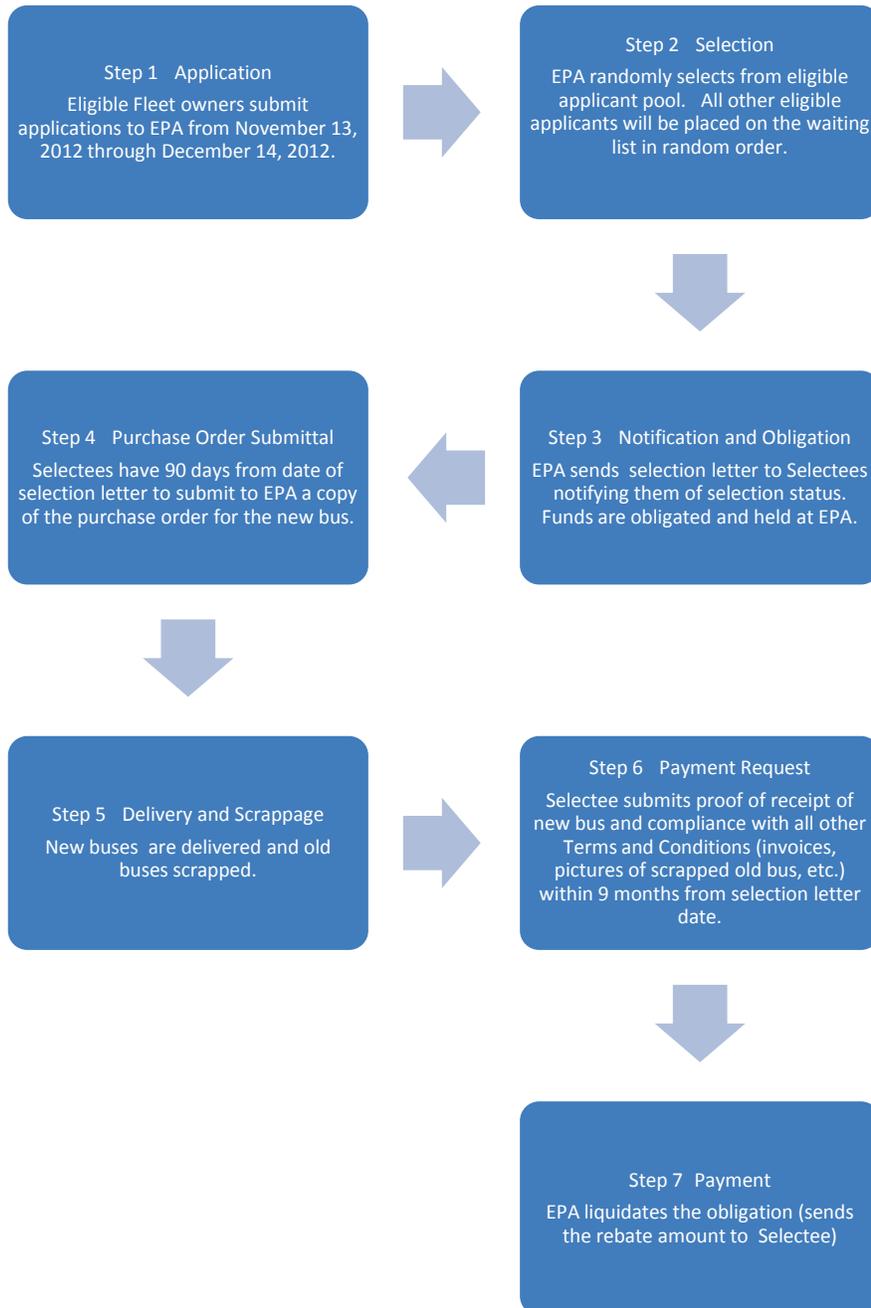
Applicants may submit only one Rebate Application, that includes up to five eligible replacement school buses.

## **3. Rebate Process**

The 2012 School Bus Replacement Funding Opportunity consists of the following seven steps, as illustrated in Figure 1. Details of the requirements for each step are described in Sections 3.1 – 3.7 below.

- Step 1 – Application Submission
- Step 2 – Selection of Participants
- Step 3 – Notification of Selectees
- Step 4 – Purchase Order Submittal
- Step 5 – Delivery and Scrappage
- Step 6 – Payment Request
- Step 7 – Payment

**Figure 1 – Rebate Program Flow Chart**



### 3.1 Step 1 - Application

All applicants must submit a Rebate Application (EPA Form 5600-260) and required supporting documentation to EPA by Friday, December 14, 2012, 4:00 pm EST. The application may be downloaded from [www.epa.gov/cleandiesel/documents/2012-clean-diesel-rebate-application.pdf](http://www.epa.gov/cleandiesel/documents/2012-clean-diesel-rebate-application.pdf) as a fillable Portable Document File (PDF). See Appendix A for a sample Rebate Application. You must have Adobe Reader to open and fill in the fields of this form. For more information about PDFs, please see [www.epa.gov/epahome/pdf.html](http://www.epa.gov/epahome/pdf.html).

Email the completed Rebate Application, along with a scanned copy of the vehicle(s)' titles and registration, to: [CleanDieselRebate@epa.gov](mailto:CleanDieselRebate@epa.gov). Include the subject line: **DERA School Bus Rebate Application: [your organization's name]**. If the applicant does not have access to email, please call 734-214-4442 for assistance.

The Rebate Application includes identifying information such as organization name, address, Dun and Bradstreet (DUNS) number, Employer ID Number (EIN), and the name of the organization's Authorized Representative, who is able to sign on behalf of the applicant organization. If an applicant does not have a DUNS or EIN, they must obtain one prior to applying for a rebate. An organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the rebate form. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711, or visiting the D&B website at: [www.dnb.com](http://www.dnb.com).

Applicants must also be registered in the System for Award Management (SAM), prior to submitting an application (previously known as the Central Contractor Registration). Information can be found at [www.sam.gov](http://www.sam.gov).

The Rebate Application requires applicants to supply the following information related to the school bus to be replaced.

- 1) Vehicle Identification Number (VIN)
- 2) Engine Model Year
- 3) Vehicle Class
- 4) Engine Manufacturer
- 5) Engine Family Name
- 6) Annual Miles Traveled
- 7) Annual Fuel Consumption
- 8) Annual Hours Idling
- 9) Location of operation of the school bus (County and State)
- 10) Rebate Amount (See Section 2.4 for eligible rebate amounts)

The model year of the existing vehicle's engine must be between 1994 and 2003, as described in Section 2.2.1. See Appendix D for additional assistance with determining the VIN, engine model year, or engine family name.

A copy of the vehicle title and registration must be submitted with the application package. The applicant must be listed on the title as the sole owner of the vehicle. A school bus with an active

A copy of the vehicle title and registration must be submitted with the application package. The applicant must be listed on the title as the sole owner of the vehicle. A school bus with an active lien-holder does not qualify to participate in this program. See Section 2.1 for additional information.

Annual miles traveled and fuel usage should be obtained from driver or maintenance logs. Hours idling may be based on actual hours idling or estimated based on known usage. By signing the Rebate Application, applicants are certifying that the VIN, engine model year, family name, miles traveled, fuel usage, and idling hours reported are true to the best of their knowledge. EPA reserves the right to request copies of documentation, such as activity logs, to verify the above information.

EPA may contact an applicant to clarify any information provided by that applicant.

### **3.2 Step 2 - Selection**

All applications that are submitted to EPA by **Friday, December 14, 2012, 4:00 pm EST**, will be assigned a unique identification number, and applicants will be selected through a random number generator. EPA reserves the right to adjust final selections based on geographic diversity.

Eligible applicants who are selected (Selectees) will move on to Step 3 in the Rebate Process. All other applicants will remain in random number order on the wait list. If a Selectee does not complete the remaining required steps in the rebate process within the required timeframe (described in Steps 3 – 7 below), that Selectee will be removed from the program and the next applicant on the wait list will be selected for participation.

Both the Selectee List and the Applicant Wait List will be posted at [www.epa.gov/cleandiesel/dera-rebate](http://www.epa.gov/cleandiesel/dera-rebate).

### **3.3 Step 3 – Notification and Obligation**

EPA will notify Selectees and those applicants that are on the wait list within 30 days of the application submittal deadline. Once Selectees receive the selection letter from EPA, they may purchase the eligible replacement school bus and complete Steps 4 – 7 below.

### **3.4 Step 4 - Purchase Order Submittal**

A copy of the purchase order for the new school bus is required to be submitted to EPA within 90 days of date of the selection letter. The date of the purchase order cannot pre-date the date of the Selection Letter. The proof of purchase may be a procurement request, purchase order, or any other document that clearly shows a transaction being initiated between the applicant and a school bus vendor for the purchase of an eligible school bus. Proof of purchase must be on official school bus vendor or purchaser letterhead and include the following information for each bus: (1) purchaser name, address, and phone number; (2) vendor name, address, and phone number; (3) vehicle make, model, engine model year, and purchase price; (4) vehicle purchase date; (5) vehicle delivery date, predetermined and agreed upon by both vendor and purchaser. Selectees that submit false or misleading information may be barred from future participation in DERA and other federal funding programs or may face other penalties.

The proof of purchase document should be scanned and saved in PDF format and emailed to: [CleanDieselRebate@epa.gov](mailto:CleanDieselRebate@epa.gov). Include the subject line: **DERA School Bus Proof of Purchase: [your organization's name]**.

### **3.5 Step 5 – Vehicle Delivery and Scrappage**

#### *3.5.1 – New Vehicle Delivery*

Selectees must take delivery of the new vehicle prior to submitting the Payment Request to EPA. New vehicles must meet the requirements described in Section 2.2.2.

#### *3.5.2 Scrappage/Disposal of Old Vehicle*

Each bus being replaced must be scrapped or rendered permanently disabled prior to Selectee submitting the Payment Request to EPA. The older bus being replaced must be scrapped and permanently disabled by:

1. Drilling a minimum ½” diameter hole completely through the engine block and manifold, and;
2. Cutting the chassis in half.

Proof of scrappage must be provided with the Payment Request. Scrappage documentation includes photos of:

1. Side profile of the bus
2. Vehicle Identification Number (VIN)
3. The engine tag that includes:
  - a. Engine serial number
  - b. Engine family identifier
4. Chassis cut in half
5. Engine block, prior to hole being drilled
6. Engine block, after hole has been drilled

The Selectee must also provide a letter confirming the scrappage requirements have been met. The letter must be signed by the authorized representative listed on the rebate application forms. The letter should include:

1. The date the buses were scrapped.
2. A listing of the buses with model year, engine serial number, and VIN.
3. The name and contact information for the entity that scrapped the buses, if other than the applicant.

All scrappage documentation should be submitted, with the Payment Request, in PDF format or as JPEG image files.

Scrappage may be completed by the Selectee or by a salvage yard, or similar service, provided all scrappage requirements have been met and all necessary documentation is provided. Equipment and vehicle components that are not part of the engine or chassis may be salvaged from the bus being replaced (e.g., seats, tires, etc). The engine and chassis may be sold for scrap metal, provided that the bus is disposed of in accordance with federal and state requirements for vehicle disposal.

### **3.6 Step 6 - Request for Payment**

Selectees may request reimbursement from EPA by submitting a Payment Request, proof of scrappage (see Section 3.5.2), a copy of the school bus invoice, and a copy of the bill of lading (proof of delivery) for the new bus. The Payment Request requires Selectees to provide detailed information on the new vehicle, such as the Vehicle Identification Number, Engine Model Year, Vehicle Class, Engine Manufacturer, Engine Family Name, and vehicle cost. The Payment Request must be submitted to EPA no later than 9 months after the date of the Selection Letter (see Section 3.3 for information about the Selection Letter).

To request reimbursement, email the completed Payment Request, proof of scrappage, a copy of the school bus invoice, and a copy of the bill of lading (in PDF format) as attachments to: [CleanDieselRebate@epa.gov](mailto:CleanDieselRebate@epa.gov). Include the subject line: **DERA School Bus Payment Request: [your organization's name]**.

### **3.7 Step 7 - Payment**

Once EPA has received and approved the Selectee's Payment Request and supporting documentation, EPA will issue the rebate funds electronically to the Selectee. EPA anticipates that payment will be issued to the Selectee within approximately 10 business days from when complete documentation is received by EPA.

### **3.8 Cancellation of Rebate Application**

If a Selectee fails to submit all of the required forms and other documents by the deadlines established in Section 4.1, the rebate application will be cancelled and any reserved funds will be offered to the next eligible applicant on the waiting list. EPA will notify the Selectee prior to cancelling any reserved funds.

## **4. Rebate Program Administration**

### **4.1 Terms and Conditions**

Applicants are required to comply with the following terms and conditions. By signing the Rebate Application (see Appendix A for example), applicants certify that they have read and agree to the requirements of this document and the program terms and conditions.

#### *4.1.1 Use of Replacement School Bus*

The replacement bus must be of the same or smaller Vehicle Class (3 – 8) and operate in a similar manner and over similar routes as the school bus it replaces. In addition, the Selectee agrees that they will:

1. Register the replacement school bus as required by state law (if applicable);
2. Maintain insurance as required by law;
3. Not make modifications to the emission control system on the replacement school bus or engine; and,
4. Be available for follow-up inspection of the school bus for three years after receipt of the rebate, if requested by EPA or its designee.

#### *4.1.2 Scrappage of Old School Bus*

Selectees must scrap the school bus being replaced in accordance with Section 3.5.2 (Disposal of Old Vehicle).

#### *4.1.3 Ownership of Replacement School Bus*

Selectees must maintain ownership of the replacement school bus for three years from the date of purchase, and the bus must be used for the purpose of transporting 10 or more preprimary, primary or secondary school students to schools or homes during that three-year period. If the replacement school bus is sold before the end of the three-year period or used for purposes other than described above, the Selectee may be required to return up to the full amount of the rebate to EPA. The amount required to be returned is at the discretion of EPA, and will be determined on a case-by-case basis.

#### *4.1.4 Restriction for Mandated Measures*

Pursuant to 42 U.S.C. 16132(d)(2), no funds awarded under the 2012 School Bus Replacement Funding Opportunity shall be used to fund the costs of emission reductions that are mandated under federal law. In addition, federal funds for school bus replacements must not be used in combination with any other federal funding.

#### *4.1.5 Documentation Requirement*

If an applicant is selected, that Selectee is responsible for providing the Payment Request and required supporting documentation to EPA. Selectees are responsible for maintaining copies of all submitted forms and documents, and EPA responses, for a period of 3 years from the date of payment.

### **4.2 EPA Responsibilities**

EPA will review rebate applications for eligibility within the timelines established in Section 3. EPA will promptly notify applicants by email of the status of an initial application within 30 days of the close of the open application period.

### **4.3 Disbursement of Funds**

EPA will issue rebate funds within 10 business days of determining that a Selectee has submitted a completed Payment Request and all supporting documents, including proof of scrappage of the old vehicle and proof of the new vehicle delivery. If necessary, EPA may request additional documentation from a Selectee prior to issuing funds if EPA determines that any required information is missing or incomplete. In such a case, EPA will provide the Selectee with a reasonable amount of time to submit additional information.

### **4.4 Emission Reductions Reporting**

EPA will use the vehicle information supplied by applicants to calculate emissions reductions attributable to the 2012 School Bus Replacement Funding Opportunity for the purposes of program evaluation and reporting to Congress on the effectiveness of the program.

### **4.5 Program Audit**

EPA will conduct random reviews of Selectees' documentation to protect against waste, fraud, and abuse. As part of this process, EPA may request copies of rebate documents from prior

Selectees who have received rebates, or may request documentation from current Selectees to verify statements made on the application and payment forms. Selectees are expected to comply with recordkeeping requirements (see Section 4.1.5), and must supply EPA with any requested documents for three years from date of rebate issuance, or risk cancellation of an active rebate application or other enforcement action.

#### **4.6 Record Retention Requirements**

Selectees must retain all financial records, supporting documents, accounting books and other evidence of Rebate Program activities for three years. The retention period starts on the day the Applicant is notified that their application has been selected for funding. If any litigation, claim, or audit is started before the expiration of the three year period, the recipient must maintain all appropriate records until these actions are completed and all issues resolved.

**Appendix A**  
**Sample Rebate Application - Public School District**



United States Environmental Protection Agency  
 National Clean Diesel Rebate Program  
 Rebate Application

OMB Number: 2060-0686  
 Expiration Date: 10/31/2015

Funding Year  Target Fleet  Rebate Type

**Applicant Information**

Organization Name <input type="text" value="Anytown Public School District"/>				
Address <input type="text" value="1234 Main St."/>				
City <input type="text" value="Anytown"/>	County/Parish <input type="text" value="Johnson"/>	State <input type="text" value="MS"/>	ZIP <input type="text" value="12345"/>	
Employer/Taxpayer No. (EIN/TIN) <input type="text" value="012345678"/>		Organizational DUNS Code <input type="text" value="111111111"/>		

**Eligible Entity Information (Private Fleet Owner Applicants Only)**

Private fleet owners are able to apply for funding from the National Clean Diesel Rebate Program if the vehicle(s) or equipment, for which funding is being requested, are currently contracted or leased to an eligible entity. An eligible entity is a federal, regional, State, local, or tribal agency or port authority with jurisdiction over transportation or air quality. For additional information regarding private fleet applicants and eligible entities, please refer to the program guide.

Eligible Entity Type <input type="text"/>	Eligible Entity Name <input type="text"/>	Eligible Entity Location (City, State) <input type="text"/>
<input type="checkbox"/> I certify the fleet of vehicle(s) or equipment, for which rebate funds are being requested, meet the requirements for private fleets as described above and in the rebate program's terms and conditions.		

**Original Vehicle/Equipment/Engine**

	Vehicle Identification Number	Engine Model Year	Vehicle Class	Engine Manufacturer	Engine Family Name	Annual Miles	Annual Fuel Consumption	Annual Idling Hours	Location of Operation County State		Rebate Amount*
1	9A9AAA9AXAA999999	1999	6	input MFR	1XXXX00.0000	12,500	1,400	270	Johnson	MS	25,000
2											
3											
4											
5											

Total Funds Requested

I certify that the vehicle(s) listed for replacement are operational and meet the eligibility requirements defined in the program guide.

I certify that the vehicle(s) listed for replacement will be properly disposed of according to the requirements defined in the program guide.

\*Please see the program guide for eligible rebate amounts

**Applicant Signature**

By signing, I certify the statements and information provided in this application are true and accurate to the best of my knowledge. If selected for funding, I agree to provide the required documentation and assurances necessary for funding.

Funding for the National Clean Diesel Rebate Program is subject to continuing federal appropriations. Please see the program guide for additional funding information.

Authorized Representative Name <input type="text" value="Jane Smith"/>		
Title <input type="text" value="Superintendent"/>	Email <input type="text" value="smith.jane@aps.org"/>	Phone <input type="text" value="(555) 555-5555"/>
Authorized Representative Signature <input type="text"/>	Date <input type="text" value="Nov 19, 2012"/>	

**Sample Rebate Application - Private Fleet Owner**



United States Environmental Protection Agency  
National Clean Diesel Rebate Program  
Rebate Application

OMB Number: 2060-0686  
Expiration Date: 10/31/2015

Funding Year  Target Fleet  Rebate Type

**Applicant Information**

Organization Name <input type="text" value="A School Bus Operating Company"/>			
Address <input type="text" value="5678 Main St."/>			
City <input type="text" value="Anytown"/>	County/Parish <input type="text" value="Johnson"/>	State <input type="text" value="MS"/>	ZIP <input type="text" value="12345"/>
Employer/Taxpayer No. (EIN/TIN) <input type="text" value="012345678"/>		Organizational DUNS Code <input type="text" value="111111111"/>	

**Eligible Entity Information (Private Fleet Owner Applicants Only)**

Private fleet owners are able to apply for funding from the National Clean Diesel Rebate Program if the vehicle(s) or equipment, for which funding is being requested, are currently contracted or leased to an eligible entity. An eligible entity is a federal, regional, State, local, or tribal agency or port authority with jurisdiction over transportation or air quality. For additional information regarding private fleet applicants and eligible entities, please refer to the program guide.

Eligible Entity Type <input type="text" value="State Govt/Agency"/>	Eligible Entity Name <input type="text" value="Anytown Public School District"/>	Eligible Entity Location (City, State) <input type="text" value="Anytown, MS"/>
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I certify the fleet of vehicle(s) or equipment, for which rebate funds are being requested, meet the requirements for private fleets as described above and in the rebate program's terms and conditions.

**Original Vehicle/Equipment/Engine**

	Vehicle Identification Number	Engine Model Year	Vehicle Class	Engine Manufacturer	Engine Family Name	Annual Miles	Annual Fuel Consumption	Annual Idling Hours	Location of Operation County State		Rebate Amount*
1	9A9AAA9AXAA999999	1999	6	input MFR	1XXXX00.0000	12,500	1,400	270	Johnson	MS	25,000
2											
3											
4											
5											

Total Funds Requested

- I certify that the vehicle(s) listed for replacement are operational and meet the eligibility requirements defined in the program guide.
- I certify that the vehicle(s) listed for replacement will be properly disposed of according to the requirements defined in the program guide.

\*Please see the program guide for eligible rebate amounts

**Applicant Signature**

By signing, I certify the statements and information provided in this application are true and accurate to the best of my knowledge. If selected for funding, I agree to provide the required documentation and assurances necessary for funding.

Funding for the National Clean Diesel Rebate Program is subject to continuing federal appropriations. Please see the program guide for additional funding information.

Authorized Representative Name <input type="text" value="Jane Smith"/>			
Title <input type="text" value="Director"/>	Email <input type="text" value="smith.jane@ABuses.com"/>	Phone <input type="text" value="(555) 555-5555"/>	
Authorized Representative Signature <input type="text"/>			Date <input type="text" value="Nov 19, 2012"/>

**Appendix B**  
**Gross Vehicle Weight Rating (GVWR) Classes & School Bus Types**

<b>CLASS</b>	<b>GROSS VEHICLE WEIGHT RATING</b>
Class 3	10,001 – 14,000 lbs.
Class 4	14,001 – 16,000 lbs.
Class 5	16,001 – 19,500 lbs.
Class 6	19,501 – 26,000 lbs.
Class 7	26,001 – 33,000 lbs.
Class 8	33,001 lbs. +

## **Appendix C Rebate Application Checklist**

The following information is required in order for an application to be considered eligible and therefore entered into the random selection pool to potentially receive funds through the 2012 School Bus Replacement Funding Opportunity.

EPA **must** receive the Rebate Application by **Friday, December 14, 2012, 4:00 pm EST.**

- 1) Review eligibility to apply (Section 2.1).
- 2) Review fleet and determine vehicle eligibility including (section 2.2):
  - a. School bus engine model year requirement
  - b. Operation specifications
- 3) Certify Eligible Entity Information (Private Fleet Owner Applicants only).
- 4) Complete Rebate Application (EPA Form 5600-260) available for download at [www.epa.gov/cleandiesel/dera-rebate](http://www.epa.gov/cleandiesel/dera-rebate).
  - a. Complete Vehicle Information required on the rebate application for **each** school bus to be replaced (up to five).
  - b. Include Dun and Bradstreet (DUNS ) and Employer ID Number (EIN).
  - c. Provide name, title, contact information, and obtain the signature of the applicant's Authorized Representative.
- 5) Attach a scanned copy of the vehicle title and registration for **each** bus to be replaced. Note: A school bus with an active lien-holder does not qualify to participate in this program.
- 6) Email the completed Rebate Application with a scanned copy of the vehicle(s) title and registration for the vehicles to be replaced to: [CleanDieselRebate@epa.gov](mailto:CleanDieselRebate@epa.gov) Include in the subject line: DERA School Bus Rebate Application: [your organization's name].
- 7) Selected applicants must be registered in the System for Award Management (SAM), (previously known as the Central Contractor Registration) prior to submitting an application. Information can be found at [www.sam.gov](http://www.sam.gov).

## **Appendix D**

### **How to Find Your Vehicle's VIN, Engine Model Year, and Engine Family Name**

#### **D.1 How to find the VIN Number**

The VIN, or vehicle identification number is most frequently located on the driver's side dash and is visible through the windshield. The VIN can also be located on the Vehicle Title. The vehicle identification number or VIN is 17 letters and numbers and there are no letters "I" or "O" so there is no confusion with the numbers 1 and 0.

#### **D.2 How to find the Engine Model Year and Engine Family Name**

The engine model year can be found on the label which is affixed to the engine itself. Do not be confused with the Vehicle Model year that can be found on the Title. The engine model year can differ from the vehicle model year. 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.

In general, both the family name and model year can be found on the nameplate that is permanently affixed to the engine. The exact location and appearance of the nameplate varies by engine manufacturer.

If the engine label does not list the EPA-issued engine family name or is difficult to read, the manufacturer of your engine may be able to assist you in determining the engine family name if you are able to supply information on the model year and make of the engine, or the engine serial number. Some manufacturers also have online tools where their customer can enter engine serial numbers and determine the engine family name.