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# National Clean Diesel Rebate Program 2014 School Bus Replacement Funding Opportunity

## 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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## **Section 1: Background**

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. The 2014 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.

The 2014 School Bus Replacement Funding Opportunity will provide rebate incentives to selected eligible applicants to replace school buses powered by model year 2006 or older engines with new buses powered by a certified 2014 or newer model year engine, or operate solely on electricity. Eligible replacement school buses may operate on conventional diesel (ULSD), battery or hybrid drive trains, or alternative fuels. See Section 3 for specific information on eligible vehicles.

This document describes the criteria and requirements of the 2014 School Bus Replacement Funding Opportunity.

## **Section 2: Eligible Applicants**

Eligible applicants include:

- Regional, state, local, or Tribal agencies with jurisdiction over transportation or air quality, including school districts and municipalities.
  - A Tribal agency is a Federally recognized Indian tribal government, which is any Indian tribe, band, nation or other organized group or community (including Native villages) certified by the Secretary of the Interior as eligible for special programs and services provided by him through the Bureau of Indian Affairs as well as any organization.
- Private entities that operate school buses under a contract with an entity listed above.
  - 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.

### *Ownership*

At the time of application, the applicant must own and operate the school bus for which funds are being requested. The applicant must submit 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.

#### *State-Owned Buses*

Public school districts that operate state-owned school buses meeting the 2014 School Bus Replacement Funding Opportunity requirements may submit an application to replace up to five buses per district. Each public school district applicant must submit the required ownership documents as stated above in the Program Guide that show state ownership. The buses targeted for replacement must meet the requirements for vehicle eligibility as stated in Section 3 of the Program Guide.

The district must submit a signed letter from the state agency that owns the buses authorizing the district to participate in the rebate program and, if the district is selected, to proceed with the required scrappage of the replaced bus. The letter must be signed by the authorizing official and must be submitted on the official letterhead of the state agency that owns the buses. A template of the letter may be found in Appendix C.

### **Section 3: Eligible Vehicles**

#### *Vehicles for Replacement*

For the purpose of the 2014 School Bus Replacement Funding Opportunity, a school bus is defined as a vehicle used for the purpose of transporting 10 or more preprimary, primary or secondary school students to schools or homes.

Applicants may submit only one rebate application that includes up to five eligible replacement school buses. A school bus with an active lien-holder does not qualify to participate in this program.

See Section 4, Table 1 for assistance with determining the class of the proposed school bus to be replaced.

Vehicles listed for replacement must be:

- Diesel-powered Class 3 through Class 8 school buses powered by a 2006 or older engine model year are eligible for replacement;
- Able to start, move in all directions, and have all operational parts; and
- Have accumulated at least 10,000 or more miles over the most recent 12 months, or been in use for at least three days per week during the current school year.

Applicants are required to certify on the rebate application that the school bus or buses to be replaced meet these operational requirements.

#### *Replacement Vehicles*

Replacement school buses may not be ordered under this funding opportunity until the applicant has been selected and has received the selection letter from EPA.

All replacement buses must meet the following criteria:

- Powered by a certified 2014 or newer model year engine, or operate solely on electricity. Eligible replacement school buses may operate on conventional diesel (ULSD), battery or hybrid drive trains, or alternative fuels;
- 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; and
- Meet Federal safety standards and required warranties.

The applicant takes sole responsibility for ensuring the replacement bus is in operational condition.

In addition, selected applicants [selectees] must agree to:

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

Selectees must maintain ownership of the replacement school bus for three years after receipt of the rebate, 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.

#### **Section 4: Funding Amounts**

For the 2014 School Bus Replacement Funding Opportunity, EPA anticipates having up to \$3,000,000 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.

**Table 1: Bus Size and Rebate Amount**

<b>CLASS</b>	<b>GROSS VEHICLE WEIGHT RATING</b>	<b>REBATE AMOUNT</b>
Class 3	10,001 – 14,000 lbs.	\$15,000
Class 4	14,001 – 16,000 lbs.	\$15,000
Class 5	16,001 – 19,500 lbs.	\$15,000
Class 6	19,501 – 26,000 lbs.	\$20,000

Class 7	26,001 – 33,000 lbs.	\$20,000
Class 8	33,001 lbs. +	\$25,000

## Section 5: Application

### *Completing the Application*

EPA must receive all rebate applications (EPA Form 5600-260) and required supporting documentation by **Monday, November 17, 2014, 4:00 pm EST**. The application may be downloaded from [www.epa.gov/cleandiesel/documents/2014-clean-diesel-rebate-application.pdf](http://www.epa.gov/cleandiesel/documents/2014-clean-diesel-rebate-application.pdf) as a fillable Portable Document File (PDF). See Appendices A and B for sample rebate applications. 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).

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).

The rebate application requires applicants to supply the following information related to the school bus to be replaced.

#### **1) Vehicle Identification Number (VIN)**

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 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.

#### **2) Engine Model Year**

The engine model year can be found on the label attached to the engine itself, usually on the nameplate that is permanently affixed to the engine. Do not confuse the engine model year with the vehicle model year that is found on the title. The engine model year can differ from the vehicle model year

#### **3) Gross Vehicle Weight Rating and Vehicle Class**

<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. +

**4) Engine Manufacturer**

The engine manufacturer is the manufacturer of the original engine. This information can usually be found on engine nameplate.

**5) EPA Engine Family Name**

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. The EPA engine family name is usually 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 EPA engine family name does not appear on the engine or is difficult to read, the manufacturer of your engine may be able to assist you in determining the engine family name. Some manufacturers also have online tools where their customer can enter engine serial numbers and determine the engine family name.

**6) Annual Miles Traveled**

Annual miles traveled should be obtained from driver or maintenance logs.

**7) Annual Fuel Consumption**

Annual fuel consumption should be obtained from driver or maintenance logs.

**8) Annual Hours Idling**

Hours idling may be based on actual hours idling or estimated based on known usage.

**9) Location of operation of the school bus**

County and state that the school buses listed operate in.

**10) Rebate Amount**

See Section 4 to find the corresponding rebate amount for the size of the buses listed on the application.

**11) Idle reduction policy**

Check yes or no if the school transportation provider has an idle reduction policy for the buses listed on the application. This is not a requirement for eligibility, it is for inventory purposes only. For more information about idle reduction, visit [www.epa.gov/cleandiesel/sector-programs/antiidling.htm](http://www.epa.gov/cleandiesel/sector-programs/antiidling.htm)

By signing the rebate application, applicants are certifying that the VIN, engine model year, gross vehicle weight rating, vehicle class, engine manufacturer, engine family name, miles traveled, fuel usage, idling hours, and idle reduction policy 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.

See Appendix A for a sample Rebate Application for a public school district, and see Appendix B for a sample Rebate Application for a private fleet owner.

### ***Submitting the application***

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 unless applying to replace state-owned buses. Public school districts applying with state-owned buses must also submit a signed letter (see Appendix C) on the official letterhead of the state agency that owns the buses at the time of application. See Section 2 for additional information.

Email the completed rebate application, along with a scanned copy of each vehicle's title and registration, and if applicable, a letter from the state agency that owns the buses to: [CleanDieselRebate@epa.gov](mailto:CleanDieselRebate@epa.gov). Emailed applications must include the subject line: **DERA School Bus Rebate Application and the name of your organization**. If the applicant does not have access to email, please call 202-343-9689 for assistance.

## **Section 6: Selection**

All applications that are submitted to EPA by the deadline will be assigned a unique identification number, and applicants will be selected through a random number generator. EPA will select at least one applicant from each EPA Region, provided each Region has an eligible applicant. As additional resources are available in EPA Regions, more projects in those Regions may be funded. EPA will also select at least one Tribal applicant, provided at least one eligible Tribal entity applies. To view a map of EPA regions, please visit, [www2.epa.gov/aboutepa#pane-4](http://www2.epa.gov/aboutepa#pane-4).

Applicants not selected by lottery will remain in random number order on the wait list. If a Selectee does not complete the remaining required steps in the rebate process, 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-schoolbus14.htm](http://www.epa.gov/cleandiesel/dera-rebate-schoolbus14.htm)

## **Section 7: Notification**

EPA will notify selectees and those applicants that are on the wait list within 30 days of the application submittal deadline.

Selectees must register in the System for Award Management (SAM). EPA will direct selectees to register in SAM prior to receiving their official selection letter. If a selectee does not register

in SAM within 7 days of notification, that selectee will be removed from the program and the next application on the wait list will be selected. Information can be found at [www.sam.gov](http://www.sam.gov).

Once selectees receive the selection letter from EPA, they may purchase the eligible replacement school bus.

## **Section 8: 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 selectee 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; and
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 titled “[**Organization’s Name**] **Proof of Purchase**” and emailed to: [CleanDieselRebate@epa.gov](mailto:CleanDieselRebate@epa.gov). Include the subject line: **DERA School Bus Proof of Purchase and your organization’s name**.

## **Section 9: Vehicle Delivery**

Selectees must take delivery of the new vehicle within nine months from the date of the selection letter and prior to submitting the payment request to EPA. New vehicles must meet the requirements described in Section 3.

## **Section 10: Scrappage**

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;
2. Cutting the chassis rail in half.

Proof of scrappage must be provided with the payment request. Scrappage documentation must include JPEG images of the following with corresponding file names:

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

Please see Appendix E for example photos of scrappage.

The selectee must also provide a letter on their letterhead confirming the scrappage requirements have been met. The letter must be signed by the authorized representative listed on the rebate application forms. A template of the letter may be found in Appendix F. The letter must include:

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

The letter confirming scrappage should be scanned and saved in PDF format titled “[**Organization’s Name**] **Scrappage Letter**” and emailed to: [CleanDieselRebate@epa.gov](mailto:CleanDieselRebate@epa.gov). This letter should be sent with the JPEG scrappage photos along with the Request for Payment (Section 11).

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.

## **Section 11: Request for Payment**

Selectees must submit the following documentation to request reimbursement from EPA:

- Payment Request form (EPA Form 5600-261)
  - 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, fuel type, and vehicle cost.
- Scrappage photos and letter (see Section 10)
- A copy of the school bus invoice for the new bus
- A copy of the bill of lading (proof of delivery) for the new bus.

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 with your organization's name**. These documents must be sent no later than nine months after the date of the selection letter (Section 7).

## **Section 12: 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.

## **Section 13: Cancellation of Rebate Application**

If a selectee fails to submit all of the required forms and other documents by the deadlines, 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.

# Appendix A- Sample Rebate Application for a Public School District



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

OMB Number: 2080-0686  
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="Park"/>		State <input type="text" value="CA"/>	ZIP <input type="text" value="12345"/>
Employer/Taxpayer No. (EIN/TIN) <input type="text" value="012345678"/>		DUNS Code <input type="text" value="012345678"/>		<input type="checkbox"/> Organization is a Federally recognized tribal government	

### 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 (County, 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 terms and conditions within the Program Guide.		

## Original Vehicle

	Vehicle Identification Number	Engine Model Year	Gross Vehicle Weight	Vehicle Class	Engine Manufacturer	Engine Family Name	Annual Miles	Annual Fuel Use	Annual Idling Hours	Location of Operation County State		Rebate Amount*
1	9A9AAA9AXAA9999999	1999	34,000	Class 8	Engine Co	1XXXX00.0000	12,500	1,400	270	Park	CA	\$25,000
2												
3												
4												
5												
											Total Funds Requested	\$25,000

Does your school transportation provider have an idle reduction policy?  
 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="10/2/2014"/>

# Appendix B- Sample Rebate Application for a 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="Lake"/>	State <input type="text" value="MN"/>	ZIP <input type="text" value="12345"/>	
Employer/Taxpayer No. (EIN/TIN) <input type="text" value="012345678"/>	DUNS Code <input type="text" value="111111111"/>	<input type="checkbox"/> Organization is a Federally recognized tribal government		

### 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 (County, State) <input type="text" value="Lake, MN"/>
<input checked="" 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 terms and conditions within the Program Guide.		

## Original Vehicle

	Vehicle Identification Number	Engine Model Year	Gross Vehicle Weight	Vehicle Class	Engine Manufacturer	Engine Family Name	Annual Miles	Annual Fuel Use	Annual Idling Hours	Location of Operation County	State	Rebate Amount*
1	9A9AAA9AXAA999999	1999	31,000	Class 7	Engine Co	1XXXX00.0000	12,500	1,400	270	Lake	MN	\$20,000
2												
3												
4												
5												
Total Funds Requested											\$20,000	

Ye  Does your school transportation provider have an idle reduction policy?

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			Date <input type="text" value="10/2/2014"/>

## Appendix C- Letter Template for State-Owned Buses

[MUST BE PRINTED ON THE OFFICAL LETTERHEAD OF THE STATE AGENCY THAT OWNS THE BUS LISTED ON THE APPLICATION]

The [NAME OF STATE AGENCY THAT OWNS THE BUSES]\_owns the buses operated by [SCHOOL DISTRICT NAME]. The [NAME OF STATE AGENCY THAT OWNS THE BUSES] authorizes [AUTHORIZED APPLICANT REPRESENTATIVE NAME] to submit an application on behalf of [SCHOOL DISTRICT NAME] to the U.S. Environmental Protection Agency for the 2014 School Bus Replacement Funding Opportunity to replace the buses listed on the application.

[SCHOOL DISTRICT NAME] may apply to replace up to five buses owned by the state that [SCHOOL DISTRICT NAME] operates. [SCHOOL DISTRICT NAME] must submit the signed rebate application, the required registration documents as stated in the Program Guide, and this signed letter in order to be eligible for participation in the 2014 School Bus Replacement Funding Opportunity.

If selected to participate in the rebate program, [SCHOOL DISTRICT NAME] is authorized by [NAME OF THE STATE AGENCY THAT OWNS THE BUSES] to proceed with all scragpage requirements as set out in the School Bus Rebate Program Guide.

Only public school districts operating state-owned buses are eligible to apply. All other eligibility restrictions for the applicant, vehicles, and program requirements must be met as specified in the Program Guide (EPA-420-B-14-065). All eligible applications will be selected by a lottery system.

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[AUTHORIZED REPRESENTATIVE OF THE  
STATE AGENCY THAT OWNS THE BUSES]

[PHONE NUMBER OF THE AUTHORIZED  
REPRESENTATIVE]

## Appendix D- 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 2014 School Bus Replacement Funding Opportunity.

EPA **must** receive the Rebate Application by **Monday, November 17, 2014, 4:00pm EST**.

- ✓ Review eligibility of applicant to apply (Section 2)
- ✓ Review fleet and determine vehicle eligibility (Section 3) including:
  - a. School bus engine model year requirement
  - b. Operation specifications
- ✓ Certify eligible entity information (private fleet owner applicants only) (Section 2)
- ✓ Complete the rebate application (EPA Form 5600-260) available for download at [www.epa.gov/cleandiesel/dera-rebate-schoolbus14.htm](http://www.epa.gov/cleandiesel/dera-rebate-schoolbus14.htm)
  - 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
- ✓ 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.
- ✓ For public school districts applying with state-owned buses, attach a signed letter on official state agency letterhead (Appendix C).

## Appendix E- Sample Scrapage Photos

1. Side profile of the bus
  - a. Side profile.jpeg



2. Vehicle Identification Number (VIN)
  - a. VIN.jpeg



3. The engine tag that includes:
  - a. Engine serial number and engine family name
    - i. Engine tag.jpeg



4. Chassis rail cut in half
  - a. Chassis.jpeg



5. Engine block, prior to hole being drilled
  - a. Engine block prior.jpeg



6. Engine block, after hole has been drilled
  - a. Engine block after.jpeg



## **Appendix F- Sample Scrappage Certification Letter**

*MUST BE PRINTED ON THE APPLICANT'S OFFICIAL LETTERHEAD OR THE LETTERHEAD OF THE COMPANY THAT SCRAPPED THE BUS*

[DATE]

### **Bus Scrappage Certification**

The following bus[es] was/were disposed of according to Section 10 of the National Clean Diesel Rebate Program 2014 School Bus Replacement Funding Opportunity Program Guide. I confirm that the EPA scrappage requirements have been met. [NAME OF ORGANIZATION THAT SCRAPPED THE BUS] performed the bus scrappage on [DATE]. The phone number of this organization is [PHONE NUMBER].

[Bus VIN]      [Engine Model Year] [Engine Family Name]

[Signature of Authorized Representative of  
Selectee]

## **Appendix G- 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.

### **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:

- Register the replacement school bus as required by state law (if applicable);
- Maintain insurance as required by law;
- Not make modifications to the emission control system on the replacement school bus or engine; and,
- 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.

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

Selectees must maintain ownership of the replacement school bus for three years after receipt of the rebate 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.

### **Restriction for Mandated Measures**

Pursuant to 42 U.S.C. 16132(d)(2), no funds awarded under the 2014 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.

### **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 three years after receipt of the rebate.

### **EPA Responsibilities**

EPA will review rebate applications for eligibility within the timelines established in Section 7. 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.

**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.

**Emission Reductions Reporting**

EPA will use the vehicle information supplied by applicants to calculate emissions reductions attributable to the 2014 School Bus Replacement Funding Opportunity for the purposes of program evaluation and reporting to Congress on the effectiveness of the program.

**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 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.

**Record Retention Requirements**

Selectees must retain all financial records, supporting documents, accounting books and other evidence of Rebate Program activities for three years after receipt of the rebate. 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.