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# 2019 Diesel Emissions Reduction Act (DERA) School Bus Rebates Program Guide

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

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## Section 1: Overview

This document details the criteria and requirements for the 2019 Diesel Emission Reduction Act (DERA) School Bus Rebate Program.

As background, the U.S. EPA's Diesel Emissions Reduction program (DERA) was originally authorized by Title VII, Subtitle G (Section 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.

School buses collectively travel over four billion miles each year, providing the safest transportation to and from school for more than 25 million American children every day. However, diesel exhaust from these buses has a negative impact on human health, especially for children who have faster breathing rates than adults and whose lungs are not yet fully developed. EPA designed this rebate program to encourage school bus fleet turnover so more children can ride buses meeting the cleanest emissions standards. These new buses can reduce pollution like nitrogen oxides (NOx) and particulate matter (PM) by over 90% compared to older diesel buses. This results in cleaner air on the bus, in bus loading areas, and throughout the communities in which they operate.

In this funding opportunity, eligible applicants include public schools and private fleets serving public schools. Applicants selected in the lottery will be awarded rebates for replacing old diesel school buses powered by model year 2006 or older engines with new buses powered by 2017 or newer model year engines. Eligible replacement school buses may operate on diesel, gasoline, battery, or alternative fuels such as natural gas or propane. Depending on bus size, EPA will offer \$15,000 -\$20,000 per bus to fleets scrapping and replacing their old buses. Scrapping old buses is necessary to ensure that the older, dirty buses will not be put back on the road.

Please continue reading for detailed instructions on how to apply and participate in this funding opportunity. See [Appendix A](#) for the 2019 DERA School Bus Rebate Program timeline.

## Section 2: Eligible Applicants

### ***Eligible Applicants Include:***

- Regional, state or local agency, or port authority, or tribal government or native village, which has jurisdiction over transportation or air quality, **including public school districts and municipalities.**
  - A Tribal government is a Federally recognized Indian tribal government, which is any Indian tribe, band, nation, or other recognized group or community (including Native villages) certified by the Secretary of the Interior as eligible for special programs and services through the Bureau of Indian Affairs.
- 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.

### ***Bus 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. **Note: Leased buses and buses with active lien-holders do not qualify for rebates.**

In some cases, a company may have wholly owned subsidiaries that own the buses that will be replaced. In this situation, the application may be submitted under the name of the parent company. If the owner listed on the bus title differs from the name of the parent company, then the applicant must also provide a letter of explanation that details the relationship between the parent company and subsidiaries.

### ***State-Owned Buses:***

Public school districts that operate state-owned school buses meeting the 2019 DERA School Bus Rebate Program requirements may apply to replace up to 10 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 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. Please see [Appendix D](#) for a template of this letter.

## Section 3: Eligible Vehicles

For the 2019 DERA School Bus Rebate Program, a school bus is defined as a vehicle primarily used for transporting 10 or more preprimary, primary, or secondary school students to or from schools.

Public and private applicants with school bus fleet sizes between 1-100 buses may submit only one rebate application that includes up to 10 eligible replacements. Public and private applicants with school bus fleet sizes with 101 or more buses may submit two rebate applications that include up to 10 eligible replacements. To submit two applications, at least one of the applications must list 10 buses for replacement. Applicants submitting two applications must list different buses on each application. Applicants must sign both applications.

Fleet size is determined by how many buses are in current operation and meet the above definition of a school bus. Current operation is defined as having accumulated at least 10,000 or more miles transporting students over the most recent 12 months, or having been in use at least three days per week on average transporting students during the current school year.

See the following table for the limits on the number of bus replacements that can be requested in the rebate program:

Table 1: Maximum Number of Replacements

Total Bus Fleet Size	Number of Applications Permitted	Bus Replacements <i>Per Application</i>	Total Replacements <i>Per Applicant</i>
1-100	1	Up to 10 replacements	Up to 10 replacements
101 and over	2	Up to 10 replacements	Up to 20 replacements

***Old Vehicles to be Replaced:***

Vehicles listed for replacement must be:

- Diesel school buses powered by a 2006 or older model year engine;
- Gross Vehicle Weight Rating (GVWR) of 10,001 lbs or more;
- Owned by the applicant or state government without any liens on the title;
- Able to start, move in all directions, and have all operational parts; and
- Have accumulated at least 10,000 or more miles transporting students over the most recent 12 months, or been in use for at least three days per week on average transporting students 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.

***New 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 2017 or newer model year engine, or operate solely on electricity. Eligible replacement school buses may operate on diesel, gasoline, battery, or alternative fuels;
- Be smaller than, or no more than one vehicle class size larger than the original school bus. For example, a class 6 bus (as determined by GVWR, see Table 5 below), can be replaced with a class 7 or smaller bus, but not a class 8 bus;
- Be purchased, not leased or leased-to-own;
- Operate in the same manner and over similar routes as the original school bus; and
- Meet Federal safety standards.

The selected applicant (selectee) takes sole responsibility for ensuring the replacement bus remains in operational condition. In addition, selectees must agree to:

- Register the replacement 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 primarily for transporting 10 or more preprimary, primary, or secondary school students to or from schools 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 2019 DERA School Bus Rebate Program, EPA anticipates offering \$10,000,000 in rebates, subject to the availability of funds. Funding will not be provided for administrative expenses. EPA reserves the right to partially fund applications, reject all applications and make no selections under the program, or to make fewer selections than anticipated.

The table below lists the rebate amount offered for replacement school buses. The Gross Vehicle Weight Rating (GVWR) of the replacement bus determines the rebate amount. For example, downsizing from a class 6 bus to a class 5 or smaller bus would yield a rebate of \$15,000 rather than \$20,000. A fleet could also replace a class 5 bus with a class 6 bus (but no larger), and would qualify for a rebate of \$20,000 based on the class of the replacement bus. Note: EPA will not increase the bus funding amount if a fleet incorrectly requests \$15,000 per bus rather than \$20,000 per bus.

Table 2: Bus Size and Rebate Amounts for Replacements

Class	Gross Vehicle Weight Rating of Replacement	Rebate Amount
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.	\$20,000

## Section 5: Application

EPA must receive all rebate applications and required supporting documentation by **Wednesday, October 30, 2019, 4:00 pm Eastern Time**. The application should be downloaded as a fillable Portable Document File (PDF) from the [School Bus Rebates website](#). See Appendices [B](#) and [C](#) for sample rebate applications. See [Appendix E](#) for a checklist outlining the application requirements.

To open the application, please download the PDF to your desktop before opening it with the free Adobe Reader program. For more information about PDFs and a link to download the free Adobe Reader program, please see [www.epa.gov/home/pdf-files](http://www.epa.gov/home/pdf-files).

The rebate application includes identifying information such as organization name, Dun and Bradstreet (DUNS) number, Employer ID Number (EIN), and the name of the organization's authorized representative, who can 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. 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/duns-number.html](http://www.dnb.com/duns-number.html). An EIN may be obtained by visiting the IRS website at: [www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-EIN-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-EIN-Online)

The rebate application requires the applicant to supply the following information related to the school buses to be replaced:

1) Vehicle Information 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 does not use the letters “i” or “o” so as to avoid confusion with the numbers 1 and 0.

2) Engine Model Year

The engine model year can be found on the nameplate that is permanently affixed to the engine. The engine model year can also be determined from the 12-character EPA engine family name. The first character in the engine family name corresponds with the engine model year pursuant to the table below. For example, the EPA engine family name on the engine plate in the photo in [Appendix F](#) of this program guide is 1NVXH0466ANB which corresponds with engine model year 2001. **Note:** The engine model year is often one or more years older than the vehicle model year. Be sure to use the engine model year when filling out your application and Payment Request Form, not the vehicle model year.

Table 4: First Character of EPA Engine Family Name and Corresponding Engine Model Year

1980	A	1991	M	2002	2	2013	D
1981	B	1992	N	2003	3	2014	E
1982	C	1993	P	2004	4	2015	F
1983	D	1994	R	2005	5	2016	G
1984	E	1995	S	2006	6	2017	H
1985	F	1996	T	2007	7	2018	J
1986	G	1997	V	2008	8	2019	K
1987	H	1998	W	2009	9	2020	L
1988	J	1999	X	2010	A	2021	M
1989	K	2000	Y	2011	B	2022	N
1990	L	2001	1	2012	C	2023	P

3) Gross Vehicle Weight Rating (GVWR)

Gross vehicle weight rating is often listed on the same sticker that the VIN is displayed on near the driver’s side dash. It may also be listed on the bus registration. **Note: Replacement buses must not be more than one class size larger than the original bus.**

Table 5: Vehicle Class and Gross Vehicle Weight Rating

Class	Gross Vehicle Weight Rating
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 the engine nameplate.

5) Engine Family Name

The EPA engine family name is a 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. See [Appendix F](#) for an example of an engine nameplate with engine family name 1NVXH0466ANB.

If the EPA engine family name does not appear on the engine or it 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 customers can enter engine serial numbers and determine the engine family name.

6) Annual Miles Traveled

Annual miles traveled are the miles travelled over the previous 12 months. This figure should be obtained from driver or maintenance logs.

7) Annual Fuel Use

Annual fuel use is the number of gallons of diesel fuel used over the previous 12 months. This figure should be obtained from driver or maintenance logs.

8) Estimated Remaining Life

Enter your best estimate of years of remaining useful life of the vehicle (including possible second lives with other fleets) were it not being scrapped.

9) Rebate Amount

See Section 4 to find the corresponding rebate amounts. This field should autofill based on the GVWR entered. **Note:** You will need to edit this field if you are upsizing from a class 5 to a class 6 bus in which case the rebate will be for \$20,000 rather than \$15,000. If you are downsizing from a class 6-8 bus to a class 3-5 bus you will need to edit this field to reflect a rebate payment of \$15,000.

#### 10) Idle Reduction Policy

Use the drop-down menu to indicate 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, please visit [www.epa.gov/cleandiesel/clean-school-bus-idle-reduction](http://www.epa.gov/cleandiesel/clean-school-bus-idle-reduction).

By signing the rebate application, applicants are certifying that the information provided is 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 or its representatives may contact an applicant to clarify any information provided by the applicant.

See [Appendix B](#) for a sample rebate application for a public school district and [Appendix C](#) for a sample rebate application for a private fleet owner.

#### ***Submitting the Application:***

Applicants must submit the application via email. A copy of the vehicle title and registration for each bus must be submitted with the application package, and must be attached to the email. 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 D](#)) 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 2019 SCHOOL BUS REBATE APPLICATION –" and the name of your organization.**

## Section 6: Selection

All applications that are submitted to EPA by the deadline will be assigned a unique identification number. These numbers will be placed in an ordered list using a random number generator lottery process. Subject to the availability of funds, EPA will select applicants for funding from the list in this order:

1. The single highest ranked applicant from each state and territory<sup>1</sup>
2. The remaining highest ranked applicants until all EPA HQ funds<sup>2</sup> are allocated
3. If an EPA Region<sup>3</sup> contributes additional funding to the rebate program, the remaining highest ranked applicants from that Region until all funds provided by that Region are allocated

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<sup>1</sup> Territories includes Puerto Rico, Washington DC, Virgin Islands, American Samoa, and the Northern Mariana Islands. EPA will also ensure that at least one tribal applicant is selected for funding, if an application from a tribal entity is received.

<sup>2</sup> Estimated to be \$10 million

<sup>3</sup> See a map of EPA Regions at the following link: [www.epa.gov/aboutepa#pane-4](http://www.epa.gov/aboutepa#pane-4)

After selection, each selectee will be assigned an EPA contact to work with throughout the rebate process. The rebate contact will confirm applicant eligibility and assist the applicant with any questions on fulfilling the rebate program requirements.

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, drops out, or is otherwise deemed ineligible, that selectee will be removed from the program. The funds from that selectee will be offered to other 2019 applicants if there is sufficient time remaining in the 2019 Rebate Program. EPA will follow the selection process above when reallocating these funds.

Both the selectees and applicant wait list will be posted on the [School Bus Rebates website](#).

## Section 7: Notification

EPA will notify selectees and those applicants that are on the wait list within 90 days of the application 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. Information can be found at [www.sam.gov/SAM](http://www.sam.gov/SAM). Be advised, there are a number of companies that claim to offer assistance with the sam.gov registration process for a fee. Please avoid any non “.gov” websites in this process and complete your free registration on [www.sam.gov/SAM](http://www.sam.gov/SAM). You can find free support resources at the Federal Service Desk here: [www.fsd.gov](http://www.fsd.gov)

After the selectee receives the official selection letter from EPA, they can purchase the eligible replacement school bus.

## Section 8: Purchase Order Submittal

Proof of purchase for the new school bus is required to be submitted to EPA within 90 days of the date of the selection letter. **The date of the purchase 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 on 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, GVWR, engine model year, and purchase price;
- 4) Purchase order date; and
- 5) Vehicle delivery date estimate.

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 “Proof of Purchase” and should be emailed to your assigned EPA contact. The subject line should include, “**DERA 2019 School Bus Proof of Purchase –**”, and the name of your organization.

## Section 9: Vehicle Delivery

Selectees must take delivery of the new vehicle within eight 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. Selectees must obtain documentation of proof of delivery from the vendor. Proof of delivery must be submitted to EPA with the Payment Request Form as described in [Section 11](#).

## Section 10: Scrappage

Each bus being replaced must be scrapped or rendered permanently disabled prior to the selectee submitting the payment request to EPA. Scrappage may be completed by the selectee or by a salvage yard, or similar service, provided all scrappage requirements are met and all necessary documentation is provided. The bus being replaced must be scrapped and permanently disabled by:

- 1) Drilling a three inch by three-inch hole completely through the engine block; and
- 2) Cutting the chassis rail in half.

Past selectees have successfully used a three-inch hole-saw or a torch to create the hole in the engine block.

Proof of scrappage must be provided with the payment request. Scrappage documentation must include JPEG images of the following with corresponding file names. Please append the last 4 digits of the bus's VIN to the file name (e.g., SideProfile1234.jpg):

Table 6: Scrappage Photos

	<b>Photo</b>	<b>File Name</b> (insert last 4 digits of VIN for "####")
1	Side profile of the bus	SideProfile####.jpg
2	Vehicle Identification Number (VIN) label	VIN####.jpg
3	Engine plate showing the EPA engine family name	EngineTag####.jpg
4	Chassis rail cut in half	Chassis####.jpg
5	Engine block, prior to hole being drilled	EngineBlockPrior####.jpg
6	Engine block, after hole has been drilled	EngineBlockAfter####.jpg

Please see [Appendix F](#) for example scrappage photos.

The selectee must also provide a letter on their letterhead or the letterhead of the salvage yard that performed the service confirming the scrappage requirements have been met. The letter must be signed by the salvage yard that performed the service, or, if the selectee performs the scrappage service themselves, the authorized representative listed on the application form. A template of the letter may be found in [Appendix G](#). The letter must include:

- 1) The date the buses were scrapped;
- 2) A listing of the buses with engine model year and VIN; and
- 3) The name and contact information for the entity that scrapped the buses

The letter confirming scrappage should be scanned and saved in PDF format titled “Scrappage Letter” and emailed to your rebate contact. This letter should be sent with the scrappage photos.

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. Selectees are not required to report any income from scrappage to EPA.

## Section 11: Request for Payment

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

- Payment Request Form;
- Scrappage photos and letter for buses being replaced (see Section 10);
- A copy of the invoice for the new bus; and
- Proof of delivery of the new bus (e.g., dated bill of lading or delivery date on invoice)

Please refer to [Appendix H](#) for a more detailed checklist of payment materials. To request reimbursement, selectees must email these documents to their assigned EPA contact. These documents must be sent no later than eight months<sup>4</sup> after the date of the selection letter (see Section 7). The subject line should include, “**DERA 2019 School Bus Payment Request and Scrappage –** ”, and the name of your organization.

## Section 12: Payment

Once EPA has received and approved the selectee’s Payment Request Form and supporting documentation, EPA will issue the rebate funds electronically to the selectee. EPA anticipates the payment will be issued to the selectee within a month from when complete documentation is received by EPA.

## Section 13: Cancellation of Rebate Application

If a selectee fails to submit all the required forms and other documents by the deadline, the rebate application will be canceled and any reserved funds may be offered to other applicants on the wait list. EPA will notify the selectee prior to canceling any reserved funds.

## Section 14: Agency Contacts

EPA will respond to questions from individual applicants regarding eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about any of the language or provisions in the announcement through a “Frequently Asked Questions” document.

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<sup>4</sup> Fleets can request extensions to the payment request deadline. EPA will review these requests on a case-by-case basis and may grant extensions if sufficient justification is provided. For example, EPA could grant an extension of the deadline if a fleet is purchasing an electric school bus that takes more time between order and delivery than a diesel bus.

Applicants may email written questions to: [CleanDiesel@epa.gov](mailto:CleanDiesel@epa.gov). Please type “Rebate Application Question” in the subject line of your email. Questions and answers will be posted in the FAQ document at <https://www.epa.gov/cleandiesel/school-bus-rebates-diesel-emissions-reduction-act-dera> The deadline for submitting application questions is **Tuesday, October 22, 2019**.

Selectees will be assigned an EPA contact to assist with any questions throughout the project period.

## Appendix A: Rebate Timeline

Table 7: Rebate Timeline

Monday, September 30, 2019	2019 DERA School Bus Rebates program opens. EPA begins accepting application submissions to <a href="mailto:CleanDieselRebate@epa.gov">CleanDieselRebate@epa.gov</a>
Tuesday, October 22, 2019	Deadline for submitting application questions to <a href="mailto:CleanDiesel@epa.gov">CleanDiesel@epa.gov</a> helpline
Wednesday, October 30, 2019, 4pm Eastern Time	Deadline for submitting applications
January 2020 (Estimated)	EPA posts selectees and wait list online and emails official selection letters to selectees
April 2020 (Estimated)	Deadline for submitting copies of purchase orders for replacement buses to EPA (90 days after the date on the selection letters)
September 2020 (Estimated)	Deadline for Payment Request Form and supporting documentation (8 months after the date on the selection letters)
Within one month of receipt of complete Payment Request Form and supporting documentation	EPA will process the payment and the selectee will receive an electronic deposit in the bank account associated with their SAM.gov registration

## Appendix B: Sample Application for a Public Entity

 United States Environmental Protection Agency	<b>DERA School Bus Rebate Application</b>		OMB Number: 2060-0686 Expiration Date: 4/30/2022						
	<b>Applicant Information</b> Funding Year: 2019    Target Fleet: School Bus    Project Type: Vehicle Replacement								
Applicant Organization Name: Anytown Public School District									
Applicant Street Address (No PO Boxes): 1234 Main St.									
City: Anytown		County: Anycounty		State: Illinois					
Zip: 12345									
Employer/Taxpayer No. (EIN/TIN): 12-3456789			DUNS Number: 123456789						
Applicant Organization Type: Public Fleet									
Total number of school buses in organization's fleet: 140									
Do the schools served by the buses listed below have an idle reduction policy? Yes									
<b>Additional Fields for Private Fleets Only:</b> Private fleet owners can apply for funding from the National Clean Diesel Rebate Program if the vehicle(s) for which funding is being requested are currently contracted or leased to an eligible entity (e.g., public school). For additional information regarding private fleet applicants and eligible entities, please refer to the Program Guide.									
Type of eligible public entity vehicles are contracted with: Select									
Public Entity Name:									
Public Entity Street Address:			Public Entity City:						
Public Entity State:		Public Entity County:		Public Entity Zip:					
<input type="checkbox"/> Check box to certify that the privately-owned vehicle(s) listed below are contracted with and serve the public entity listed above.									
<b>Original diesel vehicles(s) that will be scrapped and replaced:</b>									
	17-Character Vehicle Identification Number (VIN)	Engine Model Year	GVWR (Gross Vehicle Weight Rating in lbs)	Diesel Engine Manufacturer	12-Character EPA Engine Family Name	Annual Miles Traveled	Annual Fuel Use (gallons)	Estimated Remaining Life (yrs)	Rebate Amount
1	WA9AAA9AXY1234567	1998	31,000	Engine Co. Inc.	WXXD00C00123	11,222	1,300	9	\$20,000
2	XA9AAA9AXY1234568	1999	14,000	Engine Co. Inc.	XCCD00C00123	13,000	1,200	7	\$15,000
3									\$0
4									\$0
5									\$0
6									\$0
7									\$0
8									\$0
9									\$0
10									\$0
<b>Total Funds Requested:</b>									\$35,000
<input checked="" type="checkbox"/> Check box to certify that the diesel school buses listed for replacement are (1) operational, (2) owned by the Applicant, (3) have accumulated 10,000 miles or more over the most recent 12 months or have been in use for at least three days per week transporting students during the current school year, and (4) will be scrapped if selected for funding.									
<input checked="" type="checkbox"/> 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 assurance necessary for funding.									
Authorized Representative Name: Jane Smith									
Title: Transportation Director			Email: J.L.Smith@anytownschool.edu		Phone: 123-456-7890				
Authorized Representative Signature: <i>Jane Smith</i>					Date: 10/5/2019				
Alternate Representative Name: John Wilson									
Title: Vice Principal			Email: J.M.Wilson@anytownschool.edu		Phone: 123-456-7891				
If signing electronically, click "Submit by Email" below and attach vehicle title and registration documents. For paper signatures, please scan the signed rebate application and submit to <a href="mailto:CleanDieselRebate@epa.gov">CleanDieselRebate@epa.gov</a> with vehicle title and registration documents as described in this funding opportunity's Program Guide.									
<b>Submit by Email</b>									

## Appendix C: Sample Application for a Private Entity

 United States Environmental Protection Agency	<b>DERA School Bus Rebate Application</b>		OMB Number: 2060-0686 Expiration Date: 4/30/2022						
	<b>Applicant Information</b> Funding Year: 2019    Target Fleet: School Bus    Project Type: Vehicle Replacement								
Applicant Organization Name: Anytown Transport Co.									
Applicant Street Address (No PO Boxes): 1234 Main St.									
City: Anytown		County: Anycounty		State: Illinois					
Employer/Taxpayer No. (EIN/TIN): 12-3456789		DUNS Number: 123456789							
Applicant Organization Type: Private Fleet Under Contract with Public Schoc ▾									
Total number of school buses in organization's fleet: 140									
Do the schools served by the buses listed below have an idle reduction policy? Yes ▾									
<b>Additional Fields for Private Fleets Only:</b> Private fleet owners can apply for funding from the National Clean Diesel Rebate Program if the vehicle(s) for which funding is being requested are currently contracted or leased to an eligible entity (e.g., public school). For additional information regarding private fleet applicants and eligible entities, please refer to the Program Guide.									
Type of eligible public entity vehicles are contracted with: Local Govt/Agency (e.g., school district) ▾									
Public Entity Name: Anytown Public School District									
Public Entity Street Address: 1234 Main St.			Public Entity City: Anytown						
Public Entity State: Illinois		Public Entity County: Anycounty		Public Entity Zip: 12345					
<input checked="" type="checkbox"/>	Check box to certify that the privately-owned vehicle(s) listed below are contracted with and serve the public entity listed above.								
<b>Original diesel vehicles(s) that will be scrapped and replaced:</b>									
	17-Character Vehicle Identification Number (VIN)	Engine Model Year	GVWR (Gross Vehicle Weight Rating in lbs)	Diesel Engine Manufacturer	12-Character EPA Engine Family Name	Annual Miles Traveled	Annual Fuel Use (gallons)	Estimated Remaining Life (yrs)	Rebate Amount
1	WA8AAA9AXY1234567	1998	31,000	Engine Co. Inc.	WXXD00C00123	11,222	1,300	9	\$20,000
2	XA9AAA9AXY1234568	1999	14,000	Engine Co. Inc.	XCCD00C00123	13,000	1,200	7	\$15,000
3									\$0
4									\$0
5									\$0
6									\$0
7									\$0
8									\$0
9									\$0
10									\$0
<b>Total Funds Requested:</b>									\$35,000
<input checked="" type="checkbox"/>	Check box to certify that the diesel school buses listed for replacement are (1) operational, (2) owned by the Applicant, (3) have accumulated 10,000 miles or more over the most recent 12 months or have been in use for at least three days per week transporting students during the current school year, and (4) will be scrapped if selected for funding.								
<input checked="" type="checkbox"/>	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 assurance necessary for funding.								
Authorized Representative Name: Jane Smith									
Title: Owner		Email: J.L.Smith@anytowntransport.com		Phone: 123-456-7890					
Authorized Representative Signature: 			Date: 10/5/2019						
Alternate Representative Name: John Wilson									
Title: Assistant		Email: J.M.Wilson@anytowntransport.com		Phone: 123-456-7891					
If signing electronically, click "Submit by Email" below and attach vehicle title and registration documents. For paper signatures, please scan the signed rebate application and submit to <a href="mailto:CleanDieselRebate@epa.gov">CleanDieselRebate@epa.gov</a> with vehicle title and registration documents as described in this funding opportunity's Program Guide.									
<b>Submit by Email</b>									

## Appendix D: Letter Template for State-Owned Buses

**[MUST BE PRINTED ON OFFICIAL 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 apply on behalf of **[SCHOOL DISTRICT NAME]** to the U.S. Environmental Protection Agency for the 2019 DERA School Bus Rebate Program to replace the buses listed on the application.

**[SCHOOL DISTRICT NAME]** may apply to replace up to 10 buses owned by the state and operated by the **[NAME OF SCHOOL DISTRICT]**. **[SCHOOL DISTRICT NAME]** must submit the signed rebate application, the required documents as stated in the Program Guide, and this signed letter to be eligible for participation in the 2019 DERA School Bus Rebate Program.

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

All other eligibility restrictions for the applicant, vehicles, and program requirements must be met as specified in the 2019 Program Guide. All eligible applications will be selected by a lottery system.

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

**[PHONE NUMBER OF THE AUTHORIZED REPRESENTATIVE]**

## Appendix E: Rebate Application Checklist

The following information is required for an application to be considered eligible to potentially receive funds through the 2019 DERA School Bus Rebate Program.

Applicants must email the materials listed below to [CleanDieselRebate@epa.gov](mailto:CleanDieselRebate@epa.gov) by **Wednesday, October 30, 2019, 4:00 pm Eastern Time**.

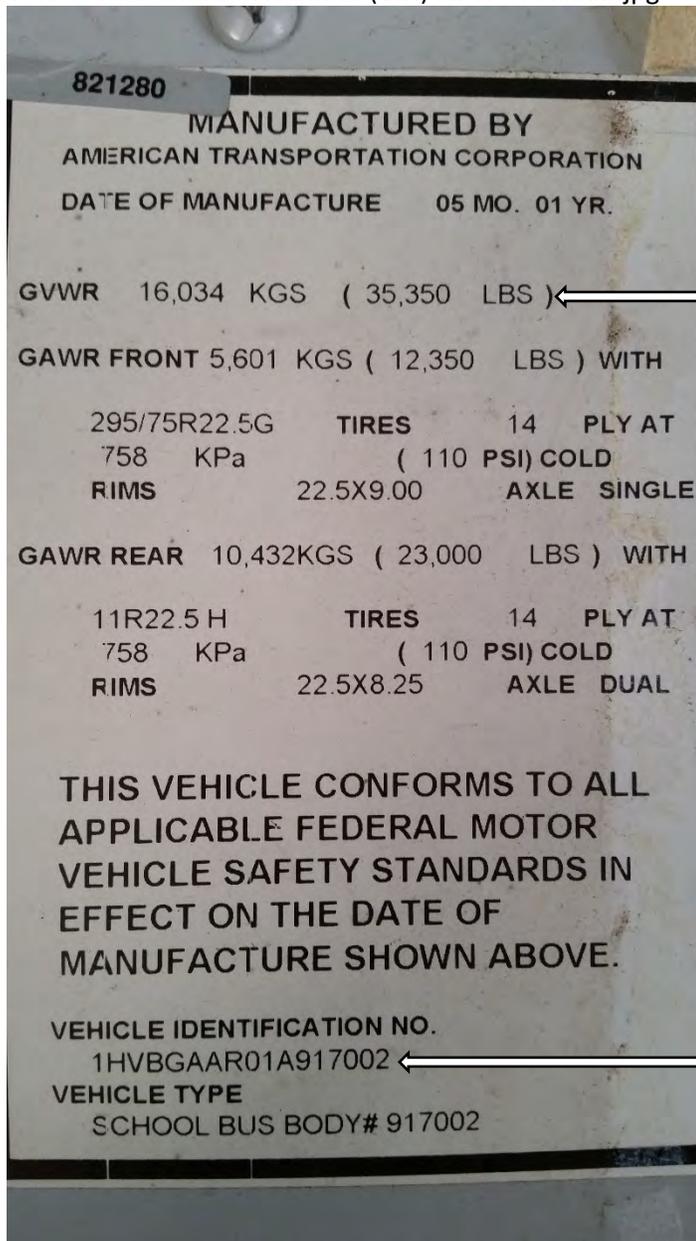
- Confirm eligibility of applicant to apply ([Section 2](#))
- Confirm vehicle eligibility ([Section 3](#)) including:
  - Diesel engine model years must be 2006 or earlier
  - Buses must have accumulated at least 10,000 or more miles transporting students over the most recent 12 months, or been in use for at least three days per week on average transporting students during the current school year
- Complete the rebate application posted on the [School Bus Rebates website](#)
  - Complete vehicle information required on the rebate application for **each** school bus to be replaced
  - Include Dun and Bradstreet (DUNS) and Employer ID Number (EIN)
  - Provide name, title, contact information, and signature of the applicant's authorized representative
  - Provide name, title, and contact information for an alternate representative who can be reached if the authorized representative is unavailable
- 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 in this program
- For public school districts applying with state-owned buses, attach a signed letter on official state agency letterhead ([Appendix D](#))

## Appendix F: Sample Scrappage Photos

- 1) Side profile of the bus - SideProfile####.jpg (Add last 4 digits of VIN in place of "####")



2) Vehicle Identification Number (VIN) label - VIN####.jpg



Gross Vehicle  
Weight Rating (lbs.)

17-character VIN

3) Engine tag - EngineTag####.jpg

**INTERNATIONAL**

IMPORTANT ENGINE INFORMATION  
IMPORTANT MOTEUR INFORMATIONS

ENGINE MANUFACTURED BY:  
MOTEUR FABRIQUÉ PAR:  
INTERNATIONAL TRUCK AND ENGINE CORPORATION

2001

12-character EPA engine family name

DISPLACEMENT : CYLINDRÉE :	466 in <sup>3</sup> 7.6 L
EMISSION FAMILY	INVXH0466ANB
MODEL MODÈLE	CH230
ADV. BHP @ RPM PUISS.NOM.À TR/MIN	230 @ 2300
LB-FT TORQ. @ RPM COUPLE LB-PI À TR/MIN	660 @ 1400

EMISSIONS CONTROL SYSTEMS  
DI, TC, ECM, CAC

Other engine family identification. Insufficient number of characters to be the 12-character EPA engine family name. Do not use this ID on your rebate materials.

FAMILLE DE MOTEUR Engine Family DI 466 HT

THIS ENGINE HAS A PRIMARY INTENDED SERVICE APPLICATION AS A MEDIUM HEAVY-DUTY DIESEL ENGINE AND CONFORMS TO U.S. EPA, CALIFORNIA, AUSTRALIAN AFD, AND CANADIAN HEAVY-DUTY DIESEL REGULATIONS APPLICABLE FOR THE IMPLIED MODEL YEAR, AND IS CERTIFIED TO OPERATE ON DIESEL FUEL.

CE MOTEUR A ÉTÉ PRINCIPALEMENT CONÇU EN TANT QU'UN MOTEUR DIESEL ROBUSTE DE GAMME MOYENNE ET EST CONFORME AUX RÈGLEMENTS DE L'EPA AUX E.-U. ET DU CANADA, APPLICABLES À L'ANNÉE DE MODÈLE IMPLIQUÉE ET EST CERTIFIÉE POUR FONCTIONNER AU CARBURANT DIESEL.

1836380C1

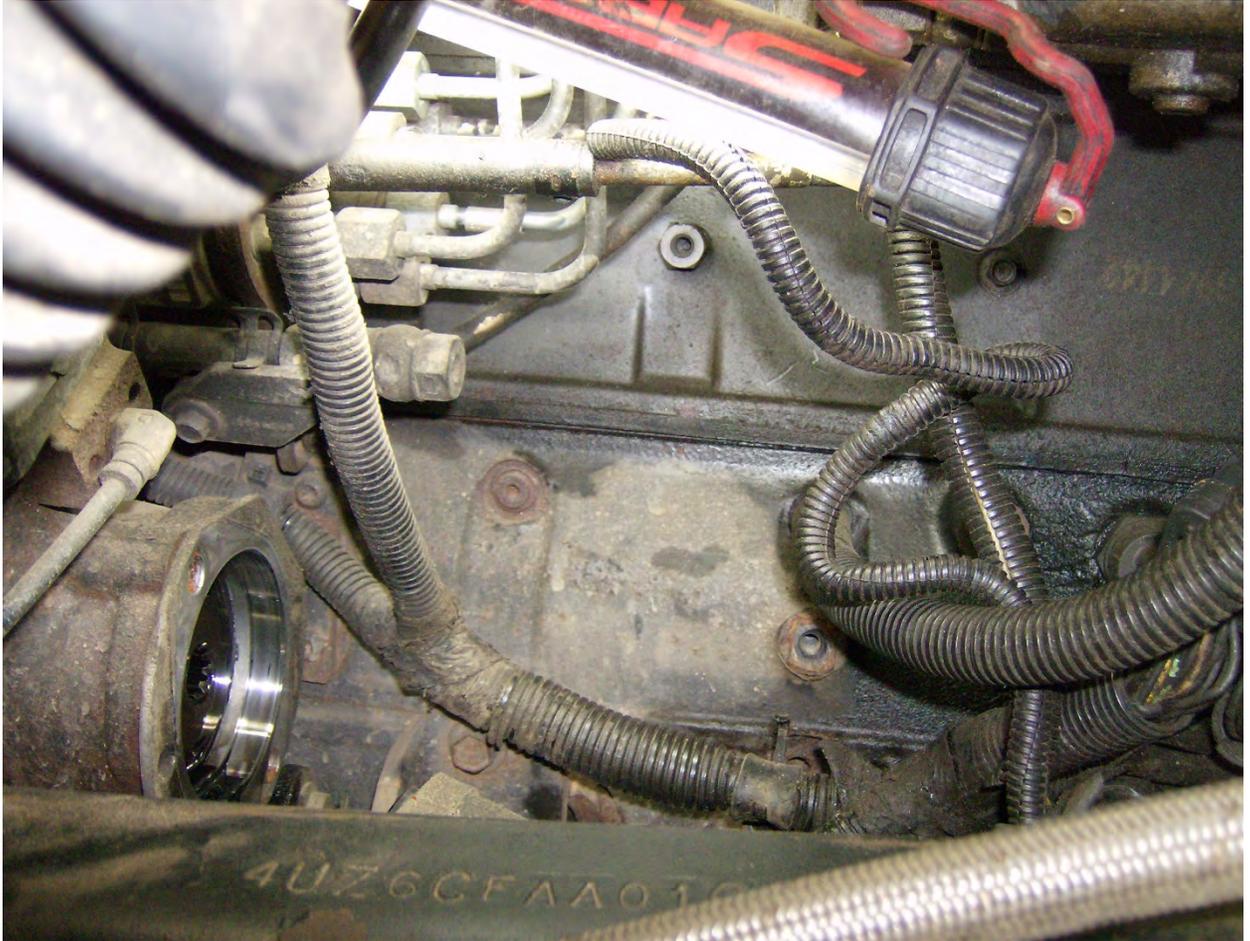
CURB IDLE, FUEL RATE @ ADV. POWER AND INJECTION TIMING ARE NON-ADJUSTABLE

ENGINE S/N 470HM2U1305324

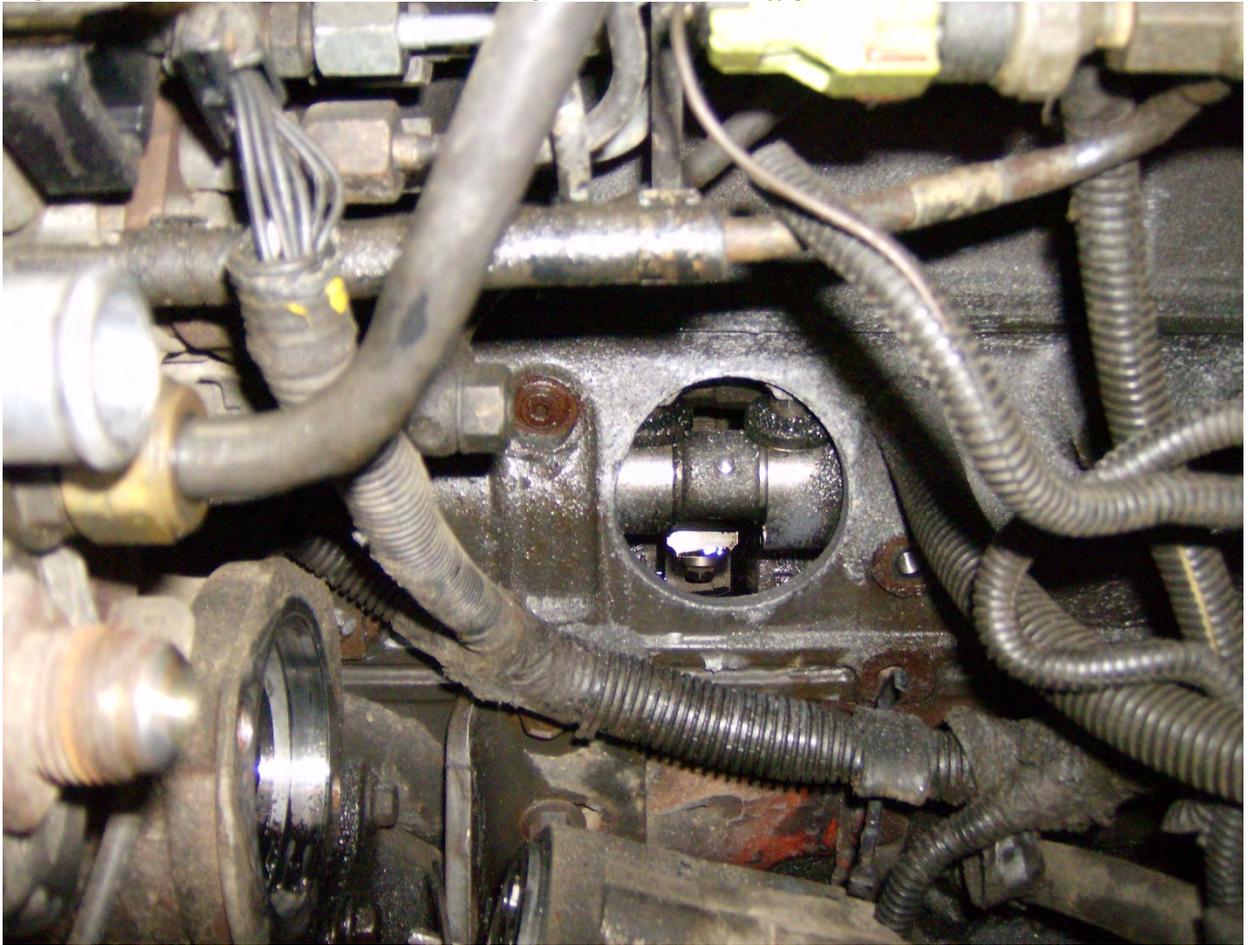
4) Chassis rail cut in half - Chassis####.jpg



5) Engine block, prior to hole being drilled - EngineBlockPrior####.jpg



6) Engine block, after hole has been drilled - EngineBlockAfter####.jpg



## Appendix G: Sample Scrappage Certification Letter

**[MUST BE PRINTED ON THE APPLICANT'S OR SALVAGE YARD'S LETTERHEAD]**

**[DATE]**

The following bus(es) was/were disposed of according to Section 10 of the 2019 DERA School Bus Rebate Program Guide. The program requires that the bus being replaced must be scrapped and permanently disabled by 1) drilling a three inch by three-inch hole completely through the engine block; and 2) cutting the chassis rail in half.

I confirm that the EPA scrappage requirements have been met. **[NAME OF ENTITY THAT SCRAPPED THE BUS]** performed the bus scrappage on **[DATE]**. The phone number of the organization is **[PHONE NUMBER]**.

**[BUS 1 VIN]      [ENGINE MODEL YEAR]**

**[BUS 2 VIN]      [ENGINE MODEL YEAR]**

**[SIGNATURE OF AUTHORIZED REPRESENTATIVE OF SELECTEE OR SALVAGE YARD REPRESENTATIVE]**

## Appendix H: Payment Request Checklist

To request payment after receipt of new buses and scrappage of old buses, selectees must email the materials listed below to their EPA rebate contact within **8 months** of the date on their selection letter:

- Signed Payment Request Form listing new buses. EPA emailed this as “Attachment B” with your selection letter.
- 6 Scrapage photos for each bus being scrapped with correct filename listing the last 4 digits of the bus VIN. See [Section 10](#) for guidance.
  1. Side profile of bus – SideProfile####.jpg
  2. VIN label – VIN####.jpg
  3. Engine plate showing the EPA engine family name – EngineTag####.jpg
  4. Chassis rail cut in half – Chassis####.jpg
  5. Engine block, prior to 3” hold being drilled – EngineBlockPrior####.jpg
  6. Engine block, after 3” hole has been drilled – EngineBlockAfter####.jpg
- Signed scrapage letter (see [Appendix G](#) for template)
- Invoice for the new buses
- Proof of delivery for the new buses listing the date of delivery and the bus VINs.

## Appendix I: Terms and Conditions

Applicants are required to comply with the following terms and conditions. By signing the rebate application (see [Appendix B](#) 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 school bus must be no more than one vehicle class size larger and operate in a similar manner and over similar routes as the bus it replaces. In addition, the selectee agrees that they will:

- Register the replacement school bus as required by state law (if applicable);
- Maintain vehicle insurance as required by state law (if applicable);
- Not make significant 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 the 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 primarily be used for transporting 10 or more preprimary, primary or secondary school students to or from schools 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 2019 DERA School Bus Rebate Program shall be used to fund the costs of emission reductions that are mandated under federal law.

### **Restriction for Federal and Environmental Mitigation Funding Sources**

Federal funds for school bus replacements must not be used in combination with any other federal funding. In addition, vehicles funded under this program must not also be funded with environmental mitigation fund.<sup>5</sup>

### **Documentation Requirement**

If an applicant is selected, that selectee is responsible for providing the Payment Request Form 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 that have been selected for rebates by email within 45 days of the close of

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<sup>5</sup> For example, Volkswagen Environmental Mitigation Trust funds distributed by a state agency cannot be used to fund the same bus that is being replaced under this rebate program

the open application period. EPA will also post a list of selectees and organizations on the wait list on the [School Bus Rebates website](#).

#### **Disbursement of Funds**

EPA will issue rebate funds within a month of determining that a selectee has submitted a completed Payment Request Form and all supporting documents, including proof of scrappage of the replaced vehicle and proof of the new vehicle delivery or technology installation. 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 2019 DERA School Bus Rebate Program 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 to protect against waste, fraud, and abuse. As part of this process, EPA, or its designees, 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. EPA, or its designees, may also conduct site visits to confirm documentation is on hand and that replacement buses are still in service. Selectees are expected to comply with site visit requests and 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.