



San Joaquin Valley

AIR POLLUTION CONTROL DISTRICT

SCHOOL BUS INCENTIVES PROGRAM

School Bus Retrofit Component

Eligibility Criteria and Application Guidelines

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is currently accepting applications from public school districts, Joint Power Authorities (JPA), or private transportation agencies contracted with public school districts located within the boundaries of the SJVAPCD; requesting funding, up to \$20,000 per school bus, for the purchase and installation of California Air Resources Board (ARB) certified Level 3+ retrofit devices on eligible school buses. The retrofit device, known as a Verified Diesel Emission Control Strategy, will reduce particulate matter. For additional information, assistance, or to receive application materials, please contact:

San Joaquin Valley Air Pollution Control District
Strategies and Incentives Department
1990 East Gettysburg Avenue
Fresno, CA 93726-0244

You may also contact us by phone or e-mail, or visit our website at:

(559) 230-5800
weberip@valleyair.org
www.valleyair.org

Applicants are responsible for complying with all terms and conditions contained in this document and must adhere to all program requirements. Please note the following:

- Applications will be accepted starting **April 15, 2013**.
- All applications must be postmarked or submitted in person to the SJVAPCD Central Region Office in Fresno **no later than Friday, June 7, 2013** (emailed and faxed applications will not be accepted).
- As with all SJVAPCD incentive programs, you may **not** order, purchase, or install the retrofit prior to obtaining an executed agreement with the SJVAPCD. Any retrofit ordered, purchased, and/or installed **prior** to agreement execution is **ineligible** for funding.
- Reimbursement takes place after the retrofit is installed and all required documentation, as specified in the SJVAPCD School Bus Incentives Program Payment Procedures, are submitted to the SJVAPCD.

ELIGIBILITY CRITERIA

The purpose of this program is to fund the purchase and installation of ARB certified Level 3+ retrofit devices on eligible school buses used by the public education system.

❖ The **applicant** must:

- Be a public school district, a JPA, or a private transportation agency contracted to provide services with a public school district. Private school districts are not eligible.
- Currently be in compliance with the ARB Truck and Bus Regulation. The applicant's fleet must be in compliance with the regulation in order to be eligible for the School Bus Retrofit Component. The school bus(es) within the application should not be required to be retrofitted until January 1, 2014.
- Be located within the boundaries of the SJVAPCD , specifically the counties of San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and the valley portion of Kern.
- Own and operate the retrofitted school bus(es) for the full term of the five (5) year agreement.
- Provide a resolution from the applicant's governing body (i.e. School Board), or other documentation signed by a duly authorized official with authority to make financial decisions, authorizing the submittal of the application and identifying the individual authorized to sign all legal and financial documents for the implementation of the grant.
- Maintain replacement value insurance for the retrofitted school bus(es) through the full term of the agreement.
- Submit a copy of Internal Revenue Service (IRS) Request for Taxpayer Identification Number and Certification Form W-9 (Form W-9).
- Ensure each new retrofit device purchased comes with a standard manufacturer warranty.
- Submit annual reports to the SJVAPCD through the full term of the agreement as well as comply with recordkeeping and audit requirements regarding the retrofitted bus(es). This includes retaining copies of current vehicle registration and insurance.

❖ The **school bus** must:

- Be domiciled and have at least seventy-five percent (75%) or more of the vehicle miles traveled or fuel consumed within the geographic area of the SJVAPCD, specifically the counties of San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and the valley portion of Kern.
- Have a 1987 or newer engine and be diesel fueled.
- Have a gross vehicle weight rating (GVWR) greater than 14,000 lbs.
- Have current California Highway Patrol (CHP) safety certification, CHP form 292.

❖ The **retrofit** must:

- Be an ARB certified Level 3+ device.
- Be compliant with the engine as stated by the retrofit executive order.
- Have a warranty by the retrofit manufacturer and/or authorized dealer.

❖ **General Information:**

- Applicant must not order, purchase, and/or install the retrofit device until receiving an executed agreement with the SJVAPCD. An agreement is not deemed executed until all parties have signed. Any orders, purchases, and/or installations that take place **prior** to agreement execution are **ineligible** for program funding.
- All applications received during the solicitation period will be ranked. Each school bus in each application will be ranked individually based upon the model year of its engine. School buses equipped with newer model year engines will be given priority and ranked higher as they are expected to have a longer project life. School buses with the same model year engine will be secondarily ranked by annual mileage. Using information from the application and CHP form 292, school buses will be ranked by annual mileage with priority given to those with more annual miles traveled.
- The District anticipates funding school bus retrofits up to \$20,000 per school bus. The \$20,000 maximum may be used for the following eligible items:
 - The cost and installation of the retrofit device
 - Up to \$2,500 per school bus funded may be used towards the cost of either a cleaning machine or a service contract for cleaning
 - Up to \$300 per school bus funded may be used for data logging
 - One (1) spare filter for up to every 20 school buses funded
 - Necessary electrical infrastructure
- Funding is issued as a reimbursement upon submittal of a properly verified claim for payment that demonstrates that the retrofit device purchase and installation is complete. Grantees will be reimbursed for eligible invoiced costs, up to the maximum grant amount awarded per bus. Any costs greater than the grant amount will be the responsibility of the grantee. Work performed prior to an executed agreement with the District will be ineligible for funding; this includes any electrical infrastructure work and data logging started prior to the execution of the agreement.
 - Allow up to 60 business days from the time a claim for payment is deemed complete to receive reimbursement.
- All applications received will be subject to a review process, which will include the following:
 - Assignment of a unique project number
 - Verification of the applicant's eligibility to participate in the program
 - Verification that the proposed project is consistent with these guidelines
 - Determination that all information necessary to calculate benefits and costs is included
- The applicant shall contact the California Highway Patrol for a safety inspection of the school bus retrofit installation before the vehicle is returned to service and submit a copy of a complete CHP form 343 – Safety Compliance Report/Terminal Record Update, or a copy of a completed CHP form 343A – Vehicle/Equipment Inspection Report Motor Carrier Safety Operations.

- The applicant agrees that criteria and requirements may be reviewed, as new information becomes available, and can be revised at the discretion of the SJVAPCD as needed.

APPLICATION GUIDELINES

- ❖ Fill out the application completely and as accurately as possible. All fields are required unless otherwise indicated. Do not leave any required fields blank as it lengthens the processing timeframe associated with the application and delays funding.
- ❖ All required signatures must be in **blue ink**, as a way to identify them as original.
- ❖ A **copy** of the following items must accompany the application at the time of submittal in order for the application to be deemed **complete**:
 - Internal Revenue Service (IRS) Request for Taxpayer Identification Number and Certification Form W-9 (Form W-9).
 - The information entered into the Applicant Information section of the application must be **identical** to the information on Form W-9, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS.
 - A copy of the IRS Form W-9 is attached to this document. The Form can also be downloaded at www.irs.gov or by calling 1-800-829-3676.
 - Dated and itemized dealer quote for the retrofit(s) that includes the following information:
 - Complete and detailed breakdown of all costs: retrofit device, mounting kit, labor, spare filter, electrical infrastructure, sales tax (with percentage rate indicated), etc.
 - ARB Executive Order for the level 3+ retrofit device to be installed on the school bus(es).
 - Current CHP Inspection Approval Certificate (CHP form 292) for each school bus on the application.
 - Current Department of Motor Vehicles registration for each school bus on the application.
 - Approved and final resolution from the Applicant's governing body (i.e. School Board), or other documentation signed by a duly authorized official with authority to make financial decisions, authorizing the submittal of the application and identifying the individual authorized to implement the school bus retrofit project.
 - Photographs of the engine and school bus data tag for each school bus on the application. The photographs can be in hard or electronic format. The photographs must be legible to confirm the following:
 - Gross Vehicle Weight Rating (GVWR)
 - Vehicle Identification Number (VIN)
 - Engine serial number
 - Engine model year
 - Engine Family Name

If the engine data plate is missing or illegible, please submit documentation confirming the serial number and engine family name.

NOTE: The SJVAPCD's School Bus Incentives Program is not a rebate program. Applicants must obtain approval and have a signed, executed agreement from the SJVAPCD prior to order, purchase, and/or installation of the retrofit. Any retrofit and/or mounting kit ordered, purchased, and/or installed prior to agreement execution is ineligible for reimbursement.

STEP-BY-STEP APPLICATION GUIDANCE

This section outlines the information requirements for each field of the application. If you need additional assistance, please contact the Strategies and Incentives Department and a staff member will assist you.

Applicant Information

1. Applicant Type

Identify the type of organization that is applying for the grant.

2. Applicant Name

Provide the legal name of the applicant that will enter into agreement with the SJVAPCD. The information entered into this section of the application must be **identical** to the information on IRS Form W-9, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS.

3. - 6. Address

Provide the physical address where the applicant is located, including: number and street name, city, state, and ZIP code.

7. - 10. Mailing Address

Provide the mailing address used by the applicant. If the physical and mailing addresses are the same, simply write "same." All correspondence generated by the SJVAPCD, including the agreement and annual reports, will be sent to the mailing address.

11. Geographic Area Served by the Applicant

List the geographic area that the applicant serves, such as a city or county. If multiple areas are served, please list all of the areas.

12. School District(s) Associated with this Project, if Applicant is a JPA or Private Transportation Agency

If the applicant is a JPA or Private Transportation Agency, please list the school district(s) for which the applicant provides transportation. Only those school buses that are associated with a public school district are eligible for funding.

Primary Contact Information

1 - 2. First and Last Name

Provide the first and last name of the person that will serve as the primary contact to the SJVAPCD through the full term of the agreement. All questions related to the project will go to this individual.

3. Title

Specify the job title of the primary contact.

4. E-mail

Provide the E-mail address of the primary contact, if one is available.

5. Phone Number

Provide the main phone number, including area code, for the primary contact.

6. Alternate Contact Number

Provide an alternate phone number, including area code, where the primary contact can be reached, if one is available.

7. Fax Number

Provide the fax number, including area code, for the primary contact, if one is available.

Agreement Signing Authority

1 - 2. First and Last Name

Provide the first and last name of the person authorized by the applicant that will enter into a binding agreement with the SJVAPCD. The individual identified here must be the same person identified, or have the same title as identified in the resolution.

3. Title

Specify the job title of the person authorized by the applicant that will enter into a binding agreement with the SJVAPCD.

School Bus Information

If applying for more than one school bus to be retrofitted, please copy and complete pages 2 and 3 for each additional school bus.

1. School District Identification Number

Provide the unit number by which the school district identifies the school bus.

2. - 3. School Bus Storage Address

Provide the address of where the school bus is stored.

4. Total Mileage

Provide the total mileage of the school bus.

5. Annual Mileage

Provide the estimated distance traveled annually, in miles, by the school bus.

6. Annual Fuel Usage

Provide the fuel used annually, in gallons, by the school bus.

7. School Bus Make

Provide the make of the school bus. The make is the manufacturer of the school bus, such as Bluebird, Thomas, International, etc.

8. School Bus Model

Provide the model of the school bus. The model is the style of the school bus, such as Saf-T-Liner, A3RE, Conventional, etc.

9. School Bus Model Year

Provide the year in which the school bus was manufactured.

10. Vehicle GVWR (must be greater than 14,000 pounds)

Provide the GVWR of the school bus. The California DMV defines the GVWR as “the weight specified by the manufacturer as the loaded weight of a single vehicle.” School buses with a GVWR of 14,000 pounds or less are not eligible for funding under this program.

11. Vehicle Identification Number (VIN)

Provide the VIN listed on data tag at the front of the school bus.

12. License Number

Provide the license plate number assigned by the California Department of Motor Vehicles.

13. School Bus Type

Select the school bus type; C – conventional, D – transit, Special Ed, or Other. Please specify the school bus type if “other” is selected.

Engine Information

1. Engine Make

Provide the make of the engine. The make is the manufacturer of the engine, such as Caterpillar, Cummins, Navistar, etc.

2. Engine Model

Provide the model of the engine. The model is the type of engine, such as 3206, ISC, DT466, etc.

3. Engine Model Year

Provide the year the engine was manufactured. This can be found on the engine’s data plate.

4. Horsepower

Provide the brake horsepower rating of the engine.

5. Engine Serial Number

Provide the serial number listed on the engine data plate.

6. EPA Family Name

Provide the EPA Family Name of the engine. The EPA Family Name is listed on the engine data plate and is a 12 character letter/number designation. An example of an EPA family name is XCEXH0123MAH.

7. Displacement

Provide the displacement of the engine. Measured in cubic centimeters or liters, the displacement can be found on the engine data plate.

8. Fuel Type

Check either diesel or "other". Please specify the fuel type used for the bus if "other" is checked.

Retrofit Information

1. - 2. Retrofit Make and Model

Provide the retrofit make and model. The make is the manufacturer of the retrofit and the model is the style of retrofit. *Example:* ESW (make) ThermaCat (model).

3. Retrofit Verification Level

Provide the retrofit verification level. Only Level 3+ is eligible for funding. This information is available through your retrofit dealer or ARB's website.

4. ARB-Certified Retrofit Family Name

Provide the ARB-certified retrofit family name. ARB assigns each certified retrofit a family name. This information should be available through your retrofit dealer or ARB's website.

5. Total cost of the Retrofit

Provide the total cost of the retrofit. The cost includes: retrofit, hardware, labor, warranty, and tax (must match accompanying quote).

6. Please Check All Items that You Plan on Purchasing in Addition to the Retrofit

Please check all boxes that apply.

7. Is a retrofit device currently installed on the school bus?

Please answer accordingly by checking the appropriate box.

Retrofit Dealer/Installer Information

1. Retrofit Dealer/Installer Name

Provide the name of the business where you will be purchasing the retrofit associated with this application.

2. - 3. Address

Provide the address of the retrofit dealer/installer.

4. Contact / Salesperson Name

Provide the first and last name of the person the SJVAPCD can contact at the dealership regarding the purchase of the retrofit.

5. E-mail

Provide the e-mail address of the contact/salesperson, if one is available.

6. Phone Number

Provide the phone number, including area code, of the contact/salesperson.

7. Fax Number

Provide the fax number, including area code, of the contact/salesperson, if one is available.