

# National Clean Diesel Rebate Program

## 2016 School Bus Replacement and Retrofit Funding Opportunity: Frequently Asked Questions

Thursday, October 13, 2016

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

The Program Guide and other rebate information can be found at:  
[www.epa.gov/cleandiesel/clean-diesel-rebates](http://www.epa.gov/cleandiesel/clean-diesel-rebates)

### Section 1: Background

### Section 2: Eligible Applicants

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

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

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

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

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

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

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

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

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

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

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

*Answer:* If vehicle registration is not required by law in the state where the vehicle operates, the applicant must submit documentation that registration is not required in that jurisdiction. Please see Section 2: Eligible Applicants of the Program Guide for additional information.

- Question:* Are applicants required to submit vehicle titles?  
*Answer:* Yes, a copy of each vehicle title and registration must be submitted as part of the application package to prove ownership. Applicants that are missing titles to vehicles can try contacting their state DMV offices for copies of the vehicle titles.
- Question:* Can we send copies of the titles and registration documents, or are originals required?  
*Answer:* Only copies of the title and registration documents should be submitted to EPA.
- Question:* Can an entity who has received EPA funds in the past apply?  
*Answer:* Yes, all eligible applicants with eligible buses may apply.
- Question:* We have multiple subsidiaries. Can we submit the application under the parent company even though the buses being replaced or retrofitted are owned and operated by one of our wholly owned subsidiaries?  
*Answer:* Yes, 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.
- Question:* Can we submit applications for more than one of our wholly owned subsidiaries?  
*Answer:* No. The applicant may submit only one application on behalf of all subsidiaries, unless the fleet owned by the parent company has more than 101 buses in operation. Fleets with 101 or more buses in current operation may submit two applications.
- Question:* Are private schools eligible entities?  
*Answer:* No. Private schools and other organizations that operate buses are not eligible to apply to this rebate program unless the school buses on the application are operated under a contract with an eligible entity.
- Question:* Can we still apply if our school district leases buses from a transportation contractor?  
*Answer:* No, eligible applicants must own the buses listed on the application. In this case, the transportation contractor is the eligible entity. Please see Section 2: Eligible Applicants of the Program Guide for additional information.

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

- Question:* How do I demonstrate a bus is used three days a week if it accumulated less than 10,000 miles in the past 12 months?  
*Answer:* By signing the application form, the applicant certifies that all buses listed on the application meet the requirements of Section 3: Eligible Vehicles of the Program Guide. EPA will request written verification from the selectee that all buses operate at least three days a week if they have not accumulated 10,000 miles in the past 12 months.
- Question:* Does the current school year refer to the 16/17 school year or the 15/16 school year?  
*Answer:* The current school year refers to the 16/17 school year. However, the 10,000 mile usage requirement applies to the last 12 months.
- Question:* Is an activity bus eligible?  
*Answer:* If the bus meets the usage requirements and primarily transports at least 10 pre-primary, primary, or secondary school children to schools or homes it is eligible.

*Question:* We transport mainly adults but some children. Can we apply?  
*Answer:* Only if the vehicles are primarily used for transporting 10 or more pre-primary, primary, or secondary school students to schools or homes. Please see Section 3: Eligible Vehicles of the Program Guide for additional information.

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

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

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

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

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

*Question:* Is the conversion of a school bus from diesel to CNG eligible for this rebate?  
*Answer:* No. Funding can only be used to replace buses or install DOC+CCV (and optionally FOH) on existing vehicles.

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

*Question:* Are diesel particulate filter (DPF) retrofits eligible for the school bus rebate program?  
*Answer:* No, DPFs are not an option to retrofit school buses under this program.

*Question:* Is engine replacement an eligible option?  
*Answer:* No. Engine replacement is not an eligible activity under the 2016 School Bus Replacement and Retrofit Rebate program.

*Question:* Does this rebate program apply to school buses that are not yellow?  
*Answer:* Yes. Eligible buses can include school buses that are not yellow. Please review Section 3 of the Program Guide for more information on eligible vehicles for replacement and retrofit.

*Question:* Do school buses have to be operable at the time of the funding request to be eligible?  
*Answer:* Yes. Vehicles must be able to start, move in all directions, and have all operational parts to meet the eligibility requirements.

*Question:* Are spare buses eligible for this funding opportunity?  
*Answer:* No. Spare buses are not eligible for this funding opportunity, unless they 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 transporting students during the current school year.

*Question:* Can school buses used to transport students from schools to other schools (e.g., athletics) qualify for rebates?  
*Answer:* In the Program Guide, “a school bus is defined as a vehicle primarily used for the purpose of transporting 10 or more preprimary, primary, or secondary school students to schools or homes.” Buses used primarily for transporting students from schools to other schools meet this definition and may be eligible for rebates. Please see Section 3 of the Program Guide for other vehicle eligibility requirements.

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

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

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

*Question:* Is the funding level for replacements based on the class size of the original bus or of the new replacement bus?  
*Answer:* The funding level for replacements is determined by the class size of the new replacement bus. Pursuant to the Program Guide, the replacement bus must be the “same or smaller vehicle class, as determined by GVWR, as the original school bus and operate in the same manner and over similar routes as the original school bus.” If a fleet were to replace a Class 6 bus with a Class 5 bus, the fleet would be eligible for a rebate for \$15k which corresponds with the Class 5 bus size.

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

#### **Section 5: Application**

*Question:* When is the deadline for submitting completed applications and supporting documentation?  
*Answer:* Applications must be received by EPA before 4:00 pm Eastern Time on Tuesday, November 1, 2016.

*Question:* Does an applicant need both a DUNS number and an Employer Identification Number?  
*Answer:* Yes, both numbers are required.

*Question:* How are Annual Idling Hours defined? How should it be calculated?  
*Answer:* Hours idling may be based on actual idling hours if they have been logged or estimated based on known usage.

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

*Answer:* An editable copy of the rebate application, including open fields for applicants to type their information into blank cells is available at: [www.epa.gov/cleandiesel/2016-school-bus-rebate-supporting-documents](http://www.epa.gov/cleandiesel/2016-school-bus-rebate-supporting-documents). If you are having difficulty typing directly into this form, you may need to download the PDF to your computer to open it, or update your PDF viewing software.

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

*Answer:* Please use Internet Explorer to access the rebate application. If you do not have Internet Explorer, you may right click on the application and select "save link as" to save the document to your computer. You should then be able to open the application with the free PDF viewing software, Adobe Reader. Please contact [CleanDieselRebate@epa.gov](mailto:CleanDieselRebate@epa.gov) if you are having problems with the application.

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

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

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

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

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

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

## **Section 6: Selection**

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

*Answer:* All eligible applications submitted to EPA by Tuesday, November 1, 2016 at 4:00 pm Eastern Time will be assigned a unique identification number and applicants will be selected through a random number generator. Please see Section 6: Selection of the Program Guide for additional information.

*Question:* When will the selection process take place?

*Answer:* The application submission period closes on November 1, 2016, at 4:00 pm Eastern Time. Selection and eligibility verification will take place soon after. EPA anticipates announcing selections by mid-December.

*Question:* How will the order of the wait list be determined?

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

*Question:* If funding is offered in future years, will awards be made from the current wait list?

*Answer:* No. If funding is available in future years, EPA will issue a new funding opportunity announcement and applicants will need to reapply.

*Question:* Are states with higher populations allocated more funding?

*Answer:* No.

## **Section 7: Notification**

*Question:* How will I know if my application has been selected?

*Answer:* Selected applicants will be notified by letter. See Section 7: Notification of the Program Guide for additional information.

*Question:* How soon after the program closes will the results be posted on the Clean Diesel website?

*Answer:* EPA anticipates selections will be made by mid-December 2016. Results will be posted at [www.epa.gov/cleandiesel/clean-diesel-rebates](http://www.epa.gov/cleandiesel/clean-diesel-rebates)

*Question:* We recently purchased a new bus. Do we qualify for a rebate?

*Answer:* No, purchases cannot be made until an official selection letter from EPA is received.

## **Section 8: Purchase Order Submittal**

*Question:* When must new buses be purchased?

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

*Question:* Can a selectee submit a letter of intent to purchase rather than an actual purchase order?

*Answer:* No. A purchase order for a new bus, DOC+CCV, or DOC+CCV+FOH must be submitted within 90 days of the date of the selection letter.

*Question:* If we are selected to receive a rebate and, prior to submitting a purchase order, we determine that we are unable to make the purchase, can we withdraw our application?

*Answer:* Yes. A selectee may opt out at any time.

*Question:* If we apply for ten buses and later determine we can only afford two, will all rebate funds be declined?

*Answer:* No. Selectees may reduce the number of buses from what they list on the application. However, additional buses may not be added. EPA encourages applicants to list the number of buses they believe they can afford.

*Question:* How can we participate if we cannot order buses or retrofit technologies until a bid has been requested?

*Answer:* The purchase order cannot pre-date the date of the selection letter, but you may enter into the bidding process prior to receiving the selection letter.

## **Section 9: Vehicle Delivery or DOC+CCV (+ FOH) Installation**

*Question:* How long does a selectee have to purchase the new bus or install the DOC+CCV?

*Answer:* New buses, DOC+CCV, and DOC+CCV+FOH retrofits must be delivered or installed within 9 months of the date of the selection letter. Please see Section 9: Vehicle Delivery or DOC plus CCV and FOH Installation for additional information.

*Question:* What will happen if orders for the new replacement buses or retrofit devices are delayed past the deadline to receive reimbursement?  
*Answer:* Applicants are encouraged to coordinate with vendors to ensure timely delivery of replacement vehicles and retrofit devices. EPA will consider specific situations, such as delivery delays, on a case-by-case basis.

*Question:* How do we identify a vendor for retrofits?  
*Answer:* Please review the Diesel Oxidation Catalyst (DOC) + Closed Crankcase Ventilation System (CCV) combinations listed on EPA's [Verified Technologies List for Clean Diesel](#). *Clean Diesel Technologies Inc. (CDTi)* and *Donaldson* currently offer DOC+CCV retrofit solutions verified by EPA. If you click on the name of a technology in the list you can review the technology specifications and criteria to achieve emission reductions for each technology option to determine if the technology will work with your school buses. EPA recommends contacting these companies to confirm if the verified technologies they offer will work with your school buses and, if so, where you can purchase/install this equipment. Contact information is available here: [www.epa.gov/verified-diesel-tech/manufacture-contact-list-clean-diesel](http://www.epa.gov/verified-diesel-tech/manufacture-contact-list-clean-diesel). Similarly, if you are interested in adding a Fuel Operated Heater (FOH) to your buses in addition to the DOC+CCV, please review the [SmartWay Verified List of Idle Reduction Technologies](#) and contact the manufacturers of verified FOHs designed for school buses.

## **Section 10: Scrappage (replacements only)**

*Question:* Are there reference pictures for the scrapping of the engine and the chassis?  
*Answer:* See Appendix F of the Program Guide for sample scrappage photos.

*Question:* How do we drill the 3 inch hole in the engine block?  
*Answer:* Past selectees have successfully cut the 3 inch hole using a 3 inch metal hole saw bit on a power drill or using a torch.

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

*Question:* Can the frame be partially cut in half to allow the bus to be towed to the scrap yard? Cutting the frame completely in half will make it very difficult to tow the bus.  
*Answer:* The purpose of the scrappage requirements is to ensure the bus is permanently disabled and can no longer be used as a vehicle. The chassis rail must be completely cut in half. This may be done at the scrap yard.

*Question:* Can we keep the bus body without the chassis and engine for training purposes?  
*Answer:* Yes, the chassis and engine must be scrapped but other parts of the bus may be salvaged. Please see Section 10: Scrappage of the Program Guide for additional information.

*Question:* If I only select DOC+CCV, do I need to scrap anything?  
*Answer:* Scrappage requirements only apply to buses being replaced.

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

## **Section 12: Payment**

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

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

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

## **Section 14: Terms and Conditions**

*Question:* Are applicants disqualified from taking grant program money from other state or local programs for buses that are replaced or retrofitted as a part of this program?

*Answer:* No. The applicant portion of funding may consist of funds from state and local grant program, or other third-party funding and financing. Buses that are funded or financed in part with other sources of federal funds are not eligible to receive rebates under this program. Please see Appendix H: Terms and Conditions of the Program Guide for more information.

*Question:* If awarded a rebate, is it considered taxable income to our company?

*Answer:* It is the recipient's responsibility to report income in accordance with any/all applicable state, local, or federal tax requirements.