

2018 DERA School Bus Rebate Program Webinar

October 11, 2018, 2-3pm Eastern Time





Webinar Overview

This webinar acts as a walkthrough for the 2018 DERA School Bus Rebate Program Guide posted on our [website](#). Please refer to this document for more details on any topic covered in this webinar.

We will cover:

- Background
- Eligibility
 - Applicants
 - Vehicles
- Rebate Process
- Additional Tips
- Questions





What is Different in the 2018 Rebate Program?

1. The rebate program is exclusively funding school bus replacements (no retrofits)
 - EPA still funds retrofits in our separate DERA grant opportunities (the DERA Tribal, National, and State grant programs)
2. In the selection process, EPA will ensure that at least one applicant is selected for funding from each state/territory represented in the applicant pool



Overview (Section 1 of Program Guide)

- Diesel engines emit harmful nitrogen oxide (NO_x), particulate matter (PM), and other pollutants
- Students are particularly vulnerable to air pollution both inside and near diesel school buses
 - Increased risk of asthma and other respiratory illnesses
- Bus drivers and other staff are also exposed to diesel exhaust
- The Diesel Emissions Reduction Act (DERA) allows EPA to offer rebates to replace old, dirty school buses
- Rebates are selected in a lottery and selectees will receive payment after receiving new buses and scrapping old buses



Overview (Section 1)

- EPA has reserved approximately \$9 million for school bus rebates to improve public health
- Health benefits are achieved by scrapping old buses and replacing them with new, cleaner buses to reduce emissions
- Depending on the engine model year of the buses being replaced, rebate projects can reduce emissions of PM and NOx by up to 90%



Eligible Applicants (Section 2)

- Applicant must be a regional, state, local, or tribal agency (including school districts & municipalities); or a
- Private company operating school buses
 - Private companies must have an existing contract with an entity above to provide transportation services to a specific school district
 - Companies that have subsidiaries under which their buses are registered may apply under the name of the parent company provided that the applicant submits a letter of explanation detailing the relationship between the parent company and subsidiaries



Eligible Applicants (Section 2)

- Applicant must own the buses that will be replaced
 - Copy of vehicle title and registration must be provided as proof of ownership
 - Leased buses and buses with active lien-holders do not qualify
 - Public school districts may apply with state-owned buses as long as they receive an authorization letter from the state agency that owns the buses (see Appendix C for a letter template)
 - Buses owned by federal agencies (e.g. Bureau of Indian Affairs) are not eligible
- Applicant must commit to operating the new bus for 3 years after receipt of the rebate



Eligible Vehicles (Section 3)

- Applicants with school bus fleets totaling over 100 vehicles can submit up to 2 rebate applications for separate buses

Table 1: Maximum Number of Replacements

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



Eligibility for Old Vehicles to be Replaced (Section 3)

- Diesel-powered, Class 3-8 (Greater than 10,000 lb. GVWR)
- Powered by an engine with model year **2006 or older**
 - **Note: Engine model year often differs from vehicle model year**
- Transports 10 or more pre-primary, primary, or secondary school students to school or homes
- Operational and in regular use at the time of application
- Usage requirements:
 - Accumulated at least 10,000 miles transporting students over the most recent 12 months; or
 - Been in use for at least 3 days per week transporting students during the current school year



Eligibility for New Replacement Buses (Section 3)

- Must be equipped with a certified 2017 or newer model year engine, or operate solely on electricity
- New bus may be powered by diesel, gasoline, CNG, propane, battery electric, or other alternative fuels
- Must be operated in the same manner or over similar routes
- Must be no more than one vehicle class larger than original bus
- Must be purchased, not leased or leased-to-own



Funding Amounts (Section 4)

- Rebates amounts are based on the size of the replacement bus
 - Note: The application form will automatically fill out the rebate amount based on the GVWR entered for the old bus. If a fleet is moving from a Class 5 to a Class 6 bus, the fleet must edit the rebate amount field to reflect \$20k instead of \$15k. Similarly, if moving from a Class 6 bus to a Class 5 bus, the fleet must edit the rebate amount field on the application to reflect \$15k instead of \$20k.

Class	Gross Vehicle Weight Rating of Replacement Bus	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



Application Submission (Section 5)

- EPA began accepting applications on October 1st
- Application package must include:
 1. Application form
 2. Vehicle title and registration for each bus listed
 - a. Authorization letter for public school districts applying with state-owned buses
 - b. If registration is not required in your state, please submit documentation indicating that school buses are not required to be registered
- Email application package to CleanDieselRebate@epa.gov by **Tuesday, November 6, 2018, 4:00pm Eastern Time**
 - Include your organization's name in the subject line



Application Form (Section 5)

- Application is posted here: <https://www.epa.gov/cleandiesel/2018-and-2017-dera-school-bus-rebate-supporting-documents>

To view the application:

1. Right click on "2018 School Bus Rebate Application (PDF)" link and select "Save link as" (or "Save as" or "Save target as") to save the PDF to your desktop
2. Open the application PDF from your desktop using Adobe Acrobat Reader
 - If you do not have the free Adobe Acrobat Reader program, see www.epa.gov/home/pdf-files to download it
 - If you see an error message stating "**Please wait...**", you may be trying to view the PDF in your web browser or email client. Please follow the instructions above to open the file in Adobe Acrobat Reader.



Application Form (Section 5)

- Applicants must have a DUNS Code and an Employer ID Number (EIN). If you do not already have these IDs, you can sign up for them for free here:
 - DUNS: www.dnb.com/duns-number.html
 - EIN: www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
- The following two slides include screenshots of a sample application for a public school

Application Form – Top of Pg. 1



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

OMB Number: 2060-0686
Expiration Date: 3/31/2019

Applicant Information Funding Year Target Fleet Rebate Type

Organization Name

Address (No PO Boxes)

City County/Parish State ZIP

Employer/Taxpayer No. (EIN/TIN) DUNS Code Check if organization is a federally recognized tribal government

Eligible Entity Information for Private Fleet Applicants Only (Public fleets should skip this section)

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 Eligible Entity Name Eligible Entity Location (County, State)

By checking this box, 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(s): See pg. 2 for additional rows to list a total of up to 10 buses for replacement

	Vehicle Identification Number (VIN)	Engine Model Year	Gross Vehicle Weight	Diesel Engine Manufacturer	EPA Engine Family Name*	Annual Miles	Annual Fuel Use	Annual Idling Hours	Project Type	Rebate Amount
1	9A9AAA9AXY1123456	2000	30,000	Engine Co.	YXXX00C00000	11,222	1,400	270	Replacement	\$20,000
2	9A9AAA9AXW1123455	1999	14,000	Engine Co.	WXXX00C00000	13,000	1,500	200	Replacement	\$15,000
3									Replacement	
4									Replacement	
5									Replacement	

*See Section 5 of the [Program Guide](#) for assistance in locating the 12 character EPA engine family name on the engine nameplate

Total Funds Requested

Application Form – Bottom of Pg. 1



5									Replacement
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*See Section 5 of the [Program Guide](#) for assistance in locating the 12 character EPA engine family name on the engine nameplate

Total Funds Requested

Does your school transportation provider have an idle reduction policy?

Total Number of Buses in Fleet**

- By checking this box, I certify that the vehicle(s) listed for replacement are operational and meet the eligibility requirements defined in the Program Guide.
- By checking this box, I certify that the vehicle(s) listed will be properly disposed of according to the requirements defined in the Program Guide.

**Fleets with 101 or more buses may submit up to two applications, listing up to 10 different buses per application

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.

Authorized Representative Name

Title Email Phone

Authorized Representative Signature  Date

Alternate Representative Name

Title Email Phone

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 CleanDieselRebate@epa.gov with vehicle title and registration documents as described in this funding opportunity's [Program Guide](#).



Application Form - Tips (Section 5)

- Gross Vehicle Weight Rating (GVWR) is typically listed on the VIN tag which is often located near the drivers seat
- Engine model year is listed on the engine tag, typically mounted on the engine itself
- Engine family name is a 12 character number/letter ID listed on the engine tag
 - For example, 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.
- See instructions on the application itself as well as Section 5 of the Program Guide for further assistance in filling out the application

Application Form – Tips VIN Tag (Section 5)



821280

MANUFACTURED BY
AMERICAN TRANSPORTATION CORPORATION

DATE OF MANUFACTURE 05 MO. 01 YR.

GVWR 16,034 KGS (35,350 LBS)

GAWR FRONT 5,601 KGS (12,350 LBS) WITH
295/75R22.5G TIRES 14 PLY AT
758 KPa (110 PSI) COLD
RIMS 22.5X9.00 AXLE SINGLE

GAWR REAR 10,432KGS (23,000 LBS) WITH
11R22.5 H TIRES 14 PLY AT
758 KPa (110 PSI) COLD
RIMS 22.5X8.25 AXLE DUAL

**THIS VEHICLE CONFORMS TO ALL
APPLICABLE FEDERAL MOTOR
VEHICLE SAFETY STANDARDS IN
EFFECT ON THE DATE OF
MANUFACTURE SHOWN ABOVE.**

VEHICLE IDENTIFICATION NO.
1HVBGAAR01A917002

VEHICLE TYPE
SCHOOL BUS BODY# 917002

Gross Vehicle
Weight Rating (lbs.)

17-character VIN

Application Form – Tips Engine Tag (Section 5)





Selection of Participants (Section 6)

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:

- The single highest ranked applicant from each state and territory
- The remaining highest ranked applicants until all EPA HQ funds are allocated
- If an EPA Region contributes additional funding to the rebate program, the remaining highest ranked applicants from that Region until all funds provided by that Region are allocated



Notification of Selectees (Section 7)

- Lottery results will be posted online in January following an eligibility review conducted by EPA staff
- Selection letters will be sent to selectees and will include:
 - Amount of funds reserved
 - Conditions to be met before rebate is issued
 - EPA staff contact info
- Selectees must register in the System for Award Management www.sam.gov
- A list of Applicants not selected for funding will also be posted online in January. If additional funds become available, EPA may use this “wait list” to fund more applicants if there is sufficient time remaining in the 2018 Rebate Program.



Purchase Order (Section 8)

- Within 90 days of the date of the selection letter
 - Email copy of purchase order for new bus to assigned EPA contact
 - Purchase order cannot pre-date the selection letter



Delivery of New Bus (Section 9)

- Fleets will need to email proof of delivery documentation (e.g., bill of lading) and the invoice for the new buses to EPA



Scrappage Requirements (Section 10)

- Replaced school buses must be scrapped by drilling a 3” hole in the engine block and cutting the chassis rail in half
- Proof of scrappage is required with pictures and a letter
 - Section 10 of the Program Guide details proof of scrappage requirements including required photos
 - Appendix F of the Program Guide has a sample scrappage certification letter
- Equipment that is not part of the engine or chassis may be salvaged



Payment Request (Section 11)

- Payment Request package includes:
 - Payment Request Form (EPA will provide to selectees)
 - Proof of scrappage
 - 6 photos per bus + scrappage letter
 - Copy of new bus invoice
 - Copy of proof of delivery



Payment (Section 12)

- EPA will review the payment request documents
- If all requirements are met, EPA will issue rebate funds electronically to the selectee within one month



Rebate Timeline (Appendix A)

September 28, 2018	2018 DERA School Bus Rebate Program opens. EPA begins accepting application submissions to CleanDieselRebate@epa.gov
October 30, 2018	Deadline for submitting application questions to CleanDiesel@epa.gov helpline
November 6, 2018, 4pm Eastern Time	Deadline for submitting applications
January 2019 (Estimated)	EPA posts selectees and waiting list online and emails official selection letters to selectees
April 2019 (Estimated)	Deadline for submitting copies of purchase orders for replacement buses to EPA (90 days after the date on the selection letters)
September 2019 (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



Additional Requirements (Appendix H)

- Buses must be available for follow-up inspection for 3 years after receipt of the rebate
- Selectees must maintain all records and documentation for 3 years after the receipt of the rebate
- Rebates may not be used to fund the cost of emissions reductions mandated under federal law
- Pollution mitigation funds cannot be used in conjunction with any rebate projects
 - For example, Volkswagen Environmental Trust Funds provided by your state may not be used to fund the same bus as a rebate in this program



Common Issues

- Per the instructions on the website, save the application PDF to your desktop and open that saved file with Adobe Acrobat Reader
 - You may see an error message stating “**Please wait...**” if trying to open the PDF in your web browser
- Eligibility is based on engine model year, not vehicle model year
 - Often, engine model year is one or more years prior to vehicle model year. See pg. 9 of the Program Guide for guidance on determining engine model year.
- Be sure to include scans of the bus titles and registrations when submitting your application form to CleanDieselRebate@epa.gov
- **Do not wait until the last minute to begin filling out your application**



Questions?

- Please use the Q&A box in the webinar to submit questions
- 2018 DERA School Bus Rebate webpage:
www.epa.gov/cleandiesel/clean-diesel-rebates
 - Webinar slides will be posted there soon
- For questions on applying, please first review the FAQ posted on the site above. Additional questions can be directed to CleanDiesel@epa.gov. We will be adding new questions to the FAQ through October 30th.

