

# 2023 Clean School Bus Grant Program Guidelines for Project Closeout Evidence

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# 2023 Clean School Bus Grant Program Guidelines for Project Closeout Evidence

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

## NOTICE

This technical report does not necessarily represent final EPA decisions or positions. It is intended to present technical analysis of issues using data that are currently available. The purpose in the release of such reports is to facilitate the exchange of technical information and to inform the public of technical developments.

# Introduction

The United States Environmental Protection Agency (EPA) requires that mobile source funding assistance recipients provide evidence for all projects involving the replacement of existing internal combustion engines, vehicles, and equipment with new, lower emitting technologies.

These guidelines are intended to facilitate and expedite the EPA project review and closure process by streamlining funding recipients' submission of documents that are required for each EPA funded vehicle and infrastructure unit. Recipients are encouraged to apply these guidelines when compiling their statements and photographic evidence. Otherwise, EPA review and approval may take additional time, and require re-submissions to correct errors or add missing information. All funding recipients should refer to their funding program documentation (*e.g.*, Notice of Funding Opportunity (NOFO)) and collaborate with their EPA Project Officer, or other appropriate agency point of contact, to ensure they meet the requirements of their specific funding opportunity. These guidelines include the following content for the 2023 Clean School Bus (CSB) Grant Program:

- Existing Vehicle Eligibility Statement
- Existing Vehicle Scrappage Statement and Photographic Evidence
- Existing Vehicle Sell or Donate Statement
- New Vehicle Photographic Evidence
- EPA Funded Infrastructure Photographic Evidence
- Submission and File Naming Instructions

## Existing Vehicle Eligibility Statement

Funding recipients are required to submit an Eligibility Statement for each existing vehicle to attest that the listed vehicle is eligible to be scrapped, sold, or donated under the 2023 Clean School Bus Grant Program. A copy of the most recent Office of Management and Budget (OMB) approved Eligibility Statement is found within the 2023 CSB Grants Sample Eligibility and Disposition Template located on the [Clean School Bus](#) Grants Program webpage.<sup>1</sup> Grantees may submit an Eligibility Statement prior to scrapping, selling, or donating to receive EPA feedback on whether the vehicle is eligible under program requirements. This best practice helps to avoid scrapping, selling, or donating a vehicle that is later identified as ineligible.

The Eligibility Statement(s) must be completed and signed by both the existing vehicle owner and the grantee (if the grantee is not the existing vehicle owner). The information on the Eligibility Statement must match with what is listed within the Fleet Description tab of the most

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<sup>1</sup> The Existing Vehicle Eligibility Statement is located under "Application Documents and Reference Materials" and then "Grantee Resources" on the CSB Grant Program webpage.

recent progress report and the project's subsequent final report. Grantees may submit either (a) a separate statement for each vehicle/piece of equipment, or (b) a single blanket statement per vehicle owner with an attached spreadsheet that lists the required information for all vehicles scrapped, sold, or donated by that owner. If a grantee chooses to attach a single blanket statement and include an attached spreadsheet per vehicle owner, the spreadsheet must contain information for all applicable fields on the Eligibility Statement. An example CSB Vehicle Eligibility Statement Spreadsheet is located on the [Clean School Bus](#) Grants Program webpage.<sup>2</sup> Please see the Submission and File Naming Instructions below for more information on how to submit Eligibility Statements.

## Existing Vehicle Scrappage Statement and Photographic Evidence

Funding under the 2023 Clean School Bus NOFO cannot be used for the purchase of vehicles to expand a fleet. Thus, the vehicle being replaced should be either scrapped, sold, or donated. If scrapped, a Certificate of Destruction/Scrappage Statement is required for each replaced vehicle, in addition to photographic evidence. All scrapped vehicles should be permanently disabled within the grant period of performance by:

1. Disabling the engine: cut a three-inch-by-three-inch hole in the engine block (the part of the engine containing the cylinders), or of another, pre-approved scrappage method that permanently disables the engine.
2. Disabling the chassis: cut completely through the frame/frame rails on each side of the vehicle at a point located between the front and rear axles, or of another pre-approved, scrappage method that permanently disables the chassis.

Grantees are required to attest to the appropriate disposal in a signed Scrappage Statement. The Scrappage Statement must be completed and signed by the existing vehicle owner, the grantee (if the grantee is not the existing vehicle owner), and dismantler. If required evidence is missing or illegible, then the recipient must inform their EPA Project Officer before submission of the final project report and include explanations/justifications for the absent or illegible evidence. A copy of the most recent OMB approved Existing Bus Scrappage Statement is found within the 2023 CSB Grants Sample Eligibility and Disposition Template (pp. 2-6) located on the [Clean School Bus](#) Grants Program webpage.<sup>3</sup> Please see the Submission and File Naming

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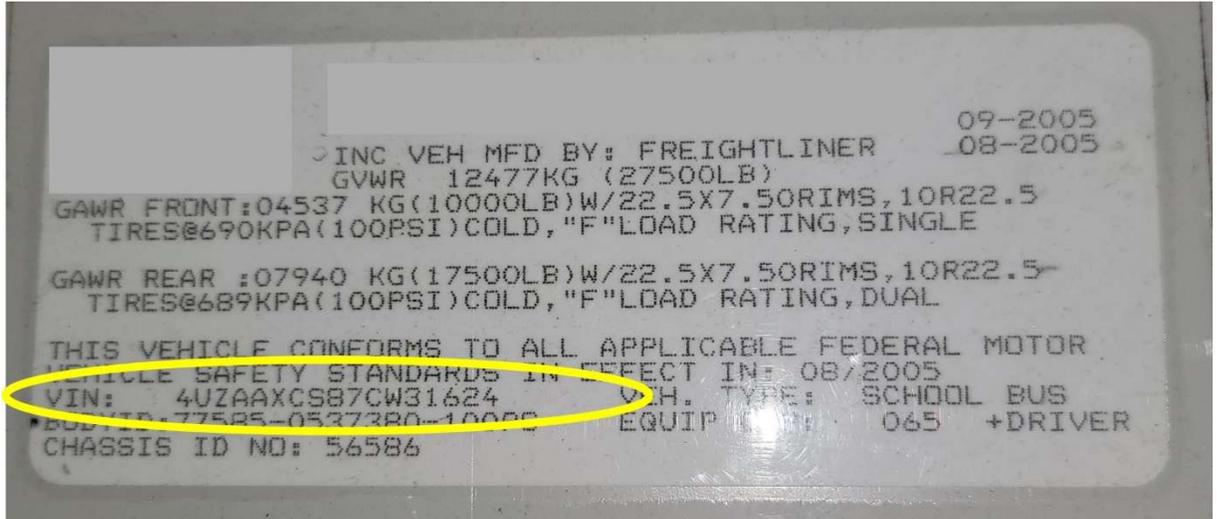
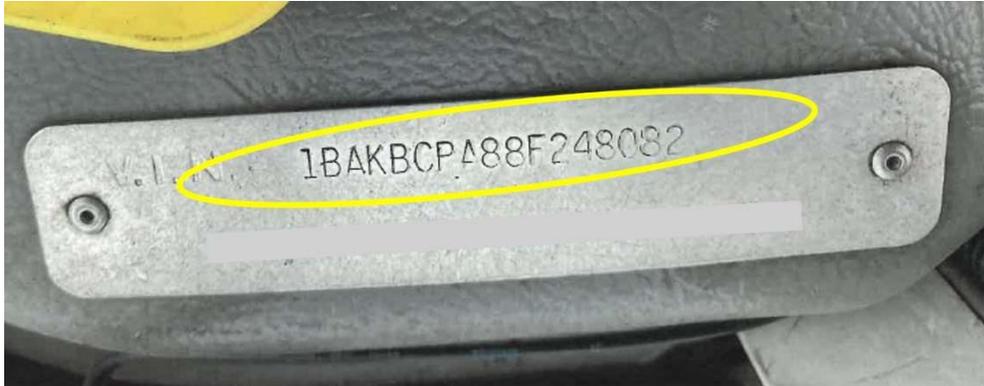
<sup>2</sup> The example Vehicle Eligibility spreadsheet is located under "Application Documents and Reference Materials" and then "Grantee Resources" on the CSB Grant Program webpage.

Instructions section for more information on how to submit Existing Bus Scrappage Statement(s) and photographic evidence. A detailed list of required photographic evidence is found below.

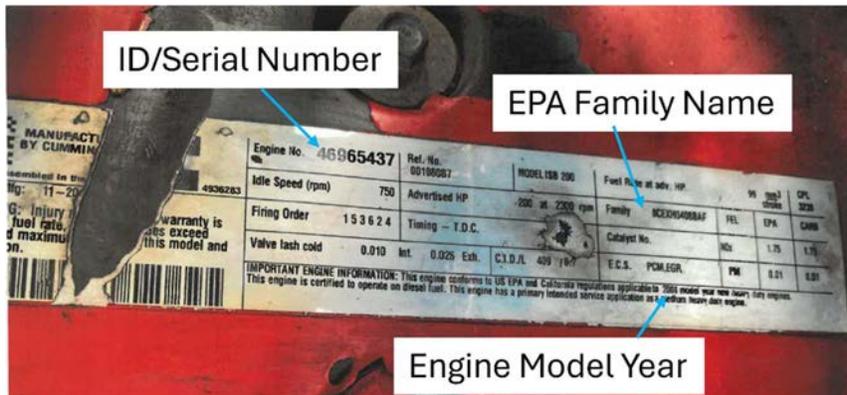
1. **Side profile of the bus, prior to disabling:** Image must include a legible, unique identifier (e.g., bus number).



- Vehicle Identification Number (VIN) tag:** Image must include a legible, 17-character VIN. The photo should be a readable display of the VIN plate rather than a photo of just the bus with the VIN imposed over the photo.



- Engine label:** Image must show a legible ID or serial number, engine family number, and engine model year.



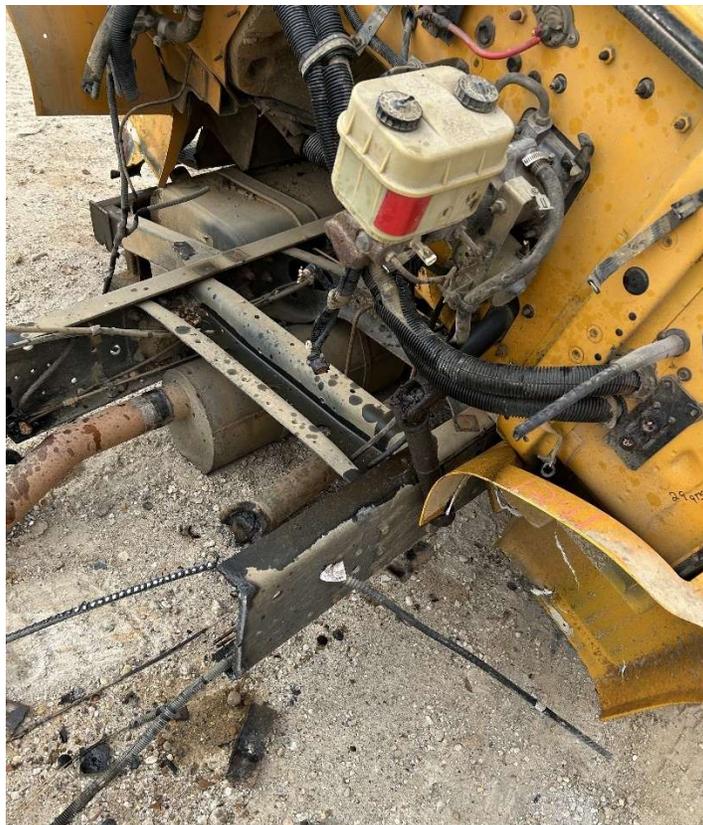
4. **Engine block prior to scrappage:** Image must clearly show the engine block prior to cutting a hole in the engine block.



5. **Engine block rendered permanently inoperable:** Image must clearly show the engine block rendered permanently inoperable (e.g., hole drilled, crushed, or shredded).



6. **Chassis rail(s) or other structural components rendered permanently inoperable:** Image must clearly show chassis rails, or other cut structural components rendered permanently inoperable (e.g., irreparable cuts, crushed, or shredded).



7. **Other/Optional:** Fully Destroyed vehicle (e.g., shredded or crushed).



## Existing Vehicle Sell or Donate Statement

If a fleet has no eligible 2010 or older diesel school buses **AND** is requesting zero-emission school bus replacements, a 2011 or newer diesel or non-diesel internal combustion engine can be sold or donated. A copy of the most recent OMB approved vehicle Sell or Donate Statement is found within the 2023 CSB Grants Sample Eligibility and Disposition Template (pp. 7-9) located on the [Clean School Bus](#) webpage.<sup>4</sup> The Sell or Donate Statement must be completed and signed by both the prior vehicle owner and new owner of the vehicle. The information on the Sell or Donate Statement must match what is listed within the Fleet Description tab of the project's final report. Please see the Submission and File Naming Instructions below for more information on how to submit Sell or Donate Statements.

## New Vehicle Photographic Evidence

Funding recipients are required to submit photographic evidence for all new zero and low-emission school buses purchased with EPA funds. The new vehicle photographic evidence requirements are found within the most recent OMB approved 2023 CSB Grants Sample Eligibility and Disposition Template (p.6 and p.9) located on the [Clean School Bus](#) webpage<sup>5</sup>. The VIN tag must match with what is listed within the Fleet Description tab of the project's final

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<sup>4</sup> The Vehicle Sell or Donate Statement is located under "Application Documents and Reference Materials" and then "Grantee Resources" on the CSB Grant Program webpage.

<sup>5</sup> The Vehicle Sell or Donate Statement is located under "Application Documents and Reference Materials" and then "Grantee Resources" on the CSB Grant Program webpage.

report. The Vehicle Emission Control Information (VECI) label is preferred but not required. Please see the Submission and File Naming Instructions for more information on how to submit new vehicle photographic evidence. A detailed list of required photographic evidence with examples is found immediately below.

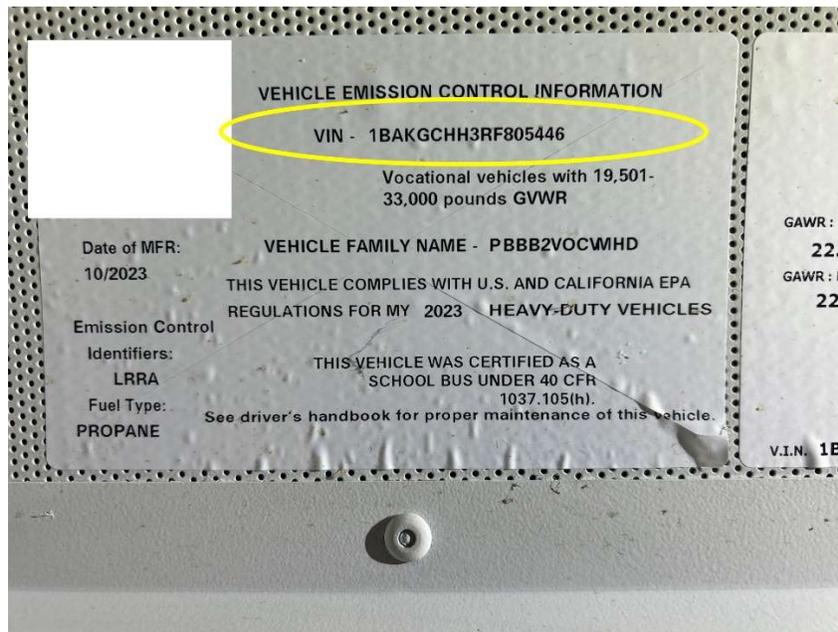
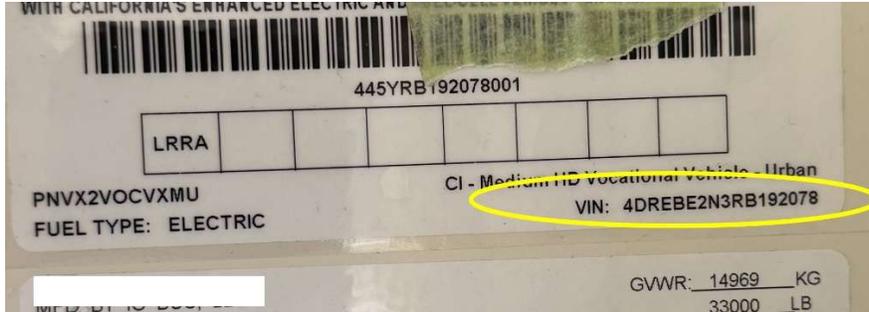
1. **Front profile of the New Vehicle:** Clear image, with unique identifier (e.g., bus number), if applicable.



2. **Side profile of New Vehicle:** Clear image, must include a unique identifier (e.g., bus number).



3. **VIN or VECI tag:** Image must include a legible vehicle information plate that displays the 17-character VIN and manufacturer. The photo should be a readable display of the VIN plate rather than a photo of just the bus with the VIN imposed over the photo.



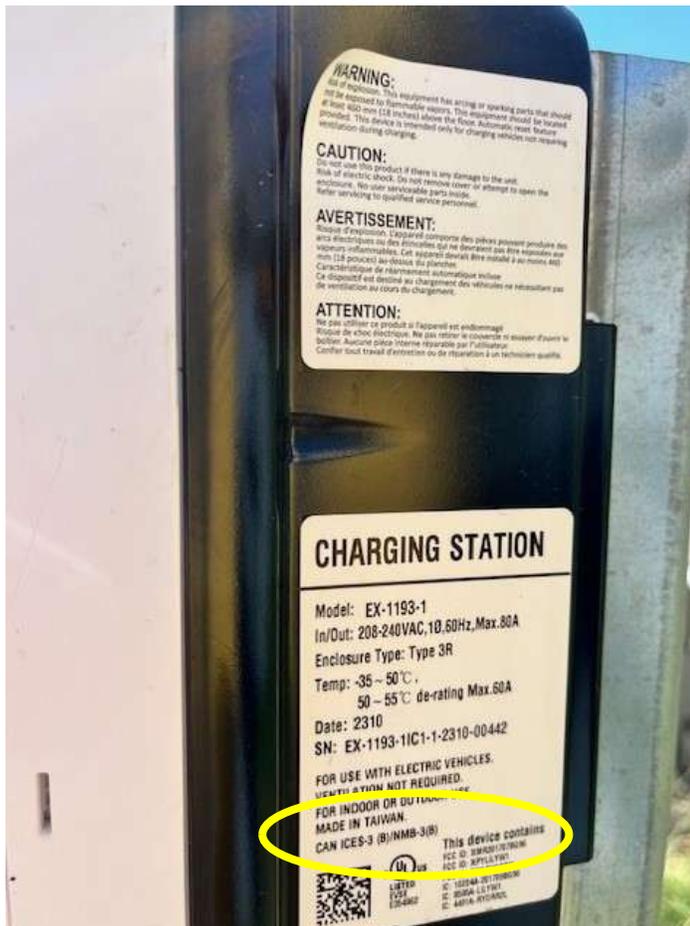
## EPA Funded Infrastructure Photographic Evidence

Funding recipients are required to submit photographic evidence for all infrastructure purchased with EPA funds. The infrastructure photographic evidence requirements are found within the most recent OMB approved 2023 CSB Grants Sample Eligibility and Disposition Template (p.6 and p.9) located on the [Clean School Bus](#) webpage<sup>6</sup>. The serial number of the equipment unit must match with what is listed within the Electric Vehicle (EV) Infrastructure tab

<sup>6</sup> The Vehicle Sell or Donate Statement is located under "Application Documents and Reference Materials" and then "Grantee Resources" on the CSB Grant Program webpage.

of the project’s final report. Please see the Submission and File Naming Instructions for more information on how to submit new infrastructure photographic evidence. A detailed list of required photographic evidence with examples is found immediately below.

1. **Infrastructure Unit:** A clear, legible photo of each infrastructure unit’s plate, including the serial number and manufacturer.



2. **Installed unit:** A clear photo of each installed infrastructure unit.



## Submission and File Naming Instructions

Funding recipients should collaborate with their EPA Project Officer to determine the best method for submitting vehicle eligibility statement(s), vehicle disposition statement(s) and photographic evidence. Funding recipients may submit documentation via email or via a separate portal; the EPA Project Officer will have additional details. If submitting evidence via email, please submit all materials to the EPA Project Officer and the Clean School Bus inbox [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov).

### **Submitting Existing Vehicle Eligibility Statement**

As described above, grantees may submit either (a) a separate statement for each vehicle per vehicle owner, or (b) a single blanket statement per vehicle owner with an attached spreadsheet that lists the required information for all vehicles scrapped, sold, or donated by that owner. If a grantee chooses to submit a statement for each vehicle, the vehicle Eligibility Statements should be collated into a single PDF file for each vehicle owner. For example, a school district sub-program grantee who owns their entire fleet is replacing 15 legacy school buses with 15 zero or low-emission buses would submit a single PDF file that collates all 15 completed and signed vehicle Eligibility Statements. A third-party sub-program grantee, on the other hand, would submit at least four separate PDF files, *i.e.*, one collated PDF for each existing vehicle owner. Alternatively, grantees may choose to submit a single blanket vehicle Eligibility Statement per vehicle owner with an attached spreadsheet. The spreadsheet must include information for all applicable fields on the vehicle Eligibility Statement.

To expedite the review process, the following color-coded file naming convention should be used for both the PDF and Vehicle Eligibility spreadsheet. The fleet owner number is used as the fleet identifier. The number of eligible vehicles within the file must match the number listed in the file name.

EPA Grant ID \_ GranteeName/Acronym \_ FleetOwnerNumber \_ Name of beneficiary School District \_ Total number of vehicle replacements in fleet/batch

*Example:* ‘Clean Air Agency’ replaced 35 buses across five beneficiary school districts. Four of the five beneficiary school districts own the buses that will be replaced. Capital Hill School District has two fleet owners. ‘Clean Air Agency’ will have a total of six unique fleets (fleets 1-6). The ‘Clean Air Agency’ will submit either (a) six collated Eligibility Statement PDF files, (b) six blanket Eligibility Statements PDF files with six separate Vehicle Eligibility spreadsheets, or (c) some combination of collated and blanket Eligibility Statement PDF files. Each PDF file, whether collated or a blanket statement, represent one fleet owner. The file names for each of the six PDFs files are listed below.

12345678\_CleanAirAgency\_Fleet1\_Capital Hill School District\_2  
12345678\_CleanAirAgency\_Fleet2\_Capital Hill School District\_1  
12345678\_CleanAirAgency\_Fleet3\_Springdale Independent School district\_1  
12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_20

12345678\_CleanAirAgency\_Fleet5\_Sea Breeze Public School\_10  
12345678\_CleanAirAgency\_Fleet6\_Chesterwood Charter School\_1

Sea Breeze Public School is scrapping all 10 of their buses and will submit one blanket Eligibility Statement PDF file with a completed Vehicle Eligibility spreadsheet. Capital Hill School District, on the other hand, wants to combine the two Eligibility Statements for their two vehicles for Fleet 1 into one single, collated PDF file. Both methods are allowable. The Sea Breeze Public School blanket Eligibility Statement PDF file and the Capital Hill School District collated Eligibility Statement PDF file account for two of the six PDF files that 'Clean Air Agency' will submit to their EPA Project Officer.

If a fleet is being scrapped in batches, a collated or blanket Eligibility Statement PDF file can be submitted as a batch using the naming convention outlined above and adding a *batch* identifier (\_BatchX)

12345678\_CleanAirAgency\_Fleet3\_Sunshine County School District\_10BatchA  
12345678\_CleanAirAgency\_Fleet3\_Sunshine County School District\_10BatchB

### ***Submitting a New/Existing Vehicle Statement and Photographic Evidence***

All statements and photographic evidence per replacement process should be collated into a single new/existing vehicle PDF file **using the last four digits of the new vehicle VIN as the identifier**. A funding recipient who is replacing 25 legacy school buses with 25 zero or low-emission buses, for example, would submit 25 new/existing vehicle PDF files. Each file should include new vehicle evidence, existing vehicle disposition statement, and if applicable, existing vehicle scrappage evidence. All photographic evidence should be limited to 1-2 photos per page.

#### Documentation Order

1. New Vehicle Photographic Evidence
  - Front profile of the New Vehicle
  - Side profile of new vehicle
  - VIN tag or Vehicle Emission Control Information
2. Existing Vehicle Scrappage Statement **OR** Existing Vehicle Sell/Donate Statement
3. Existing Vehicle Scrappage Photographic Evidence – only applicable if legacy vehicle is being scrapped.
  - Side profile of the bus, prior to disabling
  - VIN tag
  - Engine label
  - Engine block prior to scrappage
  - Engine block rendered permanently inoperable
  - Chassis rail(s) or other structural components rendered permanently inoperable
4. Other

To expedite the review process, please use the file order and file naming convention outlined below.

EPA Grant ID\_GranteeName/Acronym\_FleetOwnerNumber\_Beneficiary School Name\_last four digits of VIN of New Vehicle

*Example:* 'Clean Air Agency' replaced 35 buses across five beneficiary school districts. The grantee will submit 35 separate new/existing vehicle statement and evidence PDF files labeled as the following:

12345678\_CleanAirAgency\_Fleet1\_Capital Hill School District\_4526  
12345678\_CleanAirAgency\_Fleet1\_Capital Hill School District\_4527  
12345678\_CleanAirAgency\_Fleet2\_Capital Hill School District\_4528  
12345678\_CleanAirAgency\_Fleet3\_Springdale Independent School district\_3902  
12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_2021  
12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_2022  
12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_2023  
12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_2045  
12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_2046  
12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_2047  
12345678\_CleanAirAgency\_Fleet5\_Sea Breeze Public School\_5446  
12345678\_CleanAirAgency\_Fleet6\_Chesterwood Charter School\_3745

**Submitting EPA Funded Infrastructure Photographic Evidence**

Photographic evidence of EPA funded and installed infrastructure should be collated into a single PDF file by beneficiary school district AND equipment model. To expedite the review process, the following file naming convention should be used.

EPA Grant ID\_GranteeName/Acronym\_FleetOwnerNumber\_Name of beneficiary School District\_Model\_Total number of units

*Example:* 'Clean Air Agency' purchased two models of Electric Vehicle Supply Equipment (EVSE) (five Level 2 and 16 Direct Current (DC) Level 3) and installed them at five different beneficiary school districts. 'Clean Air Agency' will submit seven separate PDF files labeled as the following:

12345678\_CleanAirAgency\_Fleet1\_Capital Hill School District\_ABC30\_2  
12345678\_CleanAirAgency\_Fleet2\_Capital Hill School District\_ABC80\_1  
12345678\_CleanAirAgency\_Fleet3\_Springdale Independent School district\_ABC 80\_1  
12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_ABC 30\_9  
12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_ABC 80\_2  
12345678\_CleanAirAgency\_Fleet5\_Sea Breeze Public School\_ABC 30\_5  
12345678\_CleanAirAgency\_Fleet6\_Chesterwood Charter School\_ABC30\_1