

North Coast Unified Air Quality  
Management District  
2300 Myrtle Avenue, Eureka, CA 95501  
Telephone (707) 443-3093 FAX (707) 443-3099  
<http://www.ncuaqmd.org>



## **NCUAQMD Lower-Emission School Bus Program Grant Application Form 1977-2006 School Bus Replacement/Retrofit**

California public school districts and Joint Power Authorities (JPA's) that own their own buses may be eligible to receive grant funding for the replacement or installation of retrofit devices on schools buses manufactured from 1977 to 2006. Eligibility criteria are described in the North Coast Unified Air Quality Management District's (NCUAQMD) Lower Emission School Bus (LESB) Program Grant Program Policies and Procedures Manual and the 2008 California Air Resources Board (ARB) Lower Emissions School Bus Program Guidelines. Each grant award for replacement or retrofit devices of 1977 to 2006 year buses must be replaced with 2007 model year or newer buses equipped with engines certified to 1.4 grams per brake horsepower-hour (g/bhp-hr) NO<sub>x</sub> or cleaner and 0.01 g/bhp-hr PM. The use of retrofit/diesel emission control devices shall be ARB certified Level 3 Diesel Particulate Filters. Eligible projects include retrofits for the middle-aged in-use diesel school bus fleet. For retrofit funding there is not a manufacturer's gross vehicle weight rating (GVWR) requirement of over 14,000 pounds, however some of the ARB Executive Orders may require this in their terms and conditions. The NCUAQMD and school district will work together to determine the feasibility for retrofitting eligible buses. The school district should select the emissions reduction system that is best for their long-term operation. To maximize the use of State funds, school districts will be required to provide match funding when replacing an eligible 1977-1986 model year bus through the Lower-Emission School Bus Program. Replacement eligibility of model years 1977-1986 school buses will be based upon the model year of the school bus engine. **The NCUAQMD may have additional monies to assist school districts with the match funding through AB923 funds. However, the availability of these additional grant sources should not be relied upon by the applicant at this time.** Applications for grant funding to replace or installation of a retrofit device on 1977-2006 school buses must be submitted to the NCUAQMD postmarked no later than **March 27, 2009**.

### **Eligibility Criteria and Program Requirements**

1. To be eligible for this phase of LESB grant funding (1977-1986 bus replacement), the bus to be replaced must have a gross vehicle weight rating (GVWR) greater than 14,000 pounds.

OR

2. For retrofit device funding the use of ALL retrofit/diesel emission control devices shall be ARB certified Level 3 Diesel Particulate Filters. There is not a manufacturer's gross vehicle weight rating (GVWR) requirement of over 14,000

pounds for retrofit projects, however some of the ARB Executive Orders may require this in their terms and conditions.

3. All new bus engines must be certified by the ARB for sale in California and must comply with durability and warranty requirements. A copy of the Executive Order for the engine of the replacement bus must be obtained from the third party vendor and attached to the NCUAQMD grant application.
4. Replacement buses must be delivered and operational no later than February 1, 2010. The NCUAQMD will reduce grant awards by \$100 per day for each day a bus is becomes operational after February 1, 2010.
5. New buses purchased under this program must be operated and maintained according to the manufacturer’s warranty specifications.
6. New buses must be owned and operated by the grant recipient for a minimum of five (5) years.
7. New heavy-duty buses that run on either diesel or an alternative fuel are eligible for replacement funding if the engine’s emissions are less than or meet the following criteria:

2007-2009 Model Year		2010 Model Year	
NO <sub>x</sub> (g/bhp-hr)	PM (g/bhp-hr)	NO <sub>x</sub> (g/bhp-hr)	PM (g/bhp-hr)
1.44 NO <sub>x</sub> FEL*	0.01	0.2	0.01

FEL= Family Emission Level

g/bhp-hr = grams per brake horsepower-hour

\*the NO<sub>x</sub> FEL and the NO<sub>x</sub> +NMHC FEL must be at or below 1.44 g/bhp-hr.

8. Hybrid-electric school buses may be partially eligible for funding provided that other program criteria are met.

## **Application Process**

Project requirements and individual incentives are governed by the LESB Program Guidelines revised by ARB in 2008, and by the requirements of this document. The ARB Program Guidelines are available at:

<http://www.arb.ca.gov/bonds/schoolbus/schoolbus.htm>.

Applications received will be reviewed for completeness and eligibility. The procedures for application submittal and processing are outlined below:

1. The NCUAQMD will accept funding applications beginning **November 4, 2008**. Application forms are available at the NCUAQMD office, on the Internet at

[www.ncuaqmd.org](http://www.ncuaqmd.org) or by contacting the LESB Grant Program manager at (707) 443-3093.

2. The applicant must provide ownership verification for the vehicle subject to replacement/retrofit.
3. Each applicant must submit an application to the NCUAQMD and meet the general program criteria as applicable. Applications may be submitted by mail or hand delivery. **FAXES WILL NOT BE ACCEPTED.**
4. Applicants must certify that they are authorized to apply for LESB Program funding and to authorize any required project match, when submitting the application for funding. Applications from public agencies must include a resolution from the agency's governing board.
5. Within five working days of submission, applicants will be notified if their application is incomplete. Incomplete applications will be returned to the applicant with written notification of application deficiencies. Any application that is not returned to the NCUAQMD with the requested information postmarked within fourteen (14) calendar days from the date of processing is rendered null and void, and resubmission is required for further consideration.
6. The NCUAQMD utilizes the electronic database maintained by the ARB to track project information including: the name and address of the project owner, the category of project and type of baseline engine.

**Application forms must be mailed or delivered to:**

**North Coast Unified AQMD**

**Attn: LESB Program**

**2300 Myrtle Ave.**

**Eureka, CA 95501**

**The deadline for grant applications is 4 PM on March 27, 2009.**

### **Project Evaluation and Selection Process**

All projects must meet the minimum requirements stated in the latest LESB Program Guidelines and ARB Technical Advisories. All completed applications received during the application period are entered into the ARB online database.

### **Grant Award Process**

If approved for a grant by the NCUAQMD, applicants will be required to enter into a 5-year contract with the NCUAQMD. **Contracts must be signed by both parties before the applicant may order a new bus or replacement equipment.** Failure to comply with this requirement will disqualify the applicant. A violation of any contract term or condition may require the grant recipient to repay all or a portion of the grant award.

Applicants must include the following liquidated damages clause in purchase order agreements entered into between the school district or Joint Powers Authority (JPA) and the school bus distributor:

*Liquidated Damages*

*Time is of the essence in these contracts for the purchase of new school buses to replace older, higher-polluting buses. Failure to timely deliver the new school buses will result in harm to the implementing agency, school districts, schoolchildren, and air quality in the affected school and air districts. Further, every day in which delivery of a new school bus has been delayed may result in additional costs to the implementing agency and school district to rent or lease an equivalent bus or otherwise mitigate the damages from the delay; such costs are definite but unquantifiable at the time of execution of the contract. Therefore, the parties acknowledge and agree to pay liquidated damages for failure to timely deliver the new school buses, as specified below:*

*For every day after February 1, 2010 in which a bus has not been delivered as specified in the contract, the school bus distributor/vendor shall be liable to the school district for liquidated damages in the amount of \$100 per day per bus purchased with funds from the Lower-Emission School Bus Program.*

Contracts will, at minimum, contain the following provisions:

- Applicant agreement that any emission reductions associated with this program will be claimed and then retired by the NCUAQMD in the interest of air quality improvement. Purchaser waives, for all time, the right to claim emission reduction credits which may accrue at any time as a result of this program, and agrees not to apply to the NCUAQMD or any other agency for such credits.
- Project Milestones
- Party Names and Dates
- Enforcement
- On-Site Inspections, Audits, and Records Retention
- Notices
- Contract Term
- Project Specifications
- Funding Caps
- Invoices
- Payment
- Disposal of Replaced Buses

- Assumed Date(s) of Delivery
- New Bus Purchase Delivery Deadlines and Liquidated Damages
- Infrastructure Deadline
- Requirement for CHP Safety Inspection After Audit
- Ownership and Operation
- Maintenance
- Fuel Additives
- Non-Compliance Terms

The NCUAQMD will conduct a pre-project inspection of the vehicle to be replaced to verify the information submitted in the application.

## **Post-Award Process**

1. The applicant will have 60 calendar days from execution of the contract to place a purchase order for the new vehicle or equipment. The applicant must submit a copy of the purchase order(s) to the NCUAQMD within the 60 day time period. Upon receipt of the purchase order, the NCUAQMD will “lock in” the grant. Failure to provide a purchase order within 60 days may result in termination of the grant award and contract.
2. The grant recipient must provide a written “Notice of Project Completion” to the NCUAQMD, (along with a copy of the CHP Safety Certificate, Completed DMV Dismantlers Notice of Acquisition/Report of Vehicle to be dismantled, and a letter signed and dated by a representative of the entity that dismantled the bus.) once the new vehicle has been delivered.
3. The NCUAQMD will perform a post-project inspection to verify the new vehicle has been delivered and is registered with the Department of Motor Vehicles.
4. The NCUAQMD will transmit grant funds to the grant recipient within 30 calendar days of receipt of the Notice of Project Completion. The school district or JPA will be responsible for the full payment to third party vendor.
5. Prior to disbursement of grant funds the applicant must provide to the NCUAQMD documentation of the method by which the replaced bus engine was disposed. Sale, retrofit or re-use of the replaced vehicle engine is not permissible.

## **Additional Inspections and Reports**

1. During the post-project inspection, the NCUAQMD will verify the new vehicle has been delivered, that the equipment has been installed, that the goods and services were actually paid for by the applicant, and that the baseline vehicle was dismantled in accordance with the current version of the LESB Program Guidelines.

2. At least once a year, the NCUAQMD will conduct an onsite inspection of the new vehicle or retrofit equipment to verify its' integrity and shall make reasonable efforts to verify that operation of device is being operated in accordance with the conditions of the LESB contract.
3. Each year, the grant recipient must file an annual report with the NCUAQMD including such information as miles traveled, fuel consumed, and details regarding maintenance of the new bus.

### **Grant Application Instructions**

To apply for LESB 1977-2006 bus replacement or retrofit funds, all applicants must complete Parts A, B, C, D and E of the Grant Application. The application must be signed by the school district superintendent or a designee, or by the executive officer of a JPA. All applicants will be notified by mail of grant awards.

The applicant must submit the following documents with the application:

- Board Resolution:** A resolution from the school district or JPA governing board authorizing submittal of the application and identifying the individual authorized to implement and administer the project.
- A Copy of CHP Safety Certifications as of December 31, 2005 to Present:** A copy of the current CHP safety certification (CHP form 292) showing continuous certification as of December 31, 2005 to present. If there has been any lapse in certification, please provide a written explanation in an attachment.
- A Copy of Current DMV Bus Registration**
- A Photo of the Bus' Tag (mfg's identification plate)**
- A Vendor Quote for the Replacement Bus or Retrofit Equipment. ~~Cost of New Bus~~**
- The ARB Executive Order Approving Engine in Replacement Bus or Retrofit Equipment.  
(Vendor will provide this information to the school district or JPA)**

### **Funding Disclosure**

Has the engine or vehicle in this application been awarded funding from another public agency or is it being considered for funding? Have you applied, been granted funding, or being considered for funding from another public agency

- Yes
- No

# 1977-2006 Replacement/Retrofit Lower Emission School Bus Program Grant Application

2008/09

If “yes”, provide the following information:

Agency applied to: \_\_\_\_\_

Date of application submission: \_\_\_\_\_

Funding amount requested: \_\_\_\_\_

Baseline engine serial number: \_\_\_\_\_

Status of application: \_\_\_\_\_

### A. APPLICANT INFORMATION (required)

School District or JPA Name:
Address:
Contact Name, Title:
Contact Phone Number, Fax Number and Email Address:
Total Number of riders on bus requesting replacement:
Total Grant Funding Request:

### B. BASELINE VEHICLE INFORMATION OLD BUS (required)

Vehicle Fuel type:		
Bus Identification Number:		
Vehicle Identification Number (VIN):		
Vehicle Manufacturer:	Model:	Year:
Gross Vehicle Weight Rating (GVWR):	License Plate Number:	

# 1977-2006 Replacement/Retrofit Lower Emission School Bus Program Grant Application

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Name of Registered Owner:	
Engine Serial Number (ESN,) Engine Manufacturer, Engine Model, Engine Model Year, Engine Displacement (Horsepower):	
Bus Storage Address:	Bus Type:

### C. ACTIVITY INFORMATION (required)

Mileage Last School Year:
List counties in California in which the vehicle operates and percent of operation in each:
Total Mileage on Vehicle:

### D. NEW VEHICLE PURCHASE INFORMATION (required)

Engine make:	Engine model:	Engine year:
Engine serial number (if available):		
ARB certification executive order (attach copy of order with this application):		
Fuel type of new engine:		
New vehicle cost:		
Baseline cost:		
<b>If the old bus has ever had a retrofit or rebuilt engine please complete the following.</b>		
<b><u>Retrofit Engine</u></b>	Model:	

# 1977-2006 Replacement/Retrofit Lower Emission School Bus Program Grant Application

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Make:		
Year:	Serial number:	
Horsepower:	Tier:	
Fuel:	Engine family (if applicable):	

### E. MATCH REQUIREMENT FOR NEW BUS REPLACEMENT

To maximize the use of State funds, school districts will be required to provide \$25,000 in match funding when replacing an eligible 1977-1986 model year bus through the Lower-Emission School Bus Program. Partial waivers for the match requirements may be available on a case by case basis. Proposition 1B funds may be used to cover up to \$15,000 of the match requirements for 20% of the buses funded with State funds. The remaining portion of the match (\$10,000) must still be provided through other funding sources. **The NCUAQMD may have additional monies to assist school districts with the match funding through AB923 funds. However, the availability of these additional grant sources should not be relied upon by the applicant at this time.**

Amount Budgeted for Replacement Match Requirement: _____ Fiscal Year: _____
School District requesting a partial waiver and District funds to meet the match requirement must submit a letter detailing the circumstances and request for the waiver.
Has the School District applied to the California Department of Education to assist in obtaining Match funding: <input type="checkbox"/> Yes <input type="checkbox"/> No

### F. RETROFIT EQUIPMENT PURCHASE (required)

Retrofit Equipment Vendor:
Date of Quote: _____                      Quote Expires: _____
Retrofit Equipment Type: <input type="checkbox"/> Active <input type="checkbox"/> Passive

# 1977-2006 Replacement/Retrofit Lower Emission School Bus Program Grant Application

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ARB certification executive order (attach copy of order with this application):

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Retrofit Grant Funds Requested:

Retrofit Equipment Cost: \_\_\_\_\_

Retrofit Installation: \_\_\_\_\_

Retrofit Maintenance: \_\_\_\_\_

Retrofit Infrastructure: \_\_\_\_\_

Total Retrofit Grant Requested: \_\_\_\_\_

Please indicate if your school district plans to form a cooperative and purchase a bake-out unit to process the retrofit filters:      \_\_\_ Yes      \_\_\_ No

If yes, indicate the school districts that will participate in the cooperative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that all information provided in this application and any attachments are true and correct.

I understand that this application is for evaluation purposes only and does not guarantee project funding. I certify that to the best of my knowledge, the information contained in this application and in any documentation accompanying this application or submitted in furtherance of this application is true and accurate. I certify that I have the legal authority to apply for funding on behalf of the applicant entity and that I am authorized to sign this application on behalf of applicant.

Printed name of representative:	Title:
Signature of representative:	Date: