



## Filling out Your Texas Clean School Bus Grant Application

Below are detailed instructions on how to fill out each section. If you need assistance, please call us at 512/239-3100.

### Cover Page

This section serves as a cover page to inform you of the eligible entities, eligible buses, and the deadline and award limit of the Texas Clean School Bus Grant Program. This section also informs you of the agreement that comes with signing the application as well as brief instructions for how to submit the application.

### Signature Page

In this section you will provide us with your authorized signature and position title. Provide three original signed copies of the signature page with your application.

1. School District/Charter School Name

Provide the full name of the school district or charter school.

2. Total Grant Request

Provide the monetary value of grant money requested.

3. Authorized Signature

This application will become a contract so it is important that an authorized person from the school district/charter school sign this application.

4. Printed Name

Please print the name of the authorized person who signed the application so we have a legible first and last name for our records.

5. Title

Please include the title of the authorized person.

6. Date of Signature

Please provide a date of the signature of the authorized person.

### Form 1 — General Information

In this section, you will provide us with information about your retrofit project and how you can be contacted.

1. Are you using a vendor from the statewide contract for equipment and installation?

You have the option to select a vendor from the statewide contract for equipment and installation. The statewide contract is available at [www.window.state.tx.us/procurement/contracts/gci/928-M1.php](http://www.window.state.tx.us/procurement/contracts/gci/928-M1.php)

2. If No to question 1 above, are quotes attached if school district/charter school is procuring equipment and/or services from vendor(s)? Please attach quote with application if your school district is procuring equipment and/or services directly from vendor.

3. Does the applicant report any Texas tax to the Comptroller's office other than unemployment? Please enter your Texas Taxpayer Number if you report any tax other than unemployment to the Comptroller's Office.

4. Payee Identification Number  
Provide us with your Tax Payee ID number assigned by the Comptroller's Office.

5. School District Number  
Provide us with your school district number from the Texas Education Agency.

6. Applicant Mailing Address for Grant Payments  
List the mailing address and information of where the grants payments should be sent. Provide county where school district is located.

7. Do you plan to assign your grant payments to a third party? The school district/charter school can either pay for the retrofit devices and installation costs and be reimbursed by the Texas Clean School Bus Grant program or they may arrange with their vendor (third party) to have the grant program pay the third party directly. Please indicated whether the school district/charter school will be reimbursed or whether a third party will be paid directly.

8. Idling Policy  
Choose yes or no to tell us if you have implemented a policy to reduce school bus idling. All school districts/charter schools are encouraged to have an idling policy but it is not required to have an idling policy to receive a grant from the Texas Clean School Bus program.

9. Applicant Authorized Official  
Provide the contact information for the applicant authorized official (the person who signed the application).

10. Designated Project Representative  
Choose yes or no to tell us if the designated project representative is the same as the authorized official. If no, provide the contact information for the

designated project representative. This is the person that we will work with directly during the term of the grant project.

11. Did a consultant or dealer assist with this application?

It is not required to get assistance from a consultant, bus vendor, or dealer in order to receive a grant, but if assistance was provided by someone outside the school district/charter school please indicate that here.

12. Have any of these retrofits been included in a previous grant application?

Provide us with the source and outcome if you have retrofitted buses in a previous grant application. We need this information to be sure that the grant money your school district/charter school receives from the Texas Clean School Bus Grant program does not pay for a project that has already received money from another source of grant funding or from another grant program. Please provide information if you have applied for other grant funding.

## **Form 2 – Project Summary**

In this section, tell us the basic summary of your project including information about the retrofit activity, a schedule of major tasks, and your bus inventory.

### 1. Retrofit Activity Summary

- a. Provide us with the number of buses, vendor, manufacturer(s), and part number(s) for the **diesel particulate filter (DPF)** retrofits requested.
- b. Provide us with the number of buses, vendor, manufacturer(s), and part number(s) for the **diesel oxidation catalyst (DOC)** retrofits requested.
- c. Provide us with the number of buses, vendor, manufacturer(s), and part number(s) for the **closed crankcase filtration system (CCFS)** retrofits requested. CCFS must be installed in combination with another technology verified by the Environmental Protection Agency or the California Air Resources Board.
- d. Choose yes or no to tell us if any planned retrofits exceed the maximum cost. If yes, attach a justification to exceed the funds reserved for your school district/charter school. We will consider each request for additional funds which exceed the amount reserved from the statement of intent on a case-by-case basis.

Total Number of Buses retrofitted – Provide us with the total number of buses that will be retrofitted.

### 2. Schedule of Major Tasks

Provide a detailed work plan of major tasks and a time schedule with projected start and completion dates for accomplishing these tasks. Project completion date must be on or before **May 31, 2012**. Please use additional pages as needed. You will need to provide a detailed schedule of

major tasks with this application in order for your application to be processed.

### **Form 3 — Retrofit Budget and Plan**

In this section, provide us with detailed information on the costs of equipment, supplies, contractual labor, personnel, and any other project costs. Please include all costs associated with the project as requested in the Retrofit Budget and Plan.

1. Equipment
  - a. Provide us with the price and number of units for the equipment on each type of retrofit devices used in your project.
  - b. Tell us the total retrofit equipment cost for your project.
  - c. Describe the equipment costs for your project.
2. Supplies
  - a. Provide us with the price and number of units for the goods and materials that are not included in equipment costs for each type of retrofit devices used in your project.
  - b. Tell us the total retrofit supplies cost for your project.
  - c. Describe the supply costs for your project. Examples of supplies include mounting brackets, tax, and delivery charges.
3. Contractual
  - a. Provide us with the price and number of units for the installation costs and other work a contractor is hired to do on each type of retrofit devices used in your project.
  - b. Tell us the total retrofit contractual cost for your project.
  - c. Describe the contractual costs for your project.
4. Personnel
  - a. Provide us with the price and number of units for the in-house labor used to install equipment for each retrofit devices used in your project. Remember that you may not include administrative or indirect costs.
  - b. Tell us the total retrofit personnel costs for your project.
  - c. Describe the personnel costs for your project.
5. Other

Explain any costs that are not included in the four previous categories. Long-term operational, maintenance, or repair costs are not eligible for funding.
6. Total Grant Request

Tell us the total amount of money requested for your grant.

## **Form 4 — Leasing Company Information**

If your school district/charter school leases buses, please have an authorized representative from the leasing company complete this form.

## **Form 5 — Bus Inventory**

Provide detailed identification data on each bus proposed for retrofit. Copy as needed.

### **a. Project Number**

Provide us with the project number. This is simply a way to number the bus entries. A suggestion would be to enter them in numerical order (1, 2, 3, etc.) or you may use another system to designate each bus as a separate grant project.

### **b. Retrofit Type**

Provide us with the name of the retrofit type (DPF, DOC, CCFS) selected for this bus.

### **c. Bus Make**

Provide us with the bus make/manufacturer.

### **d. Bus Model**

Provide us with the bus model.

### **e. Vehicle Identification Number (VIN)**

Provide us with the bus VIN.

### **f. Engine Make**

Provide us with the engine make of the bus.

### **g. Engine Model**

Provide us with the engine model of the bus.

### **h. Engine Family Code**

Provide us with the engine family code of the bus which consists of twelve characters combining the model year, manufacturer, and engine type among other things. The bus dealer should be able to provide you with the engine family code for your model of bus. It can also be found on the engine block in most cases. You may work with your vendor to obtain the engine family code.

### **i. Engine ID**

Provide us with the engine id of the bus. You may work with your vendor to obtain the engine id.

### **j. Model Year**

Provide us with the model year of the bus.

### **k. Roundtrip Miles**

Provide us with the average daily roundtrip miles of the bus for the current school year. A roundtrip is defined as the total distance the bus is operated on a daily route to and from a school in one day.

### **l. Roundtrip Time**

Provide us with the average daily roundtrip time of the bus for the current school year. A roundtrip is defined as the total time the bus is operated on a daily route to and from a school in one day.

**m. Annual Fuel Use**

Provide us with the annual fuel use for the bus in gallons.

**n. Average Number of Riders**

Provide us with the average number of riders of the bus per school day.