



Completing Your Texas Clean School Bus Grant Application

Below are detailed instructions on how to fill out each section of your Texas Clean School Bus Grant Application. If you need assistance, please call us at (512) 239-8377.

The Federal Forms in RFGA No. TCSB: 582-17-70328 must be completed and submitted along with the application.

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 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.

Form 1-Signature Page

In this section you will provide us with your authorized signature and position title. Provide two 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 signs 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 2 — 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 listed in 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 <http://www.txsmartbuy.com/#contracts/view/216>

2. If you answered “No” to question 1 above, are quotes from vendors (not listed in the statewide contract) attached?

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. Authorized Official

Provide the name and title of the authorized official who will be signing off on the contract.

7. Designated Project Representative

Mark the box with an “X” to tell us if the designated project representative is the same as the authorized official. If the designated representative is different, provide the name, address, and contact information of the designated representative from the school district/charter school. We will work directly this person throughout the duration of the grant, and they will serve as the point of contact for the school district’s or charter school’s Texas Clean School Bus Program contract.

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. Have these retrofits been included in a previous TERP grant award or any other funding source?

Choose “Yes” if any of the retrofits included in this application have been included in a previous TERP grant award or other source(s) of funding. If you marked “Yes” please list all previous sources of funding for any retrofits included in this application.

Form 3—Third-Party Preparer Signature Page

1. Was this application prepared by a third-party, including a consultant, dealer, or other person not employed by the applicant?

Choose “Yes” or “No” to indicate whether or not the Texas Clean School Bus application was complete by a third-party preparer.

2. If “Yes” then the preparer must complete and sign below.

The third-party preparer must certify that the information provided in the application and any attachments are true and correct as represented by the applicant, and provide contact information including name, title, company name, address, phone number, e-mail address, and the signature date (printed in blue ink).

Form 4 — 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. 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, 2019**. 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 5 — 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 device used in your project.
 - b. Tell us the total cost for retrofit equipment in your project.
 - c. Describe equipment costs. Use this space to provide details about the type(s) of retrofit device(s) listed in the table above. For example, if more than one type of DPF is being installed, specific distinctions can be explained here.
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 device 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 cost and other work a contractor is hired to do on each type of retrofit device 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 device 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 6 — Leasing Company Information

If your school district/charter school leases buses, please have an authorized representative from the leasing company complete this form. The leasing company must include the applicant name (school district or charter school), the name of their leasing company, a wet-ink signature (in blue ink), the name of the authorized representative from the leasing company, and the signature date printed in blue ink.

Form 7 — Bus Inventory

Provide detailed identification data on each bus proposed for retrofit. Duplicate pages as necessary.

a. Project Number

Provide us with the project number. This is simply a way to number the bus entries. Enter them in numerical order (1, 2, 3, etc.) to designate each bus as a separate grant project.

b. Retrofit Type

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

c. Bus Make

Provide the bus make/manufacturer.

d. Bus Model

Provide the bus model.

e. Vehicle Identification Number (VIN)

Provide the bus VIN.

f. Engine Make

Provide the engine make of the bus.

g. Engine Model

Provide the engine model of the bus.

h. Engine Family Code

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

j. Model Year

Provide the model year of the bus.

k. Round-Trip Miles

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

l. Round-Trip Time

Provide the average daily round-trip time (in minutes) of the bus for the current school year. A round-trip 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 the annual fuel use for the bus in gallons.

n. Average Number of Riders

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