



Illinois Clean School Bus Program Application Instructions

These instructions contain the information to complete the Vehicle Information Spreadsheet and the Application Form for the Illinois Clean School Bus Program. Please see the “Illinois Clean School Bus Program Fact Sheet & Guidelines” document for eligibility requirements, the types of acceptable technology options, and the process in applying for and receiving funding. Applicants for clean diesel projects other than school buses need to review and complete the application materials for the **Illinois Clean Diesel Grant Program** at www.illinoisgreenfleets.org .

I. Instructions for Illinois Clean School Bus Program Application Form

Applicant Information

Provide the name of the school or school district; the contact name of the primary person handling the project, their phone number, and e-mail; and the main address, including the street address, city, zip code, and county. Also include the Federal Employer Identification Number (F.E.I.N.), total number of all school buses in the fleet that are located in Illinois, and the number of school buses that will be involved in the proposed clean school bus project. If the applicant is a commercial school bus company, insert your company name in the space for the school or school district and list the school districts that the “clean school buses” in this project will provide service to (add attached list if more space is required) .

Proposed Clean School Bus Project

The primary types of clean diesel technology options that will be considered for funding are listed in this section. Diesel retrofit products, including their manufacturer, must be on the U.S. Environmental Protection Agency’s “Verified Technologies List.” For idling equipment, such as direct-fired heaters, the equipment and its manufacturer should be on the “Idle Reduction Technologies” list. Both of these lists can be found at www.epa.gov/cleandiesel or click on the links at www.illinoisgreenfleets.org. If you want to incorporate another qualifying technology that is not listed on the application form or combine two technology options for certain vehicle applications, use the “Other/Combinations” line to record the “other” technology or the combination in the space provided.

Under the “Number” column, write the specific number of units of each technology option to be used in the project. Under the “Cost” column, record the purchase price, including any installation costs, for each unit. Do not include taxes, delivery charges, and any additional costs associated with the unit that do not reflect the product and labor costs (if applicable). For each technology option, under the “Subtotals” column, multiply the number of each unit by the cost per unit and record the total for that technology option.

In the space for “Total Project Cost,” record the purchase price (base price and any labor costs for installation) of all the technology options by adding up the subtotals from above.

In the space for “Total Match,” insert the required amount of cash match, if applicable. See “Required Matches” link on the website.

In the “Total Amount of Requested Funding” space, subtract the amount of any required cash matches that you must provide from the subtotals for the various equipment options in this project and insert the resulting amount of requested funding (reminder: these amounts shall not include sales taxes, delivery charges, and any other purchase-related fees).

Authorization

The representative of the organization that is ultimately responsible for the implementation of this project needs to provide their signature and title in this section.

II. Instructions for Vehicle Information Spreadsheet

This spreadsheet is only to include those buses that are part of the Clean School Bus project, not the entire fleet. Insert the fleet name and contact name at the top of the spreadsheet to match the Application Form.

For each school bus participating in this project, list the vehicle’s Make, Model, Model Year, Vehicle Identification Number (VIN), Engine Type, Engine Horsepower, Passenger Capacity, Clean Diesel Option (insert the abbreviations for the technology options listed in the key at the bottom of the spreadsheet), and Fuel Type (see key and insert “D” for the use of on-road ultra-low sulfur diesel or “Bx” for biodiesel where x represents the biodiesel blend percentage).

Also include the estimated gallons of fuel consumed annually for each school bus, the estimated annual miles driven for each bus, the estimated number of hours per day that the bus idles (e.g., engine runs while the vehicle is parked), the average number of days per year that the bus is in use, and the estimated number of years that the bus will remain in service in your fleet.

If you are applying for one or more diesel hybrid school buses, be sure to read the Illinois Clean School Bus Program Fact Sheet & Guidelines document which explains the disassembly or scrapping requirement. For this type of project, record the vehicle information for the proposed new diesel hybrid school bus(es) on the spreadsheet first (with “HYB” or “PHYB” in the Clean Diesel Option column) followed by the information for the school bus(es) to be scrapped or disassembled, which have to be in-service school buses. For the school bus(es) to be removed from your fleet for a hybrid project, please provide all of the information requested on the Vehicle Information Spreadsheet, except for the “Clean Diesel Option.” If this proposed diesel hybrid project application is under consideration for approval, the Illinois EPA or its representative will contact you to follow up on the procedures prior to scrapping or disassembling the replaced bus(es).

III. Additional Project Information

On separate paper to be included as part of the overall application, please provide a complete discussion in answering each question (as applicable) to help us learn more about the diesel school bus(es) you are applying for funding and in determining the benefits to your organization if your application is approved. Please provide typed pages for legibility.

For All Applicants:

- 1) Include any additional information, such as operational benefits of the selected type(s) of clean diesel equipment options for the buses and your overall fleet.

- 2) Discuss specific issues that this project will address to help us determine the suitability of this grant application (e.g., addressing residents' or employee complaints of school bus idling or emissions, improving fuel costs, reducing diesel fumes entering a building, improving conditions for the driver, students, and employees, etc.).

For Applicants Applying for Auxiliary Power Units (APUs), Direct-Fired Heaters, or Other Types of Equipment to Reduce Idling:

In addition to answering the questions in “A” above, please answer the following questions that are specific to idling issues and idling equipment.

- 3) When not in use, are the buses parked indoors or outdoors?
- 4) Does your school district, company, or local area have any policies, regulations, or ordinances that restrict engine idling? Please provide information on any idling policies your district/company/organization has implemented, any idling requirements that you are subject to, when your school buses typically idle, and under what conditions and for what purpose.
- 5) Estimate the average number of reduced idling hours per day per each bus with the idling equipment and/or how many hours the average vehicle will still need to idle after the equipment is installed.

Submitting Your Application

Mail the completed Illinois Clean School Bus Program Application Form, Vehicle Information Spreadsheet, Additional Project Information, W-9 form, and the vendor's cost quote for the equipment to :

**Illinois Environmental Protection Agency
Illinois Clean School Bus Program #6
P.O. Box 19276
Springfield, Illinois 62794-9276**

For further information or announcements, visit www.illinoisgreenfleets.org and see the “Illinois Clean School Bus Program” section.

If you have any questions or need clarification, call the Illinois EPA at (217) 557-1441 .