



PAYMENT DOCUMENTATION INSTRUCTIONS AND FORMS

In order to receive payment for their retrofit projects, school districts must submit Payment Documentation as described below to the Clean Buses for Kids Program Administrator. In addition, school districts must submit an **Annual Report** for four years (for districts joining the program in 2006 or 2007, reports will be submitted from 2007 to 2010). A copy of the Annual Report is part of this document. The school district will be contacted by the Program Administrator each year in order to get a completed copy of the Annual Report.

Please mail all three parts of the Payment Documentation to the Clean Buses for Kids Program Administrator. If some of the documentation is available electronically (and does not require an original signature), it can be e-mailed to the Administrator.

Clean Buses for Kids School Bus Diesel Retrofit Program
ICF Incorporated, LLC
9300 Lee Highway
Fairfax, VA 22031

Email: info@cleanbusesforkids.com
Telephone: (703) 934-3040

Once the payment documentation items have been received and approved by the Program Administrator, payment will be processed and issued approximately 60-90 days later.

Payment Documentation Checklist

Part 1. Documentation of Services and/or Materials Purchased

- A. Invoice for Diesel Particulate Filter Sale and Installation
- B. Warranty for Diesel Particulate Filter
- C. Proof of Purchase of ULSD/ Invoice showing delivery of ULSD to School District

Part 2. Certification of Installation

- A. Certificate of Installation for each bus **(from vendor)**
- B. Data logging results for each bus **(from vendor)**

Part 3. Project Installation Report

- A. Project Installation Report with signature (Use form provided.)
- B. Final Bus Data Spreadsheet (Only if Table 4-2 of Funding Application has changed)
- C. Final Payee Information (Only if Section 10 of Funding Application has changed)
- D. Copy of Anti-Idling Policy (Only if not already provided in Section 11 of Funding Application)

This project was undertaken in connection with the settlement of an enforcement action, *United States v. Toyota Motor Corporation*, brought on behalf of the U.S. Environmental Protection Agency under the Clean Air Act.

Part 1. Documentation of Services and/or Materials Purchased

Instructions

Funding recipients must submit documentation of services and/or materials purchased once all diesel particulate filter (DPF) installations are complete. This documentation will typically be a final invoice from your installation vendor.

- A. Submit one copy (in hard copy) of any invoices for DPF kits and necessary installation materials.
- B. Submit a copy of filter warranty(ies) for the installed buses.
- C. As proof of purchase, submit one copy of any invoice from a fuel supplier that has completed delivery of ultra-low sulfur diesel (ULSD) to the district.

Requirements for Filter Vendor Invoices: Include all pages of invoices. The amount shown on the invoice must not exceed the amount requested by the school district for the service and/or parts provided. If the invoice is for more than the amount indicated in the Funding Agreement, the Program Administrator may not be able to pay the full amount.

The invoice must be legible and include a "Total Amount" due. The invoice must indicate all parts and services provided, including data logging. The invoice must include a total price for services rendered and/or parts sold. The invoice must indicate the brand of DPF installed, the part (kit) numbers, and the number of filters installed. If the price per filter is not the same for all installations, the price should be broken down for the different filter kits. If needed based on temperature profiles, insulation blankets should be included with the part numbers and the number of blankets installed. If the school district is liable for sales tax, the tax should be included as a line item on the invoice. All other miscellaneous fees (if any) should be similarly included as line items. The invoice must be final and indicate that the parts have been installed and the service is complete. The invoice must be different than a "Quote." The invoice must be dated after the date of the fully executed Funding Agreement.

Items ineligible for reimbursement, such as crankcase filters, fuel borne catalysts, filter cleaning equipment, and engine reflash, may not be included in the invoice. These items may be provided to the school district at the time of installation, but will not be reimbursed by the Program Administrator.

If the school district is buying the filters (equipment) from a vendor and installing the filters using its own district staff (labor), documentation of the cost of installation must be provided by the school district.

Requirements for Warranty Documentation: The warranty must indicate the date of execution and/or otherwise show that the Warranty is now in effect for specific buses retrofitted under this Program.

Requirements for Fuel Supplier Invoices: The fuel supplier invoice must indicate that ULSD has been delivered to (bought by, supplied to) the school district. The invoice must indicate the sulfur ppm-level for the fuel; ULSD must meet the specification of 15 ppm of sulfur or less. Keep in mind that using ULSD with a specification above 15 ppm, may harm the filters and will require significantly more frequent filter cleaning.

Part 2. Certification of Installation

To ensure that all DPFs are installed on school buses in a manner consistent with the applications for which the filter is verified for use by the U.S. Environmental Protection Agency (EPA) and/or the California Air Resources Board (CARB), please make sure to work with your filter vendor to obtain the appropriate Certification of Installation Form. Review the instructions below carefully.

Instructions

Funding recipients should work with their vendor up front to ensure that their vendor is creating an adequate installation record that can be submitted with request for payment. School districts should be able to submit the Certification of Installation Form supplied by their vendor to fulfill this payment documentation requirement.

- A. Submit one copy of an approved Certification of Installation Form for each of the school buses retrofitted with a DPF. The Program Administrator will work with each vendor to pre-approve its Certification of Installation Form prior to being submitted as part of the Payment Documentation.
- B. Submit one copy of the vendor's data logging results for each of the school buses for which data logging was conducted. The vendor should provide traces of data logging in graphical form. In addition, the vendor must include a statement of certification that the buses on which filters were installed meet or exceed the minimum exhaust temperature requirements for which the filters are verified.

Requirements for Certification of Installation Form: The following information must be included in the vendor's Certification of Installation Form. The bus and filter information contained in the Certification of Installation Form must match information provided in Sections 4 and 5 of the Funding Application, unless a change has been reported to and approved by the Program Administrator.

Required Vendor Information

- ✓ Vendor Name and Contact Information
- ✓ The vendor must certify and sign that he/she has installed the DPF in accordance with the manufacturer's specifications and warranty requirements.

Required School Bus Information

- ✓ School District Name
- ✓ School Bus Location (Bus yard)
- ✓ Bus Identification Number (School district's unique number)
- ✓ Bus Vehicle Identification Number (VIN)
- ✓ Bus License Number
- ✓ Bus Type (C or D)
- ✓ Gross Vehicle Weight Rating (GVWR)
- ✓ Bus Manufacturer
- ✓ Odometer Reading at Installation

Required Engine Information

- ✓ Engine Serial Number
- ✓ Engine Manufacturer
- ✓ Engine Model
- ✓ Engine Model Year
- ✓ Engine Horsepower
- ✓ Engine Family Number
- ✓ Location of Engine (Front- or Rear-Mounted)

Required DPF Information

- ✓ DPF Type (Manufacturer and Model)
- ✓ DPF Kit Number
- ✓ Any Additional Parts needed for installation of the DPF

Vendors may also use the Certificate of Installation form available on the Clean Buses for Kids website on the "Forms, Instructions, and Deadlines" page under Step 3.

Requirements for Data Logging Results and Certification: Please review the Tips for Installation section of the Technology Overview for detailed information on the purpose and need for data logging and specific data logging requirements. If not all engines are data logged, a representative sample must be data logged. The following items must be included in the Certification of Installation Form:

Requirements for Buses that are Data Logged

- ✓ Start and end dates of data logging
- ✓ Placement where temperature probe was placed in exhaust system (e.g., at the muffler, upstream of muffler, etc.)
- ✓ Data logging traces (Histogram/Profile)

- ✓ Statement that the data logging trace meets the temperature profile requirements of the filter as verified

Requirements for Buses that are not Data Logged

- ✓ Explanation of why bus was not data logged (e.g., "same engine and similar route schedule as bus X that was data logged")
- ✓ Statement that bus will exceed the minimum exhaust temperature/duty cycle requirement for which the filter was verified

Requirements for Buses that Pass Data Logging only After a Route Change

If buses do not meet the temperature profile on the first round of data logging, school districts and vendors may work together to modify the bus route and try data logging a second time. If this is the case, the school district must provide a statement that

- ✓ The bus will be used in the manner for which it was newly data logged.
- ✓ The routes of other buses retrofitted under the Clean Buses for Kids program have not been adversely affected such that those buses will no longer meet the temperature profile requirement.

Requirements for Buses that are Eliminated (or Replaced)

For all buses that are eliminated from the initial list of buses to be retrofitted, as provided in Section 4 of the Funding Application, please provide the following:

- ✓ Explanation of why bus was eliminated (or replaced) from pool of buses installed with DPFs (i.e., didn't meet data logging or other requirements). If replaced, please provide the appropriate data on the new bus.
- ✓ In addition, the school district will need to provide a new/final copy of Table 4-2 from the Funding Application (Bus Data Spreadsheet) along with a copy of the Project Installation Report.

Part 3. Project Installation Report

Instructions

Each school district must submit a Project Installation Report on school district letterhead. In addition, school districts must provide final copies of any documents that have changed since approval of the Funding Application.

- Submit the attached Project Installation Report with a signature.
- If applicable, submit a final copy of the bus data spreadsheet. If any changes have been made to the list of buses retrofitted under this project as identified in the terms of your Funding Application (Section 4, Table 4-2), please attach a **final copy** of your bus data spreadsheet. The bus data spreadsheet (if changed) must also be provided to the Administrator electronically.

- C. If applicable, submit any changes to the designated Payee information. If any changes have been made to Payees designated to receive payment as identified in your Funding Application (Section 10), please attach a new copy of Section 10.
- D. If not yet provided, submit a copy of your school district's adopted anti-idling policy in fulfillment of Section 11 of the Funding Application.

Project Installation Report

Please submit this Project Installation Report as part of your Payment Documentation materials. This report form should cover your entire project.

Contact Information	
School District Name:	
Contact Name:	
Contact Title:	
Telephone Number:	
E-mail:	
Diesel Particulate Filter (DPF)	
Number of buses installed with DPFs:	
Type(s) of DPF installed:	
Installation	
Installation vendor name:	
Street Address:	
City:	
State:	
Zip Code:	
Dates of data logging by vendor:	
Date installations started:	
Date installations completed:	

Ultra-Low Sulfur Diesel (ULSD)	
Date ULSD first received by school district:	
What did your school district do to ensure that only ULSD is used in the retrofitted buses? (For example: labeled buses as ULSD-use only, installed a card-lock system, use ULSD in all buses, etc.)	
What is the estimated premium per gallon that your school district is paying for ULSD compared to standard diesel?	
Anti-Idling Policy	
Date Anti-Idling policy adopted:	
How was your school district's anti-idling policy distributed to drivers?	
Funding Request	
Total funding requested for filter parts and installation:	
Other	
Please describe any issues or problems experienced during project implementation. Describe how those problems were resolved. (If necessary, attach additional pages.)	

Statement of Certification

I certify that to the best of my knowledge the information contained in this Project Installation Report is correct and complete. In addition to the certifications made in Section 3 of the Funding Application, I certify that

- ✓ Our school district has completed installation of all filters under this project. The invoices for services and materials are complete and accurate, and the work has been completed satisfactorily.
- ✓ Our school district has a policy to only use ULSD in the buses retrofitted with filters.
- ✓ Our school district will maintain the filters as specified by the vendor. We will monitor the filters for problems and work with our vendor to fix any problems.
- ✓ Our school district has adopted an anti-idling policy and distributed it to all drivers.
- ✓ Our school district will provide the Program Administrator and representatives of the U.S. EPA access to retrofitted buses, facilities where buses are located, and documentation related to funding received from this Program, based on a reasonable notice of a request for such access.
- ✓ Our school district will submit an annual report on the project's progress in years 2007 thru 2010.

Signature of Authorized Representative:

Print Name:

Title:

Date:

Telephone Number:

Email:

Clean Buses for Kids Program Annual Report

The Program Administrator will contact each school district on an annual basis to ask for a completed copy of this form.

Instructions

This Annual Report is due to the Program Administrator no later than September 1, 2007.

Please contact your Account Manager for assistance in completing this form. Fill in Table 1 (Summary Information), Table 2 (Operational Information for each retrofitted bus) and Part 3 (Details). You may insert extra rows to Table 2 as necessary. Once the Annual Report form is complete, please (1) e-mail this form to your Account Manager and (2) send a hard copy to the Clean Buses for Kids Program Administrator at the following address:

Clean Buses for Kids School Bus Diesel Retrofit Program
 ICF Incorporated, LLC
 9300 Lee Highway
 Fairfax, VA 22031
 Telephone: (703) 934 - 3040

Table 1. Summary Information

School District Name:	
Date of Annual Report:	
Contact Name:	
Title:	
Signature:	
Telephone Number:	
Email Address:	
Length of School Year (in weeks):	
Number of buses installed with particulate filters:	
Number of buses installed with particulate filters still in operation:	
How often have you had to clean the particulate filters?	
What method of cleaning was used? (e.g., blow out filter or bake filter)	
Have you made any warranty claims related to the particulate filters? If yes, how many claims?	
Have you had any problems with the particulate filters? If yes, see Part 3.	

Part 3. Other Explanations

For any buses that had the following issues, use Table 3 to explain them. If the bus:

- **Had a warranty claim filed**, state why the filter needed repair, when the warranty claim was made, when the filter was repaired and replaced, and whether the repair or replacement was done on time and to your satisfaction; also please provide a copy of any paperwork related to warranty claims made to vendors.
- **Was taken out of service**, state when and why.
- **Had or still has a problem with the filter**, explain what the problem is and what you are doing to remedy it or whether it has been resolved.
- **Had the odometer replaced**, state when it was replaced, what the reading was when it was replaced, and what the current reading is.
- **Had the bus number changed**, give the new number.

If more than one bus had the same issue, put all bus numbers in the column and write one explanation. If you do not have the exact date for something, provide the month and year. More rows may be added if needed.

Table 3. Details

Bus Number	Explanation (see above for information on what to include)