



HVIP Public School Bus Set-Aside for Small and Medium Air Districts

Instruction Manual: How to Complete Application Part A

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CaliforniaHVIP.org

SchoolBusTeam@CALSTART.org

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This document provides step-by-step instructions for applicants intending to submit Application Part A for the *Public School Bus Set-Aside for Small and Medium Air Districts (Public School Bus Set-Aside)*.

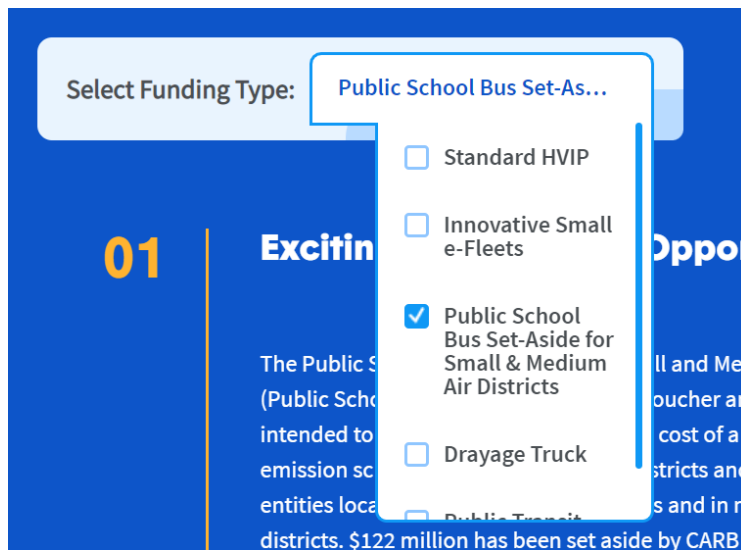
Information and Documents Needed:

Applicants will not be able to save their application and return at a later date or time. It is recommended that applicants gather all the information and/or documents prior to completing Application Part A.

- Applicant name, mailing address, primary contact information
- Air District
- Infrastructure needs (if known)
- Name of utility provider (if known)
- Old bus(es) information including:
 - Bus make/manufacture
 - Bus model
 - Bus model year (per DMV registration)
 - Bus VIN
 - Bus GVWR
 - Bus DMV registered owner
 - Bus CHP 292 certification
 - Bus compliance status with CA Truck and Bus Regulation (if known)
 - Bus engine serial number
- Letter of Intent signed by an authorized applicant representative

Step 1: Finding Application Part A

Application Part A will be available on March 30th, 2022, at 10am Pacific Time on the [HVIP Purchasers](#) page. Applicants will click on the 'Select Funding Type' dropdown and choose 'Public School Bus Set-Aside for Small and Medium Air Districts'.



The link to Application Part A will be located on Card #6, which requires using the arrows to toggle to the right until the screen displays Card #6. Click on the link for Application Part A.

Application Part A on Formstack

Once directed to the HVIP Public School Bus Set-Aside – Application Part A page, you will begin providing information about your qualifications to participate in the set-aside.

Please note that information will not be saved if you leave the application without submitting. Please ensure you have all the required information ready at the point of submission.

There are three pages to Application Part A, detailed in the following steps 2 – 4. Though progress cannot be saved if you deviated from the application without saving, you can toggle back and forth between the three pages using the ‘Next’ and ‘Back’ buttons at the bottom of the page without losing the information you’ve entered.

The form will eventually time out due to inactivity however the expiration is dependent on the user’s internet browser settings.

Please also note that if you intend to request funding for more than one eligible school bus, you do not need to submit multiple applications. On the last page of Application Part A ([Step 4](#)), simply add more old buses. All old bus(es) information should be submitted on the same application.

Step 2 – Basic Information:

Applicant Information:

- *Applicant (School District/Organization) Name*
 - This is the name of the organization you are applying on behalf of.
Example, North Bright Pupil Unified School District
- *Applicant Type*
 - Select one of the eligible school types as described on page G – 1 of the [HVIP FY21-22 Implementation Manual](#).

Main Office Mailing Address:

The physical address of the school district main office / headquarters should be added here.

Primary Contact Information:

The point of contact on the vouchers (if awarded) should be listed as the primary contact.

Eligibility Information:

- Do you serve students at the K-12th grade level?
 - Service to K-12 grade levels is a requirement to apply for the Public School Bus Set-Aside types as described on page G – 2 of the [HVIP FY21-22 Implementation Manual](#).
- What air district are you located in?
 - The drop-down menu provides a list of all California air districts. The California Air Resources Board's (CARB) [California Map for Local Air Districts](#) provides a list of air districts within the state. A list of air districts by size can also be found on the [HVIP Purchasers Page](#).
 - If you have looked at CARB's [California Map for Local Air Districts](#) and still not sure of the air district you are located in, select 'I'm not sure' and the HVIP Team will follow up with you to determine the air district.
- Does your jurisdiction include a Disadvantage Community?
 - **Your answer to this question does not affect your eligibility to participate in the Public School Bus Set-Aside**, it simply informs the HVIP Team of which priority group you belong to (page G – 2 of the [HVIP FY21-22 Implementation Manual](#)).
 - Qualifications for DAC eligibility in the Public School Bus Set-Aside differ from those in standard HVIP. DAC designation will apply to applicants if overlap occurs between the boundaries of Disadvantaged Communities and the boundaries of the school district. If any part of the school district overlaps with a DAC, then the entire school district is eligible for DAC prioritization in the Public School Set-Aside.
 - Details of the DAC qualification process can be found in the [Disadvantaged Community Qualifying School Districts](#) document. A predetermined list of school districts that qualify for DAC eligibility can also be found in this document. If you do not see your school district or organization listed and believe your service area overlaps with the boundaries of a Disadvantaged Community within the [Disadvantaged Community Qualifying School Districts](#) or if you are unsure if you qualify, please select 'I'm not sure' and the HVIP Team will follow up with you to determine DAC eligibility.

Letter of Intent:

A Letter of Intent (LOI) is required to submit Application Part A. Click on 'Add File...' to start uploading your LOI. See a [Sample Letter of Intent](#) for reference.

Click 'Next' when the first page is complete and you are ready to move on to Step 3.

Step 3 – Infrastructure & Technical Assistance

Reminder: Please note that information will not be saved if you leave the application without submitting. Please ensure you have all the required information ready at the point of submission. Though progress cannot be saved if you deviated from the application without saving, you can still toggle back and forth between the three pages without losing the information you've entered.

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The California Energy Commission (CEC) has infrastructure funding available through the EnergIIZE Commercial Vehicles Project administered by CALSTART to support buses purchased with HVIP's Public School Bus Set-Aside for Small and Medium Air Districts funds. Your responses to the following questions are necessary to help support coordination between the projects.

For more information about infrastructure types, utility support and funding through EnergIIZE, please visit the [Infrastructure Readiness Center](#).

- Does the applicant own or operate electric vehicle charging infrastructure compatible with the buses you are seeking through HVIP Public School Bus Set-Aside for Small and Medium Air Districts?
 - If you already know which HVIP School Bus Set-Aside eligible school bus you plan on purchasing through this set-aside and **currently own vehicle charging infrastructure compatible with the new bus(es)**, select 'Yes'.
 - If you do not own the compatible charging infrastructure or do not know which eligible school bus you intend on purchasing through this set-aside, select 'No'.
- Will the applicant need additional electric charging infrastructure to support buses if awarded through the HVIP Public School Bus Set-Aside for Small and Medium Air Districts?
 - If you will need additional electric charging infrastructure to support buses potentially funded through the HVIP School Bus Set-Aside, select 'Yes'.

- If you will not need additional electric charging infrastructure to support buses potentially funded through the HVIP School Bus Set-Aside, select 'No'.
- What type of electric vehicle charging infrastructure has been considered to support the bus(es) if awarded?
 - If you know the type of electric vehicle charging infrastructure you will need for the eligible school bus(es) you intend on purchasing through this set-aside and have considered the infrastructure you will need, select 'Level 2 Charger', 'Direct Current Fast Charger', 'Bi-Direction Charging Station' or 'All of the above'.
 - If you have not yet considered the type of infrastructure you need or do not know which eligible school bus you intend on purchasing through this set-aside, select 'Unsure'.
- What electric utility provider services your location*?

** If you do not know who your utility provider is, you can search via the [CEC California Electric Infrastructure](#) tool. Select the "Layer List" icon (second from left in the box title "California Electric Infrastructure"), check the Electric Load Servicing Entities boxes and uncheck all other boxes, type the vehicle domicile address in the search bar, then click on the location dot on the map. An information box will appear, click the arrow in the information box. This will display site information for the address that was entered, including the name of the utility provider.*

 - If you know the name of the utility provider servicing your location, select one of the options from the drop-down list or select 'Other' and type in their name in the text box.
 - If you have **checked the [CEC California Electric Infrastructure](#) tool** and are still unsure of the utility provider servicing your location, select 'Unsure'.
- Are you currently exploring any infrastructure incentives for school bus fleets which may be offered by your utility provider?
 - If you are exploring any infrastructure incentives from your utility provider, select 'Yes'.
 - If you are not exploring any infrastructure incentives from your utility provider, select 'No'.

Step 4 – Old Bus Information and Submission

Reminder: Please note that information will not be saved if you leave the application without submitting. Please ensure you have all the required information ready at the point of submission. Though progress cannot be saved if you deviated from the application without saving, you can still toggle back and forth between the three pages without losing the information you've entered.

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Participation in the set-aside requires the scrappage of an old school bus. The old school bus can be any internal combustion engine using any fuel type. The following are the old bus eligibility requirements:

- The bus chassis must be a 2007 model year or older. The bus chassis age is verified by the model year listed on the DMV Registration Form.
- The bus must be applicant owned. The bus cannot have a lienholder listed on the DMV Registration Form.
- The bus must have a Gross Vehicle Weight Rating (GVWR) greater than 14,000 pounds
- The bus must have a current California Highway Patrol Safety Certification (CHP 292 or equivalent)
- The bus must be compliant with the California Truck and Bus Regulation in order to receive a full voucher amount. In cases where the old school bus is not compliant, a \$20,000 voucher deduction will be applied. Review the [School Bus Fact Sheet on the Truck & Bus Regulation](#) for detailed information.

Additional information regarding scrappage requirements can be found in the [HVIP FY21-22 Implementation Manual](#).

Old Bus(es) Information:

The number of new buses purchased through the HVIP School Bus Set-Aside must match the number of buses scrapped.

With the exception of the question "Is bus currently CA Truck and Bus Regulation compliant?", all fields in this section required completion with accurate information. If you do not know if the bus you intend on scrapping is currently compliant with the CA Truck and Bus Regulation, select 'Unsure'.

If you plan to scrap more than one school bus, click on '+ add item' on the bottom right of the section to add additional buses.

If approved for funding, the old bus information provided in this section must match the old bus information on the proof of scrappage documentation you will provide when the old bus is scrapped.

Explanation Ahead of Submission:

Before submitting your application, you are required to understand and agree to the following explanation:

I consent to transmitting the data I have provided in Application Part A to the HVIP team for eligibility consideration in the HVIP Public School Bus Set-Aside for Small and Medium Air Districts. I understand that participation in the Public School Bus Set-Aside funding opportunity is contingent upon funding availability, an approved application, and requires the applicant to scrap an old bus for each new bus that is awarded. I understand that the old bus information provided in this application must match the old bus information on the dismantle documentation when the old bus is scrapped. The information I have provided within this application is true to the best of my knowledge and ability.

If you agree, check the box below the text then complete the Captcha requirement.

After submitting the form, you will automatically be redirected to the CaliforniaHVIP.org home page. You will also receive a confirmation email from Formstack informing you of your application submission. The email will have a copy of your application attached to it.

Applications will be reviewed by both CALSTART and Tetra Tech HVIP Teams. Details of this process can be found at CaliforniaHVIP.org and in the [HVIP FY21-22 Implementation Manual](#).

Congratulations on your Application Part A submission!