**Attachment C: Application Form**

**This RFP is intended to complement the 2024 EPA CHDV Grant and may request similar information in the Application Form.**

1. **Applicant Information: School District as the Primary Applicant**

**(Choose either Question 1 OR Question 2, depending on Primary Applicant type.)**

|  |  |
| --- | --- |
| School District: |  |
| Current transportation provider name (if applicable): |  |
| Current transportation provider contact information  (if applicable): |  |
| Primary school district contact person, position,  and contact information (email and phone number): |  |
| Additional school district or municipality contacts: |  |
| School Street address: |  |
| School District City / Town: |  |

1. **Applicant Information: Private Transportation Provider as the Primary Applicant**

**(Choose either Question 1 OR Question 2, depending on the Primary Applicant type.)**

|  |  |
| --- | --- |
| Transportation Provider: |  |
| Associated school districts(s): |  |
| Lead transportation provider contact person, position, and contact information (email and phone number): |  |
| Massachusetts school district contact person, position, and contact information (email and phone number): |  |
| If applicable, Massachusetts school district 2 contact person, position, and contact information  (email and phone number): |  |
| If applicable, Massachusetts school district 3 contact person, position, and contact information  (email and phone number): |  |
| If applicable, Massachusetts school district 4 contact person, position, and contact information  (email and phone number): |  |

1. **EPA CHDV Grant Program**
   1. Have you applied for EPA’s CHDV Grant program? *Yes* Shape *No* Shape
   2. Have you been awarded funding?  *Yes* Shape *No* Shape
   3. If you have been awarded funding, please describe the awarded amount and scope.

*If applicable, please list any other external funding that you have leveraged or plan to leverage to support the proposed project activities. If you have been awarded funding, please indicate the award amount and scope of work associated with these funds.*

1. **Vehicle Requirements for EPA CHDV Grant Program.** In alignment with EPA’s CHDV Grant, MassCEC School Bus Deployment funds must be used to replace a Class 6 or Class 7 school bus that has provided bus service to a public school district for at least three days/week on average during the 2022/2023 school year at the time of applying, excluding emergency-related school closures.

*Applicants who have submitted applications for the EPA CHDV Program should attach a copy of the completed CHDV Grants supplemental application template to this RFP response.*

*Applicants who have not completed the CHDV 2024 CHDV Grants Supplemental Application Template should complete the* [*2024 CHDV Grants Supplemental Application Template*](https://www.epa.gov/system/files/documents/2024-04/2024-chdv-grants-supp-app-template-2024-04.xlsx) *for this application and identify the funding sources for each replacement bus. While school bus fleets are not required to deploy additional ESBs with MassCEC School Bus funding, additional deployment is highly encouraged and will factor into the evaluation of applications.*

1. **Workplan Requirements for EPA CHDV Grant Program .** To ensure electric buses are deployed within the timeframe of MassCEC’s School Bus Deployment Program and EPA’s CHDV Grant program, school districts will be required to create, submit, and follow a Workplan and Project timeline. Recipients must agree to create and carry out the Project in accordance with the Final Workplan.

*Applicants that have applied to the 2024 EPA CHDV Grant Program should attach their submitted CHDV Workplan, including a proposed timeline for completing key milestones.*

*Applicants that have not applied to the 2024 EPA CHDV Grant Program should submit a proposed Project timeline, outlining key milestones such as:*

* *electric bus and charger procurement timelines;*
* *bus and charger delivery timelines;*
* *construction timeline;*
* *installation timeline; and*
* *operations period.*

1. **Existing School Bus Service.** Please provide a one to two sentence response to each of the questions below.

What is the maximum number of buses in service each day?

How many routes do you operate daily?

What is the distance (miles) of your average route?

What is the distance (miles) of the shortest daily bus route in your network?

What is the distance (miles) of the longest daily bus route in your network?

Please describe the topography of the average route (are there significant hills, etc.?)

Are your buses used for any purpose other than student transportation to and from school? If yes, please describe in one to two sentences.

Who is the operating entity for school buses (i.e., who hires drivers, mechanics, and other operations staff)?

Who owns and maintains your buses?

Where are buses typically parked overnight and who owns/leases the land? Are they in a covered facility?

Are buses stored close to electric power access?

1. **Existing School Bus Procurement or Service Procurement.** *For school districts, please describe existing process for either procuring school buses for purchase or school bus services including budgeting, bid release and selection, and associated approvals necessary from entities such as school committees, municipal councils, etc. For contractors, please describe your existing process for purchasing school buses and associated maintenance.*
2. **Proposed Electric School Bus Procurement or Service Procurement.** *For school districts, please propose how you will alter your existing school bus procurement processes (detailed in question 7) for electric school buses. For private school bus transportation contractors, please describe the ways in which you will alter your existing school bus procurement processes for electric school buses.*
3. **Stakeholder Buy-In.** MassCEC anticipates that deploying ESBs will require support and approval from multiple parties on the Project team side. This may include approvals from entities such as the school committee, finance committee, municipal decision-makers, etc.

*Please describe the extent to which necessary stakeholders have been engaged to date and their level of support. If known, please describe how processes for approval may differ for ESBs in comparison to existing buses. Letters of Support are encouraged.*

1. **ESB Operation.** MassCEC and the Technical Consultant will be supporting school districts and private school bus contractor personnel through the transition from diesel buses to electric school buses. This may include coordinating training for ESB operation and maintenance and incorporating new protocols.

*Please describe your readiness to work with MassCEC to manage a transition to electric buses in terms of availability and interest among staff members, including private school bus contractors and drivers, and securing necessary approvals from key decision-makers.*

*Please describe how the operation, maintenance, and management of ESBs may differ in comparison to existing school buses. (one to two paragraphs).*

1. **Budget Narrative.** Please briefly outline the requested funds including the total amount requested from MassCEC, awarded from EPA (if applicable), any cash or in-kind cost share contributed, and expected use for MassCEC funding. Please specify any funding amounts and sources anticipated for this project. Please note any uncertain or unknown costs as well as any timing considerations with funding approvals/availability for cost share. Responses to this question will be considered in tandem with Attachment D (Proposed Budget).

When completing the Proposed Budget worksheet (Attachment D), please note that some funding sources have stacking restrictions. As a rule of thumb, multiple sources of state funds cannot be used together for the same line item. For example, MassCEC state funding cannot be combined with state MOR-EV funding to cover the cost of an electric school bus.

*If applicable, please list any project partners including subcontractors, private school bus contractors, electric school bus dealers, etc. If you are receiving funding from any of these project partners, please be sure to indicate their contributions as cost share in Attachment D.*

1. **Utility Coordination.** A transition to electric buses will also require coordination with the local electric utility to determine feasibility from an electric infrastructure, supply, and cost perspective and to understand the implications of managed (or unmanaged) charging.

*Please describe the extent to which you have engaged with your utility. If you haven’t begun this process yet, please describe your plan for communication and coordination or indicate if you will need assistance to engage your utility (one to two paragraphs).*

1. **Site Selection.** To the best of your abilities, please outline your proposed plan for ESB charging, including where the buses will be parked and access to existing electrical infrastructure at that site. Please note the land-owner and any lease agreements in place, plans for renewal, etc. Responses to this question will be considered in tandem with Attachment E (Proposed Site Plan).

*Per Attachment E, a professional site plan is neither expected nor required. If your site selection and proposed plan are still in development, please indicate this in your response.*

1. **MassCEC Technical Consultant.** Please indicate whether you are interested in receiving assistance from MassCEC’s hired Technical Consultant*. Yes* Shape *No* Shape

*Note that all Grantees must adhere to project requirements, including those associated with Technical Consultant collaboration. Applicants that would like additional support beyond the baseline support outlined in this RFP and in Attachment F, the Sample Grant Agreement, should indicate what additional support you would like to receive.*

1. **Additional Technical Support.** Please indicate whether you anticipate receiving technical support for this project separate from Program offerings. This includes in-house support, external consultants, private school bus contractors, and electrification-as-a-service model options. If so, please outline your expectations for the types of services these entities will offer *(maximum 1 paragraph).*
2. **Project Narrative.** Please share any other information that you would like us to consider as we evaluate your eligibility for and level of commitment to the School Bus Deployment Program *(maximum 2 paragraphs).*
3. **DEI Commitment.** Please include a brief summary of you or your organization’s commitment to Diversity Equity and Inclusion and/or Environmental Justice (“EJ”) principles. If available, please provide or link to any relevant materials (e.g., organization guidance documents, mission/vision statements, etc.). You may also include brief examples of initiatives, projects, or other work in which the Applicant and/or Applicant Team have demonstrated a clear commitment to advancing DEI and/or EJ principles.

|  |
| --- |
| **Review of Attachment F: Sample Grant Agreement** |
| Are there any changes to this template contract agreement that would be necessary before the Applicant could sign the contract?(Note: MassCEC has limited ability to change our contract terms.)  ☐ No  ☐ Yes. If so, please elaborate below and/or provide an annotated version of Attachment F with your application.  Click or tap here to enter text. |

**Please be sure to review and complete the following attachments for your application, all of which can be found on our website or by clicking** [**here**](https://www.masscec.com/program/accelerating-clean-transportation-act-school-bus-fleet-deployment#apply)**:**

Submission Requirements

A completed application includes:

* Attachment B: Authorized Applicant’s Signature and Acceptance Form
* Attachment C: Application Form
* Attachment D: Proposed Budget, available as an editable excel on the [MassCEC website](https://www.masscec.com/program/accelerating-clean-transportation-act-school-bus-fleet-deployment).
  + Applicants are expected to fill out the Proposed Budget Template spreadsheet, available on the MassCEC [School Bus Fleet Deployment website](https://www.masscec.com/program/accelerating-clean-transportation-act-school-bus-fleet-deployment), and attach an **editable**, completed version of the spreadsheet in the proposal.
  + When completing the Proposed Budget worksheet (Attachment D), please note that some funding sources have stacking restrictions. As a rule of thumb, multiple sources of state funds cannot be used together for the same line item. For example, MassCEC state funding cannot be combined with state MOR-EV funding to cover the cost of an electric school bus.
* Attachment E: Basic Proposed Site Plan(s)
  + Applicants are expected submit proposed site plan(s) as attachments in the proposal. **Note that a professional site plan is neither expected nor required**.
* Attachment G: Letters of Commitment
  + Applicants should plan to submit letters of commitment from the local school board, local utility partner, and other relevant stakeholders as applicable (including a third-party transportation provider or land owner).
* Attachment H: Vendor Quotes for Equipment (if available)
  + If available, applicants should provide quotes for the cost of supplies or equipment, including but not limited to, electric school buses and charging systems.

Attachments for Applicant Review

* Attachment A: List of EPA CHDV Priority Counties
* Attachment F: Sample Grant Agreement

The completed Application, including all required documentation, must be submitted to [CleanTransportation@MassCEC.com](mailto:CleanTransportation@MassCEC.com). ***“MassCEC School Bus Deployment Program Application” must appear in the email subject.*** Applicants are also welcome to attach Letters of Support from key decision-makers or committees.