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# Air Resources Board

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## School Bus Program Advisory 08-001

### Documentation of Compressed Natural Gas (CNG) Fueling Station and Active Retrofit Devices Infrastructure Expenditures

*Last updated July 2008*

This Policy Advisory is to inform the air districts of the documentation required to be maintained (collected and filed) for expenditures on a fueling station or on infrastructure for an active retrofit device. The air district must collect the following documentation prior to reimbursing an applicant for expenditures and an applicant must maintain the following documents as well.

#### 1. School Bus Fueling Stations for CNG Buses

An amount equal to ten percent of ARB funding for a new alternative-fueled bus may be spent on a fueling station when no local CNG refueling site is available or the existing local CNG refueling site is inadequate. Since the cost cap for ARB funding on a new bus is set at \$140,000, the cost cap on the fueling station funding is \$14,000.

Infrastructure (fueling station) monies must be fully expended by the same deadline(s) by which the monies to purchase new buses must be fully expended. Infrastructure funds cannot be set aside and spent at a later date. Infrastructure funds may be utilized only if they are tied to infrastructure funds spent for the specific bus purchased.

Air districts shall retain in the project file the following documents for each fueling station funded with State program funds.

- Application (can be the same as for the new bus but includes a section for the alternative-fuel infrastructure)
- Documentation for alternative-fuel infrastructure must state:
  - the current alternative-fuel infrastructure on-site
  - the number of alternative-fuel vehicles on-site
  - the distance to the nearest alternative-fuel station
- Resolution from the school district governing board (or other documentation signed by a duly authorized official) authorizing the submittal of the application and identifying the individual authorized to implement the infrastructure project.
- Vendor quotes
- Executed contracts
- Copy of the purchase order

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- Invoice(s)
- Proof of payment (i.e. a photo copy of the check )

These files shall be retained for the contract term plus two years.

## 2. School Bus Infrastructure for Active Retrofit Devices

Within the \$20,000 retrofit funding cap, air districts may allocate funding for infrastructure (such as additional electrical outlets) needed to accommodate active retrofit devices. This funding is separate from the \$2,500 allocation for diesel particulate filter (DPF) maintenance.

Air districts shall retain following documents for infrastructure costs funded with State program funds.

- Application (can be the same as for the active retrofit devices but includes a section addressing the need for infrastructure funding)
- Documentation for alternative-fuel infrastructure must state:
  - the current infrastructure (number of outlets) on-site
  - the number of vehicles that use the infrastructure
- Resolution from the school district governing board (or other documentation signed by a duly authorized official) authorizing the submittal of the application and identifying the individual authorized to implement the retrofit project.
- Vendor quotes
- Executed contracts
- Copy of the purchase order
- Invoice(s)
- Proof of payment (i.e. a photo copy of the check )

These files shall be retained for the contract term plus two years.