

## **BENEFICIARY ELIGIBLE MITIGATION ACTION CERTIFICATION SUMMARY ATTACHMENT**

(All terms that are both bolded and italicized in this document are defined in Appendix D-2 of the State Trust Agreement.)

### **Explanation of how funding request fits into Beneficiary's Mitigation Plan (5.2.1):** Section V.B.ii. of the State of Tennessee's Beneficiary Mitigation Plan states:<sup>1</sup>

The State will allocate \$8,854,685.42 within the Bus category to *Class 4-8 School Bus* projects.

Eligible *School Buses* may be replaced with any new diesel, *Alternate Fueled*, or *All-Electric* vehicle. Due to expected NOx emissions reductions from *Alternate Fueled* and *All-Electric* projects being higher than expected NOx emissions reductions from new diesel projects, the State will prioritize funding for *Alternate Fueled* and *All-Electric* vehicle replacements under this Environmental Mitigation Action subcategory. For purposes of the State's Beneficiary Mitigation Plan, *Repowers* for *Class 4-8 School Buses* shall not be considered eligible, as these types of vehicle modifications were found to not be commercially viable. Furthermore, useful life restrictions on *School Buses*, as outlined in Tenn. Code Ann. § 49-6- 2109 (b), further limit the viability of School Bus Repowers in Tennessee.<sup>2</sup>

Additionally, Section V.D. of the State of Tennessee's Beneficiary Mitigation Plan speaks to the intended use of allowable administrative expenditures for each Eligible Mitigation Action category.<sup>3</sup>

### **Detailed Description of Mitigation Action Item Including Community and Air Quality Benefits (5.2.2):**

After conducting a comprehensive review of all grant applications, TDEC selected 38 grantees that will replace a total of 139 engine model year 2009 or older *School Buses* with 68 new diesel, one *All-Electric*, 62 propane, and eight compressed natural gas *School Buses*.

The new *School Buses* will reduce NOx emissions associated with the older (pre-2009) diesel *School Buses* to be *Scrapped*. Of the School Buses to be funded, 27 will operate 70% or more of the time in former nonattainment areas for ozone and/or fine particulates (PM2.5) National Ambient Air Quality Standards;<sup>4</sup> 44 will operate in economically Distressed Counties, defined by the Appalachian Regional Commission as those counties that rank among the 10 percent most economically distressed counties in the nation based on a three-year average unemployment rate, per capita market income, and poverty rate.<sup>5</sup>

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<sup>1</sup> State of Tennessee's Beneficiary Mitigation Plan. [https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/TDEC%20VW%20EMT%20BMP\\_Updated%205.22.19.pdf](https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/TDEC%20VW%20EMT%20BMP_Updated%205.22.19.pdf).

<sup>2</sup> Tenn. Code Ann. § 49-6-2109 (b) (1) states that conventional and Class D school buses "may be used until the buses reach the eighteenth year from the in-service date of the buses." Tenn. Code Ann. § 49-6-2109 (b) (2) states that "the Commissioner of Safety, through the inspection process, may approve additional years of service beyond the eighteenth year from the in-service date for conventional and Class D buses on a year-to-year basis," only if the school bus being operated has less than two hundred thousand (200,000) miles of recorded travel.

<sup>3</sup> State of Tennessee's Beneficiary Mitigation Plan. [https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/TDEC%20VW%20EMT%20BMP\\_Updated%205.22.19.pdf](https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/TDEC%20VW%20EMT%20BMP_Updated%205.22.19.pdf).

<sup>4</sup> Tennessee Nonattainment/Maintenance Status for Each County by Year for All Criteria Pollutants, [https://www3.epa.gov/airquality/greenbook/anayo\\_tn.html](https://www3.epa.gov/airquality/greenbook/anayo_tn.html).

<sup>5</sup> Distressed County designations are updated each State Fiscal Year. For purposes of this Program, a county must have been designated as Distressed in Fiscal Year 2019 in order to be treated as a Distressed County during the application evaluation process. As of Fiscal Year 2019, Tennessee had 15 Distressed Counties. A comprehensive list of Distressed Counties for Fiscal

The diversity of fuel and project types will also help to strengthen emergency preparedness and the resiliency of the transportation sector in Tennessee.

**Estimate of Anticipated NOx Reductions (5.2.3):**

These projects are expected to yield NOx emissions reductions of an estimated 115,082.29 pounds, or 57.54 tons, over the lifetime of the new vehicles. This estimate was calculated using the Argonne Heavy Duty Vehicle Emissions Calculator.

**Describe how the Beneficiary will make documentation publicly available (5.2.7.2):**

Please see the Attachment to the State of Tennessee’s Certification for Beneficiary Status under the Environmental Mitigation Trust,<sup>6</sup> which details how the State of Tennessee will make documentation publicly available.

**Describe any cost share requirement to be placed on each NOx source proposed to be mitigated (5.2.8):**

Section V.B.ii. of the State of Tennessee’s Beneficiary Mitigation Plan states:<sup>7</sup>

For eligible *School Buses*, the State will fund:

- Up to 25% of the cost of a replacement for Non-Government Owned projects;
- Up to 50% of the cost of a replacement for *Government* Owned projects;
- Up to 75% of the cost of a replacement for *Government* Owned projects in current or former nonattainment areas for Ozone and/or PM2.5 NAAQS; and
- Up to 75% of the cost of a replacement for *Government* Owned projects in Distressed Counties.

For *All-Electric* replacement projects, the State will fund up to 25% of the acquisition and installation costs for associated charging infrastructure (*All-Electric* infrastructure costs) for Non-Government Owned projects and up to 50% of the *All-Electric* infrastructure costs for *Government* Owned projects.

**Describe how the Beneficiary complied with subparagraph 4.2.8, related to notice to U.S. Government Agencies (5.2.9):**

Please see Appendix 3 (Notice of Availability of Mitigation Action Funds to Certain Federal Agencies) of the State of Tennessee’s Beneficiary Mitigation Plan, which details how the Beneficiary complied with subparagraph 4.2.8 of the State Trust Agreement.<sup>8</sup>

**If applicable, describe how the mitigation action will mitigate the impacts of NOx emissions on communities that have historically borne a disproportionate share of the adverse impacts of such emissions (5.2.10):**

Please see Section VI. of the State of Tennessee’s Beneficiary Mitigation Plan. This section sets forth the method by which the Tennessee Department of Environment and Conservation will consider the potential

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Year 2019 may be accessed here: <https://www.tn.gov/transparenttn/jobs-economicdevelopment/openecd/tnecd-performance-metrics/openecd-long-term-objectives-quick-stats/distressedcounties.html>.

<sup>6</sup> Certification for Beneficiary Status Under Environmental Mitigation Trust Agreement.

[https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/Tennessee%20Appendix%20D-3%20form%20\(executed%20and%20filed\).pdf](https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/Tennessee%20Appendix%20D-3%20form%20(executed%20and%20filed).pdf).

<sup>7</sup> State of Tennessee’s Beneficiary Mitigation Plan. [https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/TDEC%20VW%20EMT%20BMP\\_Updated%205.22.19.pdf](https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/TDEC%20VW%20EMT%20BMP_Updated%205.22.19.pdf).

<sup>8</sup> State of Tennessee’s Beneficiary Mitigation Plan. [https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/TDEC%20VW%20EMT%20BMP\\_Updated%205.22.19.pdf](https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/TDEC%20VW%20EMT%20BMP_Updated%205.22.19.pdf).

beneficial impact of selected Eligible Mitigation Actions on air quality in areas that bear a disproportionate share of the air pollution burden.<sup>9</sup>

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<sup>9</sup> Ibid.

**ATTACHMENT B****PROJECT MANAGEMENT PLAN – PROJECT SCHEDULE AND MILESTONES**

<b>School Bus Replacement Grant Program Milestone</b>	<b>Date</b>
Lead Agency Secures Delegated Grant Authority	February 2018
Solicitation Release	October 6, 2018
Application Deadline	December 14, 2018
Selected Grantees Announced	May 22, 2019
Updated Beneficiary Mitigation Plan Published	May 22, 2019
Draft Grant Contracts Sent to Grantees for Signature	September 2019
Grant Contracts Finalized	September 2019
Grant Contract Begin Date	Estimated October 15, 2019
Trustee Acknowledges Receipt of Project Certification and Funding Direction	Estimated February 2020 (first D-4s are expected to be submitted in December 2019, and on a quarterly basis after that)
Grantees complete quarterly, annual, and final reports, as required by the Grant Contract	January 2020-October 2026
Lead Agency conducts on-site and desktop monitoring of all Grantees	January 2020-January 2022
Grantees certify project completion and provide detailed invoices for all claimed project costs, documentation for emissions reduction estimates, required certification documents to Lead Agency to support direction to Trustee for Payment	January 2020-January 2022
Lead Agency completes review and certifies payment direction to Trustee	March 2020-March 2022
Trustee Acknowledges Receipt of Direction for Payment(s)	February 2020-April 2022
Trustee Allocates Share of State Funds for Approved Project and/or Eligible Administrative Expenses (to coincide with vehicle purchase/delivery/deployment and corresponding scrappage)	March 2020-May 2022
Grant Contract End Date	October 2021, assuming that no contract extensions are granted
Grant Closeout / Lead Agency Reports Project Completion	January- May 2022

**PROJECT BUDGET**

Period of Performance: November 2018-May 2022

<b>Budget Category</b>	<b>Total Approved Budget</b>	<b>Share of Total Budget to be Funded by the Trust</b>	<b>Cost-Share, if applicable</b>
<b>Subrecipient Awards (See Attachment D for List of Approved Grantees and Corresponding Funding Ceilings)</b>	\$13,840,831.31	\$8,628,326.94	\$5,212,504.37
<b>Administrative</b>	\$862,116.79	\$862,116.79	N/A
<b>Project Totals</b>	\$14,702,948.10	\$9,490,443.73	\$5,212,504.37
<b>Percentage</b>	100%	65%	35%

**PROJECTED TRUST ALLOCATIONS**

	2020	2021
Anticipated Annual Project Funding Request to be paid through the Trust	\$7,520,019.12	\$1,970,424.61
Anticipated Annual Cost Share	\$4,512,011.47	\$700,492.90
Anticipated Total Project Funding by Year (line 1 plus line 2)	\$12,032,030.59	\$2,670,917.51
Cumulative Trustee Payments Made to Date Against Cumulative Approved Beneficiary Allocation	\$0	\$0
Current Beneficiary Project Funding to be paid through the Trust (line 1)	\$7,520,019.12	\$1,970,424.61
Total Funding Allocated to Beneficiary, inclusive of Current Action by Year (line 4 plus line 5)	\$7,520,019.12	\$1,970,424.61
Beneficiary Share of Estimated Funds Remaining in Trust	\$46,565,284.13	\$39,045,265.01
Net Beneficiary Funds Remaining in Trust, net of cumulative Beneficiary Funding Actions (line 7 minus line 6)	\$39,045,265.01	\$37,074,840.40

## ATTACHMENT C

### DETAILED PLAN FOR REPORTING ON ELIGIBLE MITIGATION ACTION IMPLEMENTATION

The Tennessee Department of Environment and Conservation (TDEC) will provide detailed reporting on this Environmental Mitigation Trust project in two ways:

1. Timely updates to TDEC's *Tennessee and the Volkswagen Diesel Settlement* public-facing webpage (also referred to as the "TDEC Webpage," which can be accessed at [www.tn.gov/environment/VWSettlement](http://www.tn.gov/environment/VWSettlement));
2. Tennessee's semiannual Beneficiary Reporting Obligations to Wilmington Trust (the "Trustee").

After being identified by the Governor as Lead Agency, TDEC launched the TDEC Webpage to provide information regarding the Environmental Mitigation Trust and eligible mitigation actions. The State of Tennessee's Beneficiary Mitigation Plan and all documentation and records submitted by the Beneficiary in support of each funding request to the Trustee will be available to the public on the TDEC Webpage. Timely updates to the TDEC Webpage will inform the general public on the projects' status as well as when these projects have been completed.

Tennessee will comply with Subparagraph 5.3 of the Environmental Mitigation Trust Agreement for State Beneficiaries, which details the following Beneficiary Reporting Obligations:

For each Eligible Mitigation Action, no later than six months after receiving its first disbursement of Trust Assets, and thereafter no later than January 30 (for the preceding six-month period of July 1 to December 31) and July 30 (for the preceding six-month period of January 1 to June 30) of each year, each Beneficiary shall submit to the Trustee a semiannual report describing the progress implementing each Eligible Mitigation Action during the six-month period leading up to the reporting date (including a summary of all costs expended on the Eligible Mitigation Action through the reporting date). Such reports shall include a complete description of the status (including actual or projected termination date), development, implementation, and any modification of each approved Eligible Mitigation Action. Beneficiaries may group multiple Eligible Mitigation Actions and multiple sub-beneficiaries into a single report. These reports shall be signed by an official with the authority to submit the report for the Beneficiary and must contain an attestation that the information is true and correct and that the submission is made under penalty of perjury. To the extent a Beneficiary avails itself of the DERA Option described in Appendix D-2, that Beneficiary may submit its DERA Quarterly Programmatic Reports in satisfaction of its obligations under this Paragraph as to those Eligible Mitigation Actions funded through the DERA Option. The Trustee shall post each semiannual report on the State Trust's public-facing website upon receipt.

To assist Tennessee in fulfilling its Beneficiary Reporting Obligations, Grantees under TDEC's School Bus Replacement Grant Program must submit quarterly, annual, and final reports on their funded vehicle replacement projects. Details on each Grantee's required reporting are outlined in a School Bus Replacement Grant Program Manual<sup>10</sup> and are provided below:

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<sup>10</sup> State of Tennessee Volkswagen Diesel Settlement Environmental Mitigation Trust School Bus Replacement Grant Program Manual, <https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/VW%20EMT%20School%20Bus%20Replacement%20Grant%20Program%20Manual%20with%20Appendices.pdf>.

## **A. Quarterly Reporting**

Section A.2.c. of the Grant Contract states that the Grantee must submit quarterly reports to include updates on procurement, vehicle operator training, and refueling infrastructure until the grant-funded *School Bus(es)* is purchased, delivered, and put into service, and the *School Bus(es)* to be replaced is *Scrapped*. Such reports shall include a complete description of the status of the project (including actual or projected termination date), development, implementation, and any modification. A quarterly report template is provided in **Appendix A** of the Grant Contract. Quarterly reports shall be due no later than January 10, April 10, July 10, and October 10 of each year of the Grant Contract term.

## **B. Annual Reporting**

Section A.2.d. of the Grant Contract states that the Grantee will be required to submit annual reports for a period of five years following vehicle procurement, delivery, and the placement of vehicles into service. These reports shall be due no later than 30 days after the close of the Grantee's fiscal year. Such reporting shall include those items listed in Section D.18 (Annual and Final Reports) of the Grant Contract, as well as the demonstrated usage of fuel in purchased vehicles, the number of diesel gallon equivalents (DGEs) or gallons purchased, purchase price, refueling locations, miles driven, driving or route habits, metrics regarding emissions reductions, and savings or cost avoidance. An annual report template is provided in **Appendix B** of the Grant Contract.

The obligations set forth in Section A.2.d. shall survive the expiration of the Grant Contract.

## **C. Final Report**

Sections A.2.e. and D.18. of the Grant Contract require the Grantee to submit a final project report (**Appendix C** of the Grant Contract) within three months of the completion of the Grant Contract Term. (Please note that this report may be combined with the annual report for the final year of the grant period.) In addition to the information requested for the annual report, the final project report must also include cumulative financial information to match the final reimbursement request as well as inventory documentation for all equipment or vehicles purchased with funding through the Grant Contract. The inventory documentation must include, at a minimum, the following:

- a. Description of the equipment or vehicles;
- b. Manufacturer's serial number or other identification number, when applicable;
- c. Consecutive inventory equipment or vehicles tag identification;
- d. Acquisition date, cost, and check number;
- e. Fund source, State Grant number, or other applicable fund source identification;
- f. Percentage of state funds applied to the purchase;
- g. Location within the Grantee's operations where the equipment or vehicles are used;
- h. Condition of the property or disposition date if Grantee no longer has possession;
- i. Depreciation method, if applicable; and
- j. Monthly depreciation amount, if applicable.

**NOTE:** Failure to submit quarterly, annual, or final reports may result in the required refund of any and all payments made to the Grantee by the State.

**D. Scrappage**

Section A.2.a. of the Grant Contract states that all eligible *School Buses* to be replaced under this program must be *Scrapped* within sixty (60) days of new vehicle delivery. “*Scrapped*” shall mean to render inoperable and available for recycle, and, at a minimum, to specifically cut a 3-inch hole in the engine block and to disable the chassis by cutting the vehicle’s frame rails completely in half. Grant funding shall not cover costs associated with scrappage of eligible *School Buses* to be replaced.

Scrappage may be completed by the Grantee or by a salvage yard, or similar service, provided all scrappage requirements are met and all necessary documentation is provided. Proof of scrappage must be provided with the corresponding new vehicle reimbursement request. Scrappage documentation must include JPEG images of the following with corresponding file names. Please append the last four digits of the *School Bus*’s VIN number to the file name (e.g., SideProfile1234.jpg):

	<b>Photo</b>	<b>File Name (insert last four digits of VIN for “####”)</b>
1	Side profile of the School Bus	SideProfile####.jpg
2	Vehicle Identification Number (VIN) label	VIN####.jpg
3	Engine plate showing the EPA engine family name	EngineTag####.jpg
4	Chassis rail cut in half	Chassis####.jpg
5	Engine block, prior to the hole being drilled	EngineBlockPrior####.jpg
6	Engine block, after the hole has been drilled	EngineBlockAfter####.jpg

Please see **Appendix D** to the Grant Contract for example scrappage photos.

The Grantee must also provide a letter on their letterhead or on the letterhead of the salvage yard that performed the service confirming that the scrappage requirements have been met. The letter must be signed by the salvage yard that performed the service, or, if the Grantee performs the scrappage service themselves, by the Grantee signatory listed in the Grant Contract. A template of the letter may be found in **Appendix E** of the Grant Contract. The letter must include:

- The date the *School Bus(es)* was *Scrapped*.
- A listing of the *School Bus(es)* with engine model year and VIN; and
- The name and contact information for the entity that *Scrapped* the *School Bus(es)*.

**E. Vehicle Disposition**

Section D.27. of the Grant Contract addresses rules for disposition of grant-funded vehicles. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at another time during the term of the Grant Contract, the Grantee shall request written approval from the State for any proposed disposition of equipment or motor vehicles purchased with Grant funds. All equipment or motor vehicles shall be disposed of in such a manner as the parties may agree from among alternatives approved by the Tennessee Department of Environment and Conservation as appropriate and in accordance with any applicable federal laws or regulations.

TDEC shall, in the next semiannual report following the Trustee's approval of this project, describe the progress implementing this Eligible Mitigation Action that will include a summary of all costs expended on the Eligible Mitigation Action through the reporting date. The report will also include a complete description of the status, development, implementation (include project schedule and milestone updates), and any modification to this Eligible Mitigation Action.

## ATTACHMENT D

### DETAILED COST ESTIMATES FROM SELECTED OR POTENTIAL VENDORS FOR EACH PROPOSED EXPENDITURE EXCEEDING \$25,000

After conducting a comprehensive review of all grant applications under the School Bus Replacement Grant Program, the Tennessee Department of Environment and Conservation (TDEC) selected 38 Grantees that will replace a total of 139 engine model year 2009 or older *School Buses* with 68 new diesel, one *All-Electric*, 62 propane, and eight compressed natural gas vehicles. Details on these Grantees and their associated vehicle projects can be found in the table below.

Grantee	Fuel Type	# of Buses	Grant Amount Requested	Applicant's Cost Share	Total Purchase Cost
Bledsoe County Board of Education	Diesel	5	\$324,825.00	\$108,275.00	\$433,100.00
Bradford Special School District	Propane	4	\$189,000.00	\$189,000.00	\$378,000.00
Campbell County Board of Education	Diesel	1	\$42,000.00	\$42,000.00	\$84,000.00
Carroll County Department of Education	Diesel	6	\$275,700.00	\$275,700.00	\$551,400.00
City of Johnson City	Diesel	5	\$234,375.00	\$240,625.00	\$475,000.00
Clarksville Montgomery County School System	Propane	10	\$625,000.00	\$255,000.00	\$880,000.00
Clay County Schools	Diesel	3	\$220,500.00	\$73,500.00	\$294,000.00
Fentress County Board of Education	Diesel	2	\$146,916.00	\$48,972.00	\$195,888.00
Greene County Schools	Propane	6	\$273,195.72	\$273,195.72	\$546,391.44
Grundy County Department of Education	Propane	7	\$539,600.25	\$179,866.75	\$719,467.00
Hancock County School System	Propane	3	\$238,440.50	\$79,480.19	\$317,920.69
Hardeman County Board of Education	Diesel	5	\$318,720.75	\$106,240.25	\$424,961.00
Henderson County Board of Education	Diesel	1	\$42,000.00	\$42,000.00	\$84,000.00
Hickman County School System	Propane	13	\$604,500.00	\$604,500.00	\$1,209,000.00
Humphreys County Board of Education	Diesel	1	\$45,000.00	\$45,000.00	\$90,000.00
Jackson County Board of Education	Diesel	1	\$63,000.00	\$21,000.00	\$84,000.00
JLL Transport, LLC	Diesel	1	\$96,166.17	\$32,055.40	\$128,221.57
KIPP East Nashville Preparatory (DBA KIPP Nashville)	Diesel	3	\$188,325.00	\$62,775.00	\$251,100.00
Lake County Board Education	Diesel	2	\$125,550.00	\$41,850.00	\$167,400.00
Lynch Bus Lines, LLC	Propane	4	\$272,100.00	\$90,700.00	\$362,800.00
Metropolitan Nashville Public Schools	Diesel	5	\$332,092.50	\$110,697.50	\$442,790.00
Morgan County Board of Education	Diesel	2	\$139,350.00	\$46,450.00	\$185,800.00
Obion County Board of Education	Diesel	2	\$87,740.00	\$87,740.00	\$175,480.00
Oneida Special School District	Natural Gas	3	\$371,250.00	\$123,750.00	\$495,000.00
Overton County Schools	Diesel	4	\$159,588.00	\$159,588.00	\$319,176.00
Perry County Schools	Propane	8	\$582,375.00	\$194,125.00	\$776,500.00
Putnam County Board of Education	Diesel	5	\$260,565.00	\$260,565.00	\$521,130.00
Roane County Board of Education	Diesel	1	\$55,246.50	\$55,246.50	\$110,493.00
Robertson County Board of Education	Diesel	5	\$249,438.80	\$249,438.80	\$498,877.60
Scott County Schools	Natural Gas	2	\$247,500.00	\$82,500.00	\$330,000.00
SCU Bus Lines, LLC	Diesel	1	\$50,000.00	\$64,949.00	\$114,949.00
Sequatchie County Board of Education	Diesel	2	\$94,420.50	\$94,420.50	\$188,841.00
Sevier County Board of Education	Natural Gas	3	\$313,125.00	\$104,375.00	\$417,500.00
Stewart County Schools	Diesel	2	\$94,500.00	\$94,500.00	\$189,000.00
Van Buren County Schools	Diesel	1	\$80,696.25	\$26,898.75	\$107,595.00
Warren County Schools	Diesel	2	\$95,525.00	\$95,525.00	\$191,050.00
Washington County Department of Education*	All-Electric	1	\$219,250.00	\$219,250.01	\$438,500.01
Weakley County Board of Education	Propane	7	\$330,750.00	\$330,750.00	\$661,500.00

\*The Washington County Department of Education has been selected to receive funds for both an *All-Electric School Bus* replacement as well as the acquisition and installation of associated *All-Electric* charging infrastructure. The Grantee's Grant Amount Requested, Applicant's Cost Share, and Total Purchase Cost are inclusive of both the *School Bus* replacement and infrastructure components of the *All-Electric* project. All other Grantees' Grant Amount Requested, Applicant's Cost Share, and Total Purchase Cost are inclusive only of eligible *School Bus* replacement costs.

At the time of reimbursement request, Grantees under the **School Bus** Replacement Grant Program must submit to TDEC cost invoices along with all required supporting documentation. Eligible costs under this Program are limited to (1) the purchase costs of eligible **School Buses** and (2) the acquisition and installation costs for **All-Electric** infrastructure, if applicable. The total purchase cost of eligible **School Buses** may include required costs to acquire the vehicle(s), such as taxes and delivery fees. Costs not integral to **School Bus** function (e.g., idle reduction technologies, optional diesel after-treatment devices, etc.) cannot be considered eligible for reimbursement. Invoices provided as supporting documentation along with reimbursement requests must detail any such costs in an itemized fashion.

Grantee instructions for completing and submitting an invoice are outlined in a **School Bus** Replacement Grant Program Manual<sup>11</sup> and are provided below:

Section C.5 of the Grant Contract states that the Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation... Each invoice shall clearly and accurately detail all of the following required information:

- a. Invoice/Reference Number (assigned by the Grantee);
- b. Invoice Date;
- c. Invoice Period (to which the reimbursement request is applicable);
- d. Grant Contract Number (assigned by the State);
- e. Grantor: Department of Environment and Conservation, Office of Energy Programs
- f. Grantor Number (assigned by the Grantee to the above-referenced Grantor);
- g. Grantee Name;
- h. Grantee Tennessee Edison Registration ID Number Referenced in Preamble of the Grant Contract;
- i. Grantee Remittance Address;
- j. Grantee Contact for Invoice Questions (name, phone, or fax); and
- k. Itemization of Reimbursable Requested for the Invoice Period – it must detail, at minimum, all of the following:
  - l. The amount requested by Grant Budget line-item;
  - m. The amount reimbursed by Grant Budget line-item to date;
  - n. The total amount reimbursed under the Grant Contract to date; and
  - o. The total amount requested (all line-items) for the Invoice Period.

...Invoices shall be submitted along with supporting documentation in the form of cancelled checks, confirmation of payment, and signed donation letters, in order to verify all expenditures and cost share contributions. Invoices must also be accompanied by scrappage documentation in the form of images... and a scrappage certification letter...

Grant payments will be made electronically to the account specified on the Automated Clearing House (ACH) form, to be completed by the Grantee.

Detailed cost estimates for eligible **Class 4-8 School Bus** replacements will be provided to the Trustee along with each corresponding Attachment A – Funding Request and Direction for this Eligible Mitigation Action category.

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<sup>11</sup> State of Tennessee Volkswagen Diesel Settlement Environmental Mitigation Trust School Bus Replacement Grant Program Manual, <https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/VW%20EMT%20School%20Bus%20Replacement%20Grant%20Program%20Manual%20with%20Appendices.pdf>.