

**Request for Reimbursement: School Bus**

Rebate Recipient: \_\_\_\_\_ DUNS: \_\_\_\_\_

Recipient Address: \_\_\_\_\_  
Street City State Zip

Rebate Amount: \$ \_\_\_\_\_ Phone Number: \_\_\_\_\_

(Diesel: 50% of base purchase price, maximum \$42,000; Low-NOx: 60% of base purchase price, maximum \$57,000)

<b>SECTION 1. NEW VEHICLE INFORMATION</b> (grantee must take delivery of the new vehicle prior to submitting this form)	
Delivery Date (date new bus was delivered)	
Purchase Price	
Seating Capacity	
Gross Vehicle Weight Rating	
Vehicle make	
Vehicle model	
Vehicle Year	
VIN (vehicle identification number)	
Engine Manufacturer	
Engine Model	
Engine Model Year	
EPA Engine Family Name: <b>Include photograph of new engine plate</b>	
Engine Horsepower	
Fuel Type	
<b>SECTION 2. PAYMENT INFORMATION REQUIRED</b>	
<p><b>The following proof of payment items must be attached to this form:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of purchase order</li> <li><input type="checkbox"/> Copy of paid invoice</li> <li><input type="checkbox"/> Copy of proof of payment (e.g. cancelled check front and back, credit card payment receipt, or bank statement showing check was cashed)</li> <li><input type="checkbox"/> Side-profile photograph of new bus</li> </ul>	
<b>SECTION 3. SCRAPPAGE REQUIREMENTS</b>	
<p>The bus being replaced must be scrapped or rendered permanently disabled within 90 days of replacement and prior to the submission of this reimbursement request to NDEQ. The older bus being replaced must be scrapped and permanently disabled by:</p> <ol style="list-style-type: none"> <li>1. Cutting, drilling, or punching a 3" by 3" hole completely through the wall of the the engine block, or shearing the block;</li> <li>2. Cutting completely through the chassis frame rails on each side of the bus between the front and rear axles.</li> </ol>	

**Proof of Scrappage:**

Proof of scrappage must be provided with this form. The following documentation is required:

- U.S. EPA Diesel Emission Reduction Program Certificate of Engine/Chassis Destruction signed by the party responsible for dismantling the vehicle and the school representative, and including:
  1. The name and address of the dismantler
  2. Identification of the old vehicle and engine including model year, VIN, and engine serial number
  3. The dates the vehicle was accepted and scrapped by the dismantler.
- Photographs of the following:
  1. Side profile of the bus clearly showing the bus has been disabled
  2. Vehicle Identification Number (VIN)
  3. The engine label that includes:
    - a. Engine serial number
    - b. Engine family identifier
  4. Chassis frame rails cut in half
  5. Engine block, prior to hole being cut
  6. Engine block, after hole has been cut
  7. Other photos as needed

Scrappage may be completed by the rebate recipient or by a salvage yard, or similar service, provided all scrappage requirements have been met and all necessary documentation is provided. **The rebate recipient is responsible for ensuring that the required scrappage photographs are acquired and submitted.** Equipment and vehicle components that are not part of the engine or chassis may be salvaged from the unit being replaced (e.g. seats, tires, etc.). If scrapped or salvaged parts are to be sold, the resulting income may be retained by the rebate recipient but must be reported to NDEQ as program income.

**Salvage Income: \$** \_\_\_\_\_

**SECTION 4: CERTIFICATION**

I hereby certify that the expenses requested for reimbursement are in accordance with the grant agreement and that complete and accurate records are being kept to substantiate such expenses. I further acknowledge that an inspection by NDEQ, verifying the bus was purchased in accordance with the grant agreement, may be required before reimbursement is approved.

\_\_\_\_\_  
Print Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed

Submit the original signed Request for Reimbursement form and a copy of all supporting documentation to:

Nebraska Diesel Emission Mitigation Program  
Nebraska Department of Environmental Quality  
P.O. Box 98922  
Lincoln NE 68509-8922

Questions? Please call (402) 471-4272  
or email us at [NDEQ.VWSettlement@nebraska.gov](mailto:NDEQ.VWSettlement@nebraska.gov)