

New York School Bus Incentive Program

Implementation Manual

September 2023



School Bus
Incentive Program

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Definitions for NYSBIP

Charging Infrastructure are structures, machinery, and equipment required to support charging for electric vehicles including charging stations and other associated hardware and software.

Contractor Portal is an online system, utilizing Salesforce software, that entities selling eligible vehicles use to apply to become a Dealer in the program (Portal Not Yet Available).

Dealer is the vehicle dealership, Original Equipment Manufacturer (OEM), or Upfit/Retrofit Manufacturer (URM) that sells Eligible Vehicles (new medium- or heavy-duty vehicles) or charging infrastructure directly to a Purchaser or end-user. In the case of repowers, the Dealer is the entity that sells the repower equipment to the Fleet and performs the repower on the vehicle.

Disadvantaged Community (DAC) is currently defined as a census block that meets the criteria established by the NYS Climate Action Council's Climate Justice Working Group to be designated a Disadvantaged Community. An [interactive map](#) to determine whether a location is in a Disadvantaged Community is available for reference.

Domicile is the location where the vehicle will be registered, stored, maintained, and/or generally be located, such as a fleet depot, when not performing duties.

Electric School Bus (ESB) is an on-road, Class 3-8 gross vehicle weight rating (GVWR), zero-emission school bus that operates solely by use of a battery pack or hydrogen fuel cell. For the purposes of NYSBIP, ESBs are primarily designed and used for pupil transportation.

Electric Vehicle Supply Equipment (EVSE) is the technical term for an EV charger, which supplies energy to recharge EVs.

Eligible Vehicle is an electric vehicle that meets all program rules and requirements and is on the Eligible Vehicles List (File Not Yet Available)

Factory-Build Sheet contains assembly instructions according to detailed vehicle specifications for use at the manufacturing facility.

Fleet is the vehicle fleet of a commercial, nonprofit, or public sector entity (excluding federal governmental entities) that domiciles, registers, and/or operates class 3-8 vehicles in New York State. Vehicles cannot be registered to an individual.

Gross Vehicle Weight Rating (GVWR) is the maximum operating weight/mass of a vehicle as specified by the manufacturer and described on the original manufacturer line setting ticket provided to the vehicle dealer. Refer to this table of weight classes.

Vehicle Class	Gross Vehicle Weight Range
Class 3	10,001 – 14,000 pounds (4,536–6,350 kg)
Class 4	14,001–16,000 pounds (6,351–7,257 kg)
Class 5	16,001–19,500 pounds (7,258–8,845 kg)
Class 6	19,501–26,000 pounds (8,846–11,793 kg)
Class 7	26,001–33,000 pounds (11,794–14,969 kg)
Class 8	≥33,001 pounds (≥14,969 kg)

High-Need/Resource Capacity (High N/RC) Districts are school districts with high need/resource capacity indices, according to the Need/Resource Capacity Categories developed by the [New York State Education Department](#) (NYSED). This is a measure of a district's ability to meet the needs of its students with local resources and is quantified by the ratio of the estimated poverty percentageⁱ (expressed in standard score form) to the Combined Wealth Ratioⁱⁱ (expressed in standard score form). A district with both estimated poverty and Combined Wealth Ratio equal to the State average would have a need/resource capacity index of 1.0.

Incremental Cost is the difference in cost between the new Eligible Vehicle and a comparable new diesel-fueled vehicle that would be purchased to perform the same function. For the purposes of this program, the entire cost to repower a vehicle is considered its incremental cost.

In-Service is a bus that has been delivered, in working order, accepted by the fleet, and not subject to any unresolved recalls.

Internal Combustion Engine (ICE) Vehicle is a vehicle with an engine powered by burning fuels such as diesel fuel, gasoline, ethanol, or natural gas.

Line Setting Ticket is the factory build or construction sheet created when the vehicle order is sent to the vehicle manufacturer.

New York School Bus Incentive Program Website <https://www.nyserda.ny.gov/All-Programs/Electric-School-Buses/NY-School-Bus-Incentive-Program-Overview>

Nonprofit is an agency or corporation that is exempt from federal income taxes under Section 501 of the Internal Revenue Code (26 U.S.C. § 501).

NYSDA Portal is a system utilizing Salesforce software that the Dealer, once approved by the program, can log into to apply for vouchers, check status of their voucher progress, and upload program required documents for voucher approval and voucher redemption approval (Portal Not Yet Available).

Original Equipment Manufacturer (OEM) is the company that builds or assembles, at a minimum, the completed drive train and chassis for an Eligible Vehicle.

Participating Vehicle Dismantler is a facility that will perform the Scrappage of an eligible old internal combustion engine (ICE) vehicle according to NYSBIP guidelines.

Priority Districts are school districts which are either High-Need/Resource Capacity districts or school districts in which over 40% of the total area population lives within a DAC. These districts qualify for a 'Priority District' bonus.

Replacement Vehicle is a new Eligible Vehicle that replaces an existing ICE vehicle of similar or higher weight class that has been scrapped to qualify for a scrappage bonus.

Repowered Vehicle is an existing vehicle that had its existing ICE engine, which was dated at least six years older than the current model year, scrapped and replaced with a new zero-emission engine, motor, drivetrain, and battery.

Scrappage (Scrapped or Scrap) is verifiably rendering inoperable an ICE vehicle with an engine dated 7 years or older than the year of application by verifiably cutting a three-inch hole in the engine block and disabling the chassis by cutting the vehicle's frame rails completely in half.

Telematics is the technology of sending, receiving, and storing information using telecommunication devices that have been installed in an Eligible Vehicle by a fleet participant.

Type A School Bus is a smaller bus built on a cutaway front-section vehicle with a carrying capacity of 10–25 passengers. Type A school buses are split into two sub-groups: Type A-1, having a Gross Vehicle Weight Rating (GVWR) of less than 10,000 pounds, and Type A-2, having a GVWR of 10,000 pounds or more.

Type C School Bus is a full-length school bus with a “truck-front” design. A Type C school bus can carry between 60-72 passengers. The GVWR is usually between 23,500 lbs. and 29,500 lbs.

Type D School Bus is a full-length school bus with a “transit-front” design. A Type D school bus can carry between 72-90 passengers. The GVWR is usually between 25,000 lbs. and 36,000 lbs.

Upfit/Retrofit Manufacturer (URM) is a company that installs equipment on a truck or bus rolling chassis purchased from an OEM. The Upfit/Retrofit Manufacturer must bear full responsibility under federal law for any vehicle defects and is responsible for certifying the vehicle meets all applicable federal safety standards.

Vehicle Operator is the entity that will operate an Eligible Vehicle. This may be the Purchaser or a different entity under a lease agreement with a Purchaser.

Purchaser is the entity that will directly purchase, own, and operate the vehicle. The Purchaser may or may not be the same entity as the Vehicle Operator.

Third-Party Operator is a party engaged by a school district to operate school buses and/or associated charging infrastructure on behalf of the school district for pupil transportation purposes. For NYSBIP, eligible purchasers include school districts and Third-party Operators.

Vehicle Usage Report is a required report submitted by the Vehicle Operator that details the mileage, fuel use, maintenance, breakdown costs, and other information to NYSEDA.

Voucher Application is the process of the Dealer supplying information through the NYSEDA Portal to have a voucher incentive set aside for an Eligible Vehicle (Portal Not Yet Available).

Voucher Approval Date is the date on which NYSEDA approved a project and sets aside funding for a vehicle project. Dealers must submit all documentation for reimbursement within 15 months of the voucher approval date. NYSEDA may approve extensions of up to 6 months (check Section 9.1.2 for details of the voucher extension process).

Voucher Help Center (VHC) is the primary program point of contact for Manufacturers, Dealers, and Purchasers. The VHC answers questions related to the program and reviews voucher applications upon submission. Contact the VHC via email NYSBIP@energycenter.org or call 866-595-7917.

Voucher Redemption is the process of the Dealer supplying information through the NYSEDA Portal to complete the voucher process and satisfy all requirements for a payment to be made to the Dealer (Portal Not Yet Available).

1 Program Overview

In the April 2022 budget passed by the New York State Legislature and signed by Governor Hochul, the State established a deadline for the transition to zero-emission buses. Specifically, all school buses purchased by 2027 must be zero-emission buses, with the entire fleet transitioned to zero-emission by 2035. In 2022, voters across the State overwhelmingly voted for the [Clean Water, Clean Air, and Green Jobs Environmental Bond Act](#) (Bond Act), which includes \$500M to support the transition to zero-emission school buses. NYSEDA has established the New York School Bus Incentive Program (NYSBIP) to achieve these State public purposes and assist school districts in complying with this mandate. NYBIP is a voucher incentive program aimed to accelerate the deployment of zero-emission school buses in the medium- and heavy-duty vehicle weight classes throughout New York State using funds allocated by the Bond Act. Zero-emission school buses include both electric school buses (also referred to as ESBs) and hydrogen fuel cell school buses.

NYSBIP will help facilitate the transition to zero-emission buses by increasing the use of zero-emission vehicle technologies which benefit the health of students and drivers, improving air quality by reducing harmful vehicle emissions and greenhouse gases, and by lessening New York State's transportation sector's dependence on petroleum.

NYSBIP goals are:

- Accelerate the deployment of zero-emission bus technology to reduce greenhouse gas emissions and air pollution.
- Reduce the upfront costs to New York State school districts for purchasing zero-emission school buses and associated charging infrastructure.
- Provide environmental and health benefits to all New Yorkers, with a focus on improved outcomes for residents of Disadvantaged Communities as defined by the Climate Act.

The charging infrastructure component of NYBIP is under development. Owners of school buses purchased with support from NYBIP will be eligible for charging infrastructure funding.

1.1 About the Program

The NYBIP is an incentive program that provides grants to a school district or group of school districts to offset all or a portion of the purchase price of new or repowered Electric School Bus(es) and associated Charging Infrastructure to be used to service the students of those school districts. In the case where a school district contracts with a Third-Party Operator to provide school bus services, the grant to the school district may be applied to make a one-time payment for a portion of the purchase price of Bus(es) and/or associated Charging Infrastructure that are purchased by the operator and will serve the students of that school district.

NYSBIP works as follows: a fleet (Purchaser) agrees to purchase an Eligible Vehicle from a Dealer qualified to sell that vehicle through NYSBIP. The Dealer then deducts the value of the voucher from the total sale price. Once the Dealer has supplied all required documentation to verify all steps of the process and scrappage is completed (if applicable), NYSEDA reimburses the Dealer for the full voucher amount. The voucher amount is provided to the Purchaser by the Dealer at the point of purchase in the form of a discount off the total purchase price, making ESB acquisitions easier, less expensive, and helping to distribute the benefits of ESB deployment within New York State.

Voucher incentives facilitate fleet adoption of new or repowered ESBs by reducing the upfront prices of the vehicles, which are currently more expensive than comparable ICE vehicles. Vouchers make it more affordable for fleets to gain experience with cleaner technologies that often cost less to operate than diesel and gasoline vehicles.

1.2 About the Implementation Manual

This Implementation Manual outlines the process, requirements, rules, and funding parameters of NYSBIP to provide participants with information on how to participate. NYSEDA may make changes to the Implementation Manual at any time. NYSBIP participants are bound by the version of Implementation Manual in effect at the time their voucher application is submitted. In other words, voucher applications, voucher redemption protocols, and all other program elements associated with those vouchers must follow the directions outlined in the most recent version of the Implementation Manual posted on the NYSBIP website at the time of voucher submittal. The most recent Implementation Manual, as well as all required forms and agreements, can be found on the NYSBIP website as well as in the NYSEDA Portal (Portal Not Yet Available) through which voucher applications are submitted. Notice of all changes will be provided to participants via their designated email addresses, as identified in the voucher application.

1.3 General Program Rules

NYSEDA will not make a voucher payment until all requirements for voucher redemption are met and approved by NYSEDA (Section 9). If the Purchaser does not provide proper documentation to the Dealer for voucher redemption, NYSEDA is NOT responsible for the deficit in funding for the vehicle purchased. Partial voucher payments will not be made on an individual vehicle. Partial voucher payments may be made for the entire voucher amount of individual vehicles on a multi-vehicle voucher request.

If requesting a scrappage bonus, failure to comply with all applicable scrappage requirements will result in the rejection of the scrappage bonus.

NYSEDA will determine and update voucher amounts—based on the average purchase price difference between all ESBs and comparable diesel or gasoline school buses in each ‘type’ of bus (e.g., Type A, C, D)—and post that information in the NYSBIP Eligible Vehicle List (file not yet available) on the NYSBIP website.ⁱⁱⁱ This allows prospective Purchasers to know the estimated ‘base’ vehicle incentive amount

(before eligible bonuses or add-ons are applied, check Section 2.1 for more information) prior to negotiating a vehicle price with the Dealer. NYSEDA, at its sole discretion, will determine the final value of the voucher at the time of approval for the new or repowered vehicle. Project-specific information, such as domicile address, may also impact the final voucher amount and will be determined when the application is approved.

1.3.1 Voucher Publicity

All Program participants, including Purchasers and Dealers, must collaborate with NYSEDA's Director of Communications, at least 10 business days in advance, to prepare any press release and to plan for any news conference concerning work related to the NYSEDA, if any. NYSEDA participants must notify the Voucher Help Center and NYSEDA Project Managers in advance of any media interview or press event in which work related to NYSEDA, including vehicles or chargers for which the purchase was facilitated using vouchers, is referred to or discussed. Purchaser/Vehicle Operators must not use NYSEDA corporate name, logo, identity, any affiliation, or any related logo, without prior written consent from NYSEDA.

1.3.2 Voucher Stacking

NYSEDA awards may be combined ("stacked") with other eligible public incentives where applicable. Such incentives may include, but are not limited to, the Inflation Reduction Act (IRA) Tax Credits and available utility "Make-Ready" programs such as the Medium- and Heavy-Duty Make-Ready Pilot Program. In no instance may the total incentive amount exceed 100% of the value of the vehicle and/or charging infrastructure. If it comes to NYSEDA's attention that an ESB or charging infrastructure has received or is slated to receive incentives totaling more than 100% of the value of the vehicle and/or charging infrastructure, NYSEDA will reduce the NYSEDA award accordingly or request reimbursement of excess incentives if incentive payments have already been made.

1.4 Program Contacts

All Program questions can be directed to the Voucher Help Center (VHC):

NYSEDA Voucher Help Center

866-595-7917

NYSEDA@energycenter.org

If you are unable to contact personnel at the VHC, or if there are issues that the VHC cannot resolve, please contact the NYSEDA project managers responsible for the Program:

Hannah Abdoo

Project Manager

1359 Broadway, 19th Floor, New York, NY 10018-7842

(518) 862-1090

Hannah.Abdoo@nyserda.ny.gov

Send an email to schoolbus@nyserda.ny.gov for more information.

2 Voucher Amounts

A voucher will be issued for the net eligible incremental cost of an ESB after all other incentives are accounted for and after the application has been determined to meet all program eligibility criteria. If the Purchaser qualifies for the Complementary Equipment Add-Ons described below, the Purchaser will be issued a voucher for the net eligible incremental cost plus the total amount of funding from the qualifying Complementary Equipment Add-Ons. The incentive amounts shown below may change over time. Once a voucher is approved, that voucher is eligible for the incentive amount shown in the Implementation Manual at the time of the voucher submission.

2.1 Base Vehicle Voucher Amounts

The base voucher amounts for NYSBIP intend to cover a large percentage of the incremental cost of a new or repowered zero-emission school bus. Voucher amounts are categorized by type of bus (e.g., Type A, Type C, Type D) and by whether the bus is purchased new or if it is an existing bus that is being repowered. The base voucher amounts are shown in Table 1. The base voucher amounts were determined by subtracting the average of all internal combustion engine (ICE) buses on the [OGS State School Bus Contract](#) in each category from the average of all ESBs in that category. Repowered bus incremental values were determined based on industry research. The maximum voucher amounts, once all available bonuses are applied, are shown in Table 2. All amounts are subject to change and will be updated throughout the program to reflect market conditions and funding availability.

Table 1: Base Bus Voucher Amounts

School Bus Type	Percentage of Incremental Cost Covered	Base Voucher Dollar Amount
New Type A (NTA)	60%	\$114,000
New Type C (NTC)	60%	\$147,000
New Type D (NTD)	60%	\$156,000
Repowered Type A (RTA)	75%	\$105,000
Repowered Type C (RTC)	75%	\$135,000

Table 2: Bonus and Complementary Vehicle Add-On Amounts

School Bus Type	Priority District Bonus Amount	Scrappage Bonus Amount	V2G Complementary Add-On Amount	Wheelchair Complementary Add-On Amount
NTA	\$28,500	\$47,500	\$9,500	\$8,000
NTC	\$36,750	\$61,250	\$12,250	\$8,000
NTD	\$39,000	\$65,000	\$13,000	\$8,000
RTA	\$21,000	N/A	\$7,000	N/A
RTC	\$27,000	N/A	\$9,000	N/A

*Check Sections 2.2 and 2.3.

2.2 Voucher Bonus Amounts

Voucher amounts can be increased through bonuses that can be obtained through meeting additional criteria or taking additional actions. The bonuses are defined in this section, which includes information on applicant and vehicle eligibility and bonus amounts (which are added to the 'Base Voucher Dollar Amount in Table 1). An applicant may receive all, some, or none of the bonuses depending on whether it meets the criteria.

Priority District buses^{iv}- these are buses that serve Priority Districts as defined in Section 6.1.1.

- **Eligible vehicles:** all bus types are eligible for this bonus.
- **Eligible applicants:** those meeting the Priority Districts criteria included in Section 6.1.1.
- **Bonus amounts:** an additional 15% of the incremental cost will be applied to the base voucher amount as depicted in Table 3.

Table 3: Priority District Bonus Amounts

School Bus Type	Bonus Amount
NTA	\$28,500
NTC	\$36,750
NTD	\$39,000
RTA	\$21,000
RTC	\$27,000

Vehicle Scrappage – This voucher bonus applies when an applicant destroys the vehicle being replaced, ensuring that the bus will not be sold or used elsewhere.

- **Eligible vehicles:** New Type A, C, and D buses qualify. Repowered buses do not qualify. For additional eligibility requirements check Section 2.2.1.
- **Eligible applicants:** All Purchasers applying for a voucher for a new bus (e.g., not repowered) qualify.
- **Bonus amounts:** An additional 25% of the incremental cost will be applied to the base voucher amount as depicted in Table 4.
- **Documentation:** Check Section 8.1.

Table 4: Vehicle Scrappage Bonus Amounts

School Bus Type	Bonus amount
NTA	\$47,500
NTC	\$61,250
NTD	\$65,000
RTA	N/A
RTC	N/A

2.2.1 Scrappage Bonus Requirements

To receive the scrappage bonus the Purchaser must scrap an in-service school bus, as defined below.

Scrappage Definition

A vehicle is considered scrapped when rendered inoperable and available for recycling, by cutting a three-inch hole in the engine block and disabling the chassis by cutting the vehicle's frame rails completely in half.

- To destroy the engine: Cut or drill a minimum three-inch hole through the engine block.
- To destroy the chassis: Cut or shear both the chassis rails between the two axles.

The following scrappage vehicle requirements must be met, otherwise the scrappage bonus portion of the voucher incentive payment will not be paid:

- The school bus must be owned by the Purchaser and must be an in-service school bus, meaning:
 - The bus was operated in NYS during 2 of the previous 3 years, **and**
 - The bus has achieved greater than or equal to 2,500 miles of service in the last year.
- The school bus engine must be a model year at least 7 years older than the year of application (e.g., if applying in 2024 the bus must be model year 2017 or older).

- Existing school buses must be replaced with the same school bus type or a smaller type (e.g., a Type C bus may be scrapped to receive the bonus for a Type A bus, but a Type A bus cannot be scrapped for a Type C bus application).
- The school bus must be an internal combustion engine bus using any fuel type (scrappage of diesel vehicles is preferred where feasible).
- Additional information regarding the scrappage process requirements and documentation can be found in Section 8.

2.3 Complementary Equipment Add-Ons

In addition to the bonus amounts, two additional ‘add-ons’ are available for Purchasers that request specialized equipment be installed on their vehicle. The amounts are intended to help cover the additional expenses associated with these vehicle modifications:

Vehicle to Grid (V2G) Technology – this voucher add-on applies for ESBs that include vehicle-to-grid^v capability. NYSDERDA will determine whether vehicle models are V2G-capable (or whether they come with the option of being V2G-capable) when it reviews each Vehicle Eligibility Application. NYSDERDA will indicate the V2G status on the Eligible Vehicles List. (File Not Yet Available)

- **Eligible vehicles:** all bus types are eligible for this bonus.
- **Eligible applicants:** all applicants applying for a voucher qualify.
- **Add-on amounts:** an additional 5% of the incremental cost will be applied to the base voucher amount as depicted in Table 5.

Table 5: V2G Technology Complementary Add-On Amounts

School Bus Type	Complementary Add-On Amount
NTA	\$9,500
NTC	\$12,250
NTD	\$13,000
RTA	\$7,000
RTC	\$9,000

Wheelchair Accessibility – This voucher bonus applies for ESBs that are wheelchair accessible.

- **Eligible vehicles:** New Type A, C, and D. Repowered buses do not qualify.
- **Eligible applicants:** All applicants applying for a voucher qualify.
- **Add-on amounts:** An additional \$8,000 will be added to the base voucher amount as depicted in Table 6.

Table 6: Wheelchair Accessibility Bonus Amounts

School Bus Type	Bonus Amount
NTA	\$8,000
NTC	\$8,000
NTD	\$8,000
RTA	N/A
RTC	N/A

Charging Equipment

All eligible Purchasers will also qualify for a Charging Equipment add-on. The details of this portion of the NYSBIP are being developed and will be added to the Implementation Manual upon finalization. Purchasers who apply prior to finalization of the Charging Equipment add-on will be eligible retroactively.

2.4 Vehicle Caps

In line with the goal of NYSBIP to enable all school districts an opportunity to participate, caps on the number of vehicles each applicant may access will be in place. It is expected that these caps will be reviewed and, if funding allows, lifted, once efforts to reach every school district have been made. Caps for school district-owned fleets and Third-party Operator-owned fleets vary slightly. Applications from school districts that both own buses and contract out to third-party operators, and school districts that hold contracts with multiple third-party operators, will be reviewed on a case-by-case basis to ensure alignment with the Vehicle Caps.

■ School District-Owned Fleets

- Each school district may apply for the greater of six (6) vehicles or 6% of their fleet within the first two (2) years of NYSBIP.
- Each Priority District may apply for the greater of ten (10) vehicles or 10% of their fleet within the first two (2) years of NYSBIP.
- School districts can apply for the greater of an additional 4% or four (4) vehicles within the first two (2) years of NYSBIP if they complete an approved fleet transition plan demonstrating utility engagement for infrastructure design and a timeline for receiving buses.
- After two (2) years, school districts may apply for further vehicles if funding remains.

■ Third-Party Operator-Owned Fleets

- Each Third-party Operator may apply for the greater of six (6) vehicles or 6% of its vehicles serving each non-priority school district with which it contracts within the first two (2) years of NYSBIP.
- Each Third-party Operator may apply for the greater of ten (10) vehicles or 10% of its vehicles serving each Priority District with which it contracts within the first two (2) years of NYSBIP.
- Third-party Operators may apply for the greater of an additional four (4) vehicles or 4% of its vehicles serving each school district with which it contracts within the first two (2) years of NYSBIP if they complete an approved fleet transition plan demonstrating utility engagement for infrastructure design and a timeline for receiving buses.
- After two (2) years, Third-party Operators may apply for further vehicles if funding remains.

2.5 Declining Incentives

The total cost of ownership (TCO) of ESBs is expected to reach parity with that of ICE buses around 2027 and ownership of ESBs is expected to become more favorable beyond 2027. Since the upfront purchase price of the bus is the main driver of total cost of ownership, NYSBIP anticipates lowering incentive amounts as the market purchase prices for new ESB's decreases. NYSERDA will monitor costs on an annual basis while NYSBIP is active and adjust incentive amounts accordingly. While no declining amounts are currently scheduled, it is important for fleets to understand that incentive amounts may decrease.

3 NYSBIP Process

This section describes the various components of the NYSBIP process. This includes how:

- Dealers obtain approval to sell vehicles through NYSBIP
- Dealers obtain approval for individual vehicles to be eligible for NYSBIP
- Voucher applications are submitted and approved
- Voucher payments are made
- Vehicle usage reporting is collected and submitted

Figure 1: NYSBIP Process Diagram



Key Participants in the NYSBIP Process:

- **Manufacturers:** An Original Equipment Manufacturer (OEM), the OEM’s authorized dealer, or Upfit/Retrofit Manufacturer (URM).
- **Dealers:** An authorized seller of Eligible Vehicles.
- **Purchasers:** An eligible entity that will be receiving the buses (Section 6).
- **Voucher Help Center (VHC):** The primary program point of contact for OEMs, URMs, Dealers, and Fleets.

NYSBIP Process

1. **Vehicle Eligibility Approval** – A Manufacturer submits a completed [Vehicle Eligibility Application](#) (File Not Yet Available) to the VHC. This application provides information on the vehicle to be reviewed for eligibility. Once approved, vehicles are listed on the [NYSBIP website](#) in the Eligible Vehicles List (File Not Yet Available). Check Section 4 for details on vehicle eligibility requirements and process.
2. **Dealer Approval** – A Dealer authorized to sell an Eligible Vehicle applies to NYSDOT to become an approved Dealer (check Section 5) or details on Dealer eligibility and process). Approved Dealers may then market program incentives to prospective Purchasers and submit voucher applications to NYSDOT.
3. **Voucher Application and Approval** – When a Purchaser is ready to purchase an Eligible Vehicle from an approved Dealer, the Dealer submits a voucher application to reserve a voucher for that specific purchase (check Section 7 for details on the voucher application process). The full voucher incentive amount must be deducted from the final sale price of the vehicle at the point

of sale and passed on to the Purchaser. The VHC and NYSEDA will review the voucher application and notify the Dealer if there are any issues or missing information, or if the application is approved. If the voucher application is approved, funds are reserved for the Eligible Vehicles identified in the application. New vehicles must be delivered to Purchasers after the date of application to NYSEDA to be considered eligible for funding and retrofitted vehicles must have their retrofits completed after the date of application to NYSEDA to be considered eligible for Program funding.

4. **Voucher Redemption** – After the Purchaser takes delivery of the Eligible Vehicle, registers the vehicle, pays for it in full (total vehicle cost minus the voucher amount), and satisfies any applicable scrappage requirements, the Dealer completes the voucher redemption process in the NYSEDA Portal (Portal Not Yet Available). This consists of uploading all required documentation for final approval (check Section 9 for details of the voucher redemption process). This information must be uploaded for each individual vehicle for which the Dealer seeks to receive a voucher payment. Vouchers must be redeemed within 15 months of the voucher approval date. NYSEDA can approve extensions of up to 6 months (check Section 9.1.2 for details of the voucher extension process).

- a. **Scrap information:**

The Purchaser must provide the Dealer with all required scrappage documentation within this timeframe, and the Dealer must upload all scrappage documentation to the NYSEDA Portal (Portal Not Yet Available) before the voucher can be redeemed. Scrappage can occur any time between the date of voucher approval up to 21 days after vehicle delivery (check Section 8 for details of the scrappage process and documentation).

5. **Voucher Payment** – The VHC and NYSEDA review the voucher redemption documents, and if all documents are approved, NYSEDA will issue a voucher payment to the Dealer. Dealers should enroll in electronic funds transfer (EFT) payment processing to receive timely voucher payments. To sign up for payment by EFT, visit NYSEDA's [website](#) and complete an [authorization form](#) (check Section 9.2 for details of the voucher payment process).
6. **Operations and Reporting** – The Purchaser must operate new buses for no less than five (5) years from the date of delivery. The Purchaser is required to submit Vehicle Usage Reports for five (5) years from the date of delivery (check Section 10 for additional details).

4 Vehicle Eligibility and Approval

4.1 Vehicle Eligibility Requirements

To qualify for voucher incentives through NYSBIP, eligible replacement vehicles must meet the following requirements:

- Vehicle must be a Class 3-8 Battery Electric Vehicle (BEV) or Fuel Cell Electric Vehicle (FCEV). Personal passenger vehicles are NOT eligible for program funding.
- The eligible ESB must travel at least 5,000 miles per year for 5 years of required reporting to NYSBIP.
- A vehicle must be purchased from a Dealer approved to participate in the program (check Section 5.1)
- Other than repowered vehicles, all eligible vehicles must be new. The model year (MY) of the new vehicle must be either one model year older, the same model year, or one model year newer compared to the calendar year in which the vehicle was purchased. For example, for a vehicle purchased (e.g., based on purchase order date) during calendar year 2023, the new vehicle's model year must be 2022, 2023, or 2024. Used vehicles (including vehicles used by Dealers, Manufacturers, or other entities or for demonstration purposes) are NOT eligible. These new vehicles and/or vehicle chassis cannot be previously registered in any state, fully paid for by the Purchaser (other than a vehicle down payment) or have been delivered to the Purchaser prior to the Dealer applying for a voucher.
- Repowered vehicles may be eligible for funding if the vehicle has an expected operational lifespan after repowering of at least five (5) years. For the purposes of repowers, the entire cost of the repower is considered the incremental cost.
- Program funding may not be used to pay for the purchase or installation of fuel-fired heaters, although these may be installed at Purchaser's cost (check Section 4.2).
- Eligible Vehicles must meet all federal and New York State requirements for operation. The Manufacturer must also certify that the vehicle model complies with all applicable federal safety standards for new motor vehicles and new motor vehicle equipment issued by the National Highway Traffic Safety Administration (NHTSA). The Federal Motor Vehicle Safety Standards (FMVSS) are found in Title 49 of the Code of Federal Regulations (CFR) Part 571.
- The electric motor, drive train, and battery pack must be covered by a Manufacturer's warranty. The warranty must provide protection for a minimum of 5 years (60 months). Prior to approving a vehicle model as an Eligible Vehicle to be listed on the NYSBIP website (File Not Yet Available), NYSEDA may request that the Manufacturer provide copies of representative warranties for vehicle, engine, and/or powertrain components (e.g., battery pack) and documentation (such as warranty contracts) of the Manufacturer's plans to provide routine vehicle service.

- Additional requirements impacting vehicle eligibility and/or incentive levels for vehicles regarding manufacturing labor and/or vehicle content origin and sustainability may be implemented in the future.

Refer to the Eligible Vehicles List (File Not Yet Available) for up-to-date information on approved vehicles (File Not Yet Available).

4.2 Vehicle Approval Process

The following steps are required to be taken by the Manufacturer for vehicle approval:

1. Download the Vehicle Eligibility Application (File Not Yet Available) spreadsheet from the NYSBIP website.
2. Enter general information about the vehicle for which the Manufacturer is requesting eligibility, including the following information, in the vehicle eligibility form:
 - Model year
 - Make and model
 - Fuel type (e.g., BEV, FCEV)
 - School bus type (e.g., Type A, C, D)
 - Gross Vehicle Weight Rating (GVWR)
 - Energy/environmental attributes (e.g., kWh/mile for BEVs)
 - Manufacturer suggested retail price (MSRP) (or Buyer's Sheet) indicating ESB pre-tax cost
 - Location and nature of activities involved in final vehicle assembly
 - Whether the ESB model has V2G capabilities
 - Whether the ESB has a wheelchair accessible model
3. Email the completed vehicle eligibility form to the VHC along with required documentation. Documentation shall include, at a minimum, the following items:
 - Completed Vehicle Eligibility Application spreadsheet including attestation that the vehicle meets federal and state requirements.
 - Documents justifying the price of the Eligible Vehicle (e.g., cut sheet).
 - Name and contact information for a New York State repair facility under contract with the Manufacturer for servicing and repairing New York State vehicles.
 - If a Manufacturer does not own a New York State repair facility or does not have a contract with a New York State entity to provide repair and warranty service (copy of contract must be provided and approved by NYSEDA), the Manufacturer must submit a written plan (including contracts) for how it intends to provide warranty service, replacement parts, and technical support in New York State **within 48 hours** of a service request. The maintenance/repair plan must be submitted to the VHC for approval. The plan must receive approval from NYSEDA for vehicles to be eligible to receive NYSBIP incentives.

- Proof of a guaranteed warranty for motor, powertrain, parts, and labor for the minimum amount of time specified (check Section 4.1). NYSERDA and the VHC review the Vehicle Eligibility Application (File Not Yet Available) and additional documentation for accuracy and completeness. If additional information is needed, NYSERDA or the VHC will notify the Dealer via email. If NYSERDA or the VHC find that the application is complete, and the vehicle(s) are eligible, the Dealer will be notified of approval.
4. NYSERDA will list the newly Eligible Vehicle(s) on the program website (File Not Yet Available) so fleets know they can purchase the vehicle(s) through NYSBIP.

5 Dealer Eligibility and Approval

5.1 Dealer Eligibility Requirements

In NYSBIP, the Dealer is the entity that sells an approved Eligible Vehicle to the Purchaser. Entities interested in becoming Dealers that are approved to sell vehicles through NYSBIP must:

- Be any of the following types of entities:
 - A school bus dealership that has a written agreement with a medium- and/or heavy-duty vehicle OEM, and sells complete Eligible Vehicles to Purchasers.
 - An OEM that builds and sells complete Eligible Vehicles directly to Purchasers.
 - A bus URM that has a written agreement with a medium- or heavy-duty OEM, and upfits, retrofits, or performs final equipment installations on those new Replacement or Repowered Vehicles and sells or the completed Eligible Vehicle to a Purchaser.
 - A retrofit kit company that produces and installs the kits on existing vehicles, such as a battery electric vehicle (BEV) kit on an existing ICE vehicle.
- Have a valid business license for the past two years and be registered to do business in New York State.
- Be the entity that sells the fully assembled and completed new or repowered Eligible Vehicles.

5.2 Dealer Approval Process

To submit a Dealer application, the Dealer:

1. Accesses the online Contractor Portal from the NYSBIP website opens (Portal Not Yet Available).
2. Once in the Contractor Portal, enters general company information and company contact details.
3. Selects at least one make of the Eligible Vehicle it plans to sell as part of the program; if the Dealer is not a Manufacturer, the Dealer uploads a letter from the Manufacturer authorizing the Dealer to market and sell that brand's vehicles ([OEM Letter of Consent](#)).
4. Reviews and completes the following documents:
 - a. [OEM Letter of Consent](#)
 - b. [Dealer Participation Agreement](#)
 - c. If the Dealer is located outside of New York State, documentation showing how the Dealer will provide service and support to Purchasers participating in NYSBIP.
5. The Dealer submits the completed Dealer Application to NYSEDA for review.
6. NYSEDA and the VHC review Dealer applications for completeness. If the Dealer Application is incomplete or the Dealer is not certified to sell the Eligible Vehicle(s), the VHC will notify the Dealer. If the Dealer Application is complete and approved, NYSEDA will notify the Dealer that they are now an approved Dealer. This approval will create an account for the Dealer in the NYSEDA Portal (Portal Not Yet Available).

7. NYSDERDA lists the Dealer as an approved Dealer on the Eligible Vehicles List (File Not Yet Available) on the NYSDERDA [website](#). Once a Dealer has been approved, it is then approved to market the NYSDERDA incentives to Purchasers (check Section 1.3.1).

5.3 Dealer Requirements

Dealers are required to pass on the full NYSDERDA incentive to a Purchaser by reducing the purchase cost of Eligible Vehicles by the full incentive amount.

- Dealers may not charge fees to the Purchaser in association with processing vouchers.
- Dealers must make all program-related records available for review by NYSDERDA during the first five years after the Voucher Redemption is complete on the vehicle(s) that receive support through NYSDERDA.

6 Purchaser Eligibility

6.1 General Eligibility Requirements

School buses that serve public school districts are the sole focus of NYSBIP. Eligible school buses include Type A through Type D (Class 3-8) ESBs that are used for regular pupil transportation. Shuttle vans, trucks, SUVs, and cars that are used for pupil transportation are not currently eligible. NYSBIP is accessible to all public-school districts, regardless of need-status or Disadvantaged Community (DAC) status. Different voucher amounts apply for Priority Districts and non-Priority Districts. Eligibility is determined by the entity and vehicle.

Eligible Purchasers:

In terms of ownership, the following Fleets may apply to NYSBIP:

- New York State public school districts or other public entities that provide K-12 pupil transportation services; or,
- Third-party Operators under contract with a New York State public school district.

Vouchers will be awarded on a first-come, first-served basis up to the Vehicle Caps in Section 2.4

6.1.1 Priority School District

Priority school districts are ones that:

- Are identified as High-Need/Resource Capacity districts in the Need/Resource Capacity Categories, **AND/OR**
- Are school districts in which over 40% of the total district population lives within a DAC.

Additionally, Purchasers who will domicile the bus(es) in an **existing** bus depot or storage facility in a [Disadvantaged Community](#) may qualify for a Priority District bonus.

For clarity, these districts are identified on the Priority Districts table.

7 Voucher Application and Submission

7.1 Voucher Application Process

The Dealer works with the Purchaser to complete the voucher application process. In the NYSERDA Portal (Portal Not Available Yet), the Dealer will complete the following:

1. Create a new application and enter contact information for the Dealer, Purchaser, and school district (Purchaser and school district may be the same).
2. Enter domicile address(es).
3. Select Eligible Vehicle(s) to be purchased.
4. Enter details of new vehicle(s) and vehicle(s) to be scrapped (if applying for a Scrappage Bonus).
5. Agree to the NYSBIP terms and conditions.
6. Upload the following documents:
 - Signed [Purchaser Participation Agreement](#)
 - Signed [Third-Party Operator Addendum](#) (if the Purchaser leases the vehicle to a different entity)
 - Purchase Order for new vehicle(s) (vehicle purchase order) (may be provisional)
 - Scrappage documents if applicable (check Section 8.1).
7. Submit the application.

7.2 Voucher Submission

NYSERDA and the VHC review the voucher application for eligibility, accuracy, and completeness. If the voucher application is incomplete or inaccurate, the VHC will notify the Dealer that they must resubmit the required information. The voucher application will be rejected if the information is not corrected within 30 business days after the initial request. A rejected voucher application can be resubmitted.

Once NYSERDA determines the voucher application is complete and meets all applicable requirements, The VHC will notify the Dealer of voucher approval and reserve funds for the vehicle purchase.

8 Vehicle Scrappage

A vehicle is considered scrapped when a participating Vehicle Dismantler has rendered it inoperable and available for recycling, destroying the engine block and the chassis.

- To destroy the engine: Cut or drill a minimum three-inch hole through the engine block.
- To destroy the chassis: Cut or shear both the chassis rails between the two axles.

The vehicle must arrive at the scrappage location with the chassis attached, the engine intact, in drivable condition, and its registration still valid. The vehicle must be fully operational and functional.

Additional Requirements:

- Scrappage must be performed by a participating Vehicle Dismantler; a current list of participating Vehicle Dismantlers is available on the NYSBIP website. Eligible Vehicle Dismantler facilities may be located across New York State to facilitate scrappage. URM models with eligible repower models shall be considered Eligible Vehicle Dismantlers.
- Purchasers must arrange for vehicle scrappage and provide the Dealer with the date of scheduled scrappage before they can take delivery of the new vehicle(s).
- Scrappage can occur any time **after** approval of a voucher application but it must be completed with all documentation submitted to the Dealer within 21 days of taking delivery of the new vehicle(s). Failure to comply with this timeline will result in rejection of the Scrappage Bonus.
- If scrappage-eligible vehicles have changed ownership during the last two years, all applicable NYS requirements, including but not limited to title transfer, and sales tax payment, must have been satisfied prior to application for funding under NYSBIP.
- During the scrappage process, before any crushing or shredding, vehicles must be decommissioned, meaning having potential environmental contaminants including, but not limited to, fluids, batteries, refrigerants, mercury switches and airbags, drained and/or properly removed, consistent with New York State Department of Environmental Conservation regulations for Vehicle Dismantling Facilities under Subchapter B, Subpart 361-7 and Article 27, Title 23.

Subchapter B, Subpart 361-7:

[https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=I16cb4c30d90711e7b1b4dba4afbaec92&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)&bhcp=1](https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=I16cb4c30d90711e7b1b4dba4afbaec92&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)&bhcp=1)

Article 27, Title 23:

<https://www.dec.ny.gov/chemical/28650.html>

The program cannot process vouchers until the scrappage is satisfactorily completed and photographed. Failure to comply with scrappage requirements will result in the rejection of a voucher redemption submission. **It is recommended that a fleet representative attend the scrappage event to ensure it is properly documented and that all required before and after photos are taken to avoid delay or denial of voucher payment** (Section 8.1).

Failure to comply with all scrappage requirements will result in non-payment of the Scrappage Bonus to the Dealer. Dealers and Purchasers should be aware that NYSERDA is not responsible for any voucher incentive payments to the Dealer if the scrappage requirements are not met. Purchasers should also be aware that, depending on the contractual agreement between the Dealer and the Purchaser, failure to meet the scrappage requirements may result in the Purchaser being required to pay the full (unreduced) price of the new vehicle to the Dealer.

8.1 Required Scrappage Documents

The following documents are required to be submitted to NYSERDA as part of the scrappage process:

1. The completed NYSBIP [Vehicle Scrappage Attestation](#) (to be completed by the Purchaser and Vehicle Dismantler).
2. Copy of scrap vehicle registration (must be active at time of application).
3. Picture of OEM/URM Plate or VIN Plate (must show VIN and manufacture date).
4. “Before” photos of the vehicle being scrapped (minimum image size of 1200 x 1800 pixels or 4 x 6 inches) and **submitted at the time of voucher application:**
 - **Front of the vehicle:** A photo of the entire front of the vehicle, showing the license plate number.
 - **VIN plate:** A photo of the Vehicle Identification Number (VIN) plate that clearly shows the entire VIN and GVWR.
5. “After” photos of the vehicle being scrapped (minimum image size of 1200 x 1800 pixels or 4 x 6 inches) and **submitted at the time of voucher redemption:**
 - **Engine destruction:** A photo of the three-inch hole cut or drilled into the engine block with the NYSBIP-supplier sticker or ruler from a few feet back that shows some of the color of the truck or bus.
 - **Side Picture of Destroyed vehicle:** A photo of the scrapped vehicle from the side, showing the cab, and the front and rear axle. The DOT number or unique truck/bus number should be visible in the photo, and the chassis should be clearly cut in half, with the hood open to display the destroyed engine. The engine hole does not need to be visible in this distance photo. This step does not apply to repowered vehicles.

9 Voucher Redemption and Payment

Once a vehicle has been purchased and delivered, the remaining unpaid balance (if any) has been paid by the Purchaser, a corresponding vehicle scrappage has been completed (if applicable) and the purchased vehicle is ready to be placed into service, the Dealer may complete the voucher redemption process. The Dealer completes the voucher redemption process by returning to the NYSERDA Portal (Portal Not Available Yet) and submitting additional required documentation under the Milestones & Deliverables section, including documentation on the vehicle that was scrapped (if applicable). It is strongly encouraged that the Dealer ensures the scrappage of the old vehicle is completed prior to initiating the voucher redemption process.

9.1 Voucher Redemption

9.1.1 Voucher Redemption Process

1. Once the vehicle has been delivered to the Purchaser and the old vehicle has been scrapped (if applicable), the Dealer may redeem a voucher. To redeem a voucher, the Dealer returns to the NYSERDA Portal (Portable Not Available Yet) and selects the appropriate project for the voucher it wishes to redeem. A voucher may include multiple vehicle purchases for the same Purchaser. Each vehicle will constitute its own “milestone” within the redemption process for a given voucher. Dealers may request payment for some or all vehicles that are part of a single voucher at a time.
2. The Dealer supplies additional vehicle information:
 - New vehicle license plate number
 - New vehicle VIN (via OEM/URM Plate or VIN Plate)
 - Date new vehicle was placed in service
 - Date of old vehicle scrappage (if applicable)
3. The Dealer is required to upload the following documentation:
 - Signed [Third-party Operator Addendum](#) (if the Purchaser is a Third-party Operator)
 - Signed final invoice/vehicle purchase order – must show the final purchase price with the voucher amount and any other additional incentive funding subtracted.
 - Financial documentation (proof of payment) – copy of check or money/wire transfer.
 - NYS Department of Motor Vehicles Registration or Vehicle Registration / Title Application (form MV-82) for new vehicle.
 - Photos of new vehicle, VIN tag, and front of the vehicle showing the license plate

- Copy of new vehicle registration
- Scrappage documents, if applicable (Section 8.1).

Note: A significant amount of the information required to redeem a voucher will need to be supplied by the Purchaser. The Dealer is responsible for obtaining this documentation from the Purchaser. If the Dealer cannot provide the documentation required to redeem a voucher, even if such documentation is unavailable through no fault of the Dealer, no payment will be made on the voucher. It is recommended that Dealers consider this obligation when entering purchase contracts with the Purchaser to ensure their ability to receive this documentation from the Purchaser.

4. NYSERDA and the VHC will review the submitted information for completeness and eligibility. If the voucher redemption submission is deemed complete and valid, NYSERDA will approve the submission. The VHC will then inform the Dealer of voucher redemption approval. If the voucher redemption submission is incomplete or inaccurate, the VHC will inform the Dealer of incomplete or inaccurate redemption documentation and the Dealer will have seven (7) calendar days to correct, complete, and resubmit the documents for approval.

If Voucher Redemption is Denied: If a voucher redemption submission is denied, NYSERDA or the VHC will email the Dealer detailing the reasons that disqualify the voucher redemption submission.

Appeals for Voucher Redemption Denials: NYSERDA will consider appeals to the denial of a voucher incentive application on a case-by-case basis and at its sole discretion. To submit an appeal, contact the VHC. NYSERDA is in no way obligated to consider an appeal.

5. Within 30 calendar days of NYSERDA approval of the Voucher Redemption submission, NYSERDA will pay the voucher amount to the Dealer, in accordance with the Prompt Payment Policy (Section 9.2), also described in Exhibit B to the [Dealer Participation Agreement](#).

9.1.2 Voucher Extension

A voucher must be redeemed within 15 months of the voucher approval date as shown in the email the Dealer receives when the voucher application is approved. At any point within that period, a Dealer may request a voucher extension by sending an email, with supporting documentation from the Manufacturer that shows the expected completion date, to the VHC. The email should indicate the expected date of vehicle delivery. A copy of the current registration and DOT inspection report may also be requested to ensure the vehicle to be scrapped is still in service. Voucher extensions are available for up to an additional six months (180 days). A voucher that is not extended or redeemed within 15 months will be deemed expired and canceled. Extensions may be granted solely at NYSERDA's discretion and are not guaranteed to be approved. If granted, the voucher extension approval the Dealer receives via email from the VHC will contain the voucher's new expiration date, no later than 21 months from the date of original voucher approval. The Dealer is responsible for awareness of this date. If a voucher is not redeemed and is canceled, a Dealer may reapply to NYSBIP for the same vehicle with a new voucher application if the vehicle has not yet been delivered, subject to the availability of funds.

9.2 Voucher Payment Process

Vouchers will be issued to Dealers via electronic payment. To sign up for electronic payment, Dealers must visit [NYSERDA's Seamless Docs website](#) to complete the form. Per NYSEERDA's Prompt Payment Policy, payments to Dealers can be expected within 30 days of voucher redemption approval.

A voucher will not be issued if the Purchaser returns the vehicle prior to the voucher payment being issued. Dealers must notify the VHC if a vehicle is returned and request the voucher be canceled.

Furthermore, NYSEERDA reserves the right to seek reimbursement from the Dealer if the Purchaser returns the vehicle to the Dealer within 30 days of voucher payment.

10 Operating and Reporting Requirements

10.1 Operating Requirements

Purchasers are required to own and operate vehicles purchased with support from NYSBIP for no less than five (5) years after Voucher Redemption for the vehicles. This requirement applies to both new and repowered vehicles. For Third-Party Operators, if, within five (5) years of the execution of the Voucher Redemption, the School Bus Agreement either (i) expires and no new School Bus Agreement with the school district is entered into, or (ii) is terminated, the Contractor hereby agrees to use the Bus(es) and Charging Infrastructure in service of another school district in New York State (a “successor school district”) for the remainder of the five (5) year period (refer to the Third-Party Operator Addendum for more information). The vehicles must be continuously registered and domiciled in New York State. Vehicles receiving program incentives must satisfy minimum annual usage requirements of 5,000 miles per year during each year of the entire five-year in-service period. Any vehicle sold or retired before the required minimum five years, as stipulated in this Implementation Manual, and agreed to in the Purchaser Participation Agreement and the Third-party Operator Addendum, is subject to a prorated reimbursement penalty of 1.667% per month.

The primary usage of the vehicles must be for the transportation of students, teachers and other persons acting in a supervisory capacity to and from school, extra-curricular activities, sporting events, field trips, and similar activities on behalf of a New York State school district. Use of the vehicles for other purposes is limited to incidental usage and may not result in more than an incidental private benefit to the Purchaser. Each such incidental use must be approved by NYSERDA, which may limit any other use to ensure not more than an incidental private benefit to the Purchaser. The mileage driven for incidental usage in any year of the 5-year in-service period may not exceed 5% of the miles driven by the vehicle in such year.

The associated Charging Infrastructure incentivized by the Program shall only be used to charge school buses. For Third-Party Operators, Charging Infrastructure shall only be used to charge buses used to serve the school districts with which the Third-Party Operator has a School Bus Agreement.

10.2 Reporting Requirements

Purchasers are required to submit Vehicle Usage Reports for NYSERDA to document the use, vehicle emissions changes due to installation of aftermarket equipment, and operating costs of funded vehicles. An individual Purchaser’s information will not be made available to the public and is intended solely for NYSERDA’s tracking of program analytics. A Vehicle Usage Report is a spreadsheet with several basic questions about vehicle operation experience, including information on vehicle mileage, fuel use, maintenance issues, and vehicle location.

The reports must be submitted once a year for five years following voucher redemption of each vehicle funded through the program.

- Vehicles funded under NYSBIP must report vehicle odometer readings, the amount of electricity used for battery charging (kWh) for the applicable reporting period, and for cumulative reporting. NYSEDA may obtain this data from network providers if applicable.
- Vehicles funded under NYSBIP must report maintenance and repair information, including associated costs, related to the vehicle for the applicable reporting period and cumulative reporting. Vehicle down time due to maintenance and repair needs shall be included. Purchasers/Vehicle Operators must also provide maintenance and repair reporting for similar diesel-powered vehicles in enough detail to allow a technical evaluation.

Purchasers/Vehicle Operators must collect feedback from drivers/users of vehicles funded under NYSBIP each reporting period. Feedback will include any issues, positive or negative, on the vehicle driving experience.

Failure to submit Vehicle Usage Reports in a timely, accurate manner for the required five-year term is a violation of the terms and conditions of the NYSEDA funding and may result in the Purchaser being subject to a prorated reimbursement penalty based on the number of missed reports as well as a ban from any further participation in the program.

10.2.1 Reporting Process

Data will be collected in November of each year, with notifications sent to fleets in October. To complete the Vehicle Usage Report, Purchasers will need at a minimum:

- Vehicle Identification Numbers (VINs) for purchased vehicles
- Drive cycle, range, and location information
- Fuel consumption and mileage information
- Maintenance cost information
- Infrastructure or capital investment information (e.g., in fueling facilities)
- An example survey can be downloaded from the [program website](#).

Purchasers should contact the VHC with any questions or for assistance with the Vehicle Usage Report

10.2.2 Telematics

NYSEDA may require the use of telematics of NYSEDA's choice and at NYSEDA's expense. Purchasers will be given access to the data for their vehicles with the required telematics installed. Full details can be found in the "[Purchaser Participation Agreement](#)" and the "[Third-party Operator Addendum](#)."

Endnotes

ⁱ DEC website: <https://www.dec.ny.gov/public/911.html>.

ⁱⁱ Empire State Development Website: <https://esd.ny.gov/opportunity-zones>.

ⁱⁱⁱ The final voucher amount for each Eligible Vehicle is subject to project-specific information, such as Domicile address, and the availability of funding.

^{iv} Based on current award structure, DAC/high-need districts can access more than 100% of the incremental value.

^v Vehicle-to-grid charging enables a school bus battery to send stored electricity back to the grid when connected to power. This is typically done during peak demand times and when the vehicle has an extended layover period. V2G capability has the potential to generate revenue for school bus fleet owners when utilities have programs to enable its utilization.



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