

Electric School Bus Incentives

Program Handbook

July 1, 2022 – June 30, 2023

Funding for the Electric Vehicle Infrastructure Demonstration (EVID) program has been fully reserved. Applications that have not already received a reservation notice will instead receive a conditional reservation notice upon application approval. Projects may begin construction upon receiving a conditional reservation notice, but funds are not guaranteed until a reservation notice has been issued.

Please ensure you are reading the most recent version of this handbook by visiting the NV Energy website: [Electric School Bus Incentives](#).

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Version No.	Date	Description
1	07/01/2021	PY 21 updates
2	06/27/2022	PY 22 & Logo updates

1. DEFINITIONS

This section includes a list of terms that defined for common use within this program handbook.

Applicant: The party responsible for preparing the application and incentive claim package in the online application portal.

Completed: The project is considered completed when all the components of the application are delivered and completely installed, the building permit is satisfied, and the system is capable of being used in the manner for which it was designed. If selected for program inspection, the project is considered completed only once the inspection is completed and passed.

Direct Current (DC) Fast Charger: A charging station utilizing 480 volt, three-phase power. May also be referred to as a level 3 charger. The minimum output for eligible chargers shall be 50kW to participate in NV Energy incentive programs.

Designated Applicant: An individual or entity designated by the NV Energy Host Customer to apply on their behalf.

Electric Vehicle (EV): Any vehicle that uses electric motors for propulsion.

EV Charging Station or Charging Station: The site of one or more EV Chargers. Also called a charging point.

EV Charging Station Incentives: NV Energy incentive program supporting the installation of Level 2 and/or DC fast charging stations that serves multifamily, workplace, and fleet electrification applications.

Electric School Bus: EV bus type dedicated solely for the transportation of students.

Electric Vehicle Supply Equipment (EVSE): A device that safely delivers electricity to charge the battery in an electric vehicle. EVSE can have one or more connectors.

Electric Vehicle Connector or Connector: The means by which EVSE connects to an electric vehicle allowing it to charge. This is often referred to as a charging port.

Eligible Project Costs: Tangible materials and labor for the installed system, including fees for local building authority permitting. Costs may also include other required equipment, Project design and engineering costs, costs associated with making the site ready for installation (make-ready costs), and training (limited to 5% of total costs).

Host Customer: The NV Energy customer of record at the proposed installation location. The Host Customer name must exactly match the name on the NV Energy bill. The Host Customer is responsible for making any changes to their NV Energy bill prior to application. Persons listed as co-



applicants on the NV Energy bill may apply as the Host Customer. For the purposes of this program, the Host Customer must be a Public School.

Installation Contractor or Installer: The Nevada licensed electrical contractor (C-2) who performs the installation.

Level 2 Charger: A Charging Station utilizing 240-volt, single phase power or 208 volt, three phase power.

Network Communications: Describes the open communication protocols Open Automated Demand Response (Open ADR) 2.0b or Open ChargePoint Protocol (OCPP), and transport layer protocols of Wi-Fi and cellular.

Project: A Project is an installation for one Host Customer on an NV Energy customer Premise.

Public School: As defined in NRS 385.007.

Reservation Notice: Issued after an application has been approved by NV Energy, the Reservation Notice indicates that incentive funds have been reserved for the Project and lists the output power, type of electric vehicle charging system, and the number of proposed charging connectors.

Requested Incentive Amount: The difference between the expected Project cost and the total of expected funding sources.

Seller: The party that sells or leases the electric school bus and/or charging system to the Host Customer.

System Owner: The owner of the electric school bus and/or charging system when the incentive is paid. Systems that are on a leasing arrangement or a lease-to-own arrangement are owned by the leasing company or the company therefore, those entities are considered the System Owner.

2. PROGRAM OVERVIEW

The Electric School Bus Incentives program is a first-come first-serve incentive program that provides financial support to assist Public School districts in NV Energy's service area to purchase a new all electric version and to install the related charging infrastructure. Compared to diesel, electric school buses have lower maintenance costs, avoid an average of 54,000 pounds of CO2 emissions per year, and the inside air quality is improved by a factor of six. The Electric School Bus Incentives are part of the NV Energy Electric Vehicle Infrastructure Demonstration (EVID) program which was established by the Nevada legislature in 2017 in Senate Bill 145 and carries out the goals of Senate Bill (SB) 299 signed into law on May 23, 2019.

To demonstrate viability, applicants are encouraged to secure financial and development support from all available sources, including but not limited to: school district's annual bus replacement budget, the U.S Environmental Protection Agency Clean Diesel program, the Diesel Emissions Reduction Act (DERA) program, and rebates from electric school buses and charging stations manufacturers. The program provides incentives up to 75% of the expected costs to purchase the electric school bus and/or install the associated charging infrastructure. The amount of the incentives, when combined with the total of other expected funding sources (including rebates, other grants, other incentives, school district budget, etc.), cannot exceed 100% of the total expected costs.

- Applicant must be a Public School as defined in NRS 385.007.
- Electric school buses or charging infrastructure purchased with incentives provided by the program must be owned by a Public School.
- School buses benefited by this incentive program must solely attend to school routes.
- The program is funded by NV Energy customers and is administered by NV Energy.
- Charging infrastructure installations must be permitted through the local building authority and installations must be performed by a Nevada licensed C-2 electrical contractor.
- Charging stations or electric vehicle bus purchases that are completed before the issuance of the Incentive Reservation Notice are not eligible for incentive funding.
- NV Energy pays incentives as available per NRS 701B.
- NV Energy is not responsible for operation or maintenance costs of EV Charging Stations or the buses installed through this program.
- NV Energy is not responsible for consumption changes or billing changes because of the customer's decision to install an EV Charging Station.

2.1. Application Dates

Applications will be accepted through NV Energy's online application portal during the program year period between July 1, 2022, and June 30, 2023 ("Program Year"). Subject to the availability of funds, the Electric School Bus Incentives program will accept applications from school districts in NV



Energy's service area¹ following the eligibility criteria below. Applications will be accepted continuously until June 30, 2023, or until \$300,859 in incentives have been reserved.

¹ Clark, Carson, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye (Pahrump excluded), Pershing, Storey, and Washoe.

3. ELIGIBILITY

3.1. Project Eligibility

Applicants must be a Public School as defined in NRS 358.007 and be a fully bundled NV Energy customer. Priority will be given to lower income and underserved school districts and tribal customers.

NV Energy is not accepting new applications from school districts that have already received an electric school bus incentive reservation or incentive payment.

Applicants must be submitting applications that meet the following requirements:

- Electric school buses or charging infrastructure purchased with incentives provided by the program must be owned by a Public School.
- Electric school buses must attend primarily to regular public school routes and be used for the transportation of students.
- Charging infrastructure must be installed on the premises of a fully bundled NV Energy customer.
- Charging infrastructure supported by the incentive program may include:
 - Chargers.
 - Transformers.
 - Electric panels.
 - Installation labor and materials.
 - Planning and engineering services.
 - Signage and logos.
 - Underground work.
 - Electric service upgrades or line extensions.
- To receive an Incentive Reservation Notice, the Applicant must show proof that they are under contract to purchase an electric school bus within the next two years.
- NV Energy must have full access to EVSE data granted by the system owner and Host Customer.
- Charging equipment must be separately metered and the cost of the metering equipment including but not limited to, the meter socket, wiring, installation costs, etc., can be included in the total project cost and will be covered by the incentive funding.
- Include manufacturer's technical specifications for the proposed electric school bus and/or Charging Station.
- Costs related to technical training on bus operations and maintenance to school district staff may be included in the application, limited to 5% of the total requested incentive amount. Cost of the training should be listed as a separate line item on the invoice. Eligibility of such costs will be evaluated by NV Energy.
- All installations of fixed electrical equipment must be installed by a Nevada licensed contractor.

3.2. Contractor Eligibility

Applicant must use an electrical contractor that has an active C-2 or C2A Nevada contractor's license. If a contractor's license is suspended, applications associated with the contractor are not eligible to receive an Incentive Reservation Notice or an incentive payment, unless the system was completed and passed the inspection by the local building authority prior to the suspension date. Customers may select a different contractor if needed. Additional information is provided in the *Application Changes* section in this handbook.

3.3. Equipment Eligibility

Applicants will indicate the EV charging equipment that is proposed for the project by selecting from qualified equipment in the online application. Applicants may propose to install charging equipment that is not listed provided that the equipment meets the following specifications:

- UL listed.
- Capable of network communications and charging data collection.
- A minimum output of 50kW is required for DC Fast Chargers.
- New and never previously installed.

4. PROJECT SITING

The project siting process will be a collaboration between NV Energy and the Applicant to ensure proper electrical system planning and success of the project. All applications must be for projects that are located with NV Energy's service territory and on a fully bundled NV Energy customer Premise. If a customer or Applicant needs technical assistance with evaluating the specific of the project siting, NV Energy may offer support through the Technical Advisory Services program. For more information on this, contact NV Energy through one of the channels listed in the *Contact Information* section of this document.

5. INCENTIVES

Incentives may be awarded for any amount up to 75% of the electric school bus and/or Charging Station infrastructure and equipment costs. Up to \$300,859 in incentive funding may be reserved through June 30, 2023. Once \$300,859 in incentive funding is fully reserved, the program will be closed to new applications. Individual application incentive award amounts will be determined, at the discretion of NV Energy, by considering the Requested Incentive Amount as outlined below.

Requested Incentive Amount: Applicants will provide the expected total cost of the proposed project in the application process and list any other expected funding sources, identifying each source as secured or pending funding. NV Energy will provide incentives up to 75% of expected total cost of the project. The incentives amount, when combined with the total of other expected funding sources (including rebates, other grants, other incentives, School District budget, etc.) cannot exceed 100% of the total costs.

6. APPLICATION PROCESS

6.1. Application Submittal

Applications are submitted online through NV Energy's online application portal. Self-registration is available for any prospective Applicant who does not have an existing online application account at [PowerClerk](#).

Applications are reviewed to confirm program eligibility and affirm that required documentation is provided. Important communications are sent by email to program participants. Accurate email addresses are required for ALL program participants. Deficient applications will be returned to the Applicant for corrections. Deficient applications that are not corrected within 60 calendar days of the Applicant being notified of the deficiency are cancelled.

Required Application Documentation: An application must include:

- Project schedule.
- Project budget.
- Electric school bus vendor quotes including associated warranty information.
- Benefit Cost Analysis for Project.
- DC fast charger equipment specifications, if applicable.
- Level 2 charger equipment specifications, if applicable.
- Electric school bus specifications sheet.
- Electric school bus operations and maintenance plan.
- School route plan.
- System design drawings.
- NV Energy meter close-up photo(s) (readable meter number).
- Charging site photos.
- Electrical contractor bids.
- Copies of the site plan.
- W-9 form (exemption), if available.
- Secured additional funding documentation, if applicable.
- School board project approval documentation*.

The project budget should be comprehensive of all project related costs. The Applicant should include appropriate cost estimates and contingencies to support the full cost of the program. If approved, the actual incentive payment will always be equal to or less than the Incentive Reservation Notice amount.

Conditional Incentive Award: If the Applicant requires documentation to present to the school board to seek project approval, NV Energy may provide a Conditional Incentive Award to the Applicant. This Conditional Incentive Award will only be valid for up to 90 days. If school board approval is not provided within the 90 day period, the Conditional Incentive Award will be cancelled. If the Conditional Incentive Award is received within the 90 day period, then the application will be issued a full Incentive Reservation Notice.

6.2. Application Fee

There is no application fee for this program.

6.3. Application Review

NV Energy will review applications once all documentation listed in the Required Application Documentation Section is uploaded in the online application portal. NV Energy will review these applications in the order that applications are received and will complete the Application Review within 30 calendar days. During Application Review, if NV Energy finds corrections that are needed with the application, NV Energy will send the application back to the Applicant to address the application deficiencies. The Applicant will need to make these corrections within 60 days of the request. If the corrections are not made within this timeframe, the application will be cancelled.

If an Application does not yet have the school board approval and requires documentation to present for school board approval, NV Energy will verify that all other required documents are present prior to the issuance of a Conditional Incentive Award.

During the Application Review process, NV Energy may also recommend alternative project implementation approaches that may deliver the project in a more cost-effective manner.

6.4. Incentive Reservation Notice

NV Energy will notify applicants by email. Selected applicants will be offered an incentive amount that is based on the submitted proposal. Applicants will be issued an Incentive Reservation Notice valid for 24 months indicating the maximum amount of the incentive and the maximum percentage of total project cost. The applicant has sole rights to the Incentive Reservation Notice. Unless the applicant has received an incentive reservation expiration date extension, as detailed below, the application reservation expires two years from the date listed on the Incentive Reservation Notice.

Applicants may check the status of their application by signing into the online application portal. "Active" status indicates that an Incentive Reservation Notice has been issued.

To be eligible for an incentive, purchase of the electric school bus or installation of the proposed charging infrastructure must not begin until the Incentive Reservation Notice has been issued. While preparatory work may be in progress (including project design, or request for quotations, etc.), a project will be ineligible for incentive funding if the purchase of the electric school bus or any construction/installation of the proposed charging infrastructure has commenced before the Incentive Reservation Notice has been issued.

Application Reservation Extensions: An Applicant who has received an Incentive Reservation Notice may request a one-time, one-year extension to the expiration date listed on the Incentive Reservation Notice. Applicants will be required to submit, prior to the original expiration date, proof of progress and intent to complete the project.

The proof of progress is subject to review and approval by NV Energy and may include, without

limitation:

- Evidence that substantial percentage of charging infrastructure installation/and or electric school bus procurement process has been completed.
- Evidence that the principal components of the charging infrastructure have been purchased and delivered to the installation location or warehouse with proof of intended use.
- Evidence of substantial non-refundable payments.

Applicants must also provide a signed attestation of their intent to complete the project and acknowledgement that the project will not be eligible for incentives if not completed by the extended expiration date.

6.5. Application Changes

Applicants with an Incentive Reservation Notice may request a change to the original application with written notice to NV Energy. All change requests are subject to NV Energy review and approval. NV Energy review may take up to 10 business days. Once written notice is received and NV Energy approves the request, NV Energy will advise the Applicant on actions the Applicant must take to address the changes in the application portal.

- Changes that do not require a change to the Incentive Reservation Notice may be handled as part of the Incentive Claim Form process.
- Changes that may affect the Incentive Reservation Notice will also be subject to the availability of incentive funds. If a change to the Incentive Reservation Notice is required and it is approved by NV Energy, then a new Incentive Reservation Notice will be issued and the application will be treated like a new application.

7. INCENTIVE CLAIM PACKAGE

The Applicant requests payment of incentive funding for a completed project by submitting the Incentive Claim Package prior to the expiration date listed on the Incentive Reservation Notice. The Incentive Claim Package is submitted through NV Energy's online application portal, similar to submitting the original application. The final incentive amount is determined by the actual installed system or purchased bus and may not exceed the amount listed on the Incentive Reservation Notice.

If an Incentive Claim Package is incomplete, the Applicant will be notified and will have 60 calendar days to make corrections. If the corrections are not received within 60 calendar days, the application will be forfeited.

The Incentive Claim Package must include:

- **Signed Incentive Claim Form:** If an Applicant changes project equipment or technical system details from those originally proposed, then the Applicant must modify the project details in the Incentive Claim Form.
- **Invoices:** Copy of the final invoices for the electric bus(es), installation and associated equipment. These documents should also show the final warranty information for the equipment. NV Energy will validate declared system costs by comparing the invoice to the as-built system.
- **Operation and Maintenance Plan:** The Applicant should submit a detailed electric school bus operations and maintenance plan for the final equipment.
- **Program Reporting and Data Sharing:** Applicant should provide the full list of data elements that are available for reporting from the electric bus and a description of the method for NV Energy to access the data for ongoing reporting.
- **Required Tax Form:** W-9 form (exemption).
- **Building Permits:** A copy of the satisfied building permit from the local authority having jurisdiction indicating the date of satisfactory final inspection. (In the case of jurisdictions that do not have a building official, verification by a Nevada licensed professional engineer is required attesting to compliance with all applicable state, county, and federal codes and ordinances.)
- **Pictures:** Photos of the electric bus, and/or installed charging station(s) that clearly show the completed project and equipment nameplate information. To proceed with the Incentive Claim Package review, NV Energy will conduct a program verification and inspection as described below.

8. INSPECTIONS

Application Review: NV Energy will review the information submitted in the application portal and all associated application documents. The review will ensure that all the required documents and approvals are provided, the actual costs of the project are accurate and captured appropriately, that the final project costs are within the amount approved in the Incentive Reservation Notice, all program requirements are met, and the site inspection is scheduled. The review process will be completed within 20 business day from receipt of the Incentive Claim Package.

Site Inspection: NV Energy will schedule a site visit with the Applicant, Host Customer or contractor to verify the information contained in the Incentive Claim Package. The inspection will including installation location, installed equipment, and verification that the final installation invoice matches actual installed systems and information in the Incentive Claim Package. If the program inspection identifies any information or conditions that need to be corrected or verified by the Applicant, Host Customer or contractor, NV Energy will notify the Applicant, Host Customer and contractor of the required corrections. Once those corrections are made, the application will go into the Incentive Claim Package review process again to confirm the corrections have been made and continue processing the Incentive Claim. The site inspection will be completed with coordination between the Host Customer and NV Energy for access to the site.

Meter Inspection and Meter Install: During the site inspection, NV Energy will also inspect the equipment for metering related requirements. If all metering requirements are met, then NV Energy will install the associated metering equipment needed. If the meter inspection fails, the deficiencies will need to be address and NV Energy will need to be scheduled for a follow-up inspection and meter set date.

9. INCENTIVE PAYMENT

Upon the successful review of the Incentive Claim Package and successfully site inspection, an incentive payment will be issued. NV Energy will make no incentive payment greater than the approved reservation amount. Incentive payments will be made within 30 calendar days of the approval of the Incentive Claim Package.

10. CANCELLATION, WITHDRAWAL AND FORFEITURE

Cancellation: An application will be cancelled if application corrections are needed but they are not addressed within 60 calendar days of notice to the Applicant or Host Customer. This can happen as a result of documentation correction requests from the initial application review or the review of the incentive claim form and associated documentation.

Withdrawal: An application withdrawal is an application action that is initiated by the Applicant or Host Customer. The Applicant may initiate a withdrawal with written notice to NV Energy or by using the withdrawal form in the application portal.

Forfeiture: An application is forfeited if the complete Incentive Claim Package is not submitted by the expiration date listed on the Incentive Reservation Notice or the date granted for an extension.

Reserved incentive funds from cancelled, withdrawn and forfeited applications are returned to fund other applications for electric vehicle incentives and these applications are no longer eligible for payment. Applicants may reapply to the program, but subsequent applications are subject to the program rules in place at the time of the new application.

11. PROGRAM REPORTING AND DATA COLLECTION

Project Reporting: Applicants must submit a project status report on a quarterly basis, starting with the date of issuance of the Incentive Reservation Notice. The report will provide information on the project implementation, milestones achievement, implementation issues, and stakeholder's involvement. It will also provide an overview of the financial situation of the project (incentives received, disbursements, and accrued expenditures), and a description of lessons learned from the implementation of the project. A report template is provided as Appendix A.

Data Exchange: The Host Customer shall provide NV Energy with access to the electric school bus and charging station(s) data that is collected for the initial five years of operation. The Host Customer agrees to accommodate any reasonable modifications to this data collection requirement that NV Energy deems necessary to comply with statutes and regulations.



12. CONTACT INFORMATION

More information on NV Energy's programs and services can be found on our website at nvenergy.com.

Website: [Electric School Bus Incentives](#)
Email: cleanenergy@nvenergy.com
Toll-Free: 866-786-3823
Fax: 775-402-0339

Application Portal: [PowerClerk](#)

13. APPENDIX A

Electric School Bus Incentive Program

Quarterly Report

[MMMM DD, YYYY to MMMM DD, YYYY]

Submission Date: MMMM DD, YYYY

Agreement Number: [insert number]

Start Date and End Date: MMMM DD, YYYY to MMMM DD, YYYY

Submitted by: [insert name], [insert position]
[School District]
[Insert address]

Tel: [insert number]
Email: [insert email]

PROJECT OVERVIEW/SUMMARY

Project Name:	
Activity Start Date And End Date:	
Name of Prime Implementing Partner:	
Agreement Number:	
Name of Contractors/Subcontractors	
Major Counterpart Organizations	
School District	
Reporting Period:	

ACRONYMS AND ABBREVIATIONS

List all acronyms and abbreviations pertinent to the activity. The first time a word requiring an acronym or abbreviation is used in the body of the report, spell out the word in full with the acronym in parentheses. Thereafter, use only the acronym.

PROJECT DESCRIPTION/INTRODUCTION

Short and concise introductory section that gives a quick overview of the project, goals/objectives, target beneficiaries, geographical locations, etc. This is a standardized paragraph that can be used in each quarterly report. It should be BRIEF, no more than one page.

PROGRESS NARRATIVE

This brief narrative. Should highlight key achievements and whether the project is on/off track as far as work plan/targets in terms of (1) overall progress, and (2) the current reporting period (quarter).

PROJECT MILESTONES

The milestones should represent a clear sequence of events that incrementally build up until the

project completion. Indicate here the milestones achieved during the reporting period and any changes to the planned milestones.

IMPLEMENTATION CHALLENGES

Narrative of challenges and unplanned situations faced during the reporting period. Include actions taken to solve these situations.

STAKEHOLDER PARTICIPATION AND INVOLVEMENT

Describe the participation and involvement of other stakeholders, such as government, regional organizations, NGOs, private sector, academia, civil society, other donors, etc.

MANAGEMENT AND ADMINISTRATIVE ISSUES

Such as project staff changes, procurement issues, etc. Please also list all upcoming procurement actions.

LESSON LEARNED

Please provide a few examples of highlights of project learning. These can either be successes or failures, but show how adaptive learning is used to improve implementation.

PLANNED ACTIVITIES FOR NEXT QUARTER

Also indicate opportunity/need for media and/or NV Energy involvement.

FINANCIAL MANAGEMENT

Discuss any financial issues such as: unexpected expenditures, material changes in costs due to considerations outside of the control of the project, cost savings and cost savings plans.

ANNEXES

Include tables, charts, pictures, etc. that might be useful to illustrate or corroborate the narratives.