

**Information Collection Request for  
Diesel Emissions Reduction Act (DERA) and Clean School  
Bus (CSB) Rebate Programs**

**OMB Control No. 2060-0686 (Renewal), EPA ICR No. 2461.04**

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# 1. Identification of the Information Collection

## **1(a) Title of the Information Collection**

Title: Diesel Emissions Reduction Act (DERA) and Clean School Bus (CSB) Rebate Programs

OMB Control Number: 2060-0686

EPA ICR Number: 2461.04

## **1(b) Short Characterization/Abstract**

This is an extension of the Information Collection Request (ICR) for the Diesel Emission Reduction Act program (DERA) authorized by Title VII, Subtitle G (Sections 791 to 797) of the Energy Policy Act of 2005 (Public Law 109-58), as amended by the Diesel Emissions Reduction Act of 2010 (Public Law 111-364) and Division S (Section 101) of the Consolidated Appropriations Act, 2021 (Public Law 116-260), codified at 42 U.S.C. 16131 et seq. DERA provides the Environmental Protection Agency (EPA) with the authority to award grants, rebates or low-cost revolving loans on a competitive basis to eligible entities to fund the costs of a retrofit technology that significantly reduces diesel emissions from mobile sources through implementation of a certified engine configuration, verified technology, or emerging technology. Eligible mobile sources include buses (including school buses), medium heavy-duty or heavy heavy-duty diesel trucks, marine engines, locomotives, or nonroad engines or diesel vehicles or equipment used in construction, handling of cargo (including at port or airport), agriculture, mining, or energy production. In addition, eligible entities may also use funds awarded for programs or projects to reduce long-duration idling using verified technology involving a vehicle or equipment described above. The objective of the assistance under this program is to achieve significant reductions in diesel emissions in terms of tons of pollution produced and reductions in diesel emissions exposure, particularly from fleets operating in areas designated by the Administrator as poor air quality areas.

EPA uses approved procedures and forms to collect necessary information to operate a grant program, and has been providing grants under DERA since Fiscal Year 2008 and rebates since Fiscal Year 2012. EPA is requesting an extension to the existing approved ICR for forms needed to collect necessary information to operate a rebate program as authorized by Congress under the DERA program.

As part of this extension, EPA is revising the ICR to address the needs of the Clean School Bus (CSB) Program. This program is authorized by Title XI, Section 71101 of the Infrastructure Investment and Jobs Act (Public Law 117-58). The new program, like DERA, allows for rebates and grants for school bus replacement projects that reduce emissions.

EPA will collect information from applicants who wish to apply for a rebate under DERA or CSB. Information collected from applicants will ensure that they are eligible to receive funds, that funds are provided for eligible activities, and to satisfy the reporting requirements of DERA and CSB.

## **2. Need for and Use of the Collection**

### ***2(a) Need/Authority for the Collection***

This ICR is necessary to ensure that only eligible entities will receive funds under this program, and that funds are only provided for eligible activities per the DERA and CSB legislation. The information requested on the Rebate Application, Payment Request, and Close Out forms is also needed to ensure the activities are completed in accordance with program guidance. In addition, the information is necessary to ensure fiscal control and accountability for EPA funds and to deter waste, fraud, and abuse.

Congress requires EPA to calculate and report on the estimated and actual air quality and diesel fuel conservation benefits resulting from DERA funding, as well as cost-effectiveness and cost-benefits of the program. To accurately provide this required information to Congress, EPA must collect specific information about the vehicles and technologies funded through the DERA program. Similarly, Congress requires EPA to report on the number of applicants, quantity and amount of rebates, location of awards, and the criteria used to select recipients for the CSB program.

### ***2(b) Practical Utility/Users of the Data***

The rebate process requires applicants to submit up to three forms. All applicants fill out an application to reserve funds (Rebate Application) that asks for information about the applicant organization including contact information for representatives, address, and number of vehicles to be retrofitted or replaced. This information is required to ensure the applicant is eligible, and to have contact information on file. All applicants will also provide information on the current vehicles to be replaced or retrofitted and attach scans of the title and registration for that vehicle to demonstrate ownership. Information requested includes the fleet type, vehicle identification number, vehicle/engine model year, gross vehicle weight rating, engine manufacturer, engine family name, engine tier, average annual vehicle miles traveled or usage rate, annual fuel consumption, annual idling hours, and horsepower (for nonroad engines only). This information is collected to ensure the vehicle or equipment being replaced or retrofitted is eligible under the DERA or CSB rebate program guidelines. In addition, the information will be used to calculate the estimated emissions reductions that will be achieved by the rebate funding, and to meet the statutory requirements to report to Congress.

EPA will make selections from the pool of eligible applicants and may give priority consideration to applicants based on prioritizations within the DERA or CSB statute. EPA may also ensure that each region or state is represented in the group of selectees. Upon notification from EPA that an application is selected for funding, the selectee may purchase the vehicle or equipment specified in the rebate program guidance. After the selectee completes their purchase order for the equipment they will submit a Payment Request form to EPA and attach a scan of the purchase order. Upon delivery and installation of the new vehicle or equipment, the selectee will submit a Close Out form to EPA. The selectee will also submit a scan of the invoices, proof of delivery with photos, and written confirmation and photos documenting that the replaced equipment was scrapped if scrappage is required for the project in question. The information

collected will ensure fiscal control and accountability for EPA funds and to deter waste, fraud, and abuse.

In previous years, EPA did not request a separate Close Out form and, instead, the Payment Request Form fulfilled the role of both a request for payment and to show that the selectee fulfilled all requirements of the program. EPA is splitting this form to collect at two separate times to better ensure that selectees are making progress with the rebate program and to give EPA the option to provide funding to a fleet before they pay off the invoice for their new vehicles or equipment. EPA does not expect splitting this form to add burden to the process because EPA is shifting to a webform application that will autofill many of the fields that selectees previously had to fill in at both the application and payment request stages.

### **3. Non-duplication, Consultations, and Other Collection Criteria**

#### ***3(a) Non-duplication***

Information requested from respondents under this ICR is not available from other sources. There are no existing rebate programs at EPA where this information may have been previously collected. Some rebate applicants may have applied for and received grants from EPA; however, information currently held in EPA's Integrated Grants Management System that could pertain to the rebate program would likely only consist of applicant names, addresses, and other identifying information that would not be burdensome for a rebate applicant to reproduce. Other information related to the specific vehicle(s) targeted for rebates would not be readily available from other sources.

#### ***3(b) Public Notice Required Prior to ICR Submissions to OMB***

In compliance with the 1995 Paperwork Reduction Act (PRA), any agency developing a non-rule-related ICR must solicit public comments for a 60-day period before submitting the ICR to OMB. These comments, which are used partly to determine realistic burden estimates for respondents, must be considered when completing the Supporting Statement that is submitted to OMB. EPA public noticed the draft ICR on August 16, 2021 (86 FR 45276) and February 2, 2022 (87 FR 5818). EPA received no substantive comments related to the collection of information in this program.

#### ***3(c) Consultations***

EPA staff responsible for DERA and CSB oversight and implementation were contacted to provide information, data, and review for this ICR renewal.

During the initial setup of the DERA rebates, EPA solicited information on rebate program structure, management, and information collection from other federal, state and local rebate programs, including:

- USDOT CARS Program (“Cash for Clunkers”)

- California Air Resources Board (CARB) Hybrid Truck and Bus Voucher Incentive Project
- Pittsburgh Healthy School Bus Initiative

Additionally, EPA consulted with representatives from industries potentially affected by a rebate program to determine availability of the information we are requesting on the rebate forms and the typical process and time required to procure a new vehicle or retrofit an existing vehicle.

For this renewal, EPA contacted nine DERA applicants that have received rebates from previous rebate funding opportunities and requested feedback on how long the rebate process took to complete. EPA requested that applicants provide estimates of how much time was required to review instructions, gather information about existing vehicles, fill out necessary forms, and to complete submission to EPA. The burden hours from responses are recorded in Table A8 in Appendix A. The four applicants listed below responded to this request:

- Stephens County Board of Education, GA
- Kobussen Buses LTD, WI
- Unified School District 234, KS
- Culpeper County Public Schools Division, VA

### ***3(d) Effects of Less Frequent Collection***

EPA recognizes the importance of balancing the need for data collection efforts against respondent burden and costs. The information needed for EPA to assess whether a rebate applicant is eligible to receive a rebate is expected to be submitted one time for each rebate funding opportunity. Individual applicants may apply for multiple rebates at one time (the maximum number will be announced by EPA at the start of a new rebate funding opportunity). The Rebate Application and the Payment Request Form can accommodate information related to several vehicles and/or retrofit technologies. EPA needs current information about the vehicle(s) to be replaced or retrofitted and the proposed replacement vehicle(s) or retrofit technology(s) to properly evaluate rebate eligibility and to calculate the emissions reductions that will be achieved through the rebate. The burden described in this ICR identifies the burden that EPA has determined as necessary. EPA strives to minimize burden. EPA has determined that the information currently required is the minimum that is necessary to adequately evaluate applicant eligibility and to calculate the emissions reductions that will be achieved through the rebate.

### ***3(e) General Guidelines***

This information collection is consistent with OMB guidelines contained in 5 CFR 1320.5(d)(2). Requests for supplemental information for the purposes of emergency response or enforcement activities are exempt from the Paperwork Reduction Act requirements.

### **3(f) Confidentiality**

Applicants will not be required to submit confidential business information. If an applicant feels that any information requested would be confidential business information, the applicant may request that such information be treated as confidential. All confidential data will be handled in accordance with 40 CFR 122.7, 40 CFR Part 2, and EPA's *Security Manual* Part III, Chapter 9, dated August 9, 1976. Any claim of confidentiality must be asserted at the time of submission.

### **3(g) Sensitive Questions**

Sensitive questions are defined in EPA's ICR Handbook, *Guide to Writing Information Collection Requests Under the Paperwork Reduction Act of 1995* as "questions concerning sexual behavior or attitudes, religious beliefs, or other matters usually considered private." The requirements addressed in this ICR do not include sensitive questions.

## **4. The Respondents and the Information Requested**

### **4(a) Respondents/Standard Industrial Classification (SIC) Codes**

The primary recipients of EPA rebates are State and local governments, Indian Tribes, educational institutions, nonprofit school bus associations, and certain private organizations. The information requested is used to determine rebate eligibility, pay recipients, and collect information on how Federal funds are being spent.

Standard Industrial Classification Codes for respondents include:

1629	– Heavy Construction, Not Elsewhere Classified
4011	– Railroads, Line-Haul Operating
4013	– Railroad Switching and Terminal Establishments
4111	– Local and Suburban Transit
4212	– Local Trucking Without Storage
4213	– Trucking, Except Local
4151	– School Buses
4449	– Water Transportation of Freight, Not Elsewhere Classified
4489	– Water Transportation of Passengers, Not Elsewhere Classified
4491	– Marine Cargo Handling
4492	– Towing and Tugboat Services
8211	– Elementary and Secondary Schools
8221	– Colleges, Universities, and Professional Schools
8399	– Social Services, Not Elsewhere Classified
9199	– General Government, Not Elsewhere Classified

The corresponding North American Industry Classification System (NAICS) Codes for respondents include:

23	– Construction
482	– Rail Transportation
483	– Water Transportation
484	– Truck Transportation
485	– Transit and Ground Passenger Transportation
4854	– School and Employee Bus Transportation
48831	– Port and Harbor Operations
61111	– Elementary and Secondary Schools
61131	– Colleges, Universities, and Professional Schools
9211	– Executive, Legislative, and Other Government Support
9221	– Justice, Public Order, and Safety Activities

## ***4(b) Information Requested***

This section presents the data items, including recordkeeping requirements, and required respondent activities involved in preparing and submitting those data items.

### **4(b)(i) Data Items**

For this ICR renewal EPA is making minor changes to the data items collected in the Rebate Application and will have a negligible effect on the time required for individual applicant responses.

On the Rebate Application, these changes include collecting:

- The new sam.gov Unique Entity Identifier (UEI) and Electronic Funds Transfer (EFT) indicator
- For rebates impacting school buses, the estimated number and percentage of students living in poverty or receiving free or reduced-price school lunches in the schools or school districts served by the buses
- Whether the applicant owns the buses being replaced
- The estimated remaining life of the equipment being replaced
- The National Center for Education Statistics (NCES) school district ID for the school districts served by the buses
- Sources and amounts of non-EPA funding involved in the project
- Whether the Local Education Agency (LEA) impacted by the project is a charter school
- Confirmation that that the applicant understands and agrees to follow the program requirements
- Whether the applicant is partnering with a private fleet
- Whether the applicant is requesting funds for charging or fueling infrastructure
- Contact information for private fleets providing school bus services to a public school district
- Contact information for other involved entities for situations where the owner of old vehicles/equipment may differ from the owner of new vehicles/equipment
- Whether the equipment operates in a nonattainment, maintenance, or other area of poor air quality as defined in the program guidance



- Whether the equipment operates in an environmental justice area as defined in the program guidance
- The type of organization applying for the rebate

Some fields in the Payment Request Form will be split off into the separate Close Out Form. New fields in the Payment Request Form include:

- For electrification and fueling projects, make, model, and costs of that equipment including installation
- Confirmation that the applicant understands and agrees to follow the program requirements
- Contact information for the vendor selling the vehicle or equipment
- Estimated delivery date of new vehicles or equipment

On the Close Out Form, additional fields not included in the current ICR for the Payment Request Form include:

- For electrification and fueling projects, types of equipment purchased
- Contact information for the entity that scrapped or purchased the old vehicles or equipment
- Photo(s) of the new vehicles or equipment
- Estimated range in mileage for electric vehicles that are purchased

The following data items are expected to be collected as part of a rebate application, payment request, and close out process:

- Applicant name, address, and other identifying information, such as Employer Identification Number, Dun and Bradstreet Number, sam.gov UEI and EFT, NCES district ID, type of organization, whether the applicant identifies as a federally recognized tribe, whether the applicant owns the buses being replaced, and whether the applicant is partnering with a private fleet
- Primary and alternate business contact information for involved entities, such as name, title, business phone number, business email address, business name, and business address
- Name, title, and signature of authorized representative
- If a private fleet applicant, contact information for the eligible entity for which the applicant operates under a contract, license, or lease
- If the applicant is an eligible entity applying to replace equipment owned by a private fleet, contact information for that private fleet
- For rebates impacting school buses, the estimated number and percentage of students living in poverty or receiving free or reduced-price school lunches in the schools or school districts served by the buses
- Fleet size – total number of vehicles or equipment in regular operation
- Whether the Local Education Agency (LEA) impacted by the project is a charter school
- If the applicant's vehicles operate under an idle reduction policy
- Confirmation via electronic signature that the organization understands and agrees to follow the program requirements
- Information on the original vehicle(s) for which the rebate(s) is requested, including:

- o Vehicle identification number (VIN)
- o Vehicle/engine manufacturer, model, year, tier level, and engine family name
- o Estimated remaining life
- o Whether the equipment operates in a nonattainment, maintenance, or other area of poor air quality
- o Whether the equipment operates in an environmental justice area
- o Gross vehicle weight rating
- o Average annual miles driven (or usage rate for non-road equipment)
- o Annual fuel consumption
- o Annual hours idling
- o Horsepower (for non-road equipment)
- o Emissions control strategy (retrofit/replacement)
- o Contact information for the entity that scrapped or purchased the old vehicles or equipment
- o Scans of titles and registrations
- Information on the replacement vehicle(s) or retrofit technology(ies), to ensure that program objectives will be met, including:
  - o For vehicle/equipment replacement rebates:
    - VIN
    - New vehicle/engine manufacturer, model, year, tier level and family name
    - Gross vehicle weight rating
    - New vehicle fuel type
    - New vehicle cost
    - Funding requested from EPA for new vehicles or equipment
    - Sources and amounts of non-EPA funding involved in the project
    - Vehicle or equipment vendor contact information
    - Scans and dates of purchase order, proof of delivery, and invoices
    - For electrification/fueling projects:
      - Charging/fueling equipment make, model, and type<sup>1</sup>
      - Charging/fueling equipment cost
      - Estimated range in mileage for electric vehicles
      - Installation cost for charging/fueling equipment
  - o For retrofit rebates:
    - Retrofit technology type<sup>2</sup>, manufacturer, and model
    - Retrofit technology cost
    - Installation cost
  - o For engine repower rebates:
    - New engine manufacturer, model year, tier level and family name
    - Engine serial number
    - Horsepower (for nonroad engines)

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<sup>1</sup> The charging/fueling equipment type is selected from a drop down menu. Possible entries on the menu are: Level 1, Level 2, DC Fast Charge, Bidirectional charging, or some combination of those options.

<sup>2</sup> The retrofit technology type is selected from a drop-down menu. Possible entries on the menu are: Diesel Oxidation Catalyst, Diesel Oxidation Catalyst + Closed Crankcase Ventilation, Fuel Operated Heater, Diesel Particulate Filter, and Diesel Particulate Filter + Closed Crankcase Ventilation. Options may be restricted to a subset of possible classes based on the target retrofit technologies chosen for a particular rebate funding opportunity.

- New engine fuel type
- Repower cost (engine and installation)

#### **4(b)(ii) Respondent Activities**

DERA and CSB rebate program applicants must perform the following:

- Submit a completed Rebate Application signed by an Authorized Representative, within the open application period
- Applicants selected for funding will submit a Payment Request Form signed by an Authorized Representative with a scan of the purchase order showing that a new vehicle/equipment has been ordered, within a designated period of times specified in the program guidance
- Selectee will submit a Close Out Form signed by an Authorized Representative along with evidence of completion of the rebate-eligible activity (e.g., for vehicle replacements, written verification and photographs demonstrating scrappage or sale of the old vehicle along with an invoice and proof of delivery of the new vehicle/equipment), within a designated period of time specified in the program guidance
- Retain all records related to the rebate application and payment for a period of at least 3 years

### **5. The Information Collected—Agency Activities, Collection Methodology, and Information Management**

#### **5(a) Agency Activities**

This ICR includes all the application and reimbursement forms related to EPA's DERA and CSB rebates. EPA will continue to accept, evaluate, and identify selectees from the pool of eligible applicants for eligible rebate activities. EPA will subsequently review each selectee's Payment Request and Close Out forms and associated scans to determine if payment is warranted. EPA will enter information on all eligible applicants, selectees, vehicles, and rebate payments into a database to manage the rebate program.

Agency activities associated with the review and approval of a rebate consist of the following:

- Identify selectees from the pool of applicants
- Review and determine eligibility of selectee submissions
- Notify selectees and non-selectees within 120 days of the closing date for the application submission period
- Create a wait-list of eligible applicants that were not selected in the initial selection process
- Reserve (obligate) funds for selectees
- Review Payment Request Form, purchase orders, proof of purchase of new vehicles, and proof of scrappage of old vehicles submitted by selectees

- Determine and notify the selectee whether the Payment Request Form is complete and rebate can be issued
- Issue rebate payment to selectees
- Determine and notify the selectee whether the Close Out Form is complete

### ***5(b) Collection Methodology and Management***

EPA will continue to collect data from applicants and selectees, such as identification information, vehicle specifications, and payment information. EPA will store the information in a database to manage the rebate program. Data supplied by rebate applicants and selectees on paper or electronic forms will be entered into the database by EPA or a contractor to EPA. EPA will ensure the accuracy and completeness of collected information by reviewing applications and information entered in the database. To reduce burden on applicants, selectees, and EPA staff, EPA is developing a webform application that will reduce the need for EPA to manually input information in a database. This webform application should also reduce the need for selectees to fill in redundant information provided on the Rebate Application form. EPA will use data collected on processed rebate requests to fulfill reporting requirements in the DERA and CSB statutes.

### ***5(c) Small Entity Flexibility***

For many reasons, EPA believes the reporting requirements discussed in this ICR do not place an unreasonable burden on small businesses. In general, DERA and CSB rebates offer a simpler funding mechanism for small entities compared to the processes involved in many federal grants. The Rebate Application, Payment Request Form, and Close Out Form collect minimal information needed to identify an applicant or selectee, verify eligibility, and evaluate the proposed action for rebate eligibility. The Rebate Application is submitted once for all eligible vehicles and equipment. If that applicant is selected to participate in the rebate program, a Payment Request Form and Close Out Form are submitted to demonstrate that all requirements have been met. The burden represented by the forms cannot be further reduced for small businesses. EPA needs certain basic information to make decisions regarding rebate payments. This basic information is not dependent on an operator's size.

Minimizing the burden on small entities also comes in the form of guidance materials. For example, to assist applicants of all sizes, but potentially most useful for small entities, EPA will develop guidance on applying for a rebate.

### ***5(d) Collection Schedule***

Applying for a rebate is a voluntary activity. Information collection will begin once EPA announces the availability of a funding opportunity and makes the program guidance available on the internet. Applicants may apply for rebate funds during a designated open time window (e.g. within 30 days of the program announcement) by submitting a Rebate Application. At the end of the open time window, EPA will make selections from the pool of eligible applicants. EPA may also ensure that each region or state is represented in the group of selectees. All eligible applicants not selected will be placed on a waitlist and may be selected for funding in the event that additional funds become available early in the funding process. Selectees will then have a designated period of time, as specified in the program guidance, to submit evidence to

EPA via a Payment Request Form that a purchase order has been placed for a new vehicle or retrofit. Finally, selectees will have a designated period of time from Payment Request Form submittal, as specified in the program guidance, to submit a Close Out Form with required supporting documentation. The designated period of time for selectees to submit the forms with supporting documentation will be dependent on the specific rebate funding opportunity.

## **6. Estimating the Burden and Cost of the Collection**

### **6(a) Estimating Respondent Burden**

This section presents the estimated respondent burden for each information request. Data are tabulated in the “Respondents and Agency Activities Table” provided as Appendix A. That table presents all assumptions, calculations, and results discussed in this ICR. The breakdown of cost and burden by labor category is provided in Section 6(b).

### **6(b) Estimating Respondent Costs**

With burden hour estimates in place from Section 6(a), the next step is to estimate the labor cost per respondent and the capital costs required to complete each activity. The total cost for each respondent activity is composed of the following:

- Labor Cost;
- Operating and Maintenance (O&M) Cost; and
- Capital/Start-up Cost.

The results of the respondents’ costs analysis are presented in the Respondents and Agency Activities Table in Appendix A. Note that there are no O&M or capital costs associated with the DERA or CSB rebate programs.

#### **6(b)(i) Estimating Labor Costs**

To estimate the potential costs, EPA identified labor categories associated with performing each activity. Labor categories include managerial, technical, and clerical. Mean hourly wage data was obtained from the Bureau of Labor Statistics (BLS) news release, *Employer Costs for Employee Compensation* (September 2021). This dataset can be found at <http://www.bls.gov/news.release/ecec.t03.htm> and <https://www.bls.gov/news.release/ecec.t04.htm>. Table A1 in Appendix A shows the wage rates used to determine the cost of labor for various types of applicants.

The previously approved ICR renewal used wage rates from the Bureau of Labor Statistics (BLS) news release, *Employer Costs for Employee Compensation* (March 2018).

#### **6(b)(ii) Operating and Maintenance (O&M) Costs**

This ICR accounts for labor costs only. The DERA and CSB rebate programs do not require respondents to perform activities outside the normal operation practices.

### **6(b)(iii) Capital/Start-up Costs**

This ICR accounts for labor costs only. The DERA and CSB rebate programs do not require respondents to perform activities outside the normal operation practices.

### **6(c) Estimating Agency Burden and Cost**

EPA's estimate of its burden and costs are from the activities described in Section 5(a). When calculating the Agency cost, EPA makes the following assumption:

EPA determined the hourly employment cost of federal employees using methodology established in previous ICRs. According to the U.S. Office of Personnel Management, 2021 General Schedule (2021-GS), the average annual salary of a government employee at the GS-13, Step 10 level is \$103,309. Step 10 is assumed to account for overhead costs. At 2,086 hours per year, the hourly wage, including overhead, is \$49.50

Burden and costs incurred by EPA are presented in Table A7 in Appendix A.

### **6(d) Estimating the Respondent Universe and Total Burden and Costs**

Detailed information describing the universe and basis for burden and costs is provided in Section 6(a). Results are presented in Tables A2 through A6 in Appendix A. Those tables provide the respondent universe and the source of information for all respondent categories used throughout this ICR.

## **6(e) Bottom Line Burden Hours and Cost Tables**

### **6(e)(i) Respondent Tally**

The bottom line burden hours and costs for rebate applicants are based on the average annual hours and costs collectively incurred for all activities over a 7-year period covered by this ICR between 2012 and 2019. The estimated number of respondents has been revised upwards significantly to account for the expected level of interest in the Clean School Bus (CSB) Program. Table 6.1 provides a summary of the average annual number of applicants, burden hours, and costs. A more detailed summary is provided in Tables A2 through A6 in Appendix A.

**Table 6.1 Respondent tally**

Respondents (number)	3000
Responses (number)	4000
Burden (hours)	17,287
Costs (labor)	\$732,996.58
Costs (capital)	\$0
Costs (O&M)	\$0
Total costs	\$732,996.58
Average annual burden per respondent	\$244.33

### **6(e)(ii) The Agency Tally**

The bottom line burden hours and costs for the Agency are the total annual hours and costs collectively incurred for all activities during the period covered by this ICR. Table 6.2 provides a summary of the average annual Agency burden hours and costs. Because EPA is moving towards collecting all information digitally in webforms, agency burden will mainly be impacted by rebate selectees that require eligibility review, not the total number of applicants. A more detailed summary is provided in Table A7 in Appendix A.

**Table 6.2 Agency tally**

Responses (number)	2000
Burden (hours)	2000
Costs (labor)	\$99,000.00
Costs (capital)	\$0
Costs (O&M)	\$0
Total costs	\$99,000.00

### **6(f) Reasons for Change in Burden**

There is an increase of 14,342 hours in the annual estimated respondent burden compared with the approved ICR. The revised total respondent burden of 17,287 hours reflect a 487% increase in burden compared to the previous 2018 estimate of 2,945 hours. This change is the result of a significant increase in the expected number of annual responses in the new Clean School Bus Program.

## **6(g) Burden Statement**

The annual public reporting and recordkeeping burden for this collection of information is estimated to average 4.3 hours per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, or disclose or provide information to or for a federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR Part 9 and 48 CFR Chapter 15.

To comment on EPA's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, the Agency has established a public docket for this ICR under Docket ID No. EPA-HQ-OAR-2012-0103, which is available for public viewing at the Air and Radiation Docket in the EPA Docket Center (EPA/DC), 1200 Pennsylvania Avenue NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is 202-566-1744, and the telephone number for the Air Docket is 202-566-1742. An electronic version of the public docket is available through [www.regulations.gov](http://www.regulations.gov). Use [www.regulations.gov](http://www.regulations.gov) to submit or view public comments, to access the index listing of the contents of the public docket, and to access documents in the public docket that are available electronically. Once in the system, key in the docket ID number identified above. You can also send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID No. EPA-HQ-OAR-2012-0103 and OMB Control No. 2060-0686 in any correspondence.