

# 2023 EPA Clean School Bus Rebate Forms:

**Application User Guide** 

September 2023



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## **Before You Begin**

This guide will walk you through the steps needed to create, edit, submit, and view your 2023 Clean School Bus online rebate application. This guide also includes detailed definitions of key fields found in the online form and a printable list of all fields required in the form. Plan to spend 3 or more hours to complete the Application Form. However, you do not need to complete it in one session. You may save the form and come back at any time. Please note, you will be logged out of the form after 15 minutes of inactivity, so plan to save frequently to avoid loss of entered information.

Follow these steps to prepare to complete the application:

- 1. **Confirm <u>SAM.gov</u> Points of Contact.** Confirm that the email of the person that plans to complete the application is registered as a designated Point of Contact (POC) in your organization's active <u>SAM.gov</u> entity registration. Otherwise, the person will not be able to access the rebate application system. Click here for more information on SAM.gov POCs.
- 2. Review the glossary of terms used in the rebate application (see Appendix A).
- 3. Compile all required data. Appendix B provides a printable list of all necessary data fields.
- **4. Check browser version.** Before filling out the rebate application, make sure the web browser version meets or exceeds the following versions:
  - Chrome 38
  - Safari 7.1
  - Internet Explorer 11
  - Firefox 13

**Note:** Content headings on the following pages correspond to the seguence of application pages.

# 1. Sign In/Register

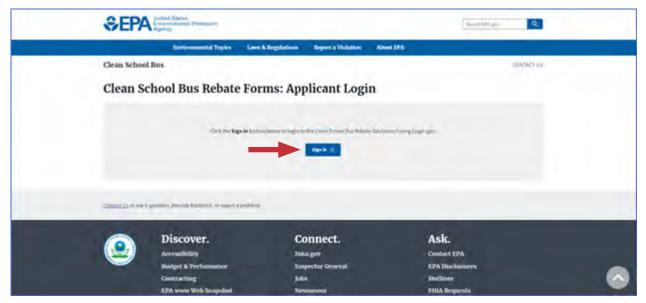
The steps below outline the process of registering and/or signing in to the EPA Clean School Bus Online Forms Portal via Login.gov.

### 1.1 Online Rebate Application Information

Access the online rebate application from the Clean School Bus Program online rebate application information page at https://www.epa.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program.

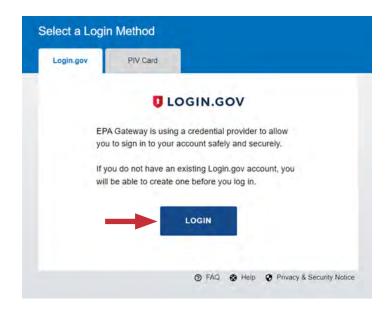
### 1.2 Applicant Login

Select "Sign in."



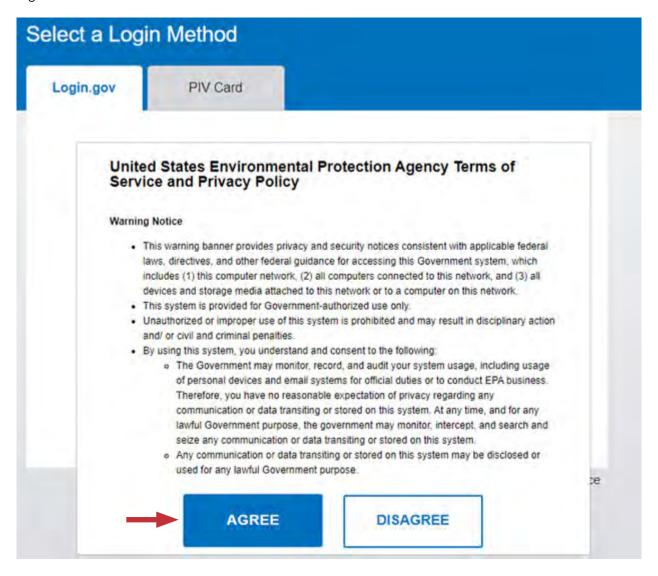
### 1.3 Login.gov

Select "Login."



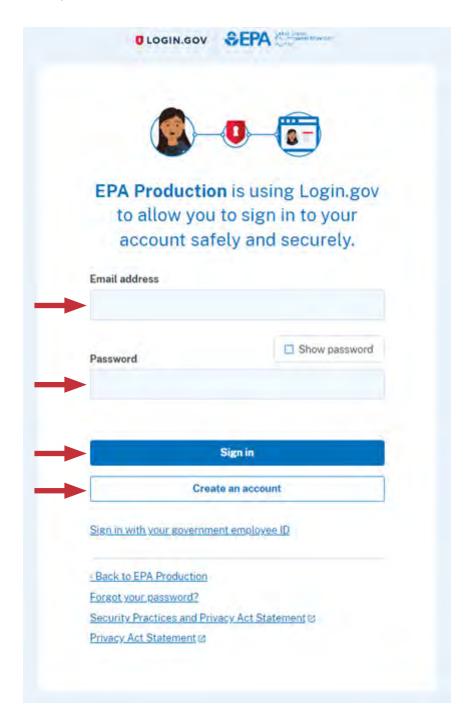
### 1.4 Terms of Service and Privacy Policy

Select "Agree" to continue.



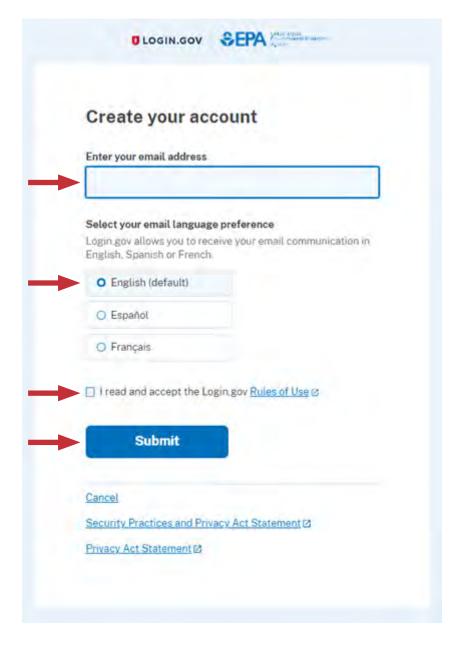
### 1.5 Login.gov Account

If you have a <u>Login.gov</u> account with a POC email address listed in your organization's <u>SAM.gov</u> entity registration, enter that email address and password and select "Sign in," then skip to <u>Step 2: Create/Edit a New Application</u>. Otherwise, select "Create an account."



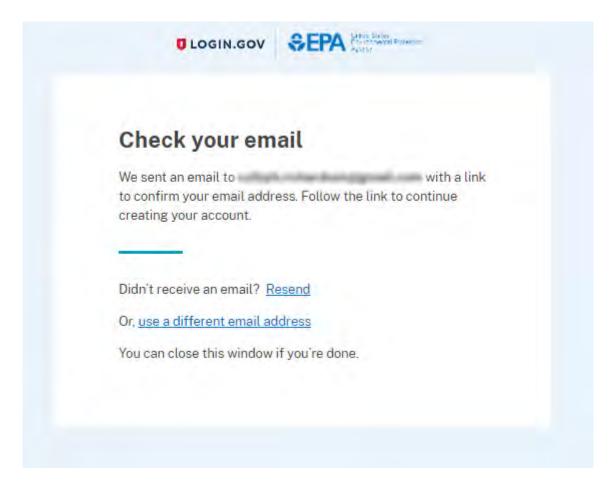
#### 1.6 Create Your Account

Enter your <u>SAM.gov</u> POC email address, select your language preference, read the <u>Login.gov</u> rules of use and select the checkbox to accept, and select "Submit."



#### 1.7 Email Confirmation

Check your email.

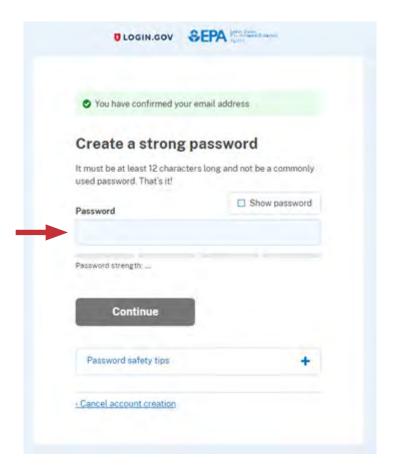


#### 1.8 Confirm Email Address

Open the confirmation email from Login.gov and select "Confirm email address."

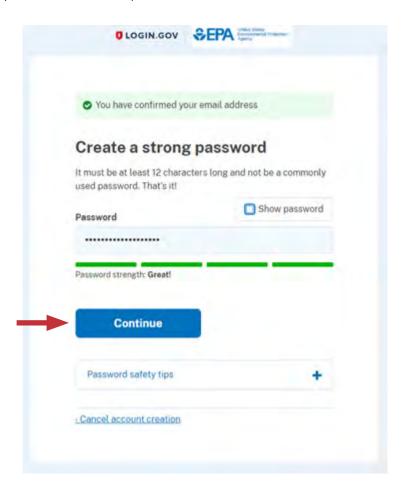


### 1.9 Create a Password



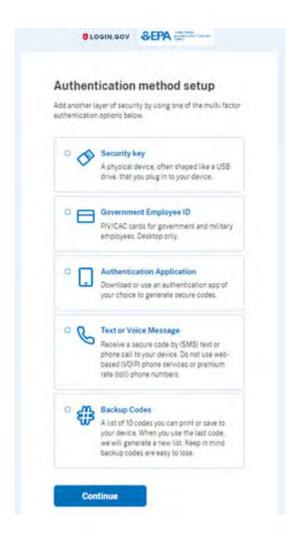
### 1.10 Continue Once Password Created

Select "Continue" once you have entered a password.



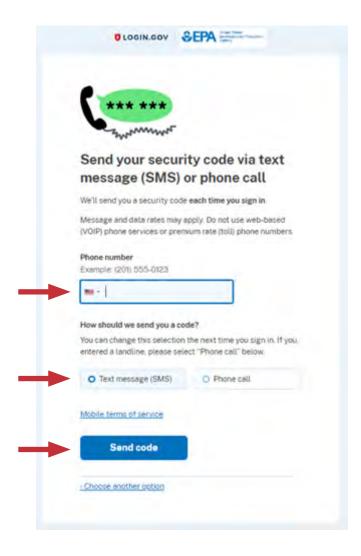
#### 1.11 Authentication Methods

Select one of the five authentication methods, then select "Continue." The following steps in this guide will only walk through the "Text or Voice Message" option, but you can use the option that best suits your needs.



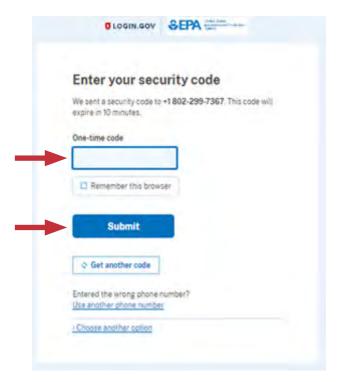
### 1.12 Authentication: Phone Number

Enter a phone number, select a preferred delivery method (text or call), and select "Send code."



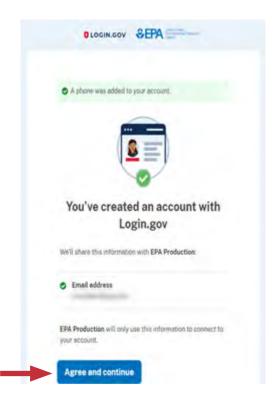
### 1.13 Authentication: Security Code

Enter the security code you receive and select "Submit." Select "Remember this browser" if you do not want to enter a security code again. You can optionally add a second authentication method.



### 1.14 Login.gov Account Created

Select "Agree and continue."



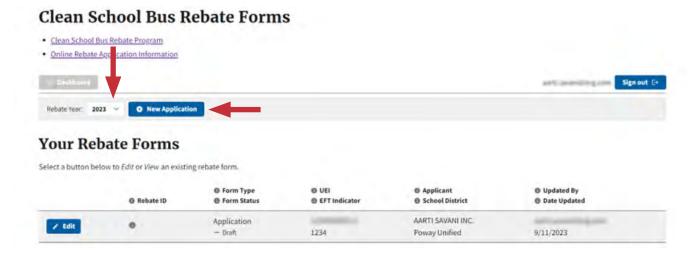
### 2. Create/Edit a New Application

After signing in using your <u>Login.gov</u> account, you will see the **Clean School Bus Rebate Forms** Applicant Dashboard webpage. Here you can create new applications, edit draft applications, and submit and view submitted 2023 rebate applications as well as access forms from previous rebate funding years.

### 2.1 Start a New Application/Dashboard Page

The Dashboard page lists all existing applications. To begin a new application, ensure that "2023" is selected from the Rebate Year drop-down menu, then select the "New Application" button to begin.

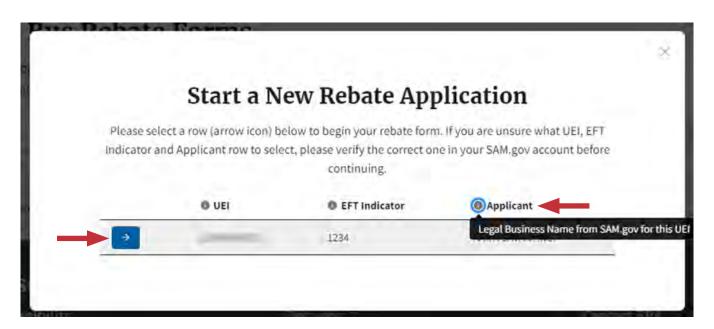
**Note:** Your connection to the rebate application system will time out unless you interact with the screen at least once every 15 minutes. "Interacting" can mean entering or deleting information, or even moving your cursor on the screen. If your connection times out, you risk losing data entered since the last save.



### 2.2 Continue with New Application

After clicking on "New Application," you will need to select the specific <u>SAM.gov</u> account (denoted by Unique Entity Identifier (UEI), Electronic Funds Transfer (EFT) Indicator, and Applicant Name) to open a new application form from the "Start a New Rebate Application" box.

**Note:** Most organizations will only have one UEI and EFT combination, but some may have more than one account from which to choose. For example, an organization may have registered multiple bank accounts in <u>SAM.gov</u>, each with its own EFT Indicator, to receive different funding payments. Therefore, review the specific UEI, EFT, and applicant name options carefully before proceeding as choosing the wrong one could lead to issues and delays throughout the rebate process.



#### 2.3 Information Icons

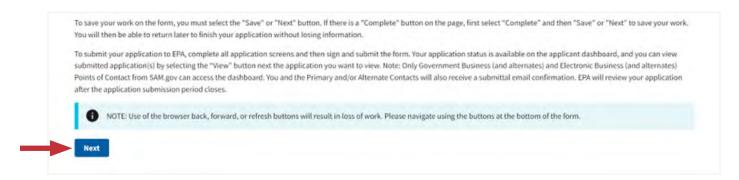
Hover your mouse over the information icons found throughout the application pages for additional information regarding specific fields.

Unique Entity Identifier (UEI) (UEI) (UEI) and is automatically filled based on the organization selected when starting this application.

#### 2.4 Welcome

Review the text on the Welcome page and select "Next" to proceed.

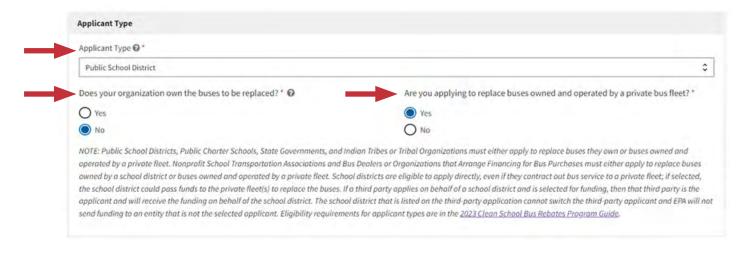
**Note:** Use of the browser's back, forward, or refresh buttons while in the rebate application will result in loss of work. Please navigate using the "Next," "Previous," and "Save" buttons on the page.



### 2.5 Edit Your Rebate Application

#### 2.5.1 Applicant Info

On the Edit Your Rebate Application page, review the descriptions of different Applicant Types, then select the correct "Applicant Type" using the drop-down menu to identify the type of organization you are representing. If you select any Applicant Type that is not a Private School Bus Fleet, one or two questions regarding bus ownership will appear below the Applicant Type field.



All applicant types are required to download, complete, and attach a completed School Board Awareness Certification form. See the help text for allowable file types and sizes. For private bus fleets, non-profit school transportation associations, and bus dealers, OEMs and organizations that arrange financing for bus purchases, a prompt will appear to download, complete, and attach the required School District Approval letter. See the help text for allowable file types and sizes.

In the Applicant Info section, all fields are autofilled from <u>SAM.gov</u> data except for County. Complete all Primary Contact information fields. Applicant Alternate Contact fields are optional. Once all required fields are complete, click "Next" to continue.

**Note:** School districts, state governments, and Indian Tribes or Tribal organizations must either apply to replace buses they own, or buses owned and operated by a private fleet. Nonprofit school transportation associations and bus dealers or organizations that arrange financing for bus purchases must either apply to replace buses owned by a school district or buses owned and operated by a private fleet. **School districts are eligible to apply directly, even if they contract out bus service to a private fleet; if selected, the school district could pass funds to the private fleet(s) to replace the buses. If a third party applies on behalf of a school district and is selected for funding, then that third party is the applicant and will receive the funding on behalf of the school district. The school district that is listed on the third-party application cannot switch the third-party applicant and EPA will not send funding to an entity that is not the selected applicant. Eligibility requirements for applicant types are in the 2023 Clean School Bus Rebate Program Guide.** 

### 2.6 Data Entry Errors

If data entry errors are detected (e.g., missing required fields), they will be highlighted for your attention as shown below. Make any required changes before proceeding.



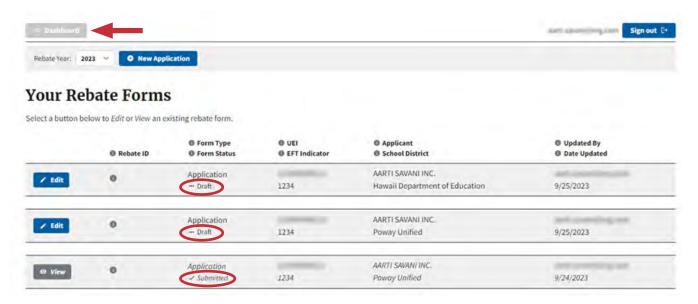
### 2.7 Saving and Editing Your Information

You can save your work while filling out the rebate application form and return to it later to finish and submit. Data entered on each page will be saved automatically when the "Next" button is selected. In addition, you can use the "Save" buttons to save information before proceeding to the next page.



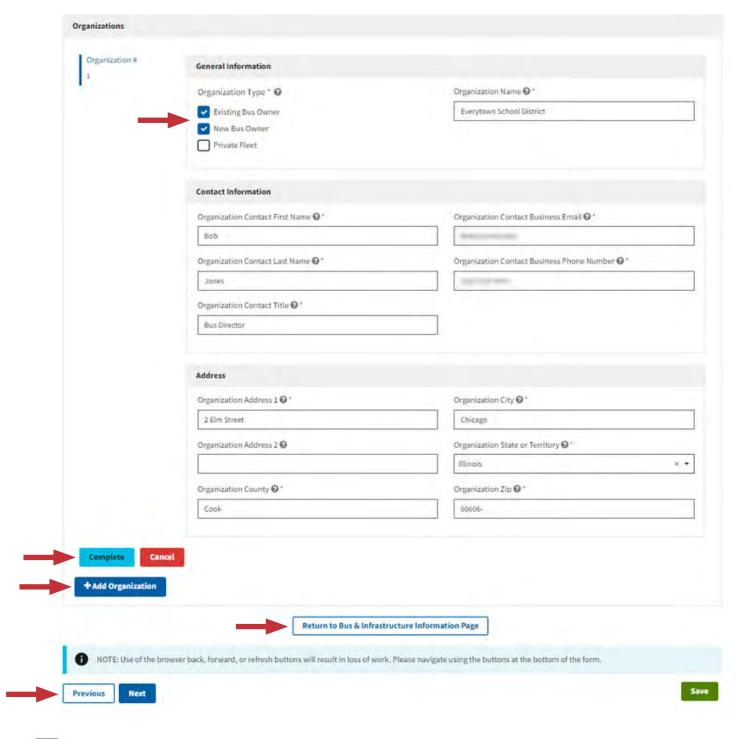
### 2.8 View Draft and Submitted Applications

After saving and exiting the application, you can return to the Dashboard page, open the draft application, and proceed where you left off. Selecting applications with a "Submitted" status will allow you to view but not edit your entries. You can also select the "Dashboard" button at the top of any page to return to the Dashboard page; however, ensure that you have saved any information you don't want to lose before returning to the Dashboard.



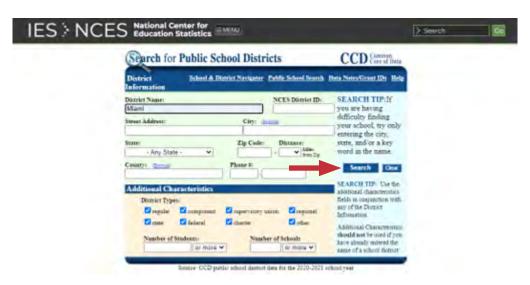
### 2.9 Organizations

On the Organizations page, you will enter information on existing bus owners, new bus owners, and private fleets if a private fleet is not the applicant. Read the instructions at the top of the page before beginning data entry. To add an organization, click on the "+ Add Organization" button. Check the boxes for all applicable Organization Types and enter the Organization Name. Once you enter all contact and address information, click the "Complete" button. Add any additional Organizations that are associated with this rebate application by selecting the "+Add Organization" button. If you are returning to this page from the Bus and Infrastructure Information page, click the "Return to Bus & Infrastructure Information Page" button to continue your application. If not, click "Next" to continue.



#### 2.10 School District Information

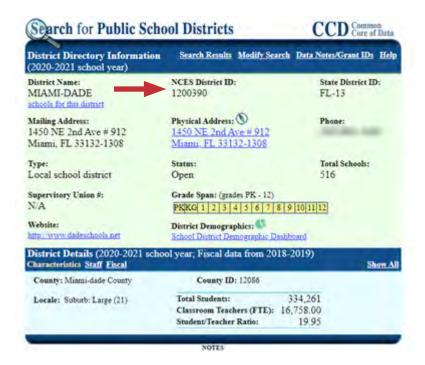
This page of the application collects information on the school district the old buses currently serve and the replacement buses will continue to serve for the next five years. You need to enter the district's National Center for Education Statistics (NCES) District ID, which can be found here: <a href="https://nces.ed.gov/ccd/districtsearch/">https://nces.ed.gov/ccd/districtsearch/</a>. Enter one or more identifiers for your district and select "Search."



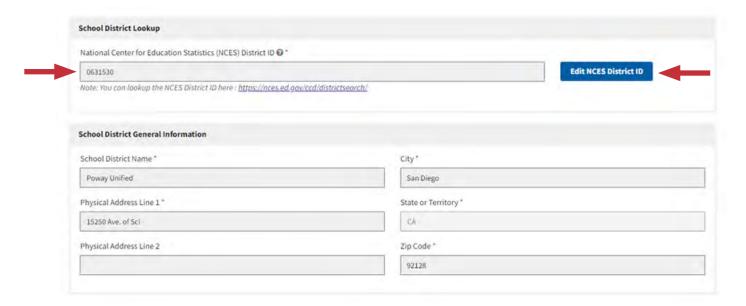
Find your district from the school district search results and click on the name.



Your seven-character NCES District ID will be displayed at the top of the district information summary page.



Return to the rebate form and enter your NCES District ID. Most of the fields in the School District General Information section will then be autofilled. Click the "Edit NCES District ID" button if you need to edit the ID. In some cases, you may need to fill in information manually because it is not available from NCES. The form will highlight any required fields that are not filled out.

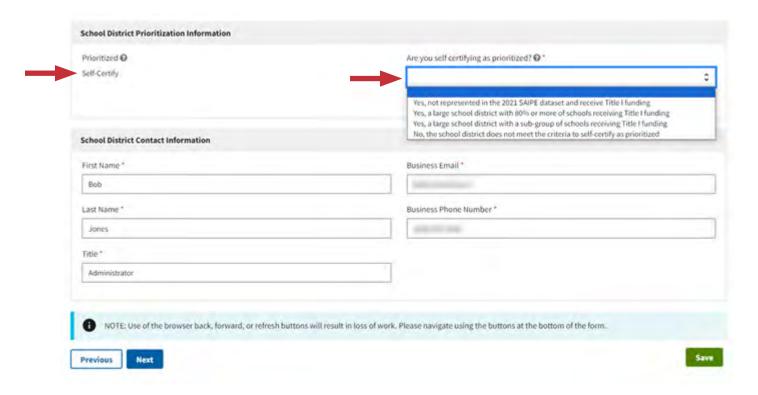


#### 2.11 School District Prioritization Information

Most school districts will be automatically identified with their prioritization status as "Yes" or "No" in the "Prioritized" field. However, in some cases, as seen in the screenshot below, the "Prioritized" field will display "Self-Certify". If this displays, the applicant must select which self-certifying criteria allows them to be eligible for prioritization from the dropdown list in the "Are you self-certifying as prioritized?" field. See the <a href="Prioritization Self-Certifying option">Prioritization Instructions</a> for more details. Use the table below to identify which self-certifying option to select from the "Are you self-certifying as prioritized?" dropdown list.

Categories from the Prioritization Self-Certification Instructions	Self-Certify Dropdown Option to Select
Category 1: Public school district not represented in SAIPE	Yes, not represented in the 2021 SAIPE dataset and receive Title I funding.
Category 2a: Large public school district, whole school district	Yes, a large school district with 80% or more of schools receiving Title I funding.
Category 2b: Large public school district, sub-group of schools	Yes, a large school district with a sub-group of schools receiving Title I funding.
Neither Category 1 nor Category 2	No, the school district does not meet the criteria to self-certify as prioritized.

Complete the School District Contact Information page by entering the contact information for a representative of the school district and selecting "Next" to continue.



#### 2.12 Bus and Infrastructure Information

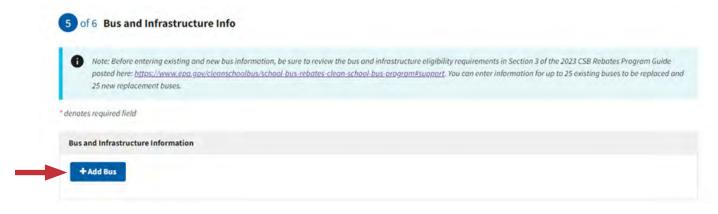
Use this page to enter information on the old and new buses. Please review the following note at the top of the page:

**Note**: Before entering existing and new bus information, be sure to review the bus and infrastructure eligibility requirements in Section 3 of the 2023 CSB Rebates Program Guide posted here: <a href="https://www.epa.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program#support">https://www.epa.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program#support</a>. You can enter information for up to 25 existing buses to be replaced and 25 new replacement buses.

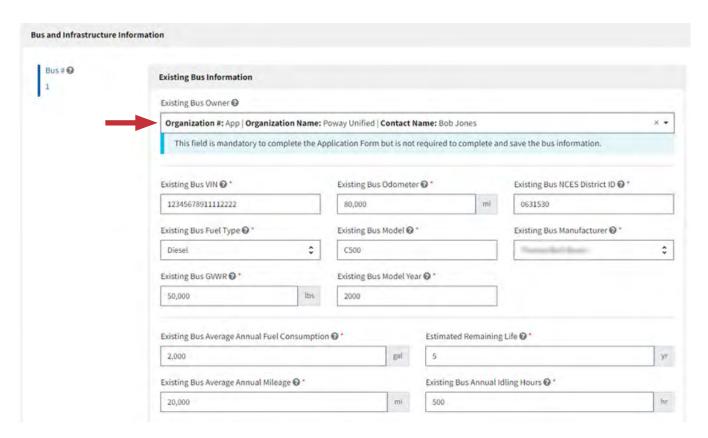
### 2.13 Bus Information Data Entry

#### 2.13.1 Existing Bus Information

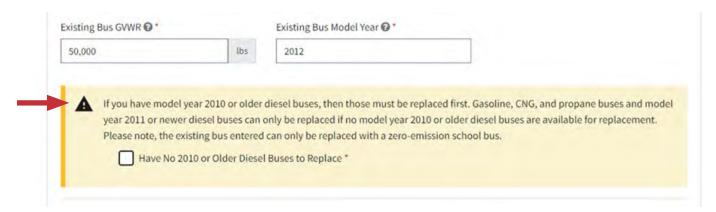
Select the "Add Bus" button to begin data entry.



You must complete all the fields in the Existing Bus Information section using the data entry boxes and drop-down lists. Select the Existing Bus Owner from the dropdown list of Organizations you entered on the Organizations page or that were added from Applicant Info or School District Info pages. If the Existing Bus Owner does not appear in the drop-down list, return to the Organizations page to add it. You may also complete and save the remaining fields on this page and add the new Organization later.



Check that the Vehicle Identification Number (VIN) you enter is accurate and has exactly 17 alphanumeric characters. Hover your mouse over the information icons for specific instructions on each of the remaining existing bus fields. If you are entering data for a diesel or non-diesel bus with a model year of 2011 or newer, you will be asked to certify (see text box below) that you do not have any 2010 model year or older diesel buses to replace.



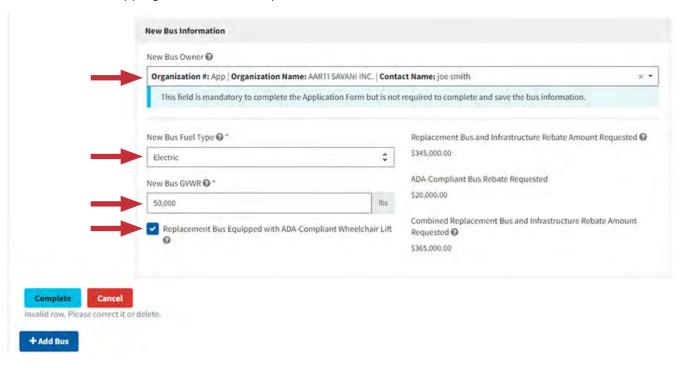
Attach a file with a scan of the title for each existing bus to be replaced using the drag-and-drop feature or "browse" link. Allowable file types include \*.pdf, \*.png, \*.jpeg, and \*.jpg. Files must have a minimum file size of 1KB and a maximum file size of 5MB to upload.

#### 2.13.2 New Bus Information

Next, complete the New Bus Information fields. Select the New Bus Owner from the drop-down list of Organizations you entered on the Organizations page. If the New Bus Owner does not appear in the drop-down list, please add it on the Organizations page. You may also complete and save the remaining fields on this page and add the new Organization later.

The next three fields determine the rebate amount you are eligible for. Select the New Bus Fuel Type from the drop-down menu, enter the New Bus Gross Vehicle Weight Rating (GVWR), and check the box if the new bus is equipped with an Americans with Disabilities Act (ADA)-Compliant wheelchair lift. Once these three fields are complete, the Replacement Bus and Infrastructure Rebate Amount Requested, ADA-Compliant Bus Rebate Requested (if applicable), and Combined Replacement Bus and Infrastructure Rebate Amount Requested will appear to the right. New buses that are equipped with an ADA-Compliant wheelchair lift will receive up to an additional \$20,000 in rebate funds.

**Note:** Replacement buses going to school districts that are located in certain locations, such as some U.S. Territories, will receive an additional rebate amount of up to \$20,000 for shipping costs. This amount will appear in the "Bus Shipping Cost Rebate Requested" field.



**Note:** Fuel types that can be selected for new replacement buses may be limited based on the vehicle model year and fuel type entered for the existing bus to be replaced. See bus eligibility requirements at <a href="https://www.epa.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program#support">https://www.epa.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program#support</a>.

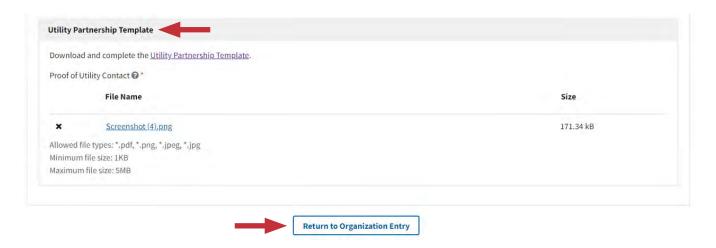
Click the "Complete" button to save the information for each individual bus replacement. If missing or out of range values are detected, they will be highlighted for your attention. Make any required changes and click "Complete" before proceeding.

**Note:** When you select the "Complete" button, the form temporarily holds the bus information, but does not save it. You must click the "Save" button at the bottom of the page after completing the bus information fields to save them.

Click on the "Add Bus" button to add additional buses. You may enter information for up to 25 existing buses and their corresponding replacement buses.

Once all the bus information is added, you may need to download the Utility Partnership Template (if requesting electric replacement bus(es)) by clicking on the link shown below. After completing the Utility Partnership Template, upload it below "Proof of Utility Contact".

If Organizations need to be added, click on the "Return to Organization Entry" button.



#### 2.13.3 Workforce Development Planning

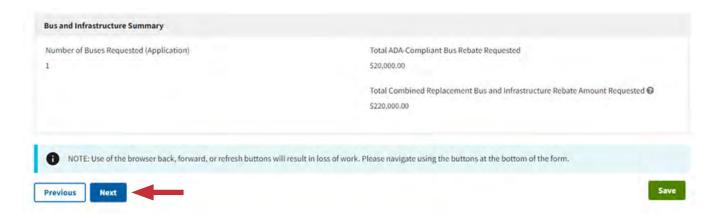
In this section, read and check the boxes to acknowledge that you are aware of the Workforce Development Planning terms and conditions and the Electrician Training Requirement as detailed in the 2023 Clean School Bus Rebate Program Guide at <a href="https://www.epa.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program#support">https://www.epa.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program#support</a>.

The total Number of Buses Requested and Total Combined Bus and Infrastructure Rebate Amount Requested

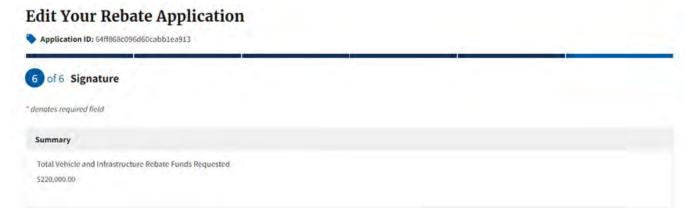


are displayed at the bottom of the page. The Total Combined Bus and Infrastructure Rebate Amount Requested is the sum of all requested replacement buses that includes the Replacement Bus and Infrastructure Rebate Amount Requested, and if applicable, the Bus Shipping Cost Rebate Requested and the ADA-Compliant Bus Rebate Requested. A Bus Shipping Cost Rebate of up to \$20,000 per bus is automatically granted to applicants outside the continental United States. If no electric replacement buses were requested, then this requested rebate does not include funding for infrastructure.

Click the "Next" button to continue to the Signature page.



### 2.14 Signature

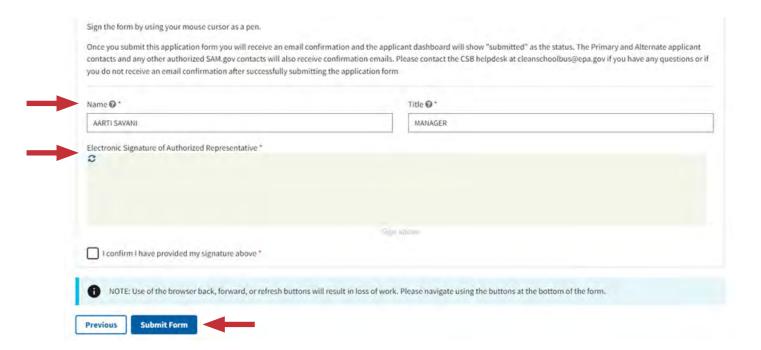


To complete your application, you must read and agree to the certification statement on this page, sign, and check the box to confirm signature.

The "Name" and "Title" fields on this page are autofilled for the individual that initiated the form based on their <u>SAM.gov</u> POC information. If a different user wants to sign and submit the form, they must also be a <u>SAM.gov</u> POC for your organization and will need to use <u>Login.gov</u> to enter the Clean School Bus Rebate Forms site to complete the application that was saved as a draft. In this case, they must edit the "Name" and "Title" fields to show their own full name and title before signing and submitting.

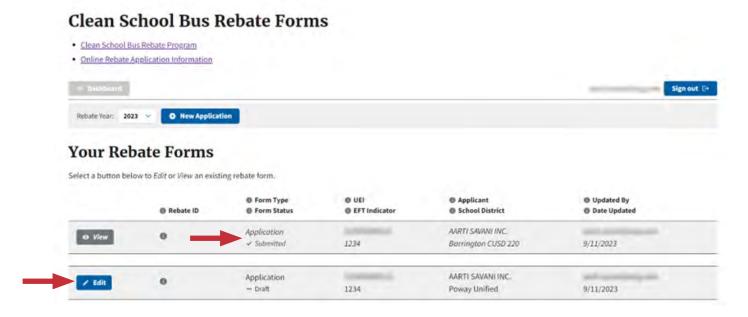
When you are ready to submit the form, click "Submit Form." You may want to use the "Previous" button to review the entirety of the application before submission.

The submitter, the Primary and Alternate applicant contacts, and any other authorized <u>SAM.gov</u> contacts will receive an email confirming receipt of the submission with an application number. *Please save this information in case you need to contact EPA to revise your submission.* 



### 3. Submission and Review Process

Once you submit your rebate application, a record summarizing your application details will appear on the Clean School Bus Rebate Forms page, including the applicant name, school district, the email of the last person that edited/submitted the form, the date of the last update, and the submission status (draft or submitted). Draft applications can be re-opened, edited, and completed by a SAM.gov Point of Contact by selecting the "Edit" button. Submitted applications cannot be edited but may be viewed by selecting the "View" button on the left side of the page.



The Primary and Alternate applicant contacts and any other authorized SAM.gov contacts will receive a confirmation email after submission. A PDF file containing all the data entered on the application form will be attached to this email for reference.

### 3.1 2023 Clean School Bus Rebate Application Help

If, after submission, you identify errors or other information in your application that require changes, contact the Clean School Bus Program Help Desk at cleanschoolbus@epa.gov for assistance. Make sure to provide the application ID included in your confirmation email and an explanation of the issue.

**Note:** The CSB Help Desk will attempt to respond to all requests to edit a submitted application in a timely manner, however some requests might receive a delayed response, particularly those that come close to the application deadline. Applicants should thoroughly review their initial application submission for accuracy to avoid missing submission deadlines.

If the Help Desk does allow you to edit a submitted application, you will be notified when your application's status is changed back to "draft," at which time an approved POC may open, edit, and resubmit the application. Applications must be resubmitted by the original deadline of January 31, 2024 at 4 PM Eastern Standard Time to be considered for funding.

After submission, EPA will review your application and may contact you for additional information. EPA anticipates announcing final award decisions approximately 60 days from the application deadline. If you are contacted for clarifications or corrections, you may be asked to revise and resubmit your application.

# **Appendix A. Glossary**

The following provides definitions of terms and abbreviations used throughout the rebate application forms and system screens.

#### **Your Rebate Forms Page: Definitions**

- Rebate ID—Unique ID assigned by EPA to each rebate request
- Form Type—Application, Payment Request, or Close Out Form
- Form Status—Submitted or Draft
- UEI—Unique Entity ID from SAM.gov
- EFT Indicator—Electronic Funds Transfer Indicator for the associated bank account from <u>SAM.gov</u>
- Applicant—Legal Business Name from <u>SAM.gov</u> for this UEI
- School District—School district served by the buses
- Updated by—Last person to update the form
- Date Updated—Last date this form was updated

#### **Applicant Info Page: Definitions**

- Applicant Type—The following definitions of Applicant Types are provided at the top of the Applicant Info screen.
  - Public School District: Local governmental entity responsible for: providing school bus service
    to one or more public school systems; or the purchase, lease, license, or contract for service of
    school buses.
  - Public Charter School: A public charter school district responsible for the purchase, lease, license, or contract for service of school buses for that charter school.
  - State Government: State governmental entity responsible for: providing school bus service to
    one or more public school systems; or the purchase, lease, license, or contract for service of
    school buses.
  - Private School Bus Fleet: A private school bus fleet that provides student transportation services.
  - Nonprofit School Transportation Association: A nonprofit organization that provides student transportation services.
  - Bus Dealer, OEM, or Organization that Arranges Financing for Bus Purchases: These are third parties that have the capacity to sell, lease, license, or contract for service clean school buses, ZE school buses, charging or fueling infrastructure, or other equipment needed to charge, fuel, or maintain clean school buses or zero-emission school buses, to individuals or entities that own, lease, license, or contract for service a school bus or a fleet of school buses; or to arrange financing for such a sale, lease, license, or contract for service.
  - Indian Tribe of Tribal Organization (not a School District): An Indian Tribe, Tribal organization, or Tribally-controlled school that is responsible for: providing school bus service to one or more Bureau-funded schools; or the purchase, lease, license, or contract for service of school buses.

- Does your organization own the buses to be replaced?—If you answer that your organization is a Private School Bus Fleet; Nonprofit School Transportation Association; or Bus Dealer, OEM or Organization that Arranges Financing for Bus Purchases, then this question is skipped and an answer of "No" is recorded in your application.
- Are you applying to replace buses owned and operated by a private bus fleet?—If you answered "No" to the previous question, this question will appear. Select "Yes" or "No."
- Download and complete the School Board Awareness Certification template. Click on the link to view the file. Once complete, upload the file as a \*.pdf, \*.png, \*.jpeg, \*.jpg. Minimum file size is 1KB, and Maximum file size: 5MB.
- Applicant Organization Name and Address—Your applicant organization's <u>SAM.gov</u> Name and Physical Street Address are automatically filled based on the organization selected when starting this application.
- Unique Entity Identifier (UEI)—This is your applicant organization's <u>SAM.gov</u> Unique Entity Identifier (UEI) and is automatically filled based on the organization selected when starting this application.
- Electronic Funds Transfer (EFT) Indicator—This is your <u>SAM.gov</u> EFT Indicator and is automatically filled based on the organization selected when starting this application.
- Organization County—This is the county where the applicant organization is located.
- Applicant Primary Contact Information –The primary contact information for the applicant includes first name, last name, title, business phone number and email.
- Applicant Alternate Contact Information –The alternate contact information for the applicant fields include first name, last name, title, business phone number and email.

#### **Organizations Page: Definitions**

- Organization Type—You must select as many of the following organization types that apply to your organization:
  - Existing Bus Owner: All existing bus owners that are not the applicant, or the public school
    district or public charter school that the new buses will serve should be entered here.
  - New Bus Owner: All new bus owners (e.g., school district, nonprofit, private fleet, tribe) that are
    not the applicant, or the public school district or public charter school that the new buses will
    serve should be entered here.
  - Private Fleet: Any private fleet that is not owned by the applicant. School districts that contract
    out bus service to multiple private fleets may only submit one application but may list multiple
    private fleets on the application.
- Organization Name, Contact Information, and Address—These fields need to be complete for each Existing Bus Owner, New Bus Owner, or Private Fleet.

#### **School District Info Page: Definitions**

- National Center for Education Statistics (NCES) District ID—Enter the seven-character NCES District ID. If you don't have a NCES District ID, contact the help desk at cleanschoolbus@epa.gov.
- School District General Information—Name and address of the school district. These fields will be autofilled based on the NCES ID entered.

- Prioritized—Automatically filled as either "yes" or "no" based on whether the school district meets prioritization criteria. If "Self-Certify" is displayed, complete the "Are you self-certifying as prioritized?" field.
- Are you self-certifying as prioritized? —If you need to self-certify prioritization, you will select the appropriate self-certifying category from the dropdown list. This question will not be editable and will be blank if EPA has already determined whether the school district is prioritized for funding. Applicants may self-certify that school districts not listed on the Prioritized District List are "low-income" if the school districts fall under one of the two "categories" outlined on the Prioritization Self-Certification Instructions (pdf) and are listed in the Self-Certifiable Districts table within the Prioritized School District List (xlsx). Both documents are located here <u>School Bus Rebates: Clean School Bus Program | US EPA</u>.
- School District Contact Information—Enter the school district contact person's name, title, business email, and business phone number. This person may be different than the applicant contact.

#### **Bus and Infrastructure Info Page: Definitions**

- Existing Bus Owner—Select the owner of the existing bus to be replaced from the drop-down menu.
- Existing Bus Vehicle Identification Number (VIN)—The 17-digit VIN of the existing bus to be replaced.
- Existing Bus Odometer—Enter odometer reading of the existing bus to be replaced. If the exact reading is unknown, provide an estimate.
- Existing Bus NCES District ID—The seven-character NCES District ID for the school district the existing bus primarily served during the 2022–2023 school year. EPA strongly encourages third-party applicants to replace existing buses that provided service to the public school district listed on the application, or another school district eligible for priority consideration, as listed in the Prioritized School Districts list found on the 2023 CSB Rebates webpage, if the school district listed on the application was eligible for priority consideration.
- Existing Bus Fuel Type—The fuel type of existing bus to be replaced.
- Existing Bus Model—The model name of the existing bus to be replaced.
- Existing Bus Manufacturer—Select the manufacturer of the existing bus to be replaced from the drop-down menu.
- Existing Bus Gross Vehicle Weight Rating (GVWR)—The estimated GVWR in pounds (lbs.). The GVWR is typically found on the bus VIN plate.
- Existing Bus Model Year—Enter the vehicle model year in YYYY format. Generally, 2010 or older diesel-powered school buses are eligible for replacement; however, see exceptions in the Clean School Bus Rebate Program Guide.
- Existing Bus Average Annual Fuel Consumption (gallons)—The estimated average annual fuel used by the old bus to be replaced over its lifetime. For compressed natural gas (CNG) buses, use diesel gallon equivalent.
- Existing Bus Average Annual Mileage—The estimated average annual mileage of the existing bus to be replaced.
- Estimated Remaining Life—The estimated remaining service life (in years) of the existing bus to be replaced
- Existing Bus Annual Idling Hours—The estimated annual idling hours for the existing bus to be replaced.

- Existing Bus Title—Attach a file or scan of the title for the existing bus.
- Allowed file types: \*.pdf, \*.png, \*.jpeg, \*.jpg. Minimum file size: 1KB. Maximum file size: 5MB.
- New Bus Owner—The name of the organization that owns the new bus.
- New Bus Fuel Type—Select Electric, CNG, or Propane from the drop-down menu. Fuel types that can be selected for new replacement buses may be limited based on the vehicle model year and fuel type entered for the existing bus to be replaced. See the 2023 Clean School Bus Rebate Program Guide for bus eligibility requirements.
- New Bus Gross Vehicle Weight Rating (GVWR)—Enter estimated GVWR in pounds (lbs). GVWRs of 26,001 pounds or greater are offered more funding per bus. School bus manufacturers or dealers may be able to assist in providing a GVWR for new replacement buses.
- Replacement Bus Equipped with ADA-Compliant Wheelchair Lift—Please select if you plan on the new replacement bus to be equipped with an ADA-Compliant wheelchair lift. ADA-compliant buses receive up to an additional \$20,000 in rebate funds.
- Replacement Bus and Infrastructure Rebate Amount Requested—Autofilled based on the New Bus Fuel Type, New Bus GVWR, and prioritization status of school district per 2023 Clean School Bus Rebate Program Guide. If the replacement bus is fueled by propane or CNG, this value is only for a bus rebate, as a rebate is not offered for infrastructure costs for CNG and propane buses.
- ADA-Compliant Bus Rebate Requested Additional rebate funds that cover installation of ADA-Compliant wheelchair lifts.
- Combined Replacement Bus and Infrastructure Rebate Amount Requested—The sum of the Replacement Bus and Infrastructure Rebate Amount Requested, and if applicable, Bus Shipping Cost Rebate and the ADA-Compliant Bus Rebate Requested. The Bus Shipping Cost Rebate is up to an additional \$20,000 that is added to the Combined Rebate Amount if the applicant is from a state or territory outside the continental United States. The ADA-Compliant Bus Rebate is up to an additional \$20,000 that covers the installation of an ADA-compliant wheelchair lift.
- Proof of Utility Contact—The Utility Partnership Template must be downloaded, signed, and uploaded. The allowed file types: \*.pdf, \*.png, \*.jpeg, \*.jpg. Minimum file size: 1KB. Maximum file size: 5MB.
- Workforce Development Planning—Check the box to acknowledge that you are aware of the importance of workforce development planning and will use the resources available on the EPA Clean School Bus Program website to plan accordingly.
- Electrician Training Requirement—Check the box to acknowledge that you are aware that electricians must have a certification of training, as detailed in the 2023 Clean School Bus Rebate Program Guide, to install, operate, or maintain Electric Vehicle Supply Equipment (EVSE).

# **Appendix B. Printable List of Fields**

The rebate application requires some or all of the following information. This list is being provided for your information, however, the application must be submitted using the online Dashboard described in this guide.

#### **Applicant Information**

Appli	cant Type					
	School District					
	□ State Government					
	□ Private School Bus Fleet					
	Nonprofit School Transportation Association					
	Bus dealer or Organization that Arranges Financing for Bus Purchases					
	□ Indian Tribe or Tribal Organization (not a School District					
Does	Does your organization own the buses to be replaced? (Yes/No)					
Are yo	ou applying to replace buses owned and op	perated by a private bus fleet? (Yes/No)				
	pload - School Board Awareness Certificati ze: 1KB, Maximum file size: 5MB)	ion (Allowed file types: *.pdf, *.png, *.jpeg, *.jpg, Minimum				
	, *.jpeg, *.jpg, Minimum file size: 1KB, Ma	aximum file size: 5MB) —				
<u>Appli</u>	cant Primary Contact Information					
––– Prin	nary Contact First Name/Last Name	Primary Contact Title				
Prin	nary Contact Business Phone Number	Primary Contact Business Email				
<u>Appli</u>	cant Alternate Contact Information					
Alte	ernate Contact First Name/Last Name	Alternate Contact Title				
 Δlte	ernate Contact Business Phone Number	Alternate Contact Business Email				

# **Organization Information**

Organization Type	
<ul><li>Existing Bus Owner</li></ul>	
<ul><li>New Bus Owner</li></ul>	
<ul><li>Private Fleet</li></ul>	
Organization Name	
Organization Primary Contact Information	
Organization Address 1	Organization Contact Title
Organization Contact Business Phone Number	Organization Contact Business Email
Organization Address	
Organization Address 1	
Organization Address 2	
Organization County	
Organization City Organization	State or Territory Organization Zip
School District Information	
NCES District ID	
School District Name*	
Physical Address*	
City* State or Territ	ory* Zip*
Prioritized*	
Are you self-certifying as prioritized?  *Will be automatically filled based on NCES District ID (if a	

#### School District Contact Information First Name/Last Name Title **Business Phone Number Business Email Bus and Infrastructure Information** Make copies for additional buses if needed **Existing Bus** Existing Bus Owner Existing Bus VIN Existing Bus Odometer Existing Bus NCES District ID Existing Bus Fuel Type (circle one) Gasoline **CNG** Diesel Propane Existing Bus Model Existing Bus Manufacturer (lbs) Existing Bus GVWR Existing Bus Model Year (gallons/yr) (miles/yr) Existing Bus Average Annual Fuel Consumption Existing Bus Average Annual Mileage Estimated Remaining Life Existing Bus Annual Idling Hours File Upload: Existing Bus Title. Allowed file types: \*.pdf, \*.png, \*.jpeg, \*.jpg. Minimum file size: 1KB. Maximum file size: 5MB New Bus New Bus Owner New Bus Fuel Type (circle one) Electric **CNG** Propane (lbs) New Bus GVWR Checkbox for Replacement Bus Equipped with ADA-Compliant Wheelchair Lift. File upload: Proof of Utility Contact (for electric buses only). Allowed file types: \*.pdf, \*.png, \*.jpeg, \*.jpeg. Minimum file size: 1KB. Maximum file size: 5MB Checkbox for Workforce Development Planning - "I acknowledge that I am aware of the importance of workforce development planning and will use the resources available on the EPA Clean School Bus Program website to plan accordingly."

Checkbox for Electrician Training Requirement (for electric buses only) - "I acknowledge that I am aware that

install, operate or maintain Electric Vehicle Supply Equipment (EVSE)."

electricians must have a certification of training, as detailed in the 2023 Clean School Bus Rebate Program Guide, to

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