



# EPA CLEAN SCHOOL BUS

## 2023 EPA Clean School Bus Rebate Forms: Payment Request Form User Guide

July 2024



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## Before You Begin

This guide will walk you through the steps needed to create, edit, submit, and view an online payment request form for a Clean School Bus rebate application when you have been chosen for an award. The guide also includes detailed definitions of key fields in the online form and a printable list of all fields required in the form.

**Plan to spend about an hour** completing the payment request form, depending on the number of buses and purchase orders you need to enter.

Follow these steps to prepare:

1. **Review the glossary of terms** used in the rebate application ([see Appendix A](#)).
2. **Compile all required data.**
3. **Confirm the point of contact.** Confirm the email of the person completing the payment request form is registered as a designated Primary or Alternate Government point of contact, or Primary or Alternate Electronic point of contact, in your entity's SAM.gov account by logging on to SAM.gov. Otherwise, the person will not be able to log into the payment request form from the applicant login webpage.
4. **Check your browser version.** Before filling out the payment request form, make sure your web browser version meets or exceeds the following:
  - Chrome 38
  - Safari 7.1
  - Internet Explorer 11
  - Firefox 13

**Note:** The sections in this guide follow the order in which you will work through screens to complete the payment request form.

## 1. Sign In/Register

Use your existing SAM.gov credentials to sign in to your applicant dashboard. If you cannot sign in, consult the "Sign In/Register" section of the [rebate application user guide](#).

## 2. Create/Edit a New Payment Request Form

**Note:** Your connection to the payment request form 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.

### 2.1 Start a New Payment Request Form

After signing in using your Login.gov account, you will see the **Clean School Bus Rebate Forms** screen.

#### Clean School Bus Rebate Forms

- [Clean School Bus Rebate Program](#)
- [Online Rebate Application Information](#)

Dashboard Helpdesk eben.bathalon@erg.com Sign out

Rebate Year: 2023 New Application

#### Your Rebate Forms

Select a button below to *Edit* or *View* an existing rebate form.

- For the 2023 rebate year, you may request edits, an extension, or a withdrawal by selecting Change Request, *Change*.
- For the 2022 rebate year, you may request edits, a withdrawal, or a Close Out Form extension (see [Close Out Form webpage](#)) by emailing [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov).

Rebate ID	Form Type	Form Status	UEI	EFT Indicator	Applicant	School District	Updated By	Date Updated	Change Request
<span>View</span> 023470	Application	Selected	123456000110	1234	EBEN BATHALON INC.	Boston	eben.bathalon@erg.com	4/18/2024	Change
<span>New Payment Request</span>									
<span>View</span> 023468	Application	Selected	123456000110	1234	EBEN BATHALON INC.	Anchorage School District	eben.bathalon@erg.com	4/18/2024	Change
<span>Edit</span>	Payment Request	Draft					eben.bathalon@erg.com	6/12/2024	Change
<span>Edit</span>	Application	Draft	123456000110	1234	EBEN BATHALON INC.	Anchorage School District	eben.bathalon@erg.com	5/30/2024	Change
<span>View</span> 023394	Application	Selected	123456000110	1234	EBEN BATHALON INC.	Salem School District	eben.bathalon@erg.com	1/23/2024	Change

Click the “New Payment Request” button to begin.

**Note:** You can submit a Change Request for any form that has been been created; however, the options you have for the request depend on whether you have submitted the form or not. The Change Request form allows you to edit, extend, or withdraw a form. See [Section 3](#) for more information.

## 2.2 Welcome Screen

Review the text that provides a list of what's needed to complete the form on the "Welcome" screen and select "Next" to proceed.

**Note:** You will lose work if you use your browser's back, forward, or refresh buttons while in the rebate form. Instead, navigate using the "Next," "Previous," and "Save" buttons on the screen.

### Clean School Bus Rebate Forms

- [Clean School Bus Rebate Program](#)
- [Online Rebate Application Information](#)

Dashboard Helpdesk eben.bathalon@epa.gov Sign out

### Edit Your Payment Request

Rebate ID: 023468

1 of 10 Welcome

#### Payment Request Form - Basic Information

As a rebate application award selector, you must submit an online Payment Request Form that includes an attached scan of the order document(s) for the new school buses and eligible charging infrastructure by **November 29, 2024 at 4:00 p.m. ET**.

The following information will help you complete this Payment Request Form accurately and efficiently.

- In-form help text is provided below the data entry fields and in the "?" next to the field names.
- For additional assistance, please refer to the Program Guide and supporting documents at [Clean School Bus Program Rebates](#), or contact the help desk at [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov) (include the Applicant Name, the Rebate ID, Unique Entity Identifier (UEI), Electronic Funds Transfer (EFT) Indicator, and the School District Name).

To complete this form, you will need the following information:

- Review your submitted application (access it from the Applicant Dashboard) to confirm what buses are associated with order documents you will add to this form.
- The primary applicant and school district contact information (if changed from application)
- Name, title, and business email, address and phone number for: existing bus owner, new bus owner, any private fleets, new bus dealer, infrastructure owner and supplier, and other infrastructure organizations
- Order Document(s) files (pdf, png, jpeg, and jpg format) including name or number and who the associated purchaser and vendors are for each document
- If swapping an existing bus that was included in your application: the reason for the swap and all the same documentation that was required in the application form including the bus title.
- New bus information including:
  - Make, model, and year,
  - Gross Vehicle Weight Rating (GVWR),
  - Estimated delivery date,
  - Whether the bus will be equipped with an ADA-Compliant wheelchair lift and its cost,
  - EPA vehicle family,
  - Whether bus is equipped with an auxiliary heater and the type
  - Whether bus is capable of bidirectional charging and whether there is a plan to use the bus for bidirectional charging
  - Purchase price.
  - Bus shipping costs (if eligible for EPA rebate),
- Electric bus charging infrastructure information (if applicable), including:
  - Number of Level 2 and DC Fast chargers and their unit costs,
  - Whether the charger costs include installation
  - The EVSE output power, manufacturer, model, manufacturer date, number of plugs, Energy Star Compliance (Level 2 chargers), capability for bidirectional charging, and whether it is Buy America compliant.
  - The installation/construction address including county
- How you plan to allocate your rebate for each bus and for infrastructure costs
- Whether the infrastructure chargers and materials are Buy America Build America Act (BABA) Compliant and whether you applied for a general waiver (which one(s)) or a project specific waiver from BABA compliance

To save your work on the form, you must select the "Save" or "Next" button. You will be able to return later to finish your Payment Request Form without losing information.

To submit your Payment Request Form to EPA, complete all pages and then sign and submit the form. Make sure to provide a complete signature and check the "I confirm I have provided my signature above" box before selecting the "Submit Form" button. Your Payment Request Form status will then be displayed on the dashboard as "Submitted".

Note: only Government Business (and alternate) and Electronic Business (and alternate) Points of Contact from SAM.gov can access the dashboard. The Government Business (and alternate) and Electronic Business (and alternate) Points of Contact, and the Primary and/or Alternate Contacts will also receive a substantial email confirmation.

EPA or its authorized representatives may contact selectors to clarify any information provided in the Payment Request Form. If, upon review, the Payment Request Form is accurate and includes all required information, EPA will issue the rebate payment to the bank account associated with the SAM.gov Unique Entity Identifier (UEI) and Electronic Funds Transfer (EFT) Indicator associated with the application. EPA anticipates disbursing funds within approximately 60 days of the submission of a complete Payment Request Form.



Next

## 2.3 Information Icons

Hover your mouse over the information icons, found throughout the payment request form screens, for more information on specific fields.

Applicant Organization Name

EBEN BATHALON INC.

Unique Entity Identifier (UEI) ?

123456000110



## 2.4 Applicant Information

Editable information on this page includes the organization county, and the primary and alternate contact fields that will prepopulate with information from the associated application. Double-check that the information is correct; you can edit it if not. Click “Next” to continue.

### Clean School Bus Rebate Forms

- [Clean School Bus Rebate Program](#)
- [Online Rebate Application Information](#)

[Dashboard](#) [Helpdesk](#)

eben.bathalon@erg.com [Sign out](#)

### Edit Your Payment Request

**Rebate ID:** 023468

2 of 10 **Applicant Info**

\* denotes required field

**Applicant Info**

The information below is automatically filled based on the applicant organization's SAM.gov entity registration and the information submitted in your Clean School Bus rebate application. Applicant organization address information (except the County) can only be updated at the [SAM.gov website](#). Primary and alternate applicant contacts may be edited as needed.

Applicant Organization Name  
EBEN BATHALON INC.

Unique Entity Identifier (UEI) \*  
123456000110

Electronic Funds Transfer (EFT) Indicator \*  
1234

Physical Street Address 1  
309 MAIN ST REAR

City  
WATERTOWN

Physical Street Address 2

State or Territory  
MA

Organization County \*  
Essex

Zip Code  
02472

**Applicant Primary Contact**

Primary Contact First Name \*  
Mike

Primary Contact Last Name \*  
Johnson

Primary Contact Title \*  
Director

Primary Contact Business Phone Number \*  
(123) 908-4392

Primary Contact Business Email \*  
primary@email.com

**Applicant Alternate Contact**

Alternate Contact First Name \*  
John

Alternate Contact Last Name \*  
Michaelson

Alternate Contact Title \*  
Asst. to the Regional Manager

Alternate Contact Business Phone Number \*  
(238) 392-0203

Alternate Contact Business Email \*  
alternate@email.com

**NOTE:** Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.

[Previous](#)

[Next](#)



[Save](#)

## 2.5 School District Information

School District information is prepopulated from what was submitted in your application. Double-check that your school district contact information is correct; you can edit it if not. Click “Next” to continue.

### Clean School Bus Rebate Forms

- [Clean School Bus Rebate Program](#)
- [Online Rebate Application Information](#)

Dashboard

eben.bathalon@erg.com

Sign out

### Edit Your Payment Request

Rebate ID: 018167

3 of 8 School District Info

This is the school district that the new replacement buses will serve for at least five years. The School District General Information and School District Prioritization Information is based on the NCES District ID you entered on your application form and is not editable. If needed, you may update the School District Contact Information.

\* denotes required field

School District General Information	
National Center for Education Statistics (NCES) District ID 0200180	
School District Name Anchorage School District	City Anchorage
Physical Address Line 1 5530 E Northern Lights Blvd	State or Territory AK
Physical Address Line 2	Zip Code 99504

School District Prioritization Information	
Prioritized <sup>*</sup> Yes	Are you self-certifying as prioritized? Yes, a large school district with 80% or more of schools receiving Title I funding
Priority Reason <input checked="" type="checkbox"/> High Need <input type="checkbox"/> Tribal <input type="checkbox"/> Rural	

School District Contact Information	
First Name <sup>*</sup> Andy	Business Email <sup>*</sup> district@email.com
Last Name <sup>*</sup> Polk	Business Phone Number <sup>*</sup> (239) 343-0393
Title <sup>*</sup> Regional Manager	

NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.

Previous

Next

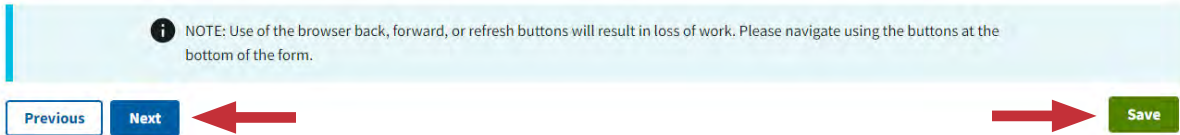


Save



## Saving and Editing Your Information

You can save your work while filling out the payment request form and return to it later to finish and submit. Data entered on each screen 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.

**Note:** You will lose work if you use your browser’s back, forward, or refresh buttons while in the payment request form. Instead, navigate using the “Next” and “Previous” buttons on the screen.




After saving and exiting the payment request form, you can return to the “Clean School Bus Rebate Forms” screen later, open the draft form by clicking the “Edit” button, and proceed by navigating to where you left off. Selecting forms with a “Submitted,” “Funding Approved,” or “Selected” status will allow you to view, but not edit, your entries.

Additionally, you can submit a Change Request for any form that has been created. The Change Request form allows you to edit, extend, or withdraw a form depending on the form status. See [Section 3](#) for more information on the Change Request form.

## Your Rebate Forms

Select a button below to *Edit* or *View* an existing rebate form.

- For the 2023 rebate year, you may request edits, an extension, or a withdrawal by selecting Change Request, *Change*.
- For the 2022 rebate year, you may request edits, a withdrawal, or a Close Out Form extension (see [Close Out Form webpage](#)) by emailing [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov).

Rebate ID	Form Type Form Status	UEI EFT Indicator	Applicant School District	Updated By Date Updated	Change Request
<a href="#">View</a> 023470	Application Selected	123456000110 1234	EBEN BATHALON INC. Boston	eben.bathalon@erg.com 4/18/2024	<a href="#">Change</a> 
<a href="#">New Payment Request</a>					
<a href="#">View</a> 023468	Application Selected	123456000110 1234	EBEN BATHALON INC. Anchorage School District	eben.bathalon@erg.com 4/18/2024	<a href="#">Change</a> 
<a href="#">Edit</a>	Payment Request Draft			eben.bathalon@erg.com 6/12/2024	<a href="#">Change</a> 

## 2.6 Organizations

The “Organizations” part of the form will prepopulate with information that you entered in your application. You can edit that information by clicking the “Edit” button. If you need to add missing information on existing bus owners, new bus owners, private fleets (if the private fleet is not the applicant), new bus dealers, infrastructure owners (for electric bus charging only), infrastructure suppliers (for charging equipment only), or any other infrastructure organizations, click the “+ Add Organization” button at the bottom of the screen.

**Note:** Information for each organization only needs to be entered once, even if the organization applies to multiple buses or pieces infrastructure or belongs to multiple organization types.

**Note:** It is strongly recommended that you add all the organizations that were associated with this rebate at this time to avoid returning to this page later.

### Clean School Bus Rebate Forms

- [Clean School Bus Rebate Program](#)
- [Online Rebate Application Information](#)

Dashboard Helpdesk ebn.bathalon@erg.com Sign out

#### Edit Your Payment Request

Rebate ID: 023468

#### 4 of 10 Organizations

This page is for adding organization information for existing buses, new buses, private fleets and infrastructure. Organizations that you entered in your application are already included on this page, so you can update existing organizations or enter new organizations below. For each organization that you add by selecting the “+Add Organization” blue box, you’ll need to first select the organization type(s) and then enter the name, contact and address information for the organization. Information for each organization only needs to be entered once, even if the organization applies to multiple buses or infrastructure, or multiple organization types. **It is strongly recommended that you add all the organizations that are associated with this rebate at this time to avoid having to return to this page later.** The following organization types need to be entered on this screen:

- **Existing Bus Owner:** All existing bus owners. If the existing bus owner is the applicant, the school district that the new buses will serve, or a private fleet entered in your application, then you **do not** have to enter existing bus owner information as it’s already included within this form.
- **New Bus Owner:** All the planned new bus owners (e.g. district, nonprofit, private fleet, tribes). If the new bus owner will be the applicant, the school district that the new buses will serve, or the private fleet entered in your application, then you **do not** have to enter new bus owner information as it’s already included within this form.
- **Private Fleet (existing or new buses):** Any private fleet for existing or planned new buses that is not the applicant needs to be entered here unless you already entered the private fleet(s) in your application. Applicants may list multiple private fleets here or in the application.
- **New Bus Dealer:** The vendor or dealer that the planned new bus owner will purchase the bus from needs to be identified.
- **Infrastructure Owner (electric bus charging):** All infrastructure owners (e.g. school district, private fleet) of the electric bus charging equipment needs to be identified. If the infrastructure owner is the applicant, the school district that the new buses will serve, or a private fleet entered in your application, then you **do not** have to enter new bus owner information as it’s already included within this form.
- **Infrastructure Supplier (charging equipment only):** All infrastructure suppliers from which charging equipment was purchased (includes the installer of the infrastructure charging equipment when they are also the charging equipment supplier).
- **Other Infrastructure Organization:** All other eligible Infrastructure organizations (e.g., performing trenching and wiring, project management, but excluding charger installer when the charger is installed by the infrastructure charging equipment supplier).

On the bus and infrastructure (if applicable) pages you will be selecting organizations you entered here or in your application for each bus and infrastructure owner, supplier, or organization.

\* denotes required field

Organizations			
Edit	Organization 1	Org. Name: Fleets 'R' Us Type: Private Fleet Contact Name: Paul Wethers Address: 324 South St., Boston Massachusetts	Delete
Edit	Organization 2	Org. Name: Bus Owners Inc. Type: Existing Bus Owner, New Bus Owner Contact Name: Kevin Smith Address: 1324 Main St., Boston Massachusetts	Delete
+ Add Organization			

[Return to Bus Information Page](#)

**NOTE:** Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.

Previous Next

Save

## 2.7 Add Organizations

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. **Note that this button does not save your form: you must click “Save” or “Next” to save your information.**

Add another organization by selecting “+ Add Organization” at the bottom of the Organizations section on this screen. You may add as many organizations as needed and delete or edit them at any time. Deleting an organization is permanent, so do not do so unless you are sure it’s necessary. You must click the “Complete” button before moving on.

The screenshot displays the 'Organizations' management interface. At the top, there is a list of existing organizations. The first organization is 'Fleets 'R' Us' with details: Type: Private Fleet, Contact Name: Paul Wethers, and Address: 324 South St., Boston Massachusetts. Below this is a form for adding a new organization, 'Bus Owners Inc.' The form is divided into three sections: General Information, Contact Information, and Address. In the General Information section, 'Existing Bus Owner' and 'New Bus Owner' are checked. In the Contact Information section, the contact is Kevin Smith, Regional Manager, with email owmers@email.com and phone (389) 389-2922. In the Address section, the address is 1324 Main St., Boston, Massachusetts 02108. At the bottom of the form, there are 'Complete' and 'Cancel' buttons, and a '+ Add Organization' button. Below the form is a 'Return to Bus Information Page' button. A note at the bottom states: 'NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.' At the very bottom, there are 'Previous', 'Next', and 'Save' buttons.

## 2.8 Complete Organizations

Once you have added all your organizations, click “Next” to continue.

If you are returning to this page from the “Bus Information” page, click the “Return to Bus Information Page” button to continue your application. If not, click “Next” to continue.

### Clean School Bus Rebate Forms

- [Clean School Bus Rebate Program](#)
- [Online Rebate Application Information](#)

Dashboard Helpdesk

eben.bathalon@erg.com Sign out

#### Edit Your Payment Request

Rebate ID: 023468

4 of 10 Organizations

This page is for adding organization information for existing buses, new buses, private fleets and infrastructure. Organizations that you entered in your application are already included on this page, so you can update existing organizations or enter new organizations below. For each organization that you add by selecting the “+Add Organization” blue box, you’ll need to first select the organization type(s) and then enter the name, contact and address information for the organization. Information for each organization only needs to be entered once, even if the organization applies to multiple buses or infrastructure, or multiple organization types. **It is strongly recommended that you add all the organizations that are associated with this rebate at this time to avoid having to return to this page later.** The following organization types need to be entered on this screen:

- **Existing Bus Owners:** All existing bus owners. If the existing bus owner is the applicant, the school district that the new buses will serve, or a private fleet entered in your application, then you **do not** have to enter existing bus owner information as it’s already included within this form.
- **New Bus Owner:** All the planned new bus owners (e.g. district, nonprofit, private fleet, tribes). If the new bus owner will be the applicant, the school district that the new buses will serve, or the private fleet entered in your application, then you **do not** have to enter new bus owner information as it’s already included within this form.
- **Private Fleet (existing or new buses):** Any private fleet for existing or planned new buses that is not the applicant needs to be entered here unless you already entered the private fleet(s) in your application. Applicants may list multiple private fleets here or in the application.
- **New Bus Dealer:** The vendor or dealer that the planned new bus owner will purchase the bus from needs to be identified.
- **Infrastructure Owner (electric bus charging):** All infrastructure owners (e.g. school district, private fleet) of the electric bus charging equipment needs to be identified. If the infrastructure owner is the applicant, the school district that the new buses will serve, or a private fleet entered in your application, then you **do not** have to enter new bus owner information as it’s already included within this form.
- **Infrastructure Supplier (charging equipment only):** All infrastructure suppliers from which charging equipment was purchased (includes the installer of the infrastructure charging equipment when they are also the charging equipment supplier).
- **Other Infrastructure Organization:** All other eligible Infrastructure organizations (e.g., performing trenching and wiring, project management, but excluding charger installer when the charger is installed by the infrastructure charging equipment supplier).

On the bus and infrastructure (if applicable) pages you will be selecting organizations you entered here or in your application for each bus and infrastructure owner, supplier, or organization.

\* denotes required field

Organizations			
<a href="#">Edit</a>	Organization 1	<b>Org. Name:</b> Fleets 'R' Us <b>Type:</b> Private Fleet <b>Contact Name:</b> Paul Wethers <b>Address:</b> 324 South St., Boston Massachusetts	<a href="#">Delete</a>
<a href="#">Edit</a>	Organization 2	<b>Org. Name:</b> Bus Owners Inc. <b>Type:</b> Existing Bus Owner, New Bus Owner <b>Contact Name:</b> Kevin Smith <b>Address:</b> 1324 Main St., Boston Massachusetts	<a href="#">Delete</a>
<a href="#">+ Add Organization</a>			

[Return to Bus Information Page](#)

**i** NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.

[Previous](#)

[Next](#)



[Save](#)

## 2.9 Documents

The “Order Documents” part of the form is where you will enter a description of and upload Order Documents (purchase orders, sales orders, and/or quotes). Click the “+ Add Document” button to add an order document. If you need to add missing information on order documents that you already entered, click the “Edit” button.

### Edit Your Payment Request

Rebate ID: 023468

5 of 10 Documents

On this page you will need to enter a description of and upload Order Documents that could include purchase orders, sales orders or quotes. Refer to the [2023 Clean School Bus Rebates Program Guide](#), and the [Questions and Answers: 2023 Clean School Bus \(CSB\) Rebate Program](#) documents for more information on requirements for Order Documents.

\* denotes required field

#### Order Documents

<a href="#">Edit</a>	<b>Document</b> 1	<b>Name:</b> Bus Order Doc <b>Note:</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras dignissim a sapien sit amet iaculis. <b>Type:</b> Order Document <b>Purpose:</b> New Bus	<a href="#">Delete</a>
<a href="#">Edit</a>	<b>Document</b> 2	<b>Name:</b> Infrastructure Order Doc <b>Note:</b> Vivamus ut risus dignissim, eleifend ligula sit amet, aliquam metus. Nam fringilla suscipit risus, ultrices egestas dui. In interdum libero scelerisque nunc vehicula imperdiet. <b>Type:</b> Order Document <b>Purpose:</b> Electric Bus Charging Equipment, Other Infrastructure Installation Costs	<a href="#">Delete</a>

[+ Add Document](#)

[Return to Organizations Page](#)

[Return to Bus Information Page](#)

[Return to Infrastructure Page](#)

**i** NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.

[Previous](#)

[Next](#)

[Save](#)

## 2.10 Add Documents

To add Order Documents, click the “+ Add Document” button. Order Documents could include purchase orders, sales orders, or quotes; they contain the information and specifications for bus and/or electric bus charging infrastructure procured from a single vendor. Multiple Order Documents can be added on this screen for additional vendors, for additional buses, or for electric bus charging infrastructure. Enter the Order Document name and check the boxes for all applicable document purposes. If you would like, add a description of the Order Document to keep track of which documents have been added. You must also select the associated purchaser and vendor from the dropdown menus. The dropdown menus are filled with the organizations that you added previously. If you do not see the purchaser or vendor organization you need to select in the dropdown, click the “Return to Organizations Page” link at the bottom of this screen to enter the missing organization. Lastly, upload a PDF or image of your Order Documents. The file size must be between 1 KB and 5 MB. Accepted file types include .pdf, .png, .jpeg, and .jpg. **When all fields have been entered, click the “Complete” button for the purchase order. Note that this button does not save your form: you must click “Save” or “Next” to save your information.**

Add additional Order Documents by selecting “+ Add a Document” at the bottom of the screen. You may add as many Order Documents as you need and delete or edit them at any time. Deleting an Order Document is permanent, so please do not do so unless you are sure it’s necessary. You must click the “Complete” button at the bottom of the order document before moving on.

You can use the “Cancel” button to revert back to the previously saved order document if changes were made (and the “Complete” button was not clicked), or to review what you entered for a saved order document.

**Order Documents**

Document # 1

**Order Document Information**

Order Document Name \*  
New Bus OD

Order Document Description \*  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Document Purpose (Choose all that apply) \*  
 New Bus  
 Electric Bus Charging Equipment  
 Other Infrastructure Installation Costs

Associated Purchaser \*  
Org. Name: Existing Bus Owner Group Inc. | Org. Type: undefined | Contact Name: Shawn Price

Associated Vendor \*  
Org. Name: Other Infra Org. | Org. Type: undefined | Contact Name: Darryl Paulson

Document Upload \*  
File Name Size  
x CSB-Pass.pdf 24.57 kB  
Allowed file types: \*.pdf, \*.png, \*.jpeg, \*.jpg  
Minimum file size: 1KB  
Maximum file size: 5MB

**Complete** **Cancel**

Document #	Name	Note	Type	Purpose	Action
2	Charger OD	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Order Document	Electric Bus Charging Equipment	Delete
3	Other Infra OD	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Order Document	Other Infrastructure Installation Costs	Delete

**+ Add Document**

## 2.11 Complete Order Documents

Once you have added all your documents, click “Next” to continue.

If you are returning to this page from the “Bus Information” page, click the “Return to Bus Information Page” button to continue your application. If not, click “Next” to continue.

### Clean School Bus Rebate Forms

- [Clean School Bus Rebate Program](#)
- [Online Rebate Application Information](#)

[Dashboard](#)

[Helpdesk](#)

oben.bathalon@eig.com

[Sign out](#)

### Edit Your Payment Request

Rebate ID: 023468

5 of 10 Documents

On this page you will need to enter a description of and upload Order Documents that could include purchase orders, sales orders or quotes. Refer to the [2023 Clean School Bus Rebates Program Guide](#), and the [Questions and Answers: 2023 Clean School Bus \(CSB\) Rebate Program](#) documents for more information on requirements for Order Documents.

\* denotes required field

Order Documents			
<a href="#">Edit</a>	Document 1	<b>Name:</b> Bus Order Doc <b>Note:</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras dignissim a sapien sit amet iaculis. <b>Type:</b> Order Document <b>Purpose:</b> New Bus	<a href="#">Delete</a>
<a href="#">Edit</a>	Document 2	<b>Name:</b> Infrastructure Order Doc <b>Note:</b> Vivamus ut risus dignissim, eleifend ligula sit amet, aliquam metus. Nam fringilla suscipit risus, ultrices egestas dui. In interdum libero scelerisque nunc vehicula imperdiet. <b>Type:</b> Order Document <b>Purpose:</b> Electric Bus Charging Equipment, Other Infrastructure Installation Costs	<a href="#">Delete</a>
<a href="#">+ Add Document</a>			

[Return to Organizations Page](#)

[Return to Bus Information Page](#)

[Return to Infrastructure Page](#)

**i** NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.

[Previous](#)

[Next](#)



[Save](#)

## 2.12 New Bus Information

Click “Edit” to complete the required bus information for each bus from your application. If there is a red box with a circle icon that says “Bus Information Incomplete” next to a bus, you must click on the “Edit” button and complete all of the required fields. If there is a yellow box with a triangle icon that says “Bus Excluded” next to a bus, this indicates that you checked the “Exclude Bus” box. If you did not intend to exclude that bus, you must click on the “Edit” button and uncheck the “Exclude Bus” box.

### Edit Your Payment Request

Rebate ID: 023468

6 of 10 Buses

On this page you'll see information you entered in your application form for existing and new buses. You'll need to enter additional new bus information on this page. The existing bus information from the application form is not editable; however, if you need to swap another existing bus for one already entered, you can do that here. You may also exclude a bus that you included in your application form; however, do not exclude a bus if you want to replace it with a different existing bus; chose "Swap Existing Bus" instead.

You will need the following information to complete the new bus fields on this page:

- New bus Owner
- Which Order Document corresponds to the new bus
- New Bus Fuel Type (if your swapping an existing bus for another existing bus)
- New Bus GVWR from Order Document
- Whether Replacement Bus will be Equipped With an ADA-Compliant Wheelchair Lift
- New bus Estimated Delivery Date
- New Bus Manufacturer
- New Bus Model
- New Bus Model Year
- New Bus EPA Vehicle Family
- Information on whether bus is Capable of Bidirectional Charging
- Whether the bus is Equipped With an Auxiliary Heater
- The Auxiliary Heater Fuel Type (if bus will be equipped)
- New Bus Purchase Price
- The Americans with Disabilities Act (ADA) Compliance Costs
- The bus Shipping Costs (if applicable)

If you swap another existing bus for one already entered, you'll need the following information:

- The reason for the swap
- All the same documentation that was required in the application form including the bus title.

\* denotes required field

Bus Information			
<a href="#">Edit</a>	Bus 1	Existing Bus VIN: 12345678912346578 Existing Bus Fuel Type: Diesel New Bus Fuel Type: Propane	<b>Bus Information Incomplete</b> Click the "Edit" button for this row, and complete all required fields.
<a href="#">Edit</a>	Bus 2	Existing Bus VIN: 1234567898765435 Existing Bus Fuel Type: Propane New Bus Fuel Type: Electric	<b>Bus Excluded</b> This bus has been selected to be excluded from the rebate.
<a href="#">Edit</a>	Bus 3	Existing Bus VIN: 32165498754621321 Existing Bus Fuel Type: CNG New Bus Fuel Type: Electric	New Bus GVWR: 30,000 lbs New Bus Rebate Amount: \$345,000 New Bus Purchase Price: \$450,000.01

[Return to Organization Entry](#)

[Return to Document Entry](#)

Bus Costs and Rebate Summary			
Number of Buses Requested from Application	3	Total Replacement Bus and Infrastructure Rebate Amount Requested <sup>?</sup> \$375,000.00	
Number of Buses Ordered from Payment Request	2	Total Shipping Rebate Requested \$40,000.00	Total ADA Rebate Requested \$20,000.00
		Total Eligible Rebate for Shipping Costs \$35,784.25	Total Eligible Rebate for ADA Costs \$17,852.05
		Total Shipping Cost Responsibility \$5,421.02	Total ADA Cost Responsibility \$0.00



## 2.13 Add New Bus Information – Existing Bus Information

The data fields associated with old buses are shown in the list below, with required fields marked with asterisks. Enter the required information, then click “Complete.”

Field Number	Field Name	Value
1	Exclude Bus	<input type="checkbox"/>
2	Swap Existing Bus	<input type="checkbox"/>
3	Existing Bus Owner	Org Name: Bus Fleet Org.   Contact Name: Paul Gagne
4	Existing Bus VIN	12345678903333333
5	Existing Bus Fuel Type	Diesel
6	Existing Bus GVWR	34,250
7	Existing Bus Odometer	350,000
8	Existing Bus Model	Standard
9	Existing Bus Model Year	2012
10	Existing Bus NCES District ID	0200180
11	Existing Bus Manufacturer	Lion Electric Company
12	Existing Bus Manufacturer (Other)	

1. See information on **excluding a bus** in [Section 2.15](#). If a bus is to be excluded, entering the remaining bus information fields for this bus is not needed.
2. See information on **swapping another existing bus** for one you entered in your application in [Section 2.16](#).
3. The **Existing Bus Owner** field is prepopulated from the information in the application and is not editable. If swapping existing buses, you will be able to select the existing bus owner from the dropdown. If dropdown does not list the existing bus owner, go back to the “Organizations” screen to enter the existing bus owner’s organization.
4. The **Existing Bus VIN** is prepopulated from the information in the application and is not editable. If swapping existing buses, enter the 17-digit Vehicle Identification Number (VIN) of the existing bus to be replaced.
5. **Existing Bus Fuel Type** is prepopulated from the information in the application and is not editable. If swapping existing buses, select the fuel type of the existing bus to be replaced.
6. **Existing Bus GVWR** is prepopulated from the information in the application and is not editable. If swapping existing buses, enter the estimated gross vehicle weight rating (GVWR) for the existing bus to be replaced.
7. **Existing Bus Odometer** is prepopulated from the information in the application and is not editable. If swapping existing buses, enter the odometer reading of the existing bus to be replaced. If the exact reading is unknown, provide an estimate.
8. **Existing Bus Model** is prepopulated from the information in the application and is not editable. If swapping existing buses, enter the model name of the existing bus to be replaced.
9. **Existing Bus Model Year** is prepopulated from the information in the application and is not editable. If swapping existing buses, enter the model year of the existing bus to be replaced.

Existing Bus VIN ? 12345678903333333	Existing Bus Odometer ? 350,000 mi	<b>10</b> Existing Bus NCES District ID ? 0200180
Existing Bus Fuel Type ? Diesel	Existing Bus Model ? Standard	<b>11</b> Existing Bus Manufacturer ? Lion Electric Company
Existing Bus GVWR ? 34,250 lbs	Existing Bus Model Year ? 2012	<b>12</b> Existing Bus Manufacturer (Other) ?
<b>13</b> Existing Bus Average Annual Fuel Consumption ? 6,815 gal	<b>15</b> Estimated Remaining Life ? 10 yr	
<b>14</b> Existing Bus Average Annual Mileage ? 32,000 mi	<b>16</b> Existing Bus Annual Idling Hours ? 2,154 hr	

- 10. Existing Bus NCES District ID** is prepopulated from the information in the application and is not editable. If swapping existing buses, enter 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.
- 11. Existing Bus Manufacturer** is prepopulated from the information in the application and is not editable. If swapping existing buses, select the manufacturer’s name of the existing bus to be replaced.
- 12. Existing Bus Manufacturer (Other)** is prepopulated from the information in the application and is not editable. If swapping existing buses, and the Existing Bus Manufacturer is “Other,” enter the manufacturer name of the existing bus that will be replaced if it doesn’t appear in the selection.
- 13. Existing Bus Average Annual Fuel Consumption** is prepopulated from the information in the application and is not editable. If swapping existing buses, enter the estimated average annual fuel consumption of the existing bus to be replaced.
- 14. Existing Bus Average Annual Mileage** is prepopulated from the information in the application and is not editable. If swapping existing buses, enter the estimated remaining mileage of the existing bus to be replaced.
- 15. Estimated Remaining Life** is prepopulated from the information in the application and is not editable. If swapping existing buses, enter the estimated average annual service life (in years) for the existing bus to be replaced.
- 16. Existing Bus Annual Idling Hours** is prepopulated from the information in the application and is not editable. If swapping existing buses, enter the estimated annual idling hours for the existing bus to be replaced.

## 2.14 Add New Bus Information—New Bus Information

The data fields associated with new buses are shown in the list below, with required data fields marked with asterisks. Enter the required information then click “Complete.”

The screenshot shows a form titled "New Bus Information" with the following fields and callouts:

- 1** New Bus Owner: A dropdown menu showing "Org Name: EBEN BATHALON No ETFI (2)." and "Contact Name: Mike Smith". A light blue tooltip below it reads: "This field is mandatory to complete the Payment Request Form but is not required to complete and save the bus information."
- 2** Order Document Listing New Bus: A dropdown menu showing "Doc Name: sdfsd" and "Doc Description: sdfsd". A light blue tooltip below it reads: "This field is mandatory to complete the Payment Request Form but is not required to complete and save the bus information."
- 3** Bus and Infrastructure Rebate Amount Requested: A text field containing "\$265,000.00".
- 4** New Bus Purchase Price\*: A text field containing "\$234,324.00".
- 5** New Bus Dealer: A text field containing "EBEN BATHALON INC."

- 1. New Bus Owner** is the name of the Organization that will own the new bus listed in the New Bus fields below. If the organization does not appear in the dropdown, complete the listed steps in the help text for New Bus Owner to add the Organization.
- 2. Order Document Listing New Bus** is the order document for the new bus listed in the fields in this section. If the document does not appear in the dropdown, complete the listed steps in the help text for Order Document Listing New Bus to add the Document.
- 3. Bus and Infrastructure Rebate Amount Requested** is automatically filled based on New Bus Fuel Type, New Bus GVWR, and prioritization status of school district per the [2023 Clean School Bus Rebates Program Guide](#). If this is a propane or CNG replacement bus, this value is only for a bus rebate, as a rebate is not offered for infrastructure costs for CNG and propane buses.

**Note:** If you are swapping out an existing bus from what you entered in your application, the amount of the rebate requested for this bus cannot exceed (but can be less than) what was in your application form.

- 4. New Bus Purchase Price\*** is the purchase price of the ordered replacement school bus, including tax and any eligible training/consulting/warranty line-item expenses associated with the individual bus in the order document. Do not include charging infrastructure costs here.
- 5. New Bus Dealer** is populated from the information provided on the “Documents” page. If it’s incorrect, you will need to go back to the “Documents” page and edit the Order Document listed in the “Order Document Listing New Bus” field. Follow the steps in the help text for the “Order Document Listing New Bus” field to avoid losing information you have already entered.

<b>6</b> New Bus Fuel Type ? Electric	<b>9</b> New Bus Manufacturer ? * Other	Shipping Cost Rebate Requested ? \$20,000.00
<b>7</b> New Bus GVWR ? * 20,000 lbs	<b>10</b> New Bus Manufacturer (Other) ? * Ford	Bus Shipping Costs ? * \$5,423.00
<p>The GVWR you entered is for a Class 3 thru 6 replacement bus. Class 7+ replacement buses receive a higher rebate than eligible Class 3 thru 6 buses. If you entered a Class 3 thru 6 bus in error, update your GVWR.</p>		Eligible Bus Shipping Rebate ? \$5,423.00
<b>8</b> New Bus Delivery Date ? * 05/01/2024	<b>11</b> New Bus Model ? * XLR34	Shipping Cost Responsibility ? \$0.00
<input checked="" type="checkbox"/> Replacement Bus Equipped with ADA-Compliant Wheelchair Lift ?	<b>12</b> New Bus Model Year ? * 2024	ADA-Compliance Rebate Requested ? \$20,000.00
<input checked="" type="checkbox"/> Planning to Use Bidirectional Charging for This Bus?	<b>13</b> New Bus EPA Vehicle Family ? * 23423423433	ADA-Compliance Costs ? * \$23,423.00
	Capable of Bidirectional Charging? ? * Yes	Eligible ADA-Compliance Rebate ? \$20,000.00

- 6. New Bus Fuel Type** is prepopulated from the information in the application and is not editable unless you are swapping an existing bus to be replaced for a different one. If swapping a bus, fuel types that can be chosen 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 Section 3 of the [2023 Clean School Bus Rebates Program Guide](#) for bus eligibility requirements.
- 7. New Bus GVWR\*** is for the bus gross vehicle weight rating in pounds and is editable but prepopulated from your application. The form will provide a notice if a value entered warrants a lower rebate value. This could happen if the rebate application had a GVWR over 26,000 pounds for this bus, but the bus's GVWR is actually 26,000 pounds or less.
- 8. New Bus Delivery Date\*** is the date on which the bus is expected to be delivered. It is entered in the format MM/DD/YYYY.
- 9. New Bus Manufacturer\*** provides a list of bus manufacturers to choose from. If the manufacturer of your new bus is not shown, choose the "Other" option and an additional field will appear allowing you to enter the manufacturer of your new bus.
- 10. The New Bus Manufacturer (Other)\*** field will only appear if you choose "Other" in the New Bus Manufacturer field. Enter the name of the manufacturer for your new bus.
- 11. New Bus Model\*** is the model name (not the bus type) of the new bus.
- 12. New Bus Model Year\*** is the manufacturing year of the new bus, which must be 2022 or later.
- 13. New Bus EPA Vehicle Family\*** is the 12-character alphanumeric EPA Vehicle Family, or 10- to 12-character CARB Executive Order ID. The EPA Vehicle Family can be found on the Vehicle Emission Control Information (VECI) label, which is usually on or near a door pillar or on the engine compartment sheet metal. If the bus is not an EPA-certified vehicle, enter the CARB Executive Order ID. If the vehicle does not have EPA or CARB certification, contact the CSB helpdesk ([cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov)).

<p>New Bus Fuel Type <sup>?</sup></p> <p>Electric</p>	<p>New Bus Manufacturer <sup>?</sup> *</p> <p>Other x ▾</p>	<p>Shipping Cost Rebate Requested <sup>?</sup></p> <p>\$20,000.00</p>
<p>New Bus GVWR <sup>?</sup> *</p> <p>20,000 lbs</p>	<p>New Bus Manufacturer (Other) <sup>?</sup> *</p> <p>Ford</p>	<p>Bus Shipping Costs <sup>?</sup> *</p> <p>\$5,423.00</p>
<p>The GVWR you entered is for a Class 3 thru 6 replacement bus. Class 7+ replacement buses receive a higher rebate than eligible Class 3 thru 6 buses. If you entered a Class 3 thru 6 bus in error, update your GVWR.</p>	<p>New Bus Model <sup>?</sup> *</p> <p>XLR34</p>	<p>Eligible Bus Shipping Rebate <sup>?</sup></p> <p>\$5,423.00</p>
	<p>New Bus Model Year <sup>?</sup> *</p> <p>2024</p>	<p>Shipping Cost Responsibility <sup>?</sup></p> <p>\$0.00</p>
<p><input checked="" type="checkbox"/> Replacement Bus Equipped with ADA-Compliant Wheelchair Lift <sup>?</sup></p>	<p>New Bus EPA Vehicle Family <sup>?</sup> *</p> <p>23423423433</p>	<p>ADA-Compliance Rebate Requested <sup>?</sup></p> <p>\$20,000.00</p>
<p>New Bus Delivery Date <sup>?</sup> *</p> <p>05/01/2024</p>	<p>Capable of Bidirectional Charging? <sup>?</sup> *</p> <p>Yes x ▾</p>	<p>ADA-Compliance Costs <sup>?</sup> *</p> <p>\$23,423.00</p>
	<p><input checked="" type="checkbox"/> Planning to Use Bidirectional Charging for This Bus?</p>	<p>Eligible ADA-Compliance Rebate <sup>?</sup></p> <p>\$20,000.00</p>
	<p>Equipped with Auxiliary Heater? <sup>?</sup> *</p> <p>Yes x ▾</p>	<p>ADA Cost Responsibility <sup>?</sup></p> <p>\$3,423.00</p>
	<p>Auxiliary Heater Fuel Type <sup>?</sup> *</p> <p>Other x ▾</p>	<p>Total Rebate Amount Requested <sup>?</sup></p> <p>\$290,423.00</p>
	<p>Auxiliary Heater Fuel Type (Other) <sup>?</sup> *</p> <p>Wood</p>	

- 14. Capable of Bidirectional Charging?\*** Indicate if the bus has the bidirectional charging feature. Choose “Yes” if the bus is capable of two-way energy flow (e.g., grid-to-vehicle when the bus EV battery is charged by the electrical grid, vehicle-to-grid when the bus EV battery can also supply energy to the electrical grid). Choose “No” if the bus can only receive energy and be charged by the electrical grid (grid-to-vehicle).
- 15. Planning to Use Bidirectional Charging for This Bus?** If the bus is bidirectional charging capable, and you are planning to use that feature, check this box.
- 16. Equipped with Auxiliary Heater?\*** Indicate if an auxiliary heater has been equipped on this bus.
- 17.** In the **Auxiliary Heater Fuel Type\*** field, choose the auxiliary heater fuel type from the dropdown menu. If the auxiliary heater fuel type is not listed, choose “Other” and enter the type in the “Auxiliary Heater Fuel Type (Other)” field.
- 18.** In the **Auxiliary Heater Fuel Type (Other)\*** field, enter the auxiliary heater fuel type.
- 19. Shipping Cost Rebate Requested** is automatically populated with a value of \$20,000 if the school district that the buses will serve for the next five years is in an area where the Clean School Bus Program offers a rebate for shipping costs of this new bus.
- 20.** In the **Bus Shipping Costs\*** field, enter the actual anticipated shipping costs for this bus based on the order document associated with this bus.

The GVWR you entered is for a Class 3 thru 6 replacement bus. Class 7+ replacement buses receive a higher rebate than eligible Class 3 thru 6 buses. If you entered a Class 3 thru 6 bus in error, update your GVWR.

Replacement Bus Equipped with ADA-Compliant Wheelchair Lift

New Bus Delivery Date: 05/01/2024

New Bus Model	XLR34	21	Eligible Bus Shipping Rebate	\$5,423.00
New Bus Model Year	2024	22	Shipping Cost Responsibility	\$0.00
New Bus EPA Vehicle Family	23423423433	23	ADA-Compliance Rebate Requested	\$20,000.00
Capable of Bidirectional Charging?	Yes	24	ADA-Compliance Costs	\$23,423.00
<input checked="" type="checkbox"/> Planning to Use Bidirectional Charging for This Bus?		25	Eligible ADA-Compliance Rebate	\$20,000.00
Equipped with Auxiliary Heater?	Yes	26	ADA Cost Responsibility	\$3,423.00
Auxiliary Heater Fuel Type	Other	27	Total Rebate Amount Requested	\$290,423.00
Auxiliary Heater Fuel Type (Other)	Wood			

21. The **Eligible Bus Shipping Rebate** field is read-only and displays the bus shipping rebate this bus is eligible for based on the bus shipping costs entered. If these costs are more than the shipping cost rebate requested, then the bus is eligible for the shipping cost rebate requested amount of \$20,000. If the bus shipping costs are less than the shipping cost rebate requested, the bus is eligible for the amount entered in the “Bus Shipping Costs” field.
22. The **Shipping Cost Responsibility** field is read-only and is calculated based on the cost of this bus. This is the amount that exceeds the rebate, i.e. the amount the applicant will be responsible to pay for.
23. The **ADA-Compliance Rebate Requested** field is automatically populated with a value of \$20,000 when the box is checked in the “Replacement Bus Equipped with ADA-Compliant Wheelchair Lift” field. This is the maximum rebate you can receive for a bus equipped with an ADA-compliant wheelchair lift.
24. In the **ADA-Compliance Costs\*** field, enter the purchase price listed in the order document for equipping this bus with an ADA-compliant wheelchair lift.
25. The **Eligible ADA-Compliance Rebate** field is the ADA-compliant rebate this bus is eligible for based on the ADA-compliance costs entered. If the ADA-compliance costs are more than the ADA-compliance rebate requested, the bus is eligible for the ADA-compliance rebate requested amount of \$20,000. If the ADA-compliance costs are less than the ADA-compliance rebate requested, the bus is eligible for the amount entered in the “ADA-Compliance Costs” field.
26. The **ADA Cost Responsibility** field is read-only, calculated based on the cost of the ADA-Compliant Wheelchair Lift that exceeds \$20,000 (the maximum available for the wheelchair lift). It is the amount the applicant will be responsible for paying for that exceeds the rebate.
27. **Total Rebate Amount Requested** is the sum of the replacement bus and infrastructure rebate amount requested, the eligible bus shipping rebate (if applicable), and the eligible ADA-compliance rebate (if applicable).

## 2.15 Exclude a Bus

If a bus that was previously entered in the rebate application will not be included in your payment request form, you can check the “Exclude Bus” box at the upper right of the Existing Bus Information screen. No further information will be required for this bus, and the costs and awards for this bus and any associated electric charging infrastructure will not be included in totals presented elsewhere on the form.

**Note:** If you select the “Exclude Bus” checkbox by mistake, simply uncheck it to restore information you submitted in the application for existing and new buses. Unchecking the box also restores the option to swap this existing bus rather than excluding it.

The screenshot shows the 'Existing Bus Information' screen for a bus with ID 2. The 'Exclude Bus' checkbox is checked. The bus details are as follows:

Field	Value
Existing Bus VIN	12345679898765435
Existing Bus Odometer	250,000 mi
Existing Bus NCES District ID	7898654
Existing Bus Fuel Type	Propane
Existing Bus Model	Yellow
Existing Bus Manufacturer	Blue Bird Corporation
Existing Bus GVWR	35,000 lbs
Existing Bus Model Year	2000
Existing Bus Manufacturer (Other)	

**Bus Excluded From Rebate**  
This bus will be excluded from rebate, and is listed for historical informational purposes only.

Buttons: Complete, Cancel

## 2.16 Swap a Bus

If you choose to swap out an existing bus for a different existing bus, you will need to choose the existing bus owner from the dropdown list. If you don't see the owner, click "Return to Organization Entry" to add them; you will then need to choose a reason for swapping the existing bus from the dropdown menu. If you select "Other," you will need to provide a reason for swapping out the existing bus. Then you will need to complete all of the fields relevant to the existing bus information. Lastly, you will need to complete the new bus information as described in [Section 2.14](#).

**Note:** At this stage, the rebate amount allocated for this new bus cannot be increased beyond the initial rebate allocation from the selected application. The rebate amount can still decrease if the new bus fuel type or GVWR changes would be eligible for a smaller rebate.

**Note:** If you select the "Swap Existing Bus" checkbox by mistake, simply uncheck it to restore information you submitted in the application for existing and new buses. Unchecking the box also restores the option to exclude this existing bus rather than swapping it.

### Existing Bus Information

Swap Existing Bus ?

Reason for Swapping Old Bus \*  
Other ×

Reason for Swapping Old Bus (Other) ? \*  
*Quisque a malesuada neque. Sed placerat augue a suscipit dignissim. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Proin at rutrum ipsum.*  
72 characters remaining.

Existing Bus Owner ?  
Org Name: Fleets 'R' Us | Contact Name: Paul Wethers ×  
This field is mandatory to complete the Payment Request Form but is not required to complete and save the bus information.

Existing Bus VIN ? \*  
12343252643456233  
0 characters remaining.

Existing Bus Odometer ? \*  
300,000 mi

Existing Bus NCES District ID ? \*  
1234567

Existing Bus Fuel Type ? \*  
Diesel ×

Existing Bus Model ? \*  
Yellow

Existing Bus Manufacturer ? \*  
Lion Electric Company ×

Existing Bus GVWR ? \*  
30,000 lbs

Existing Bus Model Year ? \*  
2002

Existing Bus Average Annual Fuel Consumption ? \*  
2,000 gal

Estimated Remaining Life ? \*  
2 yr

Existing Bus Average Annual Mileage ? \*  
20,000 mi

Existing Bus Annual Idling Hours ? \*  
1,000 hr

Existing Bus Title ? \*  

File Name	Size
<span>×</span> CSB-Pass.pdf	24.57 KB

Allowed file types: \*.pdf, \*.png, \*.jpeg, \*.jpg  
Minimum file size: 1KB  
Maximum file size: 5MB



## 2.17 Complete Bus Information

Once the information has been entered completely for the buses, the fields at the bottom of the page will calculate totals based on this information. This information includes the total number of buses from the application and the number ordered, in case any buses are excluded. The total rebate requested amount for all buses, shipping, or ADA-compliant wheelchair lift, and the total eligible rebate and applicant cost responsibility for shipping and ADA-compliant wheelchair lifts are also presented. Please review the prepopulated bus cost total fields listed below before clicking “Next” to continue.

Bus Costs and Rebate Summary								
1	Number of Buses Requested from Application	3	3	Total Replacement Bus and Infrastructure Rebate Amount Requested	\$375,000.00			
2	Number of Buses Ordered from Payment Request	2	4	Total Shipping Rebate Requested	\$40,000.00	7	Total ADA Rebate Requested	\$20,000.00
			5	Total Eligible Rebate for Shipping Costs	\$35,784.25	8	Total Eligible Rebate for ADA Costs	\$17,852.05
			6	Total Shipping Cost Responsibility	\$5,421.02	9	Total ADA Cost Responsibility	\$0.00

1. The **Number of Buses Requested from Application** field is prepopulated from the information in your rebate application.
2. The **Number of Buses Ordered** field is prepopulated from the information in your payment request form.
3. The **Total Replacement Bus and Infrastructure Rebate Amount Requested** field is the sum of all requested replacement buses. This includes the replacement bus and infrastructure rebate amount requested, but not any shipping or ADA-compliant rebate.
4. The **Total Shipping Rebate Requested** field is read-only and displays the sum of the shipping rebate requested for all buses.
5. The **Total Eligible Rebate for Shipping Costs** field is read-only and displays the sum of all eligible rebates for shipping costs for all buses.
6. The **Total Shipping Cost Responsibility** field is read-only and displays the sum of all shipping cost responsibility for all buses.
7. The **Total ADA Rebate Requested** field is read-only and displays the sum of all ADA-compliant rebates requested for all buses.
8. The **Total Eligible Rebate for ADA Costs** field is read-only and displays the sum of all eligible rebates for ADA-compliant costs for all buses.
9. The **Total ADA Cost Responsibility** field is read-only and displays the sum of ADA-compliant cost responsibility for all buses.

## 2.18 Infrastructure Information

Read the introductory information on this screen to make sure you have all the information needed to complete this screen. Click “+ Add Infrastructure” to add information for EVSE (electric vehicle supply equipment) or other eligible infrastructure costs purchased.

### Clean School Bus Rebate Forms

- [Clean School Bus Rebate Program](#)
- [Online Rebate Application Information](#)

[Dashboard](#) [Helpdesk](#)

eben.bathalon@erg.com [Sign out](#)

### Edit Your Payment Request

**Rebate ID:** 023468

7 of 10 **Infrastructure**

Since you are planning to replace an existing bus(es) with an electric bus(es), enter information about the chargers and other eligible rebate infrastructure costs on this page. The acronym EVSE appears on this page, and it stands for electric vehicle supply equipment (charger).

You will need the following information to complete the fields on the page:

- Type and number of charger(s) to be installed (Level 2 or DC Fast Charger)
- Other costs that are eligible for infrastructure rebate funds
- EVSE output power, manufacturer, model, date of manufacture, number of plugs, capability for bidirectional charging, Energy Star compliance (Level 2 chargers), and Buy America compliance
- Infrastructure type for other infrastructure that doesn't include the charger(s)
- Description of work for other eligible infrastructure besides the charger(s)
- Cost per charger and whether the charger cost includes installation
- Order Document associated with each charger and other eligible infrastructure costs
- Infrastructure Owner for each charger, materials installed, or work performed
- Installation/Construction address including street, city, state, zip and county

\* denotes required field

#### Infrastructure Information

Enter information for each type of EVSE that was purchased. Enter the cost of installation and any necessary electrical/construction work separately. If you don't have a breakdown of installation and EVSE cost, enter the full amount in the EVSE cost field.

[+ Add Infrastructure](#)

[Return to Organization Entry](#)

[Return to Document Entry](#)

#### Infrastructure Totals

Level 2 Charger Costs ⓘ	\$0.00	DC Fast Charger Costs ⓘ	\$0.00	Other Infrastructure Costs ⓘ	\$0.00
Total of All Eligible Charging Infrastructure Costs ⓘ					\$0.00

**i** NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.

[Previous](#)

[Next](#)

[Save](#)

## 2.19 Add Infrastructure – Level 2 / DC Fast Chargers

**Note:** You only have to complete the “Infrastructure Information” section for electric buses. Choose the infrastructure type by using the dropdown menu. The data fields associated with Level 2 and DC fast chargers are described below, with required fields marked with asterisks.

The screenshot shows a form titled "Infrastructure Information" with the following fields and values:

- 1. Infrastructure Type: Level 2 Charger
- 2. EVSE Maximum Output Power (kW): 2
- 3. EVSE Manufacturer: Blink
- 4. EVSE Model: XLT34
- 5. EVSE Date of Manufacture: 05/23/2024
- 6. Number of Plugs on EVSE: 3
- 7. EVSE Capable of Bidirectional Charging? (checked)
- Infrastructure Quantity: 5
- Infrastructure Cost per Charger: \$3,242.00
- Infrastructure Subtotal: \$16,210.00
- Cost Includes Installation (checked)
- Order Document Listing Infrastructure: Doc Name: Order document | Doc Description: Lorem i...

A light blue callout box at the bottom right of the form contains the text: "This field is mandatory to complete the Payment Request Form but is not required to complete and save the infrastructure information."

1. The **Infrastructure Type\*** field requires you to choose the charging infrastructure type from the dropdown menu. You must add all charging infrastructure that has been purchased with rebate funds. “Level 2 Charger” and “DC Fast Charger” refer to the actual chargers and pedestals. Other eligible infrastructure costs include construction, electrical work, site preparation, design and engineering, labor and permitting, etc.

**Note:** If the cost of the chargers and pedestals includes installation, then include those costs along with the charger information.

2. The **EVSE Maximum Output Power (kW)\*** field requires you to enter the rated maximum output power of the charger (in kilowatts). The kilowatts for a Level 2 charger should not be higher than 20. For a DC fast charger, the kilowatts should not be less than 20.
3. Choose the **EVSE Manufacturer\*** from the dropdown list. If the manufacturer is not listed, Choose “Other” and enter the manufacturer in the EVSE Manufacturer (Other) field below.
4. The **EVSE Model\*** field is for the model name of the charger. If it is a Level 2 charger, enter the model name listed on the Energy Star certification.
5. Enter the **EVSE Date of Manufacture\*** listed on the charger or order documents.
6. The **Number of Plugs on EVSE\*** field is for the number of plugs on each charger.
7. **EVSE Capable of Bidirectional Charging?** Check this box if the charger is capable of bidirectional charging (i.e., the EVSE can both receive energy and provide energy to an external load—as in the case of vehicle-to-grid charging, which supplies energy back to the electrical grid).

The screenshot shows a form with the following fields and callouts:

- 8**:  Planning to Use Bidirectional Charging?
- 9**:  This Charger Is Energy Star Compliant?
- 10**:  This Charger or Infrastructure Materials Is Buy America Compliant?
- 11**: EVSE Maximum Output Power (kW) [2]
- 12**: EVSE Manufacturer [Blink]
- 13**: Infrastructure Quantity [5]
- 14**: Infrastructure Cost per Charger [ \$3,242.00 ]
- 15**: Infrastructure Subtotal [ \$16,210.00 ]
- Cost Includes Installation
- Order Document Listing Infrastructure [ Doc Name: Order document | Doc Description: Lorem 1... ]
- Infrastructure Vendor [ EBEN BATHALON INC. ]

- 8. Planning to Use Bidirectional Charging?** Check this box if you intend to use the bidirectional charging feature.
- 9. This Charger Is Energy Star Compliant\*** is only applicable to Level 2 chargers and should be checked as all Level 2 chargers are required to be Energy Star compliant. If the charger you are planning to use is not Energy Star compliant, then it is not eligible for a rebate under the Clean School Bus Rebate Program.
- 10. This Charger or Infrastructure Materials Is Buy America Compliant\*** See [2023 Clean School Bus Rebates Program Guide's](#) terms and conditions for information on Build America, Buy America requirements. If you plan to utilize a general waiver or project specific waiver to avoid compliance with Build America, Buy America requirements, then you can leave this unchecked; however, it must be justified on the Build America, Buy America screen of this form.
- 11.** The **Infrastructure Quantity\*** field requires you to enter the number of chargers purchased at the same price. If multiple types of chargers were purchased, each type must be entered individually. Additionally, if multiple chargers of the same type were purchased at different costs, the chargers need to be entered as separate infrastructure items.
- 12.** Enter the unit cost in the **Infrastructure Cost per Charger\*** field.
- 13.** The **Infrastructure Subtotal** field is read-only and displays the subtotal for each infrastructure line item.
- 14.** Check the **Cost Includes Installation** box if the cost listed in the "Infrastructure Cost per Charger" field includes installation.
- 15.** Select the **Order Document Listing Infrastructure** from the purchase order, sales order, or approved quote that has been entered on the Order Document page and lists this infrastructure to be purchased. If the order document for this infrastructure is not listed in the dropdown, complete the remainder of the fields for this infrastructure item and click the "Return to Document Entry" button.

Planning to Use Bidirectional Charging?  
 This Charger Is Energy Star Compliant \*  
 This Charger or Infrastructure Materials Is Buy America Compliant \*

**16** Infrastructure Vendor  
 EBEN BATHALON INC.

**17** Infrastructure Owner  
 Org Name: EBEN BATHALON INC. | Contact Name: Mike Smith  
This field is mandatory to complete the Payment Request Form but is not required to complete and save the infrastructure information.

**Installation/Construction Address**

**18** Street Address \*  
 23 North St.

**19** City \*  
 Anchorage

**21** County \*  
 Rockland

**20** State or Territory \*  
 Alaska

**22** Zip \*  
 23433-

16. The **Infrastructure Vendor** is prepopulated based on the document selected. If you need to change the infrastructure vendor, select “Return to Document Entry” and update the Order Document information.
17. Select the **Infrastructure Owner** from the dropdown menu. If you don’t see the owner, complete the “Installation/Construction Address” fields, click the “Complete” and “Save” buttons, and then click “Back to Organization Entry” to add them.
18. The **Street Address** field is for the street address where the charger(s) or other eligible infrastructure will be installed. Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.
19. The **City** field is the city where the infrastructure (charger and other eligible infrastructure) will be installed or performed. Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.
20. The **State or Territory\*** field is the state or territory from the dropdown list. Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.
21. The **County\*** field is the county where the infrastructure (charger and other eligible infrastructure) will be installed or performed. Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.
22. The **Zip\*** field is the five-digit zip code or the nine-digit zip plus 4 (e.g., NNNNN-NNNN). Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.


## 2.20 Add Infrastructure—Other Eligible Infrastructure Costs

**Note:** You only have to complete the “Infrastructure Information” section for infrastructure costs related to installing chargers for electric buses. Choose “Other Eligible Infrastructure Costs” using the dropdown menu. The data fields associated with “Other Eligible Infrastructure Costs” are shown below, with the required fields marked with asterisks. Other Eligible Infrastructure Costs include construction, electrical work, site preparation, design and engineering, labor and permitting, etc.

The screenshot shows a form titled "Infrastructure Information" with the following fields and callouts:






- 1** Infrastructure Type \* (Dropdown menu showing "Other Eligible Infrastructure Costs")
- 2** Infrastructure Type (Other) \* (Text input field)
- 3** Description of Work \* (Text input field)
- 4** Other Eligible Infrastructure Cost \* (Text input field)
- 5** Order Document Listing Infrastructure (Dropdown menu with a tooltip: "This field is mandatory to complete the Payment Request Form but is not required to complete and save the infrastructure information.")
- 6** Infrastructure Vendor (Text input field)

1. The **Infrastructure Type\*** field requires you to select the charging infrastructure type from the dropdown menu. You must add all charging infrastructure that has been purchased with rebate funds. “Level 2 Charger” and “DC Fast Charger” refer to the actual chargers and pedestals. Other eligible infrastructure costs include construction, electrical work, site preparation, design and engineering, labor and permitting, etc.
2. The **Infrastructure Type (Other)\*** field requires you to select the type of other eligible infrastructure costs from the dropdown.
3. In the **Description of Work\*** field, provide a detailed description of the infrastructure-related work entered in the “Infrastructure Type (Other)” field.
4. The **Other Eligible Infrastructure Cost\*** field is for the total of other eligible infrastructure costs for this infrastructure type. The costs for this infrastructure type (for example, wiring, design, and panels) are reflected on an approved quote, sales, or purchase order that you received for this work.
5. Select the **Order Document Listing Infrastructure** from the purchase order, sales order, or approved quote that has been entered on the Order Document page and lists this infrastructure to be purchased. If the order document for this infrastructure is not listed in the dropdown, complete the remainder of the fields for this infrastructure item and click the “Return to Document Entry” button. If you add or correct Order Documents, click the “Return to Infrastructure Page” button found on the Document page.
6. The **Infrastructure Vendor** field is prepopulated based on the document selected. If you need to change the infrastructure vendor, select “Return to Document Entry” and update the Order Document information.

**7** Infrastructure Owner 

This field is mandatory to complete the Payment Request Form but is not required to complete and save the infrastructure information.

**Installation/Construction Address**

<p><b>8</b> Street Address </p> <input style="width: 90%;" type="text"/>	<p><b>10</b> State or Territory  *</p> <input style="width: 90%;" type="text"/>
<p><b>9</b> City </p> <input style="width: 90%;" type="text"/>	<p><b>11</b> County  *</p> <input style="width: 90%;" type="text"/>
	<p><b>12</b> Zip  *</p> <input style="width: 90%;" type="text"/>

7. Select the **Infrastructure Owner** from the dropdown menu. If you don't see the owner, complete the "Installation/Construction Address" fields, click the "Complete" and "Save" buttons, and then click "Back to Organization Entry" to add them. If you add an infrastructure owner, click the "Return to Infrastructure Page" button found on the Organizations page once you have added the owner.
8. The **Street Address** field is for the street address where the charger(s) or other eligible infrastructure will be installed or performed. Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.
9. The **City** field is the city where the infrastructure (charger and other eligible infrastructure) will be installed or performed. Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.
10. The **State or Territory\*** field is the state or territory from the dropdown list. Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.
11. The **County\*** field is the county where the infrastructure (charger and other eligible infrastructure) will be installed or performed. Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.
12. The **Zip\*** field is the five-digit zip code or the nine-digit zip plus 4 (e.g., NNNNN-NNNN). Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.

## 2.21 Complete Infrastructure

Once you have added all your infrastructure items, check the Infrastructure Totals section to see totals for all infrastructure entered including Level 2 Charger, DC Fast Charger, and Other Infrastructure Costs as well as the total infrastructure charging costs that are eligible for rebate. The actual eligible rebate for infrastructure will be determined when you allocate funding on the Funding page.

Once you have reviewed your infrastructure totals, select "Next" to continue.

### Edit Your Payment Request

Rebate ID: 023468

#### 7 of 10 Infrastructure

Since you are planning to replace an existing bus(es) with an electric bus(es), enter information about the chargers and other eligible rebate infrastructure costs on this page. The acronym EVSE appears on this page, and it stands for electric vehicle supply equipment (charger).

You will need the following information to complete the fields on the page:

- Type and number of charger(s) to be installed (Level 2 or DC Fast Charger)
- Other costs that are eligible for infrastructure rebate funds
- EVSE output power, manufacturer, model, date of manufacture, number of plugs, capability for bidirectional charging, Energy Star compliance (Level 2 chargers), and Buy America compliance
- Infrastructure type for other infrastructure that doesn't include the charger(s)
- Description of work for other eligible infrastructure besides the charger(s)
- Cost per charger and whether the charger cost includes installation
- Order Document associated with each charger and other eligible infrastructure costs
- Infrastructure Owner for each charger, materials installed, or work performed
- Installation/Construction address including street, city, state, zip and county

\* denotes required field

Infrastructure Information				
Enter information for each type of EVSE that was purchased. Enter the cost of installation and any necessary electrical/construction work separately. If you don't have a breakdown of installation and EVSE cost, enter the full amount in the EVSE cost field.				
<a href="#">Edit</a>	Infra. 1	Infra. Type: Level 2 Charger Manufacturer: InCharge Model: 23	Quantity: 2 Cost (per item): \$2,324 Subtotal: \$4,648.00	<a href="#">Delete</a>
<a href="#">Edit</a>	Infra. 2	Infra. Type: Infrastructure Materials Only (e.g. wiring, panels, conduit) Description: Lorem ipsum...	Cost: \$35,112.01	<a href="#">Delete</a>
<a href="#">Edit</a>	Infra. 3	Infra. Type: DC Fast Charger Manufacturer: InCharge Model: XLT	Quantity: 3 Cost (per item): \$3,251 Subtotal: \$9,753.00	<a href="#">Delete</a>
<a href="#">+ Add Infrastructure</a>				

[Return to Organization Entry](#)

[Return to Document Entry](#)

Infrastructure Totals					
Level 2 Charger Costs	\$4,648.00	DC Fast Charger Costs	\$9,753.00	Other Infrastructure Costs	\$35,112.01
Total of All Eligible Charging Infrastructure Costs					\$49,513.01

**i** NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.

[Previous](#)

[Next](#)



[Save](#)



## 2.22 Funding

This page is prepopulated with information from the bus information page and the infrastructure page. Every time a change is made to either of those pages, it will be reflected here. Click “Edit” for each bus to indicate how much funding you will allocate to the bus. The maximum amount of funding you can allocate for each bus may not exceed the full cost of the bus or the rebate amount, whichever is less. As you add funding to each bus, the “Total Remaining Rebate Amount for All Buses” number will change. After you allocate funding for each bus, indicate the amount of funding you will use for infrastructure costs in the “Funding Allocation for All Eligible Infrastructure Costs” field. The amount of funding you allocate for infrastructure costs may not exceed the lesser of the “Unallocated Bus Rebate Eligible for Infrastructure” and the “Total Eligible Infrastructure Costs.” Assure that you have allocated all funding you are eligible for. If you have unallocated eligible rebate funding, as noted by the value in the “Total Unallocated Requested Rebate Amount,” you will lose that funding.

### Bus Funding Allocations

This section is prepopulated with information from the bus information page. Every time a change is made to either of those pages, it will be reflected here. Click “Edit” for each bus to indicate how much funding you will allocate to the bus. If one of the read-only fields needs to be corrected, you can do so on the “Bus Information” page.

**Bus Funding Allocations**

Bus 1  
Existing Bus VIN: 12312312112321212  
Existing Bus Fuel Type: CNG  
New Bus Fuel Type: Electric

**Bus Excluded**  
This bus has been selected to be excluded from the rebate.

1	2	3	4
Bus # 2	Existing Bus VIN 12312312312123111	Existing Bus Fuel Type Gasoline	New Bus Fuel Type Electric

Shipping Rebate Used: \$5,423.00  
ADA Rebate Used: \$20,000.00  
New Bus Purchase Price: \$234,324.00  
Bus and Infrastructure Rebate Amount Requested: \$345,000.00

**Funding Allocation for This Bus**  
\$200,000.00

Remaining Rebate Amount for This Bus: \$34,324.00  
Remaining Rebate Amount for Infrastructure: \$145,000.00

**Bus Allocation Less Than Purchase Price**  
You entered a funding allocation for this bus that is less than New Bus Purchase Price. You may allocate funding up to the New Bus Purchase Price, or use this unallocated funding (for new electric buses only) for infrastructure funding allocation.

Complete Cancel

1. **Bus #** is a read-only field, prepopulated with information from the “Bus Information” page.
2. **Existing Bus VIN** is a read-only field, prepopulated with information from the “Bus Information” page.
3. **Existing Bus Fuel Type** is a read-only field, prepopulated with information from the “Bus Information” page.
4. **New Bus Fuel Type** is a read-only field, prepopulated with information from the “Bus Information” page.

**Bus Funding Allocations**

Bus 1  
 Existing Bus VIN: 12312312112321212  
 Existing Bus Fuel Type: CNG  
 New Bus Fuel Type: Electric

**Bus Excluded**  
 This bus has been selected to be excluded from the rebate.

Bus #	Existing Bus VIN	Existing Bus Fuel Type	New Bus Fuel Type
2	12312312312123111	Gasoline	Electric

5 Shipping Rebate Used \$5,423.00

6 ADA Rebate Used \$20,000.00

7 New Bus Purchase Price \$234,324.00

8 Bus and Infrastructure Rebate Amount Requested \$345,000.00

9 **Funding Allocation for This Bus** \$200,000.00

10 Remaining Rebate Amount for This Bus \$34,324.00

11 Remaining Rebate Amount for Infrastructure \$145,000.00

**Bus Allocation Less Than Purchase Price**  
 You entered a funding allocation for this bus that is less than New Bus Purchase Price. You may allocate funding up to the New Bus Purchase Price, or use this unallocated funding (for new electric buses only) for infrastructure funding allocation.

Complete Cancel

5. **Shipping Rebate Used** is a read-only field, prepopulated with information from the “Bus Information” page. Funding allocations for bus and infrastructure on this screen will not change the amount of the shipping rebate you have used.
6. **ADA Rebate Used** is a read-only field, prepopulated with information from the “Bus Information” page. Funding allocations for bus and infrastructure on this screen will not change the amount of the ADA rebate you have used.
7. **New Bus Purchase Price** is a read-only field, prepopulated with information from the “Bus Information” page.
8. **Bus and Infrastructure Rebate Amount Requested** is a read-only field, prepopulated with information from the “Bus Information” page.
9. The **Funding Allocation for This Bus** field requires that you enter the amount that you want to allocate in rebate funding for this bus. The amount entered cannot be more than the lower of the new bus purchase price and the bus and infrastructure rebate amount requested. For electric buses, any remaining unallocated rebate amount for this bus will be available for eligible infrastructure costs.
10. **Remaining Rebate Amount for This Bus** is a read-only field, calculated based on the input for the funding allocation of this bus.
11. **Remaining Rebate Amount for Infrastructure** is a read-only field, listing the amount of rebate funding that is available to apply toward eligible infrastructure costs. This field is calculated based on the remaining unallocated rebate amount requested for this bus. Note that for CNG and propane buses, any unallocated bus rebate is not available for infrastructure, so your rebate will be reduced if you do not allocate all the rebate amount requested.

**12** Total Rebate Amount Requested  
\$425,000.00

**13** Total Bus Costs  
\$784,069.00

**14** Rebate Amount Allocated to All Buses  
\$235,000.00

**15** Total Remaining Rebate Amount for All Buses  
\$34,324.00

- 12. Total Rebate Amount Requested** is a read-only field listing the sum of all “Bus and Infrastructure Rebate Amount Requested” fields for the buses listed above.
- 13. Total Bus Costs** is a read-only field listing the sum of all “New Bus Purchase Price” fields for the buses listed above.
- 14. Rebate Amount Allocated to All Buses** is a read-only field listing the sum of all “Funding Allocation for This Bus” fields for the buses listed above.
- 15. Total Remaining Rebate Amount for All Buses** is a read-only field listing the amount of rebate funding that is eligible to be applied to buses, but has not been allocated. Any unallocated rebate funding from electric buses is eligible to be considered for infrastructure rebate allocation.

Infrastructure Award Allocations		
<b>Infra.</b> 1	<b>Infra. Type:</b> Level 2 Charger <b>Manufacturer:</b> Blink <b>Model:</b> XLT34	<b>Quantity:</b> 5 <b>Cost (per item):</b> \$3,242 <b>Subtotal:</b> \$16,210.00

<b>1</b> Unallocated Bus Rebate Eligible for Infrastructure ⓘ \$145,000.00	<b>3</b> Funding Allocation for All Eligible Infrastructure Costs ⓘ * \$15,000.00
<b>2</b> Total Eligible Infrastructure Costs ⓘ \$16,210.00	<b>⚠ Infrastructure Allocation Less Than Available Rebate</b> You entered a funding allocation for infrastructure that is less than the available rebate.

## Infrastructure Award Allocations

- 1. Unallocated Bus Rebate Eligible for Infrastructure** is the amount of unallocated bus rebate that could be used for eligible infrastructure costs. It does not include unallocated CNG or propane bus rebate funding (if applicable).
- 2. Total Eligible Infrastructure Costs** field is the total of all eligible charging infrastructure costs found on the “Infrastructure” page.
- 3.** In the **Funding Allocation for All Eligible Infrastructure Costs\*** field, enter the rebate amount you would like to allocate for eligible infrastructure costs. You cannot allocate more than the lesser amount of the “Unallocated Bus Rebate Eligible for Infrastructure” and “Total Eligible Infrastructure Costs” fields. Any unallocated amount will reduce the amount of your rebate.

Total Funding Allocations	
1	Total Eligible Replacement Bus and Infrastructure Rebate Requested ⓘ \$425,000.00
2	Total Costs for Buses and Infrastructure \$800,279.00
3	Total Applicant Cost Responsibility \$550,279.00
4	Total Allocated Rebate Amount ⓘ \$250,000.00
5	Total Unallocated Requested Rebate Amount ⓘ \$175,000.00

## Total Funding Allocations

1. **Total Eligible Replacement Bus and Infrastructure Rebate Requested** is a read-only field, listing the sum of all “Total Bus and Infrastructure Rebate Amount Requested” fields for the buses listed above.
2. **Total Costs for Buses and Infrastructure** is a read-only field that sums the costs for all buses above, as well as infrastructure (if applicable).
3. **Total Applicant Cost Responsibility** is a read-only field listing a total for the applicant cost responsibility, given the above funding allocations, for all buses and Infrastructure (if applicable).
4. **Total Allocated Rebate Amount** is a read-only field listing a total for the allocations toward each bus listed above, as well as infrastructure (if applicable).
5. **Total Unallocated Requested Rebate Amount** is a read-only field that provides the amount of unallocated rebate, based on the allocation amounts above. Any unallocated requested rebate amount will reduce your rebate.

## 2.23 Build America, Buy America Compliance

All infrastructure costs must be Build America, Buy America compliant. Select “Yes” or “No” in the dropdown menu to indicate if the infrastructure you entered is Build America, Buy America compliant. Next select, “Yes” or “No” for the second question to indicate if you applied for waivers for any of the chargers or other infrastructure eligible materials listed on the Infrastructure screen. Then select the waivers that apply. If you select “Project Specific Waiver,” you will be prompted to upload a file. The file size must be between 1 KB and 5 MB. Accepted file types include .pdf, .png, .jpeg, and .jpg. Click “Next” to continue.

The screenshot shows a web form titled "BABA Compliance" with three numbered callouts:

- 1** Points to the question: "Is Infrastructure Entered on Infrastructure Page BABA Compliant?\*" with a dropdown menu set to "Yes".
- 2** Points to the question: "Did You Apply for Waivers for Any of the Federally Funded Infrastructure?\*" with a dropdown menu set to "Yes".
- 3** Points to the "Choose All Waivers That Apply\*" section, which includes:
  - Checked: General BABA Approved Waiver(s)
  - Checked: Project Specific Waiver (with a link to "Review General Waivers")
  - Unchecked: Amended Public Interest Waiver of Section 70914(a)
  - Checked: EPA Electronic Vehicle Chargers Product Waiver of Section 70914(a)
  - Unchecked: Pacific Island Territories Public Interest General Applicability Waiver
  - Unchecked: EPA De Minimis General Applicability Waiver of Section 70914
  - Unchecked: EPA Small Project General Applicability Waiver of Section 70914(a)
  - Checked: Adjustment Period Waiver of Section 70914(a)
  - Unchecked: WIFIA Program Waiver of Section 70914(a)
  - Checked: Minor (Ferrous) Components of Iron and Steel Products Public Interest General Applicability Waiver of Section 70914(a)
  - Unchecked: Project Specific Nonavailability Waiver to North Unit Irrigation District in Oregon
  - Unchecked: Public Interest General Applicability Waiver of Section 70914(a) for Awards Under the Clean Ports Program
  - Checked: Other

Below the waiver list is a "Project Specific Waiver Upload" section with a table:

File Name	Size
CSB-Pass.pdf	24.57 kB

Below the table, it states: "Allowed file types: \*.pdf, \*.png, \*.jpeg, \*.jpg. Minimum file size: 1KB. Maximum file size: 5MB."

- 1. Is Infrastructure Entered on Infrastructure Page BABA Compliant?\*** is a yes/no selection applying to any chargers and infrastructure materials (e.g., wiring, panels, conduit) entered on the “Infrastructure” page.
- 2. Did You Apply for Waivers for Any of the Federally Funded Infrastructure?\*** is a yes/no selection to indicate if waivers are applicable.
- 3. Choose All Waivers That Apply\***
  - Checking **General BABA Approved Waiver(s)** will provide a list of known general waivers to select or enter.
  - Checking **Project-Specific Waiver** will allow the user to upload the project-specific waiver in a file upload field below it.

**BABA Compliance**

Is Infrastructure Entered on Infrastructure Page BABA Compliant? \*

Yes

Did You Apply for Waivers for Any of the Federally Funded Infrastructure? \*

Yes

**4** Choose All Waivers That Apply \*

General BABA Approved Waiver(s)  
 Project Specific Waiver   
[Review General Waivers](#)

Choose All General Waivers That Apply \*

Amended Public Interest Waiver of Section 70914(a)  
 EPA Electronic Vehicle Chargers Product Waiver of Section 70914(a)  
 Pacific Island Territories Public Interest General Applicability Waiver  
 EPA De Minimis General Applicability Waiver of Section 70914  
 EPA Small Project General Applicability Waiver of Section 70914(a)  
 Adjustment Period Waiver of Section 70914(a)  
 WIFIA Program Waiver of Section 70914(a)  
 Minor (Ferrous) Components of Iron and Steel Products Public Interest General Applicability Waiver of Section 70914(a)  
 Project Specific Nonavailability Waiver to North Unit Irrigation District in Oregon  
 Public Interest General Applicability Waiver of Section 70914(a) for Awards Under the Clean Ports Program  
 Other

**5** Other General Waiver(s)

Lorem ipsum...

**6** Project Specific Waiver Upload \*

File Name	Size
CSB-Pass.pdf	24.57 kB

Allowed file types: \*.pdf, \*.png, \*.jpeg, \*.jpg  
 Minimum file size: 1KB  
 Maximum file size: 5MB

4. **Choose All General Waivers That Apply\*** will only show if “General BABA Approved Waiver(s)” has been checked.
  - a. Amended Public Interest Waiver of Section 70914(a)
  - b. EPA Electronic Vehicle Chargers Product Waiver of Section 70914(a)
  - c. Pacific Island Territories Public Interest General Applicability Waiver
  - d. EPA De Minimis General Applicability Waiver of Section 70914
  - e. EPA Small Project General Applicability Waiver of Section 70914(a)
  - f. Adjustment Period Waiver of Section 70914(a)
  - g. WIFIA Program Waiver of Section 70914(a)
  - h. Minor (Ferrous) Components of Iron and Steel Products Public Interest General Applicability Waiver of Section 70914(a)
  - i. Project Specific Nonavailability Waiver to North Unit Irrigation District in Oregon
  - j. Public Interest General Applicability Waiver of Section 70914(a) for Awards Under the Clean Ports Program
  - k. Other
5. **Other General Waiver(s)** will only be available if “Other” is selected from the General Waivers list. You may enter any applicable general waivers in this field.
6. **Project Specific Waiver Upload** will only be available if “Project Specific Waiver” has been checked above. Upload the applicable waiver in this field. The file must be between 1 KB and 5 MB in size, and must be one of the accepted file types: .pdf, .png, .jpeg, and .jpg.

## 2.24 Signature

Please review the summary cost information provided at the top of the screen before you sign the payment request form. All are read-only fields:

Summary	
1 Total Rebate Allocated to Buses \$275,000.00	6 Total Bus Costs \$784,069.00
2 Total Shipping Rebate \$45,423.00	7 Total Infrastructure Costs \$16,210.00
3 Total ADA Rebate \$42,344.00	8 Total Shipping and ADA Costs \$102,579.00
4 Total Rebate Allocated to Infrastructure \$15,000.00	9 Total Combined Costs \$902,858.00
5 Total Combined Rebate to be Paid \$377,767.00	10 Total Applicant Responsibility \$525,091.00

1. **Total Rebate Allocated to Buses** provides a total allocation to all buses.
2. **Total Shipping Rebate** provides a total of shipping rebates for all buses (if applicable). If not applicable, this field will not show.
3. **Total ADA Rebate** provides a total of ADA rebates for all buses (if applicable). If not applicable, this field will not show.
4. **Total Rebate Allocated to Infrastructure** provides a total allocation to Infrastructure.
5. **Total Combined Rebate** provides the total rebate allocation for buses, infrastructure, shipping and ADA (if applicable).
6. **Total Bus Costs** provides a total of all bus costs.
7. **Total Infrastructure Costs** provides a total of all infrastructure costs (if applicable).
8. **Total Shipping and ADA Costs** provides a total of all shipping and/or ADA costs for all buses.
9. **Total Combined Costs** provides a total of all costs listed above.
10. **Total Applicant Responsibility** provides the calculated difference between “Total Combined Costs” and “Total Combined Rebate” to be paid.

To complete your payment request form, you must read and certify the items listed in the “Signature and Certification” section, sign, confirm signature, and click “Submit Form.”

The “Name” and “Title” fields on this page are prepopulated based on who is logged into this form. If you are the authorized representative, confirm your title in the “Title” field and update it if needed. If you do not have the authority to sign this payment request form, notify the authorized representative so they can sign and submit it. If you sign and confirm signature, but then return to a previous screen to make edits, you will need to repeat the signature and confirmation steps to submit your form. If a different user needs to sign and submit the form, they must also be a SAM.gov point of contact (Government Business or alternate, or Electronic Business or alternate) for your organization and will need to use Login.gov to enter the Clean School Bus Rebate Forms site to complete the payment request form (saved as a draft). In this case, they must edit the “Name” and “Title” fields on this screen to show their full name and title before signing and submitting.

## 3. Change Request Process

For 2023 Clean School Bus (CSB) Rebate Program forms, you can request certain actions to be considered by EPA from the applicant dashboard that can make changes to your forms. The form status determines what actions you can request. Actions include, reopening a form that has been submitted for edits before it's reviewed by EPA, requesting an extension to complete a form that's in "draft" status, and requesting a withdrawal of a form that could lead to withdrawal of the application from the 2023 CSB Rebate Program. Check "Change" under "Change Request" on your dashboard and then select the option you need from the available change requests for the form.

**Note:** For the 2022 CSB Rebate Program, you will need to send an email to [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov) to request change actions to your forms.

The image of the applicant dashboard below shows the location of the "Change" form. Additionally, as you submit "Change Requests" they appear above your forms in the "Your Change Requests" section.

### Clean School Bus Rebate Forms

- [Clean School Bus Rebate Program](#)
- [Online Rebate Application Information](#)

The screenshot shows the user's dashboard with a navigation bar containing 'Dashboard' and 'Helpdesk'. The user's email is 'eben.bathalon@erg.com' and there is a 'Sign out' button. Below the navigation bar, there is a 'Rebate Year' dropdown set to '2023' and a 'New Application' button. The main section is titled 'Your Change Requests' and contains a table with the following data:

Rebate ID	Form Type	Request Type	Submitted By	Date
023468	Payment Request	Extension Request	eben.bathalon@erg.com	6/12/2024

### Your Rebate Forms

Select a button below to *Edit* or *View* an existing rebate form.

- For the 2023 rebate year, you may request edits, an extension, or a withdrawal by selecting Change Request, *Change*.
- For the 2022 rebate year, you may request edits, a withdrawal, or a Close Out Form extension (see [Close Out Form webpage](#)) by emailing [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov).

	Rebate ID	Form Type Form Status	UEI EFT Indicator	Applicant School District	Updated By Date Updated	Change Request
<a href="#">View</a>	023470	Application Selected	123456000110 1234	EBEN BATHALON INC. Boston	eben.bathalon@erg.com 4/18/2024	Change <a href="#">↗</a>
<a href="#">New Payment Request</a>						
<a href="#">View</a>	023468	Application Selected	123456000110 1234	EBEN BATHALON INC. Anchorage School District	eben.bathalon@erg.com 4/18/2024	Change <a href="#">↗</a>
<a href="#">Edit</a>		Payment Request Draft			eben.bathalon@erg.com 6/12/2024	Change <a href="#">↗</a>
<a href="#">Edit</a>		Application Draft	123456000110 1234	EBEN BATHALON INC. Anchorage School District	eben.bathalon@erg.com 5/30/2024	Change <a href="#">↗</a>
<a href="#">View</a>	023394	Application Selected	123456000110 1234	EBEN BATHALON INC. Salem School District	eben.bathalon@erg.com 1/23/2024	Change <a href="#">↗</a>
<a href="#">Edit</a>		Payment Request Draft			eben.bathalon@erg.com 5/22/2024	Change <a href="#">↗</a>
<a href="#">Edit</a>		Application Draft	123456000110 1234	EBEN BATHALON INC.	eben.bathalon@erg.com 11/16/2023	Change <a href="#">↗</a>



### 3.1 Withdrawal Request

Withdrawal requests can only be made from forms that have a “Submitted,” “Selected,” or “Funding Approved” status. Choose the reason for your request. Select “Withdrawal Request” from the Request Type field dropdown. Then select the “Reason for Request” from the dropdown of options. If you choose “Other,” type your reason in the box provided. Use the dropdown menu to indicate if this is a new withdrawal request for this form. Then provide a detailed explanation indicating why you are asking to withdraw the application. Once you have completed the required fields, click the “Submit” button.

**Note:** If you do not rescind your withdrawal request within 14 days of submitting the request, the award will be cancelled.

**Submit Your Change Request**

Application Form (022699)

Request Type \*

Withdrawal Request

Please indicate the reason(s) for the requesting withdrawal.

Reason for Request \*

Other

Reason for Request (Other) \*

Ut vestibulum lacus orci, at blandit ligula tristique vitae. Nam porttitor, nisl a rutrum fringilla, est purus porta tortor, sit amet tincidunt lectus elit quis mauris. Aenean luctus faucibus.

7 characters remaining.

Is this a new request for this Request Type for this form? \*

No

Please provide a detailed explanation for why the request is necessary \*

Ut vestibulum lacus orci, at blandit ligula tristique vitae. Nam porttitor, nisl a rutrum fringilla, est purus porta tortor, sit amet tincidunt lectus elit quis mauris. Aenean luctus tristique velit eu faucibus. Cras vehicula est sit amet fringilla bibendum.

1742 characters remaining.

**Note Award Cancellation**  
If after 14 days the user has not rescinded their withdrawal request - the award will be canceled.

Submit

## 3.2 Edit Request

Edit requests can only be made from forms that have a “Submitted,” “Selected,” or “Funding Approved” status. Choose the reason for your request. Select “Edit Request” from the Request Type field dropdown. Then select the “Reason for Request” from the dropdown of options. If you choose “Other,” type your reason in the box provided. Use the dropdown menu to indicate if this is a new edit request for this form. Then provide a detailed explanation indicating why you are asking to edit the application. Once you have completed the required fields, click the “Submit” button.

**Submit Your Change Request**

**Application Form (022699)**

Request Type \*

Edit Request

Please indicate the reason(s) for the requested edit.

Reason for Request \*

Other

Reason for Request (Other) \*

Ut vestibulum lacus orci, at blandit ligula tristique vitae. Nam porttitor, nisi a rutrum fringilla, est purus porta tortor, sit amet tincidunt lectus elit quis mauris. Aenean luctus faucibus.

7 characters remaining.

Is this a new request for this Request Type for this form? \*

No

Please provide a detailed explanation for why the request is necessary \*

Ut vestibulum lacus orci, at blandit ligula tristique vitae. Nam porttitor, nisi a rutrum fringilla, est purus porta tortor, sit amet tincidunt lectus elit quis mauris. Aenean luctus tristique velit eu faucibus. Cras vehicula est sit amet fringilla bibendum.

1742 characters remaining.

**Submit**

### 3.3 Extension Request

Extension requests can only be made from forms that have a “Draft” status. Choose the reason for your request. Select “Extension Request” from the “Request Type” field dropdown. Then select the “Reason for Request” from the dropdown of options. If you choose “Other,” type your reason in the box provided. Use the dropdown menu to indicate if this is a new extension request for this form. Then use the dropdown menu and boxes provided to fill in the requested extension date. Last, provide a detailed explanation indicating why you are asking for an extension for submission of this form. Once you have completed the required fields, click the “Submit” button.

**Submit Your Change Request**

**Payment Request Form (022699)**

Request Type \*  
Extension Request

Please indicate the reason(s) for the requested extension.

Reason for Request \*  
Other

Reason for Request (Other) \*  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. In auctor leo ligula, elementum viverra odio luctus vel. Suspendisse et dolor facilisis, feugiat lectus ac, pellentesque mi.  
19 characters remaining.

Is this a new request for this Request Type for this form? \*  
No

Please provide the requested extension date

Month \* Day \* Year \*  
November 23 2024

Please provide a detailed explanation for why the request is necessary \*

Ut vestibulum lacus orci, at blandit ligula tristique vitae. Nam porttitor, nisl a rutrum fringilla, est purus porta tortor, sit amet tincidunt lectus elit quis mauris. Aenean luctus tristique velit eu faucibus. Cras vehicula est sit amet fringilla bibendum.  
1742 characters remaining.

**Submit**

## Appendix A: Glossary

The following provides definitions of terms and abbreviations used throughout the payment request form and system screens.

### “Your Rebate Forms” Screen: Definitions

- **Rebate ID:** Unique ID assigned by EPA to each rebate request.
- **Form Type:** Application, payment request, or close-out form.
- **Form Status:** Draft, Submitted, or Funding Approved.
- **UEI:** Unique Entity ID from SAM.gov.
- **EFT Indicator:** Electronic funds transfer indicator for the associated bank account from SAM.gov.
- **Applicant:** Legal business name from SAM.gov for this UEI.
- **School District:** School district served by the new buses for the next 5 years.
- **Updated By:** Last person to update the form.
- **Date Updated:** Last date this form was updated.

### “Applicant Info” Screens: Definitions

- **Applicant Organization Name (and address information):** Your applicant organization’s SAM.gov name and physical street address are automatically filled in, based on the organization you chose when starting this application.
- **Unique Entity Identifier (UEI):** This is your applicant organization’s SAM.gov UEI, automatically filled in based on the organization you chose when starting this application.
- **Electronic Funds Transfer (EFT) Indicator:** This is your SAM.gov EFT indicator, automatically filled in based on the organization you chose when starting this application.
- **Applicant Primary Contact:** Review the primary contact for the applicant. The primary contact may or may not be someone different from the government business (or alternate), or the electronic business (or alternate) contact. Edit the primary contact information if there are any errors.
- **Applicant Alternate Contact:** Review the alternate contact for the applicant. The alternate contact may or may not be someone different from the government business (or alternate), or the electronic business (or alternate) contact. Edit the alternate contact information if there are any errors.

## “School District Info” Screens: Definitions

- **National Center for Education Statistics (NCES) District ID:** The NCES District ID was brought into this form from your application and is not editable. This is the school district that the new buses will serve for the next 5 years. If you don't have a NCES District ID, contact the help desk at [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov).
- **School District Name and Address:** The contact information for the school district. This may be different from the applicant contacts.
- **Prioritized:** Read-only field, filled with “yes” or “no” based on whether the school district meets prioritization criteria.
- **Priority Reason:** The reason for which your school meets the prioritization criteria.
- **School District Contact Information:** Review the school district contact. The school district contact may or may not be someone different from the primary (or alternate) applicant contact. Edit the school district contact information if there are any errors.

## “Organizations” Screens: Definitions

- **Organization Type:** Check the boxes for all of the 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.
  - **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.
  - **Private Fleet (existing or new buses):** 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.
  - **New Bus Dealer:** The vendor or dealer that the new bus owner will purchase the bus from.
  - **Infrastructure Owner (electric bus charging):** All infrastructure owners (e.g. school district, private fleet) of the electric bus charging equipment. If the infrastructure owner is the applicant, the school district that the new buses will serve, or a private fleet entered in your application, then you do not have to enter new bus owner information as it's already included within this form.
  - **Infrastructure Supplier (charging equipment only):** All infrastructure suppliers from which charging equipment was purchased (includes the installer of the infrastructure charging equipment when they are also the charging equipment supplier).
  - **Other Infrastructure Organization:** All other eligible Infrastructure organizations (e.g., performing trenching and wiring, project management, but excluding charger installer in the case that the charger is installed by the infrastructure charging equipment supplier).
- **Organization Name:** The name of the organization.
- **Contact Information:** The first and last name, title business email, and business phone number of the organization's contact.
- **Address:** The address of the organization including city, state, county, and zip code.

## “Documents” Screens: Definitions

- **Order Document Name:** The name of the document you are adding. Documents could include purchase orders, sales orders, or quotes.
- **Order Document Description:** This optional field can be used to enter any additional information about the document and is limited to 250 characters.
- **Document Purpose:** All document categories that could apply to the order document are selectable in this field. Multiple sections can be made for an order document.
  - **New Bus:** The replacement bus.
  - **Electric Bus Charging Equipment:** Charging equipment for the replacement bus.
  - **Other Infrastructure Installation Costs:** Other infrastructure costs for the replacement bus (e.g. wiring, conduit, labor, project management, etc.).
- **Associated Purchaser:** The associated purchaser for this document from the dropdown list. The associated purchaser can be a new bus owner, private fleet, or infrastructure owner on the “Organizations” page.
- **Associated Vendor:** The associated vendor for this document. The associated vendor can be a private fleet, infrastructure supplier, or other infrastructure organization on the “Organizations” page.
- **Document Upload:** Attach a file or scan of the relevant document.
  - Allowed file types: \*.pdf, \*.png, \*.jpeg, \*.jpg
  - Allowed file size: 1 KB–5 MB

## “Buses” Screens: Definitions

- **Existing Bus Information:** All information for each of the existing buses that will be replaced. A description of these fields can be found in the [2023 Clean School Bus Rebate Forms: Application User Guide](#).
- **New Bus Information:** All information for each bus that will be replacing the existing buses.
- **Swap Existing Bus:** Select this if an old bus provided in the application will be swapped for a different old bus.
- **Exclude Bus:** The bus to be swapped in the application will be excluded from the rebate.
- **New Bus Owner:** The name of the Organization that will own the new bus. The owner is listed in the dropdown for this field.
- **Order Document Listing New Bus:** The order document for the new bus listed in the fields in this section.
- **Bus and Infrastructure Rebate Amount Requested:** The amount requested for the new bus based on New Bus Fuel Type, New Bus GVWR, and prioritization status of school district per the [2023 Clean School Bus Rebates Program Guide](#).
- **New Bus Purchase Price:** The purchase price of the ordered replacement school bus, including tax and any eligible training/consulting/warranty line-item expenses associated with the individual bus in the purchase order.
- **New Bus Fuel Type:** The fuel type used by the new bus.
- **New Bus GVWR:** The bus gross vehicle weight rating in pounds.

- **New Bus Delivery Date:** The date on which the bus is expected to be delivered.
- **New Bus Manufacturer:** The manufacturer of the new bus.
- **New Bus Model:** The model name (not the bus type) of the new bus.
- **New Bus Model Year:** The manufacturing year of the new bus, which must be 2022 or later.
- **New Bus EPA Vehicle Family:** The 12-character alphanumeric EPA Vehicle Family, or 10- to 12-character CARB Executive Order ID. The EPA Vehicle Family can be found on the Vehicle Emission Control Information (VECI) label, which is usually on or near a door pillar or on the engine compartment sheet metal. If the bus is not an EPA-certified vehicle, enter the CARB Executive Order ID. If the vehicle does not have EPA or CARB certification, contact the CSB helpdesk ([cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov)).
- **Capable of Bidirectional Charging?:** If the bus is capable of two-way energy flow, the bus has the bidirectional charging feature (e.g., grid-to-vehicle when the bus EV battery is charged by the electrical grid, vehicle-to-grid when the bus EV battery can also supply energy to the electrical grid). If not, the bus can only receive energy and be charged by the electrical grid (grid to vehicle).
- **Auxiliary Heater Fuel Type:** The fuel type used to run the auxiliary heater on the bus.
- **Auxiliary Heater Fuel Type (Other):** The auxiliary heater fuel type if not listed in the dropdown selection for the Auxiliary Heater Fuel Type.
- **Shipping Cost Rebate Requested:** If the school district that the buses will serve for the next five years is in an area where the Clean School Bus Program offers a rebate for shipping costs of this new bus, this number will be \$20,000.
- **Bus Shipping Costs:** The actual anticipated shipping costs for the bus based on the order document associated with the bus.
- **Eligible Bus Shipping Rebate:** The bus shipping rebate this bus is eligible for based on the bus shipping costs entered. If these costs are more than the shipping cost rebate requested, then the bus is eligible for the shipping cost rebate requested amount of \$20,000. If the bus shipping costs are less than the shipping cost rebate requested, the bus is eligible for the amount entered in the “Bus Shipping Costs” field.
- **Shipping Cost Responsibility:** The amount of money that exceeds the rebate, i.e. the amount the applicant will be responsible to pay for.
- **ADA-Compliance Rebate Requested:** If the box is checked in the “Replacement Bus Equipped with ADA-Compliant Wheelchair Lift” field, this number will be \$20,000. This is the maximum rebate you can receive for a bus equipped with an ADA-compliant wheelchair lift.
- **ADA-Compliance Costs:** The purchase price for equipping this bus with an ADA-compliant wheelchair lift.
- **Eligible ADA-Compliance Rebate:** The ADA-compliance rebate this bus is eligible for based on the ADA-compliance costs entered. If the ADA-compliance costs are more than the ADA-compliance rebate requested, the bus is eligible for the ADA-compliance rebate requested amount of \$20,000. If the ADA-compliance costs are less than the ADA-compliance rebate requested, the bus is eligible for the amount entered in the “ADA-Compliance Costs” field.
- **ADA Cost Responsibility:** The amount the applicant will be responsible for paying for that exceeds the rebate.

- **Total Rebate Amount Requested:** The sum of the Replacement Bus and Infrastructure Rebate Amount Requested, and if applicable, Eligible Bus Shipping Rebate, and the Eligible ADA-Compliance Rebate for this bus.
- **Number of Buses Requested from Application:** The number of replacement buses that were requested in the application.
- **Number of Buses Ordered from Payment Request:** The number of replacement buses listed above in the “Number of Buses Requested for Application” minus any excluded buses.
- **Total Replacement Bus and Infrastructure Rebate Amount Requested:** The sum of all requested replacement bus rebates that includes the Replacement Bus and Infrastructure Rebate Amount Requested for each bus.
- **Total ADA Rebate Requested:** The sum of ADA requested rebates for all applicable replacement buses with ADA-compliant wheelchair lifts.
- **Total Eligible Rebate for ADA Costs:** The sum of all eligible rebates for ADA costs for all replacement buses.
- **Total ADA Cost Responsibility:** The sum of ADA applicant cost responsibility for all replacement buses.
- **Total Shipping Rebate Requested:** The sum of shipping rebates for all applicable replacement buses.
- **Total Eligible Rebate for Shipping Costs:** The sum of all eligible rebate for shipping costs for all replacement buses.
- **Total Shipping Cost Responsibility:** The sum of shipping cost responsibility for all replacement buses.
- **Bus Information Incomplete:** There are fields that need to be completed for the bus selected.

### “Infrastructure” Screens: Definitions

- **Infrastructure Information:** All required information for each piece of EVSE that will be used by the new buses.
- **Infrastructure Type:** The charging infrastructure to be purchased for all electric buses. “Level 2 Charger” and “DC Fast Charger” refer to the actual chargers and pedestals. Other eligible infrastructure costs include construction, electrical work, site preparation, design and engineering, labor and permitting, etc.
- **Infrastructure Type (Other):** The type of other eligible infrastructure costs found in the dropdown. Other Eligible Infrastructure Costs include construction, electrical work, site preparation, design and engineering, labor and permitting etc.
- **Description of Work:** A detailed description of the infrastructure-related work entered in the “Infrastructure Type (Other)” field.
- **EVSE Maximum Output Power (kW):** The rated maximum output power of the charger (in kilowatts). The kilowatts for a Level 2 charger should not be higher than 20. For a DC fast charger, the kilowatts should not be less than 20.
- **EVSE Manufacturer:** The manufacturer of the charger.
- **EVSE Model:** The model name of the charger. If it is a Level 2 charger, the model name is listed on the Energy Star certification.



- **EVSE Date of Manufacture:** The date that the EVSE was manufactured, listed on the charger.
- **Number of Plugs on EVSE:** The number of plugs on each charger.
- **This Charger Is Energy Star Compliant:** This field is only required for Level 2 chargers and should be checked if all Level 2 chargers are required to be Energy Star compliant.
- **This Charger is Buy America Compliant:** See [2023 Clean School Bus Rebates Program Guide's](#) terms and conditions for information on Build America, Buy America requirements.
- **Infrastructure Quantity:** The number of chargers purchased at the same price. If multiple types of chargers were purchased, each type must be entered individually. Additionally, if multiple chargers of the same type were purchased at different costs, the chargers need to be entered as separate infrastructure items.
- **Infrastructure Cost per Charger:** The cost of each charger for that specific infrastructure line item.
- **Infrastructure Subtotal:** The subtotal for each infrastructure line item.
- **Cost Includes Installation:** The cost listed in the "Infrastructure Cost per Charger" field includes installation.
- **Other Eligible Infrastructure Cost:** The total of other eligible infrastructure costs for this infrastructure type. The costs for this infrastructure type (for example, wiring, design, and panels) are reflected on an approved quote, sales, or purchase order that you received for this work.
- **Order Document Listing Infrastructure:** A document from the purchase order, sales order, or approved quote that has been entered on the Order Document page and lists this infrastructure to be purchased.
- **Infrastructure Vendor:** The vendor that supplied, installed, or provided other services that apply to the specific infrastructure line item.
- **Installation/Construction Address:** The location, including the street address, city, state or territory, zip code, and county, where the EVSE will be installed. Once the first infrastructure line item has been added, this field will be pre-filled to match, but still editable.
- **Street Address:** The street address where the charger(s) or other eligible infrastructure will be installed.
- **City:** The city where the infrastructure (charger and other eligible infrastructure) will be installed or performed.
- **State or Territory:** The state or territory from the dropdown list.
- **County:** The county where the infrastructure (charger and other eligible infrastructure) will be installed or performed.
- **Zip:** The five-digit zip code or the nine-digit zip plus 4 (e.g., NNNNN-NNNN).
- **Level 2 Charger Costs:** The sum of all Level 2 charger costs entered on this form.
- **DC Fast Charger Costs:** The sum of all DC fast charger costs entered on this form.
- **Other Infrastructure Costs:** The sum of all other eligible infrastructure costs entered on this form.
- **Total of All Eligible Charging Infrastructure Costs:** The total of the costs for Level 2 and DC fast chargers, as well as any other eligible infrastructure costs entered in fields on the Infrastructure page.

## “Funding” Screens: Definitions

- **Bus Funding Allocations Section:** Where funding is allocated for each new bus being requested.
- **Bus #:** The number assigned to the bus line item by the form, as indicated on the Bus Information page.
- **Existing Bus VIN:** VIN for the Existing Bus, as indicated on the Bus Information page.
- **Existing Bus Fuel Type:** The fuel type for the existing bus, as indicated on the Bus Information page.
- **New Bus Fuel Type:** The fuel type for the new bus, as indicated on the Bus Information page.
- **Shipping Rebate Used:** The shipping rebate used, as indicated on the Bus Information page.
- **ADA Rebate Used:** The ADA rebate used, as indicated on the Bus Information page.
- **New Bus Purchase Price:** From the Bus Information page, the purchase price of the ordered replacement school bus, including tax and any eligible training/consulting/warranty expenses associated with this bus.
- **Bus and Infrastructure Rebate Amount Requested:** From the Bus Information page, the amount requested for the new bus based on New Bus Fuel Type, New Bus GVWR, and prioritization status of the school district.
- **Funding Allocation for This Bus:** The amount allocated in rebate funding for this bus. The amount entered cannot be more than the lower of the new bus purchase price and the bus and infrastructure rebate amount requested. For electric buses, any remaining unallocated rebate amount for this bus will be available for eligible infrastructure costs.
- **Remaining Rebate Amount for This Bus:** The remaining award amount after indicating the Bus Allocation.
- **Remaining Rebate Amount for Infrastructure:** The amount of rebate funding that is available to apply toward eligible infrastructure costs. This field is calculated based on the remaining unallocated rebate amount requested for this bus. Note that for CNG and propane buses, any unallocated bus rebate is not available for infrastructure, so your rebate will be reduced if you do not allocate all the rebate amount requested.
- **Total Rebate Amount Requested:** The sum of all “Total Bus and Infrastructure Rebate Amount Requested” fields for the buses listed above.
- **Total Bus Costs:** The sum of all “New Bus Purchase Price” fields for the buses listed above.
- **Rebate Amount Allocated to All Buses:** The sum of all “Funding Allocation for This Bus” fields for the buses listed above.
- **Total Remaining Rebate Amount for All Buses:** The amount of rebate funding that is eligible to be applied to buses, but has not been allocated. Any unallocated rebate funding from electric buses is eligible to be considered for infrastructure rebate allocation.
- **Infrastructure Award Allocations Section:** The place where funding is allocated to all eligible infrastructure.
- **Unallocated Bus Rebate Eligible for Infrastructure:** The amount of unallocated bus rebate that could be used for eligible infrastructure costs. It does not include unallocated CNG or propane bus rebate funding (if applicable).
- **Total Eligible Infrastructure Costs:** The total of all eligible charging infrastructure costs found on the “Infrastructure” page.

- **Funding Allocation for All Eligible Infrastructure Costs:** The rebate amount you would like to allocate for eligible infrastructure costs. You cannot allocate more than the lesser amount of the “Unallocated Bus Rebate Eligible for Infrastructure” and “Total Eligible Infrastructure Costs” fields. Any unallocated amount will reduce the amount of your rebate.
- **Total Funding Allocations:** The total eligible rebate funding for all buses and infrastructure, the total costs for buses and infrastructure indicated on this form, and the total allocated funding for buses and infrastructure costs.
- **Total Eligible Replacement Bus and Infrastructure Rebate Requested:** The sum of all “Total Bus and Infrastructure Rebate Amount Requested” fields for the buses listed above.
- **Total Costs for Buses and Infrastructure:** The costs for all buses above, as well as infrastructure (if applicable).
- **Total Applicant Cost Responsibility:** The applicant cost responsibility, given the above funding allocations, for all buses and infrastructure (if applicable).
- **Total Allocated Rebate Amount:** The total for the allocations toward each bus listed above, as well as infrastructure (if applicable).
- **Total Unallocated Requested Rebate Amount:** The amount of unallocated rebate, based on the allocation amounts above, and the total requested rebate amount.

### Build America, Buy America (BABA) Page: Definitions

- **Is Infrastructure Entered on Infrastructure Page BABA Compliant?:** Confirmation that any chargers and infrastructure materials (e.g., wiring, panels, conduit) entered on the “Infrastructure” page are BABA compliant.
- **Did You Apply for Waivers for Any of the Federally Funded Infrastructure?:** Confirmation whether you applied for any waivers such as a general BABA approved waiver(s) or a project specific waiver(s) to avoid being BABA compliant with the Federally Funded Infrastructure to be purchased.

### Signature Page: Definitions

- **Total Rebate Allocated to Buses:** The total allocation to all buses.
- **Total Shipping Rebate:** The total of shipping rebates for all buses (if applicable). If not applicable, this field will not show.
- **Total ADA Rebate:** The total of ADA rebates for all buses (if applicable). If not applicable, this field will not show.
- **Total Rebate Allocated to Infrastructure:** The total allocation to infrastructure.
- **Total Combined Rebate:** The total rebate allocation for buses, infrastructure, shipping and ADA (if applicable).
- **Total Bus Costs:** The total of all bus costs.
- **Total Infrastructure Costs:** The total of all infrastructure costs (if applicable).
- **Total Shipping and ADA Costs:** The total of all shipping and/or ADA costs for all buses.
- **Total Combined Costs:** The total of all costs listed above.
- **Total Applicant Responsibility:** The calculated difference between “Total Combined Costs” and “Total Combined Rebate” to be paid.