



EPA CLEAN SCHOOL BUS

2024 EPA Clean School Bus Rebate Forms: Application User Guide

September 2024



Table of Contents

Before You Begin	4
1. Sign In/Register.....	5
1.1 Online Rebate Application Information.....	5
1.2 Applicant Login.....	5
1.3 Login.gov.....	5
1.4 Terms of Service and Privacy Policy	6
1.5 Login.gov Account.....	7
1.6 Create Your Account	8
1.7 Email Confirmation.....	9
1.8 Confirm Email Address	9
1.9 Create a Password	10
1.10 Continue After Creating a Password	11
1.11 Authentication Methods.....	12
1.12 Authentication: Phone Number	13
1.13 Authentication: Security Code.....	14
1.14 Login.gov Account Created	14
2. Create/Edit a New Application.....	15
2.1 Start a New Application/Dashboard Page.....	15
2.2 Continue with New Application.....	16
2.3 Information Icons	16
2.4 Welcome	17
2.5 Edit Your Rebate Application	17
2.5.1 Applicant Info	17
2.6 Data Entry Errors.....	18
2.7 Saving and Editing Your Information	18
2.8 View Draft and Submitted Applications	19
2.9 Organizations	20
2.10 School District Information.....	21
2.11 School District Prioritization Information	23

2.12	Bus and Infrastructure Information	24
2.13	Bus Information Data Entry	24
	2.13.1 Existing Bus Information	24
	2.13.2 New Bus Information	26
	2.13.3 Workforce Development Planning.....	27
2.14	Signature	28
3.	Submission and Review Process	30
3.1	2024 Clean School Bus Rebate Application Help	30
4.	Change Request Process	31
4.1	Edit Request.....	32
4.2	Withdrawal Request.....	33
Appendix A.	Glossary	34
Appendix B.	Printable List of Fields	38

Before You Begin

This guide will walk you through the steps needed to create, edit, submit, and view your 2024 Clean School Bus online rebate application. This guide also includes detailed definitions of key fields found in the online form and a printable list of all fields required in the form. Plan to spend 3 or more hours to complete the application form. You do not need to complete it in one session: you can save the form and come back at any time. (Note that you will be logged out of the form after 15 minutes of inactivity, so plan to save often to avoid loss of entered information.)

Follow these steps to prepare to complete the application:

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

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

1. Sign In/Register

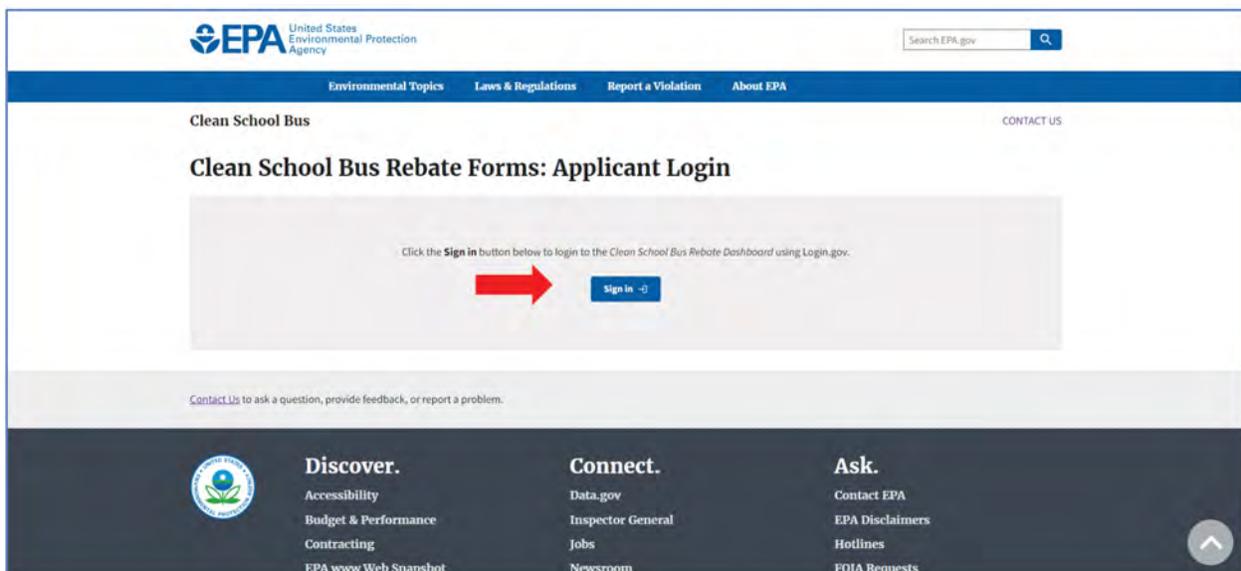
The steps below outline the process of registering and/or signing in to the EPA Clean School Bus online forms portal via [Login.gov](https://www.epa.gov/login.gov).

1.1 Online Rebate Application Information

Access the online rebate application from the Clean School Bus Rebates: Online Application Forms page at <https://www.epa.gov/cleanschoolbus/clean-school-bus-rebates-online-application-forms>.

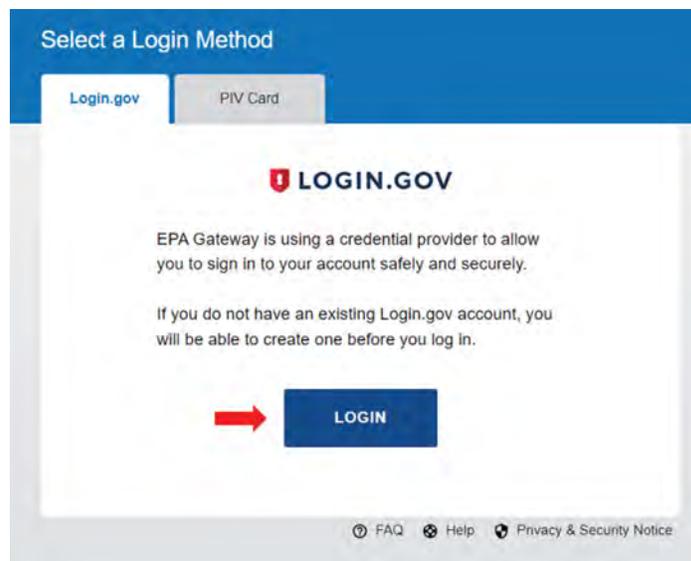
1.2 Applicant Login

Select "Sign in."



1.3 Login.gov

Select "Login."



1.4 Terms of Service and Privacy Policy

Select "Agree" to continue.

Select a Login Method

[Login.gov](#) [PIV Card](#)

United States Environmental Protection Agency Terms of Service and Privacy Policy

Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/ or civil and criminal penalties.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct EPA business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.



1.5 Login.gov Account

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

LOGIN.GOV **EPA** U.S. Environmental Protection Agency

EPA Production is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

[Back to EPA Production](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

1.6 Create Your Account

Enter your [SAM.gov](#) POC email address, select your language preference, read the [Login.gov](#) rules of use and select the checkbox to accept, and select "Submit."

LOGIN.GOV **EPA** United States Environmental Protection Agency

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

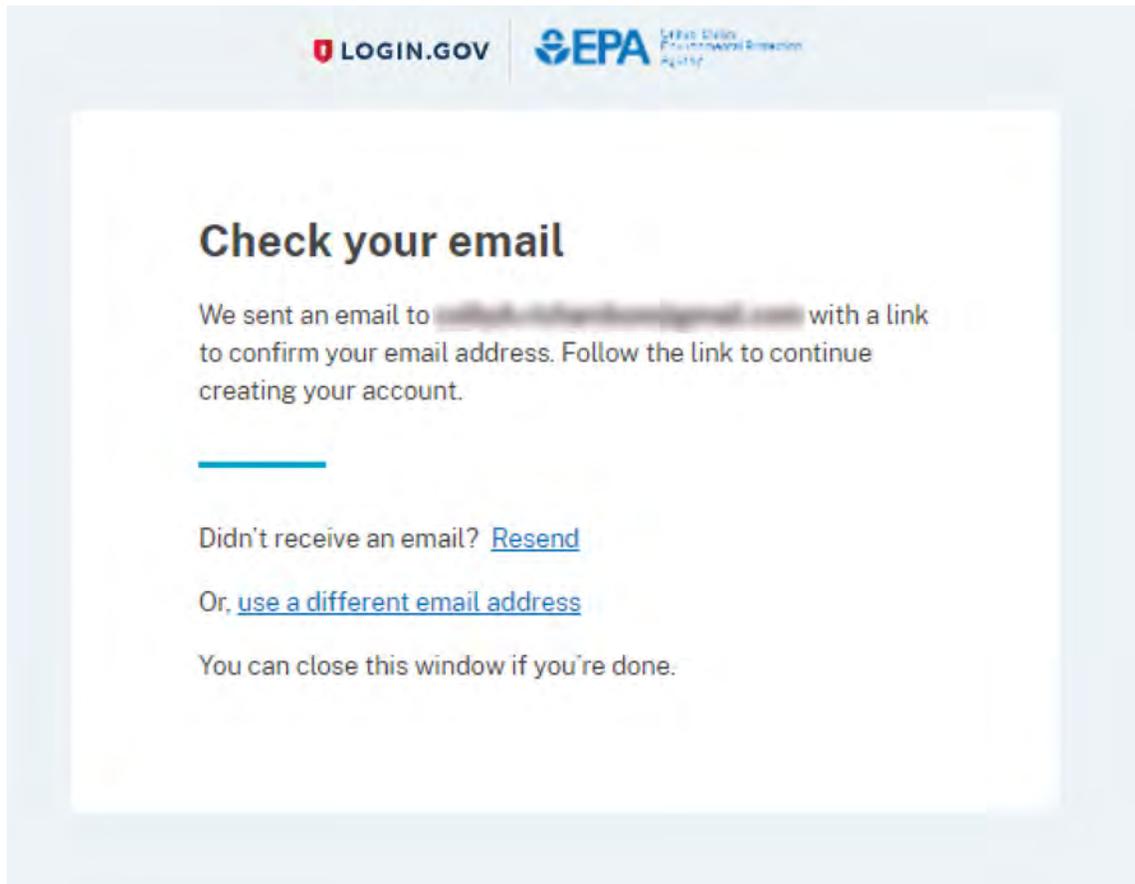
[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

1.7 Email Confirmation

Check your email.

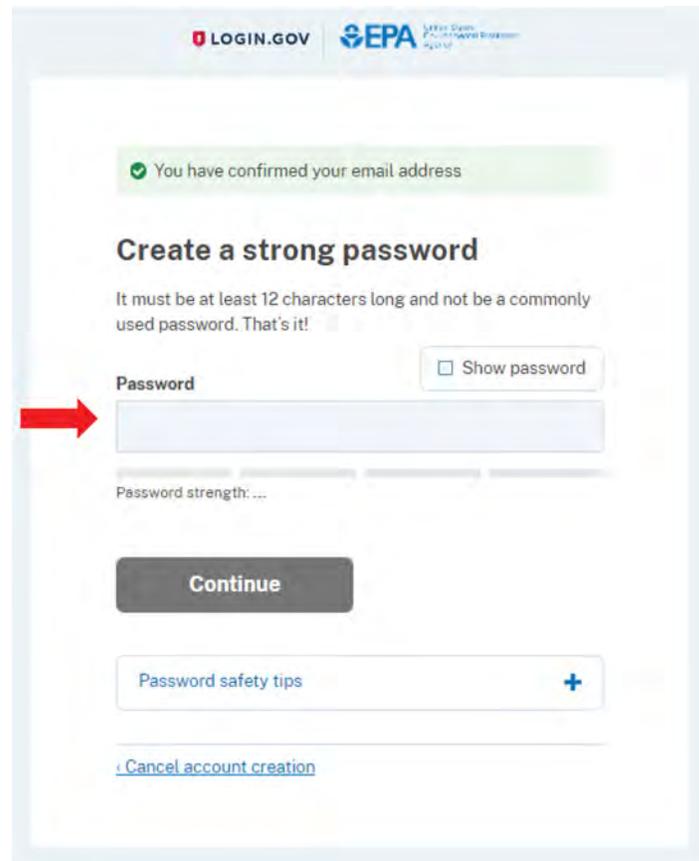


1.8 Confirm Email Address

Open the confirmation email from [Login.gov](#) and select "Confirm email address."



1.9 Create a Password



LOGIN.GOV EPA U.S. Environmental Protection Agency

✔ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password Show password

→

Password strength: ...

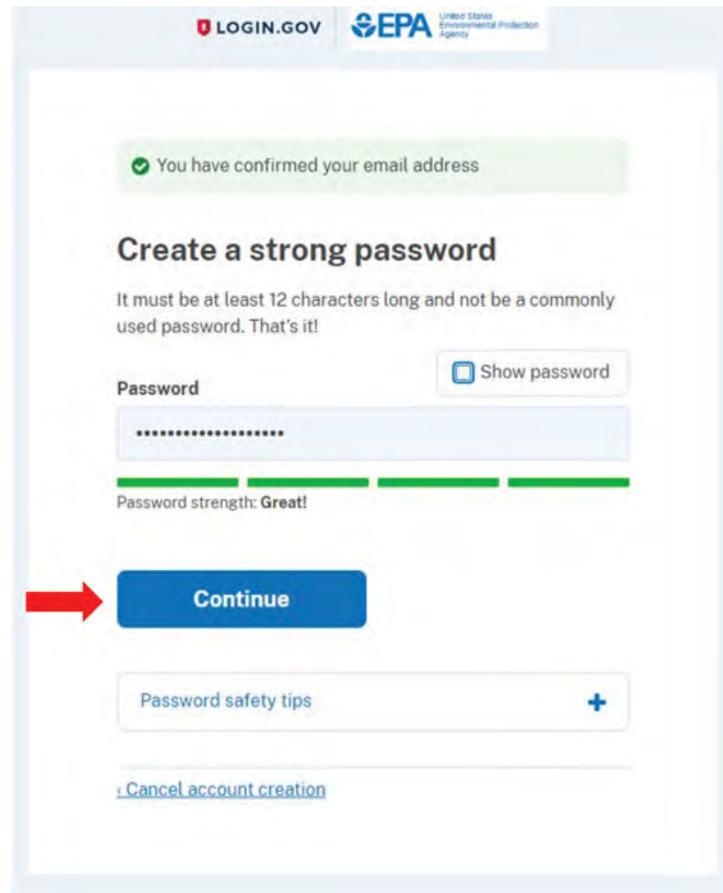
Continue

Password safety tips [+](#)

[Cancel account creation](#)

1.10 Continue After Creating a Password

Select "Continue" once you have entered a password.



The screenshot shows the 'Create a strong password' step of an account creation process. At the top, there are logos for LOGIN.GOV and EPA (United States Environmental Protection Agency). A green confirmation message states 'You have confirmed your email address'. The main heading is 'Create a strong password', followed by instructions: 'It must be at least 12 characters long and not be a commonly used password. That's it!'. Below this is a 'Password' input field containing 12 dots, with a 'Show password' checkbox to its right. A green progress bar is shown below the input field, and the text 'Password strength: Great!' is displayed. A red arrow points to a blue 'Continue' button. Below the button is a 'Password safety tips' link with a plus sign icon. At the bottom, there is a link for 'Cancel account creation'.

1.11 Authentication Methods

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

LOGIN.GOV **EPA** U.S. ENVIRONMENTAL PROTECTION AGENCY

Authentication method setup

Add another layer of security by using one of the multi-factor authentication options below.

- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government Employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- Authentication Application**
Download or use an authentication app of your choice to generate secure codes.
- Text or Voice Message**
Receive a secure code by (SMS) text or phone call to your device. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.
- Backup Codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

1.12 Authentication: Phone Number

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

LOGIN.GOV EPA United States Environmental Protection Agency

 *** **

Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in.**

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number
Example: (201) 555-0123

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS) Phone call

[Mobile terms of service](#)

Send code

[Choose another option](#)

1.13 Authentication: Security Code

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

LOGIN.GOV EPA

Enter your security code

We sent a security code to +1802-299-7367. This code will expire in 10 minutes.

One-time code

Remember this browser

Submit

[Get another code](#)

Entered the wrong phone number?
[Use another phone number](#)

[Choose another option](#)

1.14 Login.gov Account Created

Select "Agree and continue."

LOGIN.GOV EPA

✓ A phone was added to your account.

You've created an account with
Login.gov

We'll share this information with EPA Production:

- ✓ Email address

EPA Production will only use this information to connect to your account.

Agree and continue

2. Create/Edit a New Application

From the Clean School Bus Rebate Forms applicant dashboard webpage, you can create, edit, and submit rebate applications. You can also view already submitted rebate applications, request edits to them, or withdraw them.

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

2.1 Start a New Application/Dashboard Page

The Dashboard page lists all existing applications by rebate year. To begin a new application, ensure that “2024” is selected from the “Rebate Year” dropdown menu, then click the “New Application” button to begin.

Note: You can submit a change request for any form that has been submitted already (not in draft form). The change request form allows you to edit or withdraw your application. See Section 4 for more information.

Clean School Bus Rebate Forms

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

Dashboard Sign out

Rebate Year: 2024 New Application

Your Rebate Forms

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

- For the 2024 rebate year, you may request edits or a withdrawal by selecting Change Request, *Change*.
- 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.

Rebate ID	Form Type Form Status	UEI EFT Indicator	Applicant School District	Updated By Date Updated	Change Request
Edit	Application Draft			8/15/2024	Change

2.2 Continue with New Application

After clicking on “New Application,” you will need to select the specific SAM.gov account—denoted by Unique Entity Identifier (UEI), Electronic Funds Transfer (EFT) indicator, and applicant name—to open a new application form from the “Start a New Rebate Application” box. A new application cannot be created if the selected Unique Entity Identifier is subject to an exemption or debt off-set status.

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

UEI	EFT Indicator	Applicant
123456000111	1234	Legal Business Name from SAM.gov for this UEI

2.3 Information Icons

Hover your mouse over the information icons found throughout the application pages for more information about specific fields.

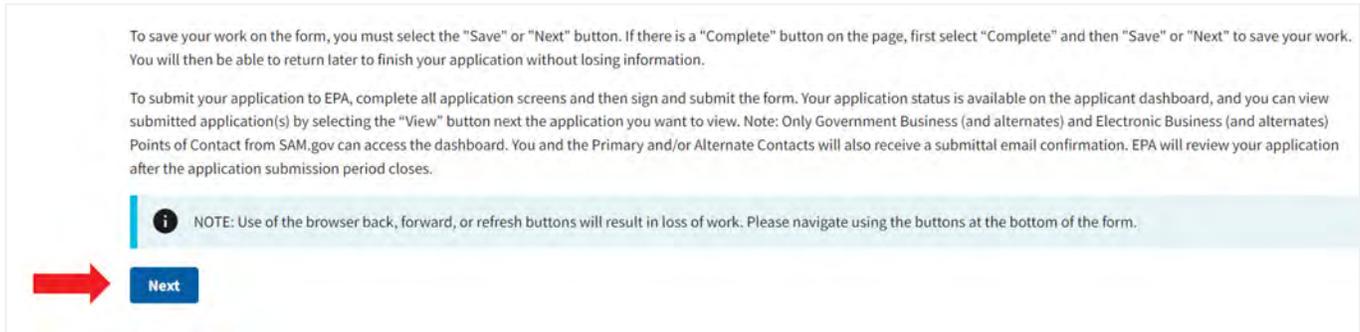
Unique Entity Identifier (UEI) ?
123456000111

This is your applicant organization's SAM.gov Unique Entity Identifier (UEI) and is automatically filled based on the organization selected when starting this application.

2.4 Welcome

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

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



To save your work on the form, you must select the “Save” or “Next” button. If there is a “Complete” button on the page, first select “Complete” and then “Save” or “Next” to save your work. You will then be able to return later to finish your application without losing information.

To submit your application to EPA, complete all application screens and then sign and submit the form. Your application status is available on the applicant dashboard, and you can view submitted application(s) by selecting the “View” button next the application you want to view. Note: Only Government Business (and alternates) and Electronic Business (and alternates) Points of Contact from SAM.gov can access the dashboard. You and the Primary and/or Alternate Contacts will also receive a submittal email confirmation. EPA will review your application after the application submission period closes.

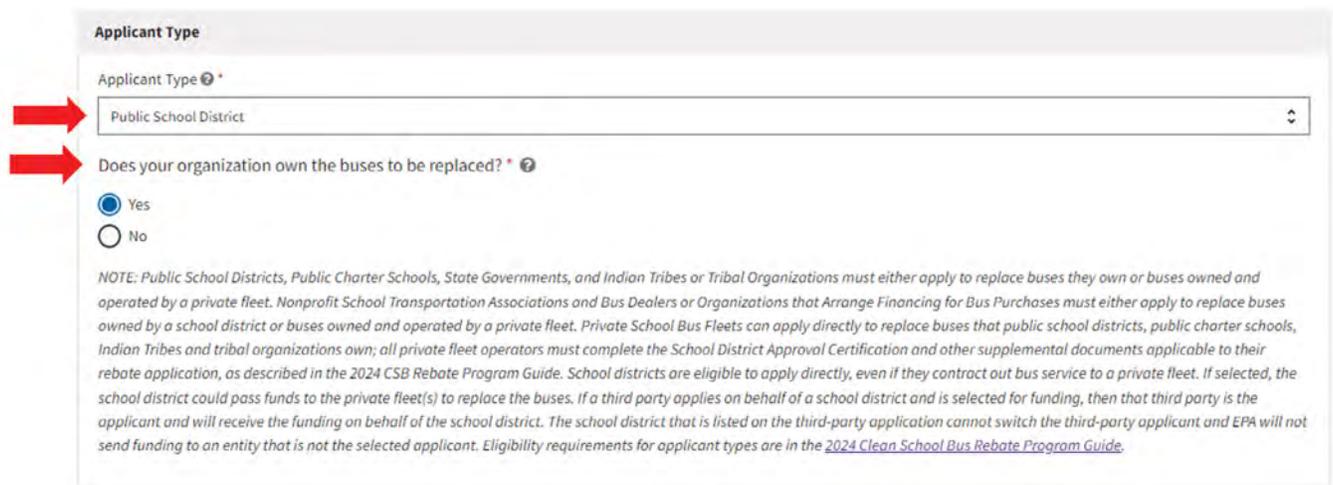
NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.

Next

2.5 Edit Your Rebate Application

2.5.1 Applicant Info

On the Edit Your Rebate Application page, review the descriptions of different applicant types, then select the correct type using the dropdown menu to identify the type of organization you are representing. If you select any applicant type that is not a private school bus fleet; nonprofit school transportation association; or bus dealer, OEM, or organization that arranges financing for bus purchases, one question about bus ownership will appear below the “Applicant Type” field. School districts requesting to replace a mixed fleet partially owned by the school district and a private fleet or nonprofit school transportation association should answer “yes” to the ownership question and add other bus owners on the Organizations page as described in Section 2.9.



Applicant Type

Applicant Type 

Public School District 

Does your organization own the buses to be replaced? * 

Yes

No

NOTE: Public School Districts, Public Charter Schools, State Governments, and Indian Tribes or Tribal Organizations must either apply to replace buses they own or buses owned and operated by a private fleet. Nonprofit School Transportation Associations and Bus Dealers or Organizations that Arrange Financing for Bus Purchases must either apply to replace buses owned by a school district or buses owned and operated by a private fleet. Private School Bus Fleets can apply directly to replace buses that public school districts, public charter schools, Indian Tribes and tribal organizations own; all private fleet operators must complete the School District Approval Certification and other supplemental documents applicable to their rebate application, as described in the 2024 CSB Rebate Program Guide. School districts are eligible to apply directly, even if they contract out bus service to a private fleet. If selected, the school district could pass funds to the private fleet(s) to replace the buses. If a third party applies on behalf of a school district and is selected for funding, then that third party is the applicant and will receive the funding on behalf of the school district. The school district that is listed on the third-party application cannot switch the third-party applicant and EPA will not send funding to an entity that is not the selected applicant. Eligibility requirements for applicant types are in the [2024 Clean School Bus Rebate Program Guide](#).

Regardless of applicant type, you are required to download, complete, and attach a completed School Board Awareness Certification form. See the help text for allowed file types and sizes.

For private bus fleets; nonprofit school transportation associations; and bus dealers, OEMs, and organizations that arrange financing for bus purchases, a prompt will appear to download, complete, and attach the required school district approval letter. See the help text for allowed file types and sizes.

In the “Applicant Info” section, all fields are autofilled from [SAM.gov](https://sam.gov) data except for county. Complete all primary contact information fields. Entry of alternate contact information is optional, but if you enter an alternate contact, all alternate contact fields must be completed. Once all required fields are complete, click “Next” to continue.

Note: Public school districts, public charter schools, state governments, and Indian tribes or tribal organizations must either apply to replace buses they own or buses owned and operated by a private fleet. Nonprofit school transportation associations and bus dealers or organizations that arrange financing for bus purchases must either apply to replace buses owned by a school district or buses owned and operated by a private fleet. Private school bus fleets can apply directly to replace buses that serve public school districts, public charter schools, or Indian tribes and tribal organizations. School districts are eligible to apply directly, even if they contract out bus service to a private fleet. If selected, the school district could pass funds to the private fleet(s) to replace the buses. If a third party applies on behalf of a school district and is selected for funding, then that third party is the applicant and will receive the funding on behalf of the school district. The school district that is listed on the third-party application cannot switch the third-party applicant and EPA will not send funding to an entity that is not the selected applicant. Eligibility requirements for applicant types are in the 2024 Clean School Bus Rebate Program Guide.

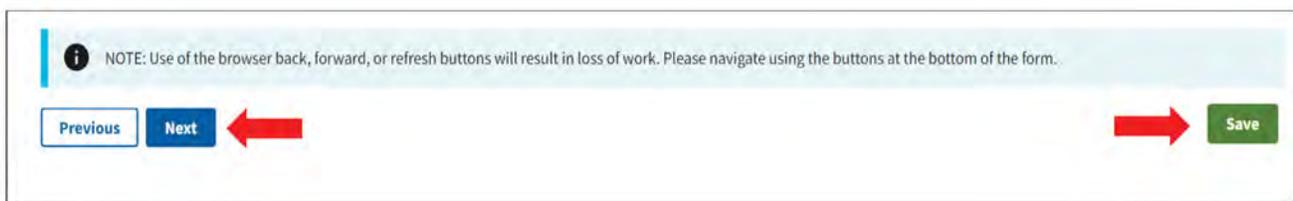
2.6 Data Entry Errors

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



2.7 Saving and Editing Your Information

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



2.8 View Draft and Submitted Applications

After saving and exiting the application, you can return to the Dashboard page, open the draft application, and proceed from where you left off. Selecting applications with a “Submitted” status will allow you to view but not edit your entries. You can also click the “Dashboard” button at the top of any page to return to the Dashboard page—but first ensure that you have saved any information you don’t want to lose.

Dashboard Sign out

Rebate Year: 2024 New Application

Your Rebate Forms

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

- For the 2024 rebate year, you may request edits or a withdrawal by selecting Change Request, *Change*.
- 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.

	Rebate ID	Form Type Form Status	UEI EFT Indicator	Applicant School District	Updated By Date Updated	Change Request
Edit	1	Application Draft	XXXXXXXXXX 0000	XXXX-XXXX-XXXX XXXX-XXXX	XXXX.XXXXX@epa.gov 8/20/2024	Change
View	1	Application Submitted	XXXXXXXXXX 0000	XXXX-XXXX-XXXX XXXX-XXXX	XXXX.XXXXX@epa.gov 8/5/2024	Change
Edit	1	Application Draft	XXXXXXXXXX 0000	XXXX-XXXX-XXXX XXXX-XXXX	XXXX.XXXXX@epa.gov 8/2/2024	Change

2.9 Organizations

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

The screenshot shows the "Organizations" form with the following sections and fields:

- Organization #**: 1
- General Information**:
 - Organization Type: Existing Bus Owner, New Bus Owner, Private Fleet
 - Organization Name: Buses Buses Buses
- Contact Information**:
 - Organization Contact First Name: John
 - Organization Contact Last Name: Smith
 - Organization Contact Title: Manager
 - Organization Contact Business Email: john@buses.com
 - Organization Contact Business Phone Number: (444) 444-4444
- Address**:
 - Organization Address 1: 123 Yellow Street
 - Organization Address 2: (empty)
 - Organization County: County
 - Organization City: ABC City
 - Organization State or Territory: (dropdown menu)
 - Organization Zip: 12345-

Buttons and navigation:

- Complete** (blue) and **Cancel** (red) buttons.
- + Add Organization** (blue) button.
- Return to Bus & Infrastructure Information Page** (blue) button.
- Previous** (blue) and **Next** (blue) buttons.
- Save** (green) button.

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.

2.10 School District Information

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

Search for Public School Districts CCD Common Core of Data

District Information

District Name: NCES District ID:

Street Address: City:

State: Zip Code: Distance: Miles from Zip

County: Phone #:

Additional Characteristics

District Types:

- regular
- component
- supervisory union
- regional
- state
- federal
- charter
- other

Number of Students: or more

Number of Schools: or more

SEARCH TIP: If you are having difficulty finding your school, try only entering the city, state, and/or a key word in the name.

SEARCH TIP: Use the additional characteristics fields in conjunction with any of the District Information. Additional Characteristics should not be used if you have already entered the name of a school district.

Source: CCD public school district data for the 2020-2021 school year.

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

Search Results (records: 17) CCD Common Core of Data

District Name	Phone	County	Students	Schools
1. Little Miami Local 95 E Us Highway 22 And 3, Maineville, OH 45039	(513)899-2264	Warren County	4,868	6
2. MIAMI 26 North Main, Miami, OK 74354	(918)542-8455	Ottawa County	2,109	6
3. Miami County ESC 2000 West Stanfield Road, Troy, OH 45373	(937)339-5100	Miami County	0	0
4. Miami East Local 3825 N State Route 559, Casstown, OH 45312	(937)335-7505	Miami County	1,329	3
5. Miami Elem 400 New Miami Lane, Conrad, MT 59425	(406)472-3350	Pondera County	36	1
6. MIAMI ISD P O BOX 368, MIAMI, TX 79059	(806)868-3971	Roberts County	193	1
7. MIAMI R-J 7638 NW STATE ROUTE J, AMORET, MO 64722	(660)267-3484	Bates County	180	2
8. MIAMI R-J 34520 N HIGHWAY 41, MIAMI, MO 65344	(660)852-3269	Saline County	60	1
9. Miami Trace Local 3818 State Route 41 NW, Washington Court House, OH 43160	(740)335-3010	Fayette County	2,531	3
10. Miami Unified District (4211) PO BOX 2070, MIAMI, AZ 85539	(928)425-3271	Gila County	939	5
11. Miami Valley Academies 5656 Springboro Pike, Dayton, OH 45449	(937)294-4522	Montgomery County	125	1
12. Miami Valley Career Tech 6800 Hoke Rd, Englewood, OH 45315	(937)837-7781	Montgomery County	0	2
13. MIAMI-DADE 1450 NE 2ND AVE # 912, MIAMI, FL 33132	(305)995-1000	Miami-dade County	334,261	516
14. Miami-Yoder Joint District No. 60 of the counties of El Pas 420 S RUSH RD, RUSH, CO 80835	(719)478-2206	El Paso County	249	2
15. Miamisburg City 540 E. Park Ave, Miamisburg, OH 45342	(937)866-3381	Montgomery County	4,936	10

Page 1 of 2 1 - 15 Next >>

Source: CCD public school district data for the 2020-2021 school year.

Search for Public School Districts CCD Common Core of Data

District Directory Information (2020-2021 school year) [Search Results](#) [Modify Search](#) [Data Notes/Grant IDs](#) [Help](#)

District Name: MIAMI-DADE schools for this district		NCES District ID: 1200390	State District ID: FL-13
Mailing Address: 1450 NE 2nd Ave # 912 Miami, FL 33132-1308		Physical Address: 1450 NE 2nd Ave # 912 Miami, FL 33132-1308	Phone: [Redacted]
Type: Local school district		Status: Open	Total Schools: 516
Supervisory Union #: N/A		Grade Span: (grades PK - 12) PK KG 1 2 3 4 5 6 7 8 9 10 11 12	
Website: http://www.dadeschools.net		District Demographics: School District Demographic Dashboard	

District Details (2020-2021 school year; Fiscal data from 2018-2019) [Show All](#)

County: Miami-dade County	County ID: 12086
Locale: Suburb: Large (21)	Total Students: 334,261
	Classroom Teachers (FTE): 16,758.00
	Student/Teacher Ratio: 19.95

NOTE

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

Return to the rebate form and enter your NCES District ID; double check to confirm that you've entered the correct NCES District ID since the district listed on the application will be the district where new replacement buses are expected to serve if the application is selected for funding. Most of the fields in the School District General Information section will then be autofilled. Click the "Edit NCES District ID" button if you need to edit the ID. In some cases, you may need to fill in information manually because it is not available from NCES. The form will highlight any required fields that are not filled out.

School District Lookup

National Center for Education Statistics (NCES) District ID  *

[Edit NCES District ID](#)

Note: You can lookup the NCES District ID here : <https://nces.ed.gov/ccd/districtsearch/>

School District General Information

School District Name *	City *
<input type="text" value="Miami, FL 33132"/>	<input type="text" value="Miami"/>
Physical Address Line 1 *	State or Territory *
<input type="text" value="1450 NE 2nd Ave"/>	<input type="text" value="FL"/>
Physical Address Line 2	Zip Code *
<input type="text" value=""/>	<input type="text" value="33132"/>

2.11 School District Prioritization Information

Most school districts will be automatically identified with their prioritization status as “Yes” or “No” in the “Prioritized” field. If a school district’s prioritization status is “Yes,” the applicable reasons (high need, tribal, and/or rural) will be automatically checked. However, in some cases, as shown in the screenshot below, the “Prioritized” field will display “Self-Certify”. If it does, the applicant must select which self-certifying criterion allows them to be eligible for high-need prioritization from the dropdown list in the “Are you self-certifying as prioritized?” field. See the [Prioritization Self-Certification Instructions](#) for more details. Use the table below to identify which self-certifying option to choose from the “Are you self-certifying as prioritized?” dropdown list. Applicants who are self-certifying must provide documentation to verify their certification of Title I funding. See the help text for allowed file types and sizes.

Categories from the Prioritization Self-Certification Instructions	Self-Certify Dropdown Option to Choose
Category 1: Public school district not represented in SAIPE	Yes, not represented in the 2022 SAIPE dataset and receive Title I funding.
Category 2a: Large public school district, whole school district	Yes, a large school district with 80% or more of schools receiving Title I funding.
Category 2b: Large public school district, sub-group of schools	Yes, a large school district with a sub-group of schools receiving Title I funding.
Neither Category 1 nor Category 2	No, the school district does not meet the criteria to self-certify as prioritized.

Complete the “School District Contact Information” section by entering the contact information for a representative of the school district and clicking “Next” to continue.

School District Prioritization Information

Prioritized Self-Certify

Priority Reason

High Need Tribal Rural

Are you self-certifying as prioritized? *

Select the appropriate self-certifying category

Please upload approved Self-Certifying Documents

Allowed file types: *.pdf, *.png, *.jpeg, *.jpg

File Name	Size
Drop files to attach, or browse	

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

This field is mandatory to complete the Application Form but is not required to complete and save the bus information.

School District Contact Information

First Name *

Last Name *

Title *

Business Email *

Business Phone Number *

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 Bus and Infrastructure Information

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

Note: Before entering existing and new bus information, be sure to review the bus and infrastructure eligibility requirements in Section 3 of the 2024 Clean School Bus Rebate Program Guide posted at <https://www.epa.gov/cleanschoolbus/clean-school-bus-program-rebates#support>. You can enter information for up to 50 existing buses to be replaced and 50 new replacement buses.

2.13 Bus Information Data Entry

2.13.1 Existing Bus Information

Click the “+Add Bus” button to begin data entry.

5 of 6 Bus and Infrastructure Info

Note: Before entering existing and new bus information, be sure to review the bus and infrastructure eligibility requirements in Section 3 of the CSB Rebate Program Guide posted here: <https://www.epa.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program#support>. You can enter information for up to 50 existing buses to be replaced and 50 new replacement buses.

* denotes required field

Bus and Infrastructure Information

+ Add Bus

You must complete all the fields in the “Existing Bus Information” section using the data entry boxes and dropdown lists. Choose the existing bus owner from the dropdown list of organizations you entered on the Organizations page or that were added from the Applicant Info or School District Info pages. If the existing bus owner does not appear in the dropdown list, return to the Organizations page to add it. You can also complete and save the remaining fields on this page and add the new organization later.

Bus and Infrastructure Information

Bus # 1

Existing Bus Information

Existing Bus Owner

Org Name: Buses Buses Buses | Contact Name: John Smith

This field is mandatory to complete the Application Form but is not required to complete and save the bus information.

Existing Bus VIN *

Existing Bus Odometer * mi

Existing Bus NCES District ID *

Existing Bus Fuel Type *

Existing Bus Model *

Existing Bus Manufacturer *

Existing Bus GVWR * lbs

Existing Bus Model Year *

Existing Bus Manufacturer (Other) *

Existing Bus Average Annual Fuel Consumption * gal

Estimated Remaining Life * yr

Existing Bus Average Annual Mileage * mi

Existing Bus Annual Idling Hours * hr

Existing Bus Title

File Name	Size
Screenshot 1.png	84.60 kB

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

This field is mandatory to complete the Application Form but is not required to complete and save the bus information.

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

Existing Bus GVWR * lbs

Existing Bus Model Year *

If you have model year 2010 or older diesel buses, then those must be replaced first. Gasoline, CNG, and propane buses and model year 2011 or newer diesel buses can only be replaced if no model year 2010 or older diesel buses are available for replacement. Please note, the existing bus entered can only be replaced with a zero-emission school bus.

Have No 2010 or Older Diesel Buses to Replace *

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

2.13.2 New Bus Information

Next, complete the “New Bus Information” fields. Select the new bus owner from the dropdown list of organizations you entered on the Organizations page. If the new bus owner does not appear in the dropdown list, please add it on the Organizations page. You can also complete and save the remaining fields on this page and add the new organization later.

The next three fields determine the rebate amount you are eligible for. Select the new bus fuel type from the dropdown menu, enter the new bus Gross Vehicle Weight Rating (GVWR), and check the box if the new bus is equipped with an Americans with Disabilities Act (ADA)-compliant wheelchair lift. Once these three fields are complete, the replacement bus and infrastructure rebate amount requested, ADA-compliant bus rebate requested (if applicable), and combined replacement bus and infrastructure rebate amount requested will appear to the right. New buses that are equipped with an ADA-compliant wheelchair lift will receive up to an additional \$20,000 in rebate funds.

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

New Bus Information

New Bus Owner

Org Name: | Contact Name: Jenny Malone

This field is mandatory to complete the Application Form but is not required to complete and save the bus information.

New Bus Fuel Type *

Electric

New Bus GVWR *

50,000 lbs

Replacement Bus Equipped with ADA-Compliant Wheelchair Lift

Replacement Bus and Infrastructure Rebate Amount Requested

\$170,000.00

ADA-Compliant Bus Rebate Requested

\$20,000.00

Combined Replacement Bus and Infrastructure Rebate Amount Requested

\$190,000.00

Complete **Cancel**

+ Add Bus

Fuel types that can be selected for new replacement buses may be limited based on the vehicle model year and fuel type entered for the existing bus to be replaced. See bus eligibility requirements in Section 3 of the 2024 Clean School Bus Rebate Program Guide, posted at <https://www.epa.gov/cleanschoolbus/clean-school-bus-program-rebates#support>.

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

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

Click on the “+Add Bus” button to add additional buses. You can enter information for up to 50 existing buses and their corresponding replacement buses.

Once all the bus information is added, applicants must download, complete and submit the Electric Utility Partnership Template if electric replacement buses are requested. Please upload the Electric Utility Partnership Template beneath “Proof of Utility Contact” as shown in the screenshot below.

If organizations need to be added, click on the “Return to Organization Entry” button.

2.13.3 Workforce Development Planning

In this section, read and check the boxes to acknowledge that you are aware of the workforce development planning terms and conditions and the electrician training requirement as detailed in the 2024 Clean School Bus Rebate Program Guide at <https://www.epa.gov/cleanschoolbus/clean-school-bus-program-rebates#support>.

The total number of buses requested and total combined bus and infrastructure rebate amount requested are displayed at the bottom of the page. The total combined bus and infrastructure rebate amount requested is the sum of all requested replacement buses; it includes the replacement bus and infrastructure rebate amount requested, and if applicable, the total bus and infrastructure shipping cost rebate requested and the total ADA-compliant bus rebate requested. A bus shipping cost rebate of up to \$20,000 per bus is automatically granted to applicants outside the continental United States. If no electric replacement buses were requested, then this requested rebate does not include funding for infrastructure.

Click the “Next” button to continue to the Signature page.

Bus and Infrastructure Summary

Number of Buses Requested (Application)	Total Replacement Bus and Infrastructure Rebate Amount Requested ⓘ	
1	\$325,000.00	
	Total Bus and Infrastructure Shipping Cost Rebate Requested	Total ADA-Compliant Bus Rebate Requested
	\$20,000.00	\$20,000.00
	Total Combined Replacement Bus and Infrastructure Rebate Amount Requested ⓘ	
	\$365,000.00	

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

2.14 Signature

The summary of the total combined replacement bus and infrastructure rebate amount requested is shown at the top of the Signature page.

6 of 6 Signature

* denotes required field

Summary

Total Replacement Bus and Infrastructure Rebate Amount Requested	
\$325,000.00	
Total Bus and Infrastructure Shipping Cost Rebate Requested	Total ADA-Compliant Bus Rebate Requested
\$20,000.00	\$20,000.00
Total Combined Replacement Bus and Infrastructure Rebate Amount Requested ⓘ	
\$365,000.00	

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

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

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

The submitter, the primary and alternate applicant contacts, and any other authorized [SAM.gov](#) contacts will receive an email confirming receipt of the submission with an application number. **Please save this information in case you need to contact EPA to revise your submission.**

Sign the form by using your mouse cursor as a pen.

Once you submit this application form you will receive an email confirmation and the applicant dashboard will show "submitted" as the status. The Primary and Alternate applicant contacts and any other authorized SAM.gov contacts will also receive confirmation emails. Please contact the CSB helpdesk at cleanschoolbus@epa.gov if you have any questions or if you do not receive an email confirmation after successfully submitting the application form

Name *

Title *

Electronic Signature of Authorized Representative *



Sign above

I confirm I have provided my signature above *

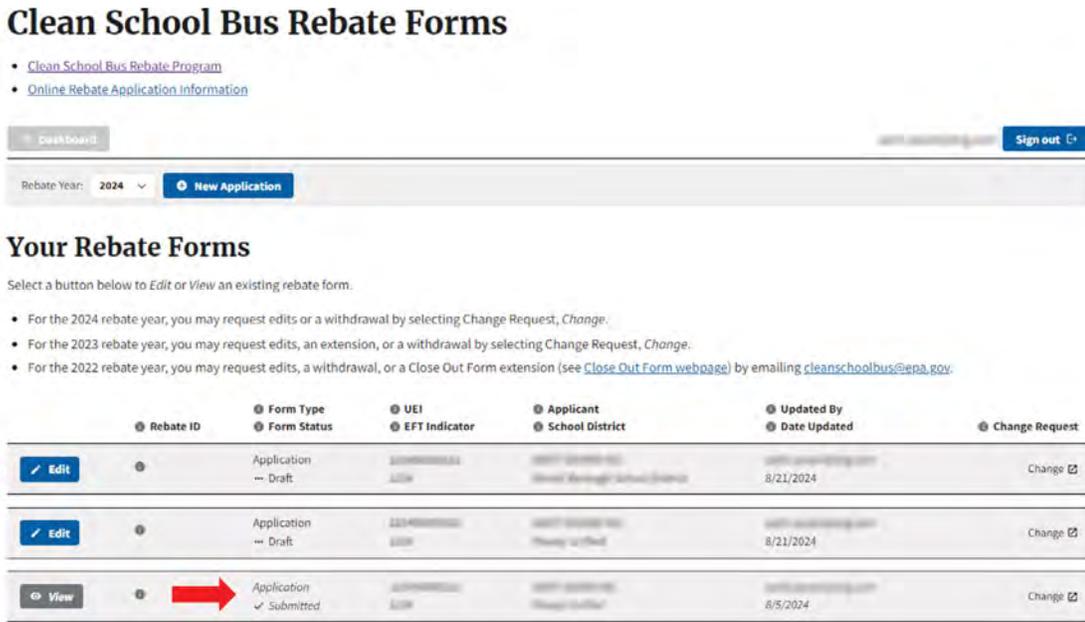
i NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.

[Previous](#)

[Submit Form](#)

3. Submission and Review Process

Once you submit your rebate application, a record summarizing your application details will appear on the Clean School Bus Rebate Forms applicant dashboard webpage, including the applicant name, school district, the email of the last person who edited/submitted the form, the date of the last update, and the submission status (draft or submitted). A SAM.gov point of contact can reopen, edit, and complete draft applications by clicking the “Edit” button. Submitted applications cannot be edited but can be viewed: click the “View” button on the left side of the page.



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

3.1 2024 Clean School Bus Rebate Application Help

If, after submission, you identify errors or other information in your application that require changes, contact the Clean School Bus Program Help Desk at cleanschoolbus@epa.gov for assistance. Make sure to provide the Rebate ID (or Application ID if Rebate ID not available) included in your confirmation email and an explanation of the issue.

Note: After submission, EPA will review your application and may contact you for more information. EPA anticipates announcing final award decisions in Spring 2025. If you are contacted for clarifications or corrections, you may be asked to revise and resubmit your application in a timely manner in order to be considered for funding.

4. Change Request Process

For 2024 Clean School Bus Rebate forms, you can use the application dashboard to ask EPA to consider certain changes to a submitted application. You can access 2024 rebate forms by choosing the rebate year from the dropdown menu, as shown below. Select “Change” under “Change Request” on the row of the application; a “Submit Your Change Request” window will appear, showing the “Request Type” field. You can select the type of change request you need from the available actions that appear in the dropdown list. These actions include reopening an application that has been submitted for edits **before the application deadline**, and requesting a withdrawal of an application that has been submitted.

The image of the applicant dashboard below shows the location of the “Change” form. As you submit change requests, they will appear above your forms in a section titled “Your Change Requests.”

Clean School Bus Rebate Forms

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

Rebate ID	Form Type	Request Type	Submitted By	Date
66b13fa214065cd5b0c1c1bd	Application	Edit Request	epa-username	8/22/2024

Your Rebate Forms

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

- For the 2024 rebate year, you may request edits or a withdrawal by selecting Change Request, *Change*.
- 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.

Rebate ID	Form Type	Form Status	UEI	EFT Indicator	Applicant	School District	Updated By	Date Updated	Change Request
66b13fa214065cd5b0c1c1bd	Application	Draft	000000000000000000000000		epa-username	Westborough Area School District	epa-username	8/21/2024	Change

Submit Your Change Request

Application Form (66b13fa214065cd5b0c1c1bd)

Request Type *

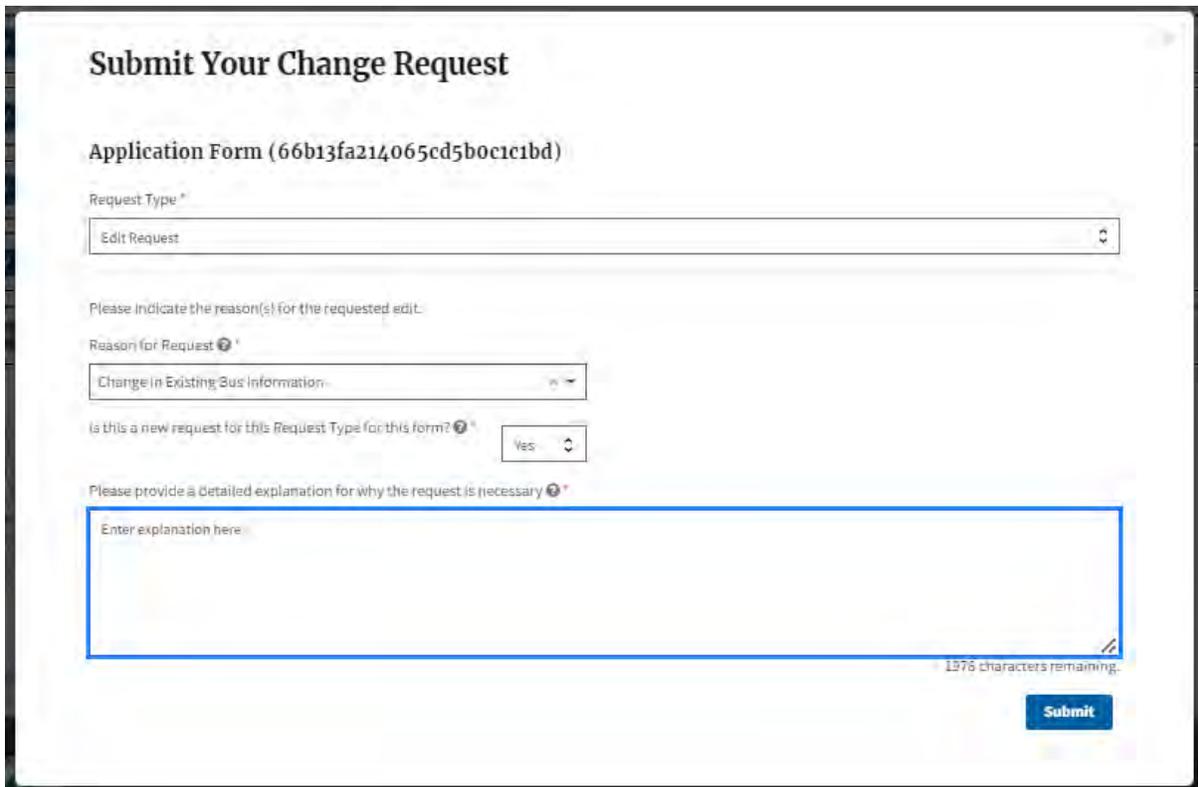
Is this a new request for this Request Type for this form?

4.1 Edit Request

To make any edits to your submitted application before the application deadline, choose “Edit Request” from the dropdown menu in the “Request Type” field. Choose the reason for your request from the dropdown. 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 for why you are asking to edit the application. Once you have completed the required fields, click the “Submit” button.

Note: The EPA will attempt to respond to all requests to edit a submitted application in a timely manner. However, some requests might receive a delayed response, particularly those that come close to the application deadline. You should thoroughly review your initial application submission for accuracy to avoid missing submission deadlines.

If the EPA does allow you to edit a submitted application, you will be notified when your application’s status is changed back to “draft,” at which time an approved POC can open, edit, and resubmit the application. Applications must be resubmitted by the original deadline of **January 9, 2025 at 4:00 p.m. Eastern Standard Time** to be considered for funding.



The screenshot shows a web form titled "Submit Your Change Request" for an "Application Form (66b13fa214065cd5b0c1c1bd)". The form includes the following fields and instructions:

- Request Type***: A dropdown menu with "Edit Request" selected.
- Please indicate the reason(s) for the requested edit:**
- Reason for Request***: A dropdown menu with "Change in Existing Bus Information" selected.
- Is this a new request for this Request Type for this form?***: A dropdown menu with "Yes" selected.
- Please provide a detailed explanation for why the request is necessary***: A large text area with the placeholder "Enter explanation here" and a character count of "1976 characters remaining".
- Submit**: A blue button at the bottom right.

4.2 Withdrawal Request

To withdraw your submitted application, choose “Withdrawal Request” from the dropdown menu in the “Request Type” field. Choose the reason for your request from the dropdown. 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 for why you are asking to withdraw the application. Once you have completed the required fields, click the “Submit” button. Applications left in draft status do not need to be withdrawn and will not move forward to the selection process.

Note: Withdrawal requests must come from the applicant organization and must attest that all parties involved in the rebate project are aware of the withdrawal request (e.g., the school district is aware of and supportive of the withdrawal request if the rebate applicant is a third party). The EPA will review the withdrawal request and may contact the applicant for additional details; withdrawal requests are considered final and submission of the withdrawal request demonstrates that the applicant and all parties involved in the rebate are aware that the award will be cancelled.

Submit Your Change Request

Application Form (025164)

Request Type *

Withdrawal Request

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

Reason for Request *

Budgeting Issues

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

No

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

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

Submit

Appendix A. Glossary

This appendix defines terms and abbreviations used throughout the rebate application forms and system screens.

Your Rebate Forms Page: Definitions

- Rebate ID: Unique ID assigned by EPA to each rebate request
- Form Type: Application, Payment Request, or Close Out Form
- Form Status: Draft, Edits Requested, Submitted, Withdrawn, Selected, or Not Selected
- UEI: Unique Entity Identifier from [SAM.gov](https://sam.gov)
- EFT Indicator: Electronic Funds Transfer Indicator for the associated bank account from [SAM.gov](https://sam.gov)
- Applicant: Legal business name from [SAM.gov](https://sam.gov) for this UEI
- School District: School district served by the buses
- Updated By: Last person who updated this form
- Date Updated: Last date this form was updated
- Change Request: Submit a change request to receive an extension, request edits, or withdraw from the rebate program

Applicant Info Page: Definitions

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

- Does your organization own the buses to be replaced?—If you selected “Private School Bus Fleet”; “Bus Dealer, OEM, or Organization That Arranges Financing for Bus Purchase”; or “Nonprofit School Transportation Association,” this question is skipped and an answer of “No” is recorded in your application.
- Download and complete the School Board Awareness Certification template. Click on the link to view the file. Once complete, upload the file as a *.pdf, *.png, *.jpeg, or *.jpg. Minimum file size is 1KB; maximum file size is 5MB.
- Download and complete the School District Approval Letter template: If you selected “Private School Bus Fleet”; “Bus Dealer, OEM, or Organization That Arranges Financing for Bus Purchase”; or “Nonprofit School Transportation Association,” this prompt will appear. Click on the link to view the file. Once complete, upload the file as a *.pdf, *.png, *.jpeg, or *.jpg. Minimum file size is 1KB; maximum file size is 5MB.
- Applicant Organization Name and Address: Your applicant organization’s [SAM.gov](#) name and physical street address are automatically filled based on the organization chosen when starting this application.
- Unique Entity Identifier (UEI): This is your applicant organization’s [SAM.gov](#) UEI. It is automatically filled based on the organization selected when starting this application.
- Electronic Funds Transfer (EFT) Indicator: This is your [SAM.gov](#) EFT Indicator. It is automatically filled based on the organization chosen when starting this application.
- Organization County: This is the county where the applicant organization is located.
- Applicant Primary Contact Information: The primary contact information for the applicant includes first name, last name, title, business phone number, and email.
- Applicant Alternate Contact Information: The alternate contact information for the applicant fields include first name, last name, title, business phone number, and email.

Organizations Page: Definitions

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

School District Info Page: Definitions

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

- **Prioritized:** Automatically filled as either “yes” or “no” based on whether the school district meets prioritization criteria. If “Self-Certify” is displayed, complete the “Are you self-certifying as prioritized?” field.
- **Are you self-certifying as prioritized?** If you need to self-certify prioritization, choose the appropriate self-certifying category from the dropdown list. This question will not be editable and will be blank if EPA has already determined that the school district is prioritized for funding. Applicants may self-certify that school districts not listed on the Prioritized District List are “low-income” if they fall under one of the two “categories” outlined on the Prioritization Self-Certification Instructions (pdf) and are listed in the “Self-Certifiable Districts” table within the Prioritized School District List (xlsx). (Both of these documents are available at <https://www.epa.gov/cleanschoolbus/clean-school-bus-program-rebates#support>.)
- **Priority Reason:** If you chose the appropriate self-certifying category from the dropdown list, this question will appear, but will be automatically filled as “High Need,” “Tribal,” or “Rural” to match your self-certification selection.
- **Please upload approved Self-Certifying Documents:** Attach a file or scan of the Title I documentation. Allowed file types: *.pdf, *.png, *.jpeg, and *.jpg. Minimum file size is 1KB; maximum file size is 5MB.
- **School District Contact Information:** Enter the school district contact person’s name, title, business email, and business phone number. This person may be different from the applicant contact(s).

Bus and Infrastructure Info Page: Definitions

- **Existing Bus Owner:** Select the owner of the existing bus to be replaced from the dropdown menu.
- **Existing Bus Vehicle Identification Number (VIN):** The 17-digit VIN of the existing bus to be replaced.
- **Existing Bus Fuel Type:** The fuel type of the existing bus to be replaced.
- **Existing Bus Gross Vehicle Weight Rating (GVWR):** The estimated GVWR in pounds for the existing bus to be replaced. The GVWR is typically found on the bus VIN plate.
- **Existing Bus Odometer:** Enter the odometer reading of the existing bus to be replaced. If the exact reading is unknown, provide an estimate.
- **Existing Bus Model:** The model name of the existing bus to be replaced.
- **Existing Bus Model Year:** Enter the vehicle model year in YYYY format. Generally, 2010 or older diesel-powered school buses are eligible for replacement; however, see exceptions in the 2024 Clean School Bus Rebate Program Guide.
- **Existing Bus NCES District ID:** The seven-character NCES District ID for the school district the existing bus primarily served during the 2023–2024 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 2024 CSB Rebates webpage, if the school district listed on the application was eligible for priority consideration.
- **Existing Bus Manufacturer:** Select the manufacturer of the existing bus to be replaced from the dropdown menu.
- **Existing Bus Manufacturer (Other):** Enter the manufacturer name of the existing bus that will be replaced if it doesn’t appear in the selection.
- **Existing Bus Average Annual Fuel Consumption:** The estimated average annual fuel consumption of the existing bus to be replaced over its lifetime. Use gallons; for compressed natural gas (CNG) buses, use diesel gallon equivalent.

- Existing Bus Average Annual Mileage: The estimated average annual mileage of the existing bus to be replaced.
- Estimated Remaining Life: The estimated remaining service life (in years) of the existing bus to be replaced.
- Existing Bus Annual Idling Hours: The estimated annual idling hours for the existing bus to be replaced.
- Existing Bus Title: Attach a file or scan of the title for the existing bus. Allowed file types: *.pdf, *.png, *.jpeg, and *.jpg. Minimum file size is 1KB; maximum file size is 5MB.
- New Bus Owner: Select the owner of the new bus from the dropdown menu.
- New Bus Fuel Type: Select “Electric,” “CNG,” or “Propane” from the dropdown menu. 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 the 2024 Clean School Bus Rebate Program Guide for bus eligibility requirements.
- New Bus GVWR: Enter the estimated gross vehicle weight rating in pounds. GVWRs of 26,001 pounds or greater are offered more funding per bus. School bus manufacturers or dealers may be able to help provide a GVWR for new replacement buses.
- Replacement Bus Equipped with ADA-Compliant Wheelchair Lift: Select if you plan on the new replacement bus to be equipped with an ADA-compliant wheelchair lift. ADA-compliant buses receive up to an additional \$20,000 in rebate funds.
- Replacement Bus and Infrastructure Rebate Amount Requested: Autofilled based on the new bus fuel type, new bus GVWR, and prioritization status of the school district per the 2024 Clean School Bus Rebate Program Guide. If the replacement bus is fueled by propane or CNG, this value is only for a bus rebate, as a rebate is not offered for infrastructure costs for CNG and propane buses.
- Bus Shipping Cost Rebate Requested: Replacement buses going to school districts that are located in certain locations, such as some U.S. Territories, will receive an additional rebate amount of up to \$20,000 for shipping costs.
- ADA-Compliant Bus Rebate Requested: An additional \$20,000 in rebate funds that cover installation of ADA-compliant wheelchair lifts.
- Combined Replacement Bus and Infrastructure Rebate Amount Requested: The sum of the replacement bus and infrastructure rebate amount requested, and, if applicable, bus shipping cost rebate and the ADA-compliant bus rebate requested. The bus shipping cost rebate is up to an additional \$20,000 that is added to the combined rebate amount if the applicant is from a state or territory outside the continental United States. The ADA-compliant bus rebate is up to an additional \$20,000 that covers the installation of an ADA-compliant wheelchair lift.
- Proof of Utility Contact: The Electric Utility Partnership Template must be downloaded, signed, and uploaded. Allowed file types: *.pdf, *.png, *.jpeg, and *.jpg. Minimum file size is 1KB; maximum file size is 5MB.
- Workforce Development Planning: Check the box to acknowledge that you are aware of the importance of workforce development planning and will use the resources available on the EPA Clean School Bus Program website to plan accordingly.
- Electrician Training Requirement: Check the box to acknowledge that you are aware that electricians must have a certification of training, as detailed in the 2024 Clean School Bus Rebate Program Guide, to install, operate, or maintain electric vehicle supply equipment (EVSE).

Appendix B. Printable List of Fields

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

Applicant Information

Applicant Type

- School District
- State Government
- Private School Bus Fleet
- Nonprofit School Transportation Association
- Bus Dealer, OEM, or Organization That Arranges Financing for Bus Purchases
- Indian Tribe or Tribal Organization (Not a School District)

Does your organization own the buses to be replaced? (Yes/No)

Are you applying to replace buses owned and operated by a private bus fleet? (Yes/No)

File upload: School Board Awareness Certification for private bus fleets; nonprofit school transportation associations; and bus dealers, OEMs, or organizations that arrange financing for bus purchases. (Allowed file types: *.pdf, *.png, *.jpeg, and *.jpg. Minimum file size is 1KB; maximum file size is 5MB.)

File upload: School District Approval Letter for private bus fleets; nonprofit school transportation associations; and bus dealers, OEMs, and organizations that arrange financing for bus purchases. (Allowed file types: *.pdf, *.png, *.jpeg, and *.jpg. Minimum file size is 1KB; maximum file size is 5MB.)

Organization County

Applicant Primary Contact Information

Primary Contact First Name/Last Name

Primary Contact Title

Primary Contact Business Phone Number

Primary Contact Business Email

Applicant Alternate Contact Information

Alternate Contact First Name/Last Name

Alternate Contact Title

Alternate Contact Business Phone Number

Alternate Contact Business Email

Organization Information

Organization Type

- Existing Bus Owner
- New Bus Owner
- Private Fleet

Organization Name

Organization Primary Contact Information

Organization Contact First Name/Last Name

Organization Contact Title

Organization Contact Business Phone Number

Organization Contact Business Email

Organization Address

Organization Address 1

Organization Address 2

Organization County

Organization City

Organization State or Territory

Organization ZIP

School District Information

NCES District ID

School District Name*

Physical Address*

City*

State or Territory*

ZIP Code*

Prioritized*(Will be automatically filled based on NCES District ID (if available))

Are you self-certifying as prioritized?

- Yes, not represented in the 2022 SAIPE dataset and receive Title I funding.
- Yes, a large school district with 80% or more of schools receiving Title I funding.
- Yes, a large school district with a sub-group of schools receiving Title I funding.
- No, the school district does not meet the criteria to self-certify as prioritized.

File Upload: Self-Certifying Documents. Attach a file or scan of the Title I documentation. (Allowed file types: *.pdf, *.png, *.jpeg, and *.jpg. Minimum file size is 1KB; maximum file size is 5MB.)

School District Contact Information

First Name/Last Name

Title

Business Phone Number

Business Email

Bus and Infrastructure Information

Make copies for additional buses if needed

Existing Bus

Existing Bus Owner

Existing Bus VIN

Existing Bus Odometer

Existing Bus NCES District ID

Existing Bus Fuel Type (circle one) Diesel Gasoline CNG Propane

Existing Bus Model

Existing Bus Manufacturer

Existing Bus GVWR _____(lbs)

Existing Bus Model Year

Existing Bus Average Annual Fuel Consumption _____(gallons/yr)

Existing Bus Average Annual Mileage _____(miles/yr)

Estimated Remaining Life

Existing Bus Annual Idling Hours

File upload: existing bus title. Allowed file types: *.pdf, *.png, *.jpeg, and *.jpg. Minimum file size is 1KB; maximum file size is 5MB.

New Bus

New Bus Owner

New Bus Fuel Type (circle one) Electric CNG Propane

New Bus GVWR _____(lbs)

- Replacement Bus Equipped with ADA-Compliant Wheelchair Lift.

File upload: Proof of Utility Contact document (for electric buses only). Allowed file types: *.pdf, *.png, *.jpeg, and *.jpg. Minimum file size is 1KB; maximum file size is 5MB.

- Workforce Development Planning: "I acknowledge that I am aware of the importance of workforce development planning and will use the resources available on the EPA Clean School Bus Program website to plan accordingly."
- Electrician Training Requirement (for electric buses only): "I acknowledge that I am aware that electricians must have a certification of training, as detailed in the 2024 Clean School Bus Rebate Program Guide, to install, operate or maintain Electric Vehicle Supply Equipment (EVSE)."