

## Clean School Bus Program

### Payment Request Form Summary of Changes

1. [Add] Shipping cost
2. [Add] Does Equipment contain American Disabilities Act Equipment?
3. [Add] ADA equipment cost
4. [Add] Electric Vehicle Supply Equipment (EVSE) Make
5. [Add] Electric Vehicle Supply Equipment Model
6. [Add] Electric Vehicle Supply Equipment Kilowatt Output
7. [Add] Electric Vehicle Supply Equipment Cost
8. [Add] Does this vehicle meet Federal Safety Standards
9. [Add] What is the EPA Family name
10. [Add] Does EVSE and Infrastructure Meet Buy America/Build America Act requirements
11. Add] Is the applicant applying for a Buy America/Build America waiver for any of the Federally funded Infrastructure
12. [Add] Does Infrastructure installation meet CSB Program Guide Requirements
13. [Add] Workforce Development Compliance



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## Edit Your Payment Request

 Rebate ID: 010716

**1** of 6 **Welcome**

### Payment Request Form – Basic Information

As a rebate application award selectee, you must submit an online Payment Request Form that includes an attached scan of the purchase order(s) for the new school buses and eligible charging infrastructure by April 28, 2023.

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 [School Bus Rebates: Clean School Bus Program](#), or contact the help desk at [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov) (include the Applicant Name, Payment Request Form ID, 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 purchase orders you will add to this form.
- The primary contact information for your organization
- Purchase Order number and date
- Purchaser information including name, address and phone number
- Vehicle/equipment vendor information including name, address and phone number
- New bus information including make, model, model year, gross vehicle weight rating (GVWR), estimated delivery date, and purchase price
- Electric bus charging infrastructure information (if applicable), including number of Level 2 chargers and hardware costs, number of DC Fast chargers and hardware costs, and other eligible charging infrastructure costs
- File(s) containing image of the purchase order on vendor letterhead. Acceptable file formats include .pdf, .png, .jpeg, and .jpg.

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 screens 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.

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 submittal email confirmation.

EPA or its authorized representatives may contact selectees 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.

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## Edit Your Payment Request

Rebate ID: 010716

### 2 of 6 Application Info

\* denotes required field

Applicant Name	CSB TESTER
School District Prioritized?	Yes
School District Name ?	Wounded Knee District
National Center for Education Statistics (NCES) District ID ?	BIE0013
Total Rebate Funds Requested In Application ?	\$700,000.00

### Applicant Primary Contact

NOTE - Update contact information if it has changed.

Name ? \*

Title ? \*

Business Phone Number ? \*

Business Email ? \*

### Applicant Alternate Contact

NOTE - Update contact information if it has changed.

Name ?

Title ?

Business Phone Number ?

Business Email ?

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## Edit Your Payment Request

Rebate ID: 010716

3 of 6 **Purchase Orders**

Add purchase order information and upload purchase orders for new buses and infrastructure (if applicable) on this screen.

\* denotes required field

<a href="#">Edit</a>	<b>Purchase Order</b> 1	<b>Applicant Purchase Order Number:</b> 1111111 <b>Purchase Order Date:</b> 2022-11-16 <b>Vendor Name:</b> 123 <i>Note: This bus Purchase Order (PO) has not yet been assigned to a New Bus. You can assign POs to buses on the next screen (4) of this form. Delete this PO if not planning to use.</i>	<a href="#">Delete</a>
<a href="#">Edit</a>	<b>Purchase Order</b> 2	<b>Applicant Purchase Order Number:</b> 2222222 <b>Purchase Order Date:</b> 2022-11-24 <b>Vendor Name:</b> 234	<a href="#">Delete</a>

[+ Add a Purchase Order](#)

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Rebate ID: 010716

3 of 6 Purchase Orders

Add purchase order information and upload purchase orders for new buses and infrastructure (if applicable) on this screen.

\* denotes required field

<a href="#">Edit</a>	<b>Purchase Order</b> 1	<b>Applicant Purchase Order Number:</b> 1111111 <b>Purchase Order Date:</b> 2022-11-16 <b>Vendor Name:</b> 123 <i>Note: This bus Purchase Order (PO) has not yet been assigned to a New Bus. You can assign POs to buses on the next screen (4) of this form. Delete this PO if not planning to use.</i>	<a href="#">Delete</a>
<a href="#">Edit</a>	<b>Purchase Order</b> 2	<b>Applicant Purchase Order Number:</b> 2222222 <b>Purchase Order Date:</b> 2022-11-24 <b>Vendor Name:</b> 234	<a href="#">Delete</a>

**Purchase Order Information**

Purchase Order Number \*

Purchase Order Date \*

Purchase Order Purpose (Choose all that apply) \*

Bus  Electric Bus Charging Infrastructure

---

**Purchaser Information**

Purchaser Organization \*

Purchaser Address \*

Purchaser Organization (Other) \*

Purchaser City \*

Purchaser Business Phone Number \*

Purchaser State or Territory \*

Purchaser Zip \*

---

**Vendor Information**

Vendor Name \*

Vendor Address \*

Vendor Business Phone Number \*

Vendor City \*

Vendor State or Territory \*

Vendor Zip \*

---

**Purchase Order Attachment**

Attach Purchase Order \*

File Name	Size

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

[Complete](#) [Cancel](#)

[+ Add a Purchase Order](#)

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## Edit Your Payment Request

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### 3 of 6 Purchase Orders

Add purchase order information and upload purchase orders for new buses and infrastructure (if applicable) on this screen.

\* denotes required field

[+ Add a Purchase Order](#)

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## Edit Your Payment Request



 Rebate ID: 010716

4 of 6 Buses

This screen shows the buses that were submitted in your rebate application. Update Old Bus information and add New Replacement Bus information here.

\* denotes required field

<a href="#">Edit</a>	<b>Bus Number</b> 1	<b>Old Bus VIN:</b> 34534534534543534 <b>Old Bus Fuel Type:</b> Diesel <b>New Bus Fuel Type:</b> Electric	<b>New Bus Information is Incomplete</b> Click the "Edit" button for this row, and complete all included fields.
<a href="#">Edit</a>	<b>Bus Number</b> 2	<b>Old Bus VIN:</b> 34545345345343453 <b>Old Bus Fuel Type:</b> CNG <b>New Bus Fuel Type:</b> Electric	<b>New Bus Information is Incomplete</b> Click the "Edit" button for this row, and complete all included fields.

Number of Buses Requested From Application 	2	Total Purchase Price for All Replacement Buses 	\$0.00
Number of Buses Ordered	2	Total Bus Rebate Amount 	\$0.00
		Total Applicant Bus Cost Responsibility 	\$0.00

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## Edit Your Payment Request

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This screen shows the buses that were submitted in your rebate application. Update Old Bus information and add New Replacement Bus information here.

\* denotes required field

Bus #	Old Bus Information		
1	VIN 34534534534543534	Old Bus Fuel Type Diesel	<input type="checkbox"/> Exclude Bus
	Model Year 1982	Old Bus NCES District ID * <input type="text" value="BIE0012"/>	Estimated Remaining Life (years) * <input type="text" value="2"/>
	The District ID above is inconsistent with application District ID. If this is intentional, please verify with the <a href="#">NCES district search tool</a> .		
	<input checked="" type="checkbox"/> Confirm the above NCES District ID change above is accurate *		

New Bus Information		
Purchase Order Listing New Bus * <input type="text" value="PO#: 1111111   PO Date: 2022-11-16   Vendor Name: Electric Bus Emporium"/>		Max. Rebate Amount \$285,000.00
New Bus Fuel Type Electric	New Bus Make * <input type="text" value="Lion Electric Company"/>	New Bus Purchase Price * <input type="text" value="\$350,000.00"/>
New Bus Model Year * <input type="text" value="2022"/>	New Bus Model * <input type="text" value="Yellow"/>	Bus Rebate Amount \$285,000.00
New Bus Estimated Delivery Date * <input type="text" value="11/19/2025"/>	New Bus GVWR * <input type="text" value="25,000"/>	Applicant Bus Cost Responsibility \$65,000.00
The New Bus Est. Delivery Date is beyond 10/31/24 and will require an extension.		The GVWR entered has changed the <b>Maximum Rebate Amount</b> due a change in weight class for this bus from what was entered in the application.

[Complete](#) [Cancel](#)

Edit	Bus Number	Old Bus VIN: 34545345345343453	Bus Excluded from Rebate
	2	Old Bus Fuel Type: CNG New Bus Fuel Type: Electric	

Number of Buses Requested From Application	2	Total Purchase Price for All Replacement Buses	\$350,000.00
Number of Buses Ordered	1	Total Bus Rebate Amount	\$285,000.00
		Total Applicant Bus Cost Responsibility	\$65,000.00

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## Edit Your Payment Request

Rebate ID: 010716

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This screen shows the buses that were submitted in your rebate application. Update Old Bus information and add New Replacement Bus information here.

\* denotes required field

**Bus #** 1

**Old Bus Information**

1 VIN 34534534534543534

2 Old Bus Fuel Type Diesel

3  Exclude Bus

4 Model Year 1982

5 Old Bus NCES District ID BIE0012

6 Estimated Remaining Life (years) 2

The District ID above is inconsistent with application District ID. If this is intentional, please verify with the [NCES district search tool](#).

Confirm the above NCES District ID change above is accurate \*

**New Bus Information**

7 Purchase Order Listing New Bus PO#: 1111111 | PO Date: 2022-11-16 | Vendor Name: Electric Bus Emporium

8 Max. Rebate Amount \$285,000.00

9 New Bus Fuel Type Electric

10 New Bus Make Lion Electric Company

11 New Bus Purchase Price \$350,000.00

12 New Bus Model Year 2022

13 New Bus Model Yellow

14 Bus Rebate Amount \$285,000.00

15 New Bus Estimated Delivery Date 11/19/2025

16 New Bus GVWR 25,000

17 Applicant Bus Cost Responsibility \$65,000.00

The New Bus Est. Delivery Date is beyond 10/31/24 and will require an extension.

The GVWR entered has changed the Maximum Rebate Amount due a change in weight class for this bus from what was entered in the application.

[Complete](#) [Cancel](#)

Edit	Bus Number	Old Bus VIN: 34545345345343453	Old Bus Fuel Type: CNG	New Bus Fuel Type: Electric	Bus Excluded from Rebate
	2				

Number of Buses Requested From Application	2	Total Purchase Price for All Replacement Buses	\$350,000.00
Number of Buses Ordered	1	Total Bus Rebate Amount	\$285,000.00
		Total Applicant Bus Cost Responsibility	\$65,000.00

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## Edit Your Payment Request

Rebate ID: 010716

4 of 6 Buses

This screen shows the buses that were submitted in your rebate application. Update Old Bus information and add New Replacement Bus information here.

\* denotes required field

<a href="#">Edit</a>	<b>Bus Number</b> 1	<b>Old Bus VIN:</b> 34534534534543534 <b>Old Bus Fuel Type:</b> Diesel <b>New Bus Fuel Type:</b> Electric	<b>New Bus Rebate Amount:</b> \$285,000 <b>New Bus Purchase Price:</b> \$350,000
----------------------	------------------------	---	---

<b>Bus #</b> 2	<b>Old Bus Information</b>	<b>Old Bus Fuel Type</b>	<input checked="" type="checkbox"/> <b>Exclude Bus</b>
	<b>VIN</b> 34545345345343453	CNG	
	<b>Model Year</b> 1985	<b>Old Bus NCES District ID</b> *	
		<input type="text" value="BIE0013"/>	
<a href="#">Complete</a>	<a href="#">Cancel</a>		

Number of Buses Requested From Application	2	Total Purchase Price for All Replacement Buses	\$350,000.00
Number of Buses Ordered	2	Total Bus Rebate Amount	\$285,000.00
		Total Applicant Bus Cost Responsibility	\$65,000.00

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## Edit Your Payment Request

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This screen shows the buses that were submitted in your rebate application. Update Old Bus information and add New Replacement Bus information here.

\* denotes required field

<a href="#">Edit</a>	<b>Bus Number</b> 1	<b>Old Bus VIN:</b> 34534534534543534 <b>Old Bus Fuel Type:</b> Diesel <b>New Bus Fuel Type:</b> Electric	<b>New Bus Rebate Amount:</b> \$285,000 <b>New Bus Purchase Price:</b> \$350,000
<a href="#">Edit</a>	<b>Bus Number</b> 2	<b>Old Bus VIN:</b> 34545345345343453 <b>Old Bus Fuel Type:</b> CNG <b>New Bus Fuel Type:</b> Electric	<b>Bus Excluded from Rebate</b>

Number of Buses Requested From Application 	2	Total Purchase Price for All Replacement Buses 	\$350,000.00
Number of Buses Ordered	1	Total Bus Rebate Amount 	\$285,000.00
		Total Applicant Bus Cost Responsibility 	\$65,000.00

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## Edit Your Payment Request

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Enter eligible electric bus charging infrastructure information below.

\* denotes required field

Number of Level 2 Chargers <sup>?</sup> <input type="text"/> <small>Level 2 chargers must be Energy Star Certified.</small>	Total of Level 2 Charger Pedestal Costs <sup>?</sup> <input type="text"/>
Number of DC Fast Chargers <sup>?</sup> <input type="text"/>	Total of DC Fast Charger Pedestal Costs <sup>?</sup> <input type="text"/>
	Total of Other Eligible Charging Infrastructure Costs <sup>?</sup> <input type="text"/>

### Infrastructure Purchase Orders

Purchase Orders (PO) listed below were identified on the PO entry (Screen 3) as including "Electric Bus Charging Infrastructure".

PO Number	PO Date	Vendor Name
2222222	2022-11-24	Charger Emporium

Maximum Infrastructure Rebate Funds Based on Application <sup>?</sup>	\$40,000.00
Total of All Eligible Charging Infrastructure Costs <sup>?</sup>	\$0.00
Total Infrastructure Rebate Amount <sup>?</sup>	\$0.00
Applicant Infrastructure Cost Responsibility <sup>?</sup>	\$0.00

I confirm that expenses entered above, if any, are accurate. \*

Select the "Back to PO Entry" button below, if other PO's need to be entered for the infrastructure listed above on this screen.

[Back to PO Entry](#)

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## Edit Your Payment Request

Rebate ID: 010716

### 5 of 6 Infrastructure

Enter eligible electric bus charging infrastructure information below.

\* denotes required field

<p>Number of Level 2 Chargers <a href="#">?</a></p> <input type="text"/> <p>Level 2 chargers must be Energy Star Certified.</p>	<p>Total of Level 2 Charger Pedestal Costs <a href="#">?</a></p> <input type="text"/>
<p>Number of DC Fast Chargers <a href="#">?</a></p> <input type="text" value="2"/>	<p>Total of DC Fast Charger Pedestal Costs <a href="#">?</a></p> <input type="text" value="\$25,000.00"/>
	<p>Total of Other Eligible Charging Infrastructure Costs <a href="#">?</a></p> <input type="text" value="\$30,000.00"/>

### Infrastructure Purchase Orders

Purchase Orders (PO) listed below were identified on the PO entry (Screen 3) as including "Electric Bus Charging Infrastructure".

PO Number	PO Date	Vendor Name
2222222	2022-11-24	Charger Emporium

Maximum Infrastructure Rebate Funds Based on Application <a href="#">?</a>	\$40,000.00
Total of All Eligible Charging Infrastructure Costs <a href="#">?</a>	\$55,000.00
Total Infrastructure Rebate Amount <a href="#">?</a>	\$40,000.00
Applicant Infrastructure Cost Responsibility <a href="#">?</a>	\$15,000.00

I confirm that expenses entered above, if any, are accurate. \*

Select the "Back to PO Entry" button below, if other PO's need to be entered for the infrastructure listed above on this screen.

[Back to PO Entry](#)

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## Edit Your Payment Request

Rebate ID: 010716

6 of 6 Signature

\* denotes required field

### Summary

Total Bus and Infrastructure Rebate Amount	\$325,000.00	Total Applicant Bus and Infrastructure Cost Responsibility	\$80,000.00
--	--------------	--	-------------

### Signature and Certification

The individual listed below must sign and submit this payment request before it will be considered for funding by the EPA. If you do not have the authority to sign this payment request, then notify the authorized representative so they can sign and submit the payment request. Note: The authorized representative must be registered as either the Government Business (and alternate), or Electronic Business (and alternate) Point of Contact in SAM.gov to access this payment request.

By signing and submitting this payment request, applicants certify that:

1. They have read and agree to comply with the requirements and terms and conditions in the 2022 Clean School Bus (CSB) Rebates Program Guide. This certification is material representation that EPA will rely upon in providing funds for vehicle replacement rebates. False certifications may result in criminal prosecution under 18 U.S.C. § 1001, civil liability under the False Claims Act, 31 U.S.C. § 3729 et seq. and/or the Program Fraud Civil Remedies Act, 31 U.S.C. § 3801 et seq., suspension and/or debarment pursuant to 2 C.F.R. Part 180, and/or other criminal, civil or administrative penalties, sanctions, and remedies available to the Federal government.
2. Old buses listed to be replaced and new replacement buses must meet the eligibility requirements in the 2022 CSB Rebates Program Guide and, if selected for funding, old buses will be disposed of according to the Program Guide requirements.
3. Replacement buses and associated charging/fueling infrastructure funded in this program was not ordered until after official notification of selection.
4. They have the authority to represent the applicant organization listed on this form.
5. The public school system that will be served by the replacement buses for at least five years has been notified and approves of the proposed bus replacements.
6. The statements and information provided in this application are true and accurate to the best of their knowledge.
7. They will respond to EPA or its representatives if contacted to clarify information submitted in this payment request.

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

Once this payment request form is submitted, you, the other SAM.gov points of contact listed in the first paragraph on this screen, and the Primary and Alternate applicant contacts will receive an email confirmation. The applicant dashboard will show **submitted** as the status.

Name  Title

Electronic Signature of Authorized Representative

Sign above

I confirm I have provided my signature above

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Name  Title

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