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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CONTACT US

Edit Your Payment Request



Rebate ID: 010716



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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 (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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CONTACT US

Edit Your Payment Request



Rebate ID: 010716



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* 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

\$700,000.00

Total Rebate Funds Requested In Application ②

Applicant Primary Contact

NOTE - Update contact information if it has changed.

Name @ *

Joan Smith

Title @ *

Contactee

Business Phone Number @ *

(123) 456-7890

Business Email @ *

primary@email.com

Applicant Alternate Contact

NOTE - Update contact information if it has changed.

Name @

Mike Doe

Title @

Contactee In Training

Business Phone Number @

(987) 654-3210

Business Email @

alternate@email.com

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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

Edit

Purchase Order

Applicant Purchase Order Number: 1111111

Applicant Purchase Order Number: 2222222

Purchase Order Date: 2022-11-16

Vendor Name: 123

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.

Edit

Purchase Order

Purchase Order Date: 2022-11-24

Vendor Name: 234

Delete

Delete

+ Add a Purchase Order

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Agency **Environmental Topics Laws & Regulations Report a Violation About EPA Clean School Bus** CONTACT US **Clean School Bus Rebate Forms** Clean School Bus Rebate Program Online Rebate Application Information New Application # Helpdesk csb-test@erg.com Sign out [→ **≡** Your Rebate Forms **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 **Purchase Order** Applicant Purchase Order Number: 1111111 Edit Delete Purchase Order Date: 2022-11-16 Vendor Name: 123 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. **Purchase Order Applicant Purchase Order Number: 2222222** Edit Delete Purchase Order Date: 2022-11-24 Vendor Name: 234 **Purchase Order Information** Purchase Order 3 Purchase Order Number @ * Purchase Order Date 2 * MM/DD/YYYY Purchase Order Purpose (Choose all that apply) * 3 Bus Electric Bus Charging Infrastructure **Purchaser Information** Purchaser Address @ * Purchaser Organization @ * Other XV Purchaser City 2 * Purchaser Organization (Other) * Purchaser Business Phone Number @ * Purchaser State or Territory **

Purchaser Zip @ * **Vendor Information** Vendor Name @ * Vendor Address @ * Vendor Business Phone Number @ * Vendor City 0 * Vendor State or Territory @ *

Purchase Order Attachment Attach Purchase Order @ * **File Name** Size ⚠ Drop files to attach, or browse Allowed file types: *.pdf, *.png, *.jpeg, *.jpg Minimum file size: 1KB Maximum file size: 5MB

Vendor Zip @ *

Complete

Cancel

+ Add a Purchase Order

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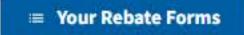
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of 6 Purchase Orders

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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Rebate ID: 010716

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

Edit	Bus Number	Bus Number Old Bus VIN: 3453453 Old Bus Fuel Type: Di New Bus Fuel Type: B		New Bus Information Click the "Edit" button included fields.	ion is Incomplete ton for this row, and complete all	
Edit	Bus Number 2		Old Bus VIN: 345453453453453453 Old Bus Fuel Type: CNG New Bus Fuel Type: Electric	New Bus Information Click the "Edit" button included fields.	is Incomplete for this row, and complete all	
Number of Buses Requeste	d From Application 🕜	2	Total Purchase P	rice for All Replacement Buses 🕜	\$0.00	
Number of Buses Ordered		2	Total Bus Rebate	Amount 🕝	\$0.00	

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Total Applicant Bus Cost Responsibility @



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\$0.00

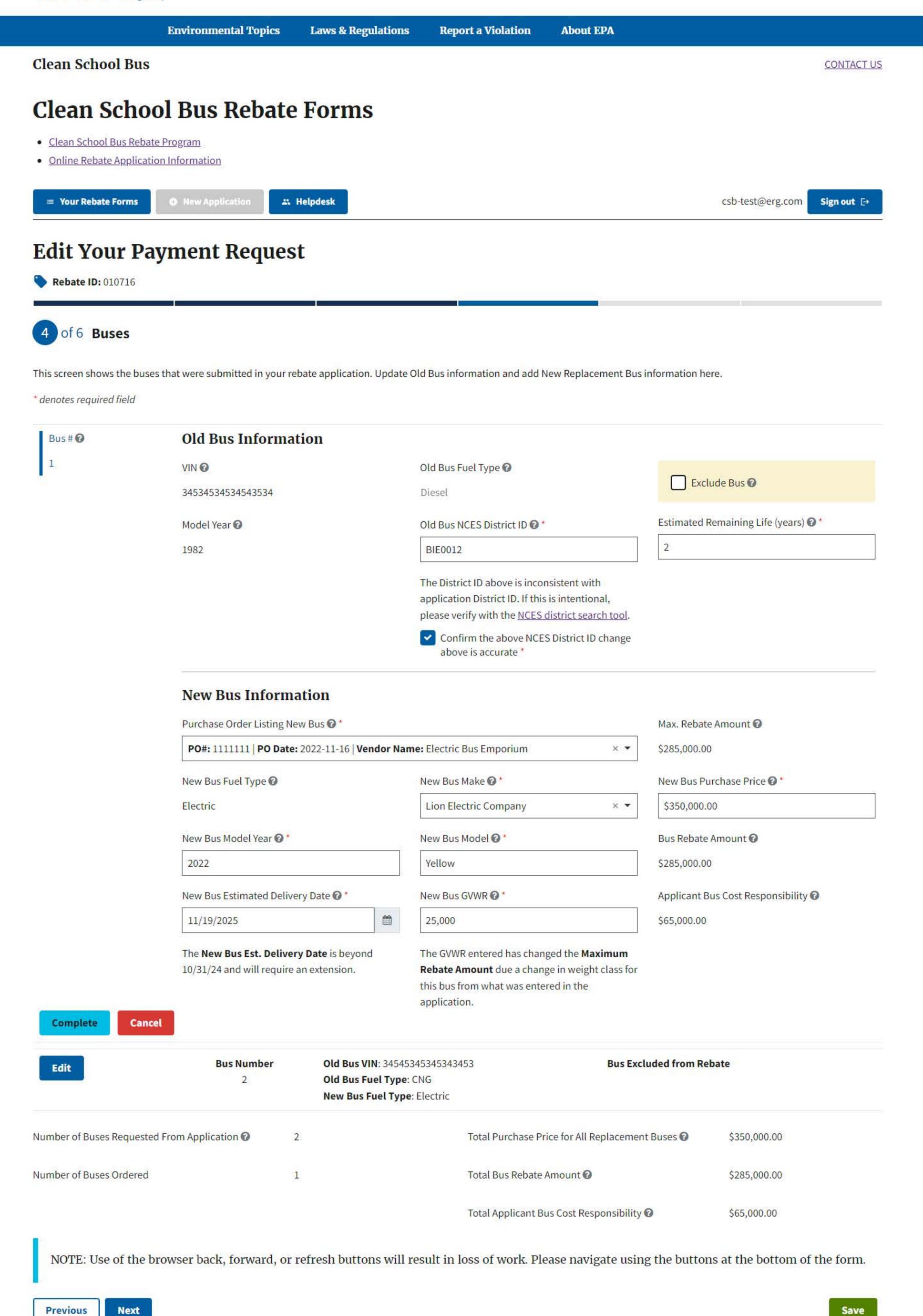




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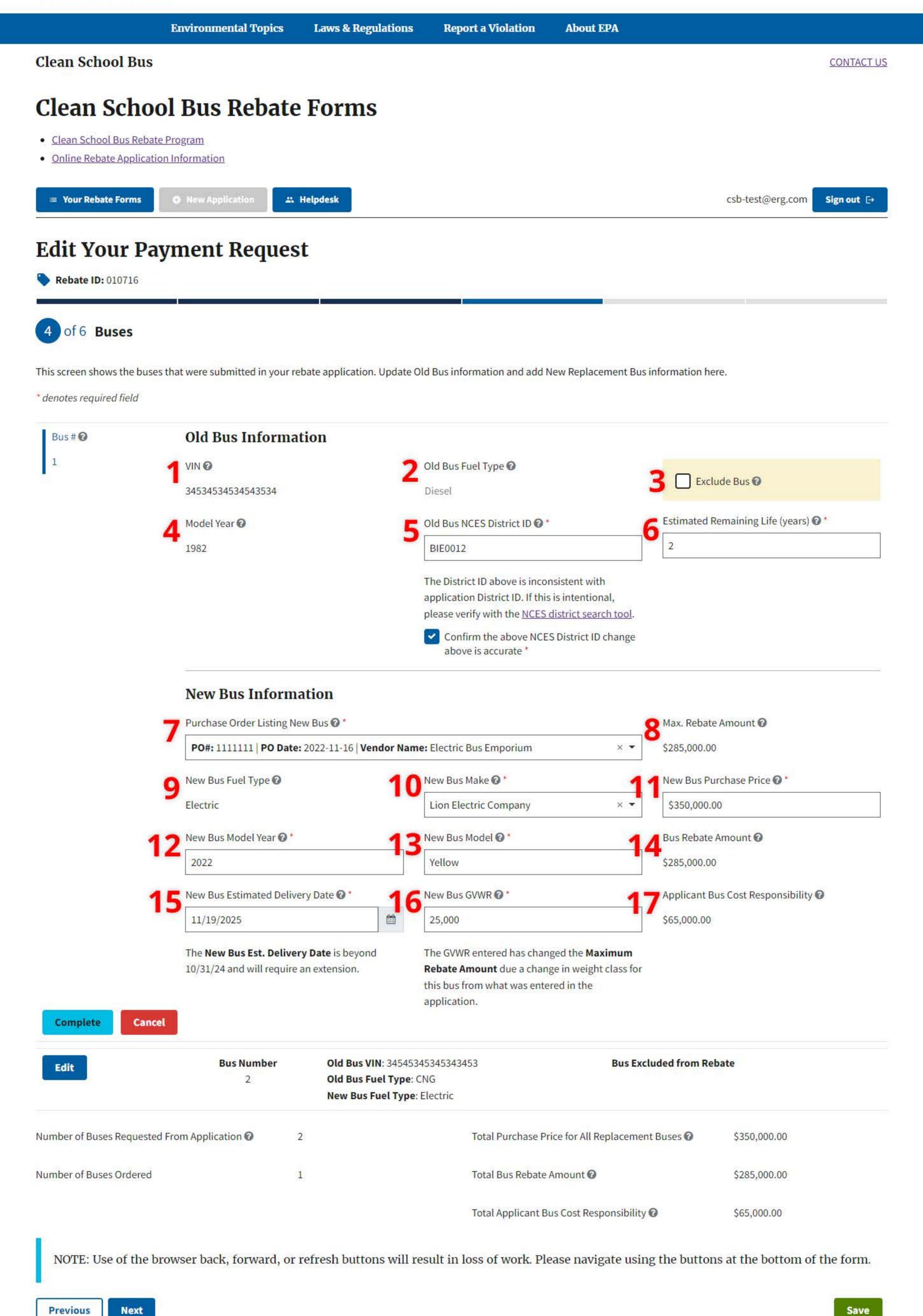




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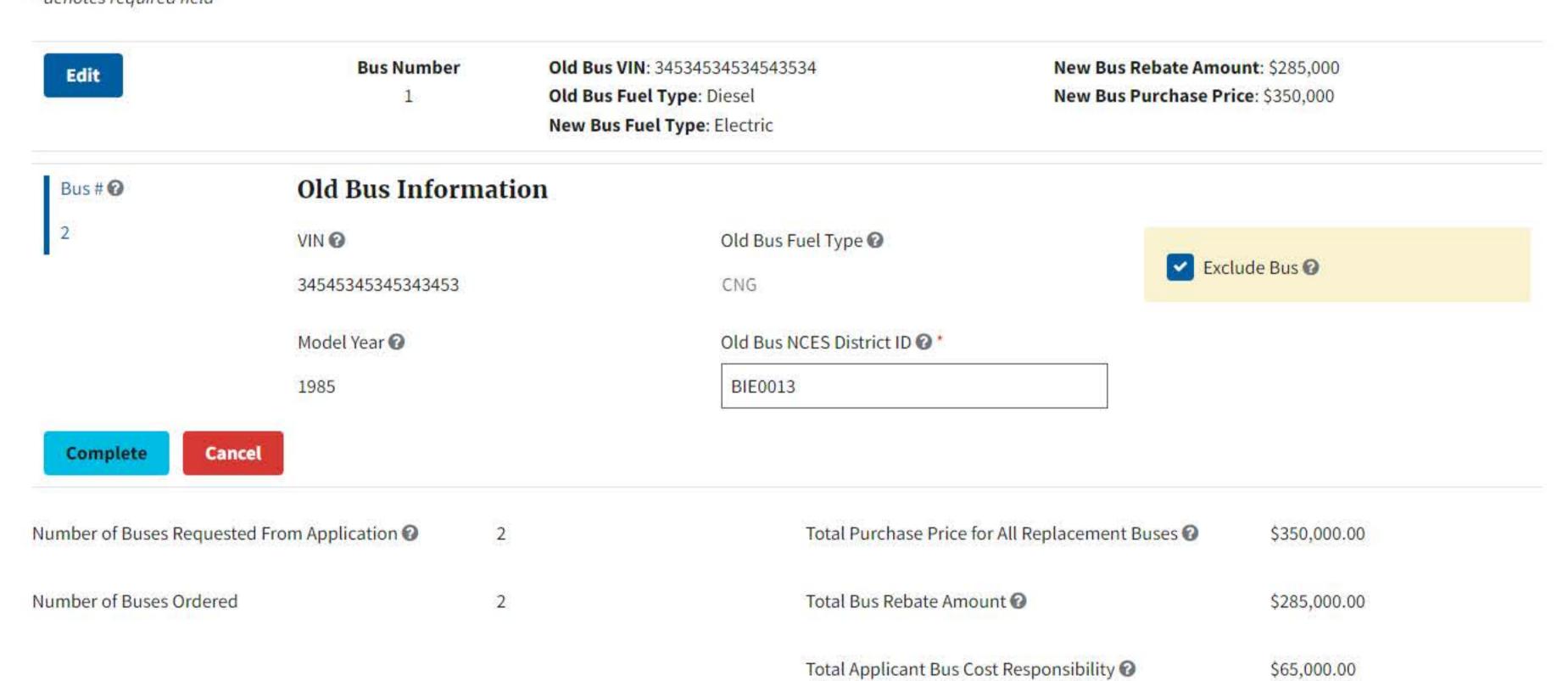
Rebate ID: 010716

≡ Your Rebate Forms

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

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* denotes required field



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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 Number Old Bus VIN: 34534534534543534 New Bus Rebate Amount: \$285,000 Edit Old Bus Fuel Type: Diesel New Bus Purchase Price: \$350,000 New Bus Fuel Type: Electric **Bus Excluded from Rebate Bus Number** Old Bus VIN: 345453453453453 Edit Old Bus Fuel Type: CNG 2 New Bus Fuel Type: Electric Number of Buses Requested From Application ② Total Purchase Price for All Replacement Buses 🕝 \$350,000.00 2 Number of Buses Ordered Total Bus Rebate Amount @ \$285,000.00 1 Total Applicant Bus Cost Responsibility @ \$65,000.00

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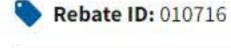
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Enter eligible electric bus charging infrastructure information below.

* denotes required field

Number of Level 2 Chargers ? Total of Level 2 Charger Pedestal Costs @ Level 2 chargers must be Energy Star Certified. Number of DC Fast Chargers @ Total of DC Fast Charger Pedestal Costs @

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 \$40,000.00 Application @

Total of Other Eligible Charging Infrastructure Costs @

Total of All Eligible Charging Infrastructure Costs ? \$0.00

Total Infrastructure Rebate Amount ② \$0.00

Applicant Infrastructure Cost Responsibility @ \$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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Rebate ID: 010716



of 6 Infrastructure

Enter eligible electric bus charging infrastructure information below.

* denotes required field

Number of Level 2 Chargers ?

Level 2 chargers must be Energy Star Certified.

Number of DC Fast Chargers @

2

Total of Level 2 Charger Pedestal Costs @

Total of DC Fast Charger Pedestal Costs @

\$25,000.00

Total of Other Eligible Charging Infrastructure Costs @

\$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 @

\$40,000.00

Total of All Eligible Charging Infrastructure Costs ?

\$55,000.00

Total Infrastructure Rebate Amount @

Applicant Infrastructure Cost Responsibility @

\$15,000.00

\$40,000.00

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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Rebate ID: 010716



* 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 @ *		
CSB TESTER		

MANAGER

Title @ *

Electronic Signature of Authorized Representative *

Sign above

I confirm I have provided my signature above *

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Edit Your Payment Request



Rebate ID: 010716



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* 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.

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- 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.
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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 @ * **CSB TESTER** Title *

MANAGER

Electronic Signature of Authorized Representative *



Sign above

I confirm I have provided my signature above *

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