

2022 EPA Clean School Bus Rebate Forms

Application User Guide

May 20, 2022



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Before You Begin

This guide will walk you through the steps needed to create, edit, submit, and view your 2022 Clean School Bus rebate application online. 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.

Follow these steps to prepare for completing the application:

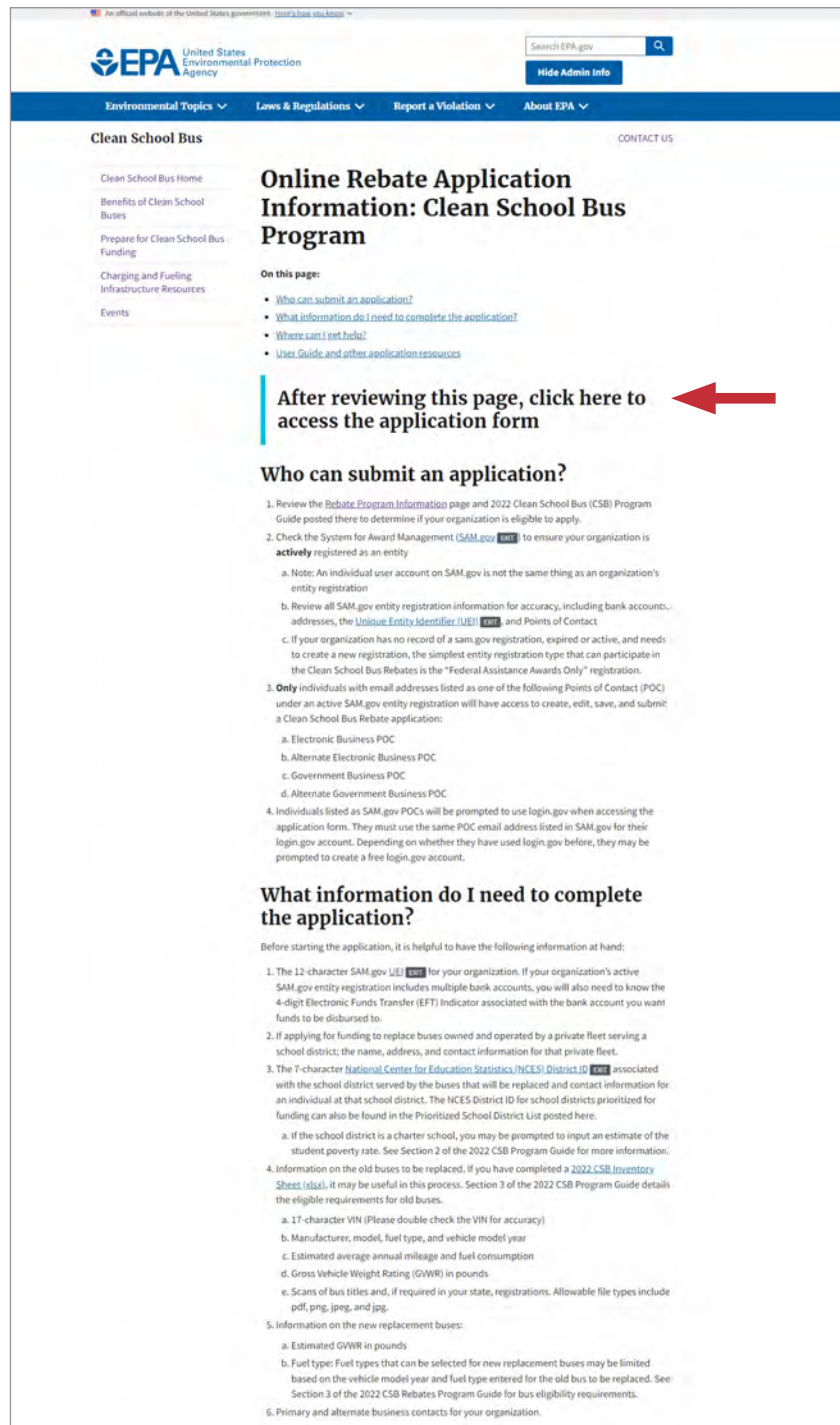
- 1. Confirm SAM.gov Points of Contact.** Confirm that the email of the person completing the application is registered as a designated Point of Contact (POC) in your organization's active SAM.gov entity registration. Otherwise, the person will not be able to use the rebate application system. Click [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: The heading numbers on the following pages correspond to the application screen sequence.

1. Sign In/Register

1.1 Online Rebate Application Information

Access the online rebate application from the Clean School Bus Program online rebate application information page.



The screenshot shows the EPA website's Clean School Bus program page. The main heading is "Online Rebate Application Information: Clean School Bus Program". Below this, there is a section titled "On this page:" with a list of links: "Who can submit an application?", "What information do I need to complete the application?", "Where can I get help?", and "User Guide and other application resources". A red arrow points to a text block that says "After reviewing this page, click here to access the application form". Below this, there are two main sections: "Who can submit an application?" and "What information do I need to complete the application?".

Online Rebate Application Information: Clean School Bus Program

On this page:

- [Who can submit an application?](#)
- [What information do I need to complete the application?](#)
- [Where can I get help?](#)
- [User Guide and other application resources](#)

After reviewing this page, click here to access the application form

Who can submit an application?

1. Review the [Rebate Program Information](#) page and 2022 Clean School Bus (CSB) Program Guide posted there to determine if your organization is eligible to apply.
2. Check the System for Award Management ([SAM.gov](#)) to ensure your organization is **actively** registered as an entity
 - a. Note: An individual user account on SAM.gov is not the same thing as an organization's entity registration
 - b. Review all SAM.gov entity registration information for accuracy, including bank accounts, addresses, the [Unique Entity Identifier \(UEI\)](#) and Points of Contact
 - c. If your organization has no record of a sam.gov registration, expired or active, and needs to create a new registration, the simplest entity registration type that can participate in the Clean School Bus Rebates is the "Federal Assistance Awards Only" registration.
3. **Only** individuals with email addresses listed as one of the following Points of Contact (POC) under an active SAM.gov entity registration will have access to create, edit, save, and submit a Clean School Bus Rebate application:
 - a. Electronic Business POC
 - b. Alternate Electronic Business POC
 - c. Government Business POC
 - d. Alternate Government Business POC
4. Individuals listed as SAM.gov POCs will be prompted to use [login.gov](#) when accessing the application form. They must use the same POC email address listed in SAM.gov for their [login.gov](#) account. Depending on whether they have used [login.gov](#) before, they may be prompted to create a free [login.gov](#) account.

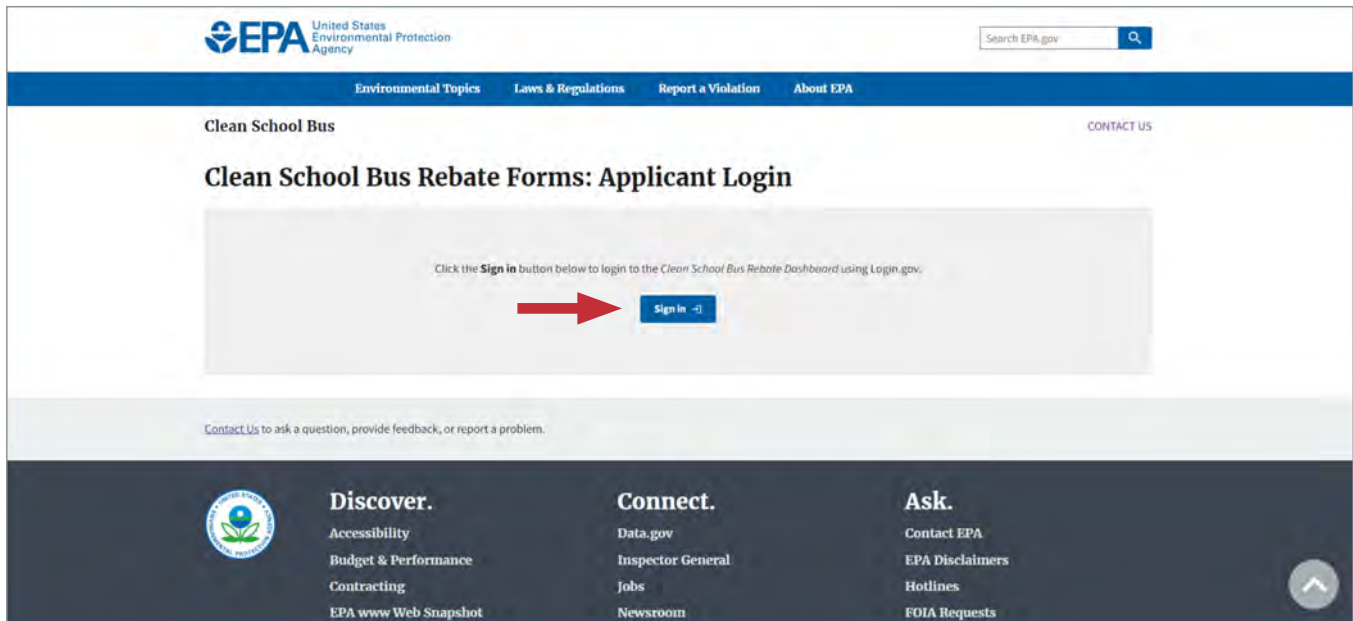
What information do I need to complete the application?

Before starting the application, it is helpful to have the following information at hand:

1. The 12-character SAM.gov [UEI](#) for your organization. If your organization's active SAM.gov entity registration includes multiple bank accounts, you will also need to know the 4-digit Electronic Funds Transfer (EFT) Indicator associated with the bank account you want funds to be disbursed to.
2. If applying for funding to replace buses owned and operated by a private fleet serving a school district: the name, address, and contact information for that private fleet.
3. The 7-character [National Center for Education Statistics \(NCES\) District ID](#) associated with the school district served by the buses that will be replaced and contact information for an individual at that school district. The NCES District ID for school districts prioritized for funding can also be found in the [Prioritized School District List](#) posted here.
 - a. If the school district is a charter school, you may be prompted to input an estimate of the student poverty rate. See Section 2 of the 2022 CSB Program Guide for more information.
4. Information on the old buses to be replaced. If you have completed a [2022 CSB Inventory Sheet \(xlsx\)](#), it may be useful in this process. Section 3 of the 2022 CSB Program Guide details the eligible requirements for old buses.
 - a. 17-character VIN (Please double check the VIN for accuracy)
 - b. Manufacturer, model, fuel type, and vehicle model year
 - c. Estimated average annual mileage and fuel consumption
 - d. Gross Vehicle Weight Rating (GVWR) in pounds
 - e. Scans of bus titles and, if required in your state, registrations. Allowable file types include pdf, png, jpeg, and jpg.
5. Information on the new replacement buses:
 - a. Estimated GVWR in pounds
 - b. Fuel type: 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 old bus to be replaced. See Section 3 of the 2022 CSB Rebates Program Guide for bus eligibility requirements.
6. Primary and alternate business contacts for your organization.

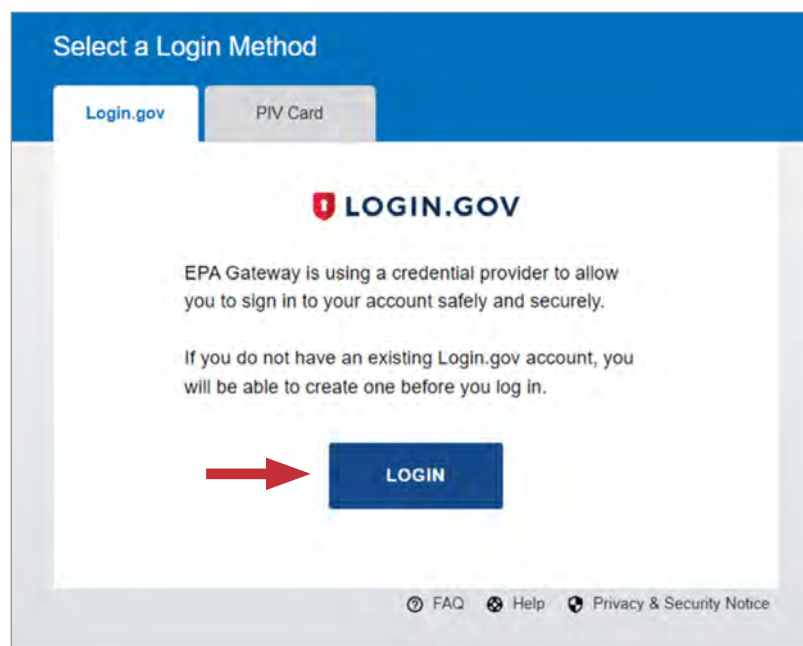
1.2 Applicant Login

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.

AGREE DISAGREE

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

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

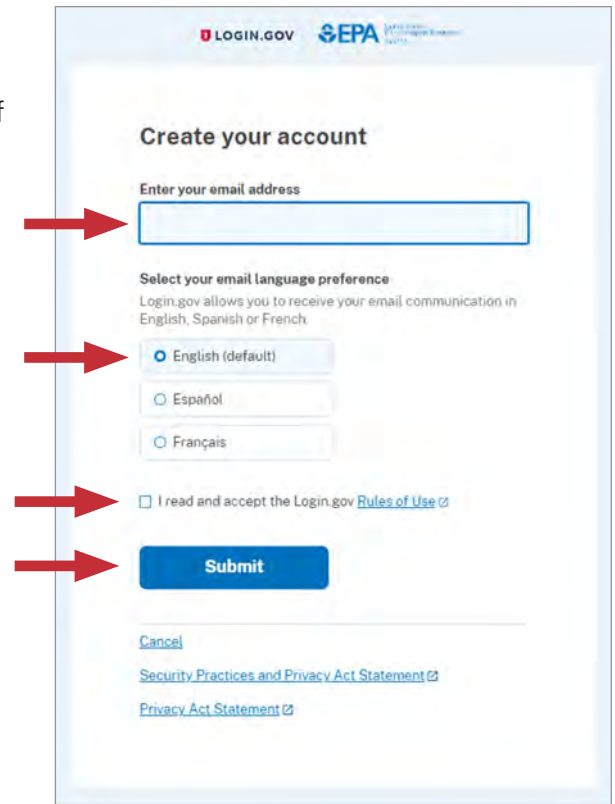
Create an account

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

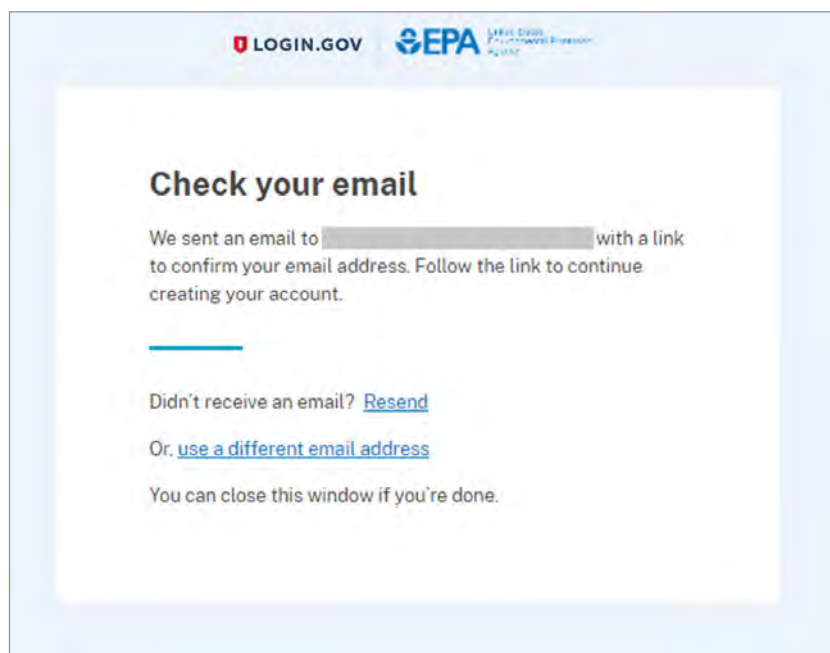
Enter your SAM.gov POC email address, select your language preference, select the checkbox to accept the Login.gov rules of use after reading, and select "Submit"



The screenshot shows the 'Create your account' form on the Login.gov website. At the top, there are logos for LOGIN.GOV and EPA. The form title is 'Create your account'. Below the title, there is a section 'Enter your email address' with a text input field. A red arrow points to this field. Below that is a section 'Select your email language preference' with the text 'Login.gov allows you to receive your email communication in English, Spanish or French.' There are three radio button options: 'English (default)', 'Español', and 'Français'. A red arrow points to the 'English (default)' option. Below the language options is a checkbox labeled 'I read and accept the Login.gov Rules of Use' with a link to the rules. A red arrow points to this checkbox. At the bottom of the form is a blue 'Submit' button. A red arrow points to this button. Below the form, there are links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

1.7 Email Confirmation

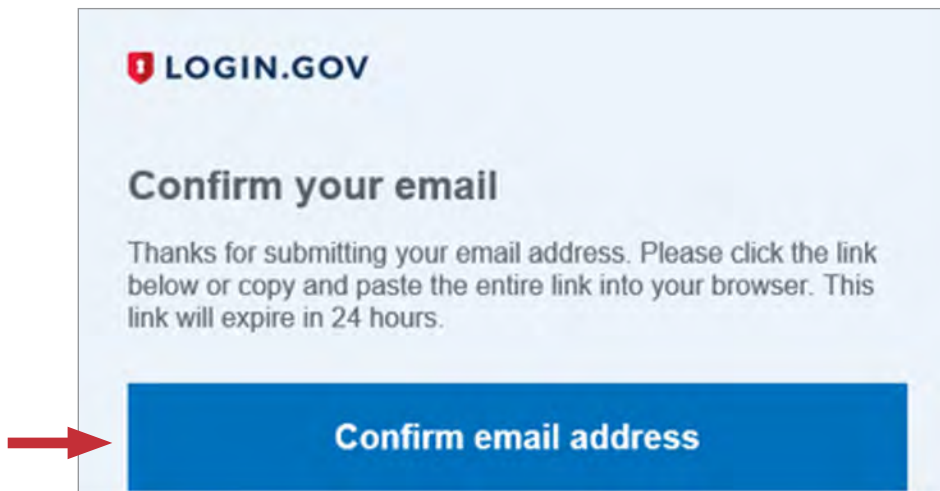
Check your email.



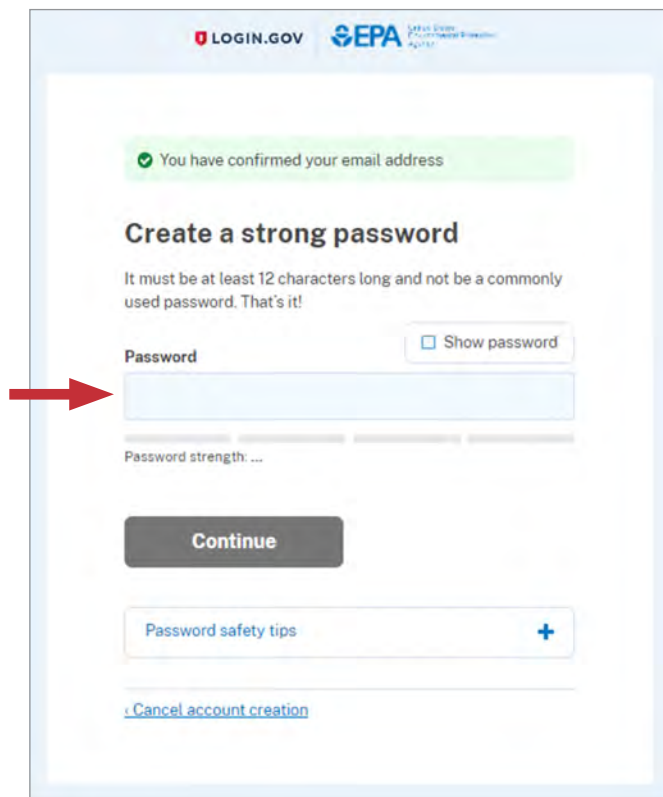
The screenshot shows the 'Check your email' confirmation page on the Login.gov website. At the top, there are logos for LOGIN.GOV and EPA. The form title is 'Check your email'. Below the title, there is a message: 'We sent an email to [redacted] with a link to confirm your email address. Follow the link to continue creating your account.' Below the message is a horizontal line. Below the line, there is a link 'Didn't receive an email? Resend'. Below that, there is a link 'Or, use a different email address'. At the bottom, there is a message: 'You can close this window if you're done.'

1.8 Confirm Email Address

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



1.9 Create a Password



1.10 Continue Once Password Created

Select "Continue" once you have entered a password.

LOGIN.GOV EPA United States 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: Great!

Continue

Password safety tips +

[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 United States 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

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.

LOGIN.GOV EPA

Enter your security code

We sent a security code to [redacted]. This code will expire in 10 minutes.

One-time code

Remember this browser

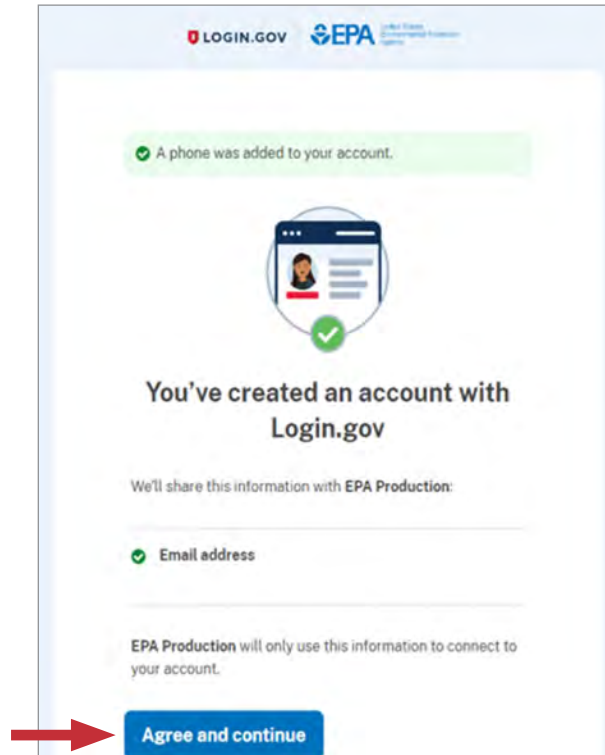
Submit

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

[Choose another option](#)

1.14 Login.gov Account Created

Select "Agree and continue"



2. Create/Edit a New Application

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

2.1 Start a New Application

Select the “New Application” button to begin.

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

The screenshot displays the EPA website's 'Clean School Bus Rebate Forms' interface. At the top, the EPA logo and navigation menu are visible. The main heading is 'Clean School Bus Rebate Forms', with a 'CONTACT US' link on the right. Below the heading are two links: 'Clean School Bus Rebate Program' and 'Online Rebate Application Information'. A navigation bar contains 'Your Rebate Forms' and 'New Application' buttons, with a red arrow pointing to the 'New Application' button. A 'Sign out' button is also present. Below this is the 'Your Rebate Forms' section, which includes a table of existing forms and a privacy notice.

Form Type	UEI	EFT Indicator	Applicant	School District	Updated By	Date Updated	Status	
	Application	123456000099	1234	Jones County Independent School District	Boston	colby.richardson@erg.com	5/3/2022	subm

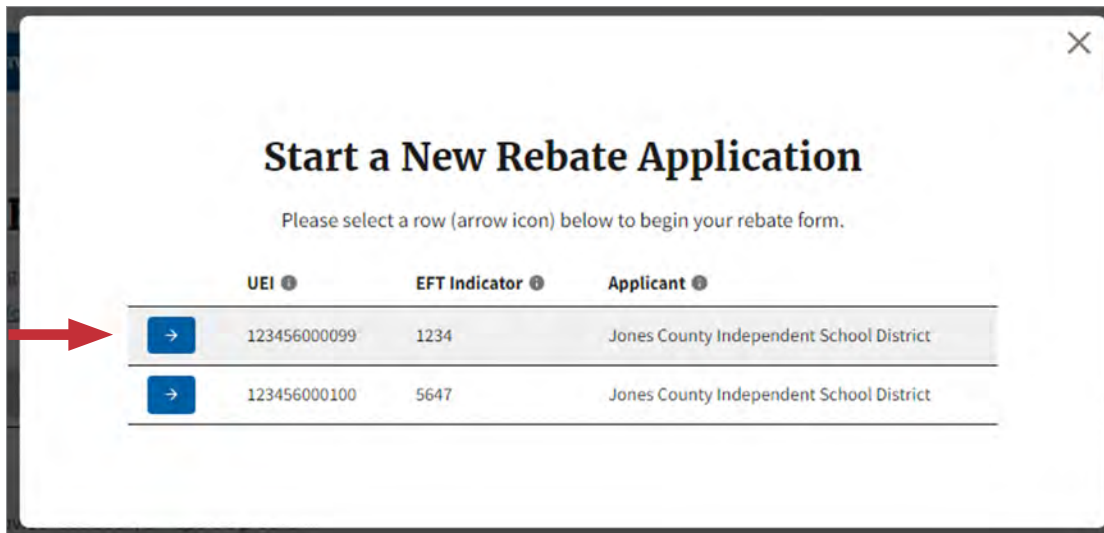
This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0686). Responses to this collection of information are voluntary (Title XI, Section 71101 of the Infrastructure Investment and Jobs Act (Public Law 117-58)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 4.3 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Expiration Date: 6/30/2022

2.2 Continue with New Application

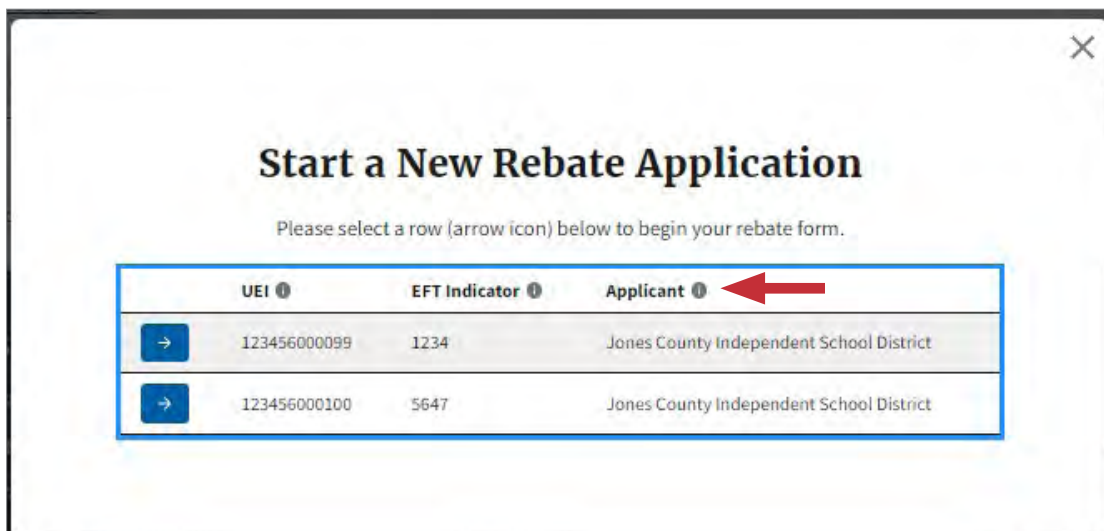
Select the specific SAM.gov account (denoted by Unique Entity Identifier (UEI), Electronic Funds Transfer (EFT) Indicator, and Applicant name) to open a new application form.

Note: Most organizations will only have one UEI+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 grant payments. Therefore, review the specific UEI, EFT, and applicant name options carefully before proceeding.



2.3 Information Icons

Note: Hover your mouse over the information icons, found throughout the application screens, for additional information regarding specific fields.



2.4 Welcome Screen

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

Note: Use of the browser 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 screen.

EPA United States Environmental Protection Agency

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Clean School Bus

CONTACT US

Clean School Bus Rebate Forms

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

[Your Rebate Forms](#) [New Application](#) [Sign out](#)

Edit Your Rebate Application

Application ID: 627962bf54b056dd1f3f7b37

1 of 6 Welcome [Save](#)

Welcome!

This form allows eligible school districts, state governments, tribal organizations, and certain contractors like bus dealers to apply for awards to replace existing school buses with new ones under the 2022 Clean School Bus Rebate Program.

- In-form help is provided below fields and in the “?” next to 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, Application ID, Unique Entity Identifier (UEI), Electronic Funds Transfer (EFT) Indicator, and School District Name in your email).

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

- The primary and alternate contact information for your organization.
- The National Center for Education Statistics (NCES) District ID and contact information for the school district that the replacement buses would serve.
- If a private fleet owns and operates the school buses being replaced, the fleet name, address, and contact information for the private fleet.
- Information about the old school buses being replaced including the VIN, manufacturer, vehicle model, vehicle model year, annual mileage, annual fuel consumption, fuel type, and gross vehicle weight rating (GVWR).
- Images of the vehicle titles and registrations for the vehicles being replaced (accepted formats are PDF, JPEG, PNG, and JPG).
- Information about the proposed new replacement school buses including the fuel type and GVWR.

To save your work on the form, you must select the “Save” or “Next” button. 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. 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](#) [Save](#)

2.5 Applicant Type

Select the "Applicant Type" using the drop-down menu to identify the type of organization you are representing. Then provide requested information regarding bus fleet ownership and operation information.

Note: School Districts, State Governments, and Indian Tribes or Tribal Organizations must either apply to replace buses they own, or buses owned and operated by a private fleet. Nonprofit School Transportation Associations and Bus Dealers or Organizations that Arrange Financing for Bus Purchases must either apply to replace buses owned by a school district or buses owned and operated by a private fleet. Eligibility requirements for applicant types are in the 2022 Clean School Bus Rebates Program Guide.

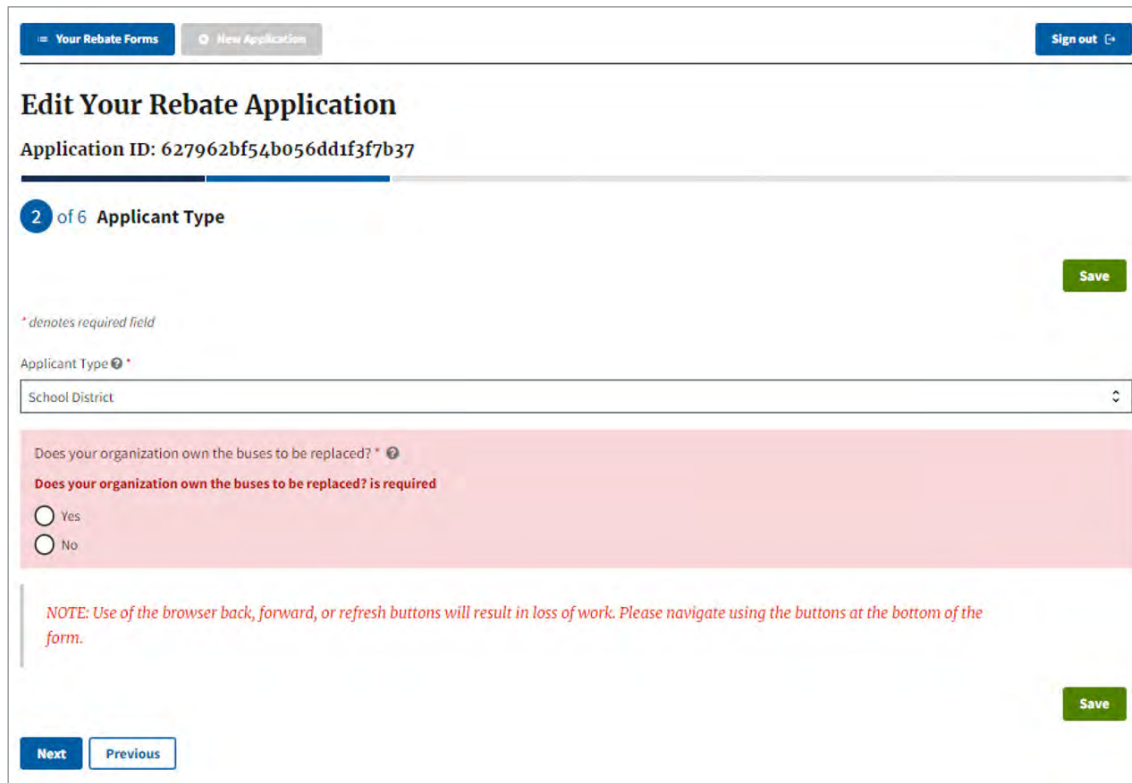
The screenshot displays the 'Edit Your Rebate Application' interface. At the top, there are navigation links for 'Your Rebate Forms', 'New Application', and 'Sign out'. The main heading is 'Edit Your Rebate Application' with the application ID '627962bf54b056dd1f3f7b37'. A progress indicator shows '2 of 6 Applicant Type'. A red arrow points to the 'Applicant Type' dropdown menu, which is currently set to 'School District'. Below this is a radio button question: 'Does your organization own the buses to be replaced?' with 'Yes' selected. A red arrow points to the 'Next' button at the bottom left. A note at the bottom states: 'NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.' A 'Save' button is located at the bottom right.

2.6 Correcting Errors and Saving Draft Applications

The following provides useful information about identifying and addressing data entry errors, saving and editing data, and reviewing/finalizing draft applications.

2.6.1 Data Entry Errors

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



The screenshot shows a web application interface for editing a rebate application. At the top, there are navigation links for "Your Rebate Forms" and "New Application", and a "Sign out" button. The main heading is "Edit Your Rebate Application" with the application ID "627962bf54b056dd1f3f7b37". A progress indicator shows "2 of 6 Applicant Type". A "Save" button is visible in the top right. Below the progress indicator, a note states "* denotes required field". The "Applicant Type" field is a dropdown menu currently showing "School District". Below this, a question "Does your organization own the buses to be replaced?" is followed by radio buttons for "Yes" and "No". This entire section is highlighted in red, and a red arrow points to the error message "Does your organization own the buses to be replaced? is required". A note at the bottom of the form reads: "NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form." At the bottom left, there are "Next" and "Previous" buttons. At the bottom right, there is another "Save" button.

2.6.2 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 screen will be saved automatically when the “Next” button is selected. In addition, you can use the “Save” buttons to save information before proceeding to the next page.

Edit Your Rebate Application

✓ Draft successfully saved.

Application ID: 627962bf54b056dd1f3f7b37

2 of 6 Applicant Type

* denotes required field

Applicant Type *

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.

Save

Next Previous

✓ Draft successfully saved.

2.6.3 View Draft and Submitted Applications

After saving and exiting the application, you can return to the “Clean School Bus Rebate Forms” screen later, open the draft application, and navigate where you left off. Selecting applications with a “submitted” status will allow you to view but not edit your entries.

Your Rebate Forms

Select the pencil icon to open an existing rebate form.

Form Type	UEI	EFT Indicator	Applicant	School District	Updated By	Date Updated	Status
Application	123456000099	1234	Jones County Independent School District		colby.richardson@erg.com	5/9/2022	draft
Application					colby.richardson@erg.com	5/9/2022	draft
Application	123456000099	1234	Jones County Independent School District	Boston	colby.richardson@erg.com	5/3/2022	submitted

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0686). Responses to this collection of information are voluntary (Title XI, Section 71101 of the Infrastructure Investment and Jobs Act (Public Law 117-58)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 4.3 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Expiration Date: 6/30/2022

2.7 Applicant Information

The Applicant Name, UEI, EFT, and address will be autofilled from SAM.gov data. Enter a primary and optionally an alternate contact for your organization. Select "Next" to continue.

[Your Rebate Forms](#) [New Application](#) colby.richardson@erg.com [Sign out](#)

Edit Your Rebate Application

Application ID: 6285348697c6679ed88f5941

3 of 6 Applicant Information [Save](#)

The information below is automatically filled (excluding the primary and alternate contacts) based on the applicant organization's [SAM.gov entity registration](#). If the information does not appear correct, check that you selected the intended organization when entering this application. Any changes to this information must be made in SAM.gov before submitting your application.

Applicant Name
Jones County Independent School District

Unique Entity Identifier (UEI) ⓘ
12345600099

Electronic Funds Transfer (EFT) Indicator ⓘ
1234

Applicant Address

Physical Street Address 1
1254 ELBERT ST

Physical Street Address 2
SUITE 201

City
PFLUGERVILLE

State or Territory
TX

Zip Code
78660

Primary Contact Information

Name ⓘ *

Title *

Business Phone Number *

Business Email *

Alternate Contact Information

Name ⓘ

Title

Business Phone Number

Business Email

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](#) [Previous](#) [Save](#)

2.8 Private Fleet Information

If you answered “Yes” to the earlier prompt, “Are you applying to replace buses owned and operated by a private bus fleet?”, you will be asked to fill in “Private Fleet Information”. Enter the required data fields. Select “Next” to continue.

Edit Your Rebate Application
Application ID: 627962502ccfa7439d62a5ac

4 of 7 **Private Fleet Information** Save

You answered that you are applying to replace buses owned by a private fleet. Complete the following mandatory fields for the private fleet.
** denotes required field*

Fleet Name *

Private Fleet Address

Physical Street Address *

City * State or Territory * ZIP Code *

Private Fleet Primary Contact Information

Name *

Title *

Business Phone Number *

Business Email *

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.

Save

Next Previous

2.9 School District Information

This page of the application collects information on the school district the old buses currently serve and that the new replacement buses will continue to serve. Most of the school district information will be autofilled after entering the National Center for Education Statistics (NCES) District ID.

[Your Rebate Forms](#) [View Application](#) [Sign out](#)

Edit Your Rebate Application

Application ID: 62797f1654b056dd1f3f8807

4 of 6 **School District Information** [Save](#)

This is the school district that the old buses serve and that the new buses will continue to serve for at least five years. Most fields on this page will be automatically completed after entering the seven character NCES District ID. If information seems incorrect after entering the NCES District ID, please check to assure the correct ID was entered.

* denotes required field

National Center for Education Statistics (NCES) District ID

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

School District Name

Physical Address Line 1

Physical Address Line 2

City State or Territory Zip Code

State or Territory is required

Estimated Student Poverty Rate

Enter 0 to 100 percentage poverty rate

Prioritized

School District Contact Information

Name

Title

Business Phone Number

Business Email

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](#) [Previous](#) [Save](#)

2.10 NCES District ID

You can look up your NCES District ID here: <https://nces.ed.gov/ccd/districtsearch/>. Enter one or more identifiers for your district and select "Search".

The screenshot shows the 'Search for Public School Districts' interface. The search criteria are as follows:

- District Name: Miami
- Street Address: (empty)
- City: (empty)
- State: - Any State -
- Zip Code: (empty)
- Distance: Miles from Zip (empty)
- County: (empty)
- Phone #: (empty)

Additional Characteristics:

- District Types:
 - regular
 - component
 - supervisory union
 - regional
 - state
 - federal
 - charter
 - other
- Number of Students: (empty) or more
- Number of Schools: (empty) 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

2.11 NCES District ID: School District Selection

Select the correct school district.

The screenshot shows the search results for 'Miami'. The table lists 17 records with columns for District Name, Phone, County, Students, and Schools.

District Name	Phone	County	Students	Schools
1. Little Miami Local 93 E Us Highway 22 And 3, Mameville, 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)398-5100	Miami County	0	0
4. Miami East Local 3825 N State Route 589, Casttown, 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. MIAMIUSD P O BOX 368, MIAMI, TX 79059	(806)865-3971	Roberts County	195	1
7. MIAMI-RJ 7636 NW STATE ROUTE J, AMORET, MO 64722	(660)267-3484	Bates County	180	2
8. MIAMI-RJ 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)835-3010	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 1480 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 80833	(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

2.12 NCES District ID: Seven Character Number

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

Return to the rebate form and enter your NCES District ID. Most of the school district information will then be autofilled. In some cases, you may need to fill in information because it is not available from NCES. The form will highlight any required fields that are not filled out.

The screenshot shows the 'Search for Public School Districts' interface. At the top, there is a search bar and the 'CCD Common Core of Data' logo. Below the search bar, there are tabs for 'District Directory Information', 'Search Results', 'Modify Search', 'Data Notes/Grant ID', and 'Help'. The 'District Directory Information' tab is active, showing details for the 2020-2021 school year. A red arrow points to the 'NCES District ID: 1200390' field. Other fields include 'District Name: MIAMI-DADE', '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: (305)995-1000', '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', and 'District Demographics: School District Demographic Dashboard'. Below this, there is a 'District Details' section for the 2020-2021 school year, with tabs for 'Characteristics', 'Staff', and 'Fiscal'. A 'Show All' button is also present. The 'District Details' section shows 'County: Miami-dade County', 'County ID: 12086', 'Locale: Suburb: Large (21)', 'Total Students: 334,261', 'Classroom Teachers (FTE): 16,758.00', and 'Student/Teacher Ratio: 19.95'. At the bottom, there is a 'NOTES' section.

2.13 Estimated Student Poverty Rate

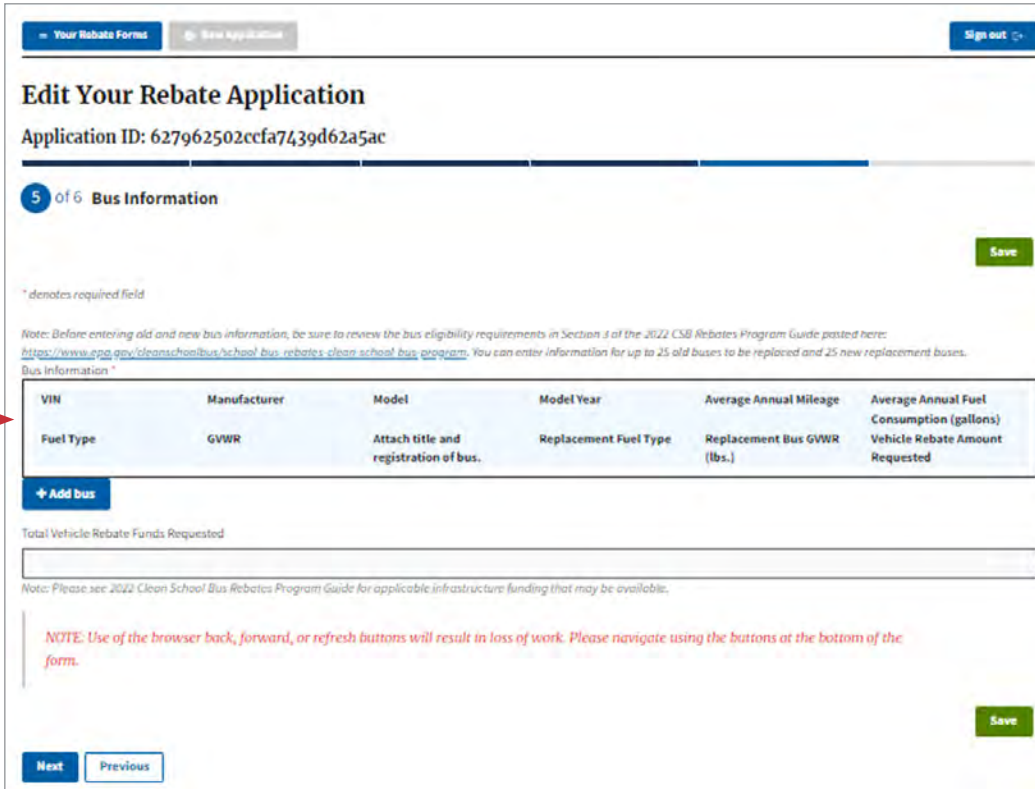
Most school districts will be automatically identified with their prioritization status as "Yes" or "No" in the "Prioritized" field. However, in some cases, as seen in the screenshot below, the "Prioritized" field will display "Self-Certify". If this displays, the applicant must input an "Estimated Student Poverty Rate". See Section 2 of the 2022 CSB Rebates Program Guide for more information on prioritization and estimating the student poverty rate.

The screenshot shows the 'School District Contact Information' form. It has three input fields at the top: 'City' (WASHINGTON), 'State or Territory' (DC), and 'Zip Code' (20037). Below these is the 'Estimated Student Poverty Rate' field, which is currently empty and highlighted with a blue border. A red arrow points to the 'Prioritized' dropdown menu, which is set to 'Self-Certify'. Below the 'Prioritized' field is the 'School District Contact Information' section header.

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

2.14 Bus Information

Use this screen to enter the information on the old and new buses. Select the "Add Bus" button to begin.



Your Rebate Form Save Application Sign out

Edit Your Rebate Application

Application ID: 627962502ccfa7439d62a5ac

5 of 6 **Bus Information** Save

** denotes required field*

Note: Before entering old and new bus information, be sure to review the bus eligibility requirements in Section 3 of the 2022 CSB Rebates Program Guide posted here: <https://www.epg.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program>. You can enter information for up to 25 old buses to be replaced and 25 new replacement buses.

Bus Information *

VIN	Manufacturer	Model	Model Year	Average Annual Mileage	Average Annual Fuel Consumption (gallons)
Fuel Type	GVWR	Attach title and registration of bus.	Replacement Fuel Type	Replacement Bus GVWR (lbs.)	Vehicle Rebate Amount Requested

+ Add bus

Total Vehicle Rebate Funds Requested

Note: Please see 2022 Clean School Bus Rebates Program Guide for applicable infrastructure funding that may be available.

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.

Save

Next Previous

2.15 Bus Information: Data Entry

Provide the requested information for each bus using the data entry boxes and drop-down menus. Make sure the Vehicle Identification Number (VIN) has exactly 17 alphanumeric characters and is accurate. Attach a file with a scan of the title and registration (if required in your state or territory) for each old bus using the drag-and-drop feature or “browse” link. Allowable file types include pdf, png, jpeg, and jpg. Files must be 5MB or smaller to upload. Then select the fuel type and GVWR of the corresponding replacement bus. The vehicle rebate funding amount will be filled automatically. Select the “Save” button above the “Add Bus” button to save the information for each individual bus replacement.

Edit Your Rebate Application
Application ID: 627962502ccfa7439d62a5ac

5 of 6 Bus Information

Tables required: N/A

Note: Before entering old and new bus information, be sure to review the bus eligibility requirements in Section 2 of the 2022 CSD Rebate Program Guide posted below: <https://www.epr.ca.gov/vehicles/oldbus-rebate/2022-old-bus-eligibility>. You can enter information for up to 25 old buses to be replaced and 25 new replacement buses.

VIN	Manufacturer	Model	Model Year	Average Annual Mileage	Average Annual Fuel Consumption (gallons)
Fuel Type	GVWR	Attach title and registration of bus.	Replacement Fuel Type	Replacement Bus GVWR (lbs.)	Vehicle Rebate Amount Requested

Old Bus to be Replaced
VIN:
Note: Enter the 17-character Vehicle Identification Number (VIN) double-checked and confirmed to ensure there are no errors that may result in an invalid application.
Manufacturer:
Note: Select the bus manufacturer. Do not enter the engine manufacturer.
Model:
Note: Enter the model of the bus, not the bus type.
Model Year:
Note: Enter the vehicle model year in the format YYYY
Average Annual Mileage:
Average Annual Fuel Consumption (gallons):
Fuel Type:
GVWR:
Note: Gross Vehicle Weight Rating (GVWR) in pounds (lbs.)
Attach title and registration of bus.
Allowed file types: ".pdf", ".png", ".jpeg", ".jpg"
File Name: Size:
Drop files to attach, or [browse](#)

New Replacement Bus Information
Replacement Fuel Type:
Note: Fuel types that can be selected for new replacement buses may be limited based on the vehicle model year and fuel type entered for the old bus to be replaced. See Section 3 of the 2022 CSD Rebate Program Guide for bus eligibility requirements.
Replacement Bus GVWR (lbs.):
Note: Gross estimated Gross Vehicle Weight Rating (GVWR) in pounds (lbs.). GVWR of 20,000 lbs. or greater are offered more funding per bus.

Funding
Vehicle Rebate Amount Requested:
Note: Amount may vary based on Replacement Bus Fuel Type, Replacement Bus GVWR, and price inflation status of natural gas per year. See 2022 CSD Rebate Program Guide.

Save Cancel
Add bus

Total Vehicle Rebate Funds Requested:
Note: Please see 2022 CSD Rebate Program Guide for applicable infrastructure funding that may be available.

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 Previous Save

2.16 Enter Multiple Buses

You may select “Add Bus” to continue entering information for another vehicle. You may enter information for up to 25 old buses and their corresponding new replacement buses. Click “Next” to continue. The Total Vehicle Rebate Funds Requested field is automatically calculated based on the sum total of funds requested for each bus. Please see the 2022 Clean School Bus Rebates Program Guide for applicable infrastructure funding that may be available.

Note: Fuel types that can be selected for new replacement buses may be limited based on the vehicle model year and fuel type entered for the old bus to be replaced. See Section 3 of the 2022 CSB Rebates Program Guide for bus eligibility requirements.

[Your Rebate Forms](#) [New Application](#) [Sign out](#)

Edit Your Rebate Application

Application ID: 627962502ccfa7439d62a5ac

5 of 6 **Bus Information** [Save](#)

* denotes required field

Note: Before entering old and new bus information, be sure to review the bus eligibility requirements in Section 3 of the 2022 CSB Rebates Program Guide posted here: <https://www.epa.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program>. You can enter information for up to 25 old buses to be replaced and 25 new replacement buses.

Bus Information *

VIN	Manufacturer	Model	Model Year	Average Annual Mileage	Average Annual Fuel Consumption (gallons)
Fuel Type	GVWR	Attach title and registration of bus.	Replacement Fuel Type	Replacement Bus GVWR (lbs.)	Vehicle Rebate Amount Requested
1 XXXXXXXXXX	Blue Bird Corporation 50000	1990 Planning Committee Meeting Agenda.pdf	1990 Electric	10000000 50000	33 \$250,000.00

[+ Add bus](#)

Total Vehicle Rebate Funds Requested
\$250,000.00

Note: Please see 2022 Clean School Bus Rebates Program Guide for applicable infrastructure funding that may be available.

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.


[Save](#)



[Next](#) [Previous](#)

2.17 Value Ranges


If missing or out of range values are detected, they will be highlighted for your attention. Make any required changes and select "Save" before proceeding.

New Replacement Bus Information

Replacement Fuel Type  *

Electric  

Note: Fuel types that can be selected for new replacement buses may be limited based on the vehicle model year and fuel type entered for the old bus to be replaced. See Section 3 of the 2022 CSB Rebates Program Guide for bus eligibility requirements.

Replacement Bus GVWR (lbs.)  *

Replacement Bus GVWR (lbs.) cannot be greater than 60000.

500000000000

Note: Enter estimated Gross Vehicle Weight Rating (GVWR) in pounds (lbs). GVWRs of 26,001 lbs. or greater are offered more funding per bus.

Funding

Vehicle Rebate Amount Requested

\$250,000.00

Note: Automatically filled based on Replacement Bus Fuel Type, Replacement Bus GVWR, and prioritization status of school district per 2022 CSB Rebates Program Guide.



2.18 Review and Sign Application

To complete your application, you must read and agree to the certification statement on this page, sign, and click "Submit Form". You may want to use the "Previous" button to review the entirety of the application before proceeding with submission. The "Name" and "Title" fields on this page are autofilled for the individual that 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 site to complete the application that was saved as a draft. In this scenario, they must edit the "Name" and "Title" fields to show their own full name and title before signing and submitting.

The submitter 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.**

The screenshot shows the 'Edit Your Rebate Application' page. At the top, there are navigation links for 'Your Rebate Forms', 'New Applications', and 'Sign out'. The title is 'Edit Your Rebate Application' with the Application ID: 627962502ccfa7439d62a5ac. A progress indicator shows '6 of 6 Review and Sign'. A 'Save' button is in the top right. The main content area contains a disclaimer and a list of seven certification statements. Below this is a section for signing the form, with a note that the form will be submitted as a pen. At the bottom, there are fields for 'Name' (ANDREW ALRED) and 'Title' (FINANCE OFFICER), followed by an 'Electronic Signature of Authorized Representative' field. A 'NOTE' at the bottom states: 'NOTE: Use of the browser back, forward, or refresh buttons will result in loss of work. Please navigate using the buttons at the bottom of the form.' At the very bottom, there are 'Submit Form' and 'Previous' buttons, and a 'Save' button on the right.

→ Name: ANDREW ALRED

→ Title: FINANCE OFFICER

→ Submit Form

3. Submission and Review Process

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

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

Note: The Help Desk may not be able to respond to all requests to edit a submitted application in a timely manner, particularly requests that come close to the application deadline. Applicants should thoroughly review their initial application submission for accuracy to avoid missing any submission deadlines.

If the Help Desk does allow you to edit a submitted application, you will be notified when your application’s status is changed back to “draft,” at which time an approved POC may open, edit, and resubmit the application.

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

Appendix A—Glossary

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

Clean School Bus Rebate Forms Dashboard Screen: Definitions

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

Rebate Application Screens: Definitions and Help

Applicant Type Screen

- Applicant Type—Select one of the options from the dropdown menu. For more information on organization types refer to the 2022 CSB Rebates Program Guide.
- Does your organization own the buses to be replaced?—If you answer that your organization is a ‘Bus dealer or organization that arranges financing for bus purchase,’ or ‘Nonprofit school transportation association,’ then this question is skipped and an answer of ‘no’ is recorded in your application.
- Are you applying to replace buses owned and operated by a private bus fleet?—School Districts, State Governments, and Indian Tribes or Tribal Organizations must either apply to replace buses they own or buses owned and operated by a private fleet. Nonprofit School Transportation Associations and Bus Dealers or Organizations that Arrange Financing for Bus Purchases must either apply to replace buses owned by a school district or buses owned and operated by a private fleet. Eligibility requirements for applicant types are in the 2022 Clean School Bus Rebates Program Guide.

Applicant Information Screen

- Unique Entity Identifier (UEI)—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.
- Electronic Funds Transfer (EFT) Indicator—This is your SAM.gov EFT Indicator and is automatically filled based on the organization selected when starting this application.
- Primary Contact Name—Enter the primary contact for the applicant. The primary contact may or may not be someone different than the Government Business (or alternate), or the Electronic Business (or alternate) contact.
- Alternate Contact Information—Optionally enter the alternate contact for the applicant. The alternate contact may or may not be someone different than the Government Business (or alternate), or the Electronic Business (or alternate) contact.

School District Information Screen

- National Center for Education Statistics (NCES) District ID—Enter the seven-character NCDES District ID. If you don't have a NCES District ID, contact the Help Desk at cleanschoolbus@epa.gov.
- State or Territory—Enter the state or territory postal abbreviation for the school district.
- Zip Code—Enter the 5 digit zip code or the 5 digit plus 4 (e.g., NNNNN-NNNN) for the school district.
- Estimated Student Poverty Rate—If you need to self-certify the student poverty rate, this question will be editable. This question will not be editable and will be blank if EPA has already determined whether the school district is prioritized for funding.
- Prioritized—Automatically filled either 'yes' or 'no' based on whether the school district meets the prioritization criteria. If "Self-Certify" is displayed, enter the "Estimated Student Poverty Rate" in the above field to determine if your school district is prioritized.
- Name—Enter the contact name for the school district. This may be different than the applicant contacts.

Bus Information Screen

- VIN—Enter the 17-character Vehicle Identification Number. Please double-check all 17 characters to ensure there are no errors that may result in an invalid application.
- Manufacturer—Select the bus manufacturer. Do not enter the engine manufacturer.
- Model—Enter the model of the bus, not the bus type.
- Model Year—Enter the vehicle model year in the format YYYY. Generally, 2010 or older diesel powered school buses are eligible for replacement; however, see the 2022 CSB Rebates Program Guide for exceptions.
- Average Annual Mileage—Enter the estimated average annual mileage of the old bus to be replaced over the life of the bus.
- Average Annual Fuel Consumption (gallons)—Enter the estimated average annual fuel used by the old bus to be replaced over its life. For CNG buses, use diesel gallon equivalents.
- Fuel Type—Select the bus fuel type from the dropdown list.
- GVWR—Gross Vehicle Weight Rating (GVWR) in pounds (lbs). The GVWR is typically found on the bus VIN plate.
- Attach title and registration of the bus—Allowed file types: *.pdf, *.png, *.jpeg, *.jpg. Provide the title for this bus and if required in your state or territory, supply the bus registration. File size: 5 MB and below.
- Replacement Fuel Type—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 old bus to be replaced. See Section 3 of the 2022 CSB Rebates Program Guide for bus eligibility requirements. Select the replacement bus fuel type from the dropdown menu.

- Replacement Bus GVWR—Enter estimated Gross Vehicle Weight Rating (GVWR) in pounds (lbs). GVWRs of 26,001 lbs. or greater are offered more funding per bus. School bus manufacturers or dealers may be able to assist in providing a GVWR for new replacement buses.
- Vehicle Rebate Amount Requested—Automatically filled based on Replacement Bus Fuel Type, Replacement Bus GVWR, and prioritization status of school district per 2022 the Clean School Bus Rebates Program Guide.
- Total Vehicle Rebate Funds Requested—Please see 2022 Clean School Bus Rebates Program Guide for applicable infrastructure funding that may be available.

Appendix B—Printable List of Fields

The rebate application requires some or all of the following information.

Applicant Information:

Applicant Type:

- School District
- State Government
- Nonprofit School Transportation Association
- Indian Tribe or Tribal Organization (not a School District)
- Bus dealer or Organization that Arranges Financing for Bus Purchases

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)

Applicant Primary Contact Information:

Note: Other applicant information (applicant name, UEI, EFT Indicator, and Applicant Address) is automatically filled based on SAM.gov information.

Name

Title

Business Phone Number

Business email

Applicant Alternate Contact Information:

Name

Title

Business Phone Number

Business email

Private Fleet Information:

Fleet Name

Private Fleet Address:

Physical Street Address

City

State or Territory

Zip Code

Private Fleet Primary Contact Information:

Name Title

Business Phone Number Business email

School District Information:

NCES District ID _____ School District Name* _____

Physical Street Address*

City* State or Territory* Zip Code*

Estimated Student Poverty Rate

Prioritized*

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

School District Contact Information:

Name Title

Business Phone Number Business email

Bus Information:

Make copies for additional buses if needed

Old Bus

Vehicle Identification Number (VIN) _____

Manufacturer _____

Model _____

Model Year _____

Average Annual Mileage _____ (miles/yr)

Average Annual Fuel Consumption _____ (gallons/yr)

Fuel Type: Diesel Gasoline CNG Propane

Gross Vehicle Weight Rating (GVWR) _____ (lbs)

Attach title and registration of bus—Drop files to attach, or browse

Vehicle Rebate Amount Requested* _____

**Automatically filled based on Replacement Bus Fuel Type, Replacement Bus GVWR, and prioritization status of school district per 2022 CSB Rebates Program Guide.*

New Bus

Replacement Fuel Type (circle one): Electric CNG Propane

Replacement Bus GVWR _____ (lbs)

Vehicle Rebate Amount Requested* _____

**Automatically filled based on Replacement Bus Fuel Type, Replacement Bus GVWR, and prioritization status of school district per 2022 CSB Rebates Program Guide.*