

Clean School Bus (CSB) Grant Program Electric Utility Partnership Template

Burden Statement for EPA Form 5900-693: *This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0754). Responses to this collection of information are voluntary (2 CFR 200 at 2 CFR 1500). 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 1.5-6 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.*

Instructions: Planning early for electric charging infrastructure needs is critical for project success and **the EPA urges applicants to initiate this conversation with their utility provider(s) at the start of the application period.** This form was created for the convenience of school districts, applicants, and utility providers to assist in discussing the potential new bus project, including key components such as anticipated costs and timelines.

The intent of this form is to promote **awareness** of all parties involved in the potential new bus project. This document is **not a binding contract between parties signing this form.** Information provided by the utility does not commit the utility to any estimate of the engineering and construction costs and timelines for utility-owned infrastructure that may be necessary for the proposed project.

Sections 1 through 3 of this form are required to be completed in full when submitted to the EPA; **forms submitted without all applicable signatures will be ineligible for CSB funding.** Section 4 is *NOT* required to be completed; however, the EPA strongly encourages school districts, applicants, and utility providers discuss the items listed in Section 4.

School districts and applicants should prepare for this discussion with their electric utility by gathering charging-related data and information ahead of time. The EPA recommends using the ***Electric School Bus Route Analysis Tool*** and completing the ***Electric School Bus Charging Station Planning Form***, available on its [Clean School Bus Technical Assistance webpage](#) to assist in preparation. The EPA also recommends reviewing its [Electric School Bus Transition Planning Resource](#) and its [Coordinating with Electric Utility Partners Resource](#) as additional resources to help prepare for conversations in general with an electric utility.

Applicants are also encouraged to request a 1:1 meeting with the Joint Office of Energy and Transportation (JOET) by emailing cleanschoolbusTA@nrel.gov to receive additional technical support as needed. JOET provides FREE, tailored hands-on assistance to all CSB applicants, at any stage of its switchover to electric. Potential technical assistance JOET can provide includes conducting a route analysis for applicants, such that they can estimate minimum charging needs for their potential new bus fleet.

Applicant Name: _____

1. School District/Applicant Fleet Information

This section must be filled out by the school district or applicant, for purposes of communicating key details of the potential new bus project to their utility provider(s).

	Requested in Application <i>[Please provide the number of buses and chargers requested in your application.]</i>	Current Electric Fleet at time of Application Submission <i>[Please provide the number of buses and chargers already in your electric fleet.]</i>
# of Electric School Buses:		
# of Direct Current (DC) Fast Chargers:		
# of Level 2 Alternating Current (AC) Chargers:		
Are you interested in any of the above chargers and/or buses providing Vehicle-to-Grid (V2G) or Vehicle-to-Building (V2B)? If yes, how many?		
Expected location (street, city, state) of charger installations:		

2. Utility Provider Information

Applicants must provide the following information for each electric utility they are communicating with about their potential electric infrastructure project.

Please email the JOET helpline at cleanschoolbusTA@nrel.gov for information on your utility point of contact, if unknown.

a. Utility Provider #1

Name of the Utility Provider:	
Utility Contact Name:	
Utility Contact Phone:	
Utility Contact Email:	

b. Utility Provider #2

Name of the Utility Provider:	
Utility Contact Name:	
Utility Contact Phone:	
Utility Contact Email:	

c. Utility Provider #3

Name of the Utility Provider:	
Utility Contact Name:	
Utility Contact Phone:	
Utility Contact Email:	

d. Utility Provider #4

Name of the Utility Provider:	
Utility Contact Name:	
Utility Contact Phone:	
Utility Contact Email:	

3. School District, Applicant, and Utility Provider Coordination Affirmation

By signing this Affirmation, I certify that I am an Authorized Representative for the School District, Applicant, or Utility Provider identified below.

School District Affirmation

I have shared information on the key details about the potential new bus project, as outlined in Section 1, with the Utility Provider, and if applicable, with the Third-Party Applicant, and others as appropriate.

_____	_____	_____
School District Name	Authorized Representative (Signature)	Date
_____	_____	_____
Authorized Representative Title	Phone Number	Email

Applicant Affirmation *[Only needed if applicant is different than the school district.]*

I have shared information on the key details about the potential new bus project, as outlined in Section 1, with the Utility Provider, and if applicable with the School District, and others as appropriate.

_____	_____	_____
Applicant Organization Name	Authorized Representative (Signature)	Date
_____	_____	_____
Authorized Representative Title	Phone Number	Email

a. Utility Provider #1 Affirmation

Utility Provider Affirmation

I have received information on the key details about the potential new bus project, as outlined in Section 1, from the School District, and if applicable, the Third-Party Applicant, and others as appropriate.

_____ Utility Name	_____ Authorized Representative (Signature)	_____ Date
_____ Authorized Representative Title	_____ Phone Number	_____ Email

b. Utility Provider #2 Affirmation

Utility Provider Affirmation

I have received information on the key details about the potential new bus project, as outlined in Section 1, from the School District, and if applicable, the Third-Party Applicant, and others as appropriate.

_____ Utility Name	_____ Authorized Representative (Signature)	_____ Date
_____ Authorized Representative Title	_____ Phone Number	_____ Email

c. Utility Provider #3 Affirmation

Utility Provider Affirmation

I have received information on the key details about the potential new bus project, as outlined in Section 1, from the School District, and if applicable, the Third-Party Applicant, and others as appropriate.

_____	_____	_____
Utility Name	Authorized Representative (Signature)	Date
_____	_____	_____
Authorized Representative Title	Phone Number	Email

d. Utility Provider #4 Affirmation

Utility Provider Affirmation

I have received information on the key details about the potential new bus project, as outlined in Section 1, from the School District, and if applicable, the Third-Party Applicant, and others as appropriate.

_____	_____	_____
Utility Name	Authorized Representative (Signature)	Date
_____	_____	_____
Authorized Representative Title	Phone Number	Email

4. OPTIONAL: Planning for Utility Upgrades

This section is NOT required to be completed, however, the EPA strongly encourages school districts, applicants, and utility providers to discuss the items listed in Section 4.

If an applicant has listed more than one electric utility in Section 2, any potential utility upgrades listed below should also identify which of the utilities may be responsible for the work.

Please list the total projected kW needed to support this project by taking into account the types of charger(s) requested.¹	
Please work with your utility to provide a rough estimate of the total engineering and construction cost for utility owned infrastructure (in front of the meter) for the project based on the number of buses and chargers listed in the application:	\$
<p>In the box below, please briefly describe the scope of any utility upgrades that may be needed for the project. Please consider whether engineering, construction, and/or permitting is needed, whether an interconnection study may be necessary, and the extent of services needed for completion. This should include possible needed upgrades for the following pieces of equipment:</p> <ul style="list-style-type: none"> • Power transformer • Terminator pole • Service lateral/conductor • Metering • Primary line extension • Any additional equipment 	

¹ Applicants unsure of the power needed for their potential project can contact the Joint Office of Energy and Transportation at cleanschoolbusTA@nrel.gov to request assistance with completing an electric school bus route analysis. Applicants can also perform this analysis by using the *Electric School Bus Route Analysis Tool*, available on [EPA's Clean School Bus Technical Assistance webpage](#).

Based on the information provided above, please provide an estimate of time required to complete the necessary utility-owned infrastructure (in front of the meter) upgrades: