



**EPA CLEAN  
SCHOOL BUS**

# **CSB Grant Reporting Template Overview**

Office of Transportation and Air Quality  
U.S. Environmental Protection Agency

# Agenda

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What is the CSB Grants Reporting Template?

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Reporting Timeline

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Reporting Template Overview

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General Instructions & Tips

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Reporting Template Walkthrough

# Disclaimer

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This recording is made in conjunction with the **December 2024** version of the 2023 CSB Grants Reporting Template.



# CSB Grant Reporting Template



## What it is

A tool where awarded grantees provide workplan information, budget details, and project updates to their Project Officer



## Purpose

To track project performance and legitimacy throughout the entire project period



## Updates

Recording Leveraged Funds (Work Plan & Financial Summary tabs)

Conditional Formatting and Dropdowns (Fleet Description & EV Infrastructure tabs)

# CSB Grant Program Documents

Visit <https://www.epa.gov/cleanschoolbus/clean-school-bus-program-grants> to access the updated Grants Reporting Template and other related documents

## Documents for Grantees

- [Next Steps for 2023 Clean School Bus Grantees \(pdf\)](#) (686 KB, January 2024, EPA-420-F-24-001)
- [2023 CSB Grants Sample Eligibility and Scrappage Template \(docx\)](#) (648.73 KB, November 2023)
- [2023 CSB Grants Reporting Template \(xlsm\)](#) (updated: December 2024)

# Reporting Timeline

Deliverable	Deadline	Submission Document
Workplan + Financial Summary	One month after official award	Reporting Template
Semi-Annual Project Reports	July 31 <sup>st</sup> and Jan. 31 <sup>st</sup> of each calendar year during the project period*,**	Reporting Template
Eligibility and Scrappage Form	End of project period**	Eligibility and Scrappage Template
Final Project Report	120 days after project completion	Reporting Template

\* Reporting periods are typically six months each. Update according to the reporting cadence determined by your Project Officer.

\*\* The project period is 24 months and may extend up to 36 months where justified.

# Reporting Template Overview

## Tab 1: Instructions

- General instructions and tab specific descriptions.

## Tab 2: Work Plan

- Reflects approved work plan. **Completed within the first month of award notification**

## Tab 3: Amendments

- Updates to post-award changes in bus numbers, charger numbers, and/or funding amounts. **Updated annually at end of each project year and at project closeout**

## Tab 4: Financial Summary

- Financial summary of entire grant period of performance.

## Tabs 5-7: Yearly Financial Summary

- Financial summary for each year of the project period. **Updated according to reporting cadence determined by Project Officer (quarterly or biannually)**

# Reporting Template Overview cont.

## Tab 8: CSB Priorities

- Commitments of environmental justice, community engagement, sustainability, workforce development, climate impact resiliency, and/or leveraging additional external funds. **Updated semi-annually**

## Tab 9: Fleet Description

- Details for all vehicles impacted under project including current vehicles and new vehicles. **Updated semi-annually**

## Tab 10: EV Infrastructure

- Details for all electric vehicle supply equipment (EVSE) and supporting infrastructure. **Updated semi-annually**

## Tab 11: Final Report

- Final project details including programmatic and narrative financial results. **Submitted within 120 days of project completion**

## Tab 12: Data Dictionary

- Description of select data fields to be used as support in completing tabs 2-11



## Proposed Number of Electric Buses

20

30

Grantees only need to fill in cells highlighted in **BLUE**

## Change in Funding Amount

00 \$ (500,000.00)

Cells highlighted in **YELLOW** fill in automatically – no action is necessary for these cells

## Capable of Bidirectional Charging? (Yes or No)

Yes

## Estimate Miles (for .

12

Cells highlighted with a dark diagonal pattern /// are dependent on answers in other cells. Do not fill in these cells unless diagonals are hidden

AZ Maricopa County

AZ

Apache County

Cochise County

Coconino County

Gila County

Check if a cell has dropdown options before entering information to avoid data validation errors

# Reporting Template Walkthrough



# Tab 2: Work Plan



Data must match the Approved Final Work Plan

**Tip:** If EV chargers are being purchased with Other Leveraged Funds, place a zero in the cell rather than leaving it blank.

## Equipment Cost – Vehicles and Infrastructure

Financial Summary			
EPA Project Award Amount	0		
Estimated EPA Funds for Bus	\$0.00	Estimated EPA Funds for EV Chargers	\$0.00
Estimated EPA Funds for CNG buses		Estimated EPA Funds for AC Level 2 Chargers	
Estimated EPA Funds for Propane buses		Estimated EPA Funds for DC Level 3 Chargers	
Estimated EPA Funds for Electric buses			

Table 2. Work Plan															
Please complete the following table of information. For school district applicants, only the first row will be completed. For third-party applicants, please list all school-district beneficiary information. Please refer to the School District data definitions on tab 12 (Data Dictionary) for additional guidance on each field. If other leveraged funds are being used for the purchase of EV Charges, please indicate the number of chargers by charger type in columns N and O, and then record \$0 in cells M8 and M9															
School District Summary									Proposed Fleet				Proposed EV Chargers		
School District Name	NCES #	State	County	City	Zip	Prioritized	Self-Certified as Prioritized	Non-Attainment or Maintenance Area	Proposed Number of CNG Buses	Proposed Number of Propane Buses	Proposed Number of Electric Buses	Total Number of Buses	Proposed Number of AC Level 2 Charger	Proposed Number of DC Level 3 Charger	Total Number of Chargers
School District A	1234567	AZ	Maricopa County	Phoenix	85308	Yes	Yes - Large SD with 80% Title	Yes	5	5	20	30	10	5	15
												0			0
												0			0
												0			0
												0			0

**Self-Certification Tip:** Prioritized = 'Yes', then select one of the following options from the dropdown.

- Applied under Category 1 = Yes – Title I
- Applied under Category 2A = Yes – Large with 80% Title I
- Applied under Category 2B = Yes – Large with Sub-group Title I
- Eligible to self-certify, but not Title I = Not Applicable

**Updated Instructions:** Report the number of EV chargers that will be purchased with EPA funds AND Other Leveraged Funds.



# Tab 2: Work Plan cont.



Data must match the Approved Final Work Plan

Project Details – complete all fields

Table 1. Project Summary and Approach
Please use the space provided to add a short narrative description of the project summary and approach to cover anything not captured in Table 2. Work Plan. Language from the Project Summary and Approach section of the application can be used here.

Table 3. CSB Priorities	
A. Community Engagement	
Does the workplan demonstrate actions and/or commitments to engage communities? If no, please jump to the next section, "Project Sustainability". If yes, please complete the rest of this section.	(Y or N or N/A)
1. How does the workplan demonstrate engagement with the communities identified above, especially local residents, to ensure their meaningful participation with respect to the design, planning, and performance of the project?	
B. Project Sustainability	
Does the workplan demonstrate actions and/or commitments to promote sustainable project results and benefits? If no, please jump to the next section, "Workforce Development". If yes, please complete the rest of this section.	(Y or N or N/A)
1. How does the workplan demonstrate that project results and benefits will be sustainable and that the applicant and project partners have the ability to promote and continue efforts to reduce emissions from school buses after EPA funding for the project has ended?	

Table 4. Timeline and Milestones		
Please use the rows below to indicate key project milestones and activities, the timeline for each, and the responsible party for each milestone and activity. Timeline can be represented either as the expected month(s) each activity/milestone will take place (ex., September 2024, September 2024 - December 2024, etc.), or, if applicable, can be represented with descriptors such as "continuous," "ongoing," or otherwise described in relation to other activities and milestones (ex., 1 month after activity X). Note: Additional rows may be added as needed.		
Timeline	Milestone/Activity	Responsible Party

## Instructions

Please use this tab to indicate any changes in bus numbers, charger numbers, and/or funding amounts post-award. Fill out this tab at the end of each year of project performance.

Were there any changes to bus numbers, charger numbers, and/or funding amounts in Year 1 of the project period of performance? If yes, please indicate the change(s) using the table below.			Project Year 1	0	\$	-					
Were there any changes to bus numbers, charger numbers, and/or funding amounts in Year 2 of the project period of performance? If yes, please indicate the change(s) using the table below.			Project Year 2	0	\$	-					
(If applicable based on project period length) Were there any changes to bus numbers, charger numbers, and/or funding amounts in Year 3 of the project period of performance? If yes, please indicate the change(s) using the table below.			Project Year 3	0	\$	-					
Table 5. Post-Award Amendments											
Update Year	Type of Amendment	School District Name	NCES ID	Original Vehicle or Eligible Infrastructure Component Type	Updated Vehicle or Eligible Infrastructure Component Type	Original Quantity of Vehicle or Eligible Infrastructure Component	Updated Quantity of Vehicle or Eligible Infrastructure Type	If 'Other Changes' selected as Type of Amendment, please describe here	Original Funding Request Amount	Updated Funding Request Amount	Change in Funding Amount
(Select Year)	(Select Amendment Type)										\$ -
(Select Year)	(Select Amendment Type)										\$ -
(Select Year)	(Select Amendment Type)										\$ -

**Tip:** A dropdown list of options is provided for the 'Update Year' and 'Type of Amendment' fields





# Tab 4: Financial Summary



Grantees only need to fill in the sections highlighted in **Blue**.

U. S. Environmental Protection Agency Clean School Bus (CSB) Grant Program Financial Summary - Project Lifetime					
Grant Recipient			Federal (EPA) Project Award Amount	\$	-
Program and Fiscal Year			Total Other Leveraged Funds	\$	-
Grant Number			Federal (EPA) Funds Expended to Date	\$	-
Project Period of Performance			Federal (EPA) Funds Remaining	\$	-
Project Title					

Table 6. Summary Rate of Expenditure

Record project budget funds **ONLY** from approved final work plan. All other numbers will reflect automatically from subsequent tabs. Please refer to the funding definitions on tab 12 (Data Dictionary) for additional guidance on each field.

Financial Summary	Project Budget	Total Expenses to Date	Remaining Balance
EPA Funds			
Personnel		-	\$ -
Fringe Benefits		-	\$ -
Travel		-	\$ -
Equipment		-	\$ -
Supplies		-	\$ -
Contractual		-	\$ -
Construction		-	\$ -
Other		-	\$ -
Direct Cost Total	\$ -	-	\$ -
Indirect Charges		-	\$ -
TOTALS	\$ -	-	\$ -
Other Leveraged Funds		-	\$ -

Table 7. Annual Rate of Expenditure

No Entry Needed - ALL numbers will reflect automatically from subsequent tabs.

Financial Summary	Year 1	Year 2	Year 3 (if applicable)
EPA Funds			
Personnel	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Direct Cost Total	\$ -	\$ -	\$ -
Indirect Charges	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -
Other Leveraged Funds	\$ -	\$ -	\$ -

**Update:** Only two categories of funds to report, EPA Funds and Other Leveraged Funds. Other Leveraged Funds are no longer itemized.



# Tabs 5-7: Years 1-3



Table 8. Year 1 Annual Rate of Expenditure

Record and update project expenses at each interval according to the reporting cadence determined by your Project Officer. Previous fields should remain and edits should be made to the reporting period being submitted. Note the table will update based upon the Reporting Cadence field, selected above.

Enter Dates For this Reporting Period	Reporting Period			
	Jan-Jun of Year 1	Jul-Dec of Year 1		
EPA Funds				
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Construction				
Other				
Direct Cost Total	\$ -	\$ -	\$ -	\$ -
Indirect Charges				
TOTALS	\$ -	\$ -	\$ -	\$ -
Other Leveraged Funds				

Total EPA Funds Expended: Year 1	\$ -
Reporting Cadence	
Project Reporting Period	Quarterly
	Biannually

**Tip:** The 'Reporting Cadence' section allows to choose between a **Quarterly** or **Biannually** report and will amend the spreadsheet to your selection.

Table 9. Project Updates - Narrative Responses

Record and update project updates below.

Please paste the planned activities, outputs, and outcome from the submitted workplan information. Provide updates and if any changes occurred, please provide that information accordingly. In the 'Progress to Date' column, please use the dropdown to indicate if the activity is 1) Not yet started, 2) In progress, or 3) Completed.

Activities	Anticipated Outputs	Anticipated Outcomes	Progress to Date				Progress Notes
			Jan-Jun of Year 1	Jul-Dec of Year 1			Write below, as appropriate.

Please provide programmatic and narrative financial updates on the project. As reports are submitted, indicate updates or changes for each reporting period. For each reporting period, please indicate if there was a change from the previous reporting period. If yes, please provide an explanation in the subsequent cell.

Question	Jan-Jun of Year 1 Update	Jul-Dec of Year 1 Update		
1. Provide a comparison of actual accomplishments to the objectives established for the reporting period.				

**Table 14. Environmental Justice and Disadvantaged Communities**

1. Did the workplan demonstrate that the project will benefit school district(s) that meet one or more of the criteria for prioritization listed in the NOFO in Section I.B? Specifically, communities served by high-need local educational agencies; rural school districts; Bureau of Indian Affairs-funded school districts; and school districts receiving basic support payments for children who reside on Indian land? Or did the proposed workplan demonstrate that the project will benefit school district(s) that self-certified their prioritization status?						(Y or N or N/A)
2. Did any of the school district beneficiaries from the workplan decide to no longer participate in the project? If yes, please use the rows below to indicate which school district beneficiaries withdrew their participation from the project, and if applicable, please note what school district beneficiary was chosen as a replacement. <i>Note: Please add additional rows as needed.</i>						(Y or N or N/A)
Withdrawn School District Beneficiary	NCES ID	Prioritization Status on Prioritized District List or Self-Certified	Date of Withdrawal	Brief Description of Reason for Withdrawal	Replacement School District Beneficiary (use "N/A" if school district beneficiary not replaced)	NCES ID
		(Y or N or N/A)	Select Reporting Period			
		(Y or N or N/A)	Select Reporting Period			
		(Y or N or N/A)	Select Reporting Period			
		(Y or N or N/A)	Select Reporting Period			
		(Y or N or N/A)	Select Reporting Period			
		(Y or N or N/A)	Select Reporting Period			
2. For any school district(s) prioritized under self-certification Category 2B, which identifies a sub-group of schools within the district receiving Title I funding, are the buses serving this school district(s) continuing to primarily serve the sub-group of Title I funded schools? If no, please provide an explanation below.						(Y or N or N/A)

**Table 15. Community Engagement**

Did the workplan demonstrate actions and/or commitments to engage communities? <i>If no, please jump to the next section, "Project Sustainability". If yes, please complete the rest of this section.</i>				(Y or N or N/A)
1. How did the workplan demonstrate engagement with the communities identified above, especially local residents, to ensure their meaningful participation with respect to the design, planning, and performance of the project?				
Policy/Process to Engage Communities and Point of Contact	Application	Status Update	Reporting Period Completed	
1. Did the workplan for this project demonstrate that the recipient and/or project partner(s) has an existing clear point of contact in a public platform (e.g., newsletter, website) for community issues and complaints (specific to air quality or broader) and a publicly documented policy or process to engage communities and get their input on operations and projects that impact air quality? The process could be a meeting in the past year and/or a policy or process to have a meeting or otherwise get input (e.g., a standing citizens advisory committee). <i>Please include any narrative details in question 2.</i>				
1.a. If no, did the workplan for this project demonstrate that the recipient and/or project partner(s) commit to completing one before the end of the project period?	(Y or N or N/A)			
1.b. To date, has the recipient and/or project partner(s) completed this commitment?				
2. Please provide any additional details and/or a status update to be provided for this category, including but not limited to the URL(s) where the public can find the clear point of contact and policy or process; a description of the point of contact and policy or process; and any other relevant information. Please use the drop downs under 'Please Select One' to indicate which year the update was completed. <i>Note: Do not delete data from prior quarterly reports. If providing updates for multiple quarters in one year, please indicate all updates in the same cell.</i>		Select Status	Select Reporting Period	



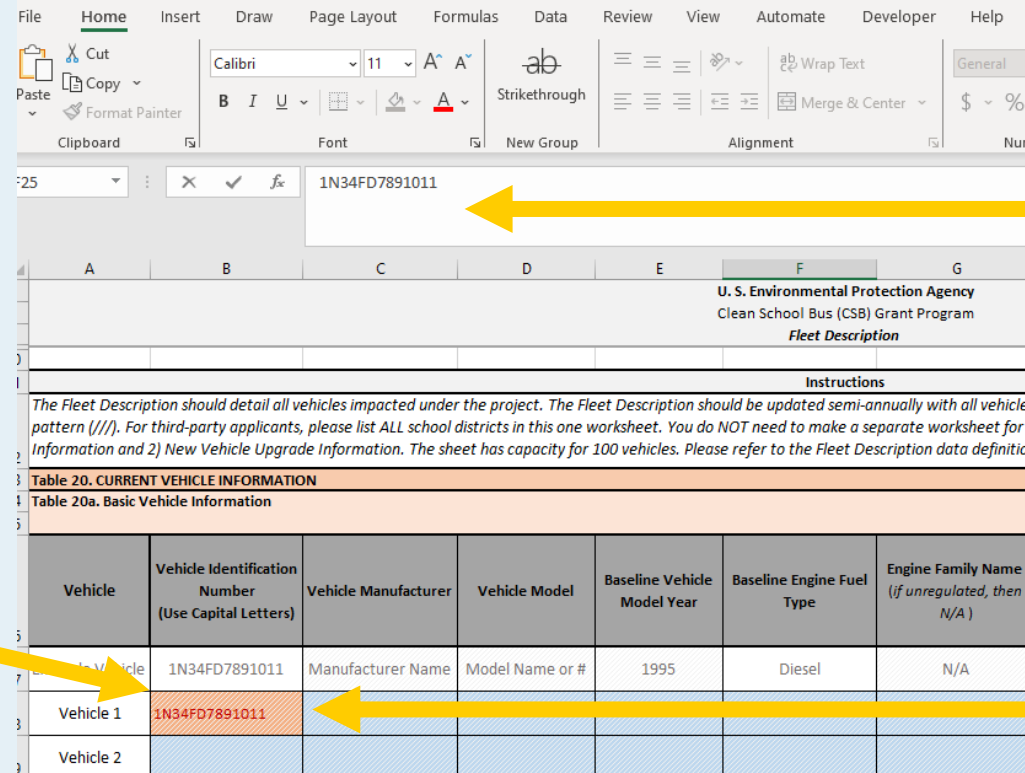
**Tip:** The Yellow cells will self-populate with the data provided from 'Tab 2. Work Plan'.



**Update:** Conditional formatting and dropdowns to assist with data accuracy and integrity. Please do one of the following when completing the Fleet Description tab.

- If text is to be entered
  - Type the data directly into the cell, or
  - If copying from another source (e.g., an older version of the reporting template), **paste the data into the formula bar and not into the cell.** Any conditional formatting will be lost if the text is pasted into the cell.
- If a dropdown arrow appears
  - Select an option

**Example conditional formatting:** A VIN is 17 characters, and does not include the letters O(o), I(i), or Q(q) to avoid confusion with the number 0, 1, and 9. If the data entered does not equal 17 character and/or contains an ineligible character, the cell and text will change from blue to red



Vehicle	Vehicle Identification Number (Use Capital Letters)	Vehicle Manufacturer	Vehicle Model	Baseline Vehicle Model Year	Baseline Engine Fuel Type	Engine Family Name (if unregulated, then N/A)
Vehicle 1	1N34FD7891011	Manufacturer Name	Model Name or #	1995	Diesel	N/A
Vehicle 2						

Formula bar for pasting data that is copied over from another source

Directly type text here



# Tab 9: Fleet Description cont.



Current Vehicle Information = the bus that will be scrapped, sold, or donated.

## Tips

- Complete all **BLUE** fields.
- If cell and text turns red = error in the number of characters, character type, and/or character value (e.g., >10,000).
- Some Place of Performance dropdowns are dependent on another dropdown. For example, a state must be selected in order for a list to appear in the county dropdown.

Table 20. CURRENT VEHICLE INFORMATION

Table 20a. Basic Vehicle Information

Vehicle	Vehicle Identification Number (Use Capital Letters)	Vehicle Manufacturer	Vehicle Model	Baseline Vehicle Model Year	Baseline Engine Fuel Type	Engine Family Name (if unregulated, then N/A)	GVWR	Class	Odometer (in miles)	Annual Miles Traveled (miles per vehicle)	Annual Idling Hours (hours per engine)	Annual Amount of Fuel Used (gallons/year per engine)	Remaining Life of Baseline Engine/Vehicle
Example Vehicle	1N34FD7891011	Manufacturer Name	Model Name or #	1995	Diesel	N/A	10150	Class 6	140000	12000	1500	6000	3
Vehicle 1	Character #			Dropdown	Dropdown			Dropdown		Character Value			
Vehicle 2													

Table 20b. Basic Fleet Information & Place(s) of Performance

Primary Place of Performance							
Current Fleet Owner	Place of Performance: School District	Place of Performance: NCES ID	Place of Performance: State	Place of Performance: County	Percentage of Time operated in this County	Place of Performance: City	Place of Performance: Zip Code(s)
Sarah Smith	Warren 01	1234567	SC	Marion County	50%	Springhill	22190
			Dropdown	Dropdown			



# Tab 9: Fleet Description cont.



New Replacement Vehicle Information = the new clean school bus.

## Tips

- Complete all **BLUE** fields.
- If cell and text turns red = error in the number of characters, character type, and/or character value (e.g., >10,000).
- Some Place of Performance dropdowns are dependent on another dropdown. For example, a state must be selected in order for a list to appear in the county dropdown.
- Some cells are dependent on fuel type. Cells highlighted with a dark diagonal pattern /// do not apply and do not need to be completed.

Table 21: NEW REPLACEMENT VEHICLE INFORMATION									
Table 21a. Upgrade Vehicle Information									
Year of Upgrade Action	VIN for New Vehicle(s)	New Vehicle Manufacturer	New Vehicle Model	New Vehicle Model Year	New Engine or Vehicle Family Name	New Vehicle Fuel Type	New Vehicle GVWR	Upgrade Cost per Bus	Total Federal Funds Expended Per Bus (\$ of Total Cost per Unit)
2023	1234567890ABCDE	Manufacturer Name	Model Name or #	2023	ABC	Electric	12000	\$ 375,000.00	\$ 325,000.00
Dropdown	Character #			Dropdown	Dropdown		Character Value		

Table 21b. New Vehicle Annual Activity Data					Table 21c. Zero Emission Vehicle Data						
New Vehicle Annual Idling Hours (hours per vehicle)	New Vehicle Annual Miles Traveled (miles per vehicle)	New Vehicle Annual Fuel Volume (estimated gallons/year for propane or CNG only)	New Vehicle Equipped with Auxiliary Heater? (Yes/No)	Auxiliary Heater Type (if not applicable, then N/A)	Capable of Bidirectional Charging? (Yes or No)	Estimate Range in Miles (for ZEV only)	Battery Capacity in kWh (for ZEV only)	Is the Battery Warranty Included? (Yes/No)	Battery: indicate Number of Years	Battery: Number of Miles	Battery: Total kWh of battery discharge
N/A	12000	N/A	Yes	Spheros Thermo 300	Yes	125	168	Yes	8	160,000	200,000
					Not Applicable based on fuel type						

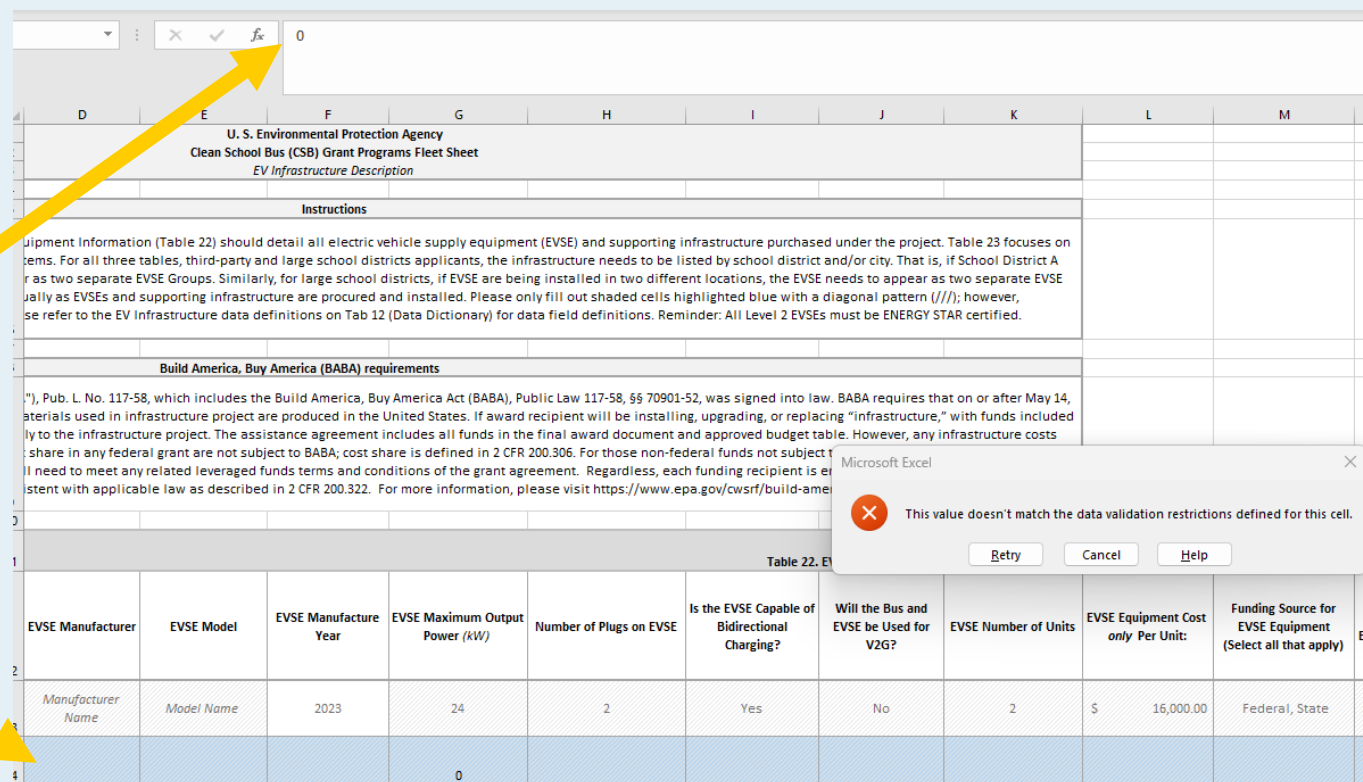
Not Applicable based on fuel type

**Update:** Conditional formatting and dropdowns to assist with data accuracy and integrity. Please do one of the following when completing the EV Infrastructure tab.

- If text is to be entered
  - Type the data directly into the cell, or
  - If copying from another source (e.g., an older version of the reporting template), **paste the data into the formula bar and not into the cell.** Conditional formatting will be lost if the text is pasted into the cell.
- If a dropdown arrow appears
  - Select an option

Formula bar for pasting data that is copied over from another source

Directly type text here



U. S. Environmental Protection Agency  
Clean School Bus (CSB) Grant Programs Fleet Sheet  
EV Infrastructure Description

Instructions

Equipment Information (Table 22) should detail all electric vehicle supply equipment (EVSE) and supporting infrastructure purchased under the project. Table 23 focuses on materials. For all three tables, third-party and large school districts applicants, the infrastructure needs to be listed by school district and/or city. That is, if School District A has two separate EVSE Groups. Similarly, for large school districts, if EVSE are being installed in two different locations, the EVSE needs to appear as two separate EVSE groups. EVSEs and supporting infrastructure are procured and installed. Please only fill out shaded cells highlighted blue with a diagonal pattern (///); however, see refer to the EV Infrastructure data definitions on Tab 12 (Data Dictionary) for data field definitions. Reminder: All Level 2 EVSEs must be ENERGY STAR certified.

Build America, Buy America (BABA) requirements

"... Pub. L. No. 117-58, which includes the Build America, Buy America Act (BABA), Public Law 117-58, §§ 70901-52, was signed into law. BABA requires that on or after May 14, 2021, materials used in infrastructure project are produced in the United States. If award recipient will be installing, upgrading, or replacing "infrastructure," with funds included in the infrastructure project. The assistance agreement includes all funds in the final award document and approved budget table. However, any infrastructure costs share in any federal grant are not subject to BABA; cost share is defined in 2 CFR 200.306. For those non-federal funds not subject to BABA, the recipient must ensure that the project meets any related leveraged funds terms and conditions of the grant agreement. Regardless, each funding recipient is also consistent with applicable law as described in 2 CFR 200.322. For more information, please visit <https://www.epa.gov/cwsrf/build-america>.

Table 22. EVSE Information

EVSE Manufacturer	EVSE Model	EVSE Manufacture Year	EVSE Maximum Output Power (kW)	Number of Plugs on EVSE	Is the EVSE Capable of Bidirectional Charging?	Will the Bus and EVSE be Used for V2G?	EVSE Number of Units	EVSE Equipment Cost only Per Unit:	Funding Source for EVSE Equipment (Select all that apply)	Exp
Manufacturer Name	Model Name	2023	24	2	Yes	No	2	\$ 16,000.00	Federal, State	\$
			0							

Example conditional formatting error message: incorrect value. In this case it must numeric and >0.



# Tab 10: EV Infrastructure cont.



## Three EV Infrastructure Fields: EV Chargers, On-Site Power Generation Equipment, and Battery Energy Storage Systems

### Tips

- Complete all **Blue** cells.
- If cell and text turns red = error in the number of characters, character type, and/or character value (e.g., >10).
- Some Place of Performance dropdowns are dependent on another dropdown. For example, a state must be selected in order for a list to appear in the county dropdown.

Table 22. EVSE Equipment Information

Type of Charger	If Level 2, is it ENERGY STAR certified	EVSE Manufacturer	EVSE Model	EVSE Manufacture Year	EVSE Maximum Output Power (kW)	Number of Plugs on EVSE	Is the EVSE Capable of Bidirectional Charging?	Will the Bus and EVSE be Used for V2G?	EVSE Number of Units	EVSE Equipment Cost only Per Unit:	Funding Source for EVSE Equipment (Select all that apply)	Total EPA Funds Expended Per EVSE Unit	Total EPA Funds Expended for EVSE	Total Other Leveraged Funds Expended for EVSE
Level 2	Yes	Manufacturer Name	Model Name	2023	24	2	Yes	No	2	\$ 16,000.00	Federal, State	\$ 12,000.00	\$ 24,000.00	\$ 8,000.00
													\$ -	\$ -
													\$ -	\$ -

Location of EV Infrastructure

State (select from dropdown)	County (select from dropdown after selecting State)	City	Zip Code	Street Address	Who owns the charger?
VA	Arlington County	Alexandria	22305	400 1st Street	Walton School District

**Tip:** Yellow cells will self-populate with the data provided from within the table.



## Build America, Buy America (BABA) requirements

On November 15, 2021, the Infrastructure Investment and Jobs Act ("IIJA"), Pub. L. No. 117-58, which includes the Build America, Buy America Act (BABA), Public Law 117-58, §§ 70901-52, was signed into law. BABA requires that on or after May 14, 2022, all of the iron, steel, manufactured products, and construction materials used in infrastructure project are produced in the United States. If award recipient will be installing, upgrading, or replacing "infrastructure," with funds included in the assistance agreement (EPA funds), then BABA requirements apply to the infrastructure project. The assistance agreement includes all funds in the final award document and approved budget table. However, any infrastructure costs that are paid solely with non-federal funding and not included as cost share in any federal grant are not subject to BABA; cost share is defined in 2 CFR 200.306. For those non-federal funds not subject to BABA and included as "other leveraged resources" in the grantee's workplan, the grantee would still need to meet any related leveraged funds terms and conditions of the grant agreement. Regardless, each funding recipient is encouraged to use goods, products, and materials produced in the United States, to the maximum extent, consistent with applicable law as described in 2 CFR 200.322. For more information, please visit <https://www.epa.gov/cwsrf/build-america-buy-america-baba>.

### Tips

- The **Yellow** cells will self-populate with the data provided from within the table.
- Some cells are dependent on funding source (EPA funds vs Other Leveraged Funds). Cells highlighted with a dark diagonal pattern /// do not apply and do not need to be completed.

BABA Compliance (Applies to infrastructure equipment purchased with EPA funds)			Totals	
Is the infrastructure subject to BABA? (Applies to infrastructure purchased with EPA Funds)	Is this infrastructure BABA Compliant? (Select Options)	Is a waiver is being used, please select waiver type (Select all that apply)	Total Federal Funds Expended Equipment and Installation	Total Other Leveraged Funds Expended for Equipment and Installation
Yes	Yes - This infrastructure is BABA compliant	No - Infrastructure meets all BABA requirements	\$ 31,000.00	\$ 13,000.00
No	Not Applicable based on funding source		\$ -	\$ -

# Summary of Tips & Updates

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Grantees only need to fill in the sections highlighted in **Blue**.

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Note updates to EPA Funds vs Other Leveraged Funds

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If copying and pasting data, use the formula bar

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Cells highlighted with a dark diagonal pattern /// do not apply and do not need to be completed.

## Need Assistance with the Reporting Template?

- Instructions (Tab 1)
- Data Dictionary (Tab 12)
- Reach out to your Project Officer

## Stay in Touch

- Don't miss any updates! To sign up for the listserv, please visit [epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus).
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**EPA CLEAN  
SCHOOL BUS**

**[cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov)  
[epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus)**