



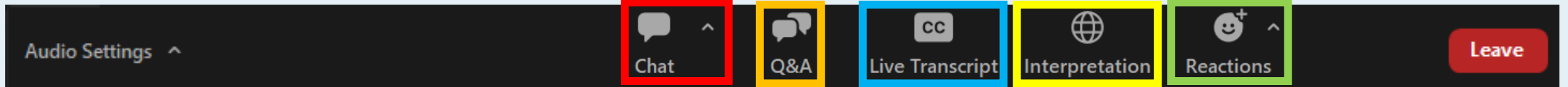
# **EPA CLEAN SCHOOL BUS**

**Clean School Bus Vehicle Disposition and Replacement Evidence Webinar**

**March 10, 2026 @ 2:00 PM ET**

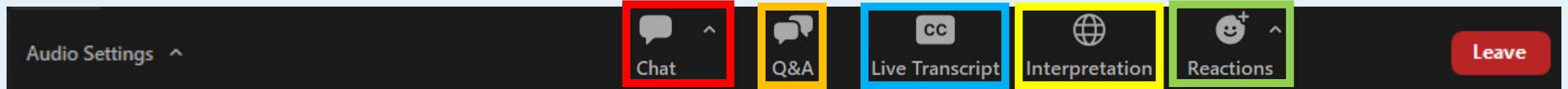
Office of Transportation and Air Quality  
U.S. Environmental Protection Agency

# Zoom Webinar Logistics



- **This presentation is being recorded.** The slides and recording will be posted to [epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus) as soon as they are processed for posting.
- **All attendees are in listen-only mode until designated Q&A.** Audio is available through your computer speakers or by phone. The presenter will ask you to come off mute if applicable.
- **Live transcription:** Live captioning is available by clicking the “Live Transcript” icon.
- **Live interpretation:** Live Spanish interpretation is available by clicking the “Interpretation” icon and selecting Spanish. Click “Mute Original Audio” to mute English audio when listening in Spanish.
- **Questions:** Use the Q&A feature to ask questions during the presentation. We will address as many as possible after the presentation. If we are unable to answer your question at this time, we will list all questions and answers in the Q&A document available on our website. You can also submit written questions to the EPA Clean School Bus Program helpline at [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov).
- **Chat:** Chat is disabled, but the presenters might share links through the chat feature.
- **Reactions:** Reactions are enabled for you to interact with the presenter.

# Logística de seminarios web en Zoom



- **Esta presentación es grabada.** Las diapositivas y la grabación se publicarán en [epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus) tan pronto sean procesadas para su publicación.
- **Todos los asistentes se encuentran solo en modo escucha.** Hay audio disponible a través de los altoparlantes de su computadora o por teléfono. El presentador le pedirá que quite el silencio si corresponde.
- **Transcripción en vivo:** Hay subtítulos disponibles haciendo clic en el icono “Live Transcript” [Transcripción en vivo].
- **Interpretación en vivo:** Hay interpretación en español disponible haciendo clic en el icono “Interpreting” [Interpretación] y seleccionando el español. Haga clic en “Mute Original Audio” [Silenciar audio original] para silenciar el audio en inglés al escuchar en español.
- **Preguntas:** Use la función Q&A [preguntas y respuestas] para hacer preguntas durante la presentación. Abordaremos todas las que sea posible después de la presentación. Si no podemos contestar su pregunta en este momento, anotaremos todas las preguntas y respuestas en el documento Q&A correspondiente disponible en nuestro sitio web. Puede también enviar preguntas por escrito a la línea directa de ayuda del Programa de Autobuses Escolares Limpios de la EPA en [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov).
- **Chat:** Se encuentra inhabilitado el chat, pero los presentadores podrían compartir enlaces a través de la función de chat.
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# Live Transcription / Transcripción simultánea



Live transcript is available

CC

Live Transcript

# Live Spanish Interpretation / Interpretación simultánea



✓ Off

English

Spanish

Mute Original Audio



Interpretation

# Overview of the Clean School Bus Program

## Clean School Bus Program (CSB)

- The U. S. Environmental Protection Agency (EPA) is providing **\$5 billion** over five years (Fiscal Years 22-26) for the replacement of existing school buses with zero-emission and clean school buses.

## CSB Funding Opportunities

- The EPA has offered rebates and grants in [past funding opportunities](#).
- The EPA is reviewing 2022 CSB Rebate Program Close Out Forms and conducting site visits for project sites.
- 2023 CSB Grant recipients are nearing the end of their performance period and submitting final reports and project closeout documents.
- 2023 CSB Rebate selectees will submit their 2023 CSB Rebate Program Close Out Forms later this year.



# Overview of the Clean School Bus Program

## Vehicle Disposition and Replacement Evidence

- The EPA requires that mobile source funding recipients provide evidence for all projects involving the replacement of existing internal combustion engines, vehicles, and equipment with new, lower emitting technologies.
- Proper documentation:
  - Ensures compliance with the award's Terms and Conditions.
  - Guards against potential waste, fraud, and abuse.
  - Increases the efficiency of the closeout review process.
- Award recipients are encouraged to apply the guidelines presented today when compiling their statements and photographic evidence.



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Eligibility and Disposition Requirements











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Project Closeout Requirement

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Documentation Retention

# Summary of Existing Bus Eligibility and Disposition Requirements

Existing Bus Fuel Type	Replacement Bus Fuel Type		
	Propane	Compressed Natural Gas	Battery-Electric
2010 or Older Diesel Bus	Scrap 	Scrap 	Scrap 
2011 or Newer Diesel Bus*	X	X	Scrap, Sell, or Donate   
2010 or Older Non-Diesel Bus*	X	X	Scrap 
2011 or Newer Non-Diesel Bus*	X	X	Scrap, Sell, or Donate   

\*Can only be substituted if existing fleet does not have 2010 or older diesel buses available for scrappage

# Summary of Existing Bus Eligibility and Disposition Requirements

- Have a Gross Vehicle Weight Rating (GVWR) of 10,001 lbs or more.
- Be fully operational at the time of application submission (*i.e.*, able to start, move in all directions, and has all operational parts).
- Have provided bus service to a public school district for at least three days/week on average during the 2022/2023 school year at the time of applying, excluding emergency-related school closures.

# Summary of Existing Bus Eligibility and Disposition Requirements

- Existing bus scrappage must render the bus inoperable.
  - This can be done via drilling, shredding, crushing, complete dismantle of existing vehicle.
- Alternative Disposition Methods
  - Any method that does not include drilling and crushing the engine and chassis must receive prior approval by the EPA. To request approval for the alternative disposition email:
    - 2023 Grant award recipient - EPA Project Officer
    - 2023 Rebate selectee - [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov)
  - Do not proceed with alternative disposition until approval is granted.

# Summary of Existing Bus Eligibility and Disposition Requirements

- Changes in fleet
  - Award recipients may swap existing buses *after* award.
  - The award recipient must ensure that the swapped new existing bus adheres to the requirements of the funding opportunity.
  - When swapping buses, the awardee must:
    - 2023 Grant award recipient – email your EPA Project Officer and update the tab named ‘9. Fleet Description’ on the reporting template for the project period.
    - 2023 Rebate selectee - submit the title of the new existing bus through the appropriate funding opportunity process online form.

# Project Closeout

- Disposition Evidence
- New Vehicle Evidence
- Infrastructure Evidence

# Project Closeout Evidence Requirements

Requirement	2023 CSB Grant	2023 CSB Rebate
Performance Report	Final Performance Report	Close Out Form
Vehicle Eligibility	Vehicle Eligibility Statement	Funding Request Form
Scrappage	Existing Vehicle Scrappage Statement	Scrappage Letter
	Photographic Evidence	Photographic Evidence
Sell/Donation	Existing Vehicle Sell/Donate Statement	Proof of sale or donation documentation
New vehicle	Photographic evidence	Photographic evidence
	Invoice*	Invoice
	Proof of delivery*	Proof of delivery
Infrastructure	Photographic evidence	Photographic evidence
	Invoice*	Invoice
	Proof of Installation*	Proof of Installation

\*In accordance with [2 CFR 200.334](#), recipients must keep all financial records, supporting documents, accounting books and other evidence of Grant Program activities for three years from the date of submission of the final expenditure report.



# Project Closeout Evidence Requirements

## 2023 Grant Program

### Grantee Resources

- [2023 CSB Grant Program Guidelines for Project Closeout Evidence \(pdf\)](#) (2.36 MB, March 2026, EPA-420-B-26-009)
- [CSB Program Purchasing and Invoice Documentation Guide \(pdf\)](#) (1.67 MB, March 2026, EPA-420-B-26-008)
- [Next Steps for 2023 Clean School Bus Grantees \(pdf\)](#) (686 KB, January 2024, EPA-420-F-24-001)
- [2023 CSB Grants Sample Eligibility and Scrap/Sell/Donate Template \(pdf\)](#) (564.78 KB, November 2025, EPA Form Number 5900-686)
- [CSB Vehicle Eligibility Statement Example Spreadsheet \(xlsx\)](#) (642.57 KB, January 2026)
  - An example spreadsheet that Clean School Bus Program grant recipients and vehicle owners may complete and attach to a signed Vehicle Eligibility Statement as an alternative to completing separate statements for each vehicle.
- [2023 CSB Grants Reporting Template \(xlsm\)](#) (updated: November 2025, EPA Form Number 5900-692)
  - Video - [CSB Grant Reporting Template Overview](#) [🔗](#)
  - Slides - [CSB Grant Reporting Template Overview \(pdf\)](#) (1.32 MB, updated July 2025)



[epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus)



# Project Closeout Evidence Requirements

## 2023 Rebate Program

### Clean School Bus Rebate Close Out Form

Close Out Forms are used to close out the rebate process for selectees that have received funding, taken delivery of new buses, installed electric bus charging infrastructure (if applicable), and appropriately replaced their existing buses.

**Note: 2022 CSB Rebate Selectees must submit their Close Out Form by their approved extension date or request an additional extension by submitting sufficient justification to [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov).**

**Note: The deadline for submitting 2023 CSB Rebate Program Close Out Forms is May 29, 2026, 4:00 p.m. ET. More information regarding extension requests will be posted once available.**

Any questions about clean school bus deployment topics, such as school bus basics (electric, propane, and CNG), charging equipment, utility connections, bus performance, and operational considerations like routing and maintenance, can be directed to the Joint Office at [CleanSchoolBusTA@nlr.gov](mailto:CleanSchoolBusTA@nlr.gov) for free assistance with working through these questions promptly.

Go to [Clean School Bus Rebates: Close Out Form](#) page for more information on the Close Out Form and to access the applicant dashboard.



[epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus)



**EPA CLEAN  
SCHOOL BUS**

# Project Closeout Evidence Requirements

Requirement	2023 CSB Grant	2023 CSB Rebate
Performance Report	Final Performance Report	Close Out Form
<b>Vehicle Eligibility</b>	<b>Vehicle Eligibility Statement</b>	<b>Funding Request Form</b>
<b>Scrappage</b>	<b>Existing Vehicle Scrappage Statement</b>	<b>Scrappage Letter</b>
	<b>Photographic Evidence</b>	<b>Photographic Evidence</b>
<b>Sell/Donation</b>	<b>Existing Vehicle Sell/Donate Statement</b>	<b>Proof of sale or donation documentation</b>
New vehicle	Photographic evidence	Photographic evidence
	Invoice*	Invoice
	Proof of delivery*	Proof of delivery
Infrastructure	Photographic evidence	Photographic evidence
	Invoice*	Invoice
	Proof of Installation*	Proof of Installation

\*In accordance with [2 CFR 200.334](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-200/subpart-334), recipients must keep all financial records, supporting documents, accounting books and other evidence of Grant Program activities for three years from the date of submission of the final expenditure report.



# Project Closeout Evidence Requirements

## 2023 CSB Grant Program: Eligibility Statement (Template I)

- Eligibility Statement is required for each existing vehicle to attest that the listed vehicle is eligible to be scrapped, sold, or donated based on the requirements of the 2023 Notice of Funding Opportunity (NOFO).
  - Must be completed and signed by both the existing vehicle owner and the grantee.
  - May submit an Eligibility Statement to the EPA prior to scrapping, selling, or donating to receive feedback on whether the vehicle is eligible under program requirements.
  - Information on the Eligibility Statement must match with what is listed within the Fleet Description tab of the most recent progress report and the project's subsequent final report.
  - Grantees may submit either:
    - A separate statement for each vehicle collated into one PDF per vehicle owner.
    - A single blanket statement per vehicle owner with an attached spreadsheet that lists the required information for all vehicles scrapped, sold, or donated by that owner.
      - Spreadsheet must include information for all applicable fields on the Eligibility Statement.
      - An example Vehicle Eligibility spreadsheet is located on the [Clean School Bus](#) Grants Program webpage.



# Project Closeout Evidence Requirements

## 2023 CSB Grant Program: Scrappage Statement (Template II A)

- Scrappage Statement to attest to the appropriate disposal.
  - Must be completed and signed by existing vehicle owner, the grantee, and the dismantler.
- Must provide required evidence.
  - If required evidence is missing or illegible, then the recipient must inform their EPA Project Officer before submission of the final project report and include explanations/justifications for the absent or illegible evidence.
- The information on the Scrappage Statement must match what is listed within the Fleet Description tab of the project's final report.
- Please see the Submission and File Naming Instructions in the [\*\*CSB Grant Program Guidelines for Project Closeout Evidence\*\*](#) for more information on how to submit Scrappage Statements and photographic evidence.



# Project Closeout Evidence Requirements

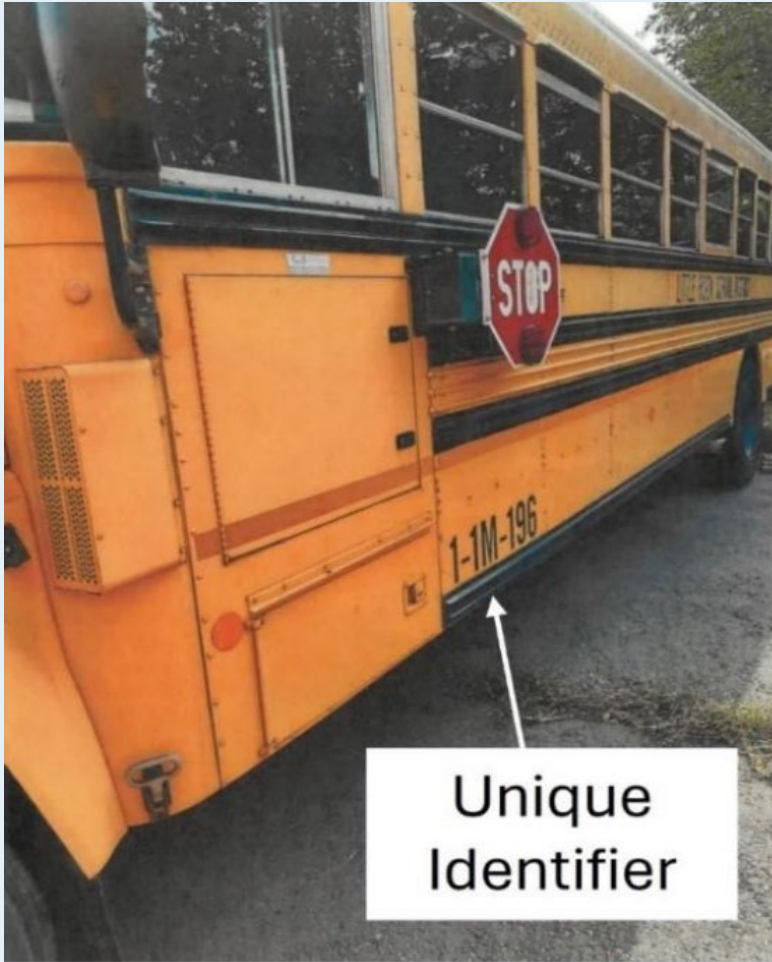
## 2023 CSB Rebate Program: Scrappage Letter

- Scrappage letter from the scrapping entity attesting that the vehicle was rendered inoperable based on the requirements 2023 CSB Rebate Program Guide
  - Printed on letterhead of the salvage yard or other organization scrapping buses
  - Details the method of scrappage that aligns with the requirements
  - Lists the Vehicle Identification Numbers (VIN) of the buses that were scrapped
  - Affirms the date(s) that the buses were scrapped
  - Name of organization that scrapped the bus(es)
  - Name and signature of the salvage yard representative
  - Phone number and address of the salvage yard

# Scrappage Evidence Requirements

- The same photographic evidence is required for the 2023 CSB Grant and the 2023 CSB Rebate programs.
  1. Side profile of the bus prior to disabling
  2. VIN tag
  3. Engine label
    - a. Serial number
    - b. EPA engine family number
    - c. Engine model year
  4. Engine block prior to scrappage
  5. Engine block after rendered permanently inoperable
  6. Chassis after rendered permanently inoperable

# Photographic Evidence: Side profile of bus

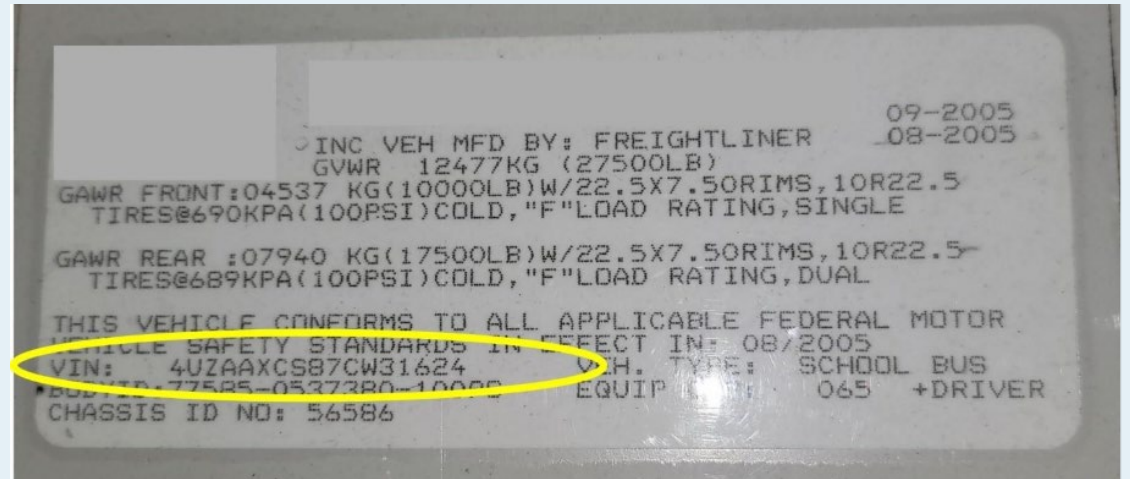
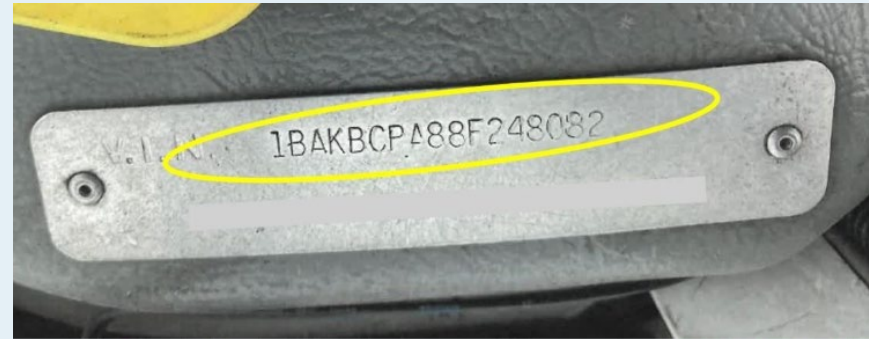


- The side profile must include a clear identifier for the existing bus such as a bus number.
- The side profile should show most if not the entire bus.
- The photo should not be grainy or difficult to decipher.

# Photographic Evidence: Vehicle Identification Number (VIN)



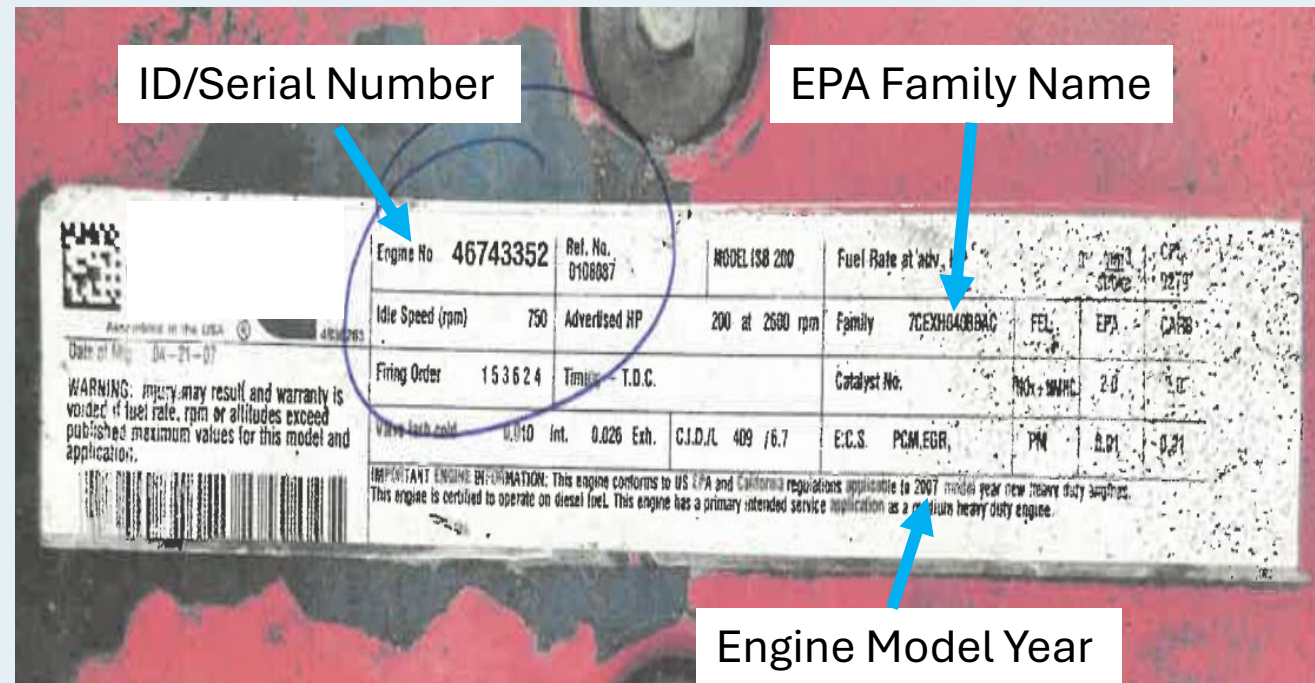
**Incorrect:** photo of the entire bus with the VIN imposed on the photo.



**Correct:** photo of the VIN that is clear and easy to read. This can be shown in either a VIN plate or vehicle emission control information (VECI).

# Photographic Evidence: Engine label

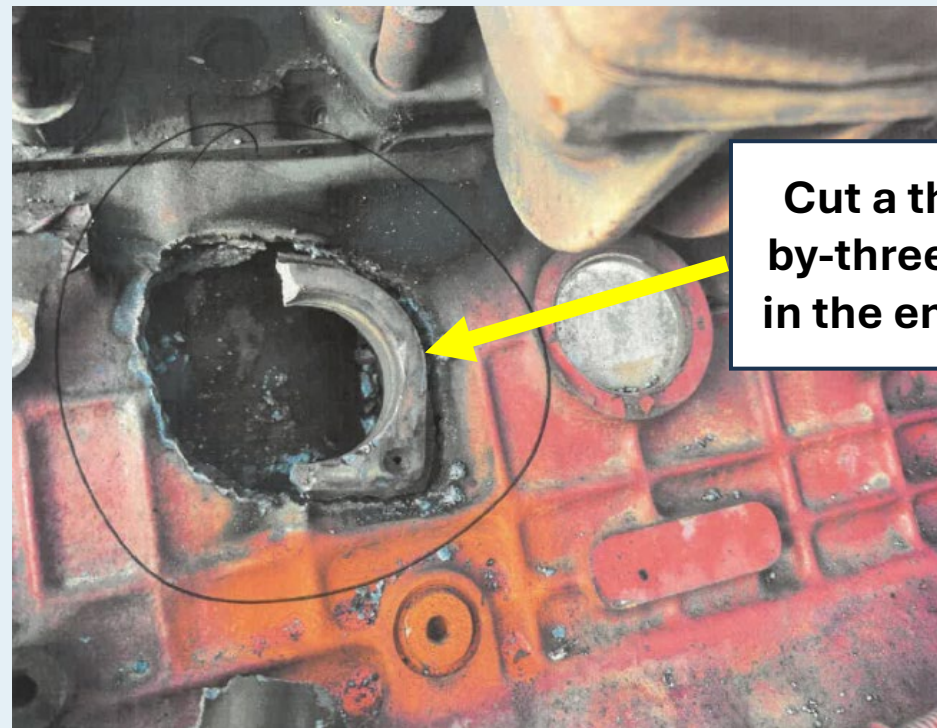
- The engine label should show:
  - Serial number
  - EPA Engine Family Name
  - Engine model year
- The photo should not be grainy or difficult to decipher.



# Photographic Evidence: Engine block



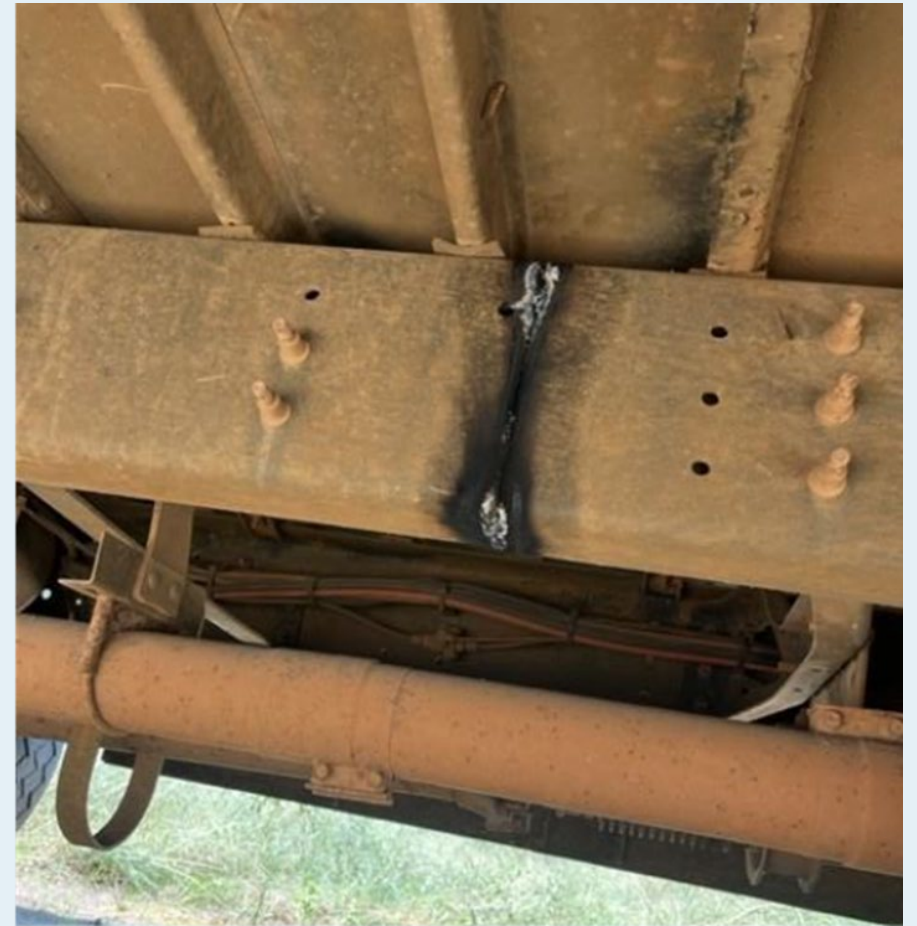
**Prior to scrapping:** photo must clearly show the engine block without discernable damage.



**After scrapping:** photo must clearly show the engine block with evident destruction method that render the engine inoperable.

# Photographic Evidence: Chassis

- Must show clear evidence of destruction that renders the chassis inoperable.
  - Cut completely through the frame/frame rails on each side of the vehicle at a point located between the front and rear axles.
  - Another pre-approved, scrappage method that permanently disables the chassis.
  - The chassis photo may be supplemented with photos of the entire bus being destroyed.



# 2023 Grant Program Sale and Donation Evidence Requirements

- **Reminder:** If a fleet has no eligible 2010 or older diesel school buses **AND** is requesting zero-emission school bus replacements, a 2011 or newer diesel or non-diesel internal combustion engine bus can be sold or donated.
- 2023 CSB Grant Program
  - Award recipients will submit the [Vehicle Sell or Donate Statement \(Template IIB\)](#).
  - The Sell or Donate Statement must be completed and signed by both the prior vehicle owner and new owner of the vehicle.
  - The Sell or Donate Statement information must match information stated in the grantee's final report.

# 2023 CSB Rebate Program Sale and Donation Evidence Requirements

- **Reminder:** If a fleet has no eligible 2010 or older diesel school buses **AND** is requesting zero-emission school bus replacements, a 2011 or newer diesel or non-diesel internal combustion engine bus can be sold or donated.
- 2023 CSB Rebate Program
  - The 2023 CSB Rebate Close Out Form will have a "Documents upload" where award recipients can upload Proof of sale or donation for each bus.
  - The Close Out Form will prompt the award recipient to enter information regarding the entity that took ownership of the existing bus.
  - Acceptable documents must include previous owner, new owner, date of transfer, and the VIN(s) associated with the transaction.

# Stakeholder Questions



Upvote and comment on feedback similar to your own.  
Type your full thought so we can follow-up if needed.  
Speak slowly and clearly for the captioner/interpreter.

[cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov)

[epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus)

# Project Closeout Evidence Requirements

Requirement	2023 CSB Grant	2023 CSB Rebate
Performance Report	Final Performance Report	Close Out Form
Vehicle Eligibility	Vehicle Eligibility Statement	Funding Request Form
Scrappage	Existing Vehicle Scrappage Statement	Scrappage Letter
	Photographic Evidence	Photographic Evidence
Sell/Donation	Existing Vehicle Sell/Donate Statement	Proof of sale or donation documentation
New vehicle	<b>Photographic evidence</b>	<b>Photographic evidence</b>
	<b>Invoice*</b>	<b>Invoice</b>
	<b>Proof of delivery*</b>	<b>Proof of delivery</b>
Infrastructure	<b>Photographic evidence</b>	<b>Photographic evidence</b>
	<b>Invoice*</b>	<b>Invoice</b>
	<b>Proof of Installation*</b>	<b>Proof of Installation</b>

\*In accordance with [2 CFR 200.334](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-200/subpart-334), recipients must keep all financial records, supporting documents, accounting books and other evidence of Grant Program activities for three years from the date of submission of the final expenditure report.



# New Vehicle Evidence Requirements

**All funding recipients are required to submit the following photographic evidence of vehicles purchased with Clean School Bus Program funds:**

1. A clear photo of the front profile of the new vehicle
2. A clear photo of the side profile of the new vehicle
3. A clear photo of the VIN plate that displays the VIN and manufacturer or the VECI label that displays the VIN and EPA Vehicle Family Name

# New Vehicle Photographic Evidence: Front profile

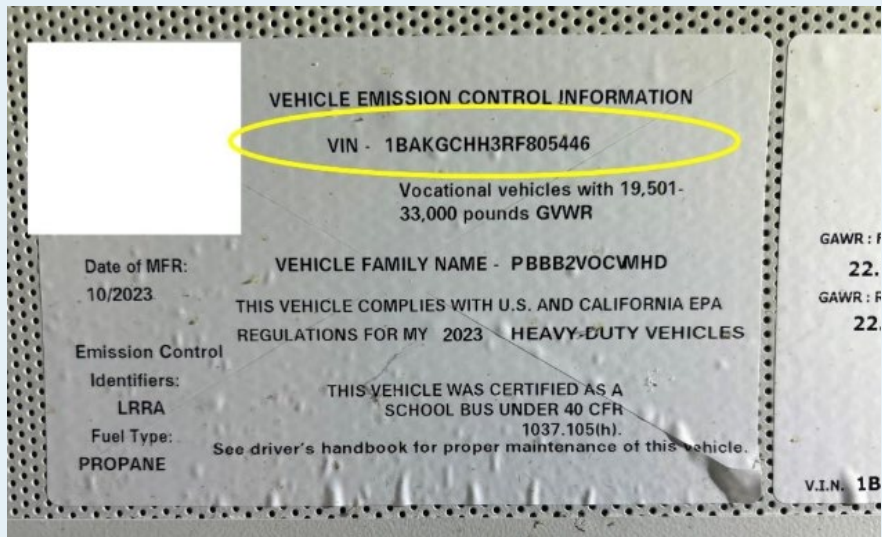
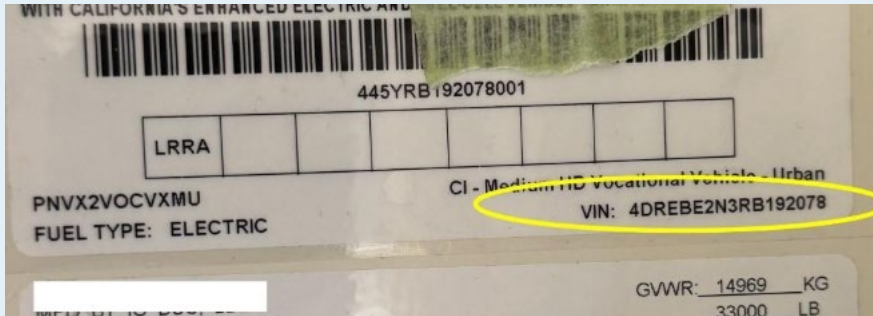
- The photo should have a clear identifier for the new bus
- The photo should not be grainy or difficult to decipher



# New Vehicle Photographic Evidence: Side profile



# New Vehicle Photographic Evidence: VIN plate



- The photo should be a readable display of the VIN plate rather than a photo of just the bus with the VIN imposed over the photo.
- The Vehicle Emission Control Information (VECI) label is preferred but not required.
  - The VECI also shows the EPA Vehicle Family Name, which is a requirement for Final Report (Grant program) and Close Out Form (Rebate program).

# New Vehicle Evidence Requirements

- **Additional documentation required for both 2023 Grant and Rebate programs**
  - Invoice for the purchase of the new vehicle
    - Vehicle specific information such as make, model, VIN, vendor and purchaser
  - Proof of delivery of the new vehicle
    - Date of delivery
    - Location to which the bus was delivered
    - VIN of the bus
- See [\*\*\*CSB Purchasing and Invoice Documentation Guide\*\*\*](#)
- Submission process and deadline.
  - 2023 Grant award recipient – documentation must be retained for review upon request\*
  - 2023 Rebate selectee – required through the 2023 CSB Rebate Close Out Form



\*In accordance Programmatic Terms and Conditions U, the EPA will conduct random reviews of recipients to protect against waste, fraud, and abuse; see [2 CFR 200.334](#) for additional information.



# New Vehicle Evidence: Documents

[Redacted]

**Invoice#** [Redacted] **PO#** [Redacted]  
 October 5, 2023

**Bill To**  
 [Redacted]

*This invoice on the dealer's letterhead, each item has the make, model, year, quantity and VIN, and any discounts are displayed with the total for each item and the final total calculated.*

Body	VIN	Item Description	Amount
F541858	[Redacted]	One (1) 2024 [Redacted] Propane	\$126,924.00
		EPA Credit	-\$30,000.00
F541859	[Redacted]	One (1) 2024 [Redacted] Propane	\$126,924.00
		EPA Credit	-\$30,000.00
F541860	[Redacted]	One (1) 2024 [Redacted] Propane	\$126,924.00
		EPA Credit	-\$30,000.00

Subtotal: \$290,772.00  
 Tax Rate: 0.00%  
**Amount Due: \$290,772.00**

Make all checks payable to [Redacted]  
 The address for Billing as listed above will also be used for titling unless otherwise specified. If there is any error with the information as listed, please notify us to correct it. Please update information that is out of date or in error so that delivery can be done expeditiously. If a lienholder is necessary on documents/title, please notify us before delivery is scheduled.  
 If you have any questions concerning this invoice, use the following contact information:  
 [Redacted]

*Thank you for your business!*

**Invoice**

**DELIVERY RECEIPT**

Make [Redacted] Year [Redacted] Model [Redacted]  
 Body Number [Redacted]  
 Stock Number [Redacted] VIN Number [Redacted]

I HAVE RECEIVED THE ABOVE DESCRIBED VEHICLE AND ASSUME ALL RISK OF LOSS THEREOF UNTIL SUCH TIME THIS VEHICLE IS DELIVERED TO CUSTOMER BELOW.

Delivery Driver Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Rush Service Signature \_\_\_\_\_ Date \_\_\_\_\_

I HAVE RECEIVED THE ABOVE DESCRIBED VEHICLE AND I ASSUME ALL RISK OF LOSS THEREOF. THE CONDITION OF THE VEHICLE IS COMPLETELY ACCEPTABLE TO ME. I ACKNOWLEDGE ANY DIFFERENCE BETWEEN THE ODOMETER MILEAGE AND ECM MILEAGE NOTED ABOVE.

ADDITIONALLY I HAVE PAID ALL APPLICABLE FEDERAL HIGHWAY USE TAX ON ANY UNIT(S) RUSH BUS CENTER ACCEPTED IN TRADE FOR THE ABOVE DESCRIBED VEHICLE AND NO OTHER TAXES OF ANY KIND ARE DUE ON ANY UNIT(S) RUSH BUS CENTER ACCEPTED IN TRADE FOR THE ABOVE DESCRIBED VEHICLE

Odometer Mileage [Redacted]  
 Customer [Redacted]  
 Remarks \_\_\_\_\_

[Redacted] Customer Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 The undersigned Rush Bus Center Employee or Designate released the vehicle described above to the customer named above.  
 Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

**Proof of Delivery**



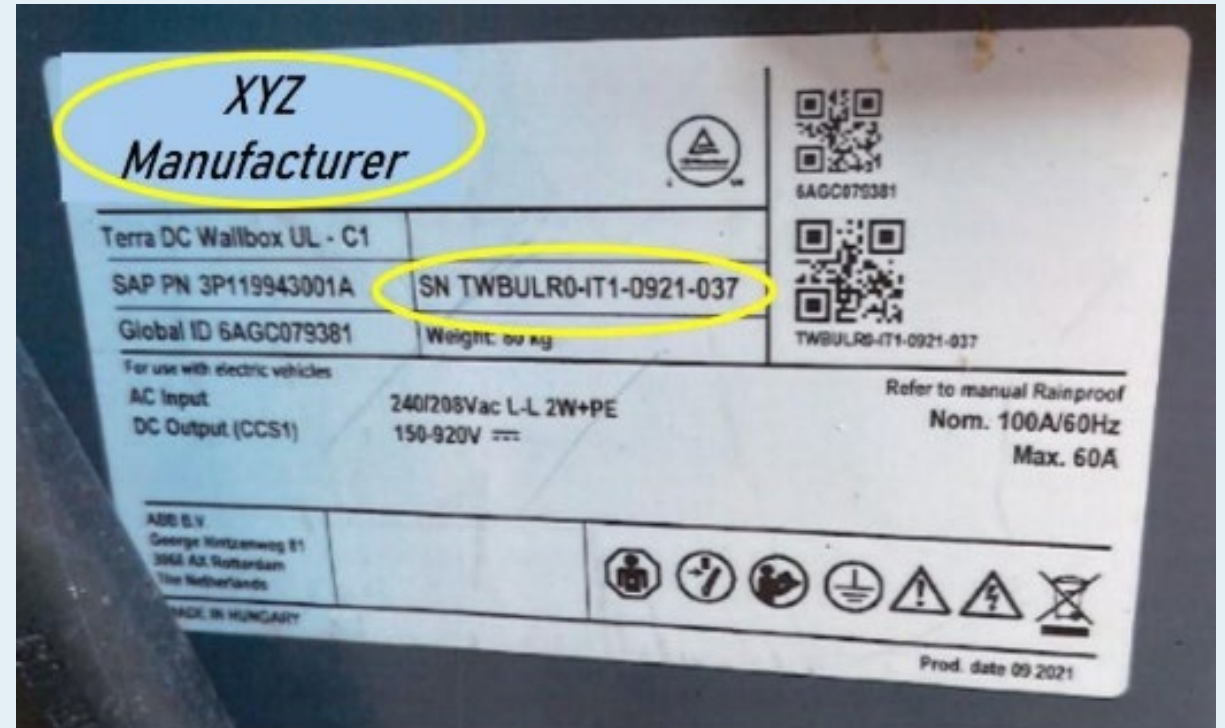
# Infrastructure Evidence Requirements

**All funding recipients are required to submit the following photographic evidence for infrastructure purchased with CSB Program funds:**

1. A clear photo of each infrastructure unit's plate showing:
  - Serial number
  - Manufacturer
2. A clear photo of each installed unit.

# Infrastructure Photographic Evidence: Unit's Plate

- The photo of the unit plate should show:
  - Serial number
  - Manufacturer
- The photo should not be grainy or difficult to decipher.



# Infrastructure Photographic Evidence: Installed Unit



- Clear photo of each installed infrastructure unit.
- The photo should not be grainy or difficult to decipher.

# Infrastructure Evidence Requirements

- **Additional documentation required for 2023 Grant and Rebate programs**
  - Invoice for the purchase of the infrastructure
    - Line item of make, model, model year, serial number, kW power, level of charger
  - Proof of delivery for all eligible infrastructure
    - Date of delivery
    - Shipping or installation address
    - Original order information
- See [\*\*\*CSB Purchasing and Invoice Documentation Guide\*\*\*](#)
- Submission process and deadline
  - 2023 Grant award recipient – documentation must be retained for review upon request\*
  - 2023 Rebate selectee – required through the 2023 CSB Rebate Close Out Form
- [\*\*\*Build America, Buy America Act\*\*\*](#)
  - See ***Build America, Buy America Implementation Procedures for Office of Transportation and Air Quality Federal Assistance Programs***

\*In accordance Programmatic Terms and Conditions U, the EPA will conduct random reviews of recipients to protect against waste, fraud, and abuse; see [2 CFR 200.334](#) for additional information.



# Infrastructure Evidence: Documents

This invoice is on the dealer's letterhead, the addresses and phone numbers for both parties are listed, and each item has a thorough description with dates, prices, discounts, and quantities (continued onto the next page).

**INVOICE**

BILL TO: [REDACTED] SHIP TO: [REDACTED] TRACKING#: [REDACTED] INVOICE DATE: 07/12/2024  
 TERMS: Net 30  
 DUE DATE: 08/11/2024

PROJECT #: [REDACTED]

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/12/2024	Commissioning & Startup of the first AC or DC Charging Station	Commissioning & Startup of the first AC or DC Charging Station (DO NOT USE for T-54, T-124, T-184, any High Power Stations). Scope of Work - Testing with a production Battery Electric Vehicle, warranty verification of installation, submission of OEM commissioning documents. Includes labor & travel. NOTE: Additional trips will require Change Order to be signed. Price is for single trip to commission ALL the chargers. Customer induced changes that require an additional trip(s) will be quoted as time & material Change Order.	1	1,500.00	1,500.00
07/12/2024	[REDACTED] for DC Chargers - 36 Months Prepaid	[REDACTED] Software for Charger Management, DC chargers, portal access for dashboard, reporting, access management, rules-based load management. 36 Months Prepaid	1	1,334.00	1,334.00
07/12/2024	[REDACTED] Setup	One-time software, hardware configuration and setup fee for the [REDACTED] portal (per site)	1	180.00	180.00
07/12/2024	[REDACTED] Data Plan - 36 months Prepaid	[REDACTED] Data Plan to ensure connectivity - Cellular Data 4G/5G. 36 Months Prepaid	1	360.00	360.00
07/12/2024	ICE-30 CCS1	DC Wallbox, 30kW max. output, 150 - 1000Vdc out, 480V 3p Input, CCS1,	1	15,610.00	15,610.00

Invoice

Load Information	Details
Pickup Location:	[REDACTED]
Shipping hours:	10:00AM to 4:00PM
Shipper Contact:	[REDACTED]
Ship To:	[REDACTED]
Commodity Description:	5 - 60kW PCS 5- GEN3-S Dispenser 5 - GEN3-E Dispenser
Total Weight:	PCS 9575 lbs. Dispenser 800 lbs.
Handling Unit Type(pallet, skid,crate etc):	Crate and Pallet
Handling Unit Qty:	5 each 60kW PCS Crate 1 each Dispenser Pallet
Dimensions:	PCS Crate 40"W x 45"D x 93"H Dispenser Pallet 61" x 44" x 50"
Pickup by Date/Time:	[REDACTED]
Accessorials:	[REDACTED]
Serial # ('s)(REQUIRED): MUST BE NOTED ON BILL OF LADING	
Ship to:	[REDACTED]
Certificate of Conformance	

Proof of Delivery



# Stakeholder Questions



Upvote and comment on feedback similar to your own.  
Type your full thought so we can follow-up if needed.  
Speak slowly and clearly for the captioner/interpreter.

[cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov)

[epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus)



# Submission and Document Retention

# Submission of Documentation and Photographic Evidence: 2023 CSB Grant Program

- 2023 CSB Grant Program recipients should collaborate with their EPA Project Officer to determine the best method for submitting vehicle eligibility statement(s), vehicle disposition statement(s) and scrappage evidence.
- Please use the recommended file naming convention noted in the [CSB Grant Program Guidance for Project Closeout Evidence](#).
- Submission may be done via email or via separate portal; when submitting via email, send to your project officer *and* [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov).



# Submission of Documentation and Photographic Evidence: 2023 CSB Grant Program

- **Vehicle Eligibility Statement** options:
  1. A separate statement for each vehicle per vehicle owner
    - The vehicle Eligibility Statements should be collated into a single PDF file for each vehicle owner
  2. A single blanket statement per vehicle owner with an attached spreadsheet that lists the required information for all vehicles scrapped, sold, or donated by that owner
- Number of files to submit to the EPA Project Officer = number of fleet owners in the project
- File naming convention:  
**EPA Grant ID**\_GranteeName/Acronym\_**FleetOwnerNumber**\_Name of beneficiary  
**School District**\_Total number of vehicle replacements in fleet/batch



# Submission of Documentation and Photographic Evidence: 2023 CSB Grant Program

- All statements and photographic evidence for each new and existing vehicle pair should be collated into a single PDF file **using the last four digits of New Vehicle VIN** as the identifier.
- Documentation Order:
  - New vehicle photographic evidence
  - Existing Vehicle Scrappage Statement **OR** Existing Vehicle Sell/Donate Statement
  - Existing Vehicle Scrappage Photographic Evidence
  - Other
- Number of files to submit to the EPA Project Officer = number of new vehicles funded.
- File naming convention:  
**EPA Grant ID**\_GranteeName/Acronym\_**FleetOwnerNumber**\_**Name of beneficiary**  
**School District**\_Last four digits of the VIN of New Vehicle



# Submission of Documentation and Photographic Evidence: 2023 CSB Grant Program

- Photographic evidence of **EPA funded and installed infrastructure** should be collated into a single PDF file by beneficiary school district AND equipment model.
- Number of files to submit to the EPA Project Officer = number of equipment models per school district
- File naming convention:  
**EPA Grant ID**\_**GranteeName/Acronym**\_**FleetOwnerNumber**\_**Name of beneficiary School District**\_Model\_**Total number of units**



# Submission of Documentation and Photographic Evidence: 2023 CSB Rebate Program

- All evidence of disposition and vehicle replacement will be submitted through the 2023 CSB Rebate Close Out Form. This Form is located within the [Applicant Dashboard](#).
- 2023 CSB Rebate Close Out Forms must be submitted by May 29, 2026.
- The 2023 CSB Rebate Close Out Form demonstrates that the award recipient has received their replacement buses and eligible charging infrastructure and have replaced their existing buses.
- Acceptable file types: \*.pdf, \*.png, \*.jpeg, \*.jpg. Max file size 1KB, min file size 5 MB.



# Document Retention: Terms and Conditions

## 2023 Grant Program

- In accordance with 2 CFR 200.335 award recipients must keep all financial records, supporting documents, accounting books and other evidence of Grant Program activities for **three years from the date of submission of the final expenditure report**.
- This includes documentation that replaced buses met the usage requirements specified in the 2023 CSB NOFO.

## 2023 Rebate Program

- Selectees must retain all financial records, supporting documents, accounting books and other evidence of Rebate Program activities for **five years after delivery of the replacement buses**.
- This includes documentation that replaced buses met the usage requirements specified in the 2023 CSB Rebate Program Guide.

# Document Retention: Site Visits

- Site Visits
  - The EPA may conduct site visits to award recipient locations.
  - As part of the site visit, award recipients must be able to provide documentation to support project implementation.

# EPA Vehicle Disposition and Replacement Resources

- [2023 CSB Rebate Program Vehicle Replacement Guidance](#)
- [2023 CSB Grant Program Guidance for Project Closeout Evidence](#)
- [CSB Purchasing and Invoice Documentation Guide](#)
  - Designed to help recipients gather resources for submitting paperwork
  - Step by step checklist for invoices and purchase orders
  - Visual examples of accepted documents
- Award recipients may always contact the EPA Clean School Bus Program at [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov)

# Stakeholder Questions



Upvote and comment on feedback similar to your own.  
Type your full thought so we can follow-up if needed.  
Speak slowly and clearly for the captioner/interpreter.

[cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov)

[epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus)

## 2023 CSB Grant Program

- Period of performance ends 2026.
- Final report must be submitted to EPA within 120 calendar days of the completion of the period of performance.

## 2023 CSB Rebate Program

- Close Out Forms must be submitted to the EPA by May 29, 2026.

## Resources

- [The EPA's CSB Program website](#)
- The National Laboratory of the Rockies ([cleanschoolbusTA@nlr.gov](mailto:cleanschoolbusTA@nlr.gov))
- The CSB Helpline ([cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov))

## Stay in Touch

- Submit questions to [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov)
- National Laboratory of the Rockies Helpline: [cleanschoolbusTA@nlr.gov](mailto:cleanschoolbusTA@nlr.gov)
- Don't miss any updates! To sign up for the listserv, please visit [epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus)



**EPA CLEAN  
SCHOOL BUS**

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

# Submission of Documentation and Photographic Evidence: EPA Funded Infrastructure Example

- ‘Clean Air Agency’ replaced 35 buses across 5 beneficiary school districts. Four of the five beneficiary school districts own the buses that will be replaced. Capitol Hill School District has two fleet owners. ‘Clean Air Agency’ will have a **total of six unique file represent fleets 1-6.**
  - For each file, match the fleet to the beneficiary school district.
- File naming convention:  
**EPA Grant ID\_GranteeName/Acronym\_FleetOwnerNumber\_Name of beneficiary School District\_Total number of vehicle replacements in fleet/batch**
- Example of five of the file names:
  - 12345678\_CleanAirAgency\_Fleet1\_Capital Hill School District\_2
  - 12345678\_CleanAirAgency\_Fleet2\_Capital Hill School District\_1
  - 12345678\_CleanAirAgency\_Fleet3\_Springdale Independent School district\_1
  - 12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_20
  - 12345678\_CleanAirAgency\_Fleet5\_Sea Breeze Public School\_10

# Submission of Documentation and Photographic Evidence: EPA Funded Infrastructure Example

- ‘Clean Air Agency’ replaced 35 buses across 5 beneficiary school districts. The grantee will submit **35 new/existing vehicle statement and evidence PDF files**.
  - For each file, match the fleet and beneficiary school district to the new vehicle VIN.
- File naming convention:  
**EPA Grant ID**\_GranteeName/Acronym\_**FleetOwnerNumber**\_Name of beneficiary School District\_**Last four digits of the VIN of New Vehicle**
- Examples of five of the file names:
  - 12345678\_CleanAirAgency\_Fleet1\_Capital Hill School District\_4526
  - 12345678\_CleanAirAgency\_Fleet1\_Capital Hill School District\_4527
  - 12345678\_CleanAirAgency\_Fleet2\_Capital Hill School District\_4528
  - 12345678\_CleanAirAgency\_Fleet3\_Springdale Independent School district\_3902
  - 12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_2021

# Submission of Documentation and Photographic Evidence: EPA Funded Infrastructure Example

- ‘Clean Air Agency’ purchased two models of EVSEs and installed them at 5 different beneficiary school districts. The grantee will submit **seven separate PDF files**.
  - For each file, match the beneficiary school district to each equipment model.
- File naming convention:  
**EPA Grant ID**\_GranteeName/Acronym\_**FleetOwnerNumber**\_Name of beneficiary  
**School District**\_Model\_**Total number of units**
- Examples of five of the file names:
  - 12345678\_CleanAirAgency\_Fleet1\_Capital Hill School District\_ABC30\_2
  - 12345678\_CleanAirAgency\_Fleet2\_Capital Hill School District\_ABC80\_1
  - 12345678\_CleanAirAgency\_Fleet3\_Springdale Independent School district\_ABC80\_1
  - 12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_ABC30\_9
  - 12345678\_CleanAirAgency\_Fleet4\_Sunshine County School District\_ABC80\_2

# Key Information to Include on New Vehicle Invoice

- New vehicle invoices are typically required to either be submitted under a CSB rebate or retained for a grant program and should include the following information:
  - Document is on dealer/vendor letterhead
  - Document is clearly labeled as ‘invoice’
  - Document(s) includes:
    - Dealer or place of purchase name, address, business phone number
  - Dollar amount of each vehicle or piece of equipment
  - Short description of each line item (make, model, model year, fuel type, VIN, GVWR)
  - Additional costs such as personnel or contract work
  - Signatures of purchaser and seller
  - Date order was placed, date invoice was signed
  - Date of delivery

# Key Information to Include on Proof of Delivery

- Proof of delivery are typically required to either be submitted under a CSB rebate or retained for a grant program and should include the following information:
  - Date of delivery
  - Shipping or installation address
  - Original order information
  - Signature of purchaser
  - Shipping company information
- The above information can be included on documentation such as:
  - A dated Bill of Lading that matches delivery information
  - Delivery receipt
  - Invoices with equipment delivery information
  - Email confirmation from an equipment vendor

# Key Information to Include on Infrastructure Invoice

- Infrastructure invoices are typically required to either be submitted under a CSB rebate or retained for a grant program and should include the following information:
  - Make, model, model year, serial number, quantity, kW power, level of charger
  - Price
  - Date of service or equipment delivered
  - Vendor information
  - Itemized list of services performed
  - Itemized list of supplies used for installation services
  - Signature for purchaser and seller

# Fillable Checklists for Recipient Use

Invoices	
<p>1. Is this document clearly labeled as a purchase order or sales order, on the dealer's/vendor's letterhead?</p> <p>Is the dealer/vendor's name, address, and business phone number clearly stated?</p> <p>Is the purchaser's name, address, and business phone number clearly stated?</p> <ul style="list-style-type: none"><li>If the purchaser or address is different from the entity receiving the vehicle (school district), please ensure this is made clear with the receiver's name, address, and business phone number.</li></ul> <p>Does the document include signatures from both parties?</p>	<p>1. <input type="checkbox"/></p> <p>Document letterhead: <input type="checkbox"/></p> <p>Contact info with phone number: <input type="checkbox"/></p> <p>Purchaser's information: <input type="checkbox"/></p> <p>Signatures: <input type="checkbox"/></p>
<p>2. Does each piece of equipment (e.g., vehicle or charger) have its own line or is it clearly indicated that a line includes multiple pieces of equipment?</p> <p>Does each line have the following information to describe vehicles listed on an invoice?:</p> <ul style="list-style-type: none"><li>- Make</li><li>- Model</li><li>- Model year</li><li>- GVWR</li><li>- Fuel type</li><li>- VIN</li><li>- Price</li><li>- Additional equipment like ADA authorized equipment expenses or telematic hard/software affixed to the vehicle</li></ul>	<p>2. <input type="checkbox"/></p> <p>Vehicle Description Items: <input type="checkbox"/></p>