



Electric School Bus Grant – Equipment Informational Webinar

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Electric School Bus (ESB) Grant: Application for Equipment Informational Webinar

1. Program Overview and Timeline
2. RFP Information
 - Eligible and Prioritized Applicants
 - Eligible Expenses
 - Grant Caps
3. Preparing to Apply
4. Q & A



Learn more at mn.gov/ElectricSchoolBus

Program Timeline

Equipment Application Timeline

Event	Date
RFP Issued	March 23, 2026
Q & A Period Ends	June 4, 2026
Last Q & A Posted	June 11, 2026
Applications Due	June 18, 2026 at 5pm CST
Anticipated Notification	August 2026
Anticipated Full Execution & Work Begins	October 2026



RFP Information

Eligible Applicants

Eligible Applicants:

- A school district **OR**
- On behalf of a school district:
 - an electric utility,
 - an electric vehicle service provider
 - a transportation service provider



- School districts include:
 - Independent school district (MDE type 1)
 - Special school district (MDE type 3)
 - Tribal contract school (MDE type 34)



- School districts do NOT include:
 - Charter schools
 - Private schools
 - Universities and colleges
 - Educational co-ops

Prioritized School Districts

- Prioritized School Districts must meet one or more of these criteria
 - school district listed in the Small Area Income and Poverty Estimates, School District Estimated as having 7.5 percent or more students living in poverty based on the most recent decennial U.S. census;
 - a school district identified with locale codes "43-Rural: Remote" and "42-Rural: Distant" by the National Center for Education Statistics;
 - a school district funded by the Bureau of Indian Affairs; or
 - a school district that receives basic support payments under United States Code, title 20, section 7703(b)(1), for children who reside on Indian land.

Commerce must award at least 40% of total grants to prioritized school districts

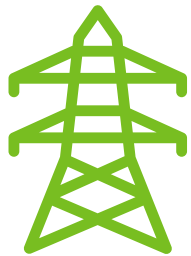
****Identify if your district is prioritized on Attachment 3**

Other Eligible Applicants

OR, on behalf of eligible school districts...



- **Transportation Service Provider** – an entity or person that has a contract with a school district to transport students to and from school.



- **Electric Utility** – any utility that provides wholesale or retail electric service to customers in Minnesota.
 - Should provide electric service to the chargers being requested.

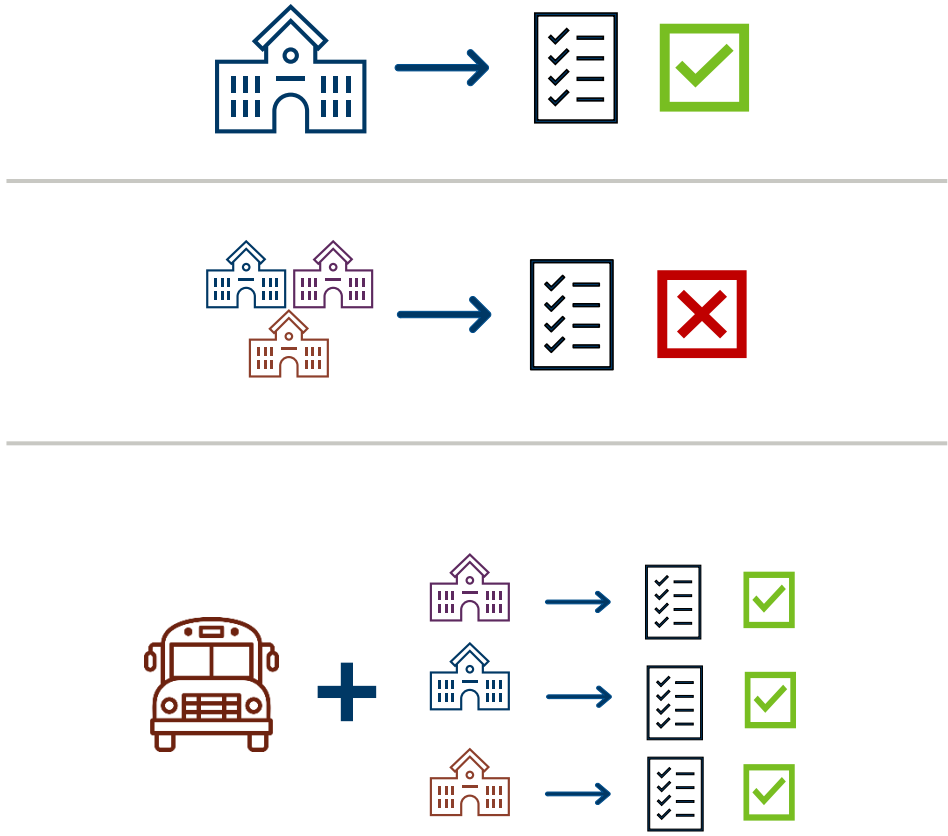


- **Electric Vehicle Service Provider** – an organization that installs, maintains, or otherwise services electric vehicle charging stations and other infrastructure involved in charging an electric school bus.

Eligible Applications

Key:  School District  Transportation Service Provider/Other Third Party  Application

- An eligible school district can be represented by **no more than one application.**
- Each application can only be for one school district.
- Other eligible applicants (utilities, electric vehicle service providers, and transportation service providers) can submit multiple applications, as long as they are for different school districts.



Eligible Expenses



Electric School Bus(es)

Up to 3 buses

- Purchase of new electric school bus(es), types A-D, by district or transportation service provider
- Cost of parts and labor to convert fossil-fuel powered bus(es) to be powered by electricity
- Applicable taxes and fees, including delivery costs



Charging Infrastructure

One L2 charger per bus OR
one DC fast charger per app

- Charging equipment
- Installation costs such as trenching, wiring, labor, and permitting



Purchase Administration

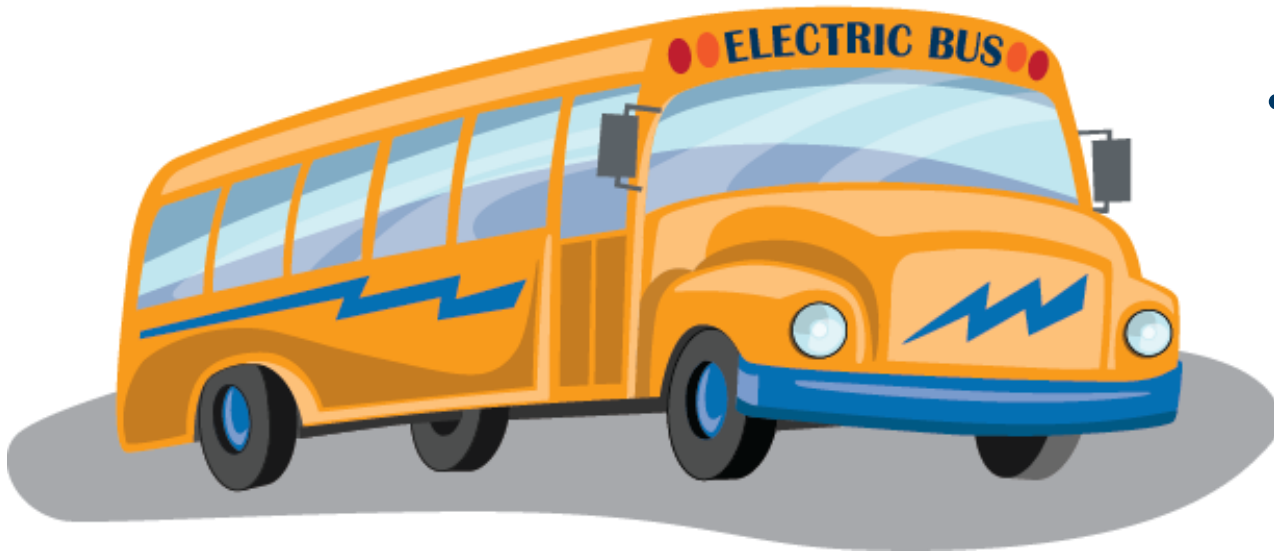
For applicant only

- Staffing for administering any competitive bidding processes
- Project management and coordination for bringing buses online

A couple notes on buses

No Scrappage Requirement

- Do not have to scrap, sell, or donate an old diesel or fossil-fuel powered bus to receive a new electric school bus.



Operations Requirement

- Required to operate all buses purchased with this funding for at least **3 days per week on average** during school year
- Required to operate all buses purchased with this funding for **5 years**

Some Ineligible Expenses

- Diesel heaters on the bus(es).
- Cameras and other safety equipment required to be installed separately onto the buses
- Utility infrastructure upgrade costs and any other funding for “front of the meter” upgrades.
- Any costs incurred prior to the full execution of grant awards.
- See a full list of ineligible expenses on page 6 of the RFP

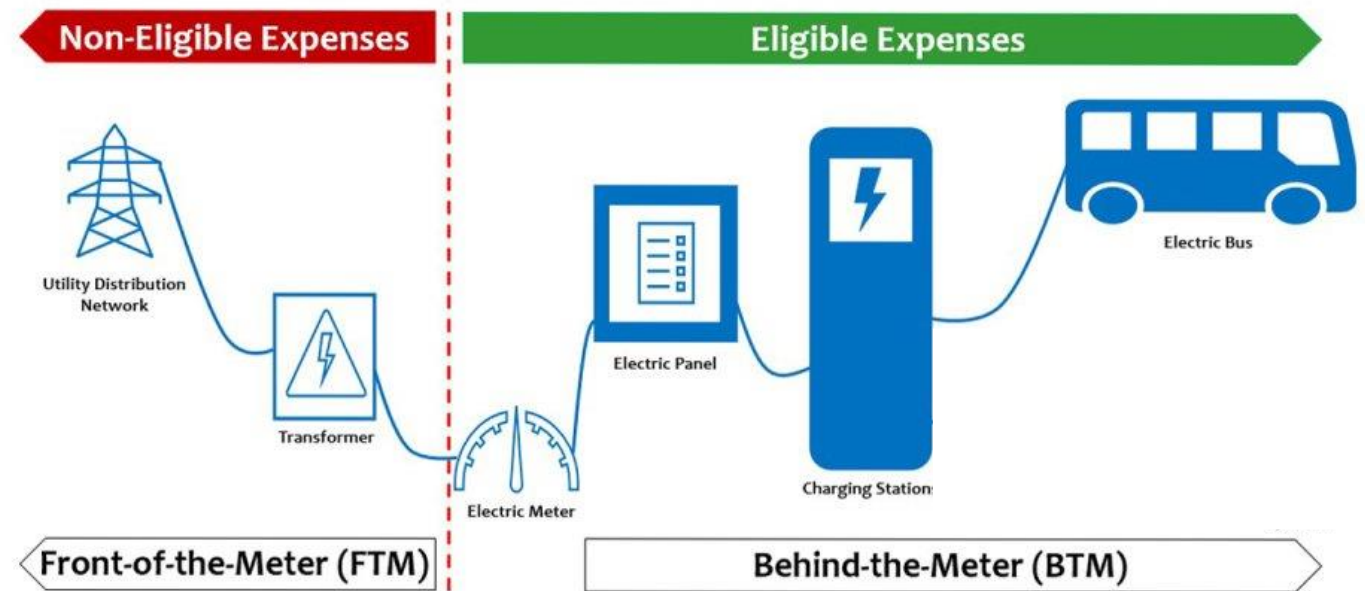


Image adapted from EPA's Clean School Bus Program

Grant Caps and Financial Need

Based on a district's financial need, as shown through the 2024 Adjusted Net Tax Capacity (ANTC) over the 2024-2025 Adjusted Pupil Unit (APU), and on if the district meets the definition of a prioritized school district.

ANTC/APU Bands	Prioritized Grant Cap for Cost of Bus(es)*	Prioritized Grant Cap for Cost of Charger(s)**	Prioritized Grant Cap for Administration Cost ***	Other Grant Cap for Cost of Bus(es)*	Other Grant Cap for Cost of Charger(s)**	Other Grant Cap for Administration Cost***
ANTC/APU ≤ \$11,700 and Tribal Contract Schools	90%	95%	95%	90%	75%	75%
ANTC/APU >\$11,700 and ≤\$18,600	85%	90%	90%	85%	70%	70%
ANTC/APU >\$18,600	80%	85%	85%	80%	65%	65%

***Administration expenses covered by this grant must be 10% or less of the entire requested funding

Identifying Your Grant Cap

District	2023 Adjusted Net Tax Capacity (ANTC)	2024 Adjusted Popl Units (APU)	Calculated ANTC/APU	Provided Overall	Small Area Income and Poverty Estimates	National Center for Education Statistics	Excess of Indian Affairs Funding	Indian Land
1 2702780 Arden Public	\$ 11,859,788.50	1081.7508	\$ 23,434.89	TRUE	TRUE	TRUE	FALSE	FALSE
2 2714035 Hill City Public	\$ 2,250,154.25	200.0432	\$ 12,882.02	TRUE	TRUE	TRUE	FALSE	FALSE
4 2719170 McGregor Public	\$ 18,989,543.90	477.5714	\$ 34,332.75	TRUE	TRUE	TRUE	FALSE	TRUE
11 2703180 Anoka-Hennepin	\$ 442,107,073.16	42129.025	\$ 10,493.82	FALSE	FALSE	FALSE	FALSE	FALSE
12 2708100 Centennial Public	\$ 99,905,136.84	7149.5699	\$ 3,772.53	FALSE	FALSE	FALSE	FALSE	FALSE
13 2709230 Columbia Heights	\$ 40,815,116.82	3631.0658	\$ 10,593.00	TRUE	TRUE	FALSE	FALSE	FALSE
14 2712430 Franklin Public	\$ 22,926,985.36	1917.2051	\$ 9,846.53	TRUE	TRUE	FALSE	FALSE	FALSE
15 2735540 St. Francis Assisi	\$ 81,225,513.29	4561.7121	\$ 13,421.81	FALSE	FALSE	FALSE	FALSE	FALSE
16 2724330 Spring Lake Public	\$ 73,657,050.45	6563.0653	\$ 11,524.39	TRUE	TRUE	FALSE	FALSE	FALSE
22 2710230 Detroit Lakes	\$ 49,307,001.92	3028.039	\$ 16,291.01	TRUE	TRUE	FALSE	FALSE	FALSE
23 2713160 Franconia-Veeger	\$ 14,732,208.20	884.17775	\$ 16,475.80	TRUE	TRUE	TRUE	FALSE	FALSE

- Ensure you have access to Attachment 3 and Table 1 in RFP
- Find your school District in Attachment 3. Identify:
 - District's ANTC/APU and
 - Whether District is prioritized
- Use that information to find the maximum allowable grant amounts on Table 1 for each expense category

<https://youtu.be/wT3VowTVxiA>

Scoring and Evaluation Criteria

**Minimum
Qualifications**
(pass/fail)

**Organization
Background and
Readiness**
(25 points)

**Additional
Priorities**
(20 points)

Project Approach
(40 points)

Budget
(15 points)

Priority Service Areas

Priority Service Areas: any area of a school district that would particularly benefit from the deployment of electric school buses, including:

- Environmental justice areas, as defined by [Minn. Stat. 216B.1691](#), sub 1 (e) and mapped in [Minnesota Pollution Control Agency's environmental justice areas map](#), that are within the School District's boundaries.
- Areas of poor air quality, as defined by [Minn. Stat. 216C.374](#), sub 1 (k). This includes areas where childhood asthma rates are higher than the statewide average according to the [Minnesota Department of Health](#).
- Schools within the School District that serve significant numbers of students eligible for free and reduced-price school meals at a federal level, according to the [Minnesota Department of Education's 2024-2025 enrollment information](#).

Any area in the school district that meets one or more of these criteria can be considered a priority service area.

Preparing to Apply

What to Do, When

Timing	What to Do
Right Now	<ul style="list-style-type: none">• Review the RFP and Required Documentation (https://mn.gov/commerce/business/rfp.jsp)• Determine your Prioritization and Grant Cap
When You've Decided to Apply	<ul style="list-style-type: none">• Take a look at some of our technical assistance resources• Prepare your answers• Start collecting required documents
A Week Before Submitting	<ul style="list-style-type: none">• Read the Step-By-Step applicant guide for the submission portal• Register (or log-in) to the submission portal
When You're Ready to Submit	<p>Give yourself at least 3 hours before the application closes!</p> <ul style="list-style-type: none">• Ensure all questions are answered• Ensure all required documents are attached

Technical Assistance Resources

Useful Websites

- Commerce Electric School Bus Website:
 - [Technical Assistance and Other Resources / Minnesota Department of Commerce – Energy](#)
- EPA Clean School Bus Technical Assistance:
 - [Clean School Bus Technical Assistance | US EPA](#)
- World Resources Institute Electric School Bus Tools:
 - [Tools | Electric School Bus Initiative](#)

- See more technical assistance and instructional videos from the Department of Commerce, including:

- [How to identify your grant cap](#)
- [How to fill out the budget template](#)

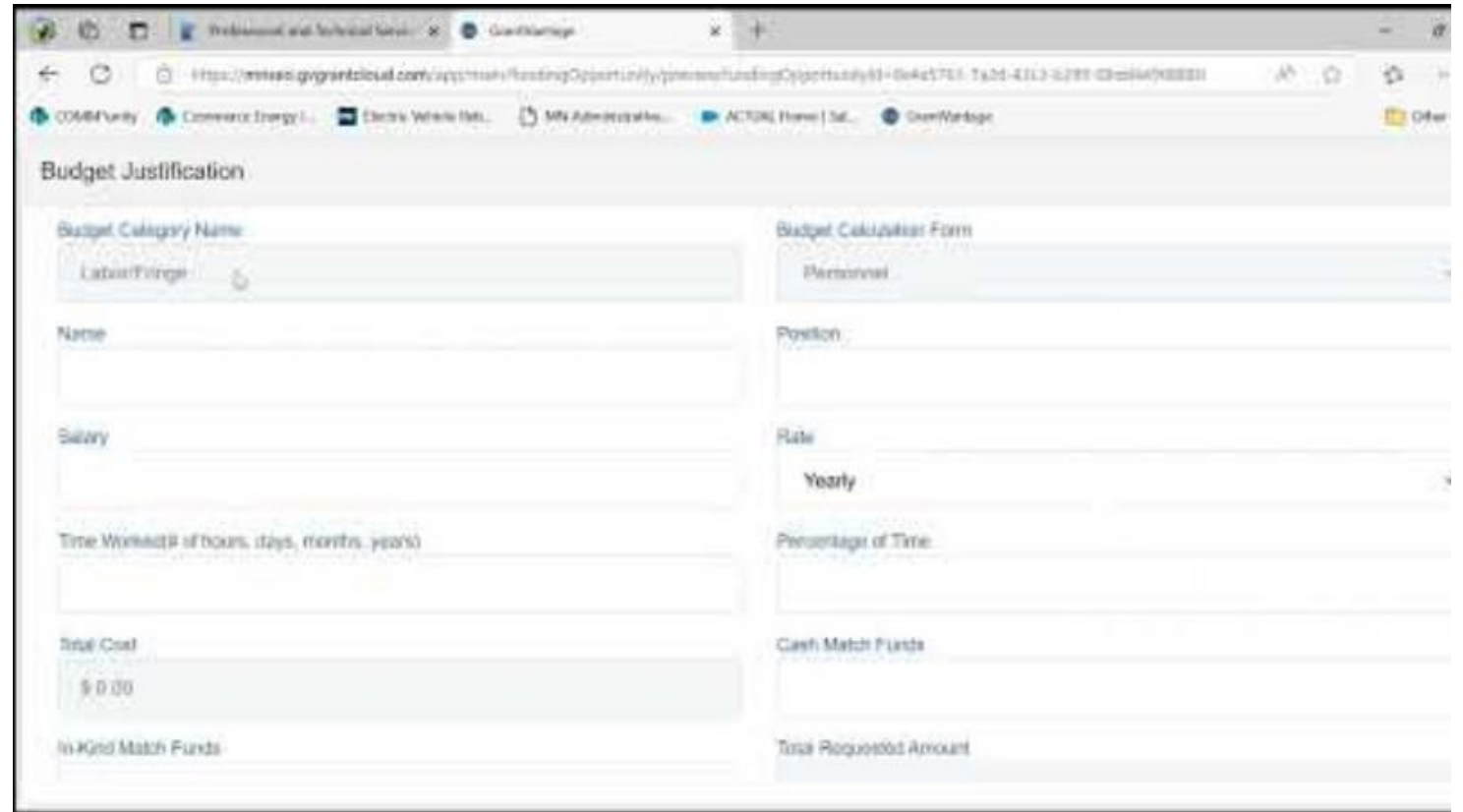
Let us know if you are interested in any more webinars/videos!

Application Submission Documents

- **W-9 Form** for Applicant
- **Letter of Authority to Apply** indicating approval from school district to apply and if any activities for grant are intended to be subcontracted
- Standard Documentation (see page 20 of the RFP for more details):
 - **Exhibit B** must be submitted
 - **Exhibits C** must be submitted
- **Scope of Work and Timeline** detailing expected activities performed with this funding and estimated dates of completion. (can use Attachment 4)
- **Attachment 5: Proposed Contract Roles Worksheet** with all questions answered

Budget Information

- The Budget template is part of the GrantVantage Platform
- Video and written instructions in the template can help you fill out the budget correctly

A screenshot of a web browser displaying the 'Budget Justification' form in the GrantVantage platform. The form is divided into two columns. The left column contains fields for 'Budget Category Name' (with a dropdown menu showing 'Labour/Fringe'), 'Name', 'Salary', 'Time Worked (in hours, days, months, years)', 'Total Cost' (displaying '\$ 0.00'), and 'In-Kind Match Funds'. The right column contains fields for 'Budget Justification Form' (with a dropdown menu showing 'Personnel'), 'Position', 'Rate' (with a dropdown menu showing 'Yearly'), 'Percentage of Time', 'Cash Match Funds', and 'Total Requested Amount'. The browser's address bar shows a URL from 'grantcloud.com'.

<https://www.youtube.com/watch?v=ZM60tg38oZA>

Attachment 4: Scope of Work and Timeline Template

Required to submit a scope of work and timeline, but don't have to use this template.

Attachment 4: Scope of Work and Timeline Template

Project Name:	
Applicant Organization:	
Date Prepared:	

Instructions (delete before submitting)
You can use this template to develop your Scope of Work and Template for the Electric School Bus Grant or provide your own with the same information.

All Scope of Work and Timeline documents should include at minimum, the name of the project, the name of the applicant organization submitting the document, the date the document was prepared, and a list of tasks with responsible project partners and estimated completion dates that show the work to be performed for the grant.

In this template, each task reflects an overarching goal and has space for a variety of more detailed subtasks to be listed beneath them. If you need to add more subtasks to a particular task, add another table row in the task area. Microsoft Word should automatically produce the next numerical subtask ID number. If you need to provide even further detail, add another table row beneath that subtask, highlight the Subtask ID, and use Microsoft's "Increase Indent" button (↵), to transition to numbering. To transition back to task numbering, highlight the Task ID field and use Microsoft's "Decrease Indent" Button (⇧). The Decrease Indent Button can also be used to create a new task if needed.

Subtasks that have **"* Required"** in front of them indicate that they are one of the required milestones listed in Subsection D. Project Approach, for the Scope of Work and Timeline question. Ensure these subtasks stay in your scope of work and timeline and have an estimated completion date attached to them. Other subtasks and deliverables that are written out are provided as examples and can be modified to meet the specifics of your project, or deleted if not relevant.

Scope of Work and Timeline


Task ID	Description	Responsible Project Partner	Estimated Completion Date
Task 1.	Project Initiation and Developing Technical Requirements		mm/dd/yyyy
1.1.	* Required kickoff meeting including all project partners name in Applicant Information and Authorized Representatives		mm/dd/yyyy
1.2.	* Required Technical requirements will be finalized		mm/dd/yyyy
1.3.			
<i>Deliverables</i>			
Task 2.	Procurement Processes		mm/dd/yyyy

- Find this document on the [RFP page](#) and in GrantVantage
- Word Doc has instructions listed first, and then the template you can use
- Organized by major tasks, subtasks, and deliverables
 - Subtasks that are required by the application question are marked with red **"*Required"** text, but can be edited as needed
- All tasks, subtasks and deliverables also have a space to identify project partners and estimated timeline for completion

Attachment 5: Proposed Contract Roles Worksheet

Required to submit this worksheet.

Electric School Bus Grant
Proposed Contract Roles Worksheet



School districts looking at electric school buses should consider how to best assign responsibility for new roles that come with fleet electrification. This worksheet aims to assist applicants in identifying several key roles and responsibilities and what organizations are intended to take on these roles. This worksheet, and the roles it identifies, is based on the roles identified in the World Resources Institute's [Electric School Bus Initiative Business Models Guide](#).

For an application to be considered complete, this entire worksheet must be filled out. This worksheet should be filled out by the applicant with advisement from any other relevant parties, including the school district, the transportation service provider operating buses, the electric utilities serving the anticipated charging locations, and/or electric vehicle service provider who will be providing charging equipment.

The answers provided here are not binding and can change after submission. However, all applicants receiving awards for this funding will be required to submit final contracts identifying responsibility for these roles before receiving reimbursement for bus or charger purchase.

Bus Roles and Responsibilities

1. Who intends to be the bus operator?
Choose an item.
Provide the above organization's name:
Click or tap here to enter text.
2. Who is intended to be responsible for scheduled and/or emergency maintenance of the bus(es)?
Choose an item.
Provide the above organization's name:
Click or tap here to enter text.
3. Do you foresee any barriers to operating the bus(es) purchased with this funding for at least 5 years?
 Yes
 No
If yes, please elaborate on the challenges and any strategies that may be used to overcome them.
Click or tap here to enter text.

- Find this document on the [RFP page](#) and in GrantVantage
- Make sure to answer Bus Role and Responsibilities AND Charger Role and Responsibilities questions
- When you see a question that says “Choose an item.” in gray text, there will be a drop-down list option. You must choose one of those options.
- When you see “Click or tap here to enter text.” in gray text, you can type in any answer you choose
- Boxes by “Yes” or “No” options can be clicked on to mark them. Please only choose one answer per question

Questions and Answers

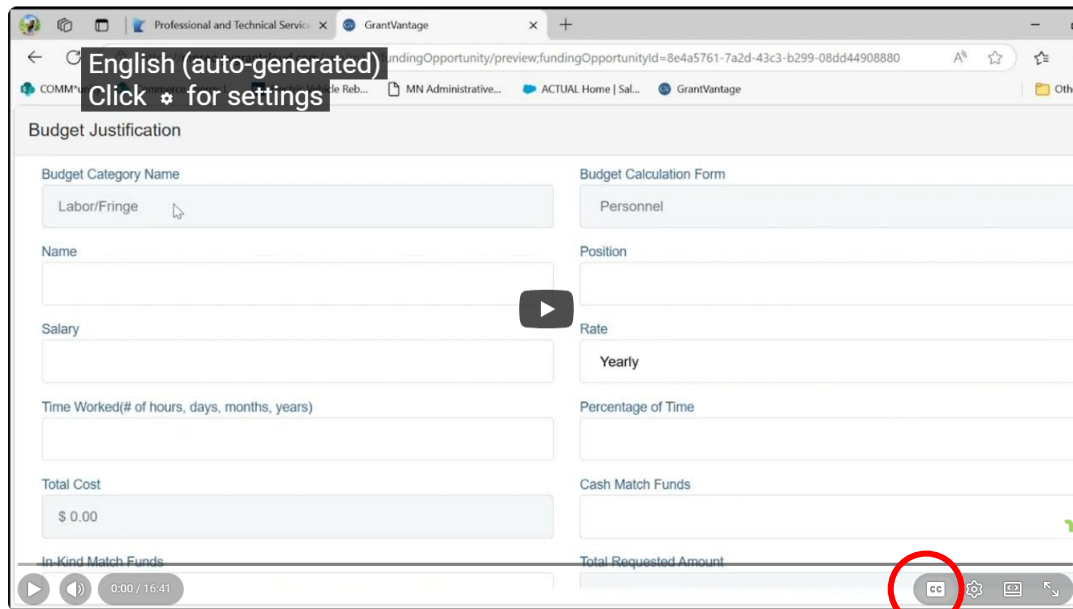
Please raise your hand or add your questions to the chat.

Additional Useful Information

Slides that may not be used during the main presentation of the webinar, but might be useful in answering questions

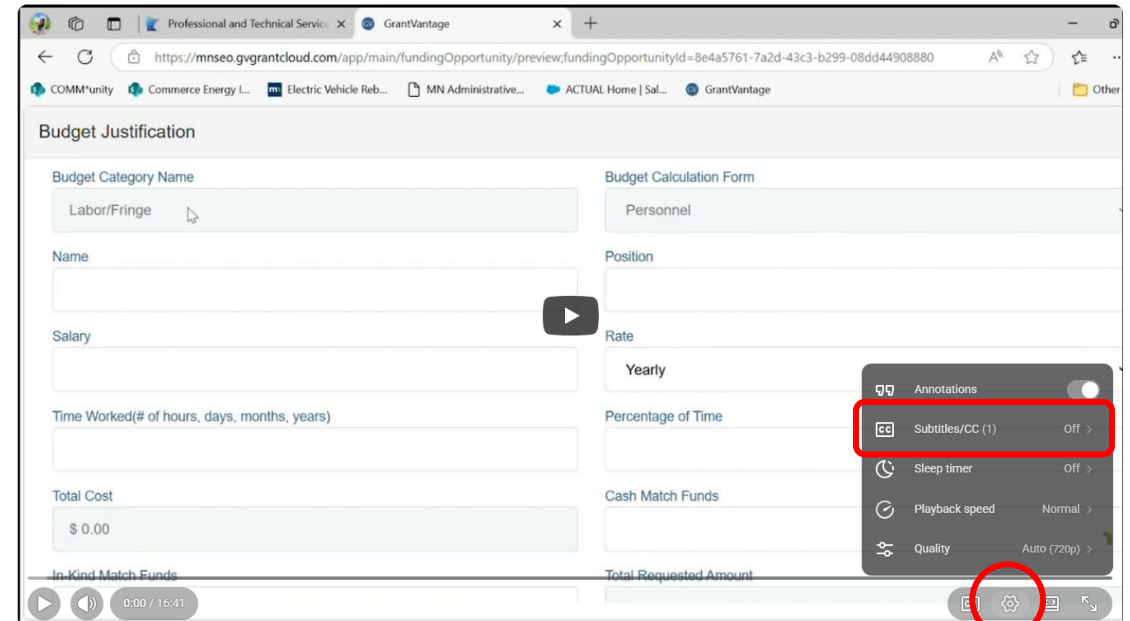
How to turn on closed captions for all videos

Click on the “cc” box in the lower right corner



Electric School Bus RFP Budget Tutorial

Click on the gear in the lower right corner and choose subtitle options



Electric School Bus RFP Budget Tutorial

Scoring Criteria	Points Available
Criteria 1: Minimum Qualifications	Pass/Fail
Meets all Minimum Qualifications	pass/fail
Criteria 2: Organization Background and Readiness	25
Demonstrates prior work or experience with school bus electrification	5
Demonstrates proposal's place in future fleet electrification plans	5
Identifies already existing financial, technical, and social support	15
Criteria 3: Additional Priorities	20
Is a Prioritized School District	10
Plans to serve Priority Service Areas	5
Integrating Bus into curriculum	5
Criteria 4: Project Approach	40
Scope of Work includes necessary elements	10
Timeline identifies major milestones with reasonable time estimates	10
Shows plan(s) of adequate ESB route	5
Shows plan(s) to operate buses for 5 years	5
Includes adequate considerations for maintenance for bus	5
Includes adequate considerations for maintenance for charger	5
Criteria 5: Budget	15
Budget is complete and reasonable	10
Budget shows that applicant has additional sources of funding that reduce amount of funding needed from Commerce	5

Thank You!

Applications Due Thursday, June 18, 2026 at 5pm CST

Q & A Period ends Thursday, June 11, 2026

Send all RFP questions to energy.contracts@state.mn.us

Please note the Section of the RFP, and the page number that the question is regarding.