



# Submitting a Standard Compliance Annual Report

EPAct State and Alternative Fuel Provider Fleet  
Program User Guide

November 2024

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## Background

State government and alternative fuel provider fleets covered under the State and Alternative Fuel Provider Fleet Program (Program) established pursuant to the Energy Policy Act of 1992 (EPA Act) may use the Compliance Reporting Tool to track and report on several compliance activities. These activities include, but are not limited to, completing Standard Compliance annual reports, Alternative Compliance notices of intent, and exemption requests. Covered fleets can access the Compliance Tool through the Program's website at [https://epact.energy.gov/users/sign\\_in](https://epact.energy.gov/users/sign_in). Covered fleet points of contact should bookmark the Compliance Reporting Tool for future access.

This user guide addresses how to complete and submit Standard Compliance annual reports, including:

- Getting Started with Reporting
- Submitting Annual Reports
- Submitting Exemption Requests
- Viewing Annual Reports.

For a user guide on how to navigate the Compliance Reporting Tool, including managing account information, adding new fleets to an account, and viewing past reports and credit trades, please visit [https://epact.energy.gov/pdfs/navigating\\_compliance\\_tool.pdf](https://epact.energy.gov/pdfs/navigating_compliance_tool.pdf).

For a guide on using the Compliance Reporting Tool to submit Alternative Compliance notices of intent and reports and to manage your fleet's Alternative Compliance Vehicle Inventory, please visit [https://epact.energy.gov/pdfs/alternative\\_compliance\\_annual\\_reporting.pdf](https://epact.energy.gov/pdfs/alternative_compliance_annual_reporting.pdf).

## Getting Started with Reporting

To fill out a Standard Compliance annual report, you will need the following information to get started:

- Your username and password to log in
- The total number of non-excluded light-duty vehicles your fleet acquired during the model year
- Details about the alternative fuel vehicles (AFVs) and other creditable vehicles (e.g., hybrid electric vehicles, HEVs) your fleet acquired during the model year:
  - Make and model
  - Vehicle identification number (VIN)
  - Acquisition date

- Information about vehicle conversions, if applicable
- Details about the qualified alternative fuel infrastructure, qualified alternative fuel non-road equipment, and emerging technology investments your fleet made during the model year.

Please see the Standard Compliance Guidance document ([http://www.epact.energy.gov/pdfs/standard\\_compliance.pdf](http://www.epact.energy.gov/pdfs/standard_compliance.pdf)) and the Credits for Commercially Available Light-Duty Plug-In Hybrid Electric Vehicles document ([http://www.epact.energy.gov/pdfs/plug-in\\_hybrid\\_electric\\_vehicles.pdf](http://www.epact.energy.gov/pdfs/plug-in_hybrid_electric_vehicles.pdf)) for more information about AFVs and other creditable vehicles, respectively.

Note that your fleet's credit activity report, whenever one is required to be submitted, is incorporated (i.e., included) within the annual report.

## Submitting Annual Reports

After you log in to the tool, select a fleet from the dropdown list and click the "Find Fleet" button. This step is bypassed if you have only one fleet.

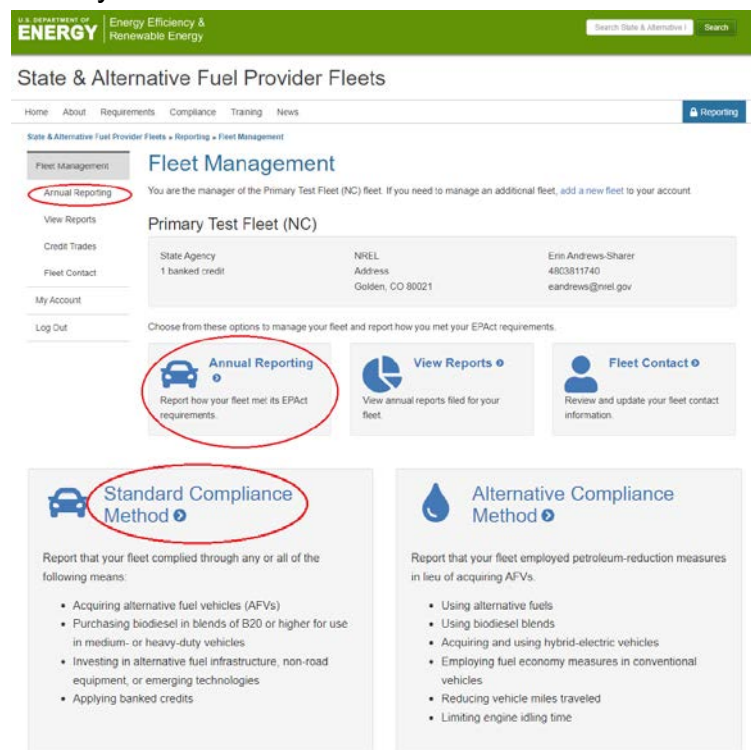
To report how your fleet complied with its EPart requirements, click the "Annual Reporting" link in the navigation list in the left column or from the gray box near the bottom-left corner of the page.

Next, select the method you followed for this model year: Standard Compliance or Alternative Compliance.

If you choose Standard Compliance, you will be directed through the six-step process described below.

If you choose Alternative Compliance, you will be directed outside the tool. The process for annual reporting under Alternative Compliance is not described in this user guide. Please visit [https://epact.energy.gov/pdfs/alternative\\_compliance\\_annual\\_reporting.pdf](https://epact.energy.gov/pdfs/alternative_compliance_annual_reporting.pdf) to access the user guide for this process.

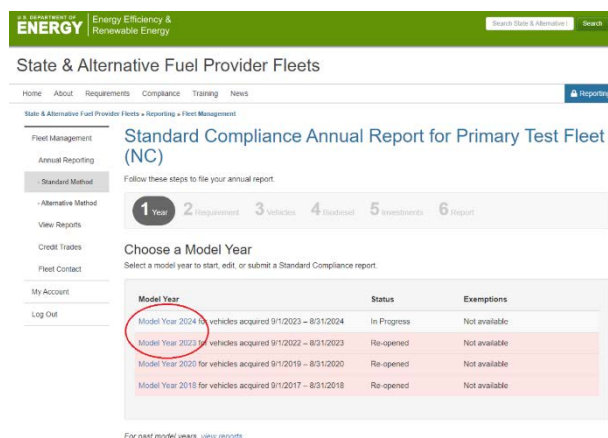
Throughout the Compliance Reporting Tool, you will find blue question marks (❓) and words with dotted underlining (e.g., excluded vehicles). You can hover your cursor over these to see additional information to help you use the tool.



## Step 1: Choose a Model Year

Select a model year from the list to start, edit, or submit a Standard Compliance annual report. You may see more than one report available, so ensure that you have selected the report for the correct model year.

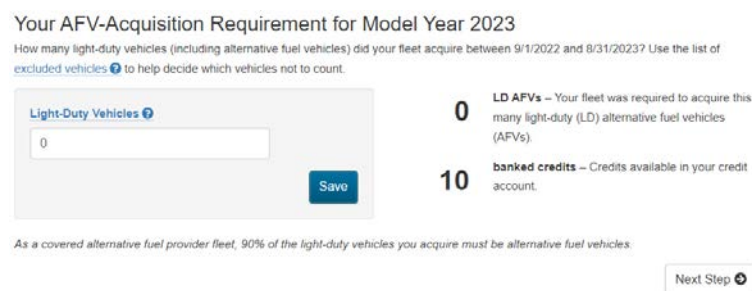
For the purpose of the Program, a model year runs from September 1 through August 31 of the following calendar year (e.g., model year 2030 is Sept. 1, 2029, through Aug. 31, 2030). Fleets must submit an annual report no later than December 31 following the end of the model year. For example, the 2030 model year report must be submitted no later than Dec. 31, 2030.



The current model year annual report will be available starting at the beginning of the model year. For example, the annual report for model year 2030 will be available on Sept. 1, 2030, and can be submitted starting Sept. 1, 2031. Absent DOE authorization, fleets are not able to edit any prior annual reports. To view previously submitted annual reports, see the “Viewing Annual Reports” section of this user guide. To request access to previous annual reports for the purpose of amending or revising a previous annual report, email [epact.sfp.fleets@nrel.gov](mailto:epact.sfp.fleets@nrel.gov).

## Step 2: Calculate Your AFV-Acquisition Requirement

In the gray box in the bottom-left corner, enter how many non-excluded light-duty vehicles your fleet acquired in the model year. This number should include light-duty AFVs and conventional vehicles.



To help determine the correct total number of light-duty vehicles, click the "excluded vehicles" link for a list of vehicles that should not be included in the total count.

After you enter a number in the gray box, click the "Save" button. The Tool calculates your AFV-acquisition requirement based on your fleet type and number of light duty vehicles acquired and displays your requirement to the right of the gray box.

To navigate to the next step, click the "Next Step" link in the bottom-right corner or click the step graphic at the top of the page. You may complete the steps in any order.



## Step 3: Report Creditable Vehicle Acquisitions

To report light-duty AFVs and other creditable vehicles your fleet acquired in the model year, click the "Add Vehicle" button. If your fleet acquired medium- or heavy-duty (MD/HD) AFVs, they should also be reported here. However, your fleet will not earn credit for the acquisition of MD/HD AFVs until it has fulfilled its AFV-acquisition requirement. Note: Do not add emerging technology vehicles in this step. Investments in emerging technology vehicles should be added in step 5.

The following fields are included in the vehicle form. Required fields are marked with an asterisk.

- **Model Year \*** – The year the vehicle was manufactured (not the year the vehicle was converted to an alternative fuel, if it is a converted vehicle).
- **Make/Manufacturer \*** – The make or manufacturer of the vehicle. Select one from the list. Note: If you cannot find the make/manufacturer, select "other" and specify the vehicle make/manufacturer in the field that appears below the list.
- **Model \*** – The vehicle model.
- **VIN \*** – The vehicle identification number. This is a 17-character (alpha-numeric) unique code assigned by the vehicle manufacturer.
- **Acquisition Date \*** – When your fleet took possession or control of the vehicle.
- **Weight Class \*** – Indicate whether the vehicle is considered a light-duty vehicle. A vehicle with a gross vehicle weight rating (GVWR) of 8,500 pounds or less is considered light-duty. Vehicles with a GVWR of more than 8,500 pounds are not light-duty vehicles. Select one from the list.
- **Category \*** – The type of vehicle (e.g., automobile, minivan). Select one from the list.

### AFV Creditable Acquisitions in Model Year 2023

Report light-duty, medium-duty, and heavy-duty alternative fuel and creditable vehicles (AFVs) you acquired between 9/1/2022 and 8/31/2023. Note: Do not add emerging technology vehicles in this step. Investments in emerging technology vehicles should be added in step 5.

The screenshot shows a web form titled "Add an Alternative Fuel Vehicle". The form contains the following fields and options:

- Model Year**: A dropdown menu.
- Make / Manufacturer**: A dropdown menu.
- Model**: A text input field.
- VIN**: A text input field.
- Acquisition Date**: A text input field with a date format hint "mm/dd/yyyy".
- Override Acq Date Restriction?**: Radio buttons for "Yes" and "No" (selected).
- Weight Class**: A dropdown menu.
- Category**: A dropdown menu.
- Vehicle Type**: A dropdown menu.
- Below "Vehicle Type": A link "Use the vehicle decision tree" and text "to determine which vehicle code to choose."
- Fuel Type**: A dropdown menu.
- Below "Fuel Type": A link "Learn more about the types of alternative fuels".
- Engine Configuration**: A dropdown menu.
- ZIP Code**: A text input field.
- Converted?**: Radio buttons for "Yes" and "No".
- Internal ID**: A text input field.

At the bottom left, there is a "Cancel" button. At the bottom right, there is a "Save" button. A legend indicates that fields with an asterisk are required. A "Next Step" button is located at the bottom right of the page.

\* Medium- and heavy-duty vehicles are indicated by an asterisk. You can earn credit for qualified medium- or heavy-duty AFVs after meeting your requirement by acquiring light-duty AFVs, purchasing biodiesel for use in medium- or heavy-duty vehicles, applying banked credits, and/or making qualified alternative fuel investments. The U.S. Department of Energy allocates credits for acquiring medium- and heavy-duty AFVs only after you meet your requirement. Learn more about AFV credits.

Next Step

- **Vehicle Type \*** – The type of creditable vehicle. Select one from the list. Use the vehicle decision tree linked in the tool below this field to determine which vehicle code to choose.
- **Fuel Type \*** – The type of alternative fuel that the vehicle is capable of using. Select one from the list. Note: If the vehicle runs on more than one fuel, choose the predominant fuel from the list and indicate the other fuel(s) in the remarks section. See the field tooltip for additional information on select fuels.
- **Engine Configuration \*** – Choose one of these options:
  - **Dedicated Fuel** – Operates solely on one or more alternative fuels
  - **Dual Fuel/Bi-Fuel/Flex Fuel** – Either is able to switch between different fuels, such as compressed natural gas to gasoline, or operates on a mix of fuels, such as alcohol and gasoline blends
  - **Conventional Fuel** – Operates solely on conventional gasoline or diesel
- **ZIP Code** – Where the vehicle is usually garaged.
- **Converted?** – Was the vehicle converted to run on an alternative fuel? If so, check this box.
  - **Conversion Mode \*** – This field is required only if the vehicle was converted. Choose "Previously converted by other than present owner" or "Self-converted by present owner" based on how the vehicle was converted.
  - **Conversion Date \*** – This field is required only if the vehicle was self-converted by present owner. The conversion date must be within 4 months of the vehicle acquisition date.
- **Internal ID** – You can use this field if you have an identifier to track the vehicles in your fleet.

After you add vehicles, you will see a table of vehicles in the gray box. The columns in this table are sortable to help you find vehicles.

To manage the vehicles in your list, use the three links in the far-right column:

- **Edit** – Use this option to view vehicle details and make changes.
- **Delete** – Use this option to remove a vehicle from your list.
- **Copy** – Use this option to duplicate a vehicle in your list. This feature can be handy for fleets that have vehicles with similar information (e.g., make, model, fuel type). When copying a vehicle, be sure to change the unique fields (e.g., VIN, acquisition date, ZIP code).

To download a spreadsheet of your vehicle data, click the "Download Vehicle Data" link at the bottom right corner of the table.

## Step 4: Report Biodiesel Fuel Purchased

To receive biodiesel credit, report your fleet's purchases of biodiesel fuel in the model year by entering the number of gallons of neat biodiesel (B100) your fleet purchased in blends of B20 or higher for use in its MD/HD vehicles (i.e., not used in light-duty

### Biodiesel Fuel Purchased in Model Year 2023

Report how many gallons of biodiesel fuel you purchased in blends of B20 (20% biodiesel, 80% diesel) or higher between 9/1/2022 and 8/31/2023 for use in medium- or heavy-duty vehicles.

0 gallons of neat biodiesel (B100)      0 biodiesel fuel use credits toward your requirement

Gallons of B100  
0

Save

Need help calculating biodiesel blends?

Gallons of B100 your fleet purchased in blends of B20 or higher this model year for use in medium- or heavy-duty vehicles.

*As a covered state or alternative fuel provider fleet, you may earn one biodiesel fuel use credit for each 450 gallons of neat biodiesel (B100) you purchase in blends of B20 or higher for use in medium- and heavy-duty vehicles. Your fleet may use biodiesel fuel use credits to meet up to 50% of its AFV-acquisition requirements. Learn more about biodiesel credits.*

Next Step

vehicles). Report only the amount of biodiesel/renewable diesel purchased for use in the fleet's vehicles with a gross vehicle weight rating above 8,500 pounds. Note that the entire quantity of biodiesel fuel purchased does not have to be used before the end of the model year in which the purchases were made.

Biodiesel purchased and then sold to another party should not be included, nor should biodiesel purchased for non-qualifying uses (such as for use in generator sets or light-duty diesel vehicles). If biodiesel was purchased in blends of 20% or higher, only report the neat/pure biodiesel portions of such blends (e.g., 2,250 gallons of B20 (a blend of 20% biodiesel and 80% petroleum diesel) should be reported as 450 gallons of neat biodiesel). Biodiesel purchased in blends containing less than 20% biodiesel by volume are not eligible for credit.

Potential biodiesel fuel use credits are derived by dividing the total biodiesel purchased by 450. This value is rounded down to the next whole number. For fleets that are not biodiesel fuel providers, the actual number of biodiesel fuel use credits claimed may not exceed 50% of the AFV-acquisition requirement (rounded down to the nearest whole number). For biodiesel fuel providers, the actual number of biodiesel fuel use credits claimed cannot exceed the AFV-acquisition requirement for the respective reporting model year.

For additional information on biodiesel fuel use credits, review the Biodiesel Fuel Use Credits document ([https://epact.energy.gov/pdfs/biodiesel\\_guidance.pdf](https://epact.energy.gov/pdfs/biodiesel_guidance.pdf)).

## Step 5: Report Alternative Fuel Investments

To report investments in qualified alternative fuel infrastructure and/or non-road equipment, and investments in electric drive emerging technology vehicles, click the "Add Investment" button in these categories.

For additional information on investment credits, review the Credits for Investments in Alternative Fuel Infrastructure, Non-Road Equipment, and Emerging Technologies document (<https://epact.energy.gov/pdfs/investments.pdf>).



## Infrastructure Investments

The following fields are included in the infrastructure investment form. Required fields are marked with an asterisk.

- **Description \*** – Provide a short explanation of your alternative fuel infrastructure investment.
- **Address, City, State, and ZIP Code \*** – Where the alternative fuel infrastructure is installed.
- **Public Access? \*** – Indicate whether the public has access to use the fueling or charging station.
- **In-Service Date \*** – When the fueling or charging station became operational.
- **Fuel Type \*** – The type of fuel provided at the fueling or charging station. Select one from the list. Note: If the infrastructure is for more than one fuel (e.g., compressed natural gas and liquefied natural gas), choose one fuel from this list and indicate the other fuel(s) in the remarks section. If the infrastructure is for a fuel blend (e.g., B20), select the relevant fuel from this list and indicate the blend level in the remarks section. For electric vehicle supply equipment (EVSE), investments in Level 2 and direct current (DC) fast charging count for infrastructure investment credits. For Level 1 chargers to qualify for infrastructure investment credits, those investments must go beyond the addition of 120-volt electrical outlets.
- **Investment (\$) \*** – The amount you invested in the alternative fuel infrastructure.
- **Investment (\$) Paid To \*** – Indicate who received the money you invested. Include their contact information in the remarks section. To be eligible for credit, alternative fuel infrastructure investments must be paid for by your state or company. You cannot earn credit for investments made by other entities, but your fleet may earn credit for infrastructure owned or operated by other entities that was paid for by your state or company.
- **Remarks** – If your fleet does not own and/or operate the fueling station in which you are investing, indicate that in the remarks section. Include the name, address, phone number, and email for the installation contractor, if applicable.

**Add an Infrastructure Investment**

\* Description

\* Address

\* City

\* State

\* ZIP Code

\* Public access?  Yes  No

\* In-Service Date

\* Fuel Type

\* Investment (\$)

None of the funds identified in this report and for which AFV credits for investments are requested are funds that the covered fleet received through a grant or other monetary award. You will not be able to save this entry until you check this box.

\* Investment (\$) Paid To

\* Investment contact name

\* Investment contact email address OR phone number

Remarks

Required fields

Cancel  Save

Your fleet can earn one credit for each \$25,000 invested in infrastructure during the model year up to a maximum of 5 credits for private infrastructure and 10 credits for public infrastructure. The overall maximum value is 10 credits.

## Non-Road Equipment Investments

The following fields are included in the non-road equipment investment form. Required fields are marked with an asterisk.

- **Description \*** – Provide a short explanation of your alternative fuel non-road equipment investment.
- **Purchased From \*** – Indicate who received the money you invested. Note: Include the name, address, phone number, and email for the manufacturer or dealer you paid for the non-road equipment.

**Add a Non-Road Equipment Investment**

\* Description

\* Purchased From

\* Purchase Date

\* In-Service Date

\* Equipment operated on alternative fuel?  Yes  No

\* Fuel Type

\* Investment (\$)

None of the funds identified in this report and for which AFV credits for investments are requested are funds that the covered fleet received through a grant or other monetary award. You will not be able to save this entry until you check this box.

Required fields

Cancel Save

*Your fleet can earn one credit for each \$25,000 invested in non-road equipment during the model year up to a maximum of 5 credits.*

- **Purchase Date \*** – When your fleet purchased the non-road equipment.
- **In-Service Date \*** – When your fleet began using the non-road equipment.
- **Equipment operated on alternative fuel? \*** – Indicate whether you operate the non-road equipment on alternative fuel. Note: Your fleet may receive credit only if the non-road equipment is operated on alternative fuel.
- **Fuel Type \*** – The type of fuel that the non-road equipment is capable of using. Select one from the list.
- **Investment (\$) \*** – The amount you invested in the alternative fuel non-road equipment.

## Emerging Technology Investments

The following fields are included in the emerging technology investment form for pre-production/pre-commercially available vehicles. Required fields are marked with an asterisk.

- **Model Year \*** – The year the vehicle was manufactured.
- **Make/Manufacturer \*** – The make or manufacturer of the vehicle. Select one from the list. Note: If you cannot find the make/manufacturer, select "other" and specify the vehicle make/manufacturer in the field that appears below the list.
- **Description \*** – If the emerging technology vehicle has a model, include the model name in the description. In the "Purchased From" section, include contact information for the manufacturer or entity you paid for the emerging technology.
- **VIN \*** – The vehicle identification number. This is a 17-character (alpha- numeric) unique code assigned by the vehicle manufacturer.
- **Manufacturer's Address \*** – Where the vehicle was purchased.
- **Acquisition Date \*** – When your fleet purchased the vehicle.
- **In-Service Date \*** – When your fleet began using the vehicle.
- **Weight Class \*** – Indicate whether the vehicle is considered a light-duty vehicle. A vehicle with a gross vehicle weight rating (GVWR) of 8,500 pounds or less is considered light duty. Vehicles with a GVWR of more than 8,500 pounds are not light-duty vehicles. Select one from the list.
- **Category \*** – The type of vehicle (e.g., automobile, minivan). Select one from the list.

**Add an Emerging Technology Investment**

\* Model Year

\* Make / Manufacturer

\* Description

\* VIN

\* Manufacturer's Address

\* Acquisition Date

\* In-Service Date

\* Weight Class

\* Category

\* Vehicle Type

Use the vehicle decision tree to choose a vehicle code.

\* Fuel Type

Learn more about the types of alternative fuels.

\* Engine Configuration

ZIP Code

\* Investment (\$)

None of the funds identified in this report and for which AFV credits for investments are requested are funds that the covered fleet received through a grant or other monetary award. You will not be able to save this entry until you check this box.

\* Purchased From

\* Base Credit On  Investment (\$)  AFV Acquisition

\* Required fields

Cancel

Credits may be based on the number of vehicles acquired or the amount invested. For credits based on investment, your fleet can earn 2 credits for the first \$50,000 and 1 credit for each additional \$25,000 invested in emerging technologies during the model year up to a maximum of 5 credits.

- **Vehicle Type \*** – The type of vehicle. Select one from the list. Use the vehicle decision tree linked from the right side of the field to determine which vehicle code to choose.
- **Fuel Type \*** – The type of alternative fuel that the vehicle is capable of using. Select one from the list. Note: If the vehicle runs on more than one fuel, choose the predominant fuel from the list and indicate the other fuel(s) in the description section. See the field tooltip for additional information on select fuels.
- **Engine Configuration \*** – Choose one of these options:
  - **Dedicated Fuel** – Operates solely on one or more alternative fuels
  - **Dual Fuel/Bi-Fuel/Flex Fuel** – Either is able to switch between different fuels, such as compressed natural gas to gasoline, or operates on a mix of fuels, such as alcohol and gasoline blends
  - **Conventional Fuel** – Operates solely on conventional gasoline or diesel
- **ZIP Code** – Where the vehicle is usually garaged.
- **Investment (\$)** \* – The amount you invested in the emerging technology.
- **Purchased From \*** – Enter the company name, contact name, address, phone number, and email address for the entity you purchased the vehicle from.
- **Base Credit On** – Credits may be based on the number of vehicles acquired or the amount invested.

## Step 6: Review and Submit Your Report

To finish your annual report, review the summary in step 6 and consider your options for meeting your AFV-acquisition requirement.

### Banked Credits

If you have not met your AFV-acquisition requirement, look at the gray box labeled "Apply Banked Credits" near the middle of the page to see if you have banked credits you can apply toward your requirement. To apply banked credits, enter the number of credits you want to apply and click the "Save" button.

Fleets that acquire more alternative fuel vehicles than required in a given model year may earn credits for these extra acquisitions. These are banked credits the fleet may apply to meet its acquisition requirement in a future year.

Each credit applied serves as the equivalent of one AFV acquisition. A fleet may not apply more credits than it has in its banked credit balance, which is the sum of all unused extra credits the fleet earned and/or acquired for all model years.

### Submit Annual Report

Note that alternative fuel provider fleets will be required to check a box certifying that the AFVs included in their report operate solely on alternative fuels except when operating in an area where the appropriate alternative fuel is not available. State fleets will not see this message.

**NREL Test Fleet New Name (NC)**

**0 AFV-acquisition requirements**  
0 covered light-duty vehicles

**Credits Toward Requirement**

**0.0 credits from vehicles**  
0 light-duty AFVs acquired

**0 credits from biodiesel**  
0 gallons of B100 purchased for use in medium- or heavy-duty vehicles

**0.0 credits from investments**

0 credits for refueling infrastructure  
\$0 in refueling infrastructure investments

0 credits for non-road equipment  
\$0 in non-road equipment investments

0.0 credits for light-duty emerging technology vehicles based on type

0 credits for emerging technology vehicle investments  
\$0 in emerging technology vehicle investments

0 credits for aggregated investments  
\$0 in aggregated investments

**0.0 credits from medium- and heavy-duty vehicles**  
Credits are earned only after meeting the light-duty AFV-acquisition requirement.

**Credit Activity Report**

0 credits requested to bank      0 credits purchased      0 credits sold

*No trades occurred during the reporting year.*

**Credit Summary**

0 LD AFV acquisitions required, including any exemptions or waivers granted

0 credits earned toward your requirement from vehicle acquisitions, biodiesel fuel use, and investments

0 banked credits applied

---

0 credit shortfall

**Credit Balance**

0 banked credits in credit account

---

0 [projected banked credits for next year](#)

**Certification**

I certify the alternative fuel vehicles in this report operate solely on alternative fuels except when operating in an area where the appropriate alternative fuel is unavailable.

[Submit Report](#)



When you are ready to submit your annual report, click the "Submit Report" button in the bottom-right corner.

## Submitting Exemption Requests

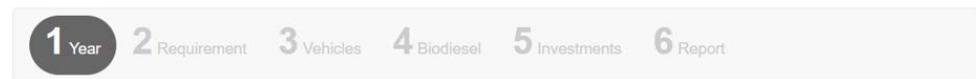
Your fleet may submit an exemption request if your fleet complies via Standard Compliance and has not met its AFV-acquisition requirement for a given model year, does not have banked credits to apply to your fleet's annual report, and does not choose to obtain credits from other fleets through a credit transfer. Exemptions are a form of administrative relief of last resort. Learn about the exemption process, what information needs to be included in an exemption request, and deadlines at <https://epact.energy.gov/exemptions>.

An exemption request may be submitted no earlier than September 1 following the model year for which the exemption is sought and no later than January 31 following the model year for which the exemption is sought.

The process for requesting an exemption requires that you first submit your Standard Compliance annual report showing that you did not meet your AFV-acquisition requirement. Once your annual report is submitted, click on the "Annual Reporting" link from the navigation list in the left column, select "Standard Compliance Method," and click on the "Request an Exemption" link for the given model year.

### Standard Compliance Annual Report for Fleet Test (NC)

Follow these steps to file your annual report.



#### Choose a Model Year

Select a model year to start, edit, or submit a Standard Compliance report.

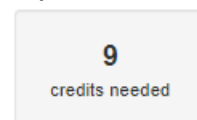
Model Year	Status	Exemptions
<a href="#">Model Year 2024</a> for vehicles acquired 9/1/2023 – 8/31/2024	Filed	<a href="#">Request an Exemption</a>
<a href="#">Model Year 2023</a> for vehicles acquired 9/1/2022 – 8/31/2023	Not Started	Not available

In-progress exemption

requests will be saved automatically so you can continue editing later. However, once the exemption has been submitted, it can no longer be edited.

### Step 1: Report Vehicle Exemption Requests

Click the "Add Vehicle" button to report light-duty vehicles acquired in the model year for which you seek an exemption. There is no limit to the number of exemptions your fleet may request; however, DOE will grant no more than the number of exemptions needed to meet the fleet's AFV-acquisition requirement for that model year. Your fleet's credit deficiency can be found in the top right corner of the exemption tool.



The following fields are included in the vehicle form. Required fields are marked with an asterisk.

- **Model Year \*** – The model year of the vehicle (not the year the vehicle was converted to an alternative fuel, if it is a converted vehicle).
- **Make/Manufacturer \*** – The make or manufacturer of the vehicle. Select one from the drop-down list. Note: If you cannot find the make/manufacturer, select "other" and specify the vehicle make/manufacturer in Comments section.
- **Model \*** – The vehicle model.
- **VIN \*** – The vehicle identification number.  
This is a 17-character (alpha-numeric) unique code assigned by the vehicle manufacturer to the specific vehicle.
- **Acquisition Date \*** – When your fleet took possession or control of the vehicle.
- **Category \*** – The type of vehicle (e.g., automobile, minivan). Select one from the list.
- **Fuel Type \*** – The type of fuel that the vehicle is capable of using.
- **Garage ZIP Code \*** – Where the vehicle is usually garaged.
- **Reason for Exemption \*** – The reason your fleet is submitting the exemption request for the vehicle (e.g., alternative fuel is not available in your fleet’s operating area, lack of availability of a particular AFV model in the type of light-duty vehicle the fleet needs). Select one from the list.

### Vehicle Exemption Requests for Model Year 2024

Enter information about the light-duty vehicles you acquired between 9/1/2023 and 8/31/2024, for which you seek an exemption and the reason for the exemption request.

0 light-duty vehicles for which exemptions are sought

Model Year [dropdown]

Make [dropdown]

Model [text]

VIN [text]

Acquisition Date [text: mm/dd/yyyy]

Category [dropdown]

Fuel Type [dropdown]

Garage ZIP Code [text]

Reason for Exemption [dropdown]

Comments [text area]

Cancel Save

After you add vehicles, you will see a table of vehicles in the gray box. To manage the vehicles in your list, use the three links in the far-right column:

- Edit – Use this option to view vehicle details and make changes.
- Delete – Use this option to remove a vehicle from your list.
- Copy – Use this option to duplicate a vehicle in your list. This feature can be handy for fleets that have vehicles with similar information (e.g., make, model, fuel type). When copying a vehicle, be sure to change the unique fields (e.g., VIN, acquisition date, ZIP code).

## Step 2: Report on Lack of Ability to Use Biodiesel

You must provide an explanation if your fleet did not satisfy up to at least 50% of its AFV-acquisition requirement for a given model year through the purchase of biodiesel in blends of at least B20 for use in medium- and heavy-duty vehicles.

The following fields are included in the biodiesel form. Required fields are marked with an asterisk.

- **Gallons of Diesel** – The number of gallons of diesel fuel used by your fleet in medium- and heavy-duty vehicles (i.e., vehicles weighing more than 8,500 lbs). Note that if your fleet does not have any medium- or heavy-duty vehicles, you must indicate that in the Documentation section of the tool (in the next step).
- **Why did your fleet use conventional diesel instead of biodiesel?** – Select one from the list. Note that if there is no retail B20 in your fleet's operating area, you must include supporting documentation in the Documentation section of the tool (in the next step).

### Lack of Biodiesel Availability in Model Year 2024

How many gallons of diesel fuel did your fleet use between 9/1/2023 and 8/31/2024 in vehicles weighing more than 8,500 pounds? If you could not use biodiesel to meet up to 50% of your AFV-acquisition requirement because you do not have enough or any medium- or heavy-duty diesel vehicles, note this in the comments section of the documentation page.

#### Conventional Diesel Fuel Use

Gallons of Diesel

Why did your fleet use conventional diesel instead of biodiesel?

No retail biodiesel (B20 or higher blends) in the area (requires documentation of area biodiesel availability)

No biodiesel available for onsite refueling pumps

### Step 3: Submit Supporting Documentation

To add supporting documentation to justify your fleet’s exemption request, click the “Add Document” button.

For examples of supporting documentation, scroll down on the supporting documentation page and refer to the Program’s Requesting an Exemption from Standard Compliance document (<http://www.epact.energy.gov/exemptions>).


If your fleet did not satisfy at least 50% of its AFV-acquisition requirement for a given model year through the acquisition of non-AFV hybrid electric vehicles, which are eligible for ½ credit, you must provide an explanation and supporting documentation in this section.

If your fleet did not satisfy up to at least 50% of its AFV-acquisition requirement for a given model year through the purchase of biodiesel for use in medium- and heavy-duty vehicles, as noted in the section above, you must provide an explanation and supporting documentation in this section.

#### Documentation for Exemption in Model Year 2024

Exemption requests must provide supporting documentation that clearly shows the lack of available alternative fuels and/or the lack of available alternative fuel vehicles, and also must address (if applicable) why the fleet did not purchase biodiesel for use in medium- or heavy-duty vehicles to the maximum possible extent.

Documentation that accompanies the request must include, but is not limited to, maps of vehicle operation zones and maps of locations providing alternative fuel (for requests based on unavailability of alternative fuel) and alternative fuel vehicle purchase or lease requests, a listing of vehicles that meet the normal practices and requirements of the covered entity, and any other documentation that exhibits good-faith efforts to acquire alternative fuel vehicles (for requests based on unavailability of alternative fuel vehicles).

Add Document

Document	Description	Manage
<i>No documents have been added to this exemption request.</i>		

## Step 4: Review and Submit Exemption Request

To finish your exemption request, review the summary in step 4, certify the information provided is accurate, and click "Submit Request."

### Submit Exemption Request for Model Year 2024

Review and submit your exemption request.

#### Exemption Request Summary

- 2** vehicle exemption requests
- 0** gallons of conventional diesel fuel used
- 1** document uploaded

#### Banked Credit Balance

**25** available credits remaining from previous years

*The U.S. Department of Energy may require your fleet to apply any banked credits toward your requirement before granting any exemptions.*

I certify that all the information in this exemption request is accurate to the best of my knowledge.

[Submit Request](#)

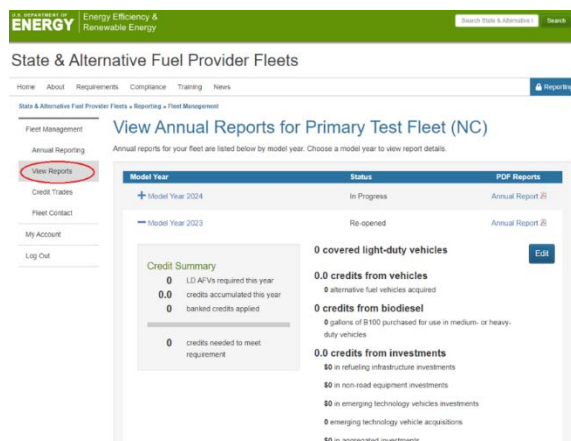
## Viewing Annual Reports

To view annual reports, click the "View Annual Reports" link from the navigation list in the left column. You also may view your fleet's prior annual reports in the tool.

To see a report summary for a model year, click the model year to expand the row.

To download and save a copy of a report, click the PDF report link in the right column and save the file to your computer.

If you have multiple fleets, you may view reports for a different fleet by returning to the "Fleet Management" page and choosing a different fleet from the dropdown list.





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