U.S. DEPARTMENT of ENERGY | Office of Energy Efficiency and Renewable Energy

Introduction to EPAct Annual Reporting

State and Alternative Fuel Provider Fleet Program

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Agenda

- Program Background

- Strategies for Compliance

- Reporting Tool and Resources Orientation

Program Background

State and Alternative Fuel Provider Fleet Program

Fleet compliance program authorized by Energy Policy Act (EPAct) of 1992, as amended

- "Covered" state and alternative fuel provider fleets must meet requirements

- Program focuses on acquisition of light-duty alternative fuel vehicles (AFVs) and alternative fuel use

Two compliance options

- Standard Compliance

    - Focus is on AFV acquisition

- Alternative Compliance

    - Focus is on alternative fuel use

300+ reporting fleets in the Program today

Determining Coverage

State and alternative fuel provider fleets are considered covered fleets if they own, operate, lease, or otherwise control 50 or more nonexcluded light-duty vehicles (less than or equal to 8,500 lbs.), if at least 20 of those vehicles are used primarily within a single Metropolitan Statistical Area/Consolidated Metropolitan Statistical Area, and are capable of being centrally fueled.
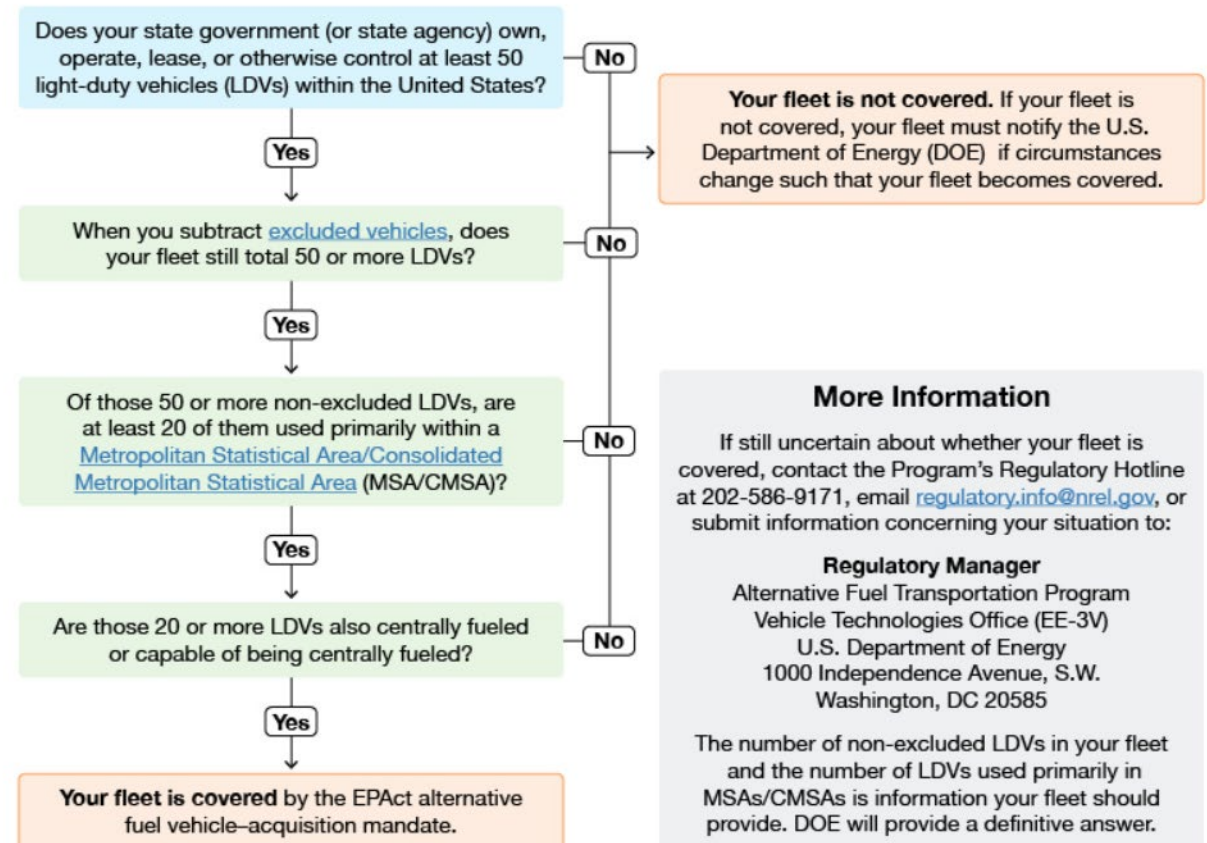
Determining if a Fleet is Covered: Decision Tree

State Fleet Decision Tree

➢ Step by step yes/no based walkthrough guide to determine if fleet is covered

➢ Separate decision trees for alternative fuel provider fleets and state fleets

[Find decision trees on the website](#)

➢ Epact.energy.gov/covered-fleets/fuel-provider-decision-tree
➢ Epact.energy.gov/covered-fleets/state-decision-tree

Does your state government (or state agency) own, operate, lease, or otherwise control at least 50 light-duty vehicles (LDVs) within the United States? — No

Yes ↓

When you subtract excluded vehicles, does your fleet still total 50 or more LDVs? — No

Yes ↓

Of those 50 or more non-excluded LDVs, are at least 20 of them used primarily within a Metropolitan Statistical Area/Consolidated Metropolitan Statistical Area (MSA/CMSA)? — No

Yes ↓

Are those 20 or more LDVs also centrally fueled or capable of being centrally fueled? — No

Yes ↓

Your fleet is covered by the EPAct alternative fuel vehicle–acquisition mandate.

Your fleet is not covered. If your fleet is not covered, your fleet must notify the U.S. Department of Energy (DOE) if circumstances change such that your fleet becomes covered.

More Information

If still uncertain about whether your fleet is covered, contact the Program's Regulatory Hotline at 202-586-9171, email regulatory.info@nrel.gov, or submit information concerning your situation to:

Regulatory Manager
Alternative Fuel Transportation Program
Vehicle Technologies Office (EE-3V)
U.S. Department of Energy
1000 Independence Avenue, S.W.
Washington, DC 20585

The number of non-excluded LDVs in your fleet and the number of LDVs used primarily in MSAs/CMSAs is information your fleet should provide. DOE will provide a definitive answer.

Standard Compliance

On an annual basis, a specified percentage of each fleet's nonexcluded, light-duty vehicle acquisitions must be AFVs.

- State fleets: 75% of nonexcluded, light-duty vehicle acquisitions
- Alternative fuel provider fleets: 90% of nonexcluded, light-duty vehicle acquisitions

Fleets can meet the requirement by:

- Acquiring light-duty AFVs or converting vehicles to AFVs
- Acquiring medium- and heavy-duty AFVs
- Acquiring creditable non-AFV electric vehicles (e.g., hybrid electric vehicles)
- Investing in alternative fuel infrastructure, alternative fuel non-road equipment, or emerging technology
- Purchase biodiesel for use in medium-duty/heavy-duty vehicles

Excluded Vehicles

- Emergency motor vehicles
- Law enforcement vehicles
- Nonroad vehicles
- Take-home vehicles
- Research and development vehicles (university or testing facility)

*must be excluded the entire time vehicle is in the fleet

Alternative Fuel Vehicles

AFVs include any dedicated or dual fueled vehicle, which is any vehicle that operates solely on, or is capable of operating on, at least one alternative fuel.

Alternative Fuels
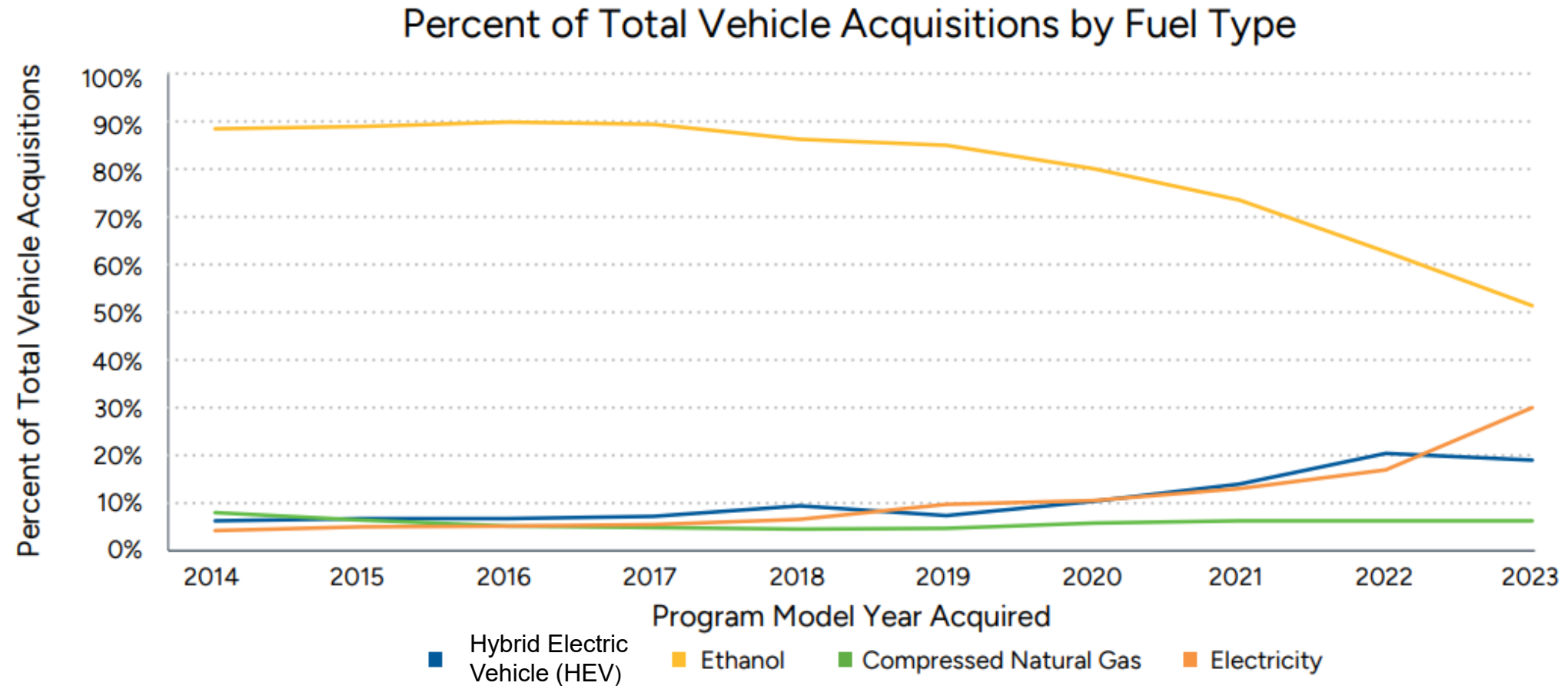
- Biofuels (e.g., E85)
- Compressed Natural Gas (CNG)
- Propane
- Hydrogen
- Electricity
- Pure biodiesel (B100)
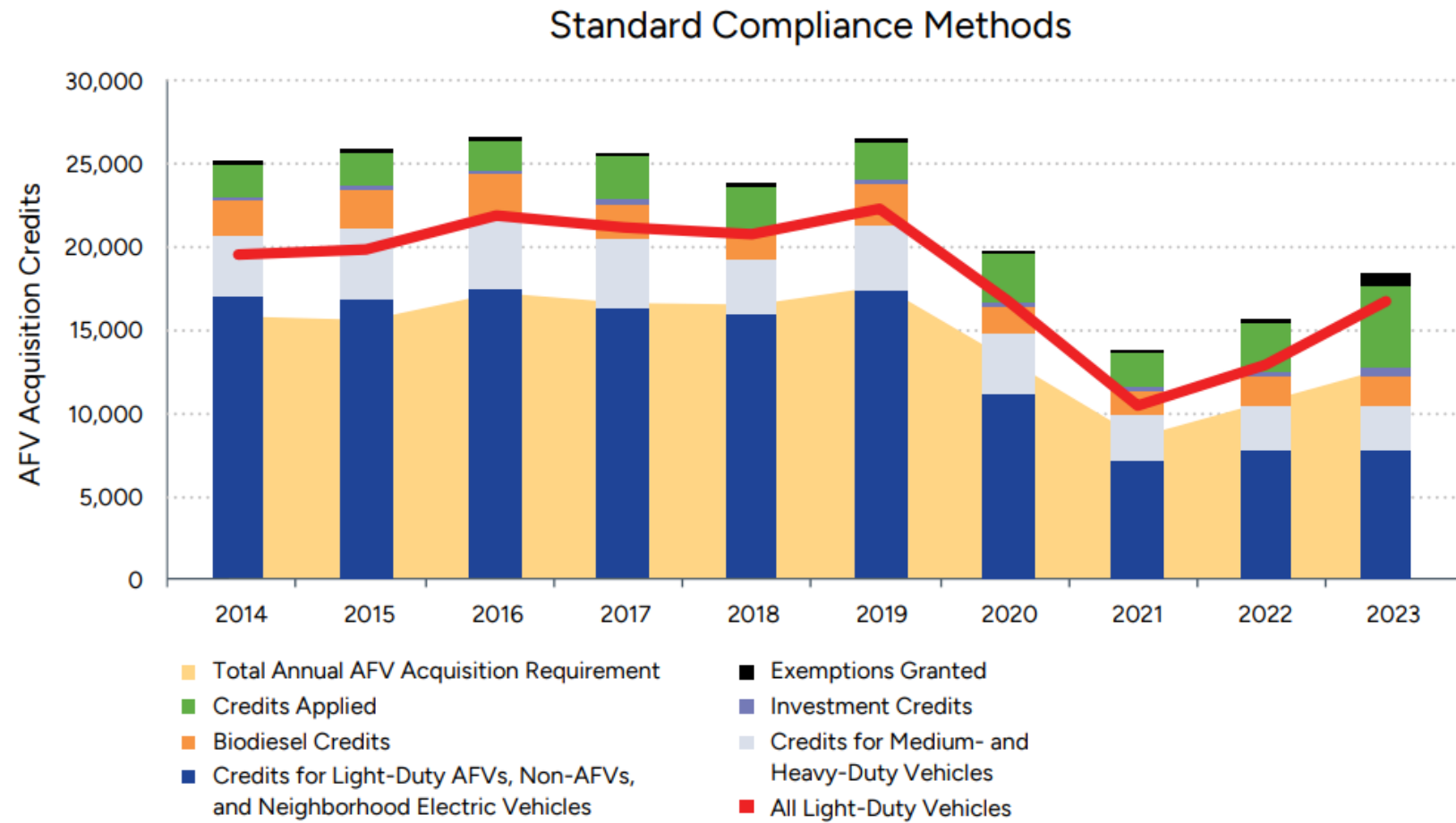- Renewable diesel
- P-series fuels

Common Vehicles

- Dual fuel or flex fuel vehicles
- Plug-in hybrid electric vehicles*
- Hybrid electric vehicles* (non-AFV)
- Electric vehicles
- Hydrogen fuel cell electric vehicles
- CNG vehicles
- Neighborhood electric vehicles* (non-AFV)

Vehicles that are commonly not AFVs and earn partial credit under the program

Trends in Compliance - Fuels

Percent of Total Vehicle Acquisitions by Fuel Type

Trends in Compliance - Strategies

Standard Compliance Methods

Alternative Compliance

Compliance Strategies*

Use **alternative fuel** in AFVs

Replace non-AFVs with more **fuel-efficient** non-AFV models

Use **biodiesel** blends

Reduce **idling** via:
- Truck stop electrification
- Idle time reduction plan
- Onboard idle reduction technology

Reduce **vehicle miles** traveled

* Based on fleet inventory

Standard Compliance Annual Reporting

Fleets may submit annual reports one of two ways:

1. **Report online using the online reporting tool**

   ➢ The Compliance Reporting Tool user guide can be found here: https://epact.energy.gov/pdfs/compliance_tool_user_guide.pdf

2. **Report via spreadsheet and email your completed spreadsheet to epact.sfp.fleets@nrel.gov.**

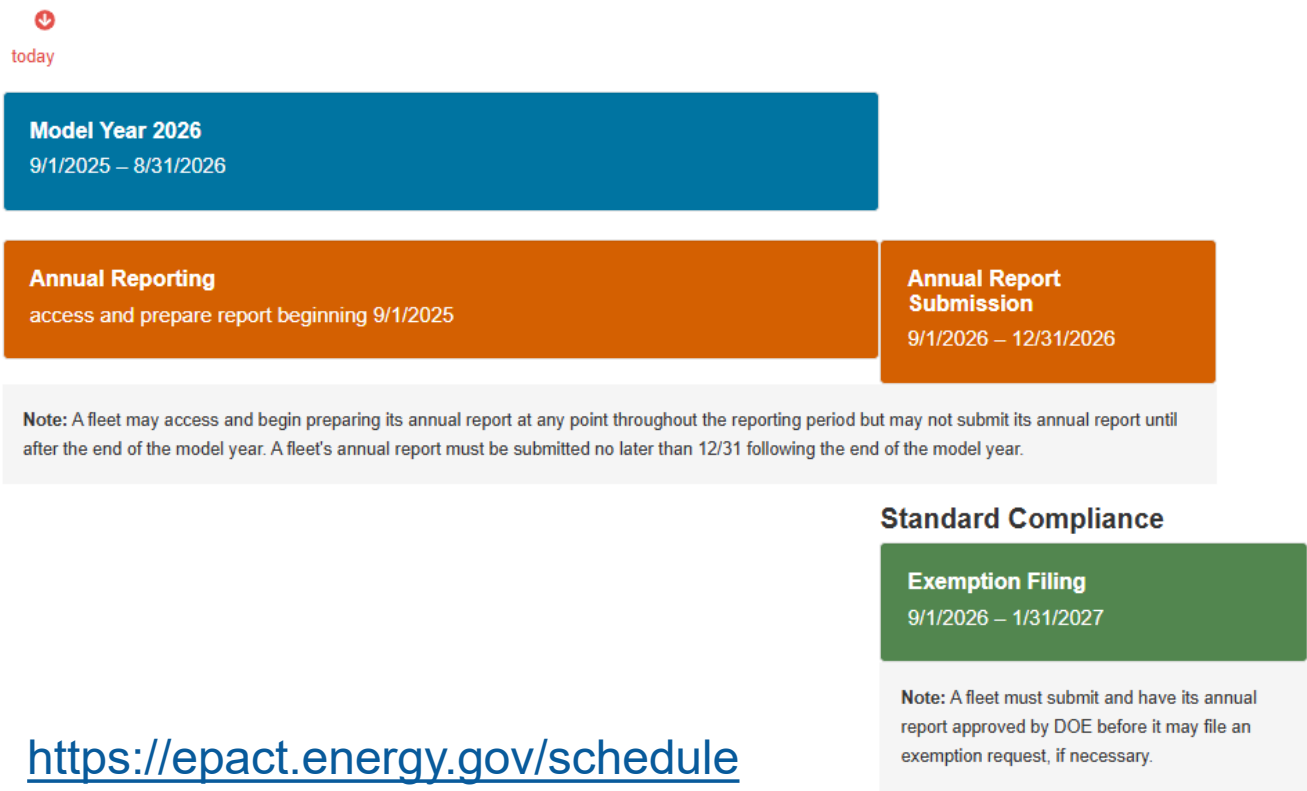   ➢ Download on the Reporting page: https://epact.energy.gov/docs/reporting-spreadsheet.xls

Annual Reporting Timeline

Annual reports are due no later than **Dec. 31** following the end of a Model Year.

Submit your fleet's annual report as early as **Sept. 1**!

https://epact.energy.gov/schedule

Timeline for Model Year 2026

Use this timeline to determine the Standard Compliance and Alternative Compliance reporting deadlines for model year ❓ 2026.

⬇ today

Model Year 2026
9/1/2025 – 8/31/2026

Annual Reporting
access and prepare report beginning 9/1/2025

Annual Report Submission
9/1/2026 – 12/31/2026

Note: A fleet may access and begin preparing its annual report at any point throughout the reporting period but may not submit its annual report until after the end of the model year. A fleet's annual report must be submitted no later than 12/31 following the end of the model year.

Standard Compliance

Exemption Filing
9/1/2026 – 1/31/2027

Note: A fleet must submit and have its annual report approved by DOE before it may file an exemption request, if necessary.

Strategies for Compliance

Standard Compliance Method

How to Get Started: Step 1

Determine your AFV acquisition requirement

- How many light-duty vehicles (LDV) (i.e., vehicles with gross vehicle weight rating under 8,500 lbs.) does your fleet plan to acquire in the coming year (timeframe from Sept. 1 – Aug. 31)?

- Are any of these LDVs excluded vehicles? If so, subtract that number.

- States, multiply by 75%. Alternative Fuel Providers, multiply by 90%.

Example State Fleet Worksheet

Total Planned LDV Acquisitions in Given Model Year	105
Excluded Vehicle Acquisitions	− 5
Total Nonexcluded LDV Acquisitions	100
AFV-Acquisition Percentage in Given Model Year	× 0.75
AFV Acquisitions Required in Given Model Year	75*

* If the resulting AFV-acquisition number is a fraction, then fractions of 0.5 or greater are rounded up to the nearest whole number; fractions less than 0.5 are rounded down.

How to Get Started: Step 2

Consider all possible strategies for meeting AFV requirement

- What are the opportunities to purchase AFVs, and do they meet your fleet mission requirements?

  - What other creditable vehicles could you acquire?

  - Are there opportunities to convert vehicles to AFVs?

- Do you have medium or heavy-duty vehicles in your fleet that could use biodiesel?

- Will your fleet or organization have any qualifying investments?

  - Alternative fuel infrastructure

  - Alternative fuel non-road equipment

  - Emerging technology vehicles (pre-production)

- Are any excluded vehicles hybrid electric vehicles or AFVs?

How to Get Started: Step 3

Consider your fleet make-up and opportunities for efficiency or right-sizing

- The fewer vehicles you acquire each model year, the lower your AFV acquisition requirement is; consider evaluating utilization of your vehicles

- Can neighborhood electric vehicles replace some vehicle use on campuses?

- Would a motor pool or other shared vehicle use systems support both AFV use and reduction of underutilized vehicles?

How to Get Started: Step 4

Communicate your strategy and needs to the responsible decision makers

- Who places vehicle orders or manages the procurement contract?

- Who else might need to be involved? (e.g., facility managers, law enforcement)

- Establish uniform communication and documentation standards at each step of the way to ease reporting challenges

  - What is your level of control to influence reporting methods across all reporting entities?

How to Get Started: Step 5

Update the annual report regularly

- You can access each report at the start of each new model year.

- You cannot submit the report until Sept. 1 following the model year, but you can add in vehicles, investments, or other creditable activities throughout the year.

- Identify any documentation challenges early on, allowing yourself and your team months to adjust to have report submitted on time (Dec. 31).

Standard Compliance

What if a fleet falls short of its annual AFV acquisition requirement?

- Apply banked credits

- Trade credits with other covered fleets

- Last resort: Apply for exemptions.

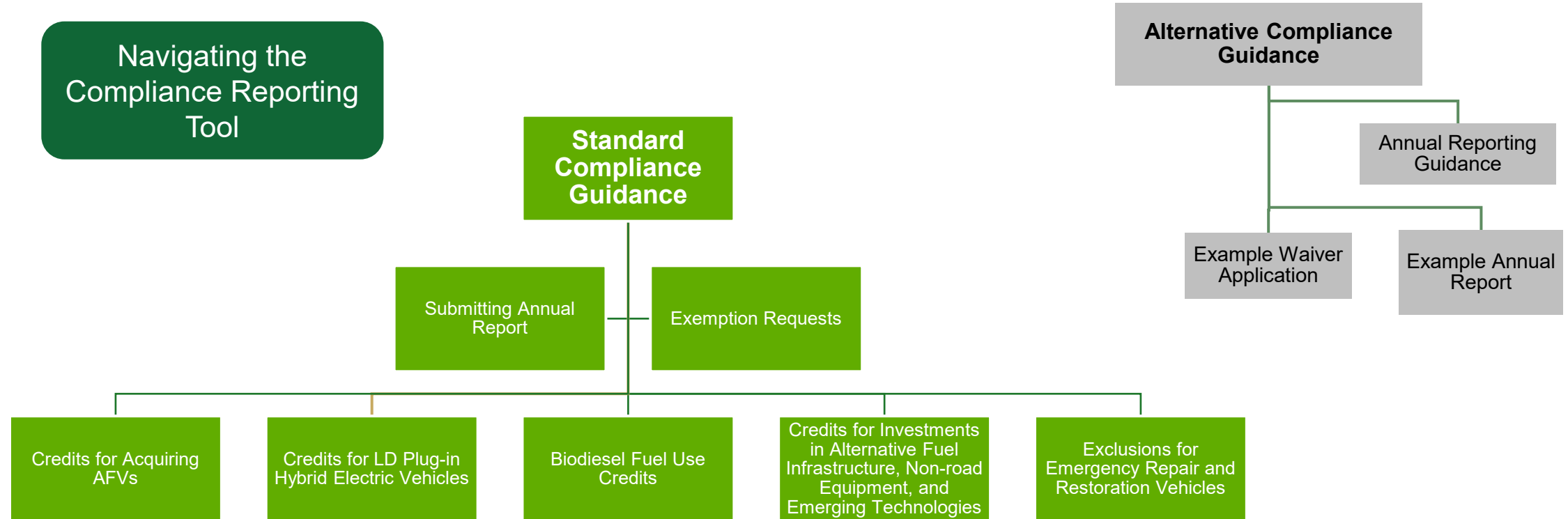**Reach out to the Regulatory Information Line for help.**

regulatory.info@nrel.gov or 202-586-9171

Creditable Activities

Method	Description	Credit Earned
Acquire Light-Duty AFVs	Acquire through purchase, lease, long-term rental (120 days or longer), or donation LDVs that operate solely on, or can operate on, an alternative fuel as defined under the Program	1 AFV credit per vehicle
Acquire Light-Duty non-AFV Electric Vehicles	- LDV HEVs that are not AFVs - LDV PHEVs that are not AFVs - LD fuel cel electric vehicles that are not AFVs - Neighborhood electric vehicles	1) ½ AFV credit per HEV, PHEV, or fuel cell electric vehicle 2) ¼ AFV credit per neighborhood electric vehicle
Acquire Medium-and Heavy-duty AFVs	Acquire through purchase, lease, long-term rental (120 days or longer), or donation MDVs or HDVs that operate solely on, or can operate on, an alternative fuel as defined under the Program	1 AFV credit per vehicle, after meeting LDV requirements
Acquire Medium-and Heavy-Duty non-AFV Electric Vehicles	- MD and HD HEVs that are not AFVs - MD and HD PHEVs that are not AFVs - MD and HD fuel cel electric vehicles that are not AFVs	½ AFV credit per HEV, PHEV, or fuel cell electric vehicle, after meeting LDV requirements
Invest in Alternative Fuel Infrastructure	Alternative fuel infrastructure encompasses fueling stations for vehicles that operate on liquid (e.g., E85) or gaseous (e.g., liquefied petroleum gasoline) alternative fuels as well as charging stations for vehicles propelled by electricity.	1 AFV credit per $25,000 invested; 10 credits max for public stations, five credits max for private
Invest in Alternative Fuel Nonroad Equipment	Nonroad equipment includes mobile cargo and handling equipment (e.g., forklifts) and mobile farm, landscaping, and construction equipment (e.g., riding lawnmowers, forklifts, tractors, bulldozers, and backhoes) capable of operating on alternative fuel.	1 AFV credit per $25,000 invested in alternative fuel nonroad equipment, five credits max
Invest in Alternative Fuel Emerging Technology	Preproduction or pre-commercially available versions of a fuel cell electric vehicle, HEV, medium- or heavy duty electric or fuel cell electric vehicle, neighborhood electric vehicle, or plug-in electric drive vehicle.	2 AFV credits for the first $50,000 in emerging technology and one AFV credit for each additional $25,000 invested; five credits max
Acquire Converted Vehicles	Acquire any after-market converted vehicles capable of operating on an alternative fuel.	1 AFV credit per vehicle
Convert Vehicles	Convert vehicles to operate on alternative fuel within four months after the vehicles comes under the control of the fleet.	1 AFV credit per vehicle
Purchase Biodiesel	Purchase biodiesel in blends of 20% biodiesel (i.e., B20) or greater for use only in the fleet's medium- or heavy-duty vehicles (>8,500 lbs. GVWR).	450 gallons of pure biodiesel fuel (B100) used in blends of at least 20% biodiesel (i.e., B20) earns one biodiesel fuel use credit and counted as 1 AFV acquisition. Maximum is half of required credits

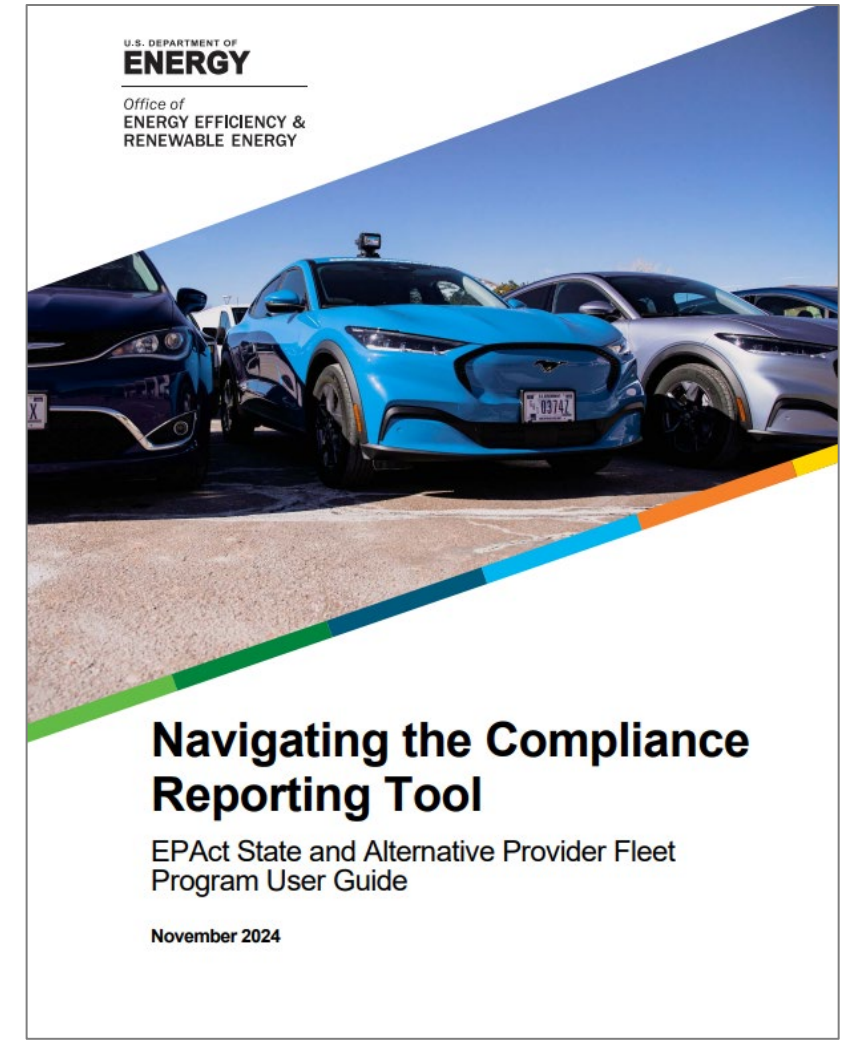# Reporting Tool and Resources Orientation

Guidance Documents Overview

Navigating the Compliance Reporting Tool

Standard Compliance Guidance
- Submitting Annual Report
- Exemption Requests
- Credits for Acquiring AFVs
- Credits for LD Plug-in Hybrid Electric Vehicles
- Biodiesel Fuel Use Credits
- Credits for Investments in Alternative Fuel Infrastructure, Non-road Equipment, and Emerging Technologies
- Exclusions for Emergency Repair and Restoration Vehicles

Alternative Compliance Guidance
- Annual Reporting Guidance
- Example Waiver Application
- Example Annual Report

Guidance Document Highlight

Navigating the Compliance Reporting Tool:

- Logging in to the Tool

- Managing fleet point of contact and account information

- Adding new fleets to your account

- Reporting for multiple fleets

- Viewing credit trades

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Navigating the Compliance Reporting Tool

EPAct State and Alternative Provider Fleet
Program User Guide

November 2024

Online Reporting Tool

Sign in (https://epact.energy.gov/users/sign_in)

New point of contact? Request new fleet access

Option 1: Annual Reporting Tool

DOE strongly encourages state and alternative fuel provider fleets to file reports online using the Annual Reporting Tool.

Access Your Reports

If your fleet has an account, log in to submit a report.

User Name or Email

Password

Forgot your password?

[Log In]

If your fleet needs an account, request new fleet access.

Find step-by-step instructions in the user guide ⏷.

Online Reporting Tool

Walk through orientation for the reporting tool user functionalities: how to find past reports, how to edit fleet and user information

Also highlight Guidance Docs and FAQs and the decision trees on website

Resources

- **Guidance Documents:** https://epact.energy.gov/guidance-documents

- **Regulations:** https://epact.energy.gov/statutes-regulations

- **Compliance Reporting Schedule:** https://epact.energy.gov/schedule

- **Frequently Asked Questions:** https://epact.energy.gov/faqs

- **Key Terms:** https://epact.energy.gov/key-terms

- **Training Resources:** https://epact.energy.gov/training

- **Credit Trades:** Log in to the reporting platform and access the *Credit Trading Tool*

Frequently Asked Questions

May a fleet earn a credit for a hybrid or a plug-in-hybrid electric vehicle?

How do I determine if a vehicle is flex-fuel capable?

Does an alternative fueled- ATV earn credit under the program?

Is it required that the fleet use alternative fuel in the vehicle to earn credit for that AFV?

Contact Information

For Questions on Submitting Report:

844-561-2211; afv.acct@caci.com

For Questions on Requirements:

202-586-9171; regulatory.info@nrel.gov

Thank you!