

User Guide:

EPA Act State and Alternative Fuel Provider Fleet Compliance Tool

April 2014

State government and alternative fuel provider fleets covered under the Energy Policy Act of 1992 (EPA) may submit annual reports through the EPA Transportation Regulatory Activities website at <http://www.eere.energy.gov/vehiclesandfuels/epact/>. Access the annual reporting page from the Reporting Standard Compliance link. You can bookmark this page for future access.

This guide helps you learn about:

- [Getting Started With Reporting](#)
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- [Reporting for Entities With Multiple Fleets](#)

Getting Started With Reporting

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

- Your user name and password to log in
- The total number of non-excluded light-duty vehicles your fleet acquired during the model year
- Details about the creditable vehicles 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.

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

Logging in to the Tool

Each fleet has one point of contact (POC) with access to the reporting tool. Each POC needs a user name and password to access annual report forms and data for fleets.

If you do not have login credentials yet, click the "GET STARTED" button to create a new account. New POCs taking over existing fleets need to create a new account and then email epact.sfp.fleets@nrel.gov to request transferring the fleets to the new account.

The screenshot shows the website header with the U.S. Department of Energy logo and the text "Energy Efficiency & Renewable Energy". Below the header is the main title "EPA Act Transportation Regulatory Activities" and a breadcrumb trail: "EERE > Vehicle Technologies Office > EPA Act Transportation Regulatory Activities > SFP Fleet Compliance Tool". The main content area is titled "State and Alternative Fuel Provider Fleet Compliance Tool" and includes a brief description: "The State and Alternative Fuel Provider (SFP) Fleet Compliance Tool helps covered fleets report their compliance with Energy Policy Act (EPA) requirements using Standard Compliance or Alternative Compliance methods." Below this is a link: "For assistance with this tool, contact the Alternative Fuel Transportation Program." There are two main sections: "Access Your Reports" and "Request New Fleet Access". The "Access Your Reports" section has a form with "User Name/Email:" and "Password:" fields, a "Forgot your password? Didn't receive unlock instructions?" link, and a "LOG IN" button. The "Request New Fleet Access" section has a "GET STARTED" button.

If you forgot your login credentials, click the "Forgot your password?" link to reset your password.

You may be the POC for more than one fleet. Regardless of how many fleets you have, you need only one user name and password combination to access the reporting tool and the reports for your fleets.

Log in to the tool at <http://afdc.energy.gov/vehiclesandfuels/epact/compliance/login>.

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 EPO Act 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.

Throughout the annual reporting tool, you will find blue question marks (?) and words with dotted underlining (excluded vehicles). You can hover your cursor over these to see tooltips with 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.

For the purpose of the Alternative Fuel Transportation Program, a model year runs from September 1 through August 31 of the following calendar year (e.g., model year 2014 is Sept. 1, 2013, through Aug. 31, 2014).

Fleets must submit an annual report no later than December 31 following the model year.

Standard Compliance Method

Report that your fleet complied through any of all of the following means:

- Acquiring alternative fuel vehicles (AFVs)
- Purchasing biodiesel in blends of B20 or higher for use in medium- or heavy-duty vehicles
- Investing in alternative fuel infrastructure, non-road equipment, or emerging technologies
- Applying banked credits

Alternative Compliance Method

Report that your fleet employed petroleum-reduction measures in lieu of acquiring AFVs.

- Using alternative fuels
- Using biodiesel blends
- Acquiring and using hybrid-electric vehicles
- Employing fuel economy measures in conventional vehicles
- Reducing vehicle miles traveled
- Limiting engine idling time

Model Year	Status	Exemptions
Model Year 2012 for vehicles acquired 9/1/2011 – 8/31/2012	No Report Filed	Not available
Model Year 2013 for vehicles acquired 9/1/2012 – 8/31/2013	Submitted	Not available
Model Year 2014 for vehicles acquired 9/1/2013 – 8/31/2014	In Progress	Not available

For example, the 2014 model year report must be submitted no later than December 31, 2014.

Fleets may enter annual reports for the current and previous reporting years. Fleets may not edit annual reports submitted for previous model years. Learn more about [viewing annual reports](#). To request changes to previous annual reports, email epact.sfp.fleets@nrel.gov.

Step 2: Calculate Your Requirements

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 includes alternative fuel vehicles (AFVs) and conventional vehicles.

To help determine the total number of light-duty vehicles, click the "excluded vehicles" link for a list of vehicles not to count.

After you enter a number in the gray box, click the "SAVE" button. The tool calculates your requirement based on your fleet type 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.

Step 3: Report Creditable Vehicle Acquisitions

To report light-duty AFVs your fleet acquired in the model year, click the "ADD VEHICLE" button. *Note: Do not add emerging technology vehicles in this step. Investments in emerging technology vehicles should be added in step 5.*

These 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.
- **Vehicle Type *** – The type of creditable 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 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.

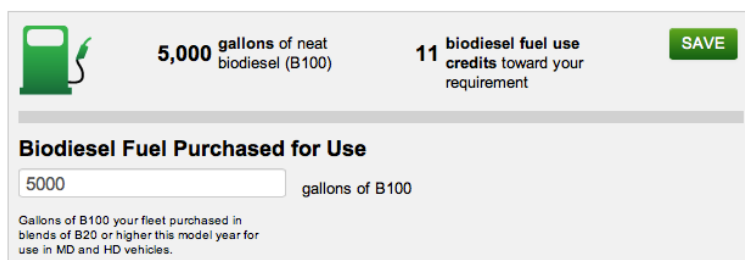
To manage the vehicles in your list, use the three links in the far-right column:

- **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 above the vehicle table on the right side.

Step 4: Report Biodiesel Fuel Purchased

To report your fleet's purchase of biodiesel fuel in the model year, enter the number of gallons of neat biodiesel (B100) your fleet purchased in blends of B20 or higher for use in its medium-duty and heavy-duty vehicles (i.e., not used in light-duty vehicles).



To receive biodiesel credit, the fuel purchased for the given model year must be for use in vehicles with a gross vehicle weight rating above 8,500 pounds.

Biodiesel purchased and then sold to another party should not be included. 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 number 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.

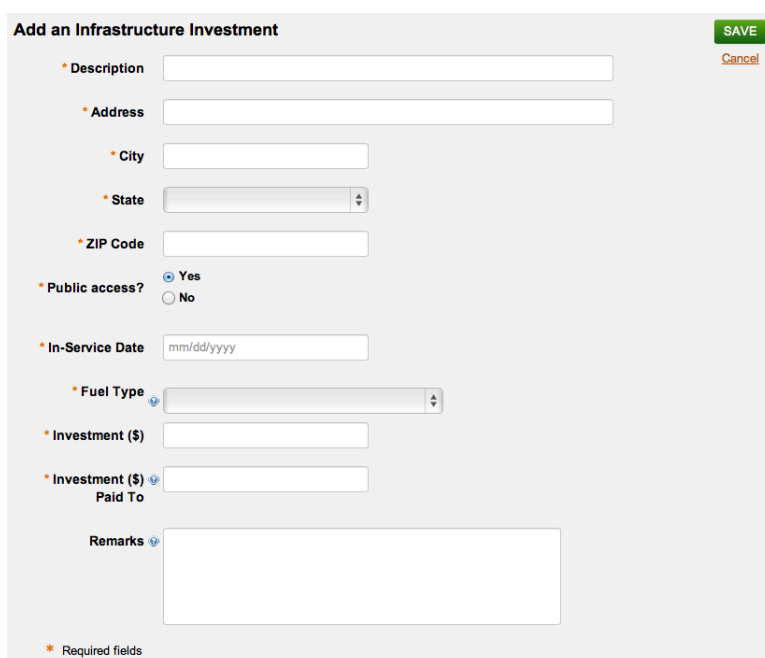
Step 5: Report Alternative Fuel Investments

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.

Infrastructure Investments

These 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), Level 1 charging infrastructure does not count. Only Level 2 or greater EVSE counts as an investment.*
- **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, infrastructure investments must be paid for by your fleet. You cannot earn credit for investments made by other entities, but your fleet may earn credit for investing in alternative fuel infrastructure owned or operated by other entities.
- **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.

Non-Road Equipment Investments

These 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.*
- **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.

Add a Non-Road Equipment Investment

* Description

* Purchased From

* Purchase Date

* In-Service Date

* Equipment operated on alternative fuel? Yes No

* Fuel Type

* Investment (\$)

* Required fields

SAVE Cancel

Emerging Technology Investments

These 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.
- **Vehicle Type *** – The type of electric 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.

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 determine which vehicle code to choose.

* Fuel Type

* Engine Configuration

ZIP Code

* Investment (\$)

* Purchased From

* Base Credit On Investment (\$) AFV Acquisition

* Required fields

SAVE
Cancel

- **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

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

Exemptions

If you have not met your AFV-acquisition requirement and do not have banked credits, learn about the exemption process at <http://www1.eere.energy.gov/vehiclesandfuels/epact/exemptions.html>.

The process for requesting an exemption requires that you first submit your Standard Compliance annual report showing you did not meet your AFV-acquisition requirement.

Test1
Model Year 2014 Standard Compliance Annual Report

<p>45 AFV-acquisition requirements</p> <p>50 covered light-duty vehicles</p> <p>2.0 credits from AFVs</p> <p>2 light-duty AFVs acquired</p> <p>2.0 credits toward requirement from light-duty AFVs</p> <p>0 medium and heavy-duty AFVs acquired</p> <p>0 credits for medium- and heavy-duty AFVs (Credits are earned only after meeting the light-duty AFV-acquisition requirement.)</p> <p>11 credits from biodiesel</p> <p>5,000 gallons of B100 purchased for use in medium- or heavy-duty vehicles</p> <p>3.0 credits from investments</p> <p>0 credits for refueling infrastructure</p> <p>\$0 in refueling infrastructure investments</p> <p>0 credits for non-road equipment</p> <p>\$1,000 in non-road equipment investments</p> <p>1.0 credits for emerging technology vehicles</p> <p>1.0 credits for light-duty emerging technology vehicles based on type</p> <p>0.0 credits for medium- and heavy-duty emerging technology vehicles based on type (Credits are earned only after meeting the light-duty AFV-acquisition requirement.)</p> <p>2 credits for emerging technology vehicle investments</p> <p>\$50,000 in emerging technology vehicle investments</p> <p>0 credits for pooled investments</p> <p>\$1,000 in pooled investments</p>	<p>Credit Requirement</p> <p>45 LD AFV acquisitions required this year</p> <p>16 LD AFV acquisition, biodiesel fuel use, and investment credits earned toward your requirement this model year</p> <p>0 banked credits applied</p> <hr/> <p>29 credit shortfall</p>
<p>Credit Balance</p> <p>0 banked credits in credit account</p> <hr/> <p>0 projected banked credits for next year</p>	

Credit Activity Report

0 credits requested to bank 0 credits purchased 0 credits sold

No trades occurred during reporting the year.

Intent to Request Exemption

You are submitting a report with a shortfall of 29 credits. Do you intend to submit an exemption request?

Yes No

Additional Agencies/Departments

I am reporting collectively for these additional agencies/departments.

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

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.

Viewing Annual Reports

To view annual reports, click the "View Annual Reports" link from the navigation list in the left column.

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.

The screenshot shows the 'View Annual Reports for Test1' page. It features a table with columns for Model Year, Status, and PDF Reports. The table lists Model Year 2014 (In Progress), Model Year 2013 (Submitted), and Model Year 2012 (No Report Filed). A 'Credit Summary' box on the left indicates 9 LD AFVs required, 0 credits accumulated, 0 banked credits, and 9 credits needed to meet requirements. A '10 covered light-duty vehicles' section on the right shows 0 credits from AFVs, 0 alternative fuel vehicles acquired, and 0 credits from biodiesel.

Viewing Credit Trades

To view credit trades, click the "View Credit Trades" link from the navigation list in the left column.

To see details about a trade, click the trade date. To return to the list of trades, click the "Back to Trades" link in the bottom-right corner.

The screenshot shows the 'View Credit Trades for Test1' page. It features a table with columns for Trade Date, From Fleet, To Fleet, Credits Traded, and ID. The table lists a trade on 2014-01-09 from Darlene's Test Fleet to Test1, with 5 credits traded and ID 410. A 'Download Trade Summary' link is visible in the top-right corner.

To download and save a PDF of your trade summary, click the "Download Trade Summary" link in the top-right corner.

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

Managing Fleet Contact Information

To update the contact information for your fleet, click the "Manage Fleet Contact" link from the navigation list in the left column.

This page displays a summary of your fleet's contact information. To update your information, click the "EDIT" button.

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

These fields are included in the fleet contact form. Required fields are marked with an asterisk.

- **Fleet Name *** – Company name, state agency name, or other identifier of the fleet submitting the report. This name should be descriptive (e.g., Providence Gas Distribution Fleet, Tennessee Department of Transportation).
- **Fleet Type *** – This field is disabled for existing fleets. To change your fleet type, email a request to epact.sfp.fleets@nrel.gov.
- **Organization Name** – Parent company name, if applicable, for an alternative fuel provider fleet or state name for a state government/agency fleet.
- **Address 1 *** – Street address of the fleet.
- **Address 2 and 3** – Additional address lines if needed.
- **City, State, and ZIP Code *** – Where the fleet is located.
- **Alternative Fuel Vehicles in Fleet During the Year Before First Reporting Year *** – Indicate how many alternative fuel vehicles were in your fleet during the year before the first year you were required to report compliance with EPA.
- **Make credit balance public?** – Choose "Yes" if you want to include your fleet name and phone number on the publicly accessible list of fleets with excess credits.
- **Notes** – You can use this field to add comments about the fleet.
- **Internal Identifier** – You can use this field if you have an identifier to track multiple fleets.
- **ID Number** – The database assigns this number automatically.

Edit Your Fleet's Contact Information SAVE cancel

* Fleet Name

* Fleet Type

Organization Name

* Address 1

Address 2

Address 3

* City

* State

* ZIP Code

* Alternative Fuel Vehicles in Fleet During the Year Before First Reporting Year

Make credit balance public? Yes No

Notes

Internal Identifier

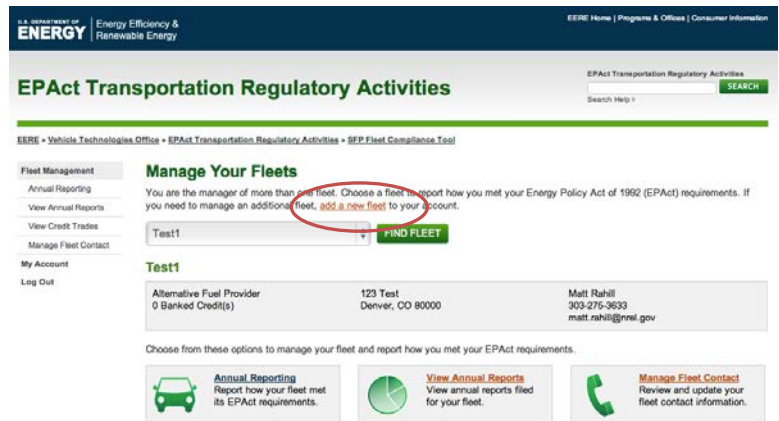
ID Number 999801

* Required fields

Adding New Fleets to Your Account

To add a fleet to your account, click the "Fleet Management" link from the navigation list in the left column and then click the "add a new fleet" link in the first paragraph.

New POCs taking over existing fleets need to create a new account and then email epact.sfp.fleets@nrel.gov to request transferring the fleets to the new account. See the "Logging in to the Tool" section on page 1.



The new fleet form includes the same fields as the previous section. In this form, the fleet type field is enabled. Choose one of these options to describe your fleet type:

- **Alternative Fuel Provider** – A company that provides alternative fuel. Learn more about alternative fuel providers at http://www.eere.energy.gov/vehiclesandfuels/epact/alt_fuel_provider.html.
- **Biodiesel Provider** – A fleet whose principal business is producing, storing, refining, processing, transporting, distributing, importing, or selling biodiesel fuel at wholesale or retail.
- **State Agency** – A state entity, including state government and state agency fleets. Learn more about state entities at http://www.eere.energy.gov/vehiclesandfuels/epact/state_entities.html.

Managing Your Point of Contact and Account Information

To update your account information, click the "My Account" link from the navigation list in the left column.

This page displays a summary of your account information in two boxes: Contact Information and Login Credentials. To update your information in either area, click the "EDIT" button.

These fields are included in the account contact form. Required fields are marked with an asterisk.

- **First and Last Name *** – Point of contact for the reporting entity.
- **Address 1 *** – Street address of the reporting entity.
- **Address 2 and 3** – Additional address lines if needed.

- **City, State, and ZIP Code *** – Where the reporting entity is located.
- **Phone *** – Primary telephone number for the reporting entity's point of contact.
- **Fax** – Fax number for the reporting entity's point of contact.
- **Email *** – Email address for the reporting entity's point of contact.
- **ID Number** – The database assigns this number automatically.

Reporting for Entities With Multiple Fleets

Some reporting entities may have multiple fleets (e.g., a state and various of its agencies, or a company that is the parent of various corporate subsidiaries). To help the U.S. Department of Energy determine these parent and subsidiary (and similar) relationships, use the "Fleet Name" and "Organization Name" fields in the fleet contact form to identify the parent entity as the "Parent Organization Name" (e.g., State of Tennessee) and the subsidiary entity as the "Fleet Name" (e.g., Tennessee Department of Transportation).

A parent entity has three options for reporting:

- **Report for itself and all its subsidiaries** – The parent entity should identify the subsidiaries for which it is reporting.
- **Submit an aggregate annual report for the majority of the entities and have the remaining subsidiary entities report independently** – The parent, as the reporting entity, should (i) identify the subsidiary entities for which it is reporting and (ii) not list other entities that are submitting annual reports separately.
- **Have each subsidiary entity report independently** – Each subsidiary submits its own fleet-specific annual report.

If you report collectively for additional agencies/departments/entities, you may indicate this with each annual report you submit for Standard Compliance.

Step 6 of the annual reporting process includes a field for you to indicate which agencies/departments/entities you are reporting for when submitting an annual report.

If you are reporting fleet compliance collectively, include a list of the agencies/departments/entities for which you are reporting. *Note: Do not include in this listing any fleets that submit a separate annual report, whether by you or another point of contact.*

Intent to Request Exemption
You are submitting a report with a shortfall of 29 credits. Do you intend to submit an exemption request?
 Yes No

Additional Agencies/Departments
I am reporting collectively for these additional agencies/departments.

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