Annual AFV Reporting for State and Alternative Fuel Provider Fleets

This document provides instructions for state and alternative fuel provider fleets for the form fleets need to complete to be in compliance with EPAct. As stated and defined in "The Blue Book" *(A Guidebook to the U.S. DOE's Alternative Fuel Transportation Program for State and Alternative Fuel Provider Fleets)*, state government organizations and alternative fuel providers are covered by EPAct alternative fuel vehicle (AFV) requirements if:

- The organization owns, operates, leases, or otherwise controls 50 or more light-duty vehicles (LDVs) in the United States that are not on the list of excluded vehicles.
- Twenty of these 50 LDVs are used primarily within any metropolitan statistical area (MSA) or consolidated metropolitan statistical area (CMSA).
- Those same 20 LDVs are centrally fueled or capable of being centrally fueled.

Each covered fleet is required to submit an annual fleet report of the total number of LDVs acquired during the model year (MY), details about each AFV acquired, and the number of biodiesel fuel use credits claimed.

When to Submit Reporting Data

Fleets should have available all of the information requested in the Annual AFV Acquisition Report for State and Alternative Fuel Provider Fleets (Form DOE/FCVT/101). Line-by-line instructions are detailed in this guidance.

The Annual AFV Acquisition Report must be filed with DOE by December 31 of each respective model year. For example, DOE must receive data for a fleet's AFV acquisitions for MY 2001 by December 31, 2001. Reports received after this date will be late and considered to be in violation of the Alternative Fuel Transportation Program, as per 10 CFR part 490, subpart G.

Failure to report may result in a civil penalty of not more than $5,000 for each violation, a criminal fine of not more than $10,000 for each willful violation, or a criminal fine of not more than $50,000 for each knowing and willful violation.

Where to Submit Reporting Data

There are several ways to submit the data.

- U.S. mail: Obtain paper copies of the spreadsheet from the National Alternative Fuels Hotline at (800) 423-1363. Fill out the form and mail the original to the database contractor at:

  Titan Corp.
  AFV Project Office
  11410 Isaac Newton Square N., Suite 103
  Reston, VA 20190

- Fax: Download a PDF of the acquisition report from www.eere.energy.gov/vehiclesandfuels/epact/pdfs/epact_form101.pdf. Fill out the form via computer, and fax it to:

  (703) 480-9359

  You can also print out the form and mail to Titan at the address above.

- Electronically: Download spreadsheet from www.eere.energy.gov/vehiclesandfuels/epact/docs/fleet_report_11_14.xls. You can then develop a spreadsheet file, complete the form, and e-mail it to:

  afv_credit_acct@titan.com.

Parents and Subsidiaries/Affiliates

The responsible reporting party for the program is the parent or holding company. The parent company may choose to report for itself and all its subsidiary organizations or have each subsidiary report independently.

If the parent company reports for itself and all subsidiary organizations, the parent company should note this in the remarks section and identify the subsidiaries for which it is reporting. DOE prefers that the parent company file a separate report for each subsidiary.

Conversely, if the parent company reports for itself, that company is asked to ensure that each subsidiary with reporting requirements reports independently. To help DOE determine the parent/subsidiary relationship, reports should identify the parent company as the Company/State Name and the subsidiary as the Fleet/Agency Name.

States and State Agencies

Each state may choose to report for itself and all its agencies, have a central agency report for the majority of state vehicles, and have the remaining agencies report independently; or have each state agency report independently. If the state reports for itself and all its agencies, the state should note this in the remarks section and identify the agencies for which it is reporting.

If a central agency is reporting for the majority of state vehicles, that agency is asked to identify the agencies for which it is reporting and to identify the other state agencies for which reports are expected to be forthcoming.

If state agencies will be submitting reports independently, the state is asked to ensure that each agency with reporting requirements report its AFV acquisitions to DOE. To help DOE determine the parent/subsidiary relationship, reports should identify the state as the Company/State Name and the state agency as the Fleet/Agency Name.

Instructions: Completing the Annual AFV Acquisition Report

Part A: Fleet Identification

Fleet/Agency Name (mandatory): Enter the company or state agency name (e.g., Gas Distribution Fleet, Department of Transportation).

Company/State Name (mandatory): For fuel providers, this is the corporation that owns them. For state agencies, it's the state where they're located (e.g., AAA Gas Co., State of Illinois).

Point of Contact (mandatory): Enter the name of the organization's fleet manager or other contact person. If DOE has questions concerning this report, it will call the fleet's point of contact.

Address, City, State, Zip (mandatory): Enter the complete mailing address of your fleet's location.

CMSA/MSA (mandatory): Enter the CMSA/MSA where your fleet is located. See www.ott.doe.gov/epact/cgi-bin/fleet/dyn_msa.cgi for a list of CMSAs and MSAs.

Fleet Type (mandatory): There are four options. Enter the code that best describes your fleet:

- **S:** State government organization, which meets the criteria of 50 vehicles in a CMSA/MSA, 20 of which can be centrally fueled.
- **P:** Alternative fuel provider, which is a fuel provider whose principal business is to produce, store, refine, process, transport, distribute, import, or sell (wholesale or retail) any alternative fuel (other than electricity); or generate, transmit, import, or sell (wholesale or retail) electricity; or to import or produce and import an average of 50,000 barrels per day or more of petroleum; and 30% or more of its gross annual revenues are derived from

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Collection of data for this program has been approved by the Office of Management and Budget (OMB). The OMB control number for this activity is 1910-5101. Respondents are not required to file a reply to any federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data, and completing and reviewing the collection of information. Reporting forms and tools for online reporting for state and alternative fuel provider fleets are available at www.eere.energy.gov/vehiclesandfuels/epact/state/index.shtml.

Part A - Fleet Identification

Fleet/Agency Name: _____ Consolidated Metropolitan Statistical Area: _____

Company/State Name: _____ Fleet Type: _____

Point of Contact Name: _____ Point of Contact Phone: _____

Mailing Address: _____ Point of Contact Fax: _____

_____ Point of Contact E-mail: _____

_____ Today's Date: _____

City: _____ Do you want your fleet and your name and phone number included on the publicly accessible list of those fleets possessing excess credits available for sale? Yes _____ No _____

State: _____ Zip: _____

Remarks: _____

producing alternative fuels. A fuel provider is not covered if its principal business is to transform alternative fuel into products that are not alternative fuels or if its principal business is that of using an alternative fuel as a feedstock or fuel in the manufacture of products that are not alternative fuels.

- **E:** Approved by DOE for electric utility delay. This is a fuel provider whose principal business is generating, transmitting, importing, or selling electricity.
- **B:** Biodiesel fuel provider, whose principal business is to produce, store, refine, process, transport, distribute, import, or sell (wholesale or retail) biodiesel fuel. In this case, "principal business" is the company's largest sales-related gross revenue producing activity. If an organization derives a plurality of gross revenue from sales-related biodiesel fuels activity, the organization's principal business is biodiesel fuels.

Point of Contact Phone, Fax, and E-mail (mandatory): Enter the contact information for fleet manager or other point of contact.

Today's Date (mandatory): Enter the date on which you completed the form.

Part B: Light-Duty Vehicles Acquired

Model Year (mandatory): MY runs from September 1 through August 31. For example, MY 2001 was September 1, 2000, through August 31, 2001. AFV purchases made in previous years can also be reported, but a separate annual fleet report form should be completed for each model year.

There are two exceptions to this definition:

- For early years (those before acquisition requirements began through MY 1997 for all but electric delay fleets, MY 1998 for electric delay fleets), the MY coincides with the calendar year (January 1 through December 31).
- For electric delay fleets, MY 1998 (when their acquisition requirements began) ran from January 1, 1998, through December 31, 1998. Subsequent model years are the same as defined earlier.

The reporting model year for the Biodiesel Fuel Use Credit also runs from September 1 through August 31.

Total Vehicles Acquired (mandatory for MY 1997 and beyond): This is the total number of LDVs (AFVs and conventional vehicles) acquired (purchased or leased) by the fleet during the reporting model year. This number is used to determine the fleet's requirement for AFV purchases for this particular year. For reports of AFVs purchased before the program requirements began (before MY 1997 for most fleets, before MY 1998 for electric delay fleets). The number in this field will equal the total number of AFVs acquired during that model year (fleets need not report non-AFV acquisitions before MY 1997 since the required AFV acquisition percentage is zero for early years).

Total Alternative Fueled Vehicles Acquisition Requirements (mandatory): To calculate total AFV acquisition requirements for the given model year, multiply the total number of LDVs acquired by the AFV percentage purchase requirements for that model year and round to the nearest whole number. Fractions greater than or equal to one half (0.5) should be rounded up; fractions less than 0.5 should be rounded down.

The following table gives the AFV percentage purchase requirements for covered fleets by model year.

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Part B - Light-duty Vehicles (LDVs) Acquired

LDVs Acquired: Model Year _____ Data

Total Vehicles Acquired: Enter the quantity of LDVs acquired during the _____ model year, including all alternative fueled vehicles (AFVs), plus all non-alternative fueled vehicles (do not count excluded vehicles). The total number of LDVs acquired is necessary for DOE to verify the number of AFVs that a fleet must acquire. A model year runs from September 1 to August 31.

Model Year: _____

Total LDVs Acquired: _____

Total AFV Acquisition Requirements*: _____

*To calculate Total Model Year AFV Acquisition Requirements do the following:

_____ For state fleets, multiply Total LDVs Acquired by 0.75 and round to the nearest whole number.

_____ For fuel provider fleets, including electric utilities, multiply Total LDVs Acquired by 0.90 and round to the nearest whole number.

Note: In rounding to nearest whole number, fractions greater than or equal to one half (0.5) should be rounded up and fractions less than one half should be rounded down.

AFV Percentage Purchase Requirements for Covered Fleets by Model Year

Model Year	State Fleets	Fuel Provider Fleets	Electric Utility Option Fleets
1997	10%	30%	N/A
1998	15%	50%	30%*
1999	25%	70%	50%
2000	50%	90% for MY 2000 and beyond	70%
2001	75% for MY 2001 and beyond	90%	90% for MY 2001 and beyond

* Electric utility option for MY 1998 covered only acquisitions made between January 1, 1998, through August 31, 1998. All other model years run from September 1 through August 31.

Banked Credits Applied: Fleets that acquire more AFVs than required in a given model year earn credits for extra acquisitions. These "banked credits" can be applied to meet acquisition requirements in another year to attain compliance. Each credit applied is the equivalent of one AFV acquisition.

Part C: Annual AFV Fleet Report

Fleet Name (mandatory): Enter the company or state agency name.

Today's Date (mandatory): Enter the date on which you completed the form.

Alternative Fueled Vehicle Data (mandatory): Specific information about each AFV should be provided in the vehicle data section of the Annual AFV Fleet Report. This number represents all AFVs acquired during the reporting model year. As such, it is a subset of the Total Light Duty Vehicles Acquired section in Part B.

Do not report details about non-AFVs in Part C. You should make enough copies so you can report all your AFVs for a given model year.

Vehicle Number (optional): Enter a sequential number of AFVs for your tracking purposes.

Make (mandatory): Enter the make/manufacturer of the AFV (e.g., Ford, Plymouth, Dodge).

Model (mandatory): Enter the AFV model (e.g., Caravan, Taurus, Cavalier).

Model Year (mandatory): Enter the year the vehicle was manufactured (not the year the vehicle was converted to an AFV if it is a converted vehicle).

Vehicle Category (mandatory): Enter the code for the vehicle type.

- Automobile: **Auto**
- Light-Duty Pickup: **LDPu** (<8,500 lbs. GVWR)
- MiniVan: **MVan**
- Full Size Van/Wagon: **FSVan**
- Sport Utility Vehicle: **SUV**
- Bus: **Bus**
- Medium-Duty Truck: **MDT** (8,500 to 26,000 lbs.)
- Heavy-Duty Truck: **HDT** (>= 26,000 lbs.)

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Part C - Annual AFV Fleet Report

Fleet Name:_____ Today's Date:_____

Alternative Fueled Vehicle Data (Use continuation sheet as necessary for additional AFVs for this model year.)

Veh. Num.	Make	Model	Model Year	Veh. Cat.	VIN	Acq. Date	Conv. Date	Fuel Type	Fuel Config.	Conv. Mode	Light-duty Ind.	Veh. Zip

VIN (mandatory): Enter the 17-character alpha-numeric Vehicle Identification Number (VIN) that is assigned by the vehicle manufacturer.

Acquisition Date (mandatory): Enter the date your fleet purchased or otherwise acquired the vehicle. Use the MM/DD/YYYY format to enter these data.

Conversion Date (mandatory for AFVs converted by your fleet): Enter the date the vehicle was converted to an AFV. Leave this blank for vehicles that were built as AFVs. The law allows vehicles that were converted within four months from the date they were acquired by the fleet. AFVs acquired before the program went into effect (September 1, 1996), but after the law was passed (October 24, 1992), are not subject to this requirement and are allowed in the program no matter when they were converted to AFVs. Use the MM/DD/YYYY format to enter these data.

Fuel Type (mandatory): Enter the code for the type of alternative fuel that the vehicle uses.

- 85% Ethanol: **E85**
- 100% Biodiesel: **B100**
- Electricity: **Elec**
- Liquefied Petroleum Gas: **LPG**
- Compressed Natural Gas: **CNG**
- Liquefied Natural Gas: **LNG**

Fuel Configuration (mandatory): Enter the code for the vehicle's type of fuel configuration.

- Dedicated: **Ded** (A vehicle designed and engineered to operate solely on an alternative fuel.)
- Dual/Bi-Fuel: **Dual** (A vehicle that can operate on two different fuels either separately or as a mixture.)
- Flexible Fuel: **Flex** (A vehicle that has a single fuel storage and combustion system that can be fueled with either a blended alcohol fuel, a traditional fuel, or any combination of the fuels.)
- Fuel Cell: **Cell** (A vehicle engineered to operate on fuel cell technology.)

Conversion Mode (mandatory): Enter the code for the proper conversion.

- **OEM:** Designed by the original equipment manufacturer to run on alternative fuel.
- **PCon:** Converted by a previous owner to run on alternative fuel.
- **SCon:** Converted by you to run on alternative fuel (self-converted).

Light-Duty Indicator (mandatory): This field is used to indicate whether the vehicle can be considered an LDV. Choose yes or no.

- **Y (Yes):** Gross Vehicle Weight <=8,500 lbs.
- **N (No):** Gross Vehicle Weight is >8,500 lbs.

Vehicle Zip Code: This field is used to indicate the zip code where the vehicle is garaged. If you do not know a vehicle's specific location, enter the fleet's zip code.

Part D: Biodiesel Fuel Use Credits

Biodiesel fuel use credits became available after the Energy Conservation Reauthorization Act of 1998 was enacted. MY 1999 was a partial year for earning credits for biodiesel use, beginning November 14, 1998—the date the act was signed into law. After that, model years for the availability of the biodiesel fuel use credit coincide with the standard model year definition of September 1 through August 31.

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Part D - Biodiesel Fuel Use Credits

Biodiesel Fuel Use Credits[1] Claimed for Model Year _____

1. Are you a Biodiesel Fuel Provider[2]? Yes _____ No _____
2. Total Biodiesel[3] purchased in model year _____ for use in vehicles with Gross Vehicle Weight Rating (GVWR) in excess of 8,500 lbs. (Note that this number should be the net amount of biodiesel fuel purchased for use in vehicles in excess of 8,500 lbs. GVWR. Any biodiesel purchased and then sold to another party should not be included in Total Biodiesel Purchased.) _____ Gallons
3. Potential Biodiesel Fuel Use Credits Claimed (Divide line #2 by 450 and round down to the next whole number.) _____ Potential Credits
4. Total number of Biodiesel Fuel Use Credits Claimed (Cannot exceed 50% of total AFV purchase requirements as listed in Part B except for Biodiesel Fuel Providers. For Biodiesel Fuel Providers, total number of Biodiesel Fuel Use Credits cannot exceed total AFV purchase requirements as listed in Part B.) _____ Actual Credits

[1] The Biodiesel Fuel Use Credit became available following the enactment of the Energy Conservation Reauthorization Act of 1998. The 1999 model year for the use of the Biodiesel Fuel Use Credit runs from November 14, 1998, to August 31, 1999. In subsequent model years, the availability of the Biodiesel Fuel Use Credit is from September 1 through August 31.

[2] A Biodiesel Fuel Provider is a fuel provider whose "principal business" is producing, storing, refining, processing, transporting, distributing, importing, or selling (wholesale or retail) biodiesel fuel where the term "principal business" means the largest sales-related gross revenue producing activity. If an organization derives a plurality of gross revenue from sales-related biodiesel fuels activity, the organization's principal business is biodiesel fuels.

[3] Report biodiesel purchased as neat, or 100%, biodiesel. If biodiesel was purchased as biodiesel blends of 20% or higher, only report the biodiesel portions of such blends (e.g., 2,250 gallons of B20—blends 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 the Biodiesel Fuel Use Credit.

Biodiesel Fuel Provider: Any reporting fleet whose principal business is to produce, store, refine, process, transport, distribute, import, or sell (wholesale or retail) biodiesel fuel. In this case, "principal business" is the company's largest sales-related gross revenue producing activity. If an organization derives a plurality of gross revenue from sales-related biodiesel fuels activity, the organization's principal business is biodiesel fuels.

Total Biodiesel Purchased: Report total biodiesel purchased for the given model year for use in vehicles with GVWR in excess of 8,500 lbs. The biodiesel reported as purchased should be the net amount of biodiesel fuel purchased for use in vehicles in excess of 8,500 lbs. GVWR. Any biodiesel purchased and then sold to another party should not be included in Total Biodiesel Purchased. Also report biodiesel purchased as neat, or 100%, biodiesel.

If biodiesel was purchased as biodiesel blends of 20% or higher, report only the biodiesel portions of such blends (e.g., 2,250 gallons of B20 blends (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 the biodiesel fuel use credit.

Potential Biodiesel Fuel Use Credits: Potential biodiesel fuel use credits are derived by dividing total biodiesel purchased in line 2 by 450. This number should be rounded down to the next whole number.

Total Number of Biodiesel Fuel Use Credits Claims: For fleets that are not biodiesel fuel providers, the actual number of biodiesel fuel use credits claimed cannot exceed 50% of total AFV purchase requirements (rounded down to the nearest whole number) as listed in Part B. For biodiesel fuel providers, the number of biodiesel fuel use credits claimed cannot exceed total AFV purchase requirements as listed in Part B.

Part E: Applying Credits

Applying Banked Credits: Select "Yes" if you would like to apply banked credits toward meeting your requirements for the current year. For example, if your annual requirement is for 25 AFVs, and you've only acquired 20, you may use banked credits in your account to satisfy your requirements.

Number of Credits: Enter the number of credits you would like to apply. For example, if your annual requirement is for 25 AFVs and you have only acquired 20, you could enter 5 to bring your fleet into compliance for the year. The number of credits entered must be available in your account balance. If fewer credits are available the remainder will be applied.

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Part E - Applying Credits

1. Would you like to apply banked credits from a previous year to your annual credit balance? Yes _____ No _____

2. How many credits would you like to apply? _____

What is EPAct?

The Energy Policy Act of 1992, or EPAct, was passed by Congress to reduce the nation's dependence on imported petroleum. Provisions of EPAct require certain fleets to purchase alternative fuel vehicles. DOE administers the regulations through its State & Fuel Provider Program, Federal Fleet Program, Private & Local Government Program, and Fuel Petition Program. EPAct also includes voluntary programs, such as Clean Cities, which help accelerate the use of alternative fuels in transportation.

For more information, visit www.eere.energy.gov/vehiclesandfuels/epact/, or call the Regulatory Information Line at (202) 586-9171.

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