

Clean Ports Program Grants

Questions and Answers: 2025 Supplement

May 14, 2025

Zero-Emission Technology Deployment Grants AND Climate and Air Quality Planning Grants

This is a supplement to the [Questions and Answers document published by EPA on January 8, 2025](#) and contains new guidance for the benefit of stakeholders seeking information about Clean Ports Program Grants under both the Zero-Emission Technology Deployment program (ZE Tech) and Climate and Air Quality Planning program (CAQP).

1. Applicant Eligibility
2. Project Eligibility
 - 2.1. Both Competitions
 - 2.2. Climate and Air Quality Planning
 - 2.3. ZE Technology Deployment
3. Application Package and Process
4. Evaluation Criteria
5. [Project Administration and Reporting](#)
6. [Terms and Conditions](#)

Please note that many questions are variations of each other so your exact question may not be listed; please look for similar questions.

5. Project Administration and Reporting

5.38. Can a grantee draw down funds to repay deposits on equipment orders?

Answer: If a deposit for equipment is part of a written contract and/or the grantee has an invoice for the deposit, then yes, the grantee may draw down the amount for the deposit using the Automated Standard Application for Payments (ASAP). Grantees must retain the written contract and/or invoice for the deposit with their grant records in accordance with 2 CFR Sections 200.334-200.337.

Date Posted: 05/14/2025

5.39. What type of documentation do grantees need to provide to document the purchase of equipment and infrastructure?

Answer: If grantees need to provide a down payment or deposit on new equipment and/or infrastructure to their vendor(s), then they should have an initial invoice showing the amount of the down payment/deposit that they retain with their grant records in accordance with 2 CFR Sections 200.334-200.337. Once the equipment and/or infrastructure are received, grantees must retain the final invoices for their records. Both the initial and final invoices must be made available.

Date Posted: 05/14/2025

5.40. When can grantees draw down grant funds?

Answer: Per EPA General Terms and Conditions, all grant recipients, including for-profit entities, must draw down funds from Automated Standard Application Payments (ASAP) only for the minimum amounts needed for actual and immediate cash requirements to pay employees, contractors, subrecipients or to satisfy other obligations for allowable costs under this assistance agreement. The timing and amounts of the drawdowns must be as close as administratively feasible to actual disbursements of EPA funds. Disbursement within 5 business days of drawdown will comply with this requirement and the recipient agrees to meet this standard when performing the award. This means that, for the Clean Ports Program, recipients must draw down upon receipt of invoices (not purchase orders) for equipment (e.g., vehicles, charging infrastructure) and other eligible costs. Note that funds can be drawn down for a downpayment/deposit on equipment when there is an invoice for the downpayment/deposit and the downpayment/deposit is documented in the contractual agreement between the grantee and vendor.

Date Posted: 05/14/2025

5.41. How does EPA define a "visit" to a port for drayage trucks in the context of the Clean Ports Program?

Answer: A single truck "visit" to a port includes entering and exiting a port gate to pick up and/or drop off a load. Truck movements solely within a port (e.g., travel to and from a terminal or between terminals) would not count as separate "visits". For simplicity, grantees may wish to track the number of days per year that a truck visits a port as an indicator of number of visits per year.

Date Posted: 05/14/2025

6. Terms and Conditions

6.6. How rigid are the QAPP guides and outlines?

Answer: A Quality Assurance Project Plan (QAPP) is your organization's planning document for conducting a specific project involving environmental information. It is an overview of your organization's specific business rules, policies, and quality assurance/quality control (QA/QC) procedures for conducting the project's activities that involve Environmental Information Operations (EIO). The QAPP helps to focus and define some of the key project details and decisions - WHO is doing WHAT, WHERE are they are doing it, WHEN are they doing it, HOW are they are doing it, and WHY are they doing it.

EPA provides QAPP guides and outlines as technical assistance for QAPP development, however grantees are not required to use them. These materials include a framework for developing QAPPs consistent with the EPA's [Environmental Information Quality Assurance Project Plan \(QAPP\) Standard](#). Helper questions and example text is provided under each element of the outline. These example approaches are optional, and grantees are free to independently develop their QAPP elements consistent with the EPA's published guidance for QAPPs, commensurate with the complexity and type of work, how the results will be used, the available resources, and unique needs of the grantee.

Date Posted: 05/14/2025

6.7. The initial draft of the QAPP is due soon. Will this be an iterative process where we can address comments on our initial submission?

Answer: Yes. If the EPA QA staff have questions or comments on your QAPP, they will return it for you to address. In addition, if you need to amend your QAPP after it is approved, you may do so. Please work with your Project Officer to understand the details of the review process for your grant.

Date Posted: 05/14/2025