EPA CLEAN PORTS PROGRAM

Clean Ports Program

Progress Reporting

July 1, 2025

Housekeeping Notes

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Today's event is being **recorded**.

Please note that by participating in today's online event, you acknowledge and consent that your name, video, image or phone number *may* be visible to others in the live online meeting as well as captured in the recording.

The slides and recording will be posted to https://www.epa.gov/ports-initiative/events-related-epa-ports-initiative as soon as they are processed for posting.

Housekeeping Notes

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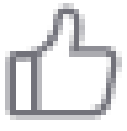
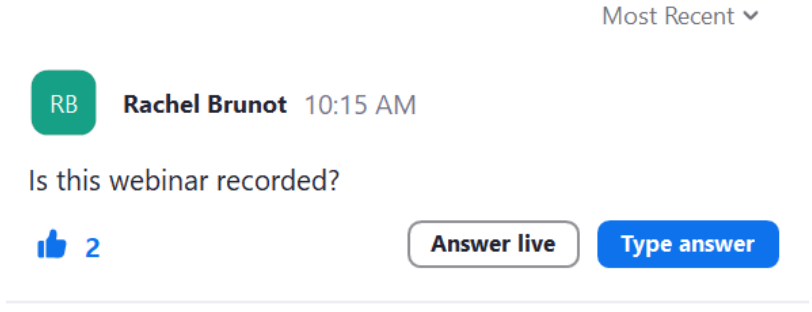
Please ask your question in the Q&A Module

- Click the 'thumbs-up' graphic on a question submitted by another participant to upvote it.
  - Questions with more upvotes will be prioritized during the Q&A portion





Disclaimer

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This presentation is intended to provide general information on the semi-annual reporting requirements established in the terms and conditions of the Clean Ports Program. The information included in this presentation does not create or change the grant terms and conditions.

Specific questions on how this information relates to particular projects should be directed to each grant recipient's EPA Project Officer.

Agenda

- Introduction
- Reporting Template Details – **CAQP** & **ZE**
  - Q&A
- Reporting Template Details – **ZE** only
  - Q&A

Introduction

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Purpose and Background

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To enable grant recipients to provide project implementation updates related to:

- Accomplishments in comparison to expected outputs/outcomes
- Explanations of why any expected outputs/outcomes were not met
- Detailed technical and activity information on vehicles, equipment, and infrastructure
- Budget details and costs
- Workplan commitments such as community engagement, workforce development, and project sustainability

To notify the EPA when a development occurs that may affect the award. *For example:*

- Meeting milestones and objectives sooner or at less cost than anticipated
- Events that produce different beneficial results than originally planned
- Problems, delays, or adverse conditions which will impact the ability to meet the milestones or objectives of the award
    - If a significant development negatively impacts the award, the recipient should include information about plans for corrective action and any assistance needed

Reporting Timeline

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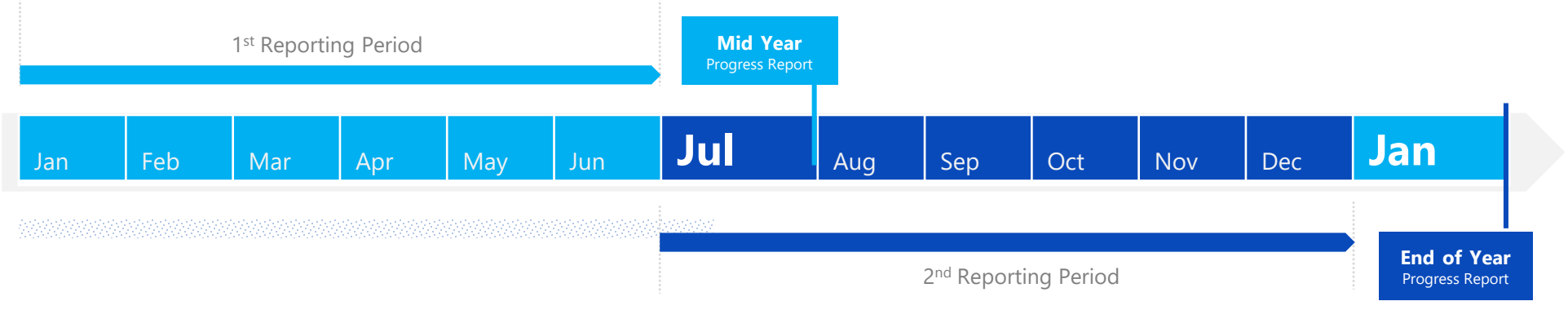
Reporting frequency and timing: Semi-annual (twice per year) throughout the performance period (three years for **CAQP** and four years for **ZE**):

- January 1 – June 30: Reports due by **July 30**
  - First deadline extended to August 29 for reporting on activities from project start through June 30, 2025
- July 1 – December 31: Reports due by **January 30**



Final report: Due no later than 120 days after the end date of the period of performance. The final project report will include all categories of information required for semi-annual reporting, along with:

- A final description of all activities completed at each project location;
- A narrative summary of the entire project, including successes and lessons learned.

List of Reporting Materials

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For Climate and Air Quality Planning (CAQP) projects:

- CAQP Excel-based Reporting Template

For Zero-Emission Technology Deployment (ZE) projects:

- ZE Excel-based Reporting Template
- Technology deployment and scrappage statements:
  - Clean Ports Technology Deployment Evidence Statement + photos
    - *Required for each new piece of technology purchased and deployed*
  - Clean Ports Scrappage Eligibility Statement
    - *Required **prior to** scrappage for each current piece of equipment that will be scrapped*
  - Clean Ports Scrappage Evidence Statement + photos
    - *Required **after** scrappage for each current piece of equipment that has been scrapped*

Example Reference Materials

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The following materials will help you fill out the reporting templates:

- Summary Report spreadsheet (reflecting updates to your Supplemental Application Template at time of final award)
- Final project narrative (cover page, outputs and outcomes, budget detail)
- Other grant forms, such as the SF-424 and SF-424A
- Financial records (invoices for equipment and supplies, invoices for contractual services, documentation of cost share, personnel and fringe benefits, etc.)
- **ZE**: Equipment specification and data sheets, manuals, product webpages, bids/estimates

Reporting Template Preview

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	A	B	C
1	**U. S. Environmental Protection Agency**		
2	Clean Ports Program | Zero-Emission Technology Deployment Competition		
3	**Semiannual Project *and* Final Project Reporting Template**		
4	***Burden Statement for EPA Form Number: XXXX-XXX***		
5	This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0754). Responses to this collection of information are voluntary (2 CFR 200 at 2 CFR 1500). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 22-30 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.		
6	***Instructions***		
	Per the grant agreement terms and conditions, this reporting template should be submitted 1) semi-annually throughout the project period of performance as described in the program guidance and 2) as a Final Report 120-days after the completion of the grant period. Please work with relevant parties (i.e., transportation contractor, port authority, etc.) to ensure information submitted is accurate. Information that is submitted in semi-annual reports should NOT be changed in future report submissions unless approved by the EPA. Please only update information for the specific period in which this report is being submitted.		

1. Instructions | 2. Recipient & Project Details | 3. Project Partners | 4. Subawardees | 5. Port Facility Locations

Instructions Overview

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- The reporting templates are intended to become more complete throughout the project lifecycle. For example, certain types of information will be able to be entered immediately, while other types of information will only become available at later stages (such as once new equipment is acquired or deployed).
- For each submission, please only update information associated with that specific reporting period. Information submitted in prior semi-annual reports should not be changed unless approved by the EPA.
- Only fill in cells in the reporting template highlighted **blue**. Cells highlighted **yellow** are for informational purposes and/or are auto-populated from other tabs in the workbook.
- Certain fields may auto-populate with bold diagonal patterns (***///***), indicating a response to those fields is not necessary based on prior responses.
- If a data field or tab is not applicable or the information is not yet available, please **leave the field(s) blank** and do not enter any filler text.

Instructions Overview

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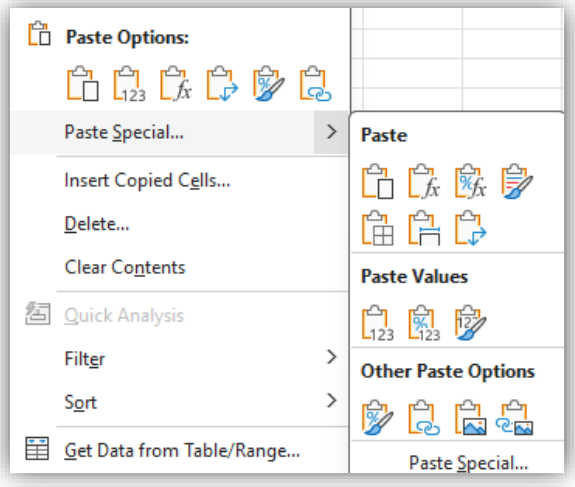
- When downloading and saving a copy of the Excel file, save the file as a '.xlsx' to ensure optimal functionality.
- Use the following format when entering dates: *mm/dd/yyyy*
- For best performance, do not delete any tabs from the workbook, as there are hidden tabs used for auto-populating certain fields.
- Be cautious when copy/pasting information into the templates, as there may be formulae and/or formatting that can be overwritten. When pasting, click "Paste Special," and only paste values into the workbook.
- In the event the workbook does not auto-populate as intended, information can be added to the yellow fields manually.
- The last tab includes a *Data Dictionary* tab with additional guidance.



Providing Additional Data Over the Project Lifecycle

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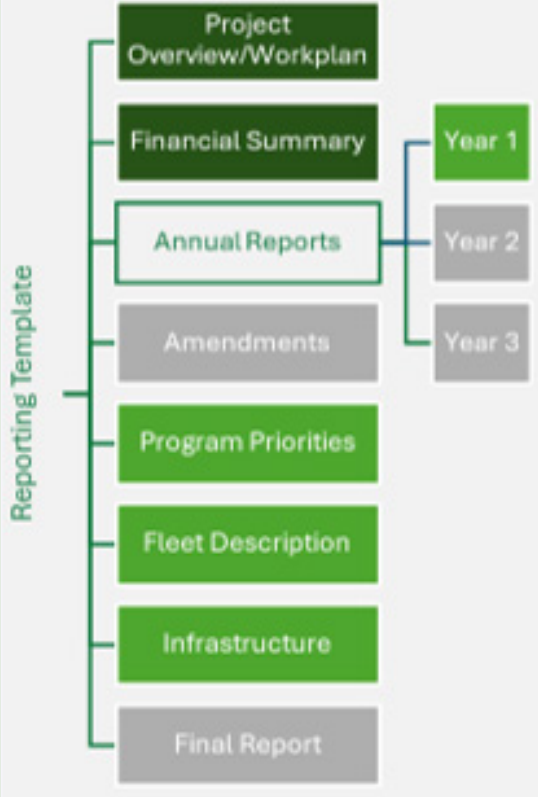
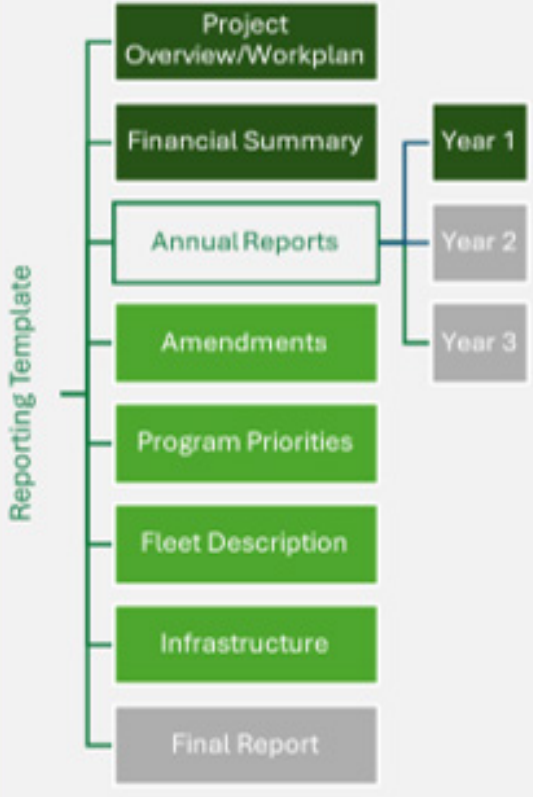
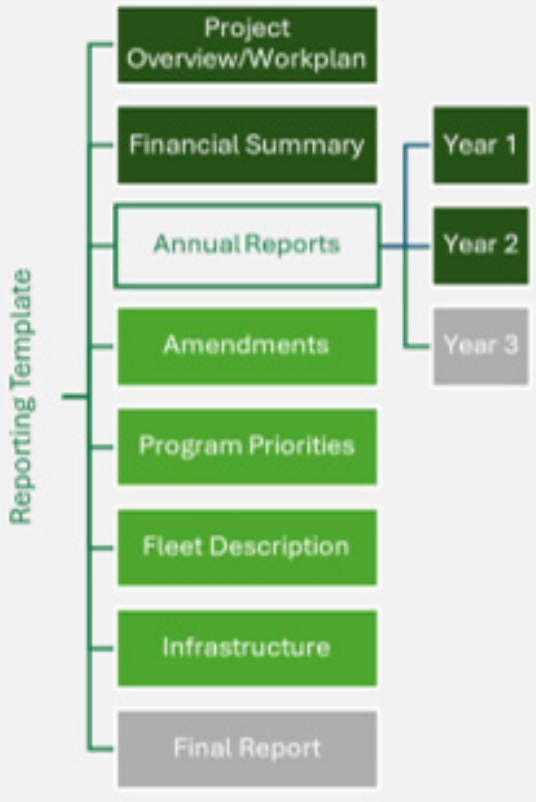
Initial Submission:
Populate project overview and workplan and as many of the other fields as can be populated.



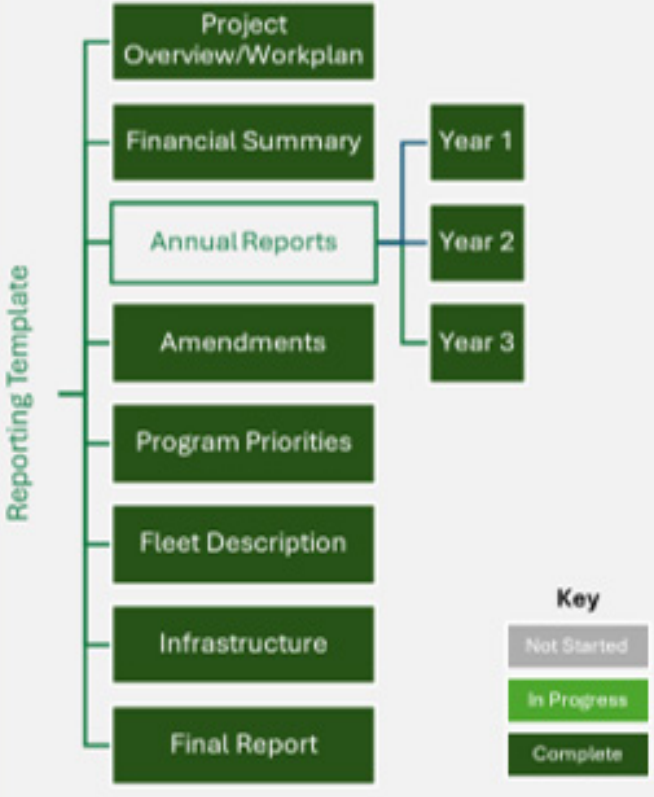
End of Year 1:
Finalize Year 1 reporting and if previously provided data has changed, please update.



End of Year 2:
Finalize Year 2 reporting and if previously provided data has changed, please update.



Final Submission:
Finalize last Annual Report tab, complete Final Report tab, and if previously provided data has changed, please update to reflect final, completed project.



Types of Data Fields

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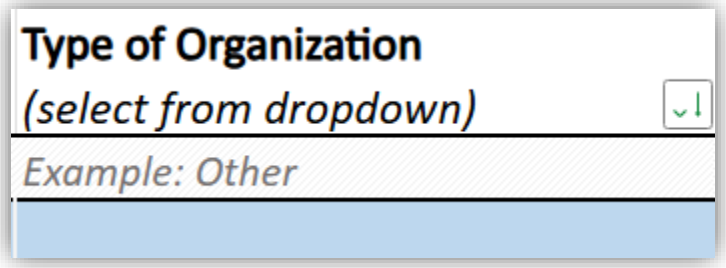
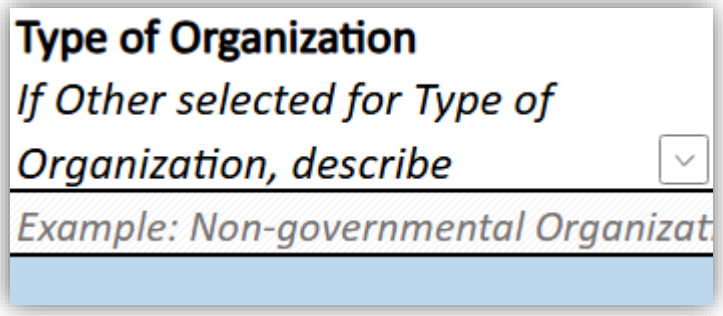
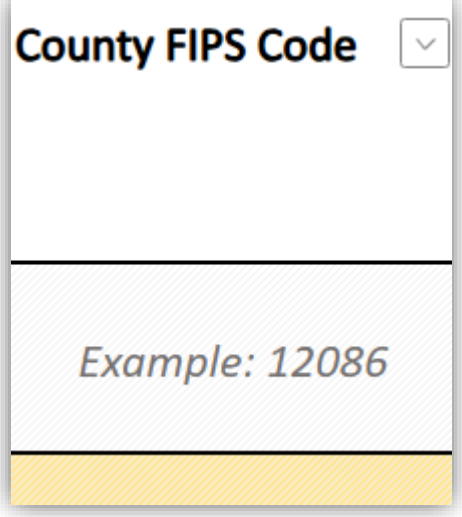
1) Dropdown



2) Free response



3) Auto-populated



Key tip: Once completed, certain data fields (e.g., project locations, subawardees) will flow through the rest of the workbook and either auto-populate yellow-shaded fields or become options for dropdown menus.

Best Practices for Data Quality Assurance

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- Keep all records to ensure information is accessible for recordkeeping and in case of an EPA audit.
- Check data entries for reasonableness *("Does this make sense?")*.
- Examine the consistency of information over time to identify variation or outliers.
- Ensure that raw data, budget information, calculations, and entries in the reporting materials are reviewed by a separate quality control reviewer.

Submission Process

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- For the first reporting period, email the completed Reporting Template to both cleanports@epa.gov and the Project Officer by **August 29** (covering activities from project start through June 30, 2025)

- Ensure the email subject line and file name begin with the project's **Award ID**.
  - Example email subject line: 81X27853 – Reporting Template Submission
  - Example file name: 81X27853_ReportingTemplate_July2025.xlsx

- The EPA is in the process of developing an online portal that will allow grant recipients to upload reporting materials. This online portal will not be used for the first progress report. We will provide additional information about how to access and use the online portal once it becomes available.

Reporting Template Details

CAQP & ZE

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Recipient and Project Details

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Table 2: Details on the recipient organization and high-level project information, including contact information, project dates, and total costs. *Note: similar information was likely provided during the application stage.*

Table 2a: Recipient & Project Details							
	Recipient Address Information				Primary Contact Information		
Recipient Organization Name	**Street**	**City**	**State** *(select from dropdown)*	**Zip Code**	**Name**	**Title/Role**	**Phone**
Example: Organization Alpha	*Example: Main Street*	*Example: Miami*	*Example: FL*	*Example: 33101*	*Example: Ali Raymond*	*Example: Director of A*	*Example: 111-111-123*

Recipient and Project Details

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Key tips:

- Total EPA Funding and Total Recipient Costs should be consistent with the amounts included on the *SF-424A* and *SF-424*.
- **ZE only:** Funding and Technology Deployment Project Scope information will auto-populate upon completing subsequent tabs.

		ZE Technology Deployment Project Scope These fields will auto-populate with an X upon completing the linked tabs. Clicking the link will navigate to the respective tab (sheet) for each category of equipment & infrastructure					
Total Funding for ZE Equipment *This field will auto-populate upon completing the 'Fleet Description' tab .*	**Total Funding for Charging and/or Fueling Infrastructure** *This field will auto-populate upon completing the 'Infrastructure' tabs.*	Onroad Vehicles	Cargo Handling Equipment and Other Nonroad	Locomotive and Rail	Marine and Harbor Vessels	Project Features Scrappage of Equivalent Equipment?	Electri Vessel Equipn (EVSE)
Example: X	*Example: X*	*Example: X*	*Example: X*	*Example: X*	*Example: X*	*Example: X*	*Examp*

Total EPA Funding *This value should be consistent with the amount included on the SF-424A in cell 5(e) under Section A – Budget Summary and SF-424 in Section 18.a.*	**Total Recipient Costs** *This value should be consistent with the amount included on the SF-424A in cell 5(f) under Section A – Budget Summary and SF-424 in Section 18.b-e.*
Example: $3,000,000	*Example: $25,000*

Project Partners

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Table 3: Details on partner organizations involved in the project, including all statutory partners and collaborating entities.

Table 3a: Project Partners			
		Primary Contact Information for Project Partner(s)	
Project Partner Organization Name	*Primary Contact Information for Project Partner(s):* ***Name***	*Primary Contact Information for Project Partner(s):* ***Title/Role***	*Primary Contact Information for Project Partner(s):* ***Email***
Example: Partner Organization	*Example: Ali Raymond*	*Example: Director of Advancement*	*Example: firstname.lastname@org.org*

Project Partners

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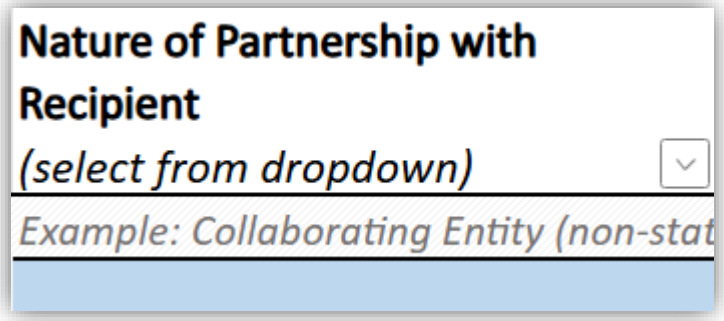
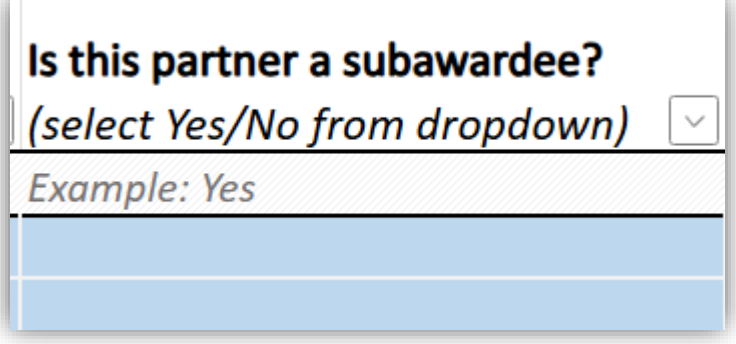
Key tips:

- Statutory Partner vs. Collaborating Entity
  - **Statutory partner** (applicable for private entity grant recipients): refers to a non-private entity that is partnering with a private entity to enable the private entity to be a grant recipient.
  - **Collaborating entity:** refers to a non-statutory partner. Non-statutory partnerships may involve both financial and nonfinancial collaboration.



- Does not need to include recipients of Participant Support Costs.
- Indicating that a project partner is a subawardee will transfer information about the partner organization to the *Subawardees* tab.



Subawardees

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Table 4: Details on subawardees involved in the project.

Sub-tables:

- Subawardees – Project Description or Role in Project; Subaward funding amount
- Year 1 Project Updates – Subaward Reporting Requirements
- Year 2 Project Updates – Subaward Reporting Requirements
- Year 3 Project Updates – Subaward Reporting Requirements
- Year 4 Project Updates – Subaward Reporting Requirements (**ZE only**)

Table 4. Subawardees *(if applicable)*

Table 4a: Subawardee Profile

Subawardee Organization Name	**Subawardee Unique ID** *(e.g., SAM.gov UEI)*
Example: Subawardee Organization 1	*Example: SO1*

Subawardees

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Key tips:

- Subawardee organization name will auto-populate from the *Project Partners* tab.
- When providing yearly updates, please add updates for both reporting periods.
  - Within each cell, separate each reporting period update by *Jan-Jun* or *Jul-Dec* followed by the year (e.g. *Jan-Jun 2025*).
  - If providing updates in the second reporting period in a year, do not delete the information from the first reporting period. Instead, add the information to the cell.

Table 4b. Year 1 Project Updates - Subaward Reporting Requirements				
Please provide subaward information on the project and an explanation in each cell below.				
Summaries of results of reviews of financial and programmatic reports Year 1	**Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance** Year 1	**Environmental results the subrecipient achieved** Year 1	**Summaries of audit findings and related pass-through entity management decisions** Year 1	**Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332, 2 CFR 200.208 and the 2 CFR 200.339 Remedies for Noncompliance** Year 1
Jan-Jun 2025: Jul-Dec 2025:	Jan-Jun 2025: Jul-Dec 2025:	Jan-Jun 2025: Jul-Dec 2025:	Jan-Jun 2025: Jul-Dec 2025:	Jan-Jun 2025: Jul-Dec 2025:

CAQP Project Overview

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Table 5 (CAQP only): High-level overview of types of planning activities included in the project and the funding associated with each planning activity.

Table 5a: Climate and Air Quality Planning Project Overview			
Planning Activity Type *If the project features other activities beyond the eight listed here, use the remaining cells in this column to describe these other activities*	**Project includes this activity** *(select from dropdown)*	**Requested EPA Funds for this Activity**	**Is it the intent that this Activity will be fully funded by the EPA?** *(select from dropdown)*
Emissions Inventory and/or Accounting Practice			
Emissions Reduction Strategy Analysis			
Development of Emissions Reduction Target			
Plan for Reducing Future Port Emissions			
Port Resiliency Assessment			
Plan to Increase Resilience of Port			
Formal Stakeholder Engagement			
Workforce Planning Analysis			

Key tips:

- All planning activities should fall within the eight categories that are provided
- The total "Requested EPA Funds for this Activity" across all listed activities should match the total in the SF-424 budget
- Use your best judgement and try to allocate other costs, such as admin or personnel, across the planning activities

Port Facility Locations

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Table 5 (ZE) / Table 6 (CAQP): Details on all port locations included in the project.

Table 6: Project Location(s)

Table 6a: Port/Port Facility Location(s)

Port/Port Facility Name *If a port or port facility spans more than one county, please enter a new line for each unique county.*	**Project Site ID**	**Port Authority Name** *(if applicable)*	**State** *(select from dropdown)*	**County** *(select from dropdown)*
Example: Port of X	*Example: Project ID*	*Example: Port Authority of Port X*	*Example: FL*	*Example: Miami-Dade County*
	Primary Place of Performance			*please provide state first*
	2			*please provide state first*
	3			*please provide state first*

Additional Locations

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Table 6 (ZE) / Table 7 (CAQP): Details on all *non*-port locations included in the project.

Table 7: Additional Project Locations

Table 7a: Additional Project Locations

Use this table to identify additional project locations found outside of the ports and port facilities listed in Table 6a.

Site Name *If an Additional Site spans more than one county, please enter a new line for each unique county.*	**Project Site ID**	**Port(s)/Port Facilities Served by Location** *(separate additional ports by semicolon)*	**State** *(select from dropdown)*	**County** *(select from dropdown)*
Example: Hialeah Fueling Depot	*Example Additional Site A*	*Example: Port of Miami; Port Everglades*	*Example: FL*	*Example: Miami-Dade County*
	Additional Site 1			*please provide state first*
	Additional Site 2			*please provide state first*
	Additional Site 3			*please provide state first*

Port Facility Locations and Additional Locations

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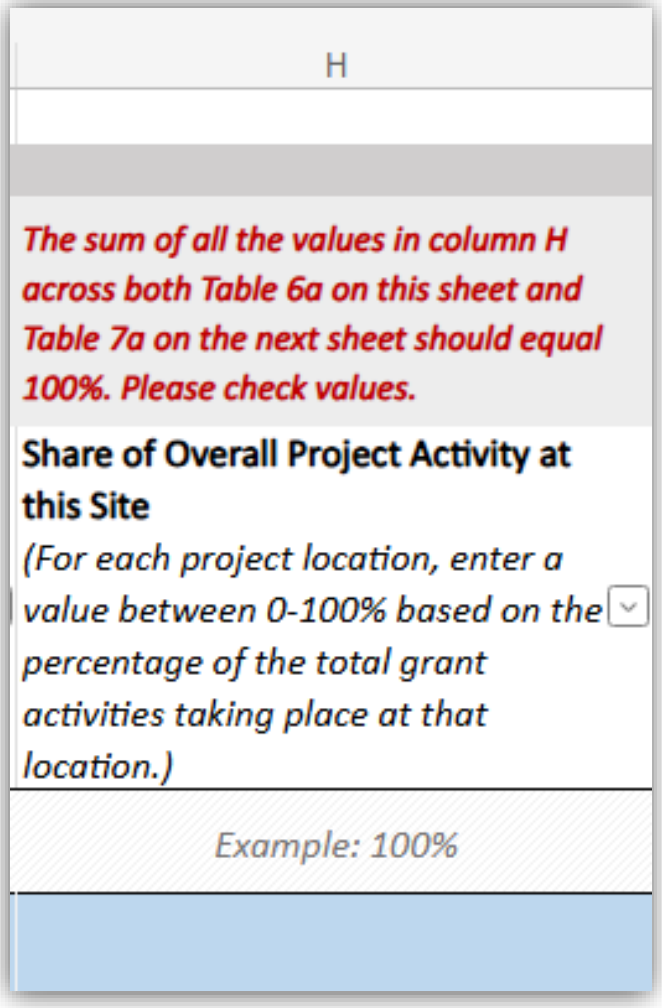
Key tips:

- Port Facility Locations vs. Additional Locations
  - See port definitions on the *Port Facility Locations* tab of the reporting template to determine if a location meets the definition of a port facility.
- If a project location spans more than one county, use a new line for each unique county.
- Different locations within the same port (e.g., terminals) should also be listed separately.
- Pay close attention to column H: *Share of Overall Project Activity at this Site*
  - Total percentage across column H on **both** the *Port Facility Locations* and the *Additional Locations* tabs should sum to 100%.



H
The sum of all the values in column H across both Table 6a on this sheet and Table 7a on the next sheet should equal 100%. Please check values.
Share of Overall Project Activity at this Site *(For each project location, enter a value between 0-100% based on the percentage of the total grant activities taking place at that location.)*
Example: 100%

Port Facility Locations and Additional Locations

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Example showing locations from both tabs:

Port Facility Locations

Port Facility Name	Project Site ID	County	Description of Project Activity	Share of Activity
Port X (Terminal 1)	Primary Place of Performance	County A	Replace 100x diesel dray trucks with electric models	45%
Port X (Terminal 2)	2	County A	Replace 40x diesel dray trucks with electric models + install charging infrastructure	25%
Port Y	3	County B	Install shore power system	20%

Additional Locations

Additional Site Name	Project Site ID	County	Description of Project Activity	Share of Activity
Off-site Depot	Additional Site 1	County A	Install dray truck charging infrastructure	10%

Amendments and Other Revisions

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Table 7 (ZE) / Table 8 (CAQP): Details on any post-award amendments and other revisions.

Sub-tables:

a) Post-Award Amendment and Modification Overview

b) Post-Award Amendments and Modifications

Table 7a. Post-Award Amendment and Modification Overrview

Year	Were there any changes to planning activities, vehicle or equipment numbers, number of infrastructure items, and/or funding amounts in each year of the project period of performance? *(Select 'Yes' or 'No' from below; if yes, complete Table 7b)*	Number of Amendments and/or Modifications By Year	Change in Funding Amount by Yea
Year 1	*(Yes or No)*	0	$ -
Year 2	*(Yes or No)*	0	$ -
Year 3	*(Yes or No)*	0	$ -
Year 4	*(Yes or No)*	0	$ -

Amendments and Other Revisions

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Key tips:

- Grant recipients should submit requests for modifications of the approved workplan or budget to the project's EPA Project Officer for approval. Any amendments and revisions included in the progress report should already have been discussed with and approved by the Project Officer.

- Depending on the type or scope of changes, a formal amendment to the award may be necessary. Certain major project modifications may not be allowed.

- Types of revisions in sub-table (b):
  - *Formal Amendment:* e.g., time extensions, major changes in scope or budget
  - *Informal Modification:* e.g., updating recipient points of contact, minor changes in funding within budget categories

Financial Summary

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Table 8 (ZE) / Table 9 (CAQP): Total EPA funds and recipient cost share budget information from the approved SF-424A. *Note: yellow fields will auto-populate based on subsequent tabs.*

Table 8a. Summary Rate of Expenditure

*Instructions: Record project budget funds only from approved final workplan in the **blue** shaded cells below. All other*

Financial Summary	Project Budget EPA Funds	Project Budget Recipient Cost Share	Project Budget Total Project Cost	Total Expenses to Date EPA Funds
Personnel			$ -	$ -
Fringe Benefits			$ -	$ -
Travel			$ -	$ -
Equipment			$ -	$ -
Supplies			$ -	$ -
Contractual			$ -	$ -
Construction			$ -	$ -
Other			$ -	$ -
Direct Cost Total	$ -	$ -	$ -	$ -
Indirect Charges			$ -	$ -
TOTALS	**$ -**	**$ -**	**$ -**	$ -

Years 1-3 (CAQP)
Years 1-4 (ZE)

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Tables 9-12 (ZE) / Tables 10-12 (CAQP): Budget information and project updates for each project reporting period.

Sub-tables:

a) Annual Rate of Expenditure
b) Project Updates – Narrative Responses
c) Programmatic and Narrative Updates

8	**Category of Expenses** *(populate additional rows as needed, selecting the appropriate Category of Expenses)*	**Line Item Description**	**Jan-Jun 2025** EPA Funds	**Jan-Jun 2025** Recipient Cost Share	**Jan-Jun 2025** Total Project Cost
9	Personnel				$ -
10	Fringe Benefits				$ -
11	Travel				$ -
12	Equipment				$ -
13	Supplies				$ -
14	Contractual				$ -
15	Construction				$ -
16	Other				$ -
17	Indirect Charges				$ -
60	← Click + to access additional rows. Please do not insert or delete rows.				

Years 1-3 (CAQP)
Years 1-4 (ZE)

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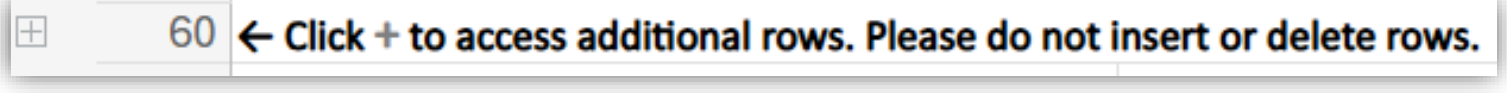
Key tips – *Annual Rate of Expenditure (a):*

- Budget updates should reflect expenditures for each reporting period. Instead of reporting all expenses for each budget category as a single number, grant recipients should add rows for each line item based on the budget details in the final approved workplan. *For example:* add multiple rows for the equipment category if the project includes multiple equipment line items.

- Click the "**+**" to the left of the table to add additional rows to the table. After adding an additional row, use the dropdown menu in the *Category of Expenses* column to select the appropriate category.



Years 1-3 (CAQP)
Years 1-4 (ZE)

EPA CLEAN PORTS PROGRAM

Key tips – *Project Updates Narrative Responses (b):*

- Copy all activities, outputs, and outcomes from the approved final project workplan. Then, use the *Progress to Date* column dropdown menu to select *Not Yet Started*, *In Progress*, or *Completed* each reporting period.
- Comments under the *Progress Notes* column should focus on activities that occurred or were scheduled to occur during the reporting period.

Activities	Anticipated Outputs	Anticipated Outcomes	Progress to Date: Jan-Jun 2025 *(select from dropdown)*	Progress to Date: Jul-Dec 2025 *(select from dropdown)*	Progress Notes *Describe*
Example: Replace diesel trucks with equivalent battery electric models at Port X	*Example: Replace 50 diesel-powered terminal tractors with equivalent BE models*	*Example: Annual Gallons Saved: 1 million gallons; NOx: 80 mt annually; PM2.5: 5.1 mt annually; CO2: 10,180 mt annually*	*Example: In Progress*	*Example: Completed*	
Example: Develop training on electrical equipment and infrastructure	*Example: Training for current staff by OEM; Documented outreach efforts (e.g., workshops) undertaken to share training materials with port operators.*	*Example: Development of a workforce skilled in operating and maintaining ZE equipment; An increased understanding of the operation and maintenance of implemented technology*	*Example: Not Yet Started*	*Example: In Progress*	

Years 1-3 (CAQP)
Years 1-4 (ZE)

EPA CLEAN PORTS PROGRAM

Programmatic and Narrative Updates (c):

Table 9c. Programmatic and Narrative Updates

Record and update project updates below.

Please provide programmatic and narrative updates on the project. As semi-annual reports are s changes for each period. For each period, please indicate if there was a change from the previou explanation in the subsequent cell.

Question	Jan-Jun 2025 Update
1. Provide a comparison of actual accomplishments to the objectives established for the reporting period.	

1. Provide a comparison of actual accomplishments to the objectives established for the reporting period.
2. If anticipated outputs/outcomes and/or timelines/milestones are not met, why not? Did you encounter any problems during the reporting period which may interfere with meeting project objectives? What is your plan to address these problems to ensure that the outputs/outcomes will be met within the period of performance?
3. Have there been any major personnel changes during this reporting period?
4. Did any public relations events regarding this grant take place during the reporting period?
5. Are you using websites or other tools used to relay information about this grant to the public?
6. What project activities are planned for the next reporting period?
7. Was any program income generated during the reporting period? Identify amount of program income, how it was generated, and how the program income was/will be used.
8. Have any vehicles, equipment, infrastructure, or activities changed from those included in the final workplan? **(ZE)**
   Have any activities changed from those included in the final workplan? **(CAQP)**
9. Provide the list of energy providers, including electric utilities and hydrogen suppliers, used in this reporting period **(ZE)**
10. Do you have any other comments or feedback?

Workplan Commitments

EPA CLEAN PORTS PROGRAM

Table 13: Details on commitments made in the workplan, including:

- Whether or not the workplan included a specific type of commitment;
- The status of the commitment;
- When it was completed;
- Quantitative and qualitative updates.

Sub-tables:

a) Community Engagement
b) Project Sustainability
c) Workforce Development
d) Resilience (**ZE only**)
e) External Funds (**ZE only**)
f) Other

	Table 13a. Project Community Engagement	
Question	**Answer 1**	
Did the workplan demonstrate that input was sought prior to application, and the proposed project is responsive to comments and concerns of near-port communities?	*(Y or N)*	
If yes, describe the engagement with near-port communities prior to application (who, how, and what was the focus), input received, and how the project is responsive to community concerns.		

Workplan Commitments

EPA CLEAN PORTS PROGRAM

Key tips:

- The initial report submission for this tab will involve describing workplan commitments based on the final workplan. Subsequent submissions will focus on providing updates on progress made toward achieving those goals.
- Be sure to not delete responses from prior reports. If providing updates for multiple reporting periods for the same year, indicate all updates in the same cell, and separate each reporting period update with *Jan-Jun* or *Jul-Dec*.

Please provide any additional details and relevant status updates related to project community engagement. Please use the drop downs under 'Select Year' to indicate which year the update was completed. Note: Do not delete data from prior reports. If providing updates for multiple reporting periods in one year, please indicate all updates in the same cell.	*Year 1 Update*	Jan-Jun 2025: Jul-Dec 2025:

CAQP Specific Planning Activities

EPA CLEAN PORTS PROGRAM

Table 14 (CAQP only): Details on specific planning activities funded as part of the project, including final outcomes and links to publicly available documentation.

Outcome of Planning Activity	Publicly Available Documentation of Outcome *(e.g., link to published emissions inventory)*	Total Cost of Planning Activity	Total EPA Funds Expended for Planning Activity
		$ 125,000.00	$ 100,000.00

CAQP Specific Planning Activities

EPA CLEAN PORTS PROGRAM

Key tips (CAQP only):

- The template asks:
  1) whether each specific planning activity will affect one or multiple project locations, and
  2) the percentage of each planning activity affecting each relevant project location.

- Note that these data fields are different from the data fields on the *Port Facility Locations* and *Additional Locations* tabs, which refer to the percentage of overall project activity at all project locations.

- Estimate the percentage of activity based on the project budget or another measure, as appropriate.

- If a planning activity will occur at multiple locations, ensure the percentage of activity across all counties totals 100%.

For each row, the sum of values in columns J, Q, and S should equal 100%. Please check values.

Percentage of Planning Activity Affecting Site

(Enter a value between 0-100% based on the percentage of the planning activity listed in each row taking place at the primary project location.)

50%

CAQP Specific Planning Activities

EPA CLEAN PORTS PROGRAM

Example (CAQP only) – *Percentage of Planning Activity Affecting Primary, Secondary, and Additional Project Locations:*

Project Planning ID	Type of Planning Activity	% of Activity Affecting Primary Location	% of Activity Affecting Secondary Location	% of Activity Affecting Additional Counties
Planning Activity 1	Emissions Inventory	60%	30%	10%
Planning Activity 2	Emissions Reduction Strategy Analysis	80%	20%	0%
Planning Activity 3	Port Resiliency Assessment	100%	0%	0%
…	…	…	…	…

Final Report

EPA CLEAN PORTS PROGRAM

Table 23 (ZE) / Table 15 (CAQP): Details on final project information, including activities, outputs and outcomes, programmatic results, and lessons learned.

Sub-tables:

a) Project Updates – Narrative Responses

b) Project Updates – Programmatic and Narrative Results of Project

c) Project Updates – Subaward Reporting Requirements (if applicable)

Table 23a. Project Updates - Narrative Responses

Record final project information.

Please paste all planned activities, outputs, and outcomes from the last interannual report. Please indicate the final results below.

This tab includes multiple tables which may require scrolling down to access.

Activities	Anticipated Outputs	Anticipated Outcomes

Questions?

EPA CLEAN PORTS PROGRAM

Questions?

- Please reach out to your Project Officer with questions that come up as you're filling out your reporting template

- We will be hosting informal office hours on **August 6 from 2:30-4PM Eastern**. Please stop by with any questions you have and stay for as much or as little as you want.

- Email the first completed Reporting Template to both cleanports@epa.gov and the Project Officer by **August 29** (covering activities from project start through June 30, 2025)

Reporting Template Details

ZE

EPA CLEAN PORTS PROGRAM

Additional External Funds

EPA CLEAN PORTS PROGRAM

Table 14a: Details on proposed or secured additional external funds (funds other than EPA grant funds or cost share funds), including source, amount, and status.

Table 14a. Leveraging Additional External Funds *(part 2)*

Additional information about additional external funds should be included in Table 13e, 'Leveraging of Additional External Funds (part 1)

Source Name	Amount ($)	Status
		Please Select One
		Please Select One

Key tip: Only complete Table 14a if the project involves leveraging of external funds (the answer to Table 13e/Question 1a was *Yes*).

Fleet, Scrappage, and Infrastructure Tabs

EPA CLEAN PORTS PROGRAM

Key tips – *all tabs*:

- Ensure data reflect the correct units (based on the units noted in the header).
- Only complete sections and tabs applicable to the specific grant.
  - *For example:* complete the *Infrastructure – Hydrogen* tab and the hydrogen section of the *New Fleet Description* tab only if acquiring hydrogen equipment.
- If the appropriate response to a dropdown data field is "Other," be sure to use the next data field to provide additional information.
- Take care to differentiate between data fields that ask for **manufacturer specifications** (e.g., a solar PV system's *AC Capacity* based on the total nameplate capacity of the system's inverters) vs. **annual activity data fields** that will change from year to year (e.g., a solar PV system's *Annual Energy Dispensed* based on production meter readings).

Fleet, Scrappage, and Infrastructure Tabs

EPA CLEAN PORTS PROGRAM

Key tips – *annual activity data fields for years 1-4:*

- The EPA has published a guide with recommended procedures for collecting annual activity data.
- Assign a unique ID (such as the manufacturer's vehicle identification number or serial number) to each piece of equipment/infrastructure and implement a tracking system to organize data collection.
- Collect data at regular intervals, beginning with baseline data when the equipment is first deployed.
- Use telematics/automated data retrieval systems where possible to reduce human error.

Table 15m. Year 1 Vehicle or Equipment Activity Data and Serving a Port Verification

Vehicle or Equipment Annual Hours of Operation (for Locomotives, Harbor Craft, Cargo Handling Equipment, and other eligible Non-road Equipment) **Year 1**	**Share of Hours serving Ports included in Project** (for Locomotives, Harbor Craft, Cargo Handling Equipment, and other eligible Non-road Equipment; enter value from 0% to 100%) **Year 1**	**Vehicle Annual Miles Traveled** (miles per vehicle; onroad only) **Year 1**	**Annual Number of Visits to Ports Included in this Project** (onroad, locomotive, and marine/ harbor vessels only) **Year 1**	**Number of Days Operating at Ports included in Project** (locomotive only) **Year 1**
Example: 10,000	*Example: 90%*	*Example: 100,000*	*365*	*165*

Fleet, Scrappage, and Infrastructure Tabs

EPA CLEAN PORTS PROGRAM

Key tips – *annual activity data fields for years 1-4:*

- Update the annual activity data fields at the end of each year of project performance (for the **January** reporting submission) and at project closeout. Data should be included in the reporting template during the first reporting period after the data become available.

- Leave data fields blank for equipment or infrastructure that is not yet in service.

- Enter responses based on one of the following three options:
  1. **Actual observed data:** observed data from the most recent calendar year of operation (or the most recent 12 months if complete data from the most recent calendar year is not available).

  2. **Estimated (no observed data):** if no observed data (e.g., reporting right after deployment), report an estimated number based on similar equipment in the fleet or data from other entities, etc.

  3. **Estimated based on incomplete observed data:** observed data from less than the most recent 12 months, multiplied to be the equivalent of 12 months (e.g., vehicle purchased midway through the year, resulting in 6 months of data that can be multiplied x2 for estimated yearly data).

New Fleet Description

EPA CLEAN PORTS PROGRAM

Table 15: Details on new vehicles, vessels, and other mobile equipment acquired as part of the project.

Sub-tables:

- Vehicle/Equipment Overview
- Place(s) of Performance
- Details of New Vehicle, Vessel, and/or Equipment
- Powertrain Replacement Details
- Details for Battery-Electric Vehicles or Equipment
- Battery Warranty
- Powertrain Warranty
- Vehicle or Equipment Information – Hydrogen
- Emergency Power Systems
- Vehicle or Equipment BABA Details
- Vehicle or Equipment Expected Useful Life
- Performance Monitoring
- Yearly Activity Data (Years 1-4)

Table 15. New Vehicle, Equipment, or Powertrain Information

Table 15a: Vehicle/Equipment Overview

Vehicle or Equipment *(user is encouraged to modify values in this column. This is used to identify equipment when completing other tabs)*	**Vehicle or Equipment Type** *(select from dropdown)*	**Vehicle or Equipment Subtype** *(select option from dropdown that best matches vehicle or equipment; must select 'Vehicle or Equipment Type' first)*
Example: New Vehicle	*Example: Onroad*	*Example: Short Haul - Combination*
Vehicle/ Equipment 001		
Vehicle/ Equipment 002		

New Fleet Description

EPA CLEAN PORTS PROGRAM

Key tips:

- The template asks:
  (1) whether each piece of equipment will operate in one or multiple counties and/or port locations, and
  (2) the percentage of equipment operation within each relevant county and/or port location.

- Note that these data fields are different from the data fields on the *Port Facility Locations* and *Additional Locations* tabs, which refer to the percentage of overall project activity at all project locations.

- Estimate the percentage of equipment operation based on the *percentage of time* for nonroad equipment and the *percentage of miles driven* for onroad vehicles.

- If a piece of equipment will operate in multiple counties, ensure the percentage of equipment operation in all counties totals 100%.

For each row, the sum of values in columns O, W, and AA should equal 100%. Please check values.

Percentage of Equipment Operation within Secondary County and/or port location
(% of time for nonroad equipment & % of miles driven for onroad. Enter a value between 0-100%.)

Example: 45%

New Fleet Description

EPA CLEAN PORTS PROGRAM

Example – *Percentage of Equipment Operation in Primary, Secondary, and Additional Counties and/or Port Locations:*

Vehicle or Equipment	% of Activity Affecting Primary Location	% of Activity Affecting Secondary Location	% of Activity Affecting Additional Counties
	65%	25%	10%
Vehicle/Equipment 002	80%	20%	0%
Vehicle/Equipment 003		0%	0%
		…	…

Scrappage Information

EPA CLEAN PORTS PROGRAM

Table 16: Details on existing vehicles, vessels, and other mobile equipment that will be scrapped as part of the project.

Sub-tables:

- Basic Fleet Information and Place(s) of Performance
- Current Vehicle or Equipment Specifications
- Current Engine Information
- Current Annual Vehicle Activity Data & Estimated Remaining Life

Table 16. Current Vehicle or Equipment Committed for Scrappage Information

Table 16a. Basic Fleet Information and Place(s) of Performance | Note: Yellow fields for the Bas

Current Vehicle or Equipment *(user is encouraged to modify values in this column. This is used to identify equipment when completing other tabs)*	Does this scrapped vehicle or equipment correspond to any New Vehicle or Equipment from 'New Fleet Description' table? *(select Yes/No from dropdown; if no, proceed to Column AA)*	Corresponding New Vehicle, Equipment, or Engine Generally Operating in the Same Area *(select 'New Vehicle/Equipment from 'New Fleet Description' table, provided in dropdown)*
Example: Old Vehicle	*Example Yes*	*Example: New Vehicle 01*
Current Vehicle or Equipment 1		
Current Vehicle or Equipment 2		

Scrappage Information

EPA CLEAN PORTS PROGRAM

Key tip:

For each existing piece of equipment to be scrapped, selecting a corresponding new piece of equipment will automatically populate yellow data fields with information from the *New Fleet Description* tab.

Does this scrapped vehicle or equipment correspond to any New Vehicle or Equipment from 'New Fleet Description' table? *(select Yes/No from dropdown; if no, proceed to Column AA)*	**Corresponding New Vehicle, Equipment, or Engine Generally Operating in the Same Area** *(select 'New Vehicle/Equipment from 'New Fleet Description' table, provided in dropdown)*	**Affiliated Subawardee** *(if part of subaward; select subawardee from dropdown, based on entries into Table 2c)*	**Vehicle or Equipment Type**	**Vehicle or Equipment Subtype**
Example Yes	*Example: New Vehicle 01*	*Example: Subawardee Organization 1*		

Infrastructure – Electric Vehicle Supply Equipment

EPA CLEAN PORTS PROGRAM

Table 17: Details on electric vehicle/vessel supply equipment and other charging equipment acquired as part of the project.

Sub-tables:

- EVSE & Charger Overview
- Location of Charging Infrastructure
- Charging Management Service & Strategy Details
- Infrastructure Installation Information
- EVSE BABA Details
- EVSE Cost Summary
- Expected Useful Life
- Yearly Activity Data (Years 1-4)

Table 17a. EVSE & Charger Overview

EVSE Group *(user is encouraged to modify values in this column. This is used identify equipment when completing other tabs)*	**Subawardee** *(if part of subaward)*	**Type of Charger** *(select from dropdown)*	**If 'Other' charger type selected, describe charger type**
Example: EV Infrastructure	*Example: Subawardee Organization 1*	*Example: Level 2*	*Example: High voltage DC for vessel*
EVSE Group 1			

Infrastructure – Shore Power

EPA CLEAN PORTS PROGRAM

Table 18: Details on shore power equipment acquired as part of the project.
Note: EVSE for charging battery-electric vessels should be reported on the Infrastructure – EVSE tab.

Sub-tables:

- Shore Power Equipment Information
- Location of Shore Power Infrastructure
- Shore Power Infrastructure Installation Information
- Shore Power BABA Details
- Shore Power Cost Summary
- Expected Useful Life and Warranty
- Yearly Activity Data (Years 1-4)

Table 18. Shore Power Equipment Information

Table 18a. Shore Power Equipment Information

Shore Power Group (user is encouraged to modify values in this column. This is used t identify equipment when completing other tabs)	**Subawardee** *(if part of subaward)*	**Type of Shore Power Connection** *(select from dropdown)*	**Total Voltage Service Provided** *(select from dropdown)*	**Total Voltage Service Provided, if not listed**
Example: Shore Power Infrastructure	*Example: Subawardee Organization 1*	*Example: High voltage shore power connection (HVSC)*	*Example: 6.6 kV*	*Example: 10 kV*
Shore Power Group 1				
Shore Power Group 2				

Infrastructure – Hydrogen

EPA CLEAN PORTS PROGRAM

Table 19: Details on hydrogen fueling equipment acquired as part of the project.

Sub-tables:

- Hydrogen Fueling Station Information
- H2 Dispenser Pedestal Details
- H2 Storage Tank
- H2 Compressor
- H2 Cooling System
- Service Details
- Location of H2 Station
- Installation Details
- BABA Compliance
- Funding Details
- Expected Useful Life
- Yearly Activity Data (Years 1-4)

Table 19. Hydrogen Fueling Station Information

Table 19a. Hydrogen Fueling Station Information Overview

Hydrogen Fueling Station (user is encouraged to modify values in this column. This is used to identify equipment when completing other tabs)	**Subawardee** *(if part of subaward)*	**Type of Station** *(select from dropdown)*	**Type of Hydrogen Storage** *(select from dropdown)*	**Refilling Pressure** *(select from dropdown)*
Example: Hydrogen Fueling Station		*Example: Gas*	*Example: Above Ground*	*Example: H35*
Hydrogen fueling station 1				
Hydrogen fueling station 2				

Infrastructure – Power Generation

EPA CLEAN PORTS PROGRAM

Table 20: Details on solar power generation equipment acquired as part of the project.

Sub-tables:

- On-Site Power Generation Equipment
- On-Site Power Generation Location
- On-Site Power Generation Installation
- BABA Compliance
- On-Site Power Generation Cost
- Expected Useful Life
- Yearly Activity Data (Years 1-4)

Table 20. On-Site Power Generation Equipment Information | Note: If the on-site power generation includes an er
next tab, "18. Infrastructure - BESS".

Table 20a. On-Site Power Generation Equipment Information

On-site Power Generation Unit (user is encouraged to modify values in this column. This is used to identify equipment when completing other tabs)	**Subawardee** *(if part of subaward)*	**Type of energy generation** *(select from dropdown)*	**Manufacturer of On-site Power Generation** *(include both panel and inverter manufacturers)*
Example: On-site Power Generation		*Example: Solar*	*Example: Panels: Great Solar Co; Inverter: Blue Skies Electric Co*
On-site Power Generation 1			
On-site Power Generation 2			

Infrastructure – Battery Energy Storage Systems

EPA CLEAN PORTS PROGRAM

Table 21: Details on battery energy storage systems acquired as part of the project.

Sub-tables:

- BESS Equipment Overview
- Location of BESS Infrastructure
- BESS Installation Details
- BABA Compliance
- BESS Cost Summary
- Expected Useful Life
- Yearly Activity Data (Years 1-4)

Table 21. Battery Energy Storage System (BESS) Equipment Information

Table 21a. BESS Equipment Overview

(user is encouraged to modify values in this column. This is used to identify equipment when completing other	Subawardee *(if part of subaward)*	Manufacturer of BESS	Model of BESS	Manufacture Year of BESS
Example: BESS	*Example:*	*Example: Manufacturer Name*	*Example: Model Name*	*Example: 2023*
BESS Group 1				
BESS Group 2				

Infrastructure – Other

EPA CLEAN PORTS PROGRAM

Table 22: Details on any other infrastructure acquired as part of the project not listed on the previous infrastructure tabs.

For example:

- Eligible electrical system upgrades required for project implementation.
- A battery energy storage system that is integrated into another piece of equipment (such as a ship-to-shore crane).

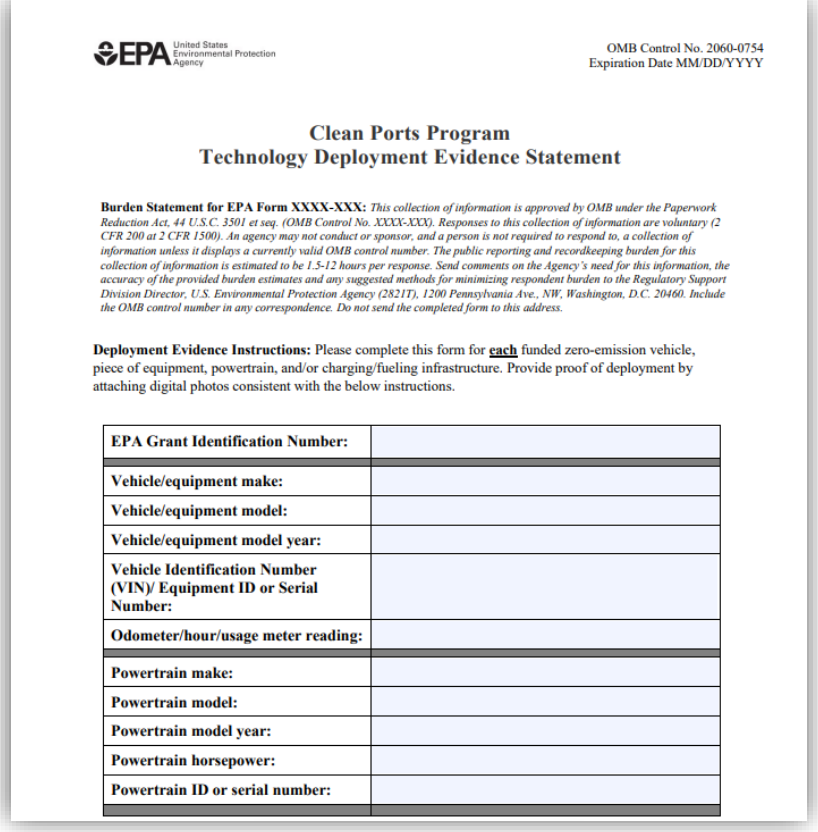
Question	Answer
Are there any other infrastructure projects associated with this grant that are not listed on the previous sheets? *(select Yes/No from dropdown)*	
If no, *please leave this section blank.* If yes, please provide details in the box below to the right on the infrastructure project and describe how BABA compliance was determined.	

Technology Deployment Evidence Statement + Photos

EPA CLEAN PORTS PROGRAM

Submitted for **each** new vehicle, piece of equipment, powertrain, and/or piece of infrastructure acquired and deployed as part of the project. Please complete all applicable sections.

Equipment	• Make, model, year, vehicle identification number (VIN) / equipment ID or serial number, odometer / hour /usage meter reading
Powertrain	• Make, model, year, horsepower, ID or serial number
Infrastructure	• Type, manufacturer, model, serial number(s)
Photos	• Front profile view, side profile view, view of VIN / serial number / data plate(s)
Signatures	• EPA Grantee / Subgrantee Authorized Representative • Vehicle / equipment / powertrain / infrastructure Owner



EPA United States Environmental Protection Agency

OMB Control No. 2060-0754
Expiration Date MM/DD/YYYY

Clean Ports Program
Technology Deployment Evidence Statement

Burden Statement for EPA Form XXXX-XXX: *This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. XXXX-XXX). Responses to this collection of information are voluntary (2 CFR 200 at 2 CFR 1500). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1.5-12 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.*

Deployment Evidence Instructions: Please complete this form for **each** funded zero-emission vehicle, piece of equipment, powertrain, and/or charging/fueling infrastructure. Provide proof of deployment by attaching digital photos consistent with the below instructions.

EPA Grant Identification Number:	
Vehicle/equipment make:	
Vehicle/equipment model:	
Vehicle/equipment model year:	
Vehicle Identification Number (VIN)/ Equipment ID or Serial Number:	
Odometer/hour/usage meter reading:	
Powertrain make:	
Powertrain model:	
Powertrain model year:	
Powertrain horsepower:	
Powertrain ID or serial number:	

Scrappage Eligibility Statement

EPA CLEAN PORTS PROGRAM

Submitted **prior to** scrappage for **each** current vehicle, piece of equipment, and/or engine that will be scrapped as part of the project. Please complete all sections.

Equipment

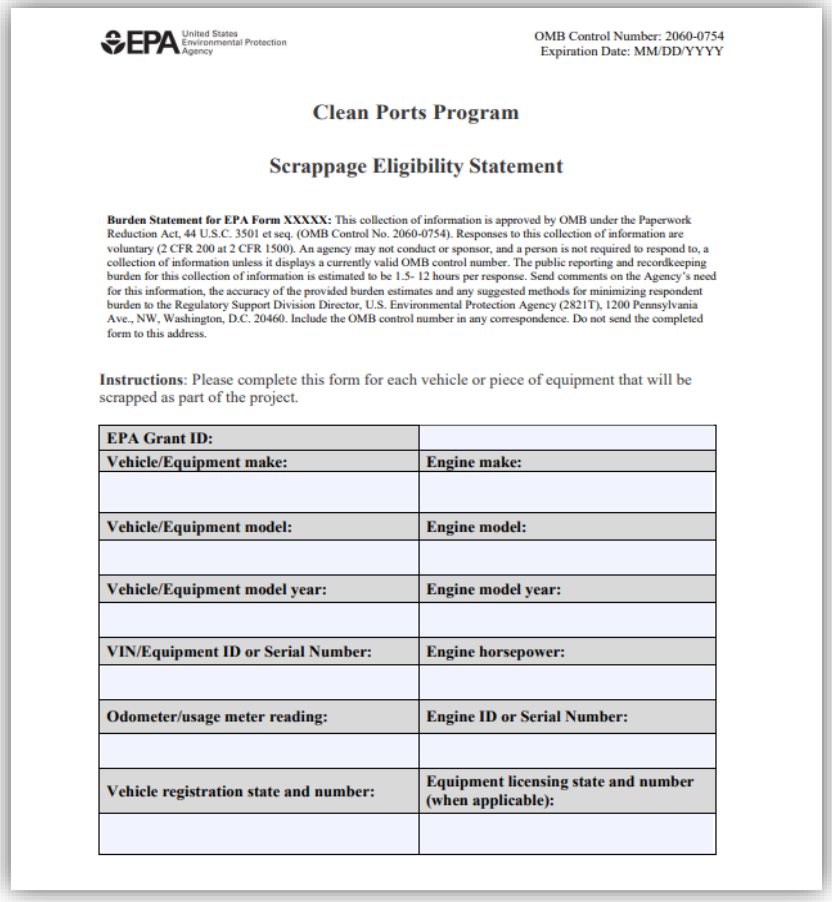
- Make, model, year, vehicle identification number (VIN) / equipment ID or serial number, odometer / hour / usage meter reading, registration state and number

Engine

- Make, model, year, horsepower, engine ID or serial number, licensing state and number (when applicable)

Signature

- Vehicle Owner



EPA United States Environmental Protection Agency

OMB Control Number: 2060-0754
Expiration Date: MM/DD/YYYY

Clean Ports Program

Scrappage Eligibility Statement

Burden Statement for EPA Form XXXXX: This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0754). Responses to this collection of information are voluntary (2 CFR 200 at 2 CFR 1500). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1.5- 12 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Instructions: Please complete this form for each vehicle or piece of equipment that will be scrapped as part of the project.

EPA Grant ID:	
Vehicle/Equipment make:	**Engine make:**
Vehicle/Equipment model:	**Engine model:**
Vehicle/Equipment model year:	**Engine model year:**
VIN/Equipment ID or Serial Number:	**Engine horsepower:**
Odometer/usage meter reading:	**Engine ID or Serial Number:**
Vehicle registration state and number:	**Equipment licensing state and number (when applicable):**

Scrappage Evidence Statement + Photos

EPA CLEAN PORTS PROGRAM

Submitted **after** scrappage for **each** current vehicle, piece of equipment, and/or engine that has been scrapped as part of the project. Please complete all sections.

Equipment

- Make, model, year, vehicle identification number (VIN)/equipment ID or serial number, odometer/hour/usage meter reading, vehicle registration state and number

Engine

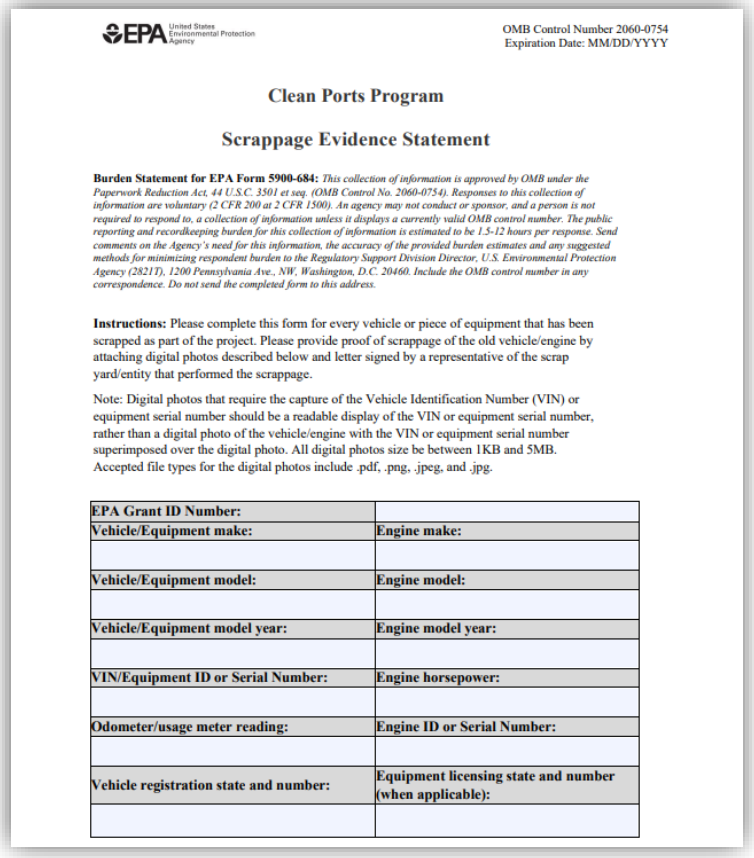
- Make, model, year, horsepower, engine ID or serial number, equipment licensing state and number (when applicable)

Photos

- Front and side profile views, (**before** and **after** disabling)
- VIN or engine serial number
- Engine label (serial number, family number, year)
- Engine block (**before** and **after** disabling)

Signatures

- EPA Grantee/Subgrantee Authorized Representative
- Vehicle/Equipment Owner
- Dismantler/Scrapper



EPA United States Environmental Protection Agency

OMB Control Number 2060-0754
Expiration Date: MM/DD/YYYY

Clean Ports Program

Scrappage Evidence Statement

Burden Statement for EPA Form 5900-684: *This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0754). Responses to this collection of information are voluntary (2 CFR 200 at 2 CFR 1500). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1.5-12 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.*

Instructions: Please complete this form for every vehicle or piece of equipment that has been scrapped as part of the project. Please provide proof of scrappage of the old vehicle/engine by attaching digital photos described below and letter signed by a representative of the scrap yard/entity that performed the scrappage.

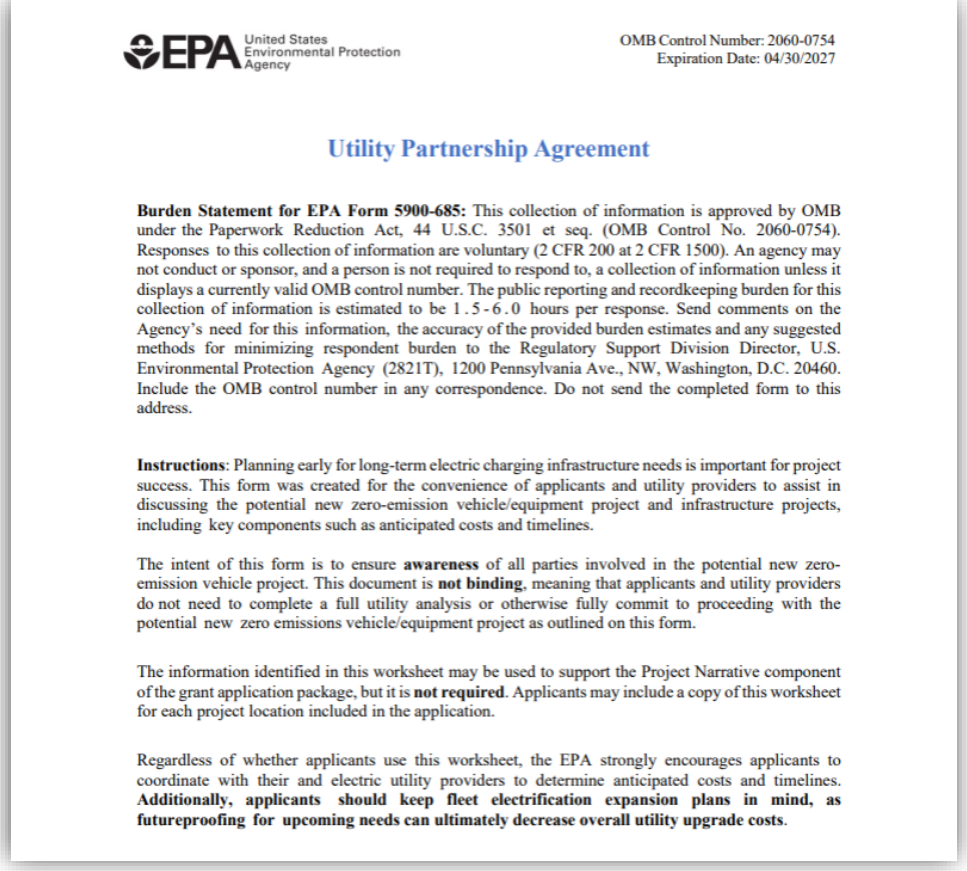
Note: Digital photos that require the capture of the Vehicle Identification Number (VIN) or equipment serial number should be a readable display of the VIN or equipment serial number, rather than a digital photo of the vehicle/engine with the VIN or equipment serial number superimposed over the digital photo. All digital photos size be between 1KB and 5MB. Accepted file types for the digital photos include .pdf, .png, .jpeg, and .jpg.

EPA Grant ID Number:	
Vehicle/Equipment make:	**Engine make:**
Vehicle/Equipment model:	**Engine model:**
Vehicle/Equipment model year:	**Engine model year:**
VIN/Equipment ID or Serial Number:	**Engine horsepower:**
Odometer/usage meter reading:	**Engine ID or Serial Number:**
Vehicle registration state and number:	**Equipment licensing state and number (when applicable):**

Utility Partnership Agreement

EPA CLEAN PORTS PROGRAM

- *Optional* document intended to assist with planning for long-term electric charging infrastructure needs and coordination with electric utilities to ensure project success.
- Includes key components such as anticipated costs and timelines.



EPA United States Environmental Protection Agency

OMB Control Number: 2060-0754
Expiration Date: 04/30/2027

Utility Partnership Agreement

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Instructions: Planning early for long-term electric charging infrastructure needs is important for project success. This form was created for the convenience of applicants and utility providers to assist in discussing the potential new zero-emission vehicle/equipment project and infrastructure projects, including key components such as anticipated costs and timelines.

The intent of this form is to ensure **awareness** of all parties involved in the potential new zero-emission vehicle project. This document is **not binding**, meaning that applicants and utility providers do not need to complete a full utility analysis or otherwise fully commit to proceeding with the potential new zero emissions vehicle/equipment project as outlined on this form.

The information identified in this worksheet may be used to support the Project Narrative component of the grant application package, but it is **not required**. Applicants may include a copy of this worksheet for each project location included in the application.

Regardless of whether applicants use this worksheet, the EPA strongly encourages applicants to coordinate with their and electric utility providers to determine anticipated costs and timelines. **Additionally, applicants should keep fleet electrification expansion plans in mind, as futureproofing for upcoming needs can ultimately decrease overall utility upgrade costs.**

Questions?

EPA CLEAN PORTS PROGRAM

Questions?

- Please reach out to your Project Officer with questions that come up as you're filling out your reporting template

- We will be hosting informal office hours on **August 6 from 2:30-4PM Eastern**. Please stop by with any questions you have and stay for as much or as little as you want.

- Email the first completed Reporting Template to both cleanports@epa.gov and the Project Officer by **August 29** (covering activities from project start through June 30, 2025)