




Clean Heavy-Duty Vehicles (CHDV) Program Progress Reporting Overview

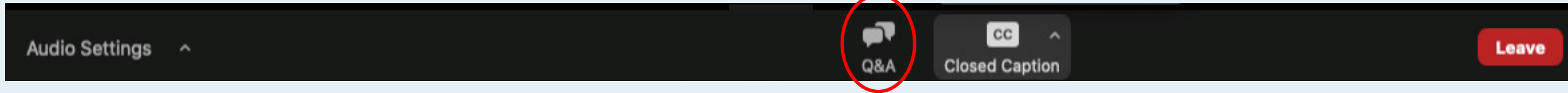
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

Housekeeping Notes:

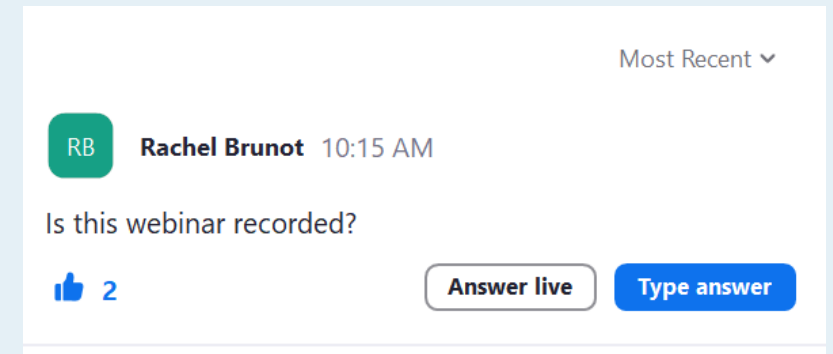
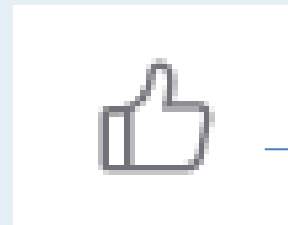
- Today's event is being **recorded**. 
- Please note that by participating in today's online event, you acknowledge and consent that your name, video, image or phone number may be visible to others in the live online meeting as well as captured in the recording.

Housekeeping Notes:

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

This presentation is intended to provide general information on the reporting requirements established in the terms and conditions of the Clean Heavy-Duty Vehicles 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

What is the CHDV Project Reporting Template?

Reporting Timeline

Providing Data Over the Lifecycle of the Grant

Reporting Template Overview

Reporting Template Walk-Through

Key Take-Aways and Best Practices

Eligibility and Disposition Statement

CHDV Grant Program Documents

Submission Process

Resources

Q&A Session

CHDV Project Reporting Template



What it is

A tool where awarded grantees provide workplan information, budget details, and project updates to their Project Officer



Purpose

To track project performance and enable recipients to provide project implementation updates throughout the project period



What to Include

Types of information to include:

- Accomplishments in comparison to expected outputs/outcomes
- Detailed technical and activity information on vehicles, equipment, and infrastructure
- Problems, delays, or adverse conditions which will impact the ability to meet the milestones or objectives of the award (including corrective action plans)



Reporting Timeline

Deliverable	Deadline	Submission Document
Workplan and Project Budget	First reporting period (August 29, 2025)	CHDV Project Reporting Template
Quarterly Progress Reports	Reports are due January 31, April 30, July 30, and October 30 of each calendar year of the project period** First report for CHDV is due August 29, 2025	CHDV Project Reporting Template
Eligibility and Scrappage Statement for each vehicle being replaced	By the reporting deadline for the reporting period in which each vehicle(s) is scrapped	CHDV Vehicle Eligibility and Disposition Statement
Final Project Report	120 days after project completion	CHDV Project Reporting Template

** The project period is 24 months and may extend up to 36 months where justified.

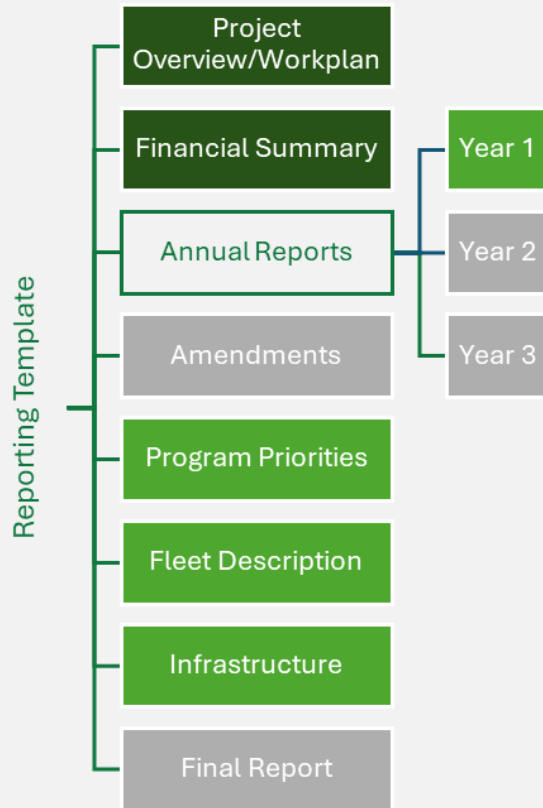
Providing Data Over the Lifecycle of the Grant

- The reporting template is intended to become more complete throughout the lifecycle of the grant. Certain types of information can be entered immediately, while other types of information will become available at later stages (such as once new equipment is acquired or deployed). Data that is constant across the project lifecycle (such as Vehicle Identification Numbers, or VINs) does not need to be inputted more than once.
- The EPA has developed a Guide for Equipment and Infrastructure Activity Data Collection to provide grant recipients with best practices for collecting equipment and infrastructure annual activity data needed to complete CHDV Quarterly Progress Reports and Final Project Reports. The use of the guide is optional.
- For each report submission, grantees should only update information associated with that specific reporting period. Information submitted in prior quarterly reports should not be changed unless approved by the EPA.

Providing Data Over the Lifecycle of the Grant, cont.

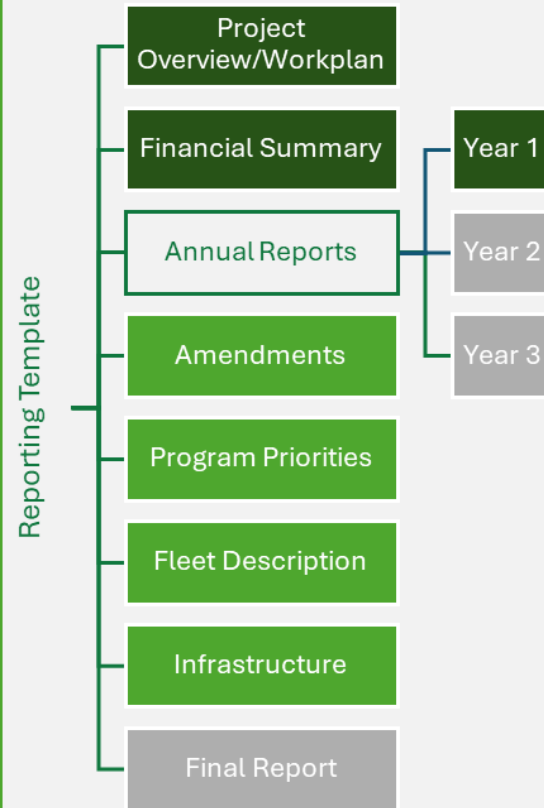
Initial Submission:

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



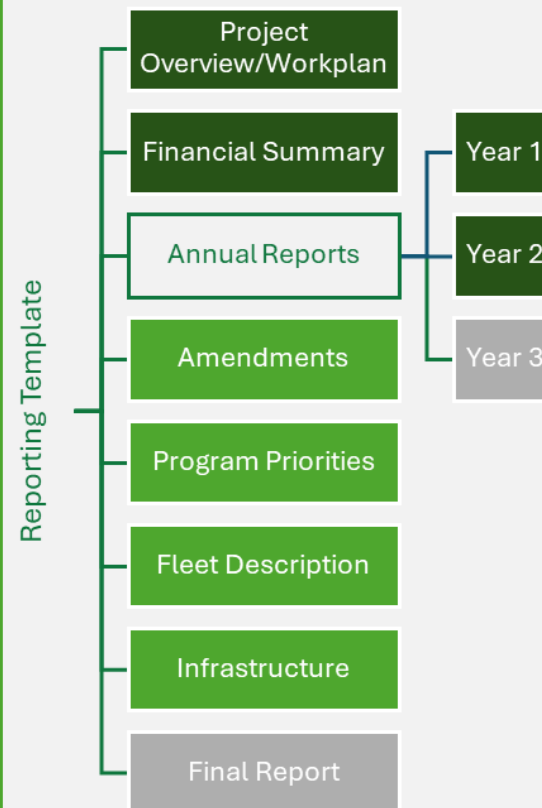
End of Year 1:

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



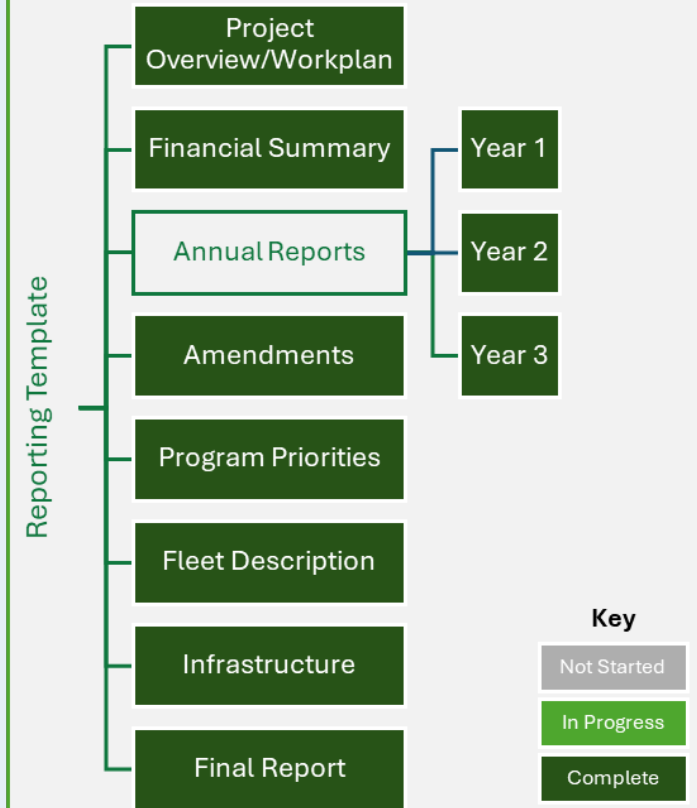
End of Year 2:

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.





Reporting Template Overview

Tab 1: Instructions

- General instructions and tab specific descriptions.

Tab 2: Work Plan

- Summarizes approved workplans. **Completed by the first quarterly report submission.**

Tab 3: Amendments

- Updates to post-award changes in vehicle numbers, charger numbers, and/or funding amounts. **Updated annually at end of each project year and at project closeout**

Tab 4: Financial Summary

- Financial summary of entire grant period of performance.

Tabs 5-7: Yearly Financial Summary

- Financial summary for each year of the project period. **Financial and narrative descriptive cells are updated for each quarterly report.**



Reporting Template Overview, cont.

Tab 8: CHDV Priorities

- Commitments of community engagement, project sustainability, workforce development, resilience, and/or leveraging additional external funds. **Updated quarterly. The final report should contain the end results of these commitments.**

Tab 9: Fleet Description (9a and 9 b)

- Details for existing and replacement vehicles included in final workplans. **Updated quarterly.**

Tab 10: Infrastructure

- Details for all electric vehicle supply equipment (EVSE) and other supporting infrastructure. **Updated quarterly.**

Tab 11: Final Report

- Final project details including programmatic results. **Submitted within 120 days of project completion.**

Tab 12: Data Dictionary

- Description of select data fields to provide support in completing certain tabs of the template (i.e., Tabs 2, 4, 9 a, 9b, and 10).



Reporting Template Walk-Through



Tab 1: Instructions

Field	Response
Grant Recipient	
Grant Number	
Project Period	
Project Period	
Project Title	

Grantees only need to fill in cells highlighted in **BLUE**

ng	Change in Funding Amount
nt	
00	\$ (500,000.00)

Cells highlighted in **YELLOW** fill in automatically – no action is necessary for these cells

Vehicle Disposition Process

Vehicle Disposition/Replacement Process

If sold or donated, provide the state in which the vehicle is expected to primarily operate (For Vehicles Model Year 2011 and newer; if known, select from dropdown)

Example: Scrapped

Example: CA

Some fields will automatically hash out (///) in the event they are inapplicable based on other inputs.

AZ	Maricopa County
AZ	
	Apache County
	Cochise County
	Coconino County
	Gila County

Check if a cell has dropdown options before entering information to avoid data validation errors



Tab 2: Work Plan

All data must match approved final workplans

Table 1a. Project Overview	
Field	Response
Grant Recipient	
Grant Number	
Project Period of Performance - Start date (mm/dd/yyyy)	
Project Period of Performance - End date (mm/dd/yyyy)	
Project Title	
Project Sub-Program	
EPA Project Award Amount	
Estimated EPA Funds for All Vehicles	\$ -
Estimated EPA Funds for Class 6 or 7 Electric School Buses	
Estimated EPA Funds for Class 6 or 7 Vocational Battery Electric Vehicles	
Estimated EPA Funds for Class 6 or 7 Hydrogen Fuel Cell Vocational Vehicles	
Estimated EPA Funds for EV Chargers and/or H2 Fueling Infrastructure	\$ -
Estimated EPA Funds for AC Level 2 Chargers	
Estimated EPA Funds for DC Level 3 Chargers	
Estimated EPA Funds for H2 Fueling Infrastructure	
Estimated EPA Funds for Other Infrastructure (BESS, On-Site Power Generation, or other eligible infrastructure components)	

Grantees should complete **Tables 1a-1c** and fill in final grant and workplan information, including EPA funding by project area. Please note that **YELLOW CELLS** will be auto-populated based on information provided in Tabs 4-7.

Table 1b. Project Summary and Approach	
Question	Answer
Did any planned activities or commitments change between the submitted application and the approved workplan? If yes, please provide context and details to the approved changes (example: the number of electric vehicles was reduced due to partial funding).	
Does the project include school buses?	
Does the project include non-school-bus zero-emission Class 6/7 vehicles?	
If you intend to purchase hydrogen fuel-cell electric vehicles (FCEV), may we contact you about them?	
Please use the space provided to add a short narrative description of the project summary and approach to cover anything not captured in Table 2. Work Plan. Language from the Project Summary and Approach section of the application may be used here.	

Table 1c. Financial Summary	
Award Component	Value
Federal Project Award Amount	\$ -
Reported EPA Funds for Vehicles	\$ -
Reported EPA Funds for Class 6 or 7 Electric School Buses	
Reported EPA Funds for Class 6 or 7 Vocational Battery Electric Vehicles	
Reported EPA Funds for Class 6 or 7 Hydrogen Vocational Vehicles	
Reported EPA Funds for Infrastructure	\$ -
Reported EPA Funds for EV Chargers	\$ -
Reported EPA Funds for AC Level 2 Chargers	\$ -
Reported EPA Funds for DC Level 3 Chargers	\$ -
Reported EPA Funds for H2 Fueling Infrastructure	\$ -
Reported EPA Funds for Other Infrastructure (BESS, On-Site Power Generation, or other eligible infrastructure components)	\$ -



All data must match approved final workplans

School Bus Sub-Program grantees should complete **Table 2a** summarizing where the school bus project is taking place (at the school district level by NCES #) and how many vehicles and associated equipment are operating in each geographic area.

- For direct public school district grantees, only the first row needs to be completed.
- States (including U.S. territories), municipalities, Indian Tribes, and nonprofit school transportation associations should provide information for each school district that will be served by the new buses.
- Click the “+” to the left of the table if additional rows are necessary.

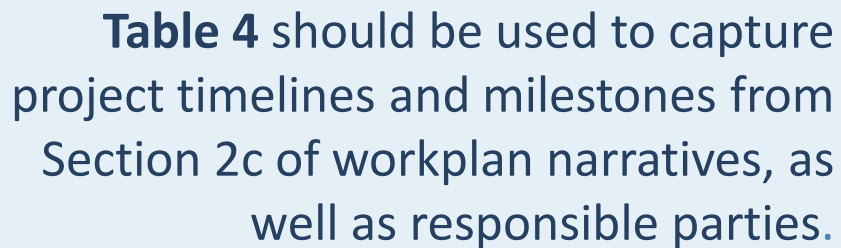


Tab 2: Work Plan, cont.

All data must match approved final workplans

Table 2b: Non-School-Bus Grantee Summary						Proposed Fleet + Infrastructure						
non-School-Bus Recipient Organization	State	County	City	Zip Code	Project is taking place within a county listed in Section IV.C.2, Section 4 of the NOFO	Proposed Number of Zero-Emission Vehicles	Proposed Number of AC Level 2 Charger purchased with EPA funds AND Mandatory Cost Share	Proposed Number of DC Level 3 Charger Purchased with EPA funds AND Mandatory Cost Share	Total Number of Chargers	Proposed Number of On Site Power Generation Systems Purchased with EPA Funds AND Mandatory Cost Share	Proposed Number of Battery Energy Storage Systems Purchased with EPA Funds AND Mandatory Cost Share	Proposed Number of H2 Fueling Infrastructure Units Purchased with EPA Funds AND Mandatory Cost Share
Example: Recipient Organization 1	Example: AZ	Example: Maricopa	Example: Phoenix	Example: 85308	Example: Yes	Example: 20	Example: 10	Example: 5	Example: 15	Example: 5	Example: 2	Example: 1
									0			
									0			
									0			
									0			
									0			
									0			

- Vocational Vehicles Sub-Program** grantees should complete **Table 2b** summarizing where the vehicle replacement projects are taking place (at a minimum, at the county level) and how many vehicles and associated equipment are operating in each geographic area.
- States (including U.S. territories), municipalities, and Indian Tribes should provide information for each geographic area that will be served by the new vocational vehicles.
 - Specified locations should be reflective of where the new zero-emission vehicles will spend the majority of their time operating and where any associated infrastructure is installed.
 - Projects taking place entirely within one county may use only one row of the table, while projects spanning multiple counties may have as many rows as counties served (see Appendix for an example of projects spanning multiple counties).





Tab 3: Amendments

- CHDV recipients must carry out projects in accordance with **approved final workplans**.
- Per 2 CFR §200.308, recipients must request **prior written approval from EPA for any budget or program plan revisions**. Proposed modifications to approved workplans (including additions, deletions, or changes in schedule) shall be submitted in a timely manner to EPA Project Officers for approval. Depending on the type of change(s), a formal amendment to the award may be necessary.
- If a PO approves modifications to an approved workplan, **any changes must be captured in this tab**.
- Fill out this tab at the **end of each year of project performance** and select the relevant update year.
- Adding changes to the Amendments tab **does not supersede or replace written approval** from the EPA project officer.

Table 5a. Post-Award Amendments											
Update Year	Type of Amendment	Grantee Name	NCES ID (If applicable)	Original Vehicle or Eligible Infrastructure Component Type	Updated Vehicle or Eligible Infrastructure Component Type	Original Quantity of Vehicle or Eligible Infrastructure Component	Updated Quantity of Vehicle or Eligible Infrastructure Type	If 'Other Activity in Approved Workplan' selected as Type of Amendment, please describe here	Original Funding Request Amount	Updated Funding Request Amount	Change in Funding Amount
(Select Year)	(Select Amendment Type)										\$ -
(Select Year)	(Select Amendment Type)										\$ -
(Select Year)	(Select Amendment Type)										\$ -



A dropdown list of options is provided in **Table 5a** for 'Update Year' and 'Type of Amendment'

Table 5b. Change in funding by project year		
Project Year	Number of Amendments By Year	Change in Funding Amount
Project Year One	0	0
Project Year Two	0	0
Project Year Three	0	0

Note: **Table 5b** will auto-populate based on data entered in **Table 5a**



Tab 4: Financial Summary

In **Table 6** and **Table 7**, grantees only need to fill in the **BLUE** fields. Everything else will auto-populate.

Table 6. Summary Rate of Expenditure												
Record project budget funds ONLY from approved final workplan. All other numbers will reflect automatically from subsequent tabs.												
Financial Summary	Project Budget				Total Expenses to Date				Remaining Balance			
	EPA Funds Project Budget	Mandatory Cost Share Project Budget	Voluntary Cost Share Project Budget	Total Project Cost Project Budget	EPA Funds Expenses to Date	Mandatory Cost Share Expenses to Date	Voluntary Cost Share Expenses to Date	Total Project Cost Expenses to Date	EPA Funds Remaining Balance	Mandatory Cost Share Remaining Balance	Voluntary Cost Share Remaining Balance	Total Project Cost Remaining Balance
Personnel				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Cost Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Charges				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Table 6a. Summary Rate of Expenditure of Other Leveraged Funds			
	Project Budget	Total Expenses to Date	Remaining Balance
Other Leveraged Funds			

Table 7. Annual Rate of Expenditure												
No Entry Needed - ALL numbers will reflect automatically from subsequent tabs.												
Financial Summary	Year 1				Year 2				Year 3 (if applicable)			
	EPA Funds Year 1	Mandatory Cost Share Year 1	Additional Leveraged Funds Year 1	Total Project Cost Year 1	EPA Funds Year 2	Mandatory Cost Share Year 2	Additional Leveraged Funds Year 2	Total Project Cost Year 2	EPA Funds Year 3	Mandatory Cost Share Year 3	Additional Leveraged Funds Year 3	Total Project Cost Year 3
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Cost Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Table 7a. Annual Rate of Expenditure of Other Leveraged Funds			
	Year 1	Year 2	Year 3
Other Leveraged Funds			



Tabs 5-7: Years 1-3

In **Table 8**, grantees should enter the applicable dates and expenditures for the first reporting period (Jan-June 2025), second reporting period (Jul-Sep 2025), and third reporting period (Oct-Dec 2025) in Year 1.

Table 8. Year 1 Annual Rate of Expenditure				
Reporting Period	Jan-June of Year 1			
Enter Dates For this Reporting Period in the blue cells				
	EPA Funds Reporting Period 1	Mandatory Cost Share Reporting Period 1	Voluntary Cost Share Reporting Period 1	Total Project Cost Reporting Period 1
Personnel				\$ -
Fringe Benefits				\$ -
Travel				\$ -
Equipment				\$ -
Supplies				\$ -
Contractual				\$ -
Construction				\$ -
Other				\$ -
Direct Cost Total	\$ -	\$ -	\$ -	\$ -
Indirect Charges				\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -

In **Table 8a**, grantees should summarize **other leveraged funds** (if applicable) for each reporting period (Jan-June 2025, Jul-Sep 2025, and Oct-Dec 2025) in Year 1.

Table 8a. Year 1 Other			
Reporting Period	Jan-June of Year 1		July-Sept of Year 1
Other Leveraged Funds			



Tabs 5-7: Years 1-3, cont.

In **Table 9**, grantees should enter the planned activities, outputs, and outcomes from final workplans and summarize the progress for each reporting period in Year 1. In the 'Progress to Date' column, please use the dropdown menu to select status.

In **Table 10**, grantees should provide programmatic and financial narrative updates on the project by answering Questions 1-10.

Repeat steps in **Tabs 6 and 7**: Tables 11, 11a, 12 & 13 (for Year 2) and Tables 14, 14a, 15 & 16 (for Year 3).

Note: **Tab 5** (Year 1) only has three reporting periods instead of four as the first two are combined (Jan-June).

Table 9. Project Updates - Narrative Responses						
Record and update project updates below.						
Please paste the planned activities, outputs, and outcome from the submitted workplan information. Provide updates and if any changes occurred, please provide that information accordingly. In the 'Progress to Date' column, please use the dropdown to indicate if the activity is 1) Not yet started, 2) In progress, or 3) Completed.						
Activities	Anticipated Outputs	Anticipated Outcomes	Progress to Date			Progress Notes
			Jan-June of Year 1	July-Sept of Year 1	Oct-Dec of Year 1	Write below, as appropriate.
			<div>Not yet started</div> <div>In-Progress</div> <div>Completed</div>			

Table 10. Project Questions			
Question	Jan-June of Year 1 Update	July-Sept of Year 1 Update	Oct-Dec of Year 1 Update
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?			
3. If any additional voluntary leveraged funds are reported for this Reporting Period in Table 8 above, identify the source of the funds.			



Tab 8: CHDV Priorities

Table 17. Community Engagement			
Question	Answer 1	Status Update	Quarter Completed
Did the workplan demonstrate actions and/or commitments to engage communities? If no, please jump to Table 18. If yes, please complete the rest of this section.	(Y or N or N/A)		
1. How did the workplan demonstrate engagement with the communities identified above, especially local residents, to ensure their meaningful participation with respect to the design, planning, and performance of the project?	0		
2. Did the workplan for this project demonstrate that the recipient and/or project partner(s) has an existing clear point of contact in a public platform (e.g., newsletter, website) for community issues and complaints (specific to air quality or broader) and a publicly documented policy or process to engage communities and get their input on operations and projects that impact air quality? The process could be a meeting in the past year and/or a policy or process to have a meeting or otherwise get input (e.g., a standing citizens advisory committee). Please include any narrative details in question 3.	(Y or N or N/A)		
2.a. If no, did the workplan for this project demonstrate that the recipient and/or project partner(s) commit to completing one before the end of the project period?	(Y or N or N/A)		
2.b. To date, has the recipient and/or project partner(s) completed this commitment?		Select Status	Select Quarter
3. Please provide any additional details and/or a status update to be provided for this category, including but not limited to the URL(s) where the public can find the clear point of contact and policy or process; a description of the point of contact and policy or			

In **Tables 17-21**, grantees should provide details on any community engagement, project sustainability, workforce development, project resiliency, or leveraging of additional external funds actions/commitments. Grantees only need to complete the **BLUE** fields, should use dropdowns (where applicable), and take care to ensure all questions are answered. Note: The last question appears on Row 127 of spreadsheet template.



Tabs 9a and 9b: Fleet Descriptions

In **Table 22**, fill out information about the current fleet. In **Table 23**, fill out information about the new fleet, when available. Conditional formatting and dropdowns assist with data accuracy and integrity in both tables. Please do one of the following when completing the Fleet Description tabs:

- If text is to be entered
 - Type the data directly into the cell, or
 - If copying from another source, **paste the data into the formula bar and not into the cell.** Conditional formatting will be lost if the text is pasted into the cell.
- If a dropdown arrow appears
 - Select an option

Formula bar for pasting data that is copied over from another source

Directly type text here

Vehicle Type (select from dropdown)	Vehicle Class (select from dropdown)	Vehicle Vocation (select from dropdown)	Vehicle Group Sector (select from dropdown)	Vehicle Identification Number (VIN)
Example: Refuse Hauler	Example: Class 6	Example: Refuse Hauler	Example: Municipal	Example: 12345678910ABCDEF
				123456

Conditional formatting: A VIN is 17 characters and does not include the letters O(o), I(i), or Q(q) to avoid confusion with the number 0, 1, and 9. If the data entered does not equal 17 characters and/or contains an ineligible character, the cell and text will change from blue to red



Table 22 contains information on the current fleet. Current vehicles are the vehicles that will be scrapped, sold, or donated, or moved to reduced service*.

Please consider the following tips when completing this table.

- Complete all **BLUE** fields.
- If the cell and text turn red there is an error in the number of characters, character type, and/or character value (e.g., >10,000). VINs, for example, have 17 characters and don't contain certain characters.
- Some Place of Performance dropdowns are dependent on another dropdown. For example, a state must be selected in order for a list to appear in the county dropdown.

*Refer to the Appendix for an explanation on how to enter data for reduced service vehicles.



Tab 9b: New Fleet Description

Table 23 contains information on the new fleet. New Replacement Vehicles are the new vehicles being purchased.

Table 23. NEW REPLACEMENT VEHICLE INFORMATION						
23a. Upgrade Vehicle Information						
Vehicle	Group Name (optional)	Year of Upgrade Action	New Vehicle Fleet Owner	New Vehicle Class (select from dropdown)	VIN for New Vehicle(s)	No
Example Vehicle	Example: ESB for District A	Example: 2025	Example: Walton School District	Example: Class 6	Example: 1234567890ABCDE	
New Vehicle 1						
New Vehicle 2						
New Vehicle 3						
New Vehicle 4						
New Vehicle 5						
New Vehicle 6						

23g. New Vehicle Place(s) of Performance			
Primary Place of Performance			
School District Name (if applicable)	NCES ID (if applicable)	State (select from dropdown)	County (select from dropdown)
Example: Warren 01	Example: 123456	Example: SC	Example: Warren
		AL	
			Autauga County
			Baldwin County
			Barbour County
			Bibb County
			Blount County
			Bullock County
			Butler County
			Calhoun County
			Chambers County
			Cherokee County
			Chilton County
			Choctaw County

Please consider the following tips when completing this table.

- Complete all **BLUE** fields.
- If the cell and text turn red there is an error in the number of characters, character type, and/or character value (e.g., >10,000). VINs, for example, have 17 characters and don't contain certain characters.
- Some Place of Performance dropdowns are dependent on another dropdown. For example, a state must be selected in order for a list to appear in the county dropdown. Refer to the **Appendix** for an example of how to report vehicles that operate in multiple counties.
- Some cells are dependent on fuel type. Cells highlighted with a dark diagonal pattern /// do not apply and do not need to be completed.



Tab 10: Infrastructure

For **Tables 24-27**, grantees should fill out the relevant tables for their type of infrastructure (EVSE, On-Site Power Generation Equipment, Battery Energy Storage, and Hydrogen Fueling Station.) There is room for "other" infrastructure at the bottom of this tab. Conditional formatting and dropdowns assist with data accuracy and integrity for these tables. Please do one of the following when completing the Infrastructure tab.

- If text is to be entered
 - Type the data directly into the cell, or
 - If copying from another source, **paste the data into the formula bar and not into the cell**. Conditional formatting will be lost if the text is pasted into the cell.
- If a dropdown arrow appears
 - Select an option

Formula bar for pasting data that is copied over from another source

Example conditional formatting error message: incorrect value. Select from drop down instead of typing response.

The screenshot shows the EPA Infrastructure tab spreadsheet. The top section contains instructions and requirements. Below this is a table titled "Table 24: Electric Vehicle Service Equipment Information". The table has columns for "Type of Charger", "If Level 2, is it ENERGY STAR certified", "EVSE Manufacturer", "EVSE Model", "EVSE Manufacture Year", "EVSE Maximum Output Power (kW)", "Number of Plugs on EVSE", and "Is the EVSE Capable of Bidirectional Charging?". The table is divided into three groups: "Example EV Infrastructure", "EVSE Group 1", and "EVSE Group 2". The "EVSE Group 1" row shows a dropdown menu for "Type of Charger" with "Example: AC Level 2" selected. A red arrow points to the formula bar, which contains the text "1". Another red arrow points to the "EVSE Group 1" row, which has a validation error message: "This value doesn't match the data validation restrictions defined for this cell." A third red arrow points to the "EVSE Group 2" row, which has a dropdown menu for "Type of Charger" with "Example: No" selected.

	Type of Charger	If Level 2, is it ENERGY STAR certified	EVSE Manufacturer	EVSE Model	EVSE Manufacture Year	EVSE Maximum Output Power (kW)	Number of Plugs on EVSE	Is the EVSE Capable of Bidirectional Charging?
Example EV Infrastructure	Example: AC Level 2	Example: Microsoft Excel			2023	Example: 24	Example: 2	Example: No
EVSE Group 1	1							
EVSE Group 2								
EVSE Group 3								

Directly type text here



Tab 10: Infrastructure, cont.

Table 24a. EVSE Information Overview and Funding Source					
	Type of Charger	If Level 2, is it ENERGY STAR certified	EVSE Manufacturer	EVSE Model	
Example EV Infrastructure	Example: AC Level 2	Example: Yes	Example: Manufacturer Name	Example: Model Name	
EVSE Group 1					
EVSE Group 2					

Table 24b. Location of EV Infrastructure			
EVSE Operational (mm/dd/yyyy)	State (Select from dropdown)	County (Select from dropdown)	City
Example: 8/28/2024	Example: VA	Example: Arlington County	Example: Alexandria
	AL	<div>Autauga County Baldwin County Barbour County Bibb County Blount County</div>	

Total EPA Funds Expended Per EVSE Unit	Total EPA Funds Expended for EVSE	Total Other Leveraged Funds Expended for EVSE
Example: \$12,000	Example: \$24,000	Example: \$8,000
\$ 12,000.00	\$ 24,000.00	\$ (24,000.00)
\$ -	\$ -	\$ -

When filling out the relevant fields in **Tables 24-27**, please consider the following tips.

- Complete all **BLUE** cells.
- If the cell and text turn red there is an error in the number of characters, character type, and/or character value (e.g., >10).
- Some Place of Performance dropdowns are dependent on another dropdown. For example, a state must be selected in order for a list to appear in the county dropdown.

Tip: **YELLOW** cells will auto-populate with the data provided from within the table.



Tab 10: Infrastructure, cont.

Tables 24-27 contain sub-tables where grantees should provide information on Build America Buy America (BABA) compliance. BABA Requirements are as follows:

- If award recipient will be installing, upgrading, or replacing “infrastructure,” then BABA requirements apply to the infrastructure project.
- For more information, please visit <https://www.epa.gov/ports-initiative/cleanports#otaq-baba>.

Please consider the following tips when completing these tables.

- The **YELLOW** cells will self-populate with the data provided from within the table.
- Some cells are dependent on others; cells highlighted with a dark diagonal pattern /// do not apply and do not need to be completed.

Table 24a. EVSE Information Overview and Funding Source		
	Type of Charger	If Level 2, is it ENERGY STAR certified
Example EV Infrastructure	Example: AC Level 2	Example: Yes
EVSE Group 1		
EVSE Group 2		
EVSE Group 3		

Table 25d. BABA Compliance		
Is the on-site Power Generator BABA Compliant? (Select Options)	Is a waiver being used to fulfill BABA compliance for the On-site Power Generation?	If 'Yes - Other EPA Waiver' selected, explain
Example: Yes - This infrastructure is BABA compliant	Example: No - Infrastructure meets all BABA requirements	Please describe



Tab 11: Final Report

Table 28. Project Updates - Narrative Responses
Record final project information.

Please paste the planned activities, outputs, and outcome from the last quarterly report. Please indicate the final results below.

Activities	Anticipated Outputs	Anticipated Outcomes	ACTUAL Results

In **Table 28** grantees provide information on grant activities, anticipated outputs and outcomes, and actual results.

In **Table 29** grantees answer additional questions regarding the grant. Please complete all **BLUE** fields.

Table 29: Additional Questions

Please provide programmatic and narrative financial results on the project.	
Question	Answer
1. Provide a narrative description of the project.	
2. Explain the reason for any differences in proposed versus actual outputs/outcomes identified in Table 25 above.	
3. Provide a narrative discussion of the actual project results (outputs and outcomes) and how the results are quantified. These may include, but are not limited to: <ul style="list-style-type: none">• Number of replaced vehicles;• Dissemination of the project information and increased knowledge via list serves, websites, journals, and press/outreach events (provide web links where applicable);• Widespread adoption of the implemented technology;• Increased public awareness of project and results• Other	
4. Provide information on subrecipients and vendors: <ul style="list-style-type: none">• Sub-recipient information (name, award amount, project description);• Vendor information (name, payment amount, good/services provided);	
5. Provide a narrative discussion of the successes and lessons learned for the entire project.	
6. If any cost-share or additional External funds are reported, identify the source of the funds.	
7. Was any program income generated during the project period? Identify amount of program income, how it was generated, and how the program income was used.	
8. Please provide: a) Evidence that the replacement activity is an "early replacement," and would not have occurred during the project period through normal attrition (i.e. without the financial assistance provided by EPA). Supporting evidence can include verification that the vehicles replaced had useful life left and fleet characterization showing fleet age ranges and average turnover rates per the vehicle or fleet owner's budget plan, operating plan, standard procedures, or retirement schedule; and b) Evidence of appropriate scrappage, sale, or vehicle donation (if applicable) including the engine serial numbers and/or the vehicle identification numbers (VIN). <i>*Include Attachments as Necessary; refer to the CHDV Eligibility and Scrappage Statement for details .</i>	
9. For projects that take place in an area affected by, or that include affected vehicles affected by, Federal, State or local law mandating emissions reductions, provide evidence that emission reductions funded with EPA funds were implemented prior to the effective date of the mandate and/or are in excess of (above and beyond) those required by the applicable mandate. <i>*Include Attachments as Necessary</i>	
10. Did you include at least one photo of successful, new vehicle(s) employed? If yes, please indicate if you approve of permission for EPA's future use of the photo(s) in future internal and external documents including, but not limited to Reports to Congress and case studies highlighting CHDV success stories.	
11. Do you have any other comments or feedback?	



Key Template Take-Aways

Grantees only need to fill in the **BLUE** sections

Cells highlighted in **YELLOW** fill in automatically.

Check if a cell has dropdown options before entering information to avoid data validation errors.

Some fields will automatically hash out (///) in the event they are inapplicable based on previous descriptions.

If copying and pasting data, use the formula bar.



Best Practices for Data Quality Assurance

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.

Utilize standardized practices for data collection (e.g., the optional Guide for Equipment and Infrastructure Activity Data Collection from EPA).



Eligibility and Disposition Statement



Eligibility and Disposition Statement

- The 2024 CHDV Grant Program ensures that vehicles participating are a vehicle model year 2010 or older diesel-powered Class 6/7 vehicle that will be scrapped. If a fleet has no eligible 2010 or older diesel Class 6/7 vehicles, the fleet can either:
 - Scrap 2010 or older non-diesel internal combustion engine Class 6/7 vehicles; or
 - Scrap, sell, or donate 2011 or newer diesel or non-diesel internal combustion engine Class 6/7 vehicles
 - Move 2011 or newer diesel or non-diesel ICE-powered vehicles to "reduced service" per Section III.D.2.c.ii.(c) of the NOFO and scrap an older vehicle in its place. This would require a detailed scrappage plan and prior EPA approval.
- Grantees must complete an **Eligibility Statement** and then either **Template A (Scrappage)** or **Template B (Sell or Donate)** to certify each individual vehicle is scrapped, sold, or donated **by the reporting deadline** for the reporting period during which each vehicle(s) is scrapped, sold, or donated.



Eligibility and Disposition Statement, cont.

Eligibility Statement:

Existing Vehicle Information

- Make, model, model year, total mileage, vehicle identification number (VIN), gross vehicle weight rating, registration/licensing number, registration/licensing state
- If a school bus, provide the number of days per week, on average, that the vehicle provided bus service during the 2022-2023 school year.
- If a vocational vehicle, provide the estimated annual mileage traveled for the last two years

Existing Engine Information

- Make, model, year, ID or serial number, EPA Family

Signatures

- Vehicle owner
- Grantee

2024 Clean Heavy-Duty Vehicles (CHDV) Grants Vehicle Eligibility and Disposition Statement

Burden Statement for EPA Form 5900-682: 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 1.500). 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 1-12 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 Sections I and II, below, for each vehicle selected for replacement. Note: there are two templates provided under Section II; grantees should only fill out the relevant template.

I. Eligibility Statement

Grant Identification Number: _____

Existing Vehicle Information		Existing Engine Information	
Make		Make	
Model		Model	
Model Year		Model Year	
Total Mileage		ID or Serial	
Vehicle Identification Number		EPA Family	
Gross Vehicle Weight Rating			
Registration/Licensing #			
Registration/Licensing State			
If School Bus, provide the number of days per week, on average, that the vehicle provided bus service during the 2022-2023 school year			
If non-School Bus, provide the estimated annual mileage traveled for the last two years			

By signing, I affirm that the following statements are true regarding the existing vehicle and engine identified above.

- ☐ The existing vehicle being replaced is a Class 6 or Class 7 heavy-duty highway vehicle with a Gross Vehicle Weight Rating (GVWR) between 19,501 lbs and 33,000 lbs.
- ☐ The existing vehicle being replaced is a vehicle model year 2010 or older diesel-powered Class 6/7 vehicle that will be scrapped. If a fleet has no eligible 2010 or older diesel Class 6/7 vehicles, the existing vehicle being replaced is either:



Eligibility and Disposition Statement, cont.

Template A - Vehicle Scrappage Statement

Photo (Disabled engine and Chassis)

- Side profile of the vehicle, prior to disabling
- VIN
- Engine label (showing serial number, engine family number, engine model year
- Engine block (prior to scrappage
- Engine block (after scrappage)
- Chassis after scrappage

Letter

- A letter signed by a representative from the scrap yard/entity that performed the scrappage

Photos (New Vehicle and New Infrastructure, if applicable)

- Front profile of the new vehicle
- Side profile of the new vehicle
- Vehicle information plate displaying the VIN and manufacturer
- Each charger's date plate, including serial number and manufacturer (if applicable)
- Installed charger (if applicable)

Signatures

- Vehicle owner
- Grantee
- Dismantler/Scraper

Grant ID #:	
Existing Vehicle VIN:	

TEMPLATE A - VEHICLE SCRAPPAGE STATEMENT

Please complete this template if the vehicle identified on Page 1 was scrapped.

By signing, I affirm that on _____, the above engine and chassis were permanently disabled. Disabling the engine consisted of drilling a three-inch hole in the engine block, or of another, pre-approved scrappage method.² Disabling the chassis consisted of cutting completely through the frame/frame-rails on each side of the vehicle/equipment at a point located between the front and rear axles, or of another, pre-approved scrappage method.

The following required digital photos of the disabled engine and chassis are attached:

- Side profile of the vehicle, prior to disabling
- VIN
- Engine label (showing serial number, engine family number, and engine model year)
- Engine block, prior to scrappage;
- Engine block, after scrappage;
- Chassis after scrappage.

Vehicle Scrappage Evidence Instructions:

Provide the "Old Vehicle Proof of Scrappage" by attaching photos and letter. Attach photos of the destroyed engine and chassis that clearly displays the last 4 digits of the vehicle VIN as proof of old vehicle scrappage. Attach a letter signed by a representative of the scrap yard/entity that performed the scrappage.

Who owned the vehicle that was replaced?

☐ Applicant ☐ Other: Please Specify _____

VEHICLE OWNER

Email _____

Phone Number _____

² Recipients may request and receive EPA approval for alternative scrappage methods by submitting an alternative scrappage plan to the regional project officer detailing how the method will destroy and/or disable the engine.



Eligibility and Disposition Statement, cont.

Template B - Vehicle Sell or Donate Statement (MY 2011+ vehicles only)

Documentation (Transaction Attachment)

- Name of fleet donating or selling the vehicle
- Name, phone number, email, and physical address for the entity taking ownership of the vehicle
- VIN of the vehicle that was donated or sold
- If sold, the dollar amount of the vehicle sale
- Date of transaction

Questions

- Vehicle ownership
- Vehicle sold or donated
- Transaction information
- New location

Photos (New Vehicle and New Infrastructure, if applicable)

- Front profile
- Side profile
- Vehicle information plate displaying the VIN and manufacturer
- Each charger's data plate, including serial number and manufacturer (if applicable)
- Each installed charger (if applicable)

Signatures

- Prior owner of the vehicle
- Grantee
- New owner of the vehicle

Grant ID #:	
Existing Vehicle VIN:	

TEMPLATE B – VEHICLE SELL OR DONATE STATEMENT

Please complete this template if the vehicle identified on Page 1 was sold or donated.

Fleets that do not have eligible vehicle model year 2010 or older diesel or non-diesel Class 6/7 vehicles to scrap and that choose to instead replace 2011 or newer Class 6/7 vehicles by donating or selling those vehicles must retain documentation of that transaction that includes:

1. The name of the fleet donating or selling the vehicle
2. The name, phone number, email, and physical address for the entity taking ownership of the vehicle
3. The VIN of the vehicle that was donated or sold
4. If sold, the dollar amount of the vehicle sale
5. The date of the transaction

By signing I affirm that on [] the vehicle listed above was permanently [] and that all five check boxes listed above have been verified to be included in the transaction attachment to be submitted with this template.

Who owned the vehicle? ☐ Applicant ☐ Other: Please Specify []

Was the vehicle sold or donated? ☐ Sold ☐ Donated

o If sold, how much was the vehicle sold for in dollars? []

What was the date of transaction to donate or sell the vehicle? []

What is the new location (city, zip, county, and state) within which the vehicle will operate? (include NCES ID, if sold to a school district)

City: []

Zip Code: []

County: []

State: []

School District NCES ID (if applicable): []



CHDV Grant Program Documents

The EPA will post the CHDV Grants Reporting Template and other related documents here: <https://www.epa.gov/clean-heavy-duty-vehicles-program/clean-heavy-duty-vehicles-program-grantee-resources>.

Resources and Documents for Grantees

General EPA Resources for CHDV Grantees

- [EPA Grant Recipient Training Opportunities](#)
- [EPA Office of Grants and Debarment Webinars](#)
- [EPA Grants General Terms and Conditions](#)

CHDV Grant Program Documents – COMING SOON

- Next steps for 2024 Clean Heavy-Duty Vehicle Grantees
- 2024 CHDV Grant Program Sample Eligibility and Scrappage Template
- 2024 CHDV Grant Program Reporting Template





Submission Process

- The EPA is in the process of developing a system that will allow grant recipients to submit reporting materials.
- We will provide additional information about how to submit your reporting materials in advance of the first reporting deadline.
- Please consult with your EPA Project Officer if you have questions about the submission process.

Need Assistance with the Project Reporting Template?

- Instructions (Tab 1)
- Data Dictionary (Tab 12)
- Guide for Equipment and Infrastructure Activity Data Collection
- Reach out to your EPA Project Officer

Stay in Touch

- The EPA's CHDV webpage <https://www.epa.gov/clean-heavy-duty-vehicles-program>.
- To receive CHDV Program updates, please sign up to receive the newsletter.
- For general program questions, please email cleanhdvehicles@epa.gov.



Q&A Session



Thank you!

Appendix



Current Fleet Description, Tab 9a

Entering Data for Reduced Service Vehicles

22d. Vehicle Disposition Process		
Vehicle Disposition/Replacement Process	If sold or donated, provide the <u>state</u> in which the vehicle is expected to primarily operate <i>(For Vehicles Model Year 2011 and newer; if known, select from dropdown)</i>	If sold or donated, provide the <u>county</u> in which the vehicle is expected to primarily operate <i>(For Vehicles Model Year 2011 and newer; if known, select from dropdown)</i>
Example: Scrapped	Example: CA	Example: Alameda County

- To enter data for Reduced Service Vehicles, find the "Vehicle Disposition/Replacement Process" data field in Tab 9a, Current Fleet Description.
- For 2011 and newer vehicles that are being moved to reduced service per Section III.D.2.c.ii.c of the NOFO, select “reduced service” in the drop-down. For any 2010 or older reduced service vehicles that are being scrapped in their place, please select “scrapped” in the drop down.



New Fleet Description, Tab 9b

Populating Percentage of Time in Different Locations

Example – *Percentage of Vehicle Operation in Primary, Secondary, and Additional Counties:*

Vehicle	% of Time Operated in Primary Place of Performance	% of Time Operated in Secondary Place of Performance	% of Time Operating in Additional Location/Counties
Vehicle 001	60%	30%	10%
Vehicle 002	80%	20%	0%
Vehicle 003	100%	0%	0%
...