United States Environmental Protection Agency

Office of Transportation and Air Quality

EPA Clean Ports Program: Purchasing and Invoice Documentation Guide

Updated July 27, 2026

Disclaimer

The statements in this document, with the exception of referenced requirements, are intended solely as guidance. This document is not intended, nor can it be relied upon, to create any rights enforceable by any party in litigation with the United States. This guidance may be revised without public notice to reflect changes in the EPA's approach to Clean Ports Program Purchasing and Invoice Documentation.

Contents

Summary

The purpose of this Guide is to provide U.S. Environmental Protection Agency (EPA) Clean Ports Program (CPP) funding recipients and subrecipients with best practices for ensuring that documentation for eligible project costs contains sufficient information to support recordkeeping for audits and other oversight activities. Although funding recipients do not need to submit this documentation to the EPA on a regular basis, funding recipients are required to retain documentation of their purchases and make the documentation available to the EPA upon request, in accordance with the retention requirements of 2 CFR 200.334, 2 CFR 200.337, and the grant Terms and Conditions.

This guide is intended to cover both Technology Deployment and Planning grants. Note that while this Guide is focused on purchasing documentation and invoices, grant recipients should reference the grant Terms and Conditions for other project documentation requirements, such as scrappage evidence, technology deployment evidence, or procurement records required by 2 CFR 200.318(i). Please contact your EPA Project Officer or the CPP helpdesk (cleanports@epa.gov) with any questions.

Additional resources about purchasing and invoices are available as follows:

- CPP Grantee Resources Site: https://www.epa.gov/ports-initiative/clean-ports-program-grantee-resources (which includes a list of Frequently Asked Questions, Technical Resources and Recorded Webinars about Clean Ports Program Grants)
- EPA Grant Policy Resources: https://www.epa.gov/grants/epa-grants-policy-resources (which includes EPA Guidance on Participant Support Costs, EPA Subaward Policy; and other helpful resources)
- The EPA Best Practice Guide for Procuring Services, Supplies and Equipment Under EPA Assistance Agreements includes information on contracts, purchase orders and how invoices should be reviewed for accuracy.
- Build America, Buy America Implementation Procedures for EPA Office of Transportation and Air Quality Federal Assistance Programs (available at: https://www.epa.gov/ports-initiative/build-america-buy-america-office-transportation-and-air-quality)
- A list of key sections of 2 CFR 200 and 2 CFR 1500 that are applicable to invoices and other source documentation can be found in the Appendix of this document.

Eligible Project Cost Documentation

Funding recipients and subrecipients should retain all source documents specific to EPA-funded vehicles, equipment, infrastructure, and/or services. Source documents are original documents that capture key information about business transactions, such as the names of the parties involved, amounts paid, date, and substance of transactions.

Per 2 CFR 200.302, federal award recipients and subrecipients must maintain records that sufficiently identify the amount, source and expenditure of federal funds. These records must contain information necessary to identify federal awards, authorizations, financial obligations, and unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

This section lists the key information that should be included on common types of source documentation, such as purchase orders and invoices. Additional attachments may be included to support the source document when key information is missing. See *Additional Source Documentation* for more information. This section also describes other source documentation that should be maintained in addition to invoices and purchase orders. Please refer to your grant Terms and Conditions or contact your EPA Project Officer for additional assistance.

A. Key Information to Include on Purchase Orders/Sales Orders

- ❑ Document is on purchaser/dealer/vendor letterhead
- ❑ Document is clearly labeled as ‘purchase order’ or ‘sales order’
- ❑ Document(s) includes:
    - ❑ Date order was placed (note: order date cannot pre-date the date of award)
    - ❑ Applicable contract number or delivery order number
    - ❑ Grant Number (this can be added by the recipient or subrecipient)
    - ❑ Unique Purchase Order Number
    - ❑ Estimated date of delivery
    - ❑ Purchaser name, address, business phone number
    - ❑ Dealer name, address, business phone number
    - ❑ Signatures of purchaser and seller
    - ❑ Date purchase order/sales order was signed
    - ❑ Detailed description of the vehicle, equipment, infrastructure, and/or attached components (including make, model, and model year)
    - ❑ Quantity of items purchased

- ❑ Purchase price (including an itemized list of any options not included in the manufacturer's base price)
- ❑ Cost per unit
- ❑ Any additional costs or fees (such as taxes, delivery fees, telematics costs, transit insurance, vehicle registration fees or warranty costs)
- ❑ If the order is for a vehicle or other type of mobile equipment, please also include:
  - Fuel type (e.g., battery-electric or hydrogen fuel cell)
  - Gross vehicle weight rating (GVWR)
  - Amounts of deposits or advanced payments
- ❑ If the order is for eligible infrastructure, please also include:[1]
  - Infrastructure capacity (e.g., maximum output in kW)
  - Details about system subcomponents and supporting electrical or hydrogen infrastructure
  - Installation costs
  - Amounts of deposits or advanced payments
  - Additional costs, such as personnel or contract work

For visual examples of purchase orders/sales orders that include the information outlined above, refer to the Visual Examples of Accepted Documents section.

B. Key Information to Include on Invoices for Purchase Contracts

- ❑ Document is on dealer/vendor letterhead
- ❑ Document is clearly labeled as 'invoice'
- ❑ Document(s) includes:
  - ❑ Date order was placed
  - ❑ Date of delivery
  - ❑ Purchaser name, address, and business phone number
  - ❑ Dealer or place of purchase name, address, and business phone number
  - ❑ Signatures of purchaser and seller
  - ❑ Invoice date
  - ❑ Invoice number
  - ❑ Grant Number (this can be added to the invoice by the recipient or subrecipient)

[1] Note: Infrastructure may be included on a separate purchase order/ sales order from the new vehicle(s)/equipment.

- [ ] Applicable contract number or delivery/purchase order number
- [ ] Total amount of invoice
- [ ] Date invoice was signed, indicating the equipment/deliverable was accepted
- [ ] Detailed description of the vehicle, equipment, infrastructure and/or attached components (including make, model, and model year)
- [ ] Quantity of items purchased
- [ ] Purchase price (including an itemized list of any options not included in the manufacturer's base price)
- [ ] Cost per unit
- [ ] Any additional costs or fees (such as taxes, delivery fees, telematics costs, or warranty costs). All costs and fees should be listed on separate line items, clearly indicating when a line applies to multiple pieces of equipment.
- [ ] If the invoice is for a vehicle or other type of mobile equipment, please also include:
    - Fuel type (e.g., battery-electric or hydrogen fuel cell)
    - GVWR
    - Vehicle Identification Number (VIN) and/or serial number(s)
- [ ] If the invoice is for eligible infrastructure, please also include:[2]
    - [ ] Infrastructure capacity (e.g., maximum output in kW)
    - [ ] Details about system subcomponents and supporting electrical or hydrogen infrastructure
    - [ ] Serial number(s)
    - [ ] Installation cost (including an itemized list of services performed and supplies used for installation services)
- [ ] Additional costs such as personnel or contract work
- [ ] Clear identification of an invoice as an initial, interim or final invoice, if down payments or deposits are permitted by the purchase contract or funding vehicle.
- [ ] If the invoiced amount is not in US dollars (USD), the date and currency exchange rate at the date of invoice agreed upon by the vendor should be included within or attached to the invoice.

For visual examples of invoices with the information outlined above, refer to the Visual Examples of Accepted Documents section below.

[2] Note: Infrastructure may be included on a separate invoice from the new vehicle(s).

C. Key Information to Include on Invoices for Service or Construction Contracts

- ❑ Document is on contractor's letterhead
- ❑ Document is clearly labeled as 'invoice'
- ❑ Document(s) includes:
    - ❑ Date order was placed
    - ❑ Date of delivery or completion of work
    - ❑ Period of performance, if specified in the contract
    - ❑ Purchaser name, address, business phone number
    - ❑ Contractor's name, address, business phone number
    - ❑ Signatures of contractor and customer, indicating acceptance of the work or deliverable(s) as described in the contract
    - ❑ Date invoice was signed, indicating the work or deliverables were approved and accepted
    - ❑ Invoice date
    - ❑ Invoice number
    - ❑ Grant Number (this can be added to the invoice by the grantee)
    - ❑ Total amount of invoice
    - ❑ Contract number
    - ❑ Delivery or purchase order number, if applicable
    - ❑ Detailed description of the work completed (e.g., vehicle/equipment scrappage, installation of shore power, or completion of an air emissions inventory)
    - ❑ Itemized list of fees, inspections, permits, documentation, design costs, personnel hours, material costs, and deliverables, as specified in the contract
    - ❑ Any additional costs. All costs and fees should be listed as separate line items, clearly indicating the unit of measure, the unit cost, and the number of units being billed.
    - ❑ If the invoice is for an emissions inventory or other eligible planning activity, please also include:
        - ▪ Type of planning activity being conducted
        - ▪ Primary and alternate locations included in the study
        - ▪ Description of work being completed and scope of work at each site
    - ❑ If the invoice is for expenses related to project design or construction, please also include, as applicable:
        - ☐ Infrastructure capacity (e.g., maximum output in kW)

- ☐ Details about system subcomponents (e.g., hydrogen fueling system subcomponents or solar photovoltaic system subcomponents)
    - ☐ Serial number(s)
    - ☐ Installation cost (including an itemized list of services performed and supplies used for installation services)
- ❑ If the invoice is for expenses related to scrappage, please also include, as applicable:[3]
    - ☐ Transportation/delivery costs
    - ☐ Scrappage costs
    - ☐ Any program income, if materials from the disabled vehicles, equipment, and/or engines are sold
- ❑ Additional costs such as personnel hours or supplies
- ❑ Indirect costs
- ❑ Clear identification of an invoice as an initial, interim or final invoice, if the contract specifies payments according to a schedule or partial payments.

Additional Source Documentation

Supporting source documentation for line-item costs listed on an invoice should be maintained in the grant file for three years after the grant is closed out, along with any invoices.

Supporting source documents, for the purposes of invoices and documentation of expenditures, may include:

- Vehicle titles (see below for more detail)
- Proof of delivery (see below for more detail)
- Build America, Buy America (BABA) compliance certification (see below for more detail)
- Receipts for fee payments (such as permits or vehicle registration)
- Paid checks
- Requests for proposals
- Letters of approval

[3] Note: For additional information on scrappage documentation requirements, please refer to the EPA Clean Ports Program: Guide to Scrappage and Technology Deployment Documentation, available on the CPP Grantee Resources site.

- Agreement for contractual purchases
- Engineering plans
- Technical specification sheets
- Agreements with utilities (where applicable)
- Payroll information or timecards

All documentation should also be retained for other types of eligible expenses including insurance, registration fees, travel, supplies, personnel costs and other contractual services. Examples of fee payments, proof of delivery, and BABA compliance certification are provided in the Visual Examples of Accepted Documents section.

A. Vehicle/Equipment Titles

Each state or territory requires different details on vehicle/equipment titles. Ensure that the title for the new vehicle/equipment follows the requirements for the place of ownership. At a minimum, it should include:

- ❑ Owner name
- ❑ Owner address
- ❑ Make
- ❑ Model
- ❑ Model year
- ❑ VIN and/or serial number
- ❑ State

B. Proof of Delivery

- ❑ Date of delivery
- ❑ Shipping or installation address
- ❑ Original order information
- ❑ Signature of purchaser, to verify that the item or deliverable was accepted and meets contract specifications
- ❑ Shipping company information
- ❑ The above information can be included in documentation such as:
    - ❑ A dated Bill of Lading that matches delivery information
    - ❑ Delivery receipt
    - ❑ Invoices with equipment delivery information
    - ❑ Email confirmation from an equipment vendor

C. Build America, Buy America (BABA) compliance certification

If a grant funds an "infrastructure project" as defined in 2 CFR 184.3, the purchaser of items that are incorporated into the infrastructure project (such as vehicles, other mobile equipment, and fueling infrastructure) will need to obtain BABA compliance documentation from the manufacturer for each item and maintain the documentation with grant records.

The BABA certification letter, or other form of compliance documentation, must demonstrate:

- ❑ Documentation is linked to the specific project. For example, this can be in the form of the project name, project location, contract number, or project number.
- ❑ Documentation is linked to the product used on the project. For example, a description of product(s) (simple explanation sufficient to identify the product(s)), or an attached (or electronic link to) purchase order, invoice, or bill of lading.
- ❑ Documentation that includes a statement attesting that the products supplied to the assistance recipient are compliant with BABA requirements. Reference to the Infrastructure Investment and Jobs Act ("IIJA") or the Bipartisan Infrastructure Law (BIL) are also acceptable.
- ❑ Documentation manufacturing occurred in the United States, which could include, for example, the location(s) of manufacturing for each manufacturing step that is being certified. It is acceptable for manufactured products to note a single point of manufacturing, documenting that the final point of manufacturing is in the United States. (Note: each BABA category may require different determinations for compliance.)
- ❑ Signature of company representative (on company letterhead and signature can be electronic). The signatory of the certifying statement affirms their knowledge of the manufacturing processes for the referenced product(s) and attests that the product meets the BABA requirements.

Please see the example BABA Certification Letter in Section I, below. More information and examples are available at https://www.epa.gov/ports-initiative/build-america-buy-america-office-transportation-and-air-quality and https://www.epa.gov/baba/build-america-buy-america-baba-act-resources.

For any BABA questions, please consult your EPA Project Officer, or BABA-OTAQ@epa.gov.

Documentation for Participant Support Costs (PSCs)

This section describes documentation that should be maintained if the grant includes PSCs allowable under 2 CFR 200.1 and 2 CFR 1500.1. Please see the Appendix or the EPA Guidance on Participant Support Costs for additional information.

PSCs for equipment purchases described in 2 CFR 1500.1(a)(1) refer to rebates or other subsidies provided to program participants for the purchase and installation of commercially available, standard ("off the shelf") pollution control equipment or low emission vehicles, when the program participant, rather than the recipient, owns the equipment. Invoices and Purchase Orders for these costs should include the key information for purchase orders, invoices, and supporting documentation listed above, or in accordance with the recipient's or subrecipient's written policies and procedures. BABA compliance certification is required for all relevant items purchased with PSCs (see section C. above).

PSCs that support participants' involvement in a federal award, as described in 2 CFR 1500.1(a)(2) may include the following: stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants. Invoices or receipts for Participant Support Costs included in a grant's written agreement between the recipient and the participant should be kept in the grant file. Documentation should also include the type of payment (such as cash or a gift card), and other source documentation such as attendee sign-in sheets at training events or community outreach events, as applicable.

Visual Examples of Accepted Documents

This section provides examples of purchase orders, invoices, proof of delivery, and BABA compliance certification. Please note that some information within these documents has been redacted. Additional annotations have been added to identify the specific information outlined in the checklists included in this Guide. Please note that since the included examples may not represent all eligible activities that may be funded by CPP grants, recipients and subrecipients should refer to the Eligible Project Cost Documentation section of this document to verify an invoice meets all applicable program requirements, rather than copying or using a particular example from this section.

All information (price, make, model) should be clearly legible and typed. However, the EPA recognizes that the nature of some invoicing documentation requires that handwritten notes or signatures may be used to denote a completed transaction for equipment or services. In such instances, the EPA will review this documentation and may communicate with the recipient point of contact for further clarification.

A. Example Vehicle Purchase Orders

[redacted] BUS SALES [redacted]

Purchase Order [redacted] No. [redacted]

CHANGES TO ANY ITEM OR PRICE MUST BE APPROVED BEFORE SHIPPING. FOR PO TERMS & CONDITIONS [redacted]

PO# MUST BE ON ALL INVOICES. MAIL ALL INVOICES TO ADDRESS ABOVE. PACKING SLIPS REQUIRED ON ALL SHIPMENTS.

PO AUTOMATICALLY CANCELLED IF NOT DELIVERED PRIOR TO JUNE 30 FOLLOWING DATE OF ORDER.

P.O. Date: 10/27/2022 Questions ? See PO Notes Ext: Account:

P.O. Issued To : [redacted]

Ship To: Vehicle Maintenance
Attn: Director
[redacted]

Contact: [redacted] Location: Transportation
Phone: [redacted] Fax: [redacted] Project: None Req# [redacted]
Reference: (EPA) 77-psngr buses, qty 25 Date Required: 06/30/2023 Award Number: [redacted]

Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	25	EA	Model [redacted]	2024 [redacted] passenger conventional style [redacted] with 3-year warranty. Ford Godzilla 7.3L V8 Propane engine with 5-year unlimited mile warranty. Ford 6R140 6-speed transmission with 5-year unlimited mile warranty. Front and rear bulkhead and dash AC with skirt condensers. GVWR 31,500 All LED lights. Luggage on both sides of the bus. Purchase Price $189,265.53 per bus, including tax. Estimated Delivery Date: 12 months from PO date. All trade buses to be scrapped per EPA requirements, to be performed by [redacted]	174,458.84	4,361,471.00	367,054.86	3,112.50

Special PO Instructions: Authorized Signer: [redacted]
EPA [redacted] Program was appproved on 10-25-22

This purchase order is on the dealer's letterhead, the contact info for the vendor and purchaser are provided, items details like quantity, make, model and unit price are provided, and there is a signature at the bottom.

APPROVAL SIGNATURES: [redacted]

Sub-Total:	4,361,471.00
Freight:	3,112.50
Tax:	367,054.86
Total Amount:	4,731,638.36

NOTES:

Buyer: [redacted]
Order Via: Email

VENDOR COPY

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[redacted]

SALES ORDER

Date: 12/13/2022

BILL TO:
[redacted]

SHIP TO:
TRANSPORTATION DEPARTMENT
[redacted]

SALESPERSON	P.O. #	SHIPPED VIA	F.O.B. POINT	TERMS
[redacted]	[redacted]	DELIVER	[redacted]	NET

QTY	DESCRIPTION	AMOUNT
(5)	2024 [redacted], FUEL TYPE: ELECTRIC, BUS GVWR: 33,000 LBS, $374,976.00 per unit	$1,874,880.00
	DELIVERY ETA: February/March & November/December 2023	
	SUBTOTAL	$1,874,880.00

This sales order is on the dealer's letterhead, the billing and shipping information are provided, and specific item details are provided like quantity, make, model, fuel type, GVWR, and price per unit.

TOTAL	$1,874,880.00
SALES TAX	
BALANCE DUE	$1,874,880.00

REMIT PAYMENT TO:
[redacted]

QUESTIONS?
Contact: [redacted] Executive Sales Administrator
[redacted]

Thank you for your business!

[redacted]

MAILING ADDRESS [redacted]
PHYSICAL ADDRESS [redacted]

[redacted]

This purchase order is on the dealer's letterhead, the address and contact information for the purchaser is provided, and an estimated delivery date is provided.

[redacted]

[redacted] Purchase Order

For

[redacted]

Fo[redacted] EPA [redacted] Awardee 2022

Address: [redacted]

Phone Number: [redacted]

PO Date: December 12, 2022

PO Number: [redacted]

[redacted]

Bus Model: 2024[redacted]

Capacity: 77p

GVWR: 32,000lb

Quantity: 5 (five)

F.O.B. : [redacted]

Features:
- ⇨ Meets all Federal Motor Vehicle Safety Standards.
- ⇨ Meets all Wisconsin Trans. 300 requirements.
- ⇨ Equipped per attached specification.

Terms:
- ⇨ Payment in full at time of delivery.
- ⇨ License and title fees are included in price.

Delivery: Estimated Summer 2023

Dealer Installs: Lettering and Fleet Numbers
(Incl. Parts & Labor)

202[redacted] Price (Qty 5):	$ 119,985
Grand Total:	$ 599,925

NOTE: Specifications and pricing shown here were in effect at time of quote. In keeping with its policy of continual improveme[redacted]eserves the right to change specifications and pricing without notice or obligations.

A Division of [redacted]

[redacted]

B. Example Infrastructure Purchase Orders

[redacted]

CHARGER - SALES ORDER

This sales order is on the dealer's letterhead, specific item details are provided like quantity, make, model, and price per unit, and signatures for both the dealer and purchaser are provided at the bottom.

[redacted]

Monday, March 13, 2023

Dear [redacted]

Congratulations on being selected for funding from the EPA [redacted] Program, to purchase all-electric [redacted] charging station units and eligible charging infrastructure.

On behalf of [redacted] we are pleased to do business with you. The purpose of this document is to confirm the sale of the below to [redacted]

Charger make: [redacted]
Charger model: DC Wallbox 1PH 208/240V (CCS)
Quantity: 2
Purchase price (per unit): $14,623.00

The price reflected in the purchase order [redacted] dated 2022-12-20, is final. The price listed above only applies to the 2022 EPA [redacted] Program and will not apply to future years of the program. The estimated delivery date for these charging station units is 2023-04-17.

Please note that the [redacted] is not an eligible infrastructure expense under the [redacted] Program guidelines. Therefore, it is our pleasure to offer this service to [redacted] for free, for 1-year from in-service date of the vehicle and charging station unit.

By signing the below, both parties agree that this document constitutes a sales transaction between [redacted] and [redacted] This letter has been acknowledged and is hereby signed by authorized representatives of [redacted]

[redacted]

[redacted] authorized signatory)

2023-03-13
(Date – YYYY-MM-DD)

[redacted] - authorized signatory)

2023/03/13
(Date – YYYY-MM-DD)

[redacted]

Purchase Order [redacted] **No.** [redacted]

[redacted] is tax exempt.

Email invoices [redacted] or mail to above address.

PO number must be on all documents.

P.O. Date: 04/13/2023 **Questions ?** Accounts Payable Department [redacted] **Ext:** **Account:**

P.O. Issued To :

[redacted]

Ship To:

[redacted]

Contact: [redacted] Location: [redacted]

Phone: [redacted] Fax: [redacted] **Project:** CATEGORICAL **Req#** [redacted]

Reference: **Date Required:** 04/21/2023 **Award Number:**

Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	1	EA		[redacted] 30kW DC Charger - 30kW	46,259.00	46,259.00	0.00	0.00

Make: [redacted]
Model: [redacted]
Estimated Delivery: 6/20/2023

This purchase order is on the dealer's letterhead, the contact information for both the dealer and purchaser are provided, specific item details for chargers are included like quantity, make, model, and estimated delivery date, and a signature is at the bottom.

APPROVAL SIGNATURES:

[redacted]

Sub-Total:	46,259.00
Freight:	0.00
Tax:	0.00
Total Amount:	46,259.00

C. Example Vehicle Invoices

[redacted]

[redacted]

Invoice# [redacted]

PO# [redacted]

October 5, 2023

Bill To

[redacted]

[redacted] [redacted] [redacted] 4224

Body	VIN	Item Description	Amount
F541858	[redacted]	One (1) 2024 [redacted]	$126,924.00
		[redacted]	-$30,000.00
F541859	[redacted]	One (1) 2024 [redacted]	$126,924.00
		[redacted]	-$30,000.00
F541860	[redacted]	One (1) 2024 [redacted]	$126,924.00
		[redacted]	-$30,000.00

Subtotal	$290,772.00
Tax Rate	0.00%
Amount Due	$290,772.00

Make all checks payable to [redacted]

The address for Billing as listed above will also be used for titling unless otherwise specified. If there is any error with the information as listed, please notify us to correct it. Please update information that is out of date or in error so that delivery can be done expeditiously. If a lienholder is necessary on documents/title, please notify us before delivery is scheduled.

If you have any questions concerning this invoice, use the following contact information:

[redacted]

Thank you for your business!

This invoice on the dealer's letterhead, each item has the make, model, year, quantity and VIN, and any discounts are displayed with the total for each item and the final total calculated.

[redacted]

INVOICE

REPRINT

Remit To: [redacted]

Invoice Number	[redacted]
Invoice Date	07/18/25
Sales Number	[redacted]
Work Order Nbr	[redacted]

Refer to Invoice Number when remitting payment.

Toll Free
Credit Dept [redacted]

Sold To: [redacted]

Ship To: [redacted]

Customer Number	Customer PO Number	Terms	Ship Via
[redacted]	CONTRACT	Net 15 Days	F.O.B.
Sales Rep [redacted]			

Special Instructions: Appropriation# [redacted] Job 25-21 Car #'s [redacted]

Corporation's Sales Agreement Terms & Conditions apply.

Line	Item Description	VIN#	Unit#	Item No.	Qty	Amount
1.000	[redacted]	[redacted]	[redacted]	[redacted]	1.0000	[redacted]

This invoice is on the dealer's letterhead, both parties are listed on the document, items such as make, model, year, VIN and item description are provided, along with unit and total cost.

RECEIVED SEP 2 5 2025

All Prices: USD
Country of Origin: USA

Sub-Total	$[redacted]
Tax:	0.00
Invoice Total	[redacted]

FEDERAL EXCISE TAX INCLUDED IN PRICES WHERE APPLICABLE

If payment is not made within thirty days (unless otherwise provided for on the face of this form) after date of invoice, interest on the outstanding balance will be charged at the rate of 1 1/2% per month, compounded monthly. If the changing, compounding or payment of such amount of interest is illegal under any applicable authority interest will be charged, compounded and paid at the highest legal rate then in effect.

[redacted]

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[redacted]

SALES INVOICE: [redacted]

ORDER STATUS	SOLD
INVOICE DATE	1/10/2024
DELIVERY DATE	1/23/2024
SALESPERSON	[redacted]
CUSTOMER REFERENCE	[redacted]
PAYMENT TERMS	

BUYER(End User): [redacted]
P: [redacted]
E: [redacted]

DELIVERY ADDRESS: [redacted]
P: [redacted]
E: [redacted]

LIENHOLDER:

PRODUCT(S):

NEW VEHICLE - UNIT#: 265737

YR - MAKE - MODEL	SERIAL NUMBER	GVWR	ODOMETER	COLOR	BODY STYLE	SALES TAX	PRICE
202[redacted] ELECTRIC BUS	[redacted]	33,000		Yellow			
	Vehicle - Price					NO	$368,101.00
	DISTRICT OPTIONS					NO	$52,728.00
						Product(s) Purchase Price	$420,829.00

This invoice is on the dealer's letterhead, both parties are listed on the document, items such as make, model, year, and fuel type are provided, any taxes and discounts are provided with the final total, and both signatures are provided with dates.

By the execution of this Agreement Buyer agrees to purchase the Product(s) described on this and/or additional pages, subject to the acceptance of this Agreement by Seller, pursuant to the terms and conditions on this page and the following Additional Terms and Conditions. Buyer acknowledges that Buyer has received and read both this page and all of the Additional Terms and Conditions.

This Agreement cancels and supersedes any prior understandings or agreements for Buyer's purchase of the Product(s) and, as of the date hereof, comprises the complete and exclusive statement of the terms of the agreement between the parties relating to the Product(s) and any Trade-in Vehicle.

If any representations, specifications, terms or other arrangements are to be relied upon by Buyer, they must be in writing and specifically identified and referenced in this Agreement; otherwise, they will not be binding on or enforceable against Seller. There are no unwritten, oral agreements between the parties.

PRODUCT(S) PURCHASE PRICE		420,829.00
SALES TAX	+	0.00
TIRE TAX	+	0.00
FEDERAL RETAIL EXCISE TAX	+	0.00
TOTAL PURCHASE PRICE	=	420,829.00
LESS TOTAL NET TRADE-IN ALLOWANCE	-	0.00
LESS CASH DOWN PAYMENT	-	395,000.00
UNPAID BALANCE	=	25,829.00

Buyer: [redacted]
202[redacted]
X [redacted]
Buyer Signature
[redacted]
Date

Seller: [redacted]
Seller Signature
[redacted]
Date

Please Remit Payment To:
[redacted]
Accounts Receivable
[redacted]
Phone: [redacted]

Rev. 11-20-2020 (3912408.8)

[redacted]
Phone [redacted]

For Parts and Accounting
Phone [redacted]
Fax [redacted]

Invoice

Date	Invoice #
7/28/2023	[redacted]

Bill To	Ship To
[redacted]	

S.O. No.	P.O. No.	Terms	Ship Via	Mileage	Unit/Body#	VIN#
[redacted]	[redacted]	Net 30			[redacted]	

Item	Description	Ordered	Backordered	Invoiced	Rate	Amount
New Bus - Ne	2023 [redacted] ELECTRIC SCHOOL BUS 59 PASSENGER CAPACITY PLEASE REMIT PAYMENT TO [redacted]		0	1	398,182.00	398,182.00T

This invoice is on the dealer's letterhead, both parties are listed on the document, items such as make, model, year, VIN and fuel type are provided, along with unit and total cost.

PLEASE REMIT TO [redacted]

Subtotal	$398,182.00
Sales Tax (0.0%)	$0.00
Total	$398,182.00
Payments/Credits	$0.00
Balance Due	$398,182.00

Page 1 of 1

[redacted]

INVOICE: [redacted]
SALESMAN: [redacted]
DATE: 03/02/2023

RECEIVED
JUN 14 2023
TUESDAY [redacted]

SOLD TO: [redacted]

LHPO:	CUST PO	MAKE	YEAR	MODEL	PASSENGERS	VIN	PRICE
[redacted]	[redacted]	IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
					BUY BOARD FEE		$800.00
10 UNITS					TOTAL:		$1,055,890.00

Rec'd 6/14/2023

Please pay overage of Buy Board Fee. Fee amount was left off of PO.

FLEET OPERATIONS
APPROVED FOR PAYMENT

82221458

[redacted]

THANK YOU FOR YOUR BUSINESS!

This invoice is on the dealer's letterhead, the addresses and phone numbers of both parties are listed, and each item has the make, model, year, VIN, and price, with the total price listed at the bottom. Any necessary handwritten information (such as the grant number) is clearly legible.

D. Example Infrastructure Invoices

[redacted]

This invoice is on the dealer's letterhead, the addresses and phone numbers for both parties are listed, and each item has a thorough description with dates, prices, discounts, and quantities (continued on the next page).

[redacted]

INVOICE

BILL TO

[redacted]

SHIP TO

[redacted]

TRACKING# [redacted]

INVOICE	[redacted]
DATE	07/12/2024
TERMS	Net 30
DUE DATE	08/11/2024

PROJECT #

[redacted]

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/12/2024	Commissioning & Startup of the first AC or DC Charging Station	Commissioning & Startup of the first AC or DC Charging Station (DO NOT USE for T-54, T-124, T-184, any High Power Stations). Scope of Work - Testing with a production Battery Electric Vehicle, warranty verification of installation, submission of OEM commissioning documents. Includes labor & travel. NOTE: Additional trips will require Change Order to be signed. Price is for single trip to commission ALL the chargers. Customer induced changes that require an additional trip(s) will be quoted as time & material Change Order.	1	1,500.00	1,500.00
07/12/2024	[redacted] for DC Chargers - 36 Months Prepaid	[redacted] Software for Charger Management, DC chargers. [redacted] portal access for dashboard, reporting, access management, rules-based load management. 36 Months Prepaid	1	1,334.00	1,334.00
07/12/2024	[redacted] Setup	One-time software, hardware configuration and setup fee for the [redacted] portal (per site)	1	180.00	180.00
07/12/2024	[redacted] Data Plan - 36 months Prepaid	[redacted] Data Plan to ensure connectivity - Cellular Data 4G/5G. 36 Months Prepaid	1	360.00	360.00
07/12/2024	ICE-30 CCS1	DC Wallbox, 30kW max. output, 150 - 1000Vdc out, 480V 3p Input, CCS1, Wallmount, Cellular, RFID	1	15,610.00	15,610.00
07/12/2024	Shipping for DCWB EVSE	Ground Shipping Costs for one DC Wallbox Charger	1	350.00	350.00

Page 1 of 2

07/12/2024	Advanced Deposit	Advanced Deposit	-1	9,667.00	-9,667.00
07/12/2024	Progress Invoice Adjustment	Progress Invoice Adjustment: 10% ******************REMOVE THIS -Not to exceed Installation Amount use alternative progress invoice adjustment for excess/roll-up to 10%. Change percentage to match and Use Negative Line Items for Pre-Determined Payment Rates for example 50/40/10 This SKU AFFECTS REVENUE****************	-1	1,933.40	-1,933.40

We enjoy doing business with you!

For questions regarding this invoice or your account, email us at [redacted]

Please make Electronic Payments to:

Account Name: [redacted]
Account Number: [redacted]
ACH Routing Number: [redacted]
Wire Routing Number: [redacted]
SWIFT Code: [redacted]

Please include invoice number(s) paid on all Electronic Payments.

SUBTOTAL	7,733.60
TAX	0.00
TOTAL	7,733.60
PAYMENT	7,733.60
BALANCE DUE	**USD 0.00**
	PAID

This invoice is on the dealer's letterhead, the addresses and phone numbers for both parties are listed, and each item has a thorough description with dates, prices, discounts, and quantities (continued from the previous page).

[redacted]

Registered Office: [redacted]

Note: please see below for payment remittance address

Invoice

#[redacted]

[redacted]/2025

Bill To

[redacted]

United States

Ship To

[redacted]

United States

Amount Due

$[redacted]

Due Date: [redacted]/2025

Terms	Due Date	PO #	SO #	Sales Rep	Memo
[redacted]	07/08/2025		Sales Order #[redacted]	[redacted]	[redacted] (10 80A EVSEs)

Quantity	Item	Rate	Amount
10	[redacted], **80A Level 2 EVSE, w/24' [redacted] Connector** [redacted]	$[redacted]	$[redacted]
2	[redacted] **Modem Kit,** [redacted]	$[redacted]	$[redacted]
1	**Hardware : Shipping and Freight** Hardware : Shipping and Freight	$[redacted]	$[redacted]

This invoice is on the dealer's letterhead, provides the addresses and phone numbers of both parties, provides detailed items with descriptions, and provides the price of each item with the final total listed at the bottom.

Subtotal	$[redacted]
Tax Total (%)	$[redacted]
Total	$[redacted]
Prior Payments:	$0.00
Amount Due:	$[redacted]

For Check payments, please remit to the addresses below:

Standard Mail

[redacted]

Courier Deposits [redacted]

[redacted]

1 of 1

E. Example Service Invoices

[redacted]

[redacted]
P.O. Box [redacted]

Bill to: [redacted] Y

Invoice number: [redacted]
Bill date: [redacted]2025

Order	UNIT	JOB	APPRO	Ship date Delivery date	Units Rate method	Rate Weight	Amount
[redacted]	[redacted]		[redacted]	[redacted]/2025	1.0000	5450.0000	5450.00
				[redacted]2025	Flat rate	0.0	
PU: [redacted]			[redacted]				
DL: [redacted]							
							$5,450.00
[redacted]	[redacted]		[redacted]	[redacted]/2025	1.0000	5450.0000	5450.00
				[redacted]2025	Flat rate	0.0	
PU: [redacted]			[redacted]				
DL: [redacted]							
							$5,450.00
[redacted]	[redacted]		[redacted]	[redacted]/2025	1.0000	5450.0000	5450.00
				[redacted]/2025	Flat rate	0.0	
PU: [redacted]			[redacted]				
DL: [redacted]							
							$5,450.00
[redacted]	[redacted]		[redacted]	[redacted]2025	1.0000	5450.0000	5450.00
				[redacted]2025	Flat rate	0.0	
PU: [redacted]			[redacted]				
DL: [redacted]							
							$5,450.00
[redacted]	[redacted]		[redacted]	[redacted]/2025	1.0000	5450.0000	5450.00
				[redacted]2025	Flat rate	0.0	
PU: [redacted]			[redacted]				
DL: [redacted]							
							$5,450.00

Due date: Total orders: Total invoice amount: **Continued**

[redacted]

[redacted]
P.O. Box [redacted]

Bill to: [redacted]

[redacted]

Bill date: [redacted]/2025

Order	UNIT	JOB	APPRO	Ship date Delivery date	Units Rate method	Rate Weight	Amount
[redacted]	[redacted]		[redacted]	[redacted]2025 [redacted]2025	1.0000 Flat rate	5450.0000 0.0	5450.00
PU: [redacted] DL: [redacted]			[redacted]				
							$5,450.00
[redacted]	[redacted]		[redacted]	[redacted]2025 [redacted]2025	1.0000 Flat rate	5450.0000 0.0	5450.00
PU: [redacted] DL: [redacted]			[redacted]				
							$5,450.00
[redacted]	[redacted]		[redacted]	[redacted]2025 [redacted]2025	1.0000 Flat rate	5450.0000 0.0	5450.00
PU: [redacted] DL: [redacted]			[redacted]				
							$5,450.00
[redacted]	[redacted]		[redacted]	[redacted]/2025 [redacted]2025	1.0000 Flat rate	5450.0000 0.0	5450.00
PU: [redacted] DL: [redacted]			[redacted]				
							$5,450.00

This invoice is on the shipping contractor's letterhead, addresses and phone numbers for both parties are listed, and each item has a thorough description with pick-up and delivery dates, prices, and quantities (continued from the previous page).

Due date: [redacted]2025 Total orders:9 Total invoice amount: $49,050.00

[redacted] [redacted]

[redacted]

[redacted]

Bill To

[redacted]

United States

Ship To

[redacted]

United States

Amount Due

$[redacted]

Due Date: [redacted]/2025

Terms	Due Date	PO #	SO #	Sales Rep	Memo
Net 90	[redacted]/2025		Sales Order #[redacted]	[redacted]	[redacted] (10 80A EVSEs)

Quantity	Item	Rate	Amount
1	[redacted] **Installation Services** Installation Services	$[redacted]	$[redacted]
1	[redacted] **Services - Misc. Services Work** Services - Misc. Services Work	$0.00	$0.00

Subtotal	$[redacted]
Tax Total	$0.00
Total	$[redacted]
Prior Payments:	$0.00
Amount Due:	$[redacted]

This invoice is on the installing contractor's letterhead, addresses and phone numbers for both parties are listed, and each item has a clear description with unit and total prices, and quantities (continued on the following page).

[redacted]

[redacted]

[redacted]

For Credit Card Payments, a convenience fee of 3.2% of the total order will be added.

Pay Now

For Check or ACH payments, please remit to the following below:

Standard Mail

[redacted]

Courier Deposits ([redacted]

[redacted]

ACH

[redacted]

F. Example Permit or Registration Fee Invoices

1. CALIFORNIA HAS NO GRACE PERIOD. TO AVOID PENALTIES, THE RENEWAL FEES FOR ALL OF YOUR PERMANENT FLEET REGISTERED VEHICLES EXPIRING THIS MONTH, MUST BE PAID ON OR BEFORE THE EARLIEST EXPIRATION DATE OF THIS MONTH'S VEHICLES.

2. A VEHICLE DELETED FROM THE PERMANENT FLEET IMMEDIATELY BECOMES SUBJECT TO REGISTRATION OR, IF IT WILL NOT BE OPERATED, A FILING OF PLANNED NON-OPERATION.

3. A VALIDATED REGISTRATION CARD OR A FACSIMILE COPY IS TO BE KEPT WITH THE VEHICLE FOR WHICH ISSUED. IT NEED NOT BE DISPLAYED. PRESENT IT TO ANY PEACE OFFICER UPON DEMAND.

************** DO NOT DETACH - REGISTERED OWNER INFORMATION **************

This state vehicle registration shows the VIN, make, year, model, amount paid, and method of payment, and lists name and address of owner. This supporting document should be kept in the grant file to justify costs that were included in the acquisition cost (continued on following page).

[redacted]

VALIDATED REGISTRATION CARD EXPIRES: [redacted]

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	TYPE VEH	TYPE LIC	LICENSE NUMBER
[redacted]	[redacted]	2025	MA	34V	31	[redacted]

BODY TYPE MODEL	MP	MO	AX	WC	UNLADEN/G/CGW	VEHICLE ID NUMBER
PD	E	GH	2	B	20000	[redacted]

TYPE VEHICLE USE	DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC	STICKER ISSUED
COMMERCIAL	[redacted]	38	[redacted]	4	[redacted]

REGISTERED OWNER PERM FLEET REG MISC#: [redacted] AMOUNT PAID
ACCT: [redacted] $ 1488.00

[redacted]

AMOUNT DUE $ 1488.00

AMOUNT RECVD
CASH :
CHCK : 1488.00
CRDT :

[redacted]

LIENHOLDER

[redacted]

OWNERSHIP/REGISTRATION (R)

PERM FLEET REG [redacted] TL: 31 [redacted]

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	TYPE VEH	
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

BODY TYPE MODEL	MP	MO	AX	WC	UNLADEN/G/CGW	VEHICLE ID NUMBER
PD	E	GH	2	B	20000	[redacted]

TYPE VEHICLE USE	DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC	STICKER ISSUED
COMMERCIAL	08/06/25	38	08/06/25	4	[redacted]

[redacted]

C ACCT: [redacted] $ 1488.00

C AMOUNT DUE AMOUNT RECVD

A $ 1488.00

CASH :		084	1.00
CHCK :	1488.00	085	6.00
CRDT :		092	3.00
		095	10.00
001	71.00	100	3.00
002	32.00	154	2.00
003	358.00	462	1.00
004	998.00	464	1.00
008	1.00		
031	1.00		

LIENHOLDER

[redacted]

ODOM RDG/CODE

000000014 A

[redacted]

[redacted] [redacted]

[redacted]

[redacted]

Bill To	Ship To	Amount Due
[redacted] United States	[redacted] United States	$[redacted]
		Due Date: [redacted]/2025

Terms	Due Date	PO #	SO #	Sales Rep	Memo
[redacted]	[redacted]/2025		Sales Order #[redacted]	[redacted]	[redacted]

Quantity	Item	Rate	Amount
1	[redacted] **Services - Permit Fees**	$[redacted]	$[redacted]

Subtotal	$[redacted]
Tax Total	$0.00
Total	$[redacted]
Prior Payments:	$0.00
Amount Due:	$[redacted]

This invoice documents permit fees paid, such as for installation of equipment or on behalf of the grantee for local construction or similar permits. This supporting document should be kept in the grant file to justify fees that were included in the acquisition cost.

[redacted]

1 of 2

G. Example Personnel Cost Invoice

[redacted] 3 **MONTHLY INVOICE FOR** [redacted]	DATE 12/4/2025
	RESEARCH AGENCY University of [redacted]
PROJECT NAME: [redacted] Clean Ports Program [redacted]	STATE PROJECT NUMBER [redacted]
PERIOD FROM: 11/1/2025 TO: 11/30/2025	RESEARCH PROJECT NO.: [redacted]

1. EQUIPMENT

ARTICLES OR SERVICES DESCRIPTION	DATE OF PAYMENT	VOUCHER NUMBER	QUANTITY	AMOUNT

2. MATERIALS, RENTALS AND SERVICES

ARTICLES OR SERVICES DESCRIPTION	DATE OF PAYMENT

This invoice documents personnel costs that may be paid to a grantee, contractor or subawardee, according to the applicable agreement and project budget. The invoice describes monthly personnel costs that may include hourly wages, travel and indirect costs.

3. PERSONNEL COSTS

NAME	HOURLY OR MONTHLY RATE	HOURS OR PERCENT	CHARGE
[redacted]			$ 5,416.67
[redacted]			$ 5,416.67
[redacted]			$ 5,416.67
[redacted]			$ 678.60
[redacted]			$ 2,000.00
TOTAL			$ 18,928.61
EMPLOYEE BENEFITS AT	[illegible]		6,652.94
TOTAL PERSONNEL COSTS			$ 25,581.55

4. TRAVEL

MILEAGE MILES AT PER MILE	AMOUNT
SUBSISTENCE-MEALS	
OTHER EXPENSES (SPECIFY)	
TOTAL TRAVEL	-

SUMMARY OF INVOICE COSTS

1. EQUIPMENT	-
2. MATERIALS, RENTALS, SERVICES	-
3. PERSONNEL	25,581.55
4. TRAVEL	-
SUBTOTAL	$ 25,581.55
Indirect Cost at 25%	6,395.37
VOUCHER TOTAL	$ 31,976.92

FY FUNDS CANNOT BE EXCEEDED WITHOUT AUTHORIZATION

"I CERTIFY THAT THE ABOVE BILLING IS CORRECT AND JUST AND THAT NEITHER PAYMENT NOR CREDIT HAS BEEN RECEIVED"

BY: [redacted]

P.I.'s [redacted]

BALANCE	FOR FISCAL YEAR	FOR PROJECT
STUDY BUDGET	$ 2,999,870.00	$ 2,999,870.00
PREVIOUS PAYMENTS	124,463.54	124,463.54
PREVIOUS BALANCE	2,875,406.46	2,875,406.46
AMOUNT DUE THIS INVOICE	$ 31,976.92	$ 31,976.92

DO NOT WRITE IN THIS SPACE

CHECKED BY:
APPROVED:
DATE:

H. Example Proof of Delivery

[redacted]

Sales Order

[redacted]

DELIVERY RECEIPT

Delivery Number: [redacted]

☐ [redacted]
(Print Delivery Company Name)

☒ Customer Pickup

[redacted]

Sold To:	Ship To:	REFERENCE DATA
[redacted]	[redacted]	Branch Plant: [redacted] Name: Mfg [redacted] Sales O [redacted] Serial#: [redacted] VIN No: [redacted] Customer Unit No: [redacted]

Delivery Instr.: NONE

# of CHASSIS keys: ______
# of TOOL BOX keys: ______
# of BODY DOOR keys: ______
# of OTHER keys: ______ Type: ______

FUEL* E ¼ ½ ¾ F [redacted] — E ¼ ½ ¾ F Upon receipt by Customer
DEF* E ¼ ½ ¾ F [redacted] — E ¼ ½ ¾ F Upon receipt by Customer
EV [redacted] — EV Charge% Upon receipt by Customer

* FUEL/DEF level upon receipt by customer must be the same as FUEL/DEF level prior to leaving [redacted]

The following items, contained in the sales agreement, are shipped loose in body: (See attached for additional items, if any)

1. [redacted] Loaded By: [redacted]
2. Loaded By:

DRIVER/TRANSPORTER IS RESPONSIBLE FOR PROPERLY SECURING ALL "SHIPPED LOOSE" PARTS IN VEHICLE!

REMINDER:
- Inspect the chassis and truck body thoroughly, both inside and outside, and report any shortages or damages BEFORE taking possession of this unit.

Body lights function properly? ☐ YES ☐ NO
N/A ☐ Failure Issue: ______
Damages or Shortages Noted Prior to Leaving [redacted]

Vehicle Mileage (prior to leaving [redacted] 14
I have inspected and hereby sign for this vehicle in good condition with NO DAMAGE and NO SHORTAGES except as noted above.
Delivery Driver Signature: [redacted]
Date: [redacted] /25
Delivery Driver PRINT Name: [redacted]
Date: [redacted] 25

[redacted]

Body lights function properly? ☐ YES ☐ NO
N/A ☐ Failure Issue: ______
Damages or Shortages Noted Upon Receipt by Customer:

Vehicle Mileage (upon arrival at Customer): ______
I have inspected and hereby sign for this vehicle in good condition with NO DAMAGE a[redacted]d above.
Customer Signature: [redacted]
Date: [redacted]
PRINT Name: [redacted]
Date: [redacted] /25
Delivery Driver Signature: ______

IMPORTANT: [redacted] wner's Manual included herein MUST be forwarded to the end user.

Comments:

[redacted] erein by reference.
... buyer are objected to and hereby rejected.
of 1

DRIVEAWAY COPY

[redacted]

This delivery receipt includes date of delivery, VIN, condition of vehicle, signature of purchaser, delivery address, and vendor and purchaser addresses.

I. Example BABA Certification Letter

MINAS MORGUL

Minas Morgul Steel, Inc.
1245 Barad Dur Ave.
Mordor, Middle Earth
+1 555 867 5309

Material Certification

September 15, 2024

Gondor Supply Co.
3477 One Ring Ln.
Fort Tirith, IA 50501

RE: Job Name: Saruman Contracting
Project #: Hobbiton Depot, The Shire, WY
Order Type: Submittal

Quantity:	Item Description:
4	8550350 – DC fast charger – 120kW

Dear Valued Partner:

We hereby certify that the above listed products supplied to the subject project are in full compliance with 2 CFR 184, Build America Buy America infrastructure project requirements as a manufactured product. The charger and all of its components are manufactured in the United States of America at our facilities in Moria, OK and Isengard, MI.

Meriadoc Brandybuck
____
Product Quality Manager
Minas Morgul Steel, Inc.

Key Elements:

1. Project Reference
2. Specific list of products
3. Location of manufacturing (city and state)
4. Domestic Preference requirement reference (+ BABA category reference)
5. Signature or representative

Example Certification Letter, from Appendix 4 (p. 35) of EPA Memorandum, “Build America, Buy America Act (BABA) Implementation Procedures for EPA Office of Transportation and Air Quality Federal Financial Assistance Programs,” dated January 21, 2026. (Note: This example includes information from a fictional vendor for demonstration purposes)

Appendix: Reference Guidelines and Regulations

All CPP grantees are subject to the requirements of 2 CFR Part 200 and 2 CFR Part 1500. 2 CFR Part 200 details important information regarding participant support costs, auditing measures, contracts vs. subawards, application requirements, etc. If you have questions about certain requirements or documents that need to be submitted, you can reference these regulations as well. 2 CFR Part 1500 supplements 2 CFR Part 200, providing uniform administrative requirements, cost principles, and audit requirements for federal awards.

The following provisions have been summarized for key points; please use the CFR website to locate the full text of the regulations.

Important sections for grantee reference:

- 2 CFR 200.1 "Acquisition cost" means the (total) cost of the asset including the cost to ready the asset for its intended use. For example, acquisition cost for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software include those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the recipient's or subrecipient's regular accounting practices.

- 2 CFR 200.1 "Participant" generally means an individual participating in or attending program activities under a Federal award, such as trainings or conferences, but who is not responsible for implementation of the Federal award. Individuals committing effort to the development or delivery of program activities under a Federal award (such as consultants, project personnel, or staff members of a recipient or subrecipient) are not participants. Examples of participants may include community members participating in a community outreach program, members of the public whose perspectives or input are sought as part of a program, students, or conference attendees.

- 2 CFR 200.1 "Participant support costs" means direct costs that support participants (see definition for Participant in § 200.1) and their involvement in a Federal award, such as stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants.

- 2 CFR 200.302 Financial management: Maintaining records that precisely identify the amount, source, and expenditure of Federal funds for Federal awards. All recipient and subrecipient financial management systems must be sufficient to permit the preparation of reports required by the applicable grant or contract Terms and Conditions; and tracking expenditures to establish that funds have been used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award.

- 2 CFR 200.302 (b) (3): EPA Project Officers can request additional documentation that contains information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

- 2 CFR 200.318: Documented procurement procedures: The recipient or subrecipient must maintain and use documented procedures for procurement transactions under a Federal award or subaward, including for acquisition of property or services. The recipient or subrecipient must maintain records (e.g., receipts, email communications regarding delivery timelines) sufficient to detail the history of each procurement transaction.

- 2 CFR 200.334 Record retention: The records for property and equipment acquired with the support of Federal funds must be retained for three years after final disposition.

- 2 CFR 200.336 Methods for collection, transmission, and storage of information: When practicable, the Federal agency or pass-through entity and the recipient or subrecipient must collect, transmit, and store Federal award information in open and machine-readable formats.

- 2 CFR 200.337 Access to records: The Federal agency or pass-through entity, Inspectors General, the Comptroller General of the United States, or any of their authorized representatives have the right of access to any records and personnel of the recipient or subrecipient pertinent to the Federal award to perform audits, execute site visits, interview and discuss documents, or for any other official use.

- 2 CFR 1500.1(a) defines Participant support costs as either:
  - (1) Rebates or other subsidies provided to program participants for purchases and installations of commercially available, standard ("off the shelf") pollution control equipment or low emission vehicles under the Diesel Emission Reduction Act program or programs authorized by EPA appropriation acts and permitted by terms specified in EPA assistance agreements or guidance, when the program participant rather than the recipient owns the equipment, or
  - (2) Subsidies, rebates, and other payments provided to program beneficiaries to encourage participation in statutorily authorized programs to encourage environmental stewardship and enable the public to participate in EPA funded research, pollution abatement, and other projects or programs to the extent permitted by statutes and terms specified in EPA assistance agreements or guidance.