

U.S. EPA 2024 Clean Heavy-Duty Vehicles Program Project Closeout Evidence Guide

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

Table of Contents

Introduction.....	3
Existing Vehicle Eligibility Statement	3
Scrappage Eligibility Requirements	4
Existing Vehicle Scrappage Statement and Photographic Evidence	6
Scrappage Requirements	7
Photographic Evidence for Scrappage	7
Existing Vehicle Sell or Donate Statement	12
New Vehicle Photographic Evidence	13
EPA Funded Infrastructure Photographic Evidence	15
Submission and File Naming Instructions	18

Introduction

The U.S. Environmental Protection Agency (EPA) requires that mobile source funding assistance recipients provide evidence for all projects involving the replacement of existing internal combustion engines, vehicles, and equipment with new, lower-emitting technologies.

These guidelines are intended to facilitate and expedite the EPA project review and closure process by streamlining funding recipients' submission of documents that are required for each EPA funded vehicle and infrastructure unit. Recipients are encouraged to apply these guidelines when compiling their statements and photographic evidence. Otherwise, EPA review and approval may take additional time and require re-submissions to correct errors or add missing information. All funding recipients should refer to their funding program documentation (e.g., Notice of Funding Opportunity (NOFO), Terms and Conditions (T&Cs)) and collaborate with their EPA Project Officer, or other appropriate agency point of contact, to ensure they meet the requirements of their specific funding opportunity. These guidelines address the following required documents for the 2024 Clean Heavy-Duty Vehicle (CHDV) Grant Program, all of which can be found on the [CHDV Grantee Resource website](#):

- Existing Vehicle Eligibility Statement
- Existing Vehicle Scrappage Statement and Photographic Evidence
- Existing Vehicle Sell or Donate Statement
- New Vehicle Photographic Evidence
- EPA Funded Infrastructure Photographic Evidence

In accordance with 2 CFR 200.334, recipients and subrecipients must retain all Federal award records for three years from the date of submission of their final financial report. Recipients and subrecipients should retain records outlined in this Guide, along with documentation that supports compliance with other program requirements (e.g., replaced buses met the usage requirements specified in the NOFO, Build America, Buy America compliance documentation).

Existing Vehicle Eligibility Statement

Funding recipients are required to submit an Eligibility Statement for each existing vehicle to attest that the listed vehicle is eligible to be scrapped, sold, donated, or moved to reduced service¹ under the CHDV program. A copy of the most recent required Eligibility Statement is found within the CHDV Sample Eligibility and Scrap/Sell/Donate Template located on the [CHDV Grantee Resources](#) webpage. Grantees must submit an Eligibility Statement prior to project closeout and are strongly encouraged to submit an Eligibility Statement prior to scrapping, selling, or donating to receive EPA feedback on whether the vehicle is eligible under program

¹ Under the scenario of reduced service, a detailed scrappage plan must be submitted and requires prior EPA approval.

requirements. This best practice helps to avoid scrapping, selling, or donating a vehicle that is later identified as ineligible. The Eligibility Statement(s) must be completed and signed by both the existing vehicle owner and the grantee (if the grantee is not the existing vehicle owner). The information on the Eligibility Statement must match with what is listed within the Current Fleet Description tab of the most recent progress report and the project's subsequent final report. Grantees may submit either

- (a) a separate statement for each vehicle, collated by vehicle owner, or
- (b) a single blanket statement per vehicle owner with an attached spreadsheet that lists the required information for all vehicles scrapped, sold, donated, or moved to reduced service by that owner.

If a grantee chooses to submit a single signed statement and attached spreadsheet per vehicle owner (option b), the statement should omit vehicle information and should instead state "See attached spreadsheet." The spreadsheet must contain information for all applicable fields on the Eligibility Statement. An example CHDV Eligibility Statement Spreadsheet is located on the [CHDV Grantee Resources](#) webpage. Please see the Submission and File Naming Instructions below for more information on how to submit Eligibility Statements.

If the grantee is moving a vehicle to reduced service per Section D.2.c.ii.c of the NOFO, they must complete two Eligibility Statements: one for the vehicle that will enter reduced service and one for the vehicle that will be scrapped, sold, or donated.²

If a grantee is disposing of two or more vehicles and replacing with one vehicle per usage requirements in Section D.2.d.ii and Section D.2.e.ii of the NOFO, the grantee should submit all Eligibility Statements together.

Scrappage Eligibility Requirements

Grantees that committed to scrappage are required to follow the requirements detailed in the Terms and Conditions of their award.

- All existing vehicles to be replaced must:
 - Be a Class 6 or Class 7 heavy-duty vehicle with Gross Vehicle Weight Rating (GVWR) between 19,501 lbs to 33,000 lbs.
 - Be fully operational at the time of application submission. An operational vehicle should be able to start, move, and have all necessary parts to be operational.
 - Meet the following model year requirements:
 - Be an engine model year (EMY) 2010 or older diesel-powered vehicle that will be scrapped per the instructions under "Fleet Expansion" under the NOFO (Section III.D.6.k.); or

² The EMY 2011 or newer vehicle must meet the relevant usage requirements described below, but the older reduced-service vehicle being scrapped does not

- If a participating fleet does not possess an eligible EMY 2010 or older diesel-powered vehicle, then the existing vehicle to be replaced must:
 - Be a EMY 2010 or older non-diesel ICE-powered vehicle that will be scrapped per the instructions under “Fleet Expansion” under the NOFO; or
 - Be a EMY 2011 or newer diesel or non-diesel ICE-powered vehicle that will be scrapped per the instructions under “Fleet Expansion” under the NOFO, sold, donated; or
 - For fleets that move older vehicles to “reduced service,” if a EMY 2011 or newer diesel or non-diesel ICE-powered vehicle is being replaced, that vehicle may be retained and moved to reduced service and an older, reduced-service EMY 2010 or older vehicle of the same type may be scrapped in its place (or, if no model year 2010 or older vehicles are available, a reduced-service EMY 2011 or newer vehicle may be scrapped, sold, or donated) per the instructions under “Fleet Expansion” in the NOFO. The EMY 2011 or newer vehicle must meet the relevant usage requirements described below, but the older reduced-service vehicle being scrapped does not. Under this scenario, a detailed scrappage plan must be submitted and requires prior EPA approval
- All existing vehicles to be replaced through the School Bus Sub-Program must:
 - Be a Class 6 or Class 7 school bus.
 - A “school bus” is defined as a passenger motor vehicle designed to carry a driver and more than 10 passengers, that the Secretary of Transportation decides is likely to be used significantly to transport preprimary, primary, and secondary school students to or from school or an event related to school (see 49 U.S.C. § 30125).
 - Meet the following usage requirements:
 - Have provided bus service to a public school district for at least three days/week on average during the 2022/2023 school year at the time of applying, excluding emergency-related school closures.
- All existing vehicles to be replaced through the Vocational Vehicle Sub-Program must:
 - Be a Class 6 or Class 7 heavy-duty vehicle that does not meet the definition of a school bus given above.
 - Meet the following usage requirements:
 - Have accumulated at least 7,000 miles/year during each of the two years prior to replacement.
 - The mileage of two or more vehicles may be combined to reach 7,000 miles/year where two or more vehicles will be replaced with a single ZE vehicle.

- For Tribal and territory recipients, as defined by Section III.A.3. of the NOFO, the mileage minimum is 5,000 miles/year during each of the two years prior to replacement.
- If a vehicle does not meet the mileage requirement and the applicant can demonstrate that the vehicle idles the main engine for long periods to provide power for auxiliary apparatus (e.g., firetrucks or utility trucks), then the existing vehicle to be replaced must have idled for at least 500 hours/year during the two years prior to replacement.

Existing Vehicle Scrappage Statement and Photographic Evidence

Grantees are required to attest to the appropriate disposal in a signed Scrappage Statement. A copy of the most recent OMB approved Existing Vehicle Scrappage Statement is found within Template A of the 2024 CHDV Grants Sample Eligibility and Scrap/Sell/Donate Template (p. 5-7) located on the [CHDV Grantee Resources](#) webpage.

The Scrappage Statement must be completed and signed by the existing vehicle owner, the grantee (if the grantee is not the existing vehicle owner), and dismantler. If required evidence is missing or illegible, then the recipient must inform their EPA Project Officer before submission of the final project report and include explanations/justifications for the absent or illegible evidence. The information on the Scrappage Statement must match with what is listed within the Current Fleet Description tab of the most recent progress report and the project's subsequent final report. Grantees may submit either

- (a) a separate statement for each vehicle, or
- (b) a single blanket statement per vehicle owner and an attached spreadsheet that lists the required information for all vehicles scrapped by that owner.

If a grantee chooses to attach a single blanket statement and include an attached spreadsheet per vehicle owner, the spreadsheet must contain information for all applicable fields on the Scrappage Statement. An example CHDV Scrap, Sell, or Donate Statement Spreadsheet is located on the [CHDV Grantee Resources](#) webpage.

For both options (a) and (b), grantees must submit required photographic evidence for each individual vehicle.

If the grantee is moving a vehicle to reduced service per Section D.2.c.ii.c of the NOFO, they must complete the Scrappage Statement for the vehicle that will be scrapped in place of the reduced service vehicle.

If a grantee is scrapping two or more vehicles and replacing with one vehicle per usage requirements in Section D.2.d.ii and Section D.2.e.ii of the NOFO, the grantee should submit all Scrappage Statements together.

Scrappage Requirements

- If scrapped, the vehicle being replaced should be permanently disabled within the grant period of performance by:
 - Cutting a three-inch-by-three-inch hole in the engine block (the part of the engine containing the cylinders) and cutting or crushing one chassis rail between the axles is the preferred scrapping method. Other acceptable scrapping methods may be considered and will require prior EPA approval. Recipients seeking approval for alternative scrapping methods must submit an alternative scrapping plan to the EPA project officer detailing how the method will destroy and/or disable the engine and must, if approved, comply with the evidence requirements listed below, including digital photos.
 - Disabling the chassis should be completed by cutting through the frame/frame rails on each side at a point located between the front and rear axles. Other acceptable scrapping methods may be considered and will require prior written approval from the EPA project officer. Vehicle components that are not part of the engine or chassis may be salvaged from the unit being replaced (e.g., plow blades, shovels, seats, tires, etc.). If disabled engines, disabled vehicles, or parts are to be sold, program income requirements apply.

Photographic Evidence for Scrappage

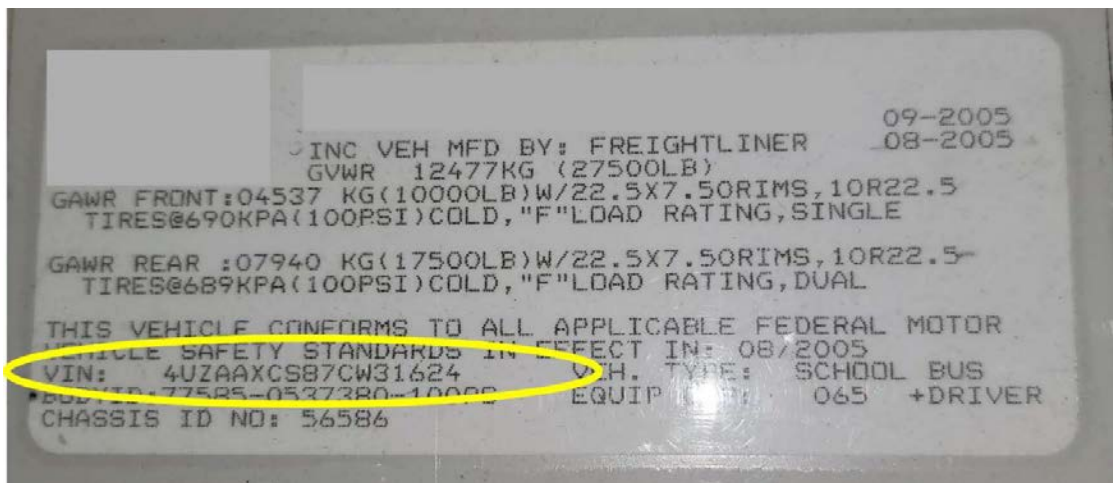
Please see the Submission and File Naming Instructions section for more information on how to submit Existing Vehicle Scrappage Statement(s) and photographic evidence. A detailed list of required photographic evidence is found below.

1. ***Side profile of the vehicle, prior to disabling:*** Image must include a legible, unique identifier (e.g., vehicle number).

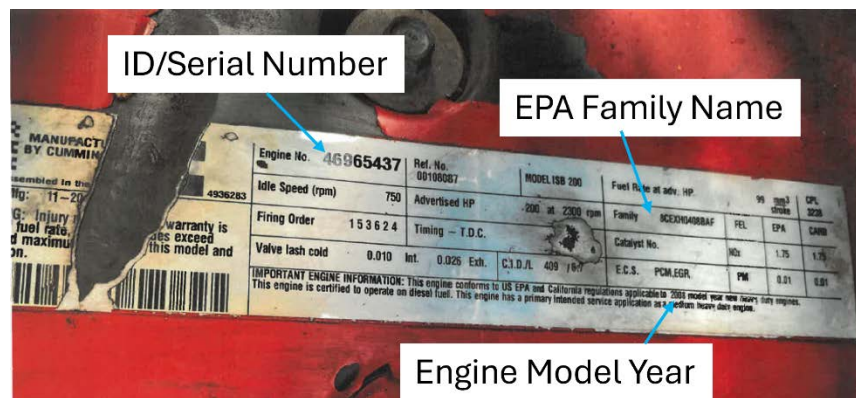


Unique
Identifier

2. **Vehicle Identification Number (VIN) tag:** Image must include a legible, 17-character VIN. The photo should be a readable display of the VIN plate rather than a photo of just the vehicle with the VIN imposed over the photo.



3. **Engine label:** Image must show a legible ID or serial number, engine family number, and engine model year.



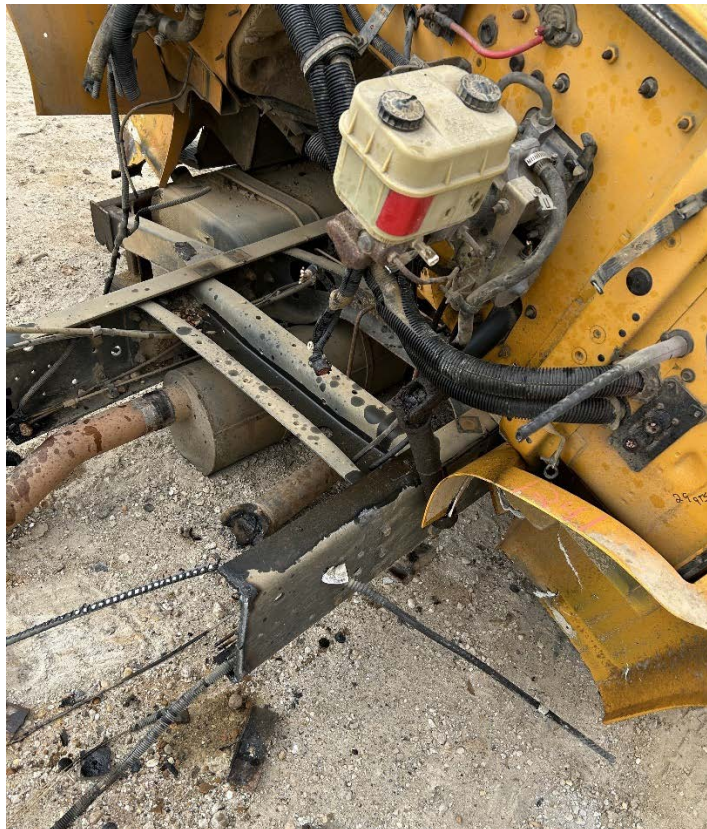
4. **Engine block prior to scrappage:** Image must clearly show the engine block prior to cutting a hole in the engine block.



5. **Engine block rendered permanently inoperable:** Image must clearly show the engine block rendered permanently inoperable (e.g., hole drilled, crushed, or shredded).



6. **Chassis rail(s) or other structural components rendered permanently inoperable:** Image must clearly show chassis rails, or other cut structural components rendered permanently inoperable (e.g., irreparable cuts, crushed, or shredded).



7. **Other/Optional:** Fully Destroyed vehicle (e.g., shredded or crushed).



Existing Vehicle Sell or Donate Statement

If a fleet has no eligible 2010 or older diesel-powered vehicles, then a 2011 or newer diesel or non-diesel internal combustion engine can be sold or donated. A copy of the most recent required Sell or Donate Statement is found within Template B of the 2024 Clean-Heavy Duty Vehicle Grants Sample Eligibility and Scrap/Sell/Donate Template (p. 8-10) located on the [CHDV Grantee Resources](#) webpage.

The Sell or Donate Statement must be completed and signed by both the prior vehicle owner and new owner of the vehicle. The information on the Sell or Donate Statement must match what is listed within the Current Fleet Description tab of the most recent progress report and the project's final report. Grantees may submit either

- (a) a separate statement for each vehicle, or
- (b) a single blanket statement per vehicle owner with an attached spreadsheet that lists the required information for all vehicles sold or donated by that owner.

If a grantee chooses to attach a single blanket statement and include an attached spreadsheet per vehicle owner, the spreadsheet must contain information for all applicable fields on the Sell or Donate Statement. An example CHDV Scrap, Sell, or Donate Statement Spreadsheet is located on the [CHDV Grantee Resources](#) webpage. Please see the Submission and File Naming Instructions below for more information on how to submit Sell or Donate Statements.

If the grantee is moving a vehicle to reduced service per Section D.2.c.ii.c of the NOFO, they must complete the Sell or Donate Statement for the vehicle that will be sold or donated in place of the vehicle being moved to reduced service.

If a grantee is selling or donating two or more vehicles and replacing with one vehicle per usage requirements in Section D.2.d.ii and Section D.2.e.ii of the CHDV NOFO, the grantee should submit all Sell or Donate Statements together.

New Vehicle Photographic Evidence

Funding recipients are required to submit photographic evidence for all new zero-emission vehicles purchased with EPA funds. The new vehicle photographic evidence requirements are found within the most recent OMB approved 2024 Clean-Heavy Duty Vehicle Grants Sample Eligibility and Scrap/Sell/Donate Template (p.7 and p.10) located on the [Clean Heavy-Duty Vehicles Grantee Resources](#) webpage. The VIN tag must match with what is listed within the New Fleet Description tab of the most recent progress report and project's final report. The inclusion of the Vehicle Emission Control Information (VECI) label is preferred but not required. Please see the Submission and File Naming Instructions for more information on how to submit new vehicle photographic evidence. A detailed list of required photographic evidence with examples is found immediately below.

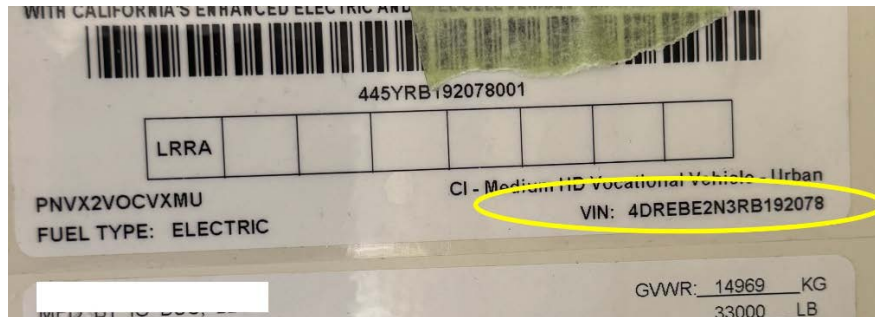
1. **Front profile of the New Vehicle:** Clear image, with unique identifier (e.g., vehicle number), if applicable.

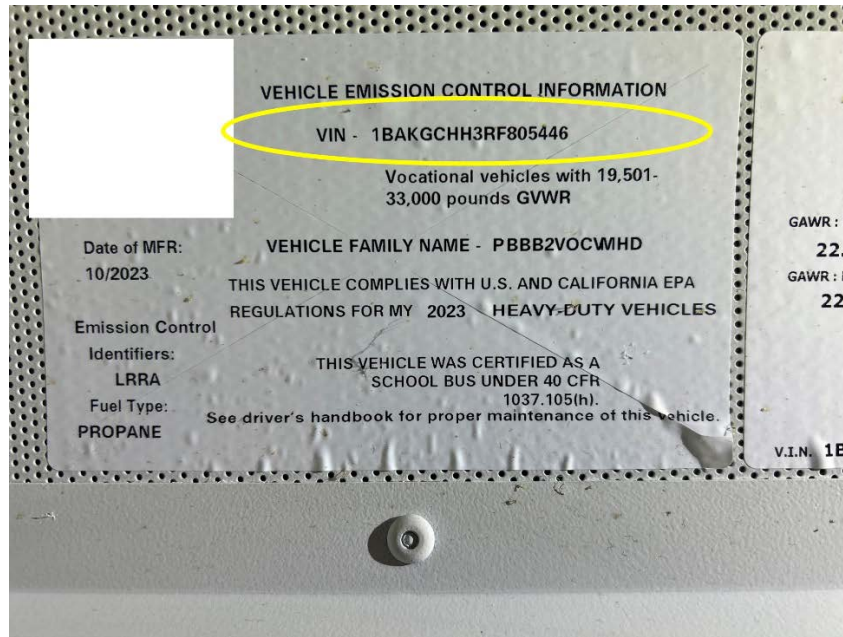


2. **Side profile of New Vehicle:** Clear image, must include a unique identifier (e.g., vehicle number).



3. **VIN or VECI tag:** Image must include a legible vehicle information plate that displays the 17-character VIN and manufacturer. The photo should be a readable display of the VIN plate rather than a photo of just the vehicle with the VIN imposed over the photo.



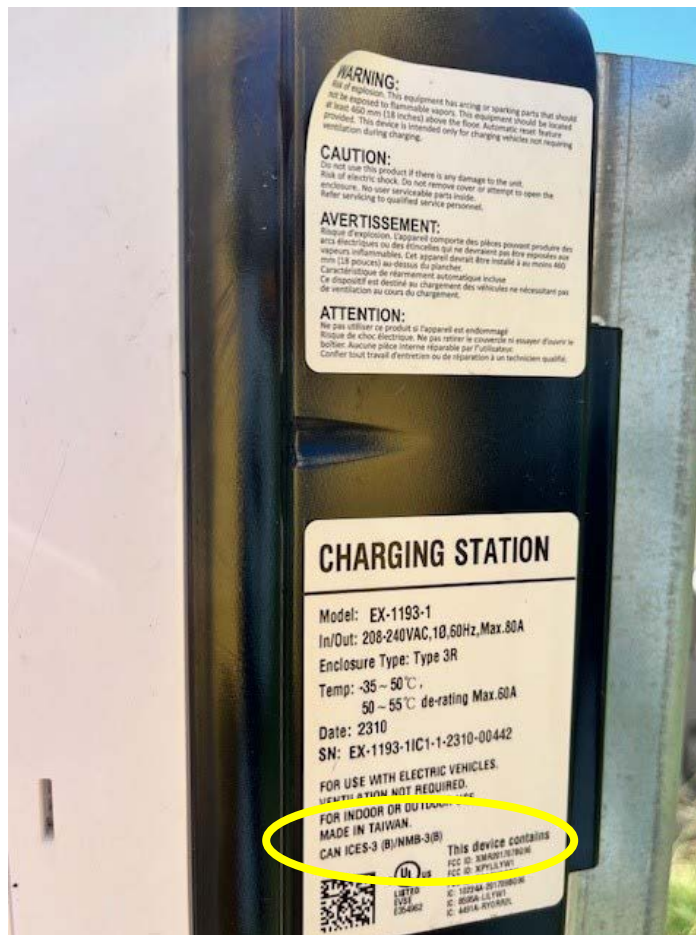


EPA Funded Infrastructure Photographic Evidence

Funding recipients are required to submit photographic evidence for all infrastructure purchased with EPA funds. The infrastructure photographic evidence requirements are found within the most recent OMB approved 2024 CHDV Grants Sample Eligibility and Scrap/Sell/Donate Template (p.7 and p.10) located on the [CHDV Grantee Resources](#) webpage. The serial number of the equipment unit must match what is listed within the most recent project report and the project's final report. Please see the Submission and File Naming Instructions for more information on how to submit new infrastructure photographic evidence.

A detailed list of required photographic evidence with examples is found immediately below.

1. **Infrastructure Unit:** A clear, legible photo of each infrastructure unit's plate (or equivalent identifier with the required information for other forms of infrastructure), including the serial number and manufacturer.



2. **Installed unit:** A clear photo of each installed infrastructure unit.



Submission and File Naming Instructions

To expedite the review process, please use the file format and file naming convention outlined below.

Submitting Existing Vehicle Eligibility Statement

Files should be submitted by email to both the Project Officer and cleanhdvehicles@epa.gov.

Note: The number of eligible vehicles within the file must match the number listed in the file name. All files should include the date of submission as YYYYMMDD.

Grantees may submit either:

(a) A separate statement for each vehicle. If a grantee chooses to submit a statement for each vehicle, the Eligibility Statements should be collated into a single PDF file for each vehicle owner. Use the following naming convention for collated PDFs.

EPA Grant ID_**GranteeName/Acronym**_CurrentFleetOwnerName_**Total number of vehicle replacements in fleet/batch**_Submission date as YYYYMMDD.pdf

Example: 'Clean Air Agency' replaced 25 vehicles across two school districts. The two school districts own their own fleets. Capital Hill School District will complete five separate Eligibility Statements for each vehicle in their fleet and combine them into one PDF file. Sunshine County School District will do the same for the 20 vehicles in their fleet. 'Clean Air Agency' will submit a total of two collated Eligibility Statement PDF files for each unique fleet owner. The file names are listed below.

12345678_**CleanAirAgency**_Capital Hill School District_**5**_20260501.pdf

12345678_**CleanAirAgency**_Sunshine County School District_**20**_20260501.pdf

(b) A single blanket statement per vehicle owner with an attached spreadsheet that lists the required information for all vehicles scrapped, sold, donated, or moved to reduced service by that owner. The spreadsheet must include information for all applicable fields on the Eligibility Statement. Use the following naming convention for the single blanket Eligibility Statement PDF and attached spreadsheet.

EPA Grant ID_**GranteeName/Acronym**_CurrentFleetOwnerName_**Total number of vehicle replacements in fleet/batch**_Submission date as YYYYMMDD.pdf

EPA Grant ID_**GranteeName/Acronym**_CurrentFleetOwnerName_**Total number of vehicle replacements in fleet/batch**_Submission date as YYYYMMDD.xlsx

Example: 'Clean Air Agency' replaced 25 vehicles across two school districts. The two school districts own their own fleets. Capital Hill School District will complete one

blanket Eligibility Statement and one attached spreadsheet for their fleet. Sunshine County School District will do the same for their fleet. 'Clean Air Agency' will submit two blanket Eligibility Statement PDF files and two separate spreadsheets. Each PDF file and spreadsheet represents one fleet owner. The file names are listed below.

12345678_CleanAirAgency_Capital Hill School District_5_20260501.pdf
12345678_CleanAirAgency_Capital Hill School District_5_20260501.xlsx
12345678_CleanAirAgency_Sunshine County School District_20_20260501.pdf
12345678_CleanAirAgency_Sunshine County School District_20_20260501.xlsx

(c) Some combination of collated and blanket Eligibility Statement PDF files

Example: 'Clean Air Agency' replaced 25 vehicles across two school districts. The two school districts own their own fleets. Capital Hill School District completes five separate Eligibility Statements for each vehicle in their fleet and combines them into one PDF file. Sunshine County School District has a larger fleet and instead completes a single, blanket Eligibility Statement with an attached spreadsheet. The 'Clean Air Agency' will submit one collated Eligibility Statement PDF file for the smaller fleet and one blanket Eligibility Statement PDF file with one spreadsheet for the larger fleet. Each PDF file and spreadsheet represents one fleet owner. The file names are listed below.

12345678_CleanAirAgency_Capital Hill School District_5_20260501.pdf
12345678_CleanAirAgency_Sunshine County School District_20_20260501.pdf
12345678_CleanAirAgency_Sunshine County School District_20_20260501.xlsx

(d) If documentation for a fleet owner is submitted in batches, a collated or blanket Eligibility Statement PDF file can be submitted as a batch using the naming convention outlined above and adding a *batch* identifier (_BatchX). Use the naming convention below.

EPA Grant ID_GrantName/Acronym_CurrentFleetOwnerName_Total number of vehicle replacements in fleet/batch_BatchX_Submission date as YYYYMMDD.pdf
EPA Grant ID_GrantName/Acronym_CurrentFleetOwnerName_Total number of vehicle replacements in fleet/batch_BatchX_Submission date as YYYYMMDD.xlsx

- i. *Example of collated PDFs:* 'Clean Air Agency' is submitting documentation for Sunshine County School District in two batches.

12345678_CleanAirAgency_Sunshine County School District_5_BatchA_20260501.pdf
12345678_CleanAirAgency_Sunshine County School District_15_BatchB_20260517.pdf

- ii. *Example of blanket statement and spreadsheet:* 'Clean Air Agency' is submitting documentation for Sunshine County School District in two batches.

12345678_CleanAirAgency_Sunshine County School District_5_BatchA_20260501.pdf
12345678_CleanAirAgency_Sunshine County School District_5_BatchA_20260501.xlsx
12345678_CleanAirAgency_Sunshine County School District_15_BatchB_20260517.pdf
12345678_CleanAirAgency_Sunshine County School District_15_BatchB_20260517.xlsx

Submitting a New/Existing Vehicle Statement and Photographic Evidence

Funding recipients should notify both the Project Officer and cleanhdvehicles@epa.gov when they are ready to submit the files. The EPA will provide a link to securely upload the files. The link is valid for 75 days and may be used to submit multiple batches of files.

Note: All ZIP folders and Scrap/Sell/Donate files should include the date of submission as YYYYMMDD. See Appendix A for instructions for creating a ZIP folder.

Grantees may submit either:

(a) A separate statement for each vehicle. If a grantee chooses to submit a Scrappage, Sell, or Donate Statement for each vehicle, all statements and photographic evidence per replacement process should be submitted in a single new/existing vehicle ZIP folder **using the last four digits of the new vehicle VIN as the identifier**. Each ZIP folder should include new vehicle evidence, existing vehicle Scrappage, Sell, or Donate Statement, and if applicable, existing vehicle scrappage evidence. **Accepted file types for digital photos include PNG, JPEG, and JPG.**

Funding recipients should submit one new/existing vehicle ZIP folder for each vehicle being replaced. If two or more vocational vehicles are being replaced with one vehicle, the documentation for all vehicles should be in the same ZIP folder.

Documentation within each ZIP folder:

1. New Vehicle Photographic Evidence
 - o Front profile of the New Vehicle
 - o Side profile of new vehicle
 - o VIN tag or Vehicle Emission Control Information
2. Existing Vehicle Scrappage Statement **OR** Existing Vehicle Sell/Donate Statement
3. Existing Vehicle Scrappage Photographic Evidence – only applicable if legacy vehicle is being scrapped.
 - o Side profile of the vehicle, prior to disabling
 - o VIN tag
 - o Engine label
 - o Engine block prior to scrappage
 - o Engine block rendered permanently inoperable
 - o Chassis rail(s) or other structural components rendered permanently inoperable

4. Other (e.g., the shredding or crushing of a vehicle)

If the grantee is scrapping, selling, or donating two or more vocational vehicles to replace with one vehicle, they should include the following in the same ZIP folder:

1. Additional Existing Vehicle Scrappage Statement **OR** Existing Vehicle Sell/Donate Statement.
2. Additional Existing Vehicle Scrappage Photographic Evidence – only applicable if legacy vehicle is being scrapped.

Use the following naming conventions:

- **ZIP folder** for each vehicle replacement:

EPA Grant ID_**GranteeName/Acronym**_NewFleetOwnerName_**last four digits of VIN of New Vehicle**_Submission date as **YYYYMMDD**.zip

- **Existing Vehicle Scrappage, Sell, or Donate Statement:**

EPA Grant ID_**GranteeName/Acronym**_NewFleetOwnerName_**[Scrap/Sell/Donate] Statement**_last four digits of VIN of Existing Vehicle_**Submission date as YYYYMMDD**.pdf

- **Individual new vehicle photographs** within ZIP folder:

EPA Grant ID_**Photo description**_last four digits of VIN of New Vehicle.png

- **Individual existing vehicle scrappage photographs** within ZIP folder (if applicable):

EPA Grant ID_**Photo description**_last four digits of VIN of Existing Vehicle.png

Example: 'Clean Air Agency' replaced 25 vehicles across two school districts. The grantee will submit 25 separate new/existing vehicle ZIP folders. Below is an example of one ZIP folder submitted for one school district and its file contents:

ZIP folder submitted: **12345678_CleanAirAgency_Capital Hill School District_4526_20260501**.zip

Documents within ZIP folder:

- **12345678_CleanAirAgency_Capital Hill School District_ScrapStatement_8973_20260501**.pdf
- **12345678_FrontNew_4526**.png

- 12345678_SideNew_4526.png
- 12345678_VINNew_4526.png
- 12345678_SideOld_8973.png
- 12345678_VINOld_8973.png
- 12345678_EngineLabel_8973.png
- 12345678_EngineBlockBefore_8973.png
- 12345678_EngineBlockAfter_8973.png
- 12345678_Chassis_8973.png

(b) A single blanket statement with an attached spreadsheet that lists the required information for all vehicles scrapped, sold, or donated by that owner. A grantee may submit a blanket statement for vehicles that share the same prior vehicle owner and 1) same dismantler if being scrapped or 2) same new owner if being sold or donated.

Funding recipients should separately submit one ZIP folder for each vehicle being replaced that contains the new vehicle evidence and, if applicable, existing vehicle scrappage evidence. If two or more vocational vehicles are being replaced with one vehicle, the documentation for all vehicles should be in the same ZIP folder. All new/existing vehicle evidence ZIP folders should **use the last four digits of the new vehicle VIN as the identifier. Accepted file types for digital photos include PNG, JPEG, and JPG.**

If the grantee is scrapping two or more vocational vehicles to replace with one vehicle, they should include the additional Existing Vehicle Scrappage Photographic Evidence in the same ZIP folder.

Use the following naming conventions:

- **Blanket Scrappage, Sell, or Donate Statement:**

EPA Grant ID_GranteeName/Acronym_NewFleetOwnerName_[Scrap/Sell/Donate]
Statement_Submission Date as YYYYMMDD.pdf

- **Scrappage, Sell, or Donate Statement Spreadsheet:**

EPA Grant ID_GranteeName/Acronym_NewFleetOwnerName_[Scrap/Sell/Donate]
Statement_Submission Date as YYYYMMDD.xlsx

- **ZIP folder** for each vehicle replacement:

EPA Grant ID_GranteeName/Acronym_NewFleetOwnerName_last four digits of VIN of
New Vehicle_Submission date as YYYYMMDD.zip

- **Individual photographs** within ZIP folder:

EPA Grant ID_Photo description_last four digits of VIN of New/Existing Vehicle.png

Example: 'Clean Air Agency' replaced 25 vehicles across two school districts. The grantee will submit 25 separate new/existing vehicle evidence ZIP folders along with two blanket statements and two spreadsheets for each fleet owner. Below are examples for a blanket Sell Statement and spreadsheet for one school district along with one ZIP folder and its file contents:

Blanket Sell Statement and spreadsheet:

12345678_CleanAirAgency_Capital Hill School District_SellStatement_20260501.pdf

12345678_CleanAirAgency_Capital Hill School District_SellStatement_20260501.xlsx

ZIP folder for one vehicle replacement: 12345678_CleanAirAgency_Capital Hill School District_9365_20260501.zip

Documents within ZIP folder:

- 12345678_FrontNew_9365.png
- 12345678_SideNew_9365.png
- 12345678_VINNew_9365.png

(c) Some combination of individual and blanket Scrappage, Sell, or Donate Statements

(d) If documentation for a fleet owner is submitted in batches, a blanket statement PDF file and spreadsheet can be submitted as a batch using the naming convention outlined above and adding a *batch* identifier (_BatchX). Use the naming convention below.

Blanket Scrappage, Sell, or Donate Statement:

EPA Grant ID_GranteeName/Acronym_
NewFleetOwnerName_[Scrap/Sell/Donate]Statement_BatchX_Submission Date as
YYYYMMDD.pdf

Spreadsheet:

EPA Grant ID_GranteeName/Acronym_
NewFleetOwnerName_[Scrap/Sell/Donate]Statement_BatchX_Submission Date as
YYYYMMDD.xlsx

Submitting EPA Funded Infrastructure Photographic Evidence

The EPA provided link that was used for vehicle photographic evidence can also be used to securely upload infrastructure files. Funding recipients should notify both the Project Officer and cleanhdvehicles@epa.gov if a new link is needed.

Photographic evidence of EPA funded and installed infrastructure should be submitted in a single ZIP folder by fleet AND equipment model. To expedite the review process, the following file naming convention should be used.

Note: All ZIP folders should include the date of submission as YYYYMMDD.

- **ZIP folder** by fleet AND equipment model:

EPA Grant ID_GrantName/Acronym_NewFleetOwnerName_Model_Total number of units_Submission date as YYYYMMDD.zip

- **Individual infrastructure photographs** within ZIP folder:

EPA Grant ID_Photo description_last four digits of equipment serial number.png

Example: 'Clean Air Agency' purchased two models of Electric Vehicle Supply Equipment (EVSE) (three Level 2 and 11 Direct Current (DC) Level 3) and installed them at two different fleets. 'Clean Air Agency' will submit four separate ZIP folders labeled as the following:

1. 12345678_CleanAirAgency_Capital Hill School District_ABC30_2_20260501.zip
2. 12345678_CleanAirAgency_Capital Hill School District_ABC80_1_20260501.zip
3. 12345678_CleanAirAgency_Sunshine County School District_ABC30_9_20260501.zip
4. 12345678_CleanAirAgency_Sunshine County School District_ABC80_2_20260501.zip

Documents within ZIP folder #1:

- 12345678_UnitInstalled_3004.png
- 12345678_UnitPlate_3004.png
- 12345678_UnitInstalled_5432.png
- 12345678_UnitPlate_5432.png

Appendix A: Instructions for Creating a ZIP Folder

To save files to a ZIP folder on a Windows computer: select the files, right-click, and click *Compress to... > ZIP File* (Figure 1).

Figure 1. Screenshot showing how to save selected deployment evidence files to a ZIP folder.

