U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy

VEHICLE TECHNOLOGIES PROGRAM

# Alternative Compliance Tutorial

## Module 2: Submitting an Intent to Apply for a Waiver

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Prepared by the National Renewable Energy Laboratory (NREL), a national laboratory of the U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy; NREL is operated by the Alliance for Sustainable Energy, LLC.

# Alternative Compliance Tutorial

Module 2

Submitting an Intent to Apply for a Waiver



## Alternative Compliance Tutorial

There are five modules in this training package:

- Module 1: Alternative Compliance Overview
- Module 2: Submitting an Intent to Apply for a Waiver
- Module 3: Maintaining Your Alternative Compliance Vehicle Inventory
- Module 4: Assembling a Waiver Request
- Module 5: Completing an Annual Report

You are starting Module 2. When you are finished, please proceed to the next module for additional instructions on how to participate in the Alternative Compliance option.

## **Module 2:** Submitting an Intent to Apply for a Waiver

In this module, you will learn how to submit an intent to apply for a waiver. This section answers the following questions:

- What is an intent to apply for a waiver?
- What information is required in an intent?
- How do I submit an intent to apply for a waiver?
- What comes next?

*Alternative Compliance Tutorial*
Module 2: Submitting an Intent to Apply for a Waiver

## What is an intent to apply for a waiver?

An intent to apply for a waiver informs the U.S. Department of Energy (DOE) of your fleet's interest in participating with the Alternative Compliance option.

It is due to DOE by March 31 preceding the model year for which the waiver is being requested. For example, if you are seeking a waiver for model year (MY) 2009, an intent to apply for a waiver is due to DOE no later than March 31, 2008.

## What information is required on an intent?

The following information is included in an intent to apply for a waiver:

- Name and address of proposing fleet
- Fleet identification (ID) number
- Name and title of responsible senior official
- Model year for which the waiver is requested
- Name and address of all fleets included as part of the fleet requesting a waiver

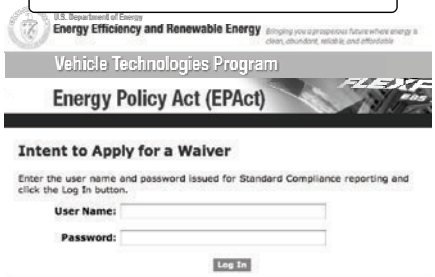
## How do I submit an intent to apply for a waiver?

Intents to apply for a waiver are submitted electronically by your fleet's designated point of contact (POC). To file an intent, log in to *www.eere.energy.gov/vehiclesandfuels/epact/state/acp_tool/waiver_app0.cgi* using the user name and password issued for your Standard Compliance reporting requirements.

Before filing your intent, please make sure your POC e-mail address is current. You can check and edit your contact information at *www.eere.energy.gov/vehiclesandfuels/epact/state/poc_login.html*.

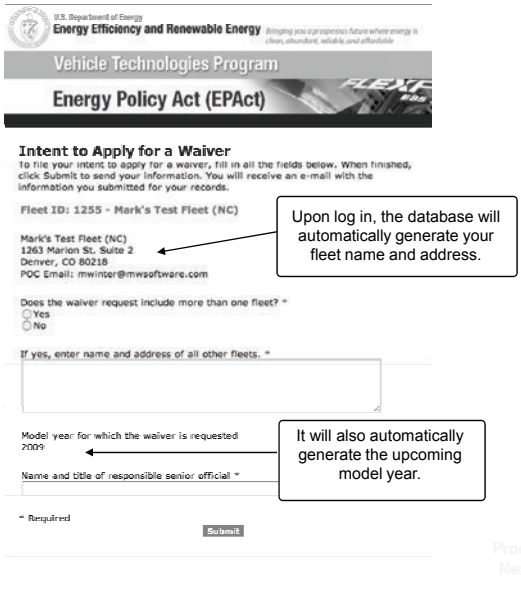
*Following is a series of slides demonstrating how to submit an intent to apply for a waiver. Each slide has one or more pop-up text boxes. In the full-screen mode, the text boxes will appear automatically, and you will be prompted when it's time to proceed to the next page. In the window mode, you will need to click to make each text box appear and proceed to the next page.*

This demonstration provides an overview of the process for submitting an intent to apply for a waiver under the Alternative Compliance option.



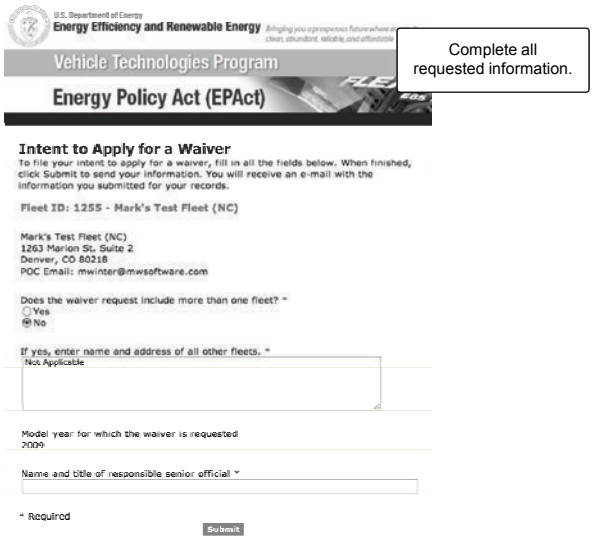

To get started, go to *www.eere.energy.gov/vehiclesandfuels/epact/state/acp_tool/waiver_app0.cgi*, and log in using your fleet ID and password.



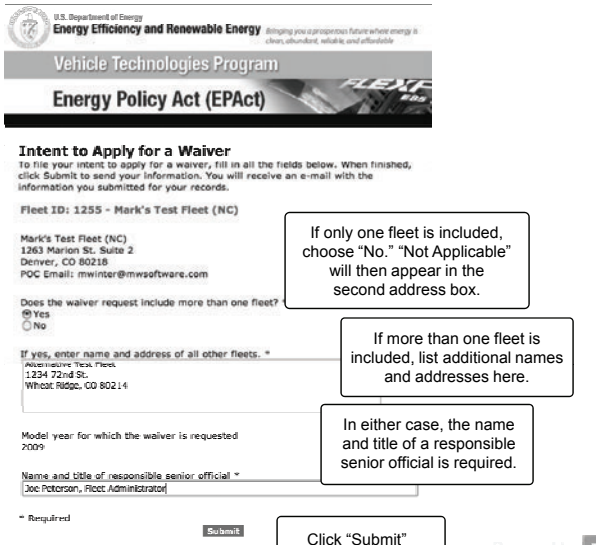



Upon log in, the database will automatically generate your fleet name and address.

It will also automatically generate the upcoming model year.




Complete all requested information.




If only one fleet is included, choose "No." "Not Applicable" will then appear in the second address box.

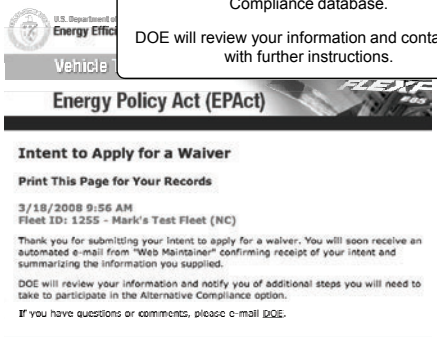
If more than one fleet is included, list additional names and addresses here.

In either case, the name and title of a responsible senior official is required.

Click "Submit" when you are done.

After submitting your intent, a confirmation message will appear on the screen. An e-mail summarizing your submission will be sent to the POC e-mail address on file in the Standard Compliance database.

DOE will review your information and contact you with further instructions.




End of demonstration.

## What comes next?

After DOE receives your intent, it will populate your Alternative Compliance vehicle (ACV) inventory with the light-duty alternative fuel vehicles (AFVs) your fleet reported over the years under Standard Compliance. You will receive an e-mail from DOE when this is completed.

You can then log in to your ACV inventory, check it for accuracy, add vehicles you plan to acquire during the waiver model year, and retire vehicles that should not be included. Retirements include:

- AFVs that are no longer in use by your fleet
  *or*
- AFVs in your fleet that generated banked* credits (i.e., Subpart F credits) when they were originally reported

➔ *For more information on updating your ACV Inventory, see p. 6 of the Guidance or Module 3: Maintaining Your Alternative Compliance Vehicle Inventory.*

After your ACV inventory is updated, you can prepare your waiver request to submit to DOE.

* Banked credits refer to those earned by purchasing AFVs above and beyond your required amount in a model year (e.g., if you acquired five AFVs but were only required to acquire three, two of those AFVs earned banked credits and should be retired from your ACV inventory).

## Congratulations!

You have completed Module 2: Submitting an Intent to Apply for a Waiver.

Please proceed to: Module 3: Maintaining Your Alternative Compliance Vehicle Inventory.