



STATE OF NEW YORK

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# Clean Fueled Vehicles Council

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JOHN C. EGAN  
Commissioner  
Office of General Services

[www.ogs.state.ny.us/supportservices/vehicles/defaultCFV.html](http://www.ogs.state.ny.us/supportservices/vehicles/defaultCFV.html)

September 17, 2010

**TO:** Clean Fueled Vehicles Council, State Agencies, Authorities, State Universities,  
and Community Colleges

**FROM:** Tom Osterhout, Director of Support Services Operation

**SUBJECT:** Electronic Submission Now Required for Annual Energy Policy Act Report for Model Year 2010

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The Office of General Services (OGS) continues to be responsible for collecting individual New York State entity reports and submitting them as a package to the U.S. Department of Energy (DOE) in December of each year. Therefore, ***please do not submit your annual report directly to DOE.***

This letter will also serve as a reminder to entity heads and fleet managers that the U.S. Department of Energy has modified the federal Energy Policy Act (EPAct) reporting process covering Model Year 2010 (09/01/09-08/31/10) to require electronic submission. The Office of General Services applauds this change as the electronic submission of your report (Excel spreadsheet), letter and vehicle data will not only conserve resources and time, but also will reinforce New York State's commitment to sustainability.

The OGS Alternative Fueled Vehicles Program website contains information including the report in Excel spreadsheet that is required by the U.S. Department of Energy for Model Year 2010 vehicle data.  
<http://www.ogs.state.ny.us/supportServices/vehicles/cleanfuel/EPACTreporting.html>.

The spreadsheet should be completed with your agency's report (*or letter stating the reasons your agency is not required to report and the information specific to AFVs acquired by your agency, if any*), and should be sent via email to: [NYS.Alt.Fuel@ogs.state.ny.us](mailto:NYS.Alt.Fuel@ogs.state.ny.us) or faxed to: (518) 474-8853 no later than **November 1, 2010**.

Thank you for your attention to this request. If you have any questions, please call Karin Silvernale (OGS Alternative Fueled Vehicles Program) at 518-473-6594.

cc: OGS Commissioner John C. Egan  
Karin Silvernale, OGS Alternative Fueled Vehicles Program  
New York State Clean Fueled Vehicles Council  
New York State Entity Heads and Fleet Managers