



Dear Virginia Fleet,

Virginia Clean Cities is seeking proposals from Virginia entities with road-ready fleets interested in converting some or all of their eligible gasoline vehicles to run on Propane/Autogas. This unique opportunity provides funding for fleets to cover the parts and labor for the conversion.

**Background:**

Virginia Clean Cities is a statewide non-profit whose mission is to increase the use of cleaner domestic fuels, vehicles, and energy saving transportation technologies in order to improve air quality and health, reduce climate change, curb dependence on imported petroleum, and support Virginia's economy.

The Southeast Propane Autogas Development Program (SEADP) is an existing Virginia Clean Cities project that is partially funded by a Department of Energy Clean Cities American Recovery and Reinvestment Act grant. The grant was awarded to the Virginia Department of Mines, Minerals, and Energy (DMME), and Virginia Clean Cities at James Madison University is the Principle Investigator. As a stipulation of this grant, a "total chain" of vendors must be used. For this project, this chain is comprised of the PRINS/American Alternative Fuels conversion kit, Alliance AutoGas Fueling contract either by Blossman Gas or other Alliance Autogas Partner, and specific conversion centers based on your area.

This special funding opportunity is available due to changes in scope or eligibility of existing partners. A summary of the project may be found at [www.usepropaneautogas.com](http://www.usepropaneautogas.com). Both public and private entities may participate in this program.

**Mandatory Requirements for Supplemental SPADP participants:**

- Fleet vehicles must have current EPA Certifications for propane operation. Current list may be found at <http://allianceautogas.com/index.php/fleet-customers>
- Entity must be doing business in good standing within the state of Virginia
- Entity must be clear of any liens or impending judgments
- Project must be within the boundaries of the state of Virginia. Vehicles must operate majority of time within Virginia.
- Minimum match of 100%, or minimum per vehicle value of \$5,800<sup>1</sup>
- Fleet must have space for adequate fueling infrastructure, preferably public access<sup>2</sup>
- Conversions must be completed by the beginning of January 2011
- Conversions must occur at certified conversion centers and fleets must work with VCC and certified conversion center to schedule conversions.

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<sup>1</sup> This grant program provides sub-grants of \$5,800 per vehicle. This includes the cost of equipment and cost of labor to convert each vehicle. Vehicles that are proposed for conversion must be of at least \$5,800 in value, which is used to meet DMME cost share obligations toward the federal award.

<sup>2</sup> Fueling infrastructure will be provided by Alliance AutoGas. Fuel will be purchased from this facility by the fleet. Public access is not mandatory, however it is strongly preferred.

- Fleet must commit to using Propane AutoGas 85% of on-road time
- Reporting requirements extend through December 2013

***Type of Award Instrument:***

Virginia Clean Cities at James Madison University anticipates awarding grants under this program announcement to cover reimbursement to fleets for labor to complete conversions. Equipment will be purchased directly from manufacturer by Virginia Clean Cities at James Madison University.

***Estimated Funding:***

The funding profile consists of approximately \$314,925 or funding to cover the conversion of up to 221 eligible vehicles with a minimum of five vehicles per fleet.

***Expected Number of Awards:***

Number of Awards	Minimum Funding per Award	Maximum Funding per Award
1-10 awards	\$7,125	\$314,925

***Period of Performance:***

September 15, 2010 – December 9, 2013

***Selection Criteria:***

Petroleum Displacement Potential (30%)

- Total number of miles driven per year by fleet and per vehicle proposed
- Annual fuel use per year by fleet and per vehicle proposed
- Commitment to use propane autogas at least 85% of the time throughout the project period
- Amount of annual and total project (4 years) petroleum displacement per federal dollar
- Estimated % of time that Propane is used
- Age of fleet, rotation schedule of fleet (preference given to newer vehicles)
- Vehicles are currently in possession and operational

Ability to Begin Project Quickly (30%)

- Ability to turn signed sub-agreements around quickly
- Fleet possession of vehicles eligible for conversion with existing EPA certifications
- Proposed timeframe for project, how quickly conversions can be completed

Administrative Capability (20%)

- Stability of general business model and company/organization history

- Ability to provide accurate fuel, mileage, and maintenance reports/fuel tracking systems in place (i.e. FuelMaster)
- Ability to report on-time throughout project period, typically quarterly<sup>3</sup>
- Commitment from fleet to become a VCC stakeholder, see <http://www.hrccc.org/get-involved/membership/>
- Past Experience in Managing or Participating in Federally-Funded Projects

Leverage Potential (20%)

- Fleet visibility to public
- Ability to provide a fueling location that allows public access

***Instructions for Project Narrative File:***

The project narrative must not exceed 5 pages, including cover page, table of contents, charts graphs, maps, photographs and other pictorial presentations when printed using standard 8.5” by 11” paper with 1 inch margins, and single spaces. EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE. The font must not be smaller than 11 point. Do not include any internet addresses (URLs) that provide information necessary to review the application.

The project narrative must include:

- **Project Objectives:** This section should provide a clear, concise statement of the specified objectives/aims of the proposed project.
- **Selection Criterion Discussion.** This section should be formatted to address each of the selection criterion listed above. VCC at JMU WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE SELCTION CRITERIA.
- **Roles of Participants and Principle Investigators.** This section should describe the roles and the work to be performed by each participant/investigator and how the various efforts will be integrated and managed.
- **Facilities and other resources:** Identify the facilities and resources that are directly applicable to the proposed work.

Proposals are due August 27, and may be emailed or postal mailed to the following address:

Peter Denbigh, Assistant Program Manager  
 Virginia Clean Cities at James Madison University  
 MSC 4115  
 James Madison University  
 701 Carrier Drive, HHS Room 0301  
 Harrisonburg, VA 22807

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<sup>3</sup> Virginia Clean Cites at James Madison University will provide each sub-recipient with a reporting template and online uploading capability. VCC will be available to assist with collecting information and reporting. It is the responsibility of the sub-recipient, however, to ensure that reports are submitted on-time and to exercise timely response to VCC inquiries.