



Application Instructions for Clean Vehicles Grants

Effective July 1, 2016

Administered by the Clean Vehicles Program
of the Houston-Galveston Area Council

Clean Vehicles Program
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<http://www.mysolutionis.com/fleet-resources/clean-vehicles-program/default.aspx>

Clean Vehicles Program

Application Instructions for Clean Vehicles Grants

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Clean Vehicles Program

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1.0 Application Packet and Submission

Prior to submitting an application, prospective applicants should contact Clean Vehicles Program (CVP) staff members by phone at 713-993-2488 or email at cleanvehicles@H-GAC.com with any questions regarding program requirements and/or to receive a qualitative assessment of possible grant funding. The Houston-Galveston Area Council (H-GAC) is not responsible for ensuring the compatibility and/or proper installation of technologies that are included in CVP applications. H-GAC also strongly encourages prospective applicants to discuss questions relating to the operation and/or compatibility of equipment with the product vendor and other qualified personnel prior to including it in the application.

There are no application deadlines, so individuals and organizations may submit an application at any time. Awards will be granted on a first-come, first-served basis until funds are exhausted. Only one (1) application per project is necessary, and individuals and organizations may apply for a new project at any time, even if they have one or more projects already underway.

The application packet should include the following appropriate information:

Checklist	Application Form	Description	Notes
	A	Basic Information Form	Required
	B1	On-Road Vehicle Data	Required for all on-road projects
	B2	Off-Road Equipment Data	Required for all off-road projects
	B3	Uneven Ratio Analysis Request	Optional (See <i>Clean Vehicles Program Guidelines</i> Section 3.2.1.)
	B4	Tiered Analysis Request	Optional (See <i>Clean Vehicles Program Guidelines</i> Section 3.2.1.)
	C	Infrastructure Narrative Cover Page	Required for all infrastructure projects
	D	Signature Page	Required

Applications should be submitted both electronically and by paper copy.

- Electronic copies may be provided either by inclusion of standard electronic media with the paper application packet, or by emailing all completed forms to cleanvehicles@H-GAC.com.
- Either mail the completed paper application packet to H-GAC to the following address:

Attn: Clean Vehicles Program
Houston-Galveston Area Council
PO Box 22777
Houston TX 77227-2777

Or deliver the paper application packet in person or by express delivery service to:

Attn: Clean Vehicles Program
Houston-Galveston Area Council
3555 Timmons Ln Ste 100
Houston TX 77027-6470

Applicants may withdraw an application at any time by notifying staff in writing.

2.0 Application Form Instructions

Application Form A

Applicants should fill in as many of the fields as are applicable to their projects, such as the following:

- **“Applicant Name”** should be the full legal name of the individual or organization with which H-GAC would execute a grant contract.
- **“Project Manager”** should be the Applicant’s primary point of contact for this project, who will receive of all official H-GAC communications for the Applicant unless H-GAC is otherwise directed.
- **“Total Number of Employees”** and **“Total Number of Years in Operation”** should correspond to the individual or organization listed on the application, and are used for risk assessment purposes. Therefore, public entities may leave these two fields blank.
- **“Contract Signatory Name”** should be for the person authorized by the individual or organization to sign contracts.
- The Contract Signatory’s **“Number of Years of Professional Experience”** and **“Industry-Related Professional Leadership Experience”** will factor into the project risk assessment. Therefore, public entities may leave these fields blank.
- **“Outside Assistant Contact Information”** and **“Vendor Contact Information”** sections are optional, but should be provided if requesting H-GAC staff to include these individuals or organizations in any official project communications.

By default, H-GAC staff will communicate with the Applicant’s designated Project Manager. If the Applicant wishes to have H-GAC staff coordinate with an assistant, vendor, or other third party instead of or in addition to themselves, the Applicant should check the appropriate boxes close to the bottom of the Form A to specify their preferences. The remaining questions are optional, but completing them will help ensure that the project proceeds smoothly and that H-GAC staff is aware of the Applicant’s needs and preferences with respect to the project.

Application Forms B1 and B2

Columns relevant to the current vehicles to be replaced (also known as “baseline” vehicles) are shown under green headers, while columns relevant to future vehicles (anticipated replacement vehicles) are shown under purple headers. The yellow shaded row is given as an example.

Please fill in as many of the fields as are applicable to the project, such as:

- Vehicle and engine information should be as specific as possible. This information will be used to confirm the emission certification data and also to confirm proper implementation of the project. **Engine serial number information is particularly important.** If the Applicant is unable to locate this information, H-GAC staff should be consulted about alternative means of engine identification.
- Miles, hours, days and annual fuel consumption data should be specific rather than estimated, and should represent usage over the past twelve (12) months. “In-Region Annual Miles” miles should **only** include miles traveled in Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery and Waller counties. If significant deviations between current usage and future usage are anticipated, H-GAC staff should be consulted to ensure that usage expectations are set appropriately for compliance purposes. “Total Accumulated Engine Mileage” should represent the total number of miles traveled using the specified engine. In most cases (where the engine is original to the vehicle), this should be the current odometer meter reading, plus/minus any miles not reflected in the odometer as a result of vehicle repairs and/or odometer roll-over.
- Idling and operational data may be estimated, and should exclude idling occurring as a result of general traffic congestion.
- Fuel 2 Type information may be left blank if the specified vehicle does not have bi-fuel capabilities. Fuel unit information should correspond to the usage listed in the adjacent cells. If there is a fuel type or fuel unit that should be included that is not an available menu option, contact H-GAC staff for further instructions. The “Electricity” fuel type in the drop-down menu should only be selected for vehicles with plug-in capabilities.
- Anti-idling, efficiency and retrofit information should be included as applicable, and only if they represent add-ons rather than standard original equipment manufacturer (OEM)-installed features. The exception to this is the “Battery Hybrid (non-PHEV)” menu option under “Efficiency Enhancements”, which should always be listed if applicable, even if OEM-installed.

Supporting documentation such as engine/retrofit specifications, emission certification data, and vendor quotes should be supplied to H-GAC for all future vehicles. H-GAC staff can assist the Applicant in locating emission certification data as needed. Specifications and emission/fuel economy data should also be supplied to H-GAC regarding any baseline vehicle add-ons such as retrofits, if applicable.

Application Form B3

Applicants should complete and submit Form B3 **only** if requesting that H-GAC conduct an Uneven Ratio Analysis for some or all of the vehicles included in the application as listed on Forms B1 and/or B2. The Uneven Ratio Analysis option is further discussed in the *Clean Vehicles Program Guidelines* under Section 3.2.1. CVP staff members are also available to answer questions about this option.

Applicants submitting Form B3 should check the box at the top to request the analysis, and then specify in the spaces below how the preferred baseline/future vehicle scenario would look. This form should specify **which** baseline vehicles will be replaced by **which** future vehicles so that CVP staff will know appropriately how to set up the emissions analysis. Vehicle pairings can be done in a 2-for-1, 3-for-1, 4-for-1, or 5-for-1 exchange. If such preferences are flexible, please indicate that to CVP staff so that they will be able to help identify other possible combinations that might result in a larger grant amount. However, always keep in mind that the usage levels between the original group and the replacement vehicle need to remain consistent.

Application Form B4

Applicants should complete and submit Form B4 **only** if requesting that H-GAC conduct a Tiered Analysis for some or all of the vehicles included in the application listed on Forms B1 and/or B2). The Tiered analysis option is further discussed in the *Clean Vehicles Program Guidelines* under Section 3.2.1. CVP staff is also available to answer any questions about this option.

Applicants submitting Form B4 should check the box at the top to request the analysis, and then specify in the spaces below how the preferred baseline/future vehicle scenario would look. This form specifies **which** baseline vehicles are currently assigned to the route(s) listed, and **which** future vehicles will be assigned to those same route(s) after project implementation, so that H-GAC staff will know how to set up the emissions analysis. If such preferences are flexible, please indicate that to CVP staff so that they will be able to help identify other possible combinations that might result in a larger grant amount. However, always keep in mind that the usage levels on each route should be consistent between the baseline and future scenarios.

Application Form C

Please complete and submit Form C **only** if the project includes infrastructure. Form C should serve as the cover page for a larger narrative document to be included in the application packet. The narrative document should include no more than twenty (20) pages (excluding the Form C cover page) on standard 8½ x 11-inch (letter-size) paper, with one-inch margins and eleven or twelve point font. An executive summary of the narrative document should be copied and pasted into Form C, and should be no longer than the space provided (about ½ page).

The inclusion of statistics, data, and other information in the narrative is encouraged but **must** be cited as appropriate. Overly generic/broad statements such as “alternative fuels are increasingly popular” should be avoided. A single infrastructure site may also focus on a single fuel/technology or it may

include multiple fuels/technologies. The narrative may include more than one (1) infrastructure site, or the Applicant may choose to submit multiple narratives (each with its own cover page) for multiple sites. The latter approach is recommended if the technologies and/or scope of the sites significantly differ from each other, while the former approach is encouraged if the technologies and scope of the sites are very similar to one another.

Applicants should indicate whether the infrastructure site(s) in the narrative represent dedicated or public infrastructure. If the narrative contains both types of infrastructure, the Applicant should clearly delineate within the narrative how each site is categorized. For questions about appropriate categorization, the Applicant should review Section 3.2.1 of the *Clean Vehicles Program Guidelines* and/or speak with CVP staff prior to submitting the application.

The Applicant should complete the checklist for the applicable type of infrastructure to ensure that all pieces necessary for evaluating the project are included. If multiple sites are included in the narrative, the Applicant should ensure that information for each component is provided for each site. For example, if three infrastructure sites are included, three corresponding site location maps should be included.

- **Site Location Map:** The map should include at minimum the shape and boundaries of the property, an outline of the footprint of the proposed infrastructure on the property, adjacent roadways, and surrounding properties. Applicants are not required to, but may also choose to, include additional information such as current land use data, fleet locations, pipeline locations, electrical transmission data, etc.
- **Infrastructure Diagram:** The diagram should simply and clearly illustrate the layout of the infrastructure equipment, the purpose of each major piece of equipment, and how each piece of equipment functions relative to the other pieces of equipment shown. The diagrams should **not** be as detailed as engineering schematics, blueprints, etc, but rather (in combination with the narrative text) should generally describe how the infrastructure works.
- **Listing of Supporting Vehicle Units:** For dedicated infrastructure sites only, the Applicant should denote in the narrative which of the units included on Forms B1 and/or B2 will actually be utilizing the proposed infrastructure. Units listed should have a collective usage level high enough to justify funding the infrastructure as dedicated rather than public access.
- **Vehicle Count Data for Adjacent Roadways:** For public infrastructure sites only, the Applicant must provide vehicle count data for all roadways immediately adjacent to the proposed site(s). Vehicle count data for some locations may be available at <http://ttihouston.tamu.edu/hgac/trafficcountmap/>. Otherwise, the Applicant should contract with a third party to obtain this information prior to submitting an application. At minimum, data obtained through a third party should include typical Monday-Thursday weekday traffic from 8:00 AM to 5:00 PM. Data that **only** reflects holidays, weekends, or special events will not be accepted for evaluation. Vehicle count data should have a level high enough to justify funding the infrastructure as public rather than dedicated access. If data is obtained through a third party, the narrative should include not only the data collected but also a brief discussion of the data collection process (method used, locations, dates/times, etc.).
- **Gasoline and Diesel Displacement Projections:** Projections for the displacement of gasoline and diesel should be specified individually in annual (or more frequent) increments over the first three

(3) years of the project performance period. Gasoline and diesel displacements are evaluated independently of each other, and should reflect differences in anticipated customer bases. For example, a customer base of mostly 18-wheelers will likely have a low projected gasoline displacement but a high projected diesel displacement. The Applicant should also include projected annual fuel volume through-put for the new fuel(s) over the first three (3) years of the project (for example, 12,000 gallons of propane and 30,000 gasoline gallon equivalents of compressed natural gas for the first year). These projections will be utilized to measure contract compliance upon project implementation.

- **Fuel Source/Feedstock Information:** The Applicant should provide an overview of the sources and feedstocks from which the proposed fuel(s) will be derived, as well as any specific information that might be available. For example, “The biomethane will come from the Peterson County landfill.” To the extent possible, the Applicant should highlight and briefly outline any incidental economic and energy security benefits of the project, such as the creation of local jobs, reductions in the import of foreign oil, etc.
- **Transportation Network Enhancement Information:** This section should illustrate how the proposed infrastructure will maximize accessibility of new fuels/technologies to users of the existing transportation network. In particular, the project will be scored based on the following:
 - How many interstate highways will be within two (2) miles of the site
 - How many major arterial streets will be within one (1) mile of the site
 - How far the nearest intermodal facility is
 - Whether the site will offer more than one (1) fuel/technology after three (3) years

The project will also be evaluated based on whether the site fulfills any specific recommendations from existing studies, planning documents such as Regional Sustainability and Corridor Plans, etc.

- **Fuel Network Enhancement Information:** This section should illustrate how the proposed infrastructure will maximize accessibility of new fuels/technologies to users from a geographic perspective. Specifically, the project will be scored based on how many other publicly accessible sites offering the same fuel/technology exist within 50 miles (regional accessibility) and 250 miles (long-distance accessibility) of the proposed site. The Applicant should note that if infrastructure offering the same fuel/technology is publicly available within five (5) miles (local accessibility) of the proposed site, it will be considered ineligible for funding. Applicants can find existing infrastructure information through United State Department of Energy’s station locator tool available at <http://www.afdc.energy.gov/locator/stations/>.
- **User Enhancement Information:** This section should illustrate how the proposed infrastructure will maximize accessibility of new fuels/technologies from a customer perspective. Specifically, the narrative will be scored based on the following:
 - Diversity of payment options offered
 - Hours/days of operation
 - Amenities such as a convenience store, car wash, etc.
 - Whether refueling time will be less than 15 minutes (going from near empty to full)
 - Whether the physical structure of the site will accommodate all vehicles types/weights

- **Organizational Information:** This section should illustrate the Applicant's organizational knowledge. Specifically, the Applicant will be scored based on the following:
 - How much experience the Applicant has had with similar projects
 - How successful similar projects have been over the long-term
 - How knowledgeable the Applicant seems with respect to permitting requirements, industry codes, etc.
 - How much of the work will be completed by the Applicant vs. subcontractor(s)

The Applicant may also include references from previous clients and should delineate whether the Applicant or any subcontractors are designated as Historically Underutilized Businesses.

- **Key Personnel:** This section should discuss the qualifications, roles, and time constraints of Applicant's key staff most heavily involved in the proposed project. Specifically, the narrative will be scored based the following:
 - Education and experience of key staff
 - Extent to which the roles of key staff are clearly outlined
 - Extent to which key staff are available locally/regionally
 - Whether they have sufficient time to successfully implement the project given their other current responsibilities
- **Integrity and Business Ethics:** This section should address the Applicant's reliability and trustworthiness, especially whether the Applicant is currently debarred from government contracts, how they are rated by the Better Business Bureau (if applicable), etc. The Applicant should also make note of any awards or other recognition received within the industry for ethical business practices, good corporate citizenship, etc.
- **Market Research and Analysis:** This section should illustrate that the Applicant is knowledgeable about the geographic area surrounding the proposed site as well as customer audiences and industry trends. Specifically, the narrative will be scored based on the following:
 - How well the Applicant has analyzed the demographic profile of the area around the proposed site
 - How well the Applicant has substantiates the infrastructure usage projections based on this research
 - Extent to which the Applicant has identified potential factors that could significantly change/disrupt the market
 - Extent to which the Applicant has prepared for those contingencies
- **Advertising:** This section should demonstrate that the Applicant has prepared a detailed plan to promote the infrastructure site to potential customers. Specifically, the narrative should address the following:
 - How the Applicant plans to utilize diverse formats such as websites, social media, print, etc.
 - Extent to which the Applicant seems knowledgeable of which formats will engage which customer groups

- Extent to which the Applicant's advertising strategies address short-term, medium-term, and long-term needs
- **Customer Development:** This section should illustrate that the Applicant is prepared and capable of developing the necessary customer base to support the long-term sustainability of the infrastructure site. Specifically, the Applicant will be scored based on the following:
 - Whether the application package includes letters of support/commitment from fleets that will utilize the infrastructure once established
 - How the Applicant plans to incorporate fleet resources (such as H-GAC's CVP grant) into marketing outreach
 - How the Applicant handles customer relations (for example, loyalty programs, complaint resolution, etc.)
 - Whether the Applicant is involved in efforts to develop and sustain the industry as a whole beyond their own business interests (for example, through trade groups, educational partnerships, etc.).
- **Project Budget:** This section should include a detailed breakdown of the anticipated expenses relating to the initial set-up of the proposed infrastructure. The budget will be scored based on the following:
 - Whether the budget is detailed enough to differentiate eligible vs. ineligible costs
 - Whether the budget appears to be comprehensive in scope
 - Extent to which major components are made/assembled in the United States
 - Extent to which the Applicant can provide financial support to the project beyond the minimum required twenty-five percent (25%) match
 - The Applicant's ability and willingness to cover cost overages should they occur
 - Extent to which the ratio between actual work performed vs. administrative costs (for example, travel) seems reasonable
- **Operating Budget:** This section should include a detailed breakdown of the anticipated income and expenses relating to the ongoing operation of the proposed infrastructure. The budget will be scored based on the following:
 - Whether the budget appears to be comprehensive in scope
 - Extent to which the Applicant shows that generated revenues can cover ongoing expenditures
 - Extent to which the operating budget depends on government tax credits/incentives
 - Extent to which the Applicant has planned for the possibility that the projected levels of income will not materialize
 - Extent to which the Applicant has built in other revenue sources (for example, convenience store sales) which would help mitigate risk

Upon completion of the narrative, the Applicant should review the document and mark as “confidential” any pages containing proprietary information. These pages will then be designated as subject to the CVP Confidentiality Policy and will be treated accordingly. Once all pages have been marked, the Applicant should check the appropriate box on the bottom of Form C to indicate that this has been completed.

Scoring for public infrastructure sites will be conducted by multiple H-GAC staff and will be based on a 100-point scale. Each infrastructure site will be independently scored, even if more than one (1) are included in the same narrative. Forty percent (40%) of the score will be based on the benefits of the proposed infrastructure, and sixty percent (60%) on the Applicant’s information and strength of business planning. In order to minimally qualify, the Applicant must score ten (10) points in each of the benefits and business sections. Final scores will be compared to the following rubric to determine the level of funding eligible for each infrastructure site.

Qualitative Infrastructure Analysis Funding Percentage Rubric	
Overall Score	Funding Percentage
20-35 Points	25%
36-50 Points	35%
51-65 Points	45%
66-80 Points	55%
81-95 Points	65%
96-110 Points	75%

Application Form D

Please read each statement in this form, and then sign and date it at the bottom. If someone from outside of the organization has helped put together the application, they should also sign at the bottom. **Original, hard copy signatures must be on file prior to approval of any grants.**

If the Applicant is an individual or a private or nonprofit organization, H-GAC strongly recommends also checking the box providing H-GAC with permission to run a credit check as part of our risk assessment. Otherwise, this may negatively impact the application evaluation.