



**Funding Opportunity:**  
**Clean Fuel Transition Fund for Public Fleets**  
**Jefferson, Orleans, St. Bernard and St. Charles Parishes**

The US Federal Highway Administration’s Congestion Mitigation and Air Quality (CMAQ) Program provides funding for transportation-related projects that reduce traffic congestion and/or improve air quality. The Louisiana Dept. of Transportation & Development (LaDOTD) solicits projects for this funding on a 2-year cycle. The Regional Planning Commission’s Clean Fuel Partnership applied & was selected for funding to offset the cost of alternative fuel vehicles & idle reduction technologies for public fleets. Information on the funding opportunity is below. Additional information on CMAQ can be found at: [http://www.fhwa.dot.gov/environment/air\\_quality/cmag/](http://www.fhwa.dot.gov/environment/air_quality/cmag/).

<b>Eligible Applicants</b>	Public Fleets in the following CMAQ eligible parishes within RPC’s region: Jefferson, Orleans, St. Bernard and St. Charles
<b>Timeframe</b>	Proposals accepted by RPC on an ongoing basis. Current project years: 2014 – 2017
<b>What the Grant Funding can be Used For</b>	This funding opportunity will reimburse municipal and law enforcement fleets for: <ul style="list-style-type: none"> <li>▪ The incremental cost difference when purchasing a new vehicle fueled by an alternative fuel (natural gas, propane, electric or hybrid-electric).</li> <li>▪ The cost to convert an existing vehicle to an alternative fuel.</li> <li>▪ The cost of adding idle reduction technologies to existing or new vehicles.</li> </ul> All vehicles/ conversions/ idle reduction technologies must be EPA-certified.
<b>Amount Available &amp; Match</b>	Grant Funding available (over 4 years): \$909,200 <i>Total Minimum Match Required (20%): \$227,300</i> <b>Total Project Funding: \$1,136,500</b> <b>Match Requirement:</b> Participating fleets will be required to provide a minimum of 20% match.
<b>Information Required to Apply</b>	Interested Fleets are to submit the following information to <b>Rebecca Otte at the Regional Planning Commission (<a href="mailto:rotte@norpc.org">rotte@norpc.org</a> / (504) 483-8513)</b> : <ul style="list-style-type: none"> <li>▪ Fleet contact information: <ul style="list-style-type: none"> <li>– Name of Organization</li> <li>– Main Contact Person’s name, phone number, &amp; email address</li> <li>– Name &amp; contact information of person with signatory authority to commit the matching funds and project execution</li> <li>– Name &amp; contact information for the main mechanic for the fleet</li> <li>– Name &amp; contact information for driver contact</li> </ul> </li> <li>▪ Spreadsheet with information on the vehicles to be converted including: <ul style="list-style-type: none"> <li>– Make, model, &amp; year</li> <li>– Annual VMT and current total mileage</li> <li>– Current fuel</li> <li>– Whether the vehicle will be replaced with an alternative fuel vehicle, converted to an alternative fuel and/or idle reduction equipment will be installed</li> </ul> </li> <li>▪ Estimated project costs &amp; estimated match amount (minimum of 20%)</li> <li>▪ Description of the applicant’s procurement process and whether or not the applicant purchases off of the State contract list</li> </ul>
<b>Buy America Provision</b>	This funding is subject to the Buy America provision for Federal funding. For this project, the final assembly of the vehicle/ technology must take place within the United States.
<b>Contact</b>	For additional information on this funding opportunity, contact: Rebecca Otte, RPC’s Clean Fuel Partnership Coordinator (504) 483-8513 / <a href="mailto:rotte@norpc.org">rotte@norpc.org</a>



## Overview of Project Implementation Process

RPC's Public Fleet Clean Fuel Transition Fund  
Jefferson, Orleans, St. Bernard and St. Charles Parishes  
(CMAQ Funding 2014-2017)

### Project Setup

- Public Fleet (Applicant) submits fleet information to RPC using the application form supplied by RPC, including information on vehicles to be replaced/ converted under this grant and the proposed replacement/ conversion/ installation of idle reduction technology as applicable.
- If requested by the fleet, RPC will assist the fleet in choosing the right technology/ fuel for their operations.

### Project Review

- RPC reviews the information and requests additional information if needed.
- RPC submits the information to LaDOTD, including anticipated costs broken down by grant amount requested and match amount (to be provided by the fleet), for LaDOTD approval.

### Sign Contract

- Once LaDOTD approves the project, RPC sets up a contract with the Applicant which includes the fleet's match commitment.

### Implement Project

- Through a competitive process or from the State's Contract List, the Applicant selects a qualified installer to perform and work for retrofits and idle reduction technology installation, or dealer for new vehicle purchase and issues a contract.
- Vehicles are converted/ replaced. Installer/dealer invoices the Applicant.

### Invoice & Payment

- Applicant sends invoice to RPC with documentation of eligible expenses to request the 80% grant amount.
- RPC reviews the invoice and if acceptable, submits the invoice to LaDOTD for payment.
- LaDOTD reviews invoice and if approved, sends RPC the grant amount requested.
- RPC then pays the Applicant's invoice (within 3 days of receiving funds from LaDOTD).
- Applicant pays vendor (if not paid already) and sends a receipt of payment to RPC to document that the invoice was paid and the match amount.

### Submit Data

- Applicant submits vehicle and fuel data annually to RPC to include in their annual Clean Cities report to the US Dept. of Energy.

**Reap Benefits  
& Be  
Recognized**

- Applicant enjoys reduced fuel costs and the envy of other fleet managers.
- Applicant is recognized as a Clean Fleet Leader at the Annual Clean Fuel Partnership Clean Fleets Awards Ceremony.



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**Eligible Costs & Match:**

Type of Project	Eligible Costs for Reimbursement (Up to 80% of the following costs)	Eligible Match Source (Minimum of 20% to be provided by the Fleet)
<b>Purchase of a New Alternative Fuel Vehicle (AFV)</b>	<ul style="list-style-type: none"> <li>▪ Incremental cost difference between the cost of a traditional gasoline/diesel vehicle and the AFV</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any portion of the incremental cost of the vehicle for which reimbursement is not requested</li> </ul>
<b>Conversion of a vehicle to operate on an alternative fuel</b>	<ul style="list-style-type: none"> <li>▪ Cost of Conversion Kit</li> <li>▪ Installation Costs</li> </ul>	<ul style="list-style-type: none"> <li>▪ In-Kind Match: Installation costs if the installation is performed by certified in-house mechanics or provided for free by the company providing the conversion kits</li> <li>▪ Any portion of the cost of the conversion kit or installations costs for which reimbursement is not requested</li> </ul>
<b>Installation of idle reduction technologies</b>	<ul style="list-style-type: none"> <li>▪ Cost of the idle reduction technology</li> <li>▪ Installation Costs</li> </ul>	<ul style="list-style-type: none"> <li>▪ In-Kind Match: Installation costs if the installation is performed by certified in-house mechanics or provided for free by the company providing the idle reduction technology</li> <li>▪ Any portion of the cost of the idle reduction technology or installations costs for which reimbursement is not requested</li> </ul>

**Acronyms Used in this Document:**

- **CMAQ:** Congestion Mitigation and Air Quality (funding providing by the Federal Highway Administration for transportation-related project that alleviate congestion and/or improve air quality)
- **LaDOTD:** Louisiana Dept. of Transportation and Development
- **RPC:** Regional Planning Commission



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**Funding Examples:**

**EXAMPLE: New Vehicle Purchase**

Price of Traditional Vehicle (same model year & specifications):	\$30,000.00
Price of Natural Gas Vehicle:	\$40,000.00
Incremental Cost Difference:	\$10,000.00
Grant Funding - 80% of the Incremental Cost:	\$8,000.00
Required Match from Fleet - 20% of the Incremental Cost:	\$2,000.00
<b>Total Cost to the Fleet per Vehicle:</b>	<b>\$32,000.00</b>
Total Number of Vehicles:	3
Maximum Grant Funding:	\$24,000.00
Minimum Match Required:	\$6,000.00
<b>Total Cost to Fleet:</b>	<b>\$96,000.00</b>

**EXAMPLE - Converting Existing Vehicles**

Cost of Conversion Kit:	\$8,000.00
Installation Costs:	\$1,500.00
<b>Total Cost to Convert the Vehicle:</b>	<b>\$9,500.00</b>
Grant Funding - 80% of the Conversion Cost:	\$7,600.00
Required Match from Fleet - 20% of the Conversion Cost:	\$1,900.00
Total Cost to the Fleet per Vehicle:	\$1,900.00

Total Number of Vehicles:	4
Total Grant Funding Requested:	\$30,400.00
Total Match:	\$7,600.00
Total Cost to Fleet:	\$7,600.00

**If Installation Costs are Donated or Performed In-House:**

Cost of Conversion Kit:	\$8,000.00
<i>Installation Costs (donated or performed in-house):</i>	<i>\$1,500.00</i>
<b>Total Cost to Convert the Vehicle:</b>	<b>\$9,500.00</b>
Grant Funding - 80% of the Conversion Cost:	\$7,600.00
Required Match from Fleet - 20% of the Conversion Cost minus the In-Kind Donation of the Installation Costs:	\$400.00
Total Cost to the Fleet per Vehicle:	\$400.00

Total Number of Vehicles:	4
Total Grant Funding Requested:	\$30,400.00
Total Match:	\$1,600.00
Total Cost to Fleet:	\$1,600.00