



Maryland Clean Fuels Technical Assistance (CFTA) Program Guidelines

1. Program Purpose

- The State Fiscal Year 2021 (FY21) Clean Fuels Technical Assistance (CFTA) Program is a new pilot, test-of-concept program which aims to provide eligible local government and municipal fleets with technical assistance as they consider alternative transportation fuel options. This program is complementary to the Maryland Energy Administration's FY21 [Clean Fuels Incentive Program](#).
- Through CFTA, a technical assistance contractor employed by MEA will be tasked to work directly with eligible fleets, selected via an application process, for the purpose of developing potential alternative fuel fleet strategies for on-road vehicles. These possible strategies will be identified in a summary report for each participating fleet.
 - Off-road vehicles are not eligible for evaluation under this Program.
- Possible alternative fuels for evaluation include electric, ethanol, hydrogen, natural gas, propane, and other biofuels.

2. Program Description and Process Overview

- CFTA is not a grant program. Selected applicants will instead be allocated a finite amount of technical assistance resources by MEA, this technical assistance will be paid for directly by MEA.
- Applications from eligible organizations will be reviewed on a first-come, first-served basis. Upon receipt of an application, a completeness and applicability review will first be conducted by MEA (contingent upon all of the technical assistance program resources not having already been allocated to earlier applications). Please note that incomplete applications will not be entered into the application queue until all missing elements have been submitted to MEA.
- MEA will then share each eligible application with its technical assistance contractor. A project scope of work for the fleet analysis will be developed, consistent with the amount of technical assistance resources available for each program participant.
- Upon finalization of the scope, the selected organization will be expected to sign a letter confirming their commitment to the project.
- Upon execution of the commitment letter, the selected organization will then work directly with MEA's technical assistance contractor to provide any and all additional necessary information required to complete the analysis, though it is expected the majority of the relevant information will be provided upfront at the time of application submission.
- The technical assistance contractor will then evaluate technical and economic considerations of various alternative fueling strategies specific to the circumstances of the vehicles and organizations involved.

- Each approved technical assistance project will result in a final report that will identify potential fueling options and strategies based on technical and economic considerations specific to the circumstances of the applicant, their vehicle needs, and their operating profiles. Selected organizations will be given an opportunity (up to one week) to first review a draft report and provide feedback to help shape the final report.
 - Reports are not expected to include detailed project designs, engineered site plans, alternative fuel infrastructure siting analyses (including workplace charging plans), or load forecasts. Rather, reports will instead focus on “behind-the-fence” fleet operations and provide analysis and recommendations needed for the selected organization(s) to make informed decisions that may result in the implementation of alternative fuel fleet vehicles projects in the future.
 - All final project reports are anticipated to be made publicly available on MEA’s website.

3. Available Program Resources

- The total amount of funding currently available for this pilot Program is limited.
- Due to funding limitations, larger local governments with complex fleets are envisioned to likely only be able to receive technical assistance for an individual sub-fleet (e.g., a local government's light-duty vehicle fleet, refuse fleet, etc.).
- The level of assistance that will be provided by the technical assistance contractor to each participating fleet, or sub-fleet, will be capped at the hourly equivalent of approximately \$10K per project (maximum). Smaller fleets may be allocated lesser amounts of technical assistance, as deemed appropriate by MEA.
- It is anticipated that at least four technical assistance analyses will be completed under this Program. More analyses may be possible, depending on the size of the individual fleets applying for the Program, the level of assistance sought by eligible applicants, and subsequently the level of effort needed to achieve the applicant’s desired objectives.

4. Applicant Eligibility Criteria

- Eligible applicants include local government and municipality fleet operators that have submitted a complete program application, including all of the elements outlined in *Section 5.3 Application Contents* below.

5. Program Process

5.1. Program Timeline

- **October 2020**: Program application period opens.
- **November 11, 2020**: Deadline for submitting application to MEA for consideration for technical assistance. (Reminder: This program is being offered on a first-come, first-served basis.)
- **October 2020-January 2021**: Selected applicants will work for MEA’s technical assistance contractor on data collection and answering questions, as applicable. Technical assistance contractor will start finalizing draft reports containing alternative fuel analysis.
- **January 18, 2021**: Anticipated deadline for all final reports to be produced for all approved applicants.

5.2. Application Submission Instructions

- Application forms can be obtained on the Program Website.
- A complete application package consists of a complete application form and all supporting documentation.
- Each interested party must complete an application package and send or deliver* it along with all required documentation to:
 - Mike Jones
 - Transportation Program Manager
 - Maryland Energy Administration
 - michael.jones1@maryland.gov
- In order for MEA to receive application submissions as soon as possible, application packages should be submitted by email.
 - Email subject line should follow the naming convention: "Organization Name- MEA FY21 CFTA Application Package". For example, an application submitted by ABC County would be submitted as "ABC County- MEA FY21 CFTA Application Package".
 - Application form should be saved as an Excel file using the following naming convention: "Organization Name- MEA FY21 CFTA Application Form". Do not re-save and submit the file as a PDF.
 - Attach supporting documents as a separate file(s). Do not combine each piece of supporting documentation into one file attachment.

5.3. Application Contents

- Application Form
 - A completed application form.
 - A completed Fleet Inventory Summary Table.
 - The project narrative in the application must include a description of:
 - Any experience purchasing, operating and/or maintaining alternative fuel vehicles within the applicant's fleet.
 - Any relevant policies or requirements adopted by the applicant (e.g., green purchasing requirements, GHG reduction targets, EV goals etc.) that impact transportation-related purchases.
 - Provide a brief description of your fleet and how your vehicles are used.
 - Identify your goals and objectives for the technical assistance project.
 - Describe what your organization ultimately wants to accomplish with the use of alternative fuels, including any specific alternative fuels in particular.
- Supporting Documentation
 - **(Required)** Please include a letter of support/concurrence from the fleet manager, documenting buy-in and commitment to working cooperatively with the contractor to provide any needed information needed to produce the technical assistance.
 - Letter should contain the fleet manager's full contact information including phone number and email address.
 - Letter should include a statement the applicant has reviewed and agrees to comply with the terms outlined in the FY21 Maryland Clean Fuels Technical Assistance Program Guidelines.

6. Terms & Conditions

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www.Energy.Maryland.gov

- If approved to receive technical assistance, an eligible applicant certifies that they understand the following:
 - Applicants will be formally notified of selection for this program through a letter from MEA.
 - Upon receipt of such a notification letter, the government unit agrees to provide any additional information regarding their existing transportation fleet (or portion of the fleet) required for this analysis to MEA and MEA's technical assistance contractor identified in the notification letter.
 - There is a limited amount of technical assistance funding available, and a scope of work will be identified consistent with the size of this pilot program.

7. Contact Information

- Any questions regarding these guidelines and applications should be directed to:
Mike Jones
MEA Transportation Program Manager
michael.jones1@maryland.gov