



VIRGINIA CLEAN CITIES ANNUAL OPERATING PLAN 2012

October 2011

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SECTION I: BACKGROUND INFORMATION

Coalition Description:

The purpose of Virginia Clean Cities (VCC) is to assist in the improvement of the Commonwealth of Virginia’s air quality, increase U.S. national energy security, and promote economic opportunity in Virginia, primarily by promoting and facilitating increased use of non-polluting, non-petroleum alternative fuels and vehicles. VCC is part of a network of almost 90 coalitions that operate under the umbrella of and derive guidance from the US Department of Energy’s (DOE’s) Clean Cities Program.

The coalition works to educate people, corporations, agencies, and others about problems related to excessive dependence on and use of imported petroleum and about near-, mid-, and long-term solutions to our transportation energy obstacles. The use of natural gas, biofuels, electricity, solar power, hydrogen, and other clean means of propulsion helps produce a cleaner environment for the cities, suburban zones, and rural areas of the United States, helps minimize our national need for and dependence on imported petroleum, and it increases the health and welfare of people otherwise adversely affected by air pollution.

VCC provides a forum for members to leverage resources, develop joint projects, collaborate on public policy issues, and promote petroleum displacement and clean and renewable-based technologies. VCC has extensive experience in building coalitions, conducting technical education and outreach initiatives, as well as working with a variety of public and private stakeholders. See VCC’s website at www.virginiacleancities.org for more details on the organization.

The following lists DOE’s full portfolio of technologies for the Clean Cities program:

<p>Alternative Fuels Biodiesel (B100) Ethanol (E85) Natural gas (CNG/LNG) Electricity Hydrogen Methanol P-Series fuels Propane</p>	<p>Alternative Fuel Vehicles (AFVs) Diesels (running biodiesel) Flex-fuel vehicles (FFVs) Natural gas vehicles (NGVs) Neighborhood electric vehicles (NEVs) Electric vehicles (EVs) Plug-in Electric vehicles (PHEVs) Fuel cell vehicles (FCVs)</p>
<p>Fuel Blends Blends of biodiesel (B2, B5, B20, etc.) Hydrogen-CNG (HCNG) Low blends of ethanol (E2, E10)</p>	<p>Hybrid Electric Vehicles (HEVs) Light-duty HEVs Medium/heavy-duty HEVs</p>
<p>Idle Reduction</p>	<p>Fuel Economy Decreased vehicle miles traveled (VMT) Increased miles per gallon (mpg)</p>

Given this long list and the limited resources available to the Coalition, VCC has focused its efforts in the areas that are most feasible and offer the greatest potential benefits for the region during any particular time in its history. These have primarily included biodiesel, ethanol, hybrid technology, and natural gas in most of the Coalition’s history. More recently, the Coalition has begun to focus more on propane and

electric vehicle technologies. The Coalition maintains flexibility in its approach to make the best use of limited resources and take quick advantage of changing technological, economic and political environments. The Coalition maintains a certain level of competence and awareness in the other areas in order to be ready to exploit opportunities as they arise.

In addition to working in the areas listed above, VCC also works on green fleet management, which encompasses many of the technologies identified in the list above including some that may not be flagged as near-term focus areas. In the context of VCC work, green fleet management means to procure, operate and maintain a fleet of vehicles in the most environmentally responsible way that meets the business needs of an organization.

In subsequent pages this plan presents a brief summary of VCC's recent activities then discusses the organization's plans for 2012. The discussions are sometimes specific and sometimes more general depending on the topic.

Coalition Description:

Designation Year

Hampton Roads Clean Cities Coalition was designated in 1996. The Coalition officially expanded its territory boundaries to cover the entire state of Virginia in 2009, although it has been operating and providing assistance throughout the state since 2000.

Mission and Vision Statement

Promote non-polluting, non-petroleum alternative fuels and vehicles to:

1. Increase U.S. national energy security;
2. Improve air quality and public health in the Commonwealth of Virginia;
3. Develop resulting economic, academic, and research opportunities in the Commonwealth of Virginia.

Organizational Structure and Type:

The Hampton Roads Clean Cities Coalition was incorporated as a 501(c)3 tax-exempt non-profit in 2000, as the Hampton Roads Clean Cities Corporation. The Board of Directors voted to create the umbrella organization Virginia Clean Cities in 2001 as a result of the increasing demand to work with stakeholders outside of the Hampton Roads region.

In August of 2009, Virginia Clean Cities entered into an agreement via a Memorandum of Agreement with James Madison University (JMU) to build capacity. The Director, Coordinator, and any other VCC related positions are currently JMU employees to take advantage of human resources/payroll. JMU donated office space and equipment as in-kind, allowing for a second office in another part of the state to broaden our access. JMU also offers VCC the ability to leverage grant and other funding opportunity eligibility, access to federal work-study graduate students, other student projects, and a sounding board for administrative duties such as ARRA compliance.

An organizational chart is included in the next section. The Corporation has 5 full-time employees, 2 interns, and 1 independent contractor at present.

Geographic Area Covered by the Coalition

Commonwealth of Virginia

Funding Sources

Historically, VCC's main source of funding is grants. Over the years, VCC has managed grants from the Department of Energy, the Environmental Protection Agency, the Virginia Department of Environmental Quality, and the Virginia Department to Mines, Minerals, and Energy. VCC has also managed grants from private organizations such as the United Soybean Board.

VCC also receives some funding from stakeholder/membership dues, but has generally been less than \$30,000 in any given year. Over the 2011 fiscal year, VCC received over \$69,000 in membership dues.

A third source of funding is sponsorships for specific events, although this sponsorship funding generally is applied directly to event expenses. VCC is rarely able to acquire more sponsorship funding than the event cost the organization to plan and host.

Coalition Governance Structure:

An organizational chart is included in *Appendix A*.

Key Coalition Personnel

Name: Alleyn Harned

Title: Executive Director

Key responsibilities: Executive Director of Virginia Clean Cities. Leads efforts to increase the number of alternative fuel vehicles on the road, and increase alternative fuel use to facilitate petroleum reduction: write grant proposals, coordinate local events, develop and implement policies for achieving long range goals of petroleum reduction, build consensus among coalition members, advance legislative agendas, public education, and infrastructure development, work with state, county, and federal regulatory agencies, interest groups, media, consultants, and other coalitions to develop policies, coordinate work, and exchange information.

Related responsibilities: Transportation Energy Partnership, Southeast Natural Gas Corridor, Project Get Ready Virginia, southeast DOE Clean Cities region.

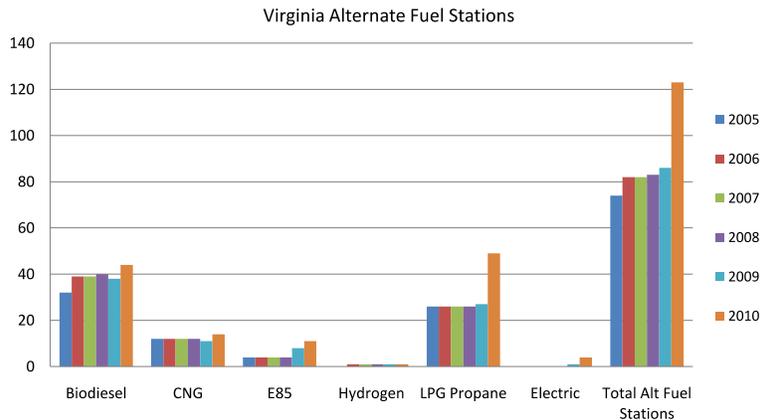
Hours per week devoted to the coalition: 40+ hours

Length of time with the coalition: 2 years

A brief bio with background information: Alleyn Harned joined the Virginia Clean Cities nonprofit in 2009 and now serves as the Executive Director after working first as the organization's Business Development Director. Virginia Clean Cities is one of 90 coalitions across the U.S. that help meet shared objectives of improving air quality, developing regional economic opportunities, and reducing the use of imported petroleum. Harned works from the Virginia Clean Cities partnership at James Madison University, in Harrisonburg, Virginia. Prior to Clean Cities, Harned served as Assistant Secretary of Commerce and Trade in Virginia, and has worked with Virginia transportation issues since 2006.

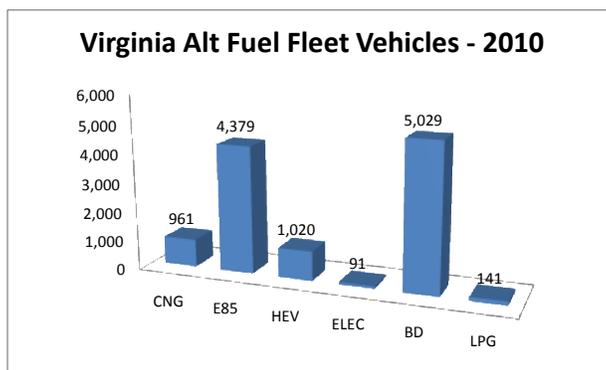
Infrastructure Availability of alternate fuels in Virginia

With more than 175 alternate fuel stations, Virginia has some infrastructure but growth is needed. More information is available in an annual fuel and station report. The next report will be available January 2012 and will cover Virginia’s 2011 effort.



Alternative fuel / advanced vehicle and technology purchases

Purchases of alternate fuel vehicles continue in Virginia including numerous purchases from industry and fleet partners.



Major Fleets and Fuel / Advanced Technology Users and other Clean Cities Technologies

Virginia’s alternate fuel fleet list is confidential but available upon request. Virginia Clean Cities is considering partner sharing of this information with key stakeholders.

Obstacles to deployment of alternate fuel vehicles, infrastructure and other technologies

Inconsistent federal funding of incentives has been a challenge.

Recent Performance

To provide some context, information on VCC’s recent performance is briefly summarized.

Significant coalition accomplishments:

- DMME and VCC are managing an \$8.6 million project to convert almost 1,200 taxi cabs, law enforcement, municipal, shuttle, and para-transit vehicles to run on propane autogas, install

propane autogas refueling stations in 9 southeastern states and DC, and launch a far-reaching and professional marketing campaign focused on promoting the project and propane autogas as an alternative to traditional petroleum fuel. See www.usepropaneautogas.com to

- VCC successfully managed a \$1 million project to administer a National Clean Diesel Campaign award to retrofit 35 Hampton Roads Transit buses with emissions reduction equipment, replace 10 Chesapeake refuse haulers ahead of schedule with natural gas models, replace City of Richmond refuse haulers with a natural gas model, and replace 4 Spotsylvania Public Schools Buses ahead of schedule with propane models.
- VCC created and manages the Virginia Get Ready effort which recently (October 2010) produced the Virginia Get Ready: Electric Vehicle Plan. See www.VirginiaEV.org to learn more.
- VCC engaged a wide range of stakeholders to secure a \$430,000 electric vehicle planning effort for Richmond Virginia and is managing that effort
- VCC helping to manage the State Clean Diesel program. Specifically, VCC assisted Gloucester County with a propane school bus pilot, Virginia Beach Public Schools with an idle reduction pilot program, and assists with the administration of a biodiesel buy-down program for the Commonwealth.
- VCC implemented implement the Green Operators pilot program in cooperation with the Virginia Port Authority. The program is the first of its kind that assists drayage operators with retrofit or replacement of old dray trucks serving the Port of Virginia, and rewards shippers that want to green their supply chain. VCC provides technical assistance and helps with the refinement and administration of the program.
- VCC at JMU managed a project \$710,000 to repower 11 pieces of off-road construction equipment for Luck Stone Corporation to bring them to higher emissions and efficiency standards.
- VCC won a grant from the United Soybean Board to host biodiesel conference and video in September 2011.
- VCC works with the East Tennessee Clean Fuels Coalition to create and publish the *Southeastern Fuels Fix*, a quarterly publication of the southeast DOE region Clean Cities coordinators.
- VCC publishes widely read bi-monthly newsletter
- Find more about our projects on our website: www.hrccc.org

SECTION II: COALITION GOALS

Goals for Near-term and Long-term Focus Areas

Below are near-term (1 year) and long-term (3 year) goals for the Coalition. Whenever practical, specific numeric goals with due dates are listed.

Alternative Fuels (including biofuels blends) and Vehicles and Advanced Technology Vehicles

- Increase regional biofuels (biodiesel and ethanol) refueling infrastructure. *Metric = Assist with the increase of biofuels public refueling infrastructure by new or the reopening of 4 stations in 2012. Increase biofuels public refueling infrastructure by 20 stations within 3 years.*
- Increase regional natural gas refueling infrastructure. *Metric = Assist with the installation of natural gas refueling infrastructure for at least 1 large anchor fleet in Virginia in 2012. Increase natural gas refueling infrastructure by 2 stations within 3 years.*
- Increase regional propane refueling infrastructure. *Metric = Assist with the installation of 15 public and/or private propane refueling stations in 2012. Increase propane refueling infrastructure by 30 stations within 3 years.*

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- Encourage and support airport petroleum reduction strategies (including alt fuels & vehicles).
Metric = Work with at least 1 new airport in 2012 to directly incorporate Clean Cities portfolio strategies in daily operations.
- Increase blend level of biodiesel in low-blend fleets. Facilitate information exchange among fleets using and interested in using biodiesel blends higher than the traditional blends of B2 and B5.
Metric = Increase low biodiesel blend fleets (B2 and B5) to at least B20 in 3 fleets by 2013.
- Support transit fleets interested in deployment of natural gas, hybrid, or other technologies.
Metric = Work with at least 2 public transit fleets to deploy AFVs or petroleum reduction strategies in 2012.
- Support Virginia Port Authority efforts to deploy alternative fuel and advanced technology options for port activities. *Metric = Maintain skeleton GO program, and leverage efforts for complimentary petroleum reduction programs.*
- Develop regional electric vehicle plan for Richmond - *Metric = plan release by October 2012.*

Idle Reduction and Fuel Economy

- Encourage idle reduction efforts through truck stop electrification projects, idle reduction outreach and education programs, and policy action. *Metric = Investigate other programs and pursue funding, if sensible. Pilot idle reduction devices in 2 fleet in 2012, and determine expansion potential in Virginia.*

Green Fleets and Carbon Reduction

- Continue to monitor landfill methane options for transportation applications. *Metric = Work closely with Division of Energy, and provide technical support and build partnerships when feasible. Attend meetings and conferences to explore options and potential.*

Near- and Mid-Term Programmatic Goals

Improve existing coalition activities and expand collaborative opportunities to leverage VCC resources for greater impact on policies and programs throughout the Commonwealth that promote the Coalition's mission:

- Continue working with DOE through regional and national conference calls, webcasts and meetings to strengthen the program and ensure support on a regional and national level.
- Work with other organizations and associations, nearby Coalitions, Mid-Atlantic Diesel Collaborative, fuel marketers, the environmental community, trade groups, etc., to promote petroleum reduction activities in transportation and increase coalition impact.
- Maintain membership and involvement in Transportation Energy Partners (including the Energy Independence Days event) as is feasible, and create new collaborative partnerships and

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opportunities that will produce additional financial resources for the Clean Cities program and expand tools available to coalitions.

- Pursue opportunities presented by the Ferguson Group and Climate Communities to expand network and financial opportunities.
- Pursue opportunities valuable to the VCC-JMU partnership to expand activity focus areas and fiscal sustainability.

Coalition fiscal sustainability:

- Increase membership revenues to \$40,000 in 2011. Plan for long-term sustainability of organization.
- Use opportunities such as Clean Cities TV and Propane Road Shows to create new revenue streams.
- Constantly stay informed of grant opportunities, and pursue when feasible. Continue to remain broad in coalition project pursuits.
- Increase membership and activity level of Board of Directors. Form membership/fundraising committee.
- Hold regular coalition stakeholder meetings to increase visibility and partnership opportunities.
- Hold annual stakeholder meeting and appreciation event.
- Investigate feasibility of hiring grant writer to assist with growing demand of grant proposal assistance. Determine fee structure. This is one area that VCC has found is a revenue source.

Internal education and technical support capabilities:

- Stay up-to-date on national and regional trends and fleet needs, interests, and pressures. Form a policy committee within Board of Directors, or equivalent stakeholder group, to discuss such issues and opportunities, and determine appropriate action items for VCC.
- Keep current on alt fuel and advanced technology vehicle use in the Commonwealth and improve AFV Inventory data collection method. Use graduate student, or JMU partnership to launch new, more efficient way of collecting and verifying data.
- Track developments (technical, economic and legislative) relating to Hydrogen, PHEVs and EVs and ensure members are able to utilize these technologies when feasible.
- Stay up-to-date on technological developments through web research, mailing lists, meetings, conferences, webcasts, etc., and pass relevant information along to stakeholders.

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- Track local, state and federal legislative actions relating to VCC's mission and disseminate new developments to members via email, the monthly newsletter and Coalition website. Utilize Board of Directors Policy or related committee(s).

External education, outreach and technical support:

- Prepare and distribute bi-monthly newsletter and quarterly *SE Fuels Fix*
- Maintain Coalition website and investigate new opportunities for maintaining content with cost-effectiveness in mind. Continue twitter, Facebook, and YouTube social media products.
- Strengthen relationship with media and elected officials so VCC is the go-to place to answer questions about alternative fuels and advanced technologies, and it is easier to correct mistakes and refute misinformation. Create learning opportunities for the media and elected officials. Respond to negative press.
- Answer questions via telephone and email, and respond to requests for information.
- Attend, participate, and host educational events when they related to VCC's mission and are cost-effective.

Grant Assistance:

- Keep members informed of grant opportunities to support alt fuel projects.
- Assist stakeholder members with grant applications.
- Assist members with grant reporting and interactions with granting agencies.

Legislative Work:

- Move towards proactive legislative education – educating officials of opportunities in line with mission vision and goals of the organization.
- Respond to any legislation introduced that relates to VCC's strategic mission and goals.
- Develop and strengthen relationships with elected officials at the local, state, and federal levels in order to advance petroleum reduction and alternative fuel/advanced technology vehicle policies. Educate state and federal legislators and staff on practical actions that will promote the growth of alt fuels and displace petroleum in transportation, and the role of Clean Cities.

Discussion of Key Near-Term Goals and Areas for Improvement

Organizational Improvements

Board Growth and Engagement

VCC has undergone some significant organizational changes throughout the past year. A new Board has been approved, and should be very helpful in providing guidance and assistance as the organization continues to grow and evolve. The new Board will meet beginning in January 2012. The following are goals for 2012 with respect to Board development, engagement and accomplishments:

- Project Steering Committees or equivalent established. Examples include:
 - Alternative Fuels and Vehicles (biodiesel, ethanol, natural gas, propane)
 - Idle Reduction and Fuel Economy Measures
 - Hybrid Electric, Electric Vehicles, and Advanced Technology Vehicles
 - Infrastructure Development
 - Funding and Coalition Sustainability
 - Legislation, Education and Outreach
- Mission and vision evaluated for relevance
- Strategic plan or organizational growth guidance developed
- Investment and engagement of new Board

Staff

Over the last year, the largest obstacle faced was staffing, and consequently resources and capacity. Since December 2009, the organization has gone from 1 full-time staff member to 5 full-time, and 3 part-time staffers and interns. The organization is still challenged by workload versus staff.

Through the strategic planning or growth planning process, VCC will look at existing resources including human and financial resources, and determine if they are being used most efficiently and effectively. Staff will be engaged to determine if they are happy with how they are being utilized.

Additionally, the planning process will look at options for drawing boundaries, assigning roles and responsibilities. This may include looking at whether staff should be assigned to projects covering certain technologies or strategies (subject-matter experts) versus job functions.

Budget

VCC staff, the VCC Board, and VCC engaged stakeholders should focus adequate efforts in 2012 to determining where VCC plays the most effective role, and can also acquire resources to support these roles. The mix of resources should become more diversified over time, with a steady increase in the private sources and “flexible funding.”

Alternative Fuel Infrastructure Development

Public alternative fuel stations representing high blends of ethanol, natural gas, and propane autogas are still lacking in Virginia. Biodiesel has more public alternative fueling stations in the state, although the network is still poor compared to other states and as compared to gasoline refueling stations. Please

see *Appendix A* for a list of public and private alternative fuel stations.

The national policy takes the approach of fuel corridors and fueling cluster centers. An alternative fuel corridor is a series of alternative fuel refueling and distribution sites conveniently located for the traveling public. The concept usually includes evenly spaced alternative fueling stations traversing the length of an interstate. By making alternative fuel more readily available for the traveling public, demand for vehicles propelled by means other than petroleum should increase, resulting in reduced fossil energy demand and greenhouse gases.

While alternative fuel corridors are key to the widespread acceptance and purchase of alternative fuel and advanced technology vehicles, “fuel clusters” may be just as important. While VCC will continue to focus on encouraging the growth of alternative fueling stations throughout the state and even amongst multiple states, the need for fuel clusters within localities and regions has become apparent as well.

For example, Hoffman Beverage, a local Budweiser distributor and VCC stakeholder, worked with the coalition to secure grant funding and purchase 4 dedicated CNG powered vans and refueling infrastructure. After decommissioning the CNG refueling station because of costly repairs, they were forced to use public CNG infrastructure maintained by Virginia Natural Gas. Thankfully there existed another refueling option, but there was only 1 refueling station that was in close enough proximity to use. The vans were therefore confined to a small operating area and were kept as low mileage vehicles. Hoffman Beverage quoted being extremely pleased with the vans (especially the lowered maintenance costs), but the infrastructure was the major stumbling block to increased use of the vans and expansion of their CNG fleet. Had there been more public CNG stations situated along with Hampton Roads, the company would have considered expanding use of CNG.

Another consideration in infrastructure development is access. If alternative fuels like ethanol and biodiesel blends are going to have a significant and growing impact, motorists must be offered the choice to purchase alternative fuels in the same way and at the same place that they purchase conventional petroleum fuels. Most fuel today is sold by full-service convenience stores that provide everything drivers have come to expect when they stop to refuel their vehicle – high quality branded fuel at competitive prices, the convenience of a quick service restaurant, clean restrooms, pay at the pump technology, friendly service and a broad selection of snacks, drinks and other convenience items.

Fuel clusters, along with fuel corridors, provide a resource for public and private companies and the public to expand alternative fuel use. The main goal should be to incubate private infrastructure investment by partnering with businesses, and possibly offering use of state lands as possible host sites.

Fleet Programs

Niche Markets

Clean Cities technology areas fall over several niche market, fleet applications: airports, delivery vehicles, long-haul trucks, parks, policy/traffic enforcement, refuse haulers, school buses, shuttle buses, taxis, transit buses.

Each market presents their own challenges and opportunities. Based on prior experience, the coalition sometimes uses several rules of thumb when determining which alternative fuel/technology makes the most sense for a particular fleet. VCC should work with NREL to gather fact sheets and other tools for the niche market fleet applications most often partnered with, and also rank priority for VCC future

work.

One issue that several of these niche fleet applications have relayed as an issue is the availability of AFVs on the State purchasing bid list. VCC should make this a priority so purchasing requirements do not hinder fleets interested in a particular fuel/technology type.

One opportunity that VCC has failed at seizing is the utilization of CMAQ funds to offset the incremental costs of AFVs and refueling infrastructure. VCC should also make accessing CMAQ funding a priority in 2012.

Legislative and Regulatory Coordination/Incentive Development

VCC has seen the impact policy changes can have on mission critical areas. In the past, VCC has only been involved in legislative related activities when called upon. With the help of the Legislative, Outreach and Education Steering Committee, VCC will work to ensure successful policies are communicated more effectively at the state and local levels. Activities could include determining what legislation exists, or is pending which provides appropriate incentives to expand the use of AFVs; drafting letters of support for legislation and providing stakeholders with sample letters of support; in the absence of legislation, working with appropriate stakeholders and other Clean Cities coalitions to draft legislation as needed which will support AFV incentives; utilizing the input and resources of all VCC stakeholder to educate state and Federal elected officials about the benefits of AFVs and the need for incentives to expand their use; pursuing reductions in State registration fees for AFVs, and; providing state legislators with an assessment of the potential economic benefits (including jobs) to the Commonwealth via AFV incentives.

Another legislative and regulatory question surrounds greenhouse gas and climate change policy. Since greenhouse gases are closely linked to transportation, how policies develop surrounding greenhouse gases will greatly affect the Clean Cities mission and projects. It will be critical to ensure the goals of the organization compliment greenhouse gas reduction goals at the local, state, and federal levels. Climate change policies should be viewed as an immense opportunity for the coalition to broaden its impact and reach.

With significant funding on the horizon, the Steering Committee could ensure that Virginia is poised to take full advantage of all mission-related opportunities and implement projects as cost-effectively and timely as possible.

Education and Outreach

The majority of VCC activity is centered around education, outreach and technical assistance. This is done via seminars, bi-monthly newsletters, quarterly publication of an online magazine, email alerts, website content, press releases, replying to phone calls and email requests, and targeted education grant projects.

The website has greatly been improved over the last two years. VCC staff will continue to explore other ways of disseminating information and improving our web presence.

Another area to investigate is expanding education opportunities to K-12 education and college level. Many Clean Cities coalitions have K-12 education programs in place that are not only helping to expand

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and reinforce the energy options our future leaders learn about, but also help create another revenue stream. Developing educational tools could allow VCC identify new and different funding opportunities.

A third area that could be improved upon is increasing the frequency of stakeholder meeting opportunities. VCC does not have regularly scheduled stakeholder meetings to draw in new members or provide a forum for existing members to trouble shoot or discuss new ideas. A quarterly lunch meeting could accomplish this simple task, and also give VCC valuable networking opportunities. This will be explored in 2011.

Data Collection

VCC maintains the AFV Inventory for the Division of Energy. The method was improved in 2010 to include online submission, and to provide stakeholders with a reporting incentive, but VCC should continue exploring more comprehensive and efficient ways of gathering such information.

After-market Conversions

Recently, some of the major manufacturers have begun to re-enter the alternative fuel vehicle market. However, OEM selection is still fairly limited. Therefore, there will be a continuing need for aftermarket conversions over the short term.

Conventional original equipment manufacturer (OEM) vehicles altered to operate on propane, natural gas, methane gas, ethanol, or electricity are classified as aftermarket alternative fuel vehicle (AFV) conversions. In the United States, all vehicle conversions (except pure battery electric vehicles) must meet current applicable U.S. Environmental Protection Agency (EPA) standards. EPA instituted these standards to assure unimpaired emission control of motor vehicles throughout their useful life. Vehicles operating in California must follow conversion rules issued by the California Air Resources Board (CARB).

In addition, vehicle conversions that require the addition of heavy battery systems or additional fuel tanks that may alter a vehicle's center of gravity, payload capacity, or handling characteristics may also need to be safety crash tested and certified to comply with Federal Motor Vehicle Safety Standards (FMVSS) and/or other National Highway Traffic Safety Administration (NHTSA) regulations.

VCC is often approached by alternative fuel conversion dealers, who claim their products are "approved" or "certified" but cannot provide proof. The policy of Virginia Clean Cities will remain that the coalition cannot endorse or appear to support a product that does not hold a Certificate of Conformity from the EPA or California Air Resources Board Certification. A copy of the certificate can be requested from the manufacturer and/or using EPA's Transportation and Air Quality Document Index System (<http://www.epa.gov/dis/>).

For more information about conversions, please visit the Alternative Fuels & Advanced Vehicles Data Center's Conversions Web site (<http://www.afdc.energy.gov/afdc/vehicles/conversions.html>).

SECTION III: ANNUAL PLANS

Coordinator travel and training plans for next 12 months

Coordinator Travel

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VCC Coordinators will travel to the Electric Drive Transportation Association Conference, the Work Truck Expo, and the ACT EXPO in California. Coordinators will also travel to the National Ethanol Conference and other affiliated conferences.

No training is planned for the next 12 months

Data Reporting and Key Deliverables will continue for the clean cities funding and for the numerous other programs within Virginia Clean Cities. For the Clean Cities program, details are below for the 2012 calendar year.

Key Deliverable*	Due Date	Description
Ex 1: Annual Survey Data Call to Stakeholders	December '11	Begin Soliciting input from stakeholders on vehicle counts and petroleum reduction efforts for inclusion in the annual survey
Ex 2: Alternative Fuel Price Report Q1	January '12	Contact fueling station owners and send fuel pricing info to LTI by the established deadline
Ex 3: Input Annual Survey Information into DOE Database	February '12	Upload all coalition information into database by end of February deadline
Ex 4: Alternative Fuel Price Report Q2	April '12	Contact fueling station owners and send fuel pricing info to LTI by the established deadline
Ex 7: Alternative Fuel Price Report Q3	July '12	Contact fueling station owners and send fuel pricing info to LTI by the established deadline
Ex 8: Annual Operating Plan	September '12	Submit updated annual operating plan to Regional Manager in accordance with coalition support contract deadline.
Ex 10: Alternative Fuel Price Report Q4	October '12	Contact fueling station owners and send fuel pricing info to LTI by the established deadline
Ex 11: Coalition Support Contract Final Reporting Period Invoice	October '12	Submit invoice for second half of coalition support contract by the established deadline.

SECTION IV: BUDGET AND RESOURCE ALLOCATION PLAN

Coordinator and board of Virginia Clean Cities will be responsible for budget implementation. Each year, the budget is reviewed and approved by the board in a summer meeting. Clean Cities funds will be leveraged with contributions from member organizations for maximum impact and effect.