

**Pre-Approval Application**  
**Commonwealth of Virginia - Alternative Fuels Transition Program**

**1. Contact Information**

Agency or Jurisdiction Name: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address for Reimbursement: \_\_\_\_\_

\_\_\_\_\_

Fleet Manager's Name, Number, and Email: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**2. Vehicle Information**

Total Number of Vehicles to be Converted/Purchased: \_\_\_\_\_

County/City in Which Vehicles Are Garaged: \_\_\_\_\_

<u>Anticipated Conversion or Purchase Date</u>	<u>Vehicle VIN # (conversions only)</u>	<u>Vehicle Type/Year</u>	<u>Incremental Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Amount Requested for Reimbursement: \_\_\_\_\_

### 3. Supporting Documentation

\_\_\_\_\_ Attached are the following:

1. If requesting reimbursement for a vehicle purchase, provide documentation of the purchase price AND information demonstrating the market price of a comparable traditional vehicle (sales quote/MSRP).
2. If requesting reimbursement for a vehicle conversion to alternative fuels, provide copies of sales quotes/unpaid invoices and other documentation from the conversion vendor.
3. Form COVA W-9, Request for Taxpayer Identification Number (TIN) and Certification, for your locality.
4. Agency One-Year Fuel Use Report Form (Template)
5. Revised - Commonwealth Alternative Fuels Program (T11802) Process for Use of CMAQ Funding November 1, 2023 (Accompanies application).

By signature, below, I agree to adhere to the requirements of this application and attached documents. I agree to report on the cost of the fuel and the volume of fuel used for the first year of operation of each vehicle (or one complete year of operation).

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**All Applications must be Pre-Approved. Submit Pre-Approval Requests to:**


Ed Cronin, Virginia Energy. [Edward.Cronin@energy.virginia.gov](mailto:Edward.Cronin@energy.virginia.gov)

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**Approved by Virginia Energy:**

Name \_\_\_\_\_

Date \_\_\_\_\_

Form <b>W-9</b> Commonwealth of Virginia Substitute W-9 Form Revised March 2022		<b>Request for Taxpayer Identification Number and Certification</b>			
Section 1 - Taxpayer Identification	<input type="checkbox"/> <b>Social Security Number (SSN)</b>  <input type="checkbox"/> <b>Employer Identification Number (EIN)</b>		Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number . The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.		
	Unique Entity Identifier (UEI) (see instructions)		Legal Name:		
			Business Name:		
	Entity Type		Entity Classification		Exemptions (see instructions)
	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation		<input type="checkbox"/> Professional Services <input type="checkbox"/> Medical Services		Exempt payee code (if any):  (from backup withholding) _____
	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> S-Corporation		<input type="checkbox"/> Political Subdivision <input type="checkbox"/> Legal Services		
	<input type="checkbox"/> Partnership <input type="checkbox"/> C-Corporation		<input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Joint Venture		Exemption from FATCA reporting code (if any):  _____
	<input type="checkbox"/> Trust <input type="checkbox"/> Disregarded Entity		<input type="checkbox"/> VA Local Government <input type="checkbox"/> Tax Exempt Organization		
	<input type="checkbox"/> Estate <input type="checkbox"/> Limited Liability Company		<input type="checkbox"/> Federal Government <input type="checkbox"/> OTH Government		
	<input type="checkbox"/> Government <input type="checkbox"/> Partnership		<input type="checkbox"/> VA State Agency <input type="checkbox"/> Other		
<input type="checkbox"/> Non-Profit <input type="checkbox"/> Corporation					
Contact Information					
Legal Address:		Name:			
		Email Address:			
City:      State :      Zip Code:		Business Phone:			
Remittance Address:		Fax Number:			
		Mobile Phone:			
City:      State :      Zip Code:		Alternate Phone:			
Section 2 - Certification	Under penalties of perjury, I certify that:				
	<div>1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</div> <div>2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and</div> <div>3. I am a U.S. citizen or other U.S. person (defined later in general instructions), and</div> <div>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</div> <div><b>Certification instructions:</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions titled Certification</div>				
Printed Name:					
Authorized U.S. Signature:				Date:	

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

- 1. You do not furnish your TIN to the requester,
- 2. You do not certify your TIN when required (see Section 2 Certification for details),
- 3. The IRS tells the requester that you furnished an incorrect TIN,
- 4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- 5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding.

**What is FATCA reporting?** The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting.

**Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

**Specific Instructions**

**Section 1 -Taxpayer Identification**

**Check the appropriate Tax Identification Number (TIN) type. Enter your EIN/SSN in the space provided.** If you are a resident alien and you do not have and /or are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

Number (SSN)" box and enter the SSN of the sole proprietor.

e. If you are a Single-Member LLC that is disregarded as an entity, check the "Social Security Number (SSN)" box and enter the member's SSN.

**Note:** If an LLC has one owner, the LLC's default tax status is "disregarded entity". If an LLC has two owners, the LLC's default tax status is "partnership". If an LLC has elected to be taxed as a corporation, it must file IRS Form 2553 (S Corporation) or IRS Form 8832 (C Corporation).

Vendors are requested to enter their **Unique Entity Identifier Number (UEI)**, if applicable. See number requirement below.

**Unique Entity Identifier (UEI) number requirement.** The United States Office of Management and Budget (OMB) requires all vendors that receive federal grant funds have their UEI number recorded with and subsequently reported to the granting agency. If your entity is registered in SAM.gov today, your Unique Entity ID (UEI) has already been assigned and is viewable in SAM.gov

**Legal Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name. If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form. If you are using a name other than that which is listed on a Social Security Card, please enter the legal entity name **as filed with the IRS**. In general, enter the name shown on your income tax return. Do not enter a Disregarded Entity Name on this line.

**Business Name.** Business, Disregarded Entity, trade, or DBA ("doing business as") name.

**Entity Type.** Select the appropriate entity type.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Legal Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business Name" line.

**Partnership.** A partnership is an entity reflecting a relationship existing between two or more persons who join to carry on a trade or business. Enter the partnerships entity's name on the "Legal Name" line. This name should match the name shown on the legal document creating the entity. You may enter your business, trade, or "doing business as (DBA) name on the "Business Name" line.

**Trust.** A legal entity that acts as fiduciary, agent or trustee on behalf of a person or business entity for the purpose of administration, management and the eventual transfer of assets to a beneficial party. Enter the name of the legal entity on the "Legal Name" line.

**Estate.** A separate legal entity created under state law solely to transfer property from one party to another. The entity is separated by law from both the grantor and the beneficiaries. Enter the name of the legal entity on the "Legal Name" line.

**Corporation.** A company recognized by law as a single body with its own powers and liabilities, separate from those of the individual members. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

**S-Corporation.** A corporation that is taxed like a partnership: a corporation in which five or fewer people own at least half the stock. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

**C-Corporation.** A business that is taxed as a separate entity: a business taxed under Subchapter C of the Internal Revenue Code and legally distinct from its owners. Enter the entity's name on the "Legal Name" line and any trade or "doing

Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1 - An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2 - The United States or any of its agencies or instrumentalities
- 3 - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions, agencies, or instrumentalities
- 4 - A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5 - A corporation
- 6 - A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7 - A futures commission merchant registered with the Commodity Futures Trading Commission
- 8 - A real estate investment fund
- 9 - An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10 - A common trust fund operated by a bank under section 584(a)
- 11 - A financial institution
- 12 - A middleman known in the investment community as a nominee or custodian
- 13 - A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

**IF the payment is for... THEN the payment is exempt for...**

Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup>See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup>However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site [www.irs.gov](http://www.irs.gov).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester. **Note:** *Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.*

**Enter the TIN which coincides with the 'Legal Name' provided on the form.**

- If you are an individual, check the "Social Security Number (SSN)" box and enter the SSN.
- If you are a Grantor or Revocable Trust, check the "Social Security Number (SSN)" box and enter the SSN of the Grantor.
- If you are a Resident Alien, check the "Social Security Number (SSN)" box and enter your SSN or your ITIN (IRS Individual Taxpayer Identification Number).
- If you are a Sole Proprietor, check the "Social Security

business as (DBA)" name on the "Business Name" line.

**Limited liability company (LLC).** An LLC with at least two members is classified as a partnership for federal income tax purposes unless it files Form 8832 and affirmatively elects to be treated as a corporation. Enter the name of the partnership or corporation. An LLC with only one member is treated as an entity disregarded as separate from its owner for income tax purposes (but as a separate entity for purposes of employment tax and certain excise taxes), unless it files Form 8832 and affirmatively elects to be treated as a corporation. If you are a single-member LLC (including a foreign LLC with a domestic owner) that is **disregarded** as an entity separate from its owner, **enter the owner's name on the "Legal Name" line.** **Caution:** *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

**Contact Information.** Enter your contact information.

Enter your **Legal Address**. Enter your **Remittance Address**. A **Remittance Address** is the location in which you or your entity receives business payments.

Enter your **Business Phone Number**. Enter your **Mobile Phone Number**, if applicable. Enter your **Fax Number**, if applicable. Enter your **Email Address**.

For clarification on any of the fields, see [www.irs.gov](http://www.irs.gov).

## Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you. See Exempt payee code and Exemption from FATCA reporting code.

**Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding.

institution is subject to these requirements.

A - An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)  
B - The United States or any of its agencies or instrumentalities  
C - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities  
D - A corporation in the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)  
E - A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)  
F - A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state  
G - A real estate investment trust  
H - A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940  
I - A common trust fund as defined in section 584(a)  
J - A bank as defined in section 581  
K - A broker  
L - A trust exempt from tax under section 664 or described in section 4947(a)(1)  
M - A tax exempt trust under a section 403(b) plan or section 457(g) plan

## Section 2 - Certification

To establish to the paying agent that your TIN is correct, you are not subject to backup withholding, or you are a U.S. person, or resident alien, sign the certification on Form W-9.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

**SECOND ADDENDUM TO**  
**MEMORANDUM OF UNDERSTANDING FOR THE COMMONWEALTH**  
**ALTERNATIVE FUELS PROGRAM BETWEEN**  
**THE VIRGINIA DEPARTMENT OF ENERGY**  
**AND THE VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Project Vehicle Fuel Conversion Program-969-083, C501 (VDOT Project Ids T11802 and T20741)**

This Second Addendum (“2nd Addendum”) to the Memorandum of Understanding (MOU) regarding the Commonwealth Alternative Fuels Program (CAFP) dated October 21, 2015, between the Virginia Department of Transportation (VDOT) and the Department of Mines, Minerals and Energy, now redesignated by the *Code of Virginia* as the Virginia Department of Energy (“Virginia Energy”) (collectively the “Parties”) is hereby entered into and made effective by the Parties on the date of final signature below.

**RECITALS**

**WHEREAS**, VDOT and the Department of Mines, Minerals and Energy entered into a Memorandum of Understanding for the Commonwealth Alternative Fuels Program (the “MOU”) on October 21, 2015; and

**WHEREAS**, the Commonwealth Transportation Board (CTB) had previously allocated \$9 million of Congestion Mitigation and Air Quality Improvement (CMAQ) funds in the Six-Year Improvement Program as UPC-11802 and the Parties had agreed to administer the funds pursuant to the *Commonwealth Alternative Fuels Program (T11802) Process for Use of CMAQ Funding* (the “CAFP Process Document”), which was annexed to and part of the MOU; and

**WHEREAS**, the CAFP Process Document and the MOU provide for expenditure of CMAQ funds under T-11802 CAFP to convert state and local fleet vehicles to alternative fuel vehicles and to fund additional state and local vehicle purchase costs attributable solely to a vehicle’s classification as an alternative fuel vehicle; and

**WHEREAS**, by Resolution dated September 20, 2017, the CTB transferred four percent (\$360,000) of the \$9,000,000 in CMAQ funds allocated to T-11802 (CAFP) to T-20741 (Vehicle Fuel Conversion Marketing Program) thereby allowing CMAQ funds to be utilized for marketing the Commonwealth Alternative Fuels Program; and

**WHEREAS**, on November 26, 2019, the Parties entered into a First Addendum to the MOU to (i) replace the original CAFP Process Document with a revised CAFP Process Document dated May 24, 2019, and (ii) update references to federal law and guidance that had been superseded since the 2015 execution of the MOU; and

**WHEREAS**, Chapter 532 of the 2021 Special Session I Acts of Assembly renamed the Department of Mines, Minerals and Energy as the Department of Energy; and

**WHEREAS**, the Parties desire to enter into this 2nd Addendum modifying the MOU and the CAFP Process Document in order to further update references to federal law and guidance and to reflect the renaming of the former Department of Mines, Minerals and Energy.

**NOW THEREFORE**, the Parties hereby agree to amend the MOU as follows:

1. Throughout the MOU, the terms “Department of Mines, Minerals and Energy” and “DMME” shall be replaced, respectively, with “Department of Energy” and “Virginia Energy”.
2. Paragraph 4 is hereby amended and replaced in its entirety with the following paragraph:
  4. VDOT and Virginia Energy agree to administer and utilize the funds herein provided in accordance with the document entitled *Revised Commonwealth Alternative Fuels Program (T11802) Process for use of CMAQ Funding*, dated November 1, 2023, which is incorporated herein.
3. Paragraph 6 is hereby amended and replaced in its entirety with the following paragraph:
  6. In expending or distributing funds pursuant to this MOU, Virginia Energy shall comply, and shall require any sub-grantee to whom it distributes funds to comply pursuant to a written agreement, with applicable federal provisions for the use of federal transportation funds, including but not limited to those in US Department of Transportation waiver document 88 FR 55817, *Waiver of Buy America Requirements for De Minimis Costs and Small Grants*.
4. The CAFP Process Document dated May 24, 2019, is hereby replaced and superseded by the document entitled *Revised Commonwealth Alternative Fuels Program (T11802) Process for use of CMAQ Funding* and dated November 1, 2023, which is attached hereto as Appendix 1 to this 2nd Addendum.
5. This 2nd Addendum is intended to supplement and modify the MOU between VDOT and Virginia Energy only to the extent indicated herein. To the extent that there is any conflict between this 2nd Addendum and the MOU, the terms of this 2nd Addendum shall prevail with regards to the subject matter contained herein; in all other respects the MOU shall remain unmodified and in full force and effect.

**IN WITNESS WHEREOF**, the Parties sign and cause this 2nd Addendum to the MOU to be executed by their duly authorized officers.

*[Signatures Follow]*

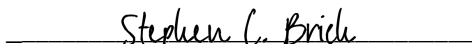
**Virginia Department of Energy**

A handwritten signature in blue ink that reads "Glenn R. Davis". The signature is written in a cursive style and is positioned above a horizontal line.

Glenn R. Davis  
Director

Date: December 18, 2023

**Virginia Department of Transportation**

A handwritten signature in black ink that reads "Stephen C. Brich". The signature is written in a cursive style and is positioned above a horizontal line.

Stephen C. Brich, P.E.  
Commissioner of Highways

Date: 1/17/2024



**APPENDIX 1**

**Revised Commonwealth Alternative Fuels Program  
(T11802)  
Process for Use of CMAQ Funding  
November 1, 2023**

The goal of the Commonwealth Alternative Fuels Program initiative is to fund conversion of state and local fleet vehicles to alternate fuel vehicles to improve air quality and reduce fuel costs. The Program has been established for the purpose of providing funding to convert vehicles to alternative fuels and to address the additional vehicle purchase costs attributable solely to a vehicle's classification as an alternative fuel vehicle. The Commonwealth Transportation Board (CTB) has allocated Congestion Mitigation and Air Quality Improvement (CMAQ) funds in its Six-Year Improvement Program (SYIP) to support the Program (see T11802). CMAQ funds may be used for said purposes for vehicles which are located in non-attainment/maintenance areas of Virginia (See Map in Attachment 1).

**Process**

The following provides clarity on the roles and responsibilities between the Virginia Department of Transportation (VDOT) and Virginia Department of Energy (VIRGINIA ENERGY). CMAQ funding to the Program will be handled through the conduit billing process utilized previously by VDOT with other state agencies when the federal authorization is processed through Federal Highway Administration (FHWA).

**VDOT Responsibilities**

- This initiative or project addressing funding relating to alternative fuel vehicles is currently set out in the Six-Year Improvement Program (SYIP) and is identified with the Universal Project Code (UPC) - T11802, while the funding for Program marketing is currently set out in the SYIP and separately identified as T20741.
- Each year during the update of the SYIP, VDOT will recommend to the Commonwealth Transportation Board (CTB) the allocations for this and other projects based on the available revenues and other commitments.
- At the beginning of the fiscal year VDOT's Financial Planning Division will coordinate with VIRGINIA ENERGY staff to transfer to appropriation with Department of Planning and Budget.
- For the State match, VIRGINIA ENERGY must submit an Agency-to-Agency (ATA) form (See Attachment 2) to VDOT's Financial Planning Division (Budget Manager), in conjunction with the submittal of an invoice file to VDOT's Fiscal Division for the reimbursement of federal funds. (See Attachment 3).
- VDOT will process VIRGINIA ENERGY's invoice timely and reimburse VIRGINIA ENERGY no later than 30 days after receipt of an invoice, and further will use its best efforts to provide reimbursement within 7 business days. VDOT will notify VIRGINIA ENERGY upon receiving receipts from FHWA for VIRGINIA ENERGY to record their Deposit Certificate.
- VDOT's Federal Programs Management Division will coordinate communications between FHWA and VIRGINIA ENERGY regarding federal authorization. VDOT's Federal Programs Management Division will process and modify, as needed, the federal authorization with FHWA for VIRGINIA ENERGY.

## Commonwealth Alternative Fuels Program, T11802 Process for Use of CMAQ Funding November 1, 2023

- VDOT will be responsible for submitting VIRGINIA ENERGY's approved invoice files to FHWA, as further described below. VDOT will conduct such review as necessary to confirm that FHWA's requirements have been met.

### **VIRGINIA ENERGY Responsibilities**

- VIRGINIA ENERGY will serve as the program administrator and will coordinate with VDOT in accordance with the Memorandum of Understanding (MOU) and Addendum 1.
- VIRGINIA ENERGY is responsible for ensuring only eligible costs are requested for reimbursement through the conduit billing process.
  - Work done or expenditures incurred prior to the federal authorization (July 28, 2014) are not eligible costs.
  - CMAQ funds may only be used in non-attainment/maintenance areas in Virginia. (See Map in Attachment 1).
- VIRGINIA ENERGY will work with qualified State and local fleets to receive their requests for reimbursement and supporting documentation, review their requests for completeness, confirm the expenditures are eligible for federal reimbursement, and approve these requests.
- VIRGINIA ENERGY will provide VDOT with the ATA (for State funds reimbursement) and the "invoice file" (for federal funds reimbursement).
- VIRGINIA ENERGY will provide expenditure information for each reimbursement, as no expenditures will be recorded in VDOT's financial system (Cardinal).
- Once reimbursement funds have been received from VDOT, VIRGINIA ENERGY will repay the program participant.
- VIRGINIA ENERGY will be responsible for addressing any Financial Integrity Review and Evaluation (FIRE) issues regarding the Program. This includes ensuring that billings to FHWA occur in a timely manner to ensure that the Program does not become inactive (no federal reimbursements for 1 year) or funds will be de-obligated.
- Once the Program is completed and all reimbursements have been received, VIRGINIA ENERGY will be responsible for ensuring the closing out of the Program in a timely manner. Final vouchering to the federal financial system requires a Statement from VIRGINIA ENERGY certifying that all expenditures are in accordance with federal requirements (See Sample in Attachment 6).
- VIRGINIA ENERGY will be responsible to coordinate and communicate with VDOT once the Program is complete and provide such documentation as may be requested by FHWA.
- VIRGINIA ENERGY shall retain records and provide access to records pertinent to funding provided by VDOT for the Program in accordance with 2 CFR 200 (200.333).

### **Invoice Process**

- VIRGINIA ENERGY will send the "invoice file" for the federal share directly to VDOT's Fiscal Division (Terelle Walker), using the attached process/template established for conduit billing projects. This file is uploaded to FHWA's system by VDOT's Information Technology Division. For FHWA reimbursement, VIRGINIA ENERGY will email the "invoice file" template (See Attachment 3) to the VDOT's Fiscal Federal Aid team at [FederalAid@vdot.virginia.gov](mailto:FederalAid@vdot.virginia.gov) who will coordinate with VDOT's Fiscal Financial System and Application team and VDOT's Information Technology Division to forward the file to FHWA's system for payment.

## Commonwealth Alternative Fuels Program, T11802 Process for Use of CMAQ Funding November 1, 2023

- The VDOT Fiscal Federal Aid Section will certify the VIRGINIA ENERGY federal invoice and FHWA Finance staff will approve for payment. A copy of the approved invoice (RASP report) will be forwarded to Beverly Reynolds (VDOT's Cash Receipts Section) and to Brittany Chriswell (VIRGINIA ENERGY, Office of Financial Services). Beverly Reynolds will contact the bank to ensure the receipts of funds on the scheduled pay date and will notify Brittany Criswell. VIRGINIA ENERGY is responsible for preparing the Deposit Certificate after receiving confirmation from Beverly Reynolds.
- For the corresponding state match to the federal share, VIRGINIA ENERGY will submit an ATA (See Attachment 2) to VDOT's Financial Planning Division (Ivan Cruz).

### **Program Contacts**

For questions and concerns regarding this Program, please contact the following individuals:

#### Template

Terelle Walker (VDOT Fiscal Federal Aid) [terelle.walker@vdot.virginia.gov](mailto:terelle.walker@vdot.virginia.gov)  
(804) 786-4115

#### Federal Wire Receipt

Beverly Reynolds (VDOT Fiscal Cash Receipts)  
[Beverly.reynolds@vdot.virginia.gov](mailto:Beverly.reynolds@vdot.virginia.gov) (804) 371-2987

Appropriation Transfer to VIRGINIA ENERGY Ivan Cruz (VDOT Financial Planning Division)  
[Ivan.Cruz@vdot.virginia.gov](mailto:Ivan.Cruz@vdot.virginia.gov) (804) 786-6083

#### Program Administration

Vince Maiden (VIRGINIA ENERGY – State Energy Office)  
[Vince.Maiden@energy.virginia.gov](mailto:Vince.Maiden@energy.virginia.gov) (804) 692-3224

#### Program Financial Transactions

Brittany Criswell (VIRGINIA ENERGY – Financial Services)  
[Brittany.Criswell@energy.virginia.gov](mailto:Brittany.Criswell@energy.virginia.gov)  
(276) 523-8109

### **Attachments**

**Attachment 1 – Map of CMAQ Geography**

**Attachment 2 – Sample Agency-to-Agency Form**

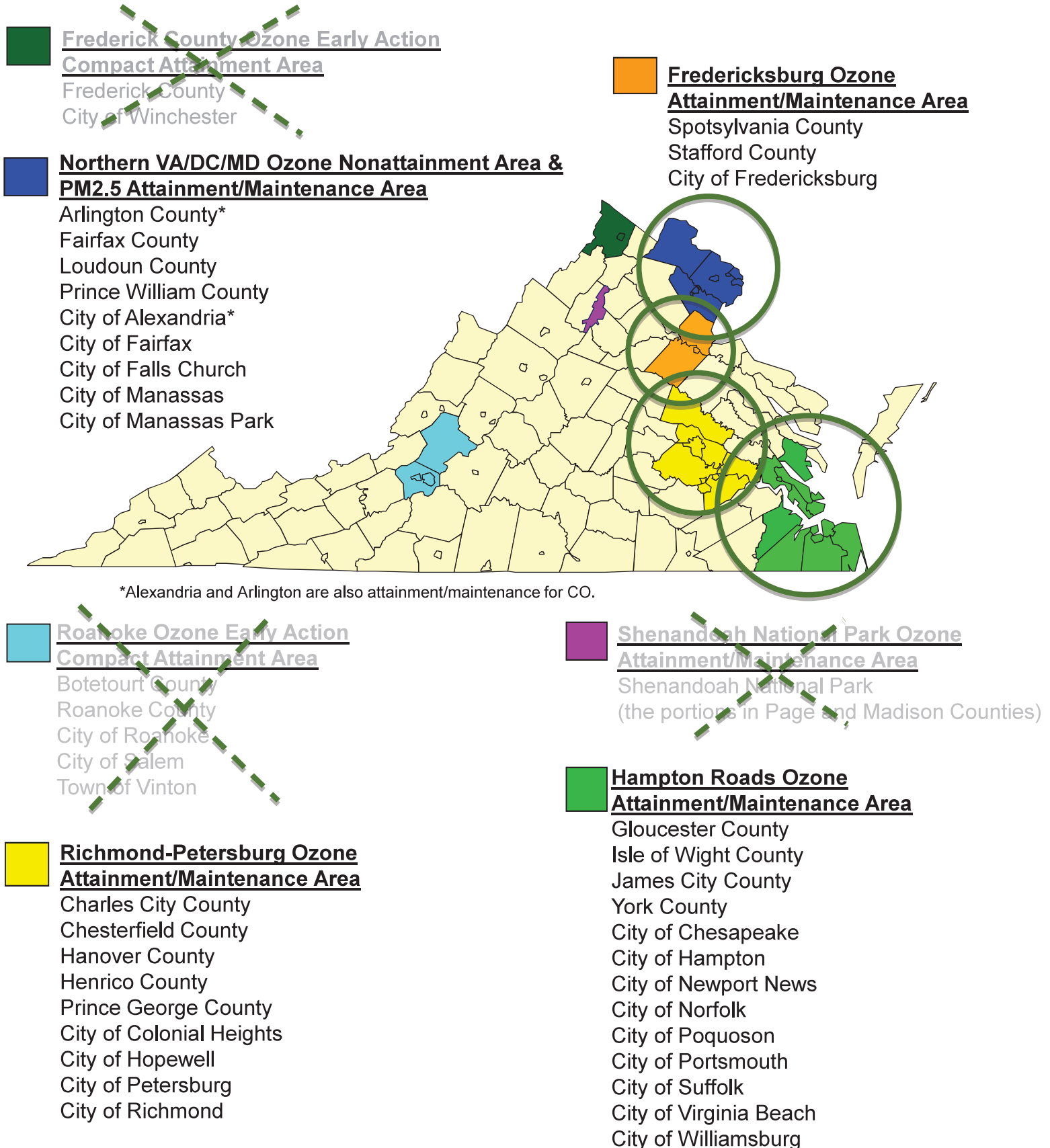
**Attachment 3 – FHWA Invoice File Template**

**Attachment 4 – Federal Authorization July 28, 2014**

**Attachment 5 – VDOT ICAPS End of Project Report Example 233**

**Attachment 6 – FHWA Close Out Letter Signed Example 233**

# Air Quality Planning Areas for the Commonwealth of Virginia





Attachments

## Attachment 2 – Sample Agency-to-Agency Form

Journal									
Account Holder	Account Number	Account Name	Account Type	Account Status	Account Balance	Account Date	Account Description	Account Owner	Account Manager
Account Holder	111002	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Number	111002	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Name	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Type	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Status	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Balance	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Date	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Description	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Owner	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Manager	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Holder	111002	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Number	111002	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Name	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Type	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Status	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Balance	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Date	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Description	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Owner	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Manager	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Holder	111002	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Number	111002	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Name	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Type	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Status	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Balance	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Date	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Description	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Owner	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN
Account Manager	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN	YIN

Virginia Department of Mines, Minerals and Energy Electronic Federal Aid Bill										
1-8	9	10-13	14-19	NOT KEYED	20-23	24-26	27	30-33	69-70	*****71-80*****
Date	filler	App			Fed #	Fed#				Debit Amount      Credit Amount
		035150						4100	20	
		035150						4100	20	
		035150						4100	20	
		035150						4100	20	
		035150						4100	20	
		035150						4100	20	
								4100	20	
								<b>Total:</b>		<b>0.00      0.00</b>
										<b>TOTAL ADJs:</b>
Date:										
Bill Number:										
Date of Expenditures:										
Estimated Paydate:										
Bill Amount:		0.00								
Prepared by:		Joe Doe VOMME								

Only enter data in the shaded gray columns

- |    |                                   |  |
|----|-----------------------------------|--|
| 1  | Enter date of Federal Bill        | (Current Date)                               |
| 2  | Enter Federal Program Code        | (FHWA Federal Program Code)                  |
| 3  | Enter Federal Contract Number ex: | (Example: 5A03658)                           |
| 4  | Enter Billing debit               |  |
| 5  | Enter Billing credit              |  |
| 6  | Enter Date of Federal Bill        | (Current date)                               |
| 7  | Enter Bill Number                 | (Assign bill number for each bill submitted) |
| 8  | Enter Date of Expenditures        | (Accounting date of expenditures incurred)   |
| 9  | Estimated Paydate                 | (Three days from bill date)                  |
| 10 | Bill Amount                       | (Includes the total lines billed to FHWA)    |
| 11 | Name of preparer                  |  |

7 | Page

## Attachments

## Attachment 4 – Federal Authorization (modified September 24, 2019)

Run Date: 10/18/2019  
Run Time: 13:22:36

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION  
FEDERAL-AID PROJECT MODIFICATION

Report: FMISD06A  
Page 1 of 1

RECIPIENT: 51-Virginia FEDERAL PROJECT NO: 0005303 NO: 6  
RECIPIENT PROJ. NO(S): VF0969081501  
PROJECT TITLE: Statewide - Various Locations, Vehicle Fuel Conversion Program  
PROJECT DESCRIPTION: Statewide - Various Locations, Vehicle Fuel Conversion Program

## CLASSIFICATION OF PHASE OF WORK:

THE PROJECT AGREEMENT FOR THE ABOVE REFERENCED PROJECT ENTERED INTO BETWEEN THE UNDERSIGNED PARTIES AND EXECUTED BY THE DIVISION ADMINISTRATOR ON 07/28/2014 IS HEREBY MODIFIED AS FOLLOWS:

PROGRAM CODE	FAIN	URBAN / WITH	FORMER AMOUNT	REVISED AMOUNT
M400	510005303M400	ESTIMATED TOTAL OF THE PROJECT	\$6,795,000.00	\$6,795,000.00
		FEDERAL FUNDS	\$904,000.00	\$904,000.00
		ADV CONSTRUCTION FUNDS	\$4,532,000.00	\$4,532,000.00
		PERCENT FEDERAL SHARE	80%	80%
Z400	510005303Z400	ESTIMATED TOTAL OF THE PROJECT	\$968,879.73	\$968,879.73
		FEDERAL FUNDS	\$487,103.78	\$775,103.78
		ADV CONSTRUCTION FUNDS	\$288,000.00	\$0.00
		PERCENT FEDERAL SHARE	80%	80%

## RECIPIENT REMARKS:

UPC T11802 and T20741 - Modified agreement to convert Z400 AC funds to Z400 funds. Project included in FY18-21. This agreement is subject to the following award terms: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.

## DIVISION REMARKS:

Authorization to proceed is not a commitment or obligation to provide Federal funds for that portion of the undertaking not fully funded herein.

Buy America waiver approved for 113 vehicle on December 2013. - Tran

ALL OTHER TERMS AND CONDITIONS OF THE PROJECT AGREEMENT WILL REMAIN IN FULL FORCE AND EFFECT

## TRANSPORTATION, VIRGINIA DEPARTMENT OF

AVAILABLE FUNDS CERTIFIED BY:	Kymico Crawford	DATE:	09/24/2019
APPROVAL RECOMMENDED BY:	Kymico Crawford	DATE:	09/24/2019
APPROVED AND AUTHORIZED BY:	Deneka Gary-Parham	DATE:	09/24/2019

## FEDERAL HIGHWAY ADMINISTRATION

APPROVAL RECOMMENDED BY:	Stephanie Walker-James	DATE:	09/24/2019
APPROVED AND AUTHORIZED BY:	Stephanie Walker-James	DATE:	09/24/2019
MODIFICATION APPROVED BY:	Rachael Blosser	DATE:	09/24/2019



**Federal Budget Reconciliation**

2/8/2013

Attachment 5

STP 000S (233), FPC L240, 80% 1/1/1900 - 2/8/2013

<b>Federal Project</b> DRPT Project & Status	<b>FPC</b>	<b>PCT</b>	<b>Fed Status</b> Cost Code	<b>Federal Award</b>	<b>DRPT Budget</b>	<b>Total Expended</b>	<b>Balance</b>
<b>STP 000S (233)</b>	<b>L240</b>	<b>80</b>	<b>Closed</b>	<b>3,300,000.00</b>			
47009-31 / 401 FY 2009 Closed			509 - Hampton Roads Transit		3,300,000.00	3,300,000.00	0.00
FY2009 Bonus Obligation - HRT Rolling Stock							
					3,300,000.00	3,300,000.00	0.00
<b>STP 000S (233) Totals</b>				<b>3,300,000.00</b>	<b>3,300,000.00</b>	<b>3,300,000.00</b>	<b>0.00</b>
				<b>3,300,000.00</b>	<b>3,300,000.00</b>	<b>3,300,000.00</b>	<b>0.00</b>



Attachment 6



# COMMONWEALTH of VIRGINIA

Thelma D. Drake  
Director

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION  
600 EAST MAIN STREET, SUITE 2102  
RICHMOND, VA 23218-0590

(804) 786-4440  
FAX (804) 786-7780  
VIRGINIA RELAY CENTER  
1-800-828-1120 (TDD)

February 8, 2013

FHWA #: 000S (233)  
DRPT Project #: 47009-31  
UPC #:

Ms. Irene Rico  
Division Administrator  
Federal Highway Administration  
P.O. Box 10249  
Richmond, VA 23240-0249

Dear Ms. Rico:

Enclosed is the supporting documentation to close-out the above FHWA project. We have reviewed the expenditures that were charged to the project and certify to the best of our knowledge, the expenditures are in accordance with FHWA Title 23 rules and regulations. In addition, we certify that the project is complete and have closed the related financial records in our system.

Sincerely,

Marie Berry  
Manager of Financial Programming

Code	Total Federal Funds Authorized	Total Expenditures	Modify/(Release)
L240	\$3,300,000.00	\$3,300,000.00	\$0.00

Enclosures (3)  
cc: Janice Long (Programming-VDOT)

*The Smartest Distance Between Two Points*  
[www.drpt.virginia.gov](http://www.drpt.virginia.gov)

**Agency One-Year Fuel Use Report Form**  
**Commonwealth of Virginia - Alternative Fuels Program**  
**CMAQ**

**1. Contact Information**

Agency Name: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

---

**2. Vehicle Usage Information (report due 12 months after deployment)**

A) Total Number of Vehicles Report: \_\_\_\_\_

**B) Use**

Fuel used (Natural gas/ Propane) \_\_\_\_\_ (Gasoline/diesel ) \_\_\_\_\_

**C) Cost**

Average Fuel Cost (Nat gas/ Propane) \_\_\_\_\_ (Gasoline/diesel ) \_\_\_\_\_

Please place these costs and volumes in Gasoline Gallon Equivalents so that calculations and reports are consistent.

<http://www.dmv.virginia.gov/commercial/#taxact/gge.html>

**D) Electric Vehicles only**

Annual Mileage \_\_\_\_\_ / miles per kWh \_\_\_\_\_ = Total kWh \_\_\_\_\_  
Total kWh x 0.031 = \_\_\_\_\_ GGEs

**E) Fuel costs saved in this report** \_\_\_\_\_ (Total volume x traditional fuel cost)  
-(Alt fuel volume/mileage x Alt Fuel Cost) = dollars saved or overspent.

**F) Other comments:**

Submit Report to Virginia Energy, Vince.Maiden@energy.virginia.gov

Optional: Please include one good digital photograph of an agency  
Alternative fuel vehicle from this program.