

Eastern Kern Air Pollution Control District

2017 DMV GRANT PROGRAM

GUIDELINES

Released October 31, 2016

Deadline for Proposals is February 27, 2017
One signed original project proposal must be submitted to the
Eastern Kern Air Pollution Control District Bakersfield Office
By 5:00 p.m. on February 27, 2017
(Late Proposals Will Not Be Accepted)

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DMV Grant Program Applications

Application A, Tier I, Infrastructure, Public Education, and Other

Application B, Tier II, Road Improvement

DMV Grant Program Background

In 1990, Assembly Bill 2766 (AB 2766) was adopted into the California Health and Safety Code (CH & SC) Section 44220-44247. AB 2766 authorizes the Department of Motor Vehicles (DMV) to collect a motor vehicle registration clean air surcharge of \$4 per vehicle. Revenues generated from AB 2766 are directed for use in the purposes of reducing air pollution from motor vehicles and other related sources needed to implement the California Clean Air Act (CCAA).

The Eastern Kern Air Pollution Control District (District) allocates a substantial portion of annual AB 2766 funds to support its Department of Motor Vehicle Grant Program (DMV Grant Program). The DMV Grant Program is designed to provide a mechanism for the fair, unbiased distribution of AB 2766 funds to eligible emission reduction projects located within Eastern Kern County. There are two categories (Tiers) of eligible projects. This Request for Proposal (RFP) details the two funding Tiers, addresses the requirements for submitting a project proposal, and is the first step in the DMV Grant Program process.

District staff reviews all project proposal applications submitted by the deadline to determine eligibility, and potential grant amount. A public meeting will be held in April 2017 (date TBD), following the application review process, where eligible projects will be selected for funding using a random selection process. All applicants are welcome to attend this meeting however, it is not mandatory to be present. The list of selected projects will then be presented to the District's Board of Directors for approval at the May 2017 Board meeting. Once agreements are developed and signed by Grantees, they will be presented to the Board for final approval. Agreements will be made effective from date of Board approval.

The District reserves the right to reject any or all project proposal applications. All applications become property of the District. Total annual project funding varies from year-to-year; approximately \$350,000 is available this year.

DMV Grant Voucher Program

The District's DMV Grant Voucher Program offers financial incentives, in the form of a voucher, for the purchase of a new, eligible lower-emitting vehicle. The DMV Grant Voucher Program is on-going and has its own application process, separate from this RFP (DMV Grant Program). DMV Grant Voucher applications are processed first-come first-served and vouchers are issued accordingly. Voucher awards and associated new vehicle emission classification requirements are as follows: \$5,000 for purchase of a Zero Emission Vehicle (ZEV); \$3,000 for purchase of a Partial Zero Emission Vehicle (PZEV) includes Hybrid; and \$2,000 for purchase of an Ultra-Low Emission Vehicle (ULEV). For more info see District's website www.kernair.org/Grants/DMV.

Carl Moyer Program

The District also administers the Carl Moyer Program (CMP), which offers incentive funding for projects that reduce emissions from heavy-duty diesel-fueled engines. CMP funds are not part of this RFP and are administered through a separate application process. For more info see District's website www.kernair.org/Carl_Moyer. CMP projects generally involve repower or retrofit of heavy-duty and medium heavy-duty diesel-fueled vehicles including emergency equipment.

The CMP can fund projects not eligible to the DMV program, such as repowering agricultural pump engines or heavy-duty off-road construction equipment. CMP funds are distributed on a first-come first-served basis for projects that meet CMP guideline requirements. Applying to the CMP is an option that should be considered by heavy-duty diesel-fueled vehicle owners.

Lower Emission School Bus Program

Legislation referred to as AB 923 (Stats. 2004, Ch. 707) provides a mechanism for the District's Governing Board to reduce emissions from school buses. A two-dollar motor vehicle registration fee is collected by the DMV; this surcharge is used to retrofit and replace older high-emitting school buses pursuant to the requirements of the Lower-Emission School Bus Program (LESBP) guidelines adopted by the State Board.

AB 923 funds are not part of this DMV Program RFP and are administered through a separate process. School districts located in Eastern Kern that are interested in retrofitting or replacing their school buses are encouraged to contact the District at ekapcd@co.kern.ca.us or (661) 862-5250.

DMV GRANT PROGRAM

I. TIER I, INFRASTRUCTURE, PUBLIC EDUCATION, AND OTHER

Tier I projects include installation of Electric Vehicle (EV) Charging Station, installation of CNG Refilling Station, Alternative Fuel Mechanics Training, and Other Emission Reduction. An eligible Tier I project can qualify for up to \$50,000.

A. Infrastructure

The purpose of this category is to encourage the use and development of cleaner vehicles by providing funding for electric and alternative fuel vehicle infrastructure. Strategically placing more electric charging stations and compressed natural gas (CNG) refilling stations will make the use of alternative fuel vehicles more convenient; thereby increasing their useful range. Examples of Infrastructure projects include:

1. Installation of Level II or Level III public charging, fleet charging, or workplace charging station that serves electric vehicles (EVs) and plug-in hybrid electric vehicles.
2. Installation of public, fleet, or workplace CNG refilling station that serves CNG vehicles throughout the District.
3. Tuition reimbursement for training mechanics that service alternative fuel systems, including electric and hybrid technology or vehicles operating within the District.

Requirements for Electric and Alternative Fuel Project

- a. Proposal must indicate how long station will be operated and include a detailed maintenance plan and identify the party or entity responsible for maintenance.

- b. Written documentation is required with project proposal if applicant plans to partner with a business, government agency, or municipality that has a publically accessible location, and is willing to provide electricity and maintain the station.
- c. If real property is an essential part of the project the applicant must show evidence that s/he has the right or authority to construct by demonstrating ownership, control of property, or land owner's written permission.
- d. Proposal must include a detailed site map showing location of station or signage and all property easements adjacent to proposed site generated from the Kern County Planning Department, Assessor's Office, or Engineering and Surveying Department that demonstrates the existing public easement
- e. All contractor(s) hired to complete construction project must be licensed, bonded, and insured.
- f. Electric vehicle supply equipment (EVSE) installations must comply with local, state, and national codes and regulations. Appropriate permits may be required from the local building, fire, environmental, and electrical inspecting and permitting authorities. You can learn about related codes and standards on the Codes and Standards Resources page at:
http://www.afdc.energy.gov/codes_standards.html.

Requirements for Alternative Fuel Mechanics Training

- a. Proposal must demonstrate the training course (education) specifically provides training in mechanics, operational safety, and maintenance of AFV technology or alternative fuel infrastructure technology systems.
- b. Proposal must demonstrate the need for an instructor/training course at a facility, length of time required to complete training, required material(s), and number of possible students.
- c. Applicant must demonstrate the need for trained personnel by identifying the number and type of AFVs the mechanic will be servicing once he/she is trained.

B. Public Education

Public Education projects generally lead to indirect emissions reductions. An effective public education program should be designed to deliver a focused message that instills behavioral changes and creates lifelong habits geared toward reducing emissions. Eligible public education programs include:

1. Development and distribution of educational materials, educating recipients including at-risk populations on the health impacts of poor air quality, educating recipients how to avoid the impacts of poor air quality, and what they can do to improve overall air quality;

2. Development and implementation of air quality curriculum in school districts;
3. Other innovative public education projects are encouraged.

Requirements for a Public Education Project

- a. Proposal must describe in detail, how the project will lead to a reduction in motor vehicle emissions or increase awareness of at-risk groups.
- b. An outreach type program should describe size and location of its target audience and the methods and materials that will be used.
- c. A participatory program description should include the number of participants, level of involvement of the participants, and the extent of participation in approximate hours.
- d. Project submitted by a non-profit organization must include proof of 501c3 tax-exempt non-profit designation in proposal.

C. Other Emission Reduction Project

The category Other Emission Reduction projects reduce motor vehicle emissions by providing alternative methods of travel that lower the total number of vehicles on the road. These projects include:

1. Videoconferencing systems.
2. Subsidies to initiate new commuter vanpools.
3. Construction of public park and ride facilities.
4. Construction of bike paths that serve schools or employment centers.

Requirements for Other Emission Reduction Projects

- a. Proposal must include a thorough explanation of the number, estimated length, and type(s) of motor vehicle trips that could be reduced.
- b. Proposal must include a detailed maintenance plan indicating how long the project will be maintained and party/entity responsible for maintenance.
- c. Park and ride and bike path proposal must provide a detailed site map showing location of all property easements adjacent to proposed paving generated from the Kern County Planning Department, Assessor's Office, or Engineering and Surveying Department that demonstrates the existing public easement.
- d. Contractor(s) hired to complete any construction project must be licensed, bonded, and insured.

II. TIER II, ROAD IMPROVEMENT

Road improvement projects reduce fugitive dust (PM₁₀) emissions that result from vehicle activity on public roads. An eligible Tier II project can qualify for up to \$50,000.

A. Road Improvement Projects

Road improvement projects reduce fugitive dust (PM₁₀) emissions that result from vehicle activity on public roads. Road Improvement projects include:

Paving unpaved dirt public access road(s) that have an average of at least 100 one-way vehicle trips per day or serves a minimum of ten occupied residences.

1. Paving unpaved dirt public access road(s) that have an average of at least 100 one-way vehicle trips per day or serves a minimum of ten occupied residences.
2. Application of long-term (lasting at least one year) dust palliative(s) (excluding oil and water) to an unpaved dirt public access road(s) that have an average of at least 100 one-way vehicle trips per day or serves a minimum of ten occupied residences.
3. Other innovative projects that reduce fugitive PM₁₀ from vehicle activity on public roads are encouraged.

Requirements for a Road Improvement Project

- a. Each public access road to be improved must have an average of at least 100 one-way vehicle trips per day or serve a minimum of ten occupied residences.
- b. At least one end of improved segment must tie into an existing paved road.
- c. If real property is an essential part of the project the applicant must show evidence that s/he has the right or authority to construct by demonstrating ownership, control of property, or land owner's written permission and provide a detailed site map showing location of all houses and property easements adjacent to proposed road to be improved.
- d. All contractor(s) hired must be licensed, bonded, and insured.
- e. All paving projects, excluding palliatives, must have a depth/thickness of at least three (3) inches.
- f. Dust palliative must be durable for at least one year. Project proposal must include documentation from manufacturer stating average life and durability of the palliative to be applied to the road surface.

- g. All project proposals must:
 - i. Specify length and width of road to be improved, type of road base to be used (if applicable), average number of one-way trips per day, and average speed of vehicles travelling on the road;
 - ii. Describe steps taken to deal with run-off, and estimated life expectancy of improvement;
 - iii. Include a detailed maintenance plan indicating how long the project will be maintained and identifies the party or entity responsible for maintenance.

III. PROJECT PROPOSAL REQUIREMENTS

Project Proposal with original signature must be received at the District's Administrative Office located in Bakersfield BEFORE 5:00 P.M. ON FEBRUARY 27, 2017. (Late proposals, Faxed proposals, or emailed proposals will not be accepted)

A. Project Proposal Requirements

1. A completed copy of Application A along with all required support documentation pursuant to Section V, Proposal Format of this RFP must be submitted with all Tier I, Infrastructure, Public Education, and Other Emission Reduction project proposals.
2. A completed copy of Application B along with all required support documentation pursuant to Section V, Proposal Format of this RFP must be submitted with all Tier II, Road Improvement project proposals.
3. Applicant must be a legal entity or individual with whom an agreement can be entered into; voluntary or informal associations not recognized by the state as a legal entity are not eligible to apply.
4. Project proposal submitted by an agent representing a company, non-profit group, government agency, or home owner's association with a governing board must provide an approved Board Resolution or signed Board Letter from agent's governing entity stating that s/he has been granted authority to make the proposal. All other applicants must sign statement of authority to submit a proposal.
5. Project proposal is limited to a maximum grant request of \$50,000. However, total project cost, including other funding sources, can exceed \$50,000.
6. Maintenance contracts, extended warranties, insurance or other operational items are not eligible for funding and cannot be included in the cost of the project.
7. Any additional funding or incentive applicant is expecting to receive, or made available after the application has been submitted, must be immediately disclosed to District.

8. Portions of a project funded by DMV grant funds cannot commence prior to the effective date of an approved agreement (July 2017 at the earliest).
9. If a project requires liability insurance the applicant must provide certificate(s) of insurance that meet all applicable requirements, as indicated in the project agreement, prior to commencing project.
10. Applicant must provide a maintenance schedule demonstrating the ability to maintain the project for its proposed life.

IV. PROPOSAL FORMAT

Applicant **must use Application A (for Tier I project) or Application B (for Tier II project)** located on this RFP and on the District's website www.kernair.org.

In addition to Application A or B, each applicant must also provide support documents for the six additional categories listed below (Sections V.A.-V.F.). *The required documents should be arranged in the same order as they are listed in this section.*

A. Scope of Project, Emission Reductions, and Cost Effectiveness

Identify the objective(s), scope, and location or area of operation of the proposed project. Electric/Alternative Fuel project should identify the estimated number of vehicles served.

For a non-quantifiable indirect emission reduction projects, such as a public education, a detailed description is required in the proposal that lists the estimated number of people the education program will reach and their participation level. Applicant must clearly explain how the program will lead to future emission reductions or to greater awareness of air quality issues among at-risk populations.

B. Project Organization/Background

Describe the proposed management structure and identify the responsible officer. If the project is a joint venture list the organization that will act as the lead administering agency. Provide a brief description of the organization, agency, or firm. Specify the proposing entity's qualifications to carry out the project. Describe the resources available to operate and maintain the project for its proposed life span.

C. Work Statement/Schedule

Describe each phase of the work to be performed. Provide a list of all work products, deliverable items, and their anticipated dates of delivery (if applicable). The schedule should not extend more than one year after the date of agreement execution (June 2017 at the latest) with exception of construction projects that will be given a two-year agreement (June 2018).

D. Monitoring Program

Provide a monitoring program that describes how a project's objectives will be achieved, measured, and reported.

E. Funding Request/Breakdown of Cost

Briefly define the portion or percentage of the project the DMV Grant would be funding. Specify whether the proposal is for funding a new program or continuation/expansion of an existing program. Indicate whether the proposal is for a short-term project that will be part of a long-term ongoing program. Include total amount of DMV Grant funds required and the amount of any funding available from a co-funding source.

Clearly state the total project cost excluding extended warranties, maintenance, insurance or other such costs. Include the following in your cost section:

1. Estimated total cost and itemized breakdown cost by task for complex projects (if applicable).
2. List all sources of funding including DMV Grant funds. Identify all sources of direct and in-kind (non-monetary) contributions.
3. Provide a letter of commitment from each co-funding source or your agency indicating the status of the funds designated for the project (if applicable).

F. Authority to Submit Proposal

The responsible officer submitting the project proposal and signing the DMV Grant Program Application, must have delegated authority to submit the proposal on behalf of the business or agency. The responsible officer is certifying with signature that s/he has such authority.

If a governing board or other such entity is required to authorize submittal of a project proposal, then the proposal must include a board resolution that authorizes the responsible officer to submit the proposal.

The District understands that many agencies have a limited number of board meetings. In an effort to accommodate applicants, District will accept an approved board resolution that authorizes submittal of a DMV Grant proposal up to thirty (30) days after the project proposal submittal closing date. To be granted an extension for submitting a late board resolution, an otherwise complete project proposal must be submitted to the District by the deadline and the applicant must request an extension for the Board Resolution in the proposal. A copy of the board letter requesting the authority to submit a DMV Grant proposal, and copy of the draft resolution must be included in the project proposal. *(This is not a 30-day extension for submitting a DMV Grant project proposal, only a 30-day extension for submitting the board approved resolution).*

The District may request additional information after the proposal has been submitted. DMV Grant project proposals may not be altered after February 27, 2017, except at the request of District staff. Applicants should immediately inform the District if there is need to withdraw a project proposal.

V. PROJECT SELECTION, AGREEMENT & FUNDING

The District will hold a public meeting in April 2017, to select eligible projects for funding. Applicants will be notified of meeting date, time, and location, through post mail, approximately 30-days prior to the meeting.

The District's DMV Grant Program is generally over-subscribed each funding cycle. Project proposals that meet program qualifications of this RFP and are deemed complete and eligible by staff, have equal merit because each project can achieve desired emissions reductions. In an effort to promote fair, unbiased funding distribution, eligible projects from each Tier category will be awarded grants through a random selection process. After all 2017 DMV Grant funds have been allocated, at least one project from each Tier category will be placed on a standby list (depending on the number of applicants).

The District's Board of Directors must concur with the recommended funding list (projects selected to receive funding) prior to developing agreements. Each Grantee will be required to execute an agreement with the District as a condition of receiving funds. After the Grantee has signed the agreement, the agreement is presented to the Board for their final approval and the Chair's signature. For most projects Board approval of the agreement will occur at the July Board meeting. The Grantee will be reimbursed after presenting District staff with a satisfactory demonstration of project completion and implementation.

Each applicant must provide the following documents to District:

1. Verification of appropriate signing authority: The signing authority documentation must indicate that the person authorized to sign the agreement can act on all fiscal matters on behalf of the funded entity.
2. Verification of all insurance requirements identified in the agreement: A letter from a risk manager or the like will be acceptable if self-insured.
3. Submission of a completed IRS Form W-9: An IRS Form 1099 will be issued for all incentive funds received through the DMV Grant process. It is the grantee's responsibility to determine the tax liability.
4. Proof of 501c3 tax-exempt designation: All non-profit organizations must provide proof of tax-exempt designation.

The agreement may require Grantee to perform monitoring, record keeping, or reporting. Scope and duration will vary depending upon the nature of the project. All applications become public information. Applicants should limit submissions of proprietary information.

VI. PROJECT PAYMENT

All projects that have been selected, approved for funding, and have executed agreements with the District, will be eligible to receive monetary reimbursement upon completion of the project as stipulated in Exhibit A of the agreement (payment will not exceed total project costs or maximum dollar amount listed in Exhibit A of the agreement). In order to receive DMV Grant reimbursement the project must be completed pursuant to the requirements listed in Exhibit A of the agreement and Grantee must provide the following documentation to the District:

1. District Invoice for Payment form;
2. Vendor/outside contractor invoice(s)* for project;
3. W-9 (if not on file with the County already);
4. Proof of liability insurance (if applicable); and
5. All project reports (if applicable).

****Note:**

Approved Public Education projects are given one (1) year for competition.

Approved construction projects, including Road Improvement, are given two (2) years for competition.

Invoice(s) must show the final cost of the project to Grantee, including any incentives or rebates provided by equipment vendor or manufacturer. If the invoice does not include information on whether incentive or rebates were given then a separate signed statement from the vendor must be submitted that provides that information.

VIII. AUDIT PROCEDURES

Any entity that receives DMV Grant funds may be subject to an audit of each project funded. The audit may be conducted by District staff or by an independent auditor selected by District. District will review the audit to determine if the funds were used appropriately for the reduction of air pollution from motor vehicles pursuant to the California Clean Air Act.

2017 DMV Grant Program Schedule

Program Guidelines Available	October 31, 2016
Final Date to Submit Proposal (Late Proposal Will Not Be Accepted)	February 27, 2017
Project Selection Public Meeting	April, 2017*
Board Meeting to Consider Funding Selected Projects	May 14, 2017**
Agreements Ready for District Board Approval	July 30, 2017**

*A notice will be mailed to each applicant with a qualifying project approximately 30 days prior to the DMV Grant project selection meeting held in April specifying date, time, and location of the meeting.

**Date may change based on availability of District Board members.

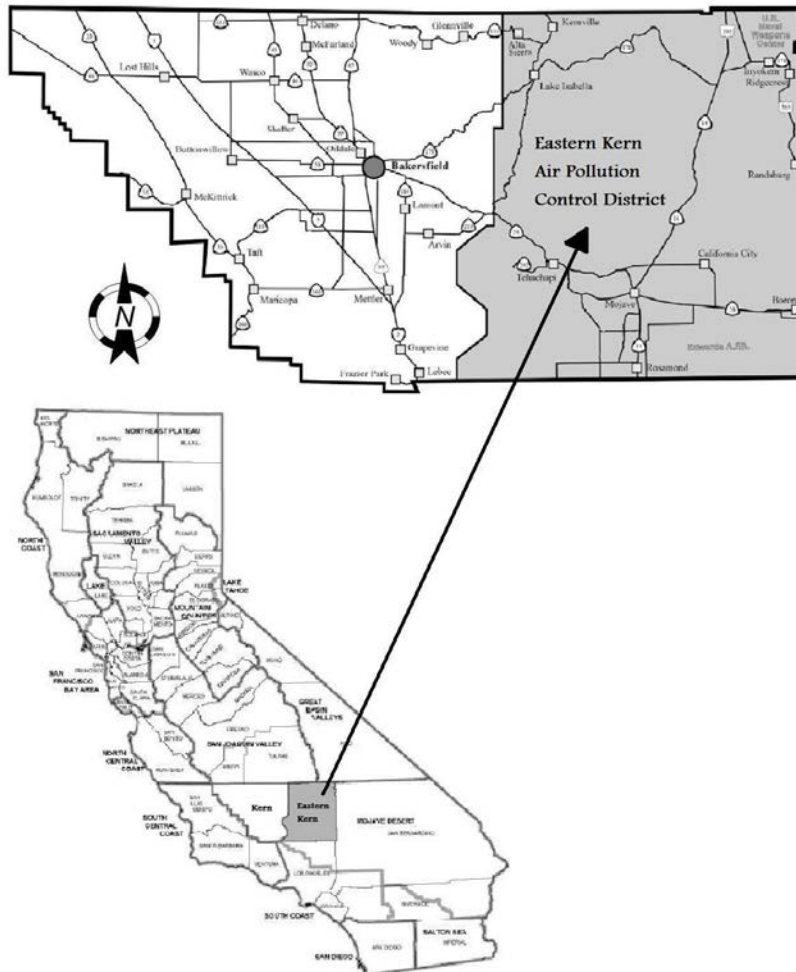
Submit Signed Original Proposal by 5pm, February 27, 2017
(Late Proposals Will Not Be Accepted)

Eastern Kern Air Pollution Control District
2700 "M" Street, Suite 302
Bakersfield, CA 93301

Direct all questions to Jeremiah Cravens, Senior Air Quality Specialist

Phone (661) 862-5250, fax (661) 862-5251, or email Cravensj@co.kern.ca.us
Interactive electronic applications are available at www.kernair.org.

Eastern Kern Air Pollution Control District Boundary Map



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EASTERN KERN AIR POLLUTION CONTROL DISTRICT

2700 "M" STREET SUITE 302, BAKERSFIELD, CA 93301-2370
 PHONE: (661) 862-5250 • FAX: (661) 862-5251 • www.kernair.org

**2017 DMV Grant Program
 APPLICATION A**

TIER I, INFRASTRUCTURE, PUBLIC EDUCATION, AND OTHER

(Please Type or Print)

Individual or Business Name:		
Contact Person (if different than above):		
Address:		
City:	State:	Zip:
Phone:	Email:	
Project Type (select one)		
Electric Vehicle Charging Station	CNG Refueling Station	Alt. Fuel Mechanic Training
Public Education	Videoconferencing	Innovative
Geographic area served by project:		
Brief Project description: <hr/> <hr/>		
Total Project Cost:	Total Funds Requested:	

I hereby certify that I am authorized to submit this application and all information provided in this application is true and correct to the best of my knowledge.

Print Name of Responsible Officer:	Title:
Signature of Responsible Officer:	Date:

DATE RECEIVED	Validation (for EKAPCD use)
	Is Application Complete: Yes No
	Eligible for Funding: Yes No

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EASTERN KERN AIR POLLUTION CONTROL DISTRICT

2700 "M" STREET SUITE 302, BAKERSFIELD, CA 93301-2370
 PHONE: (661) 862-5250 • FAX: (661) 862-5251 • www.kernair.org

**2017 DMV Grant Program
 APPLICATION B
 TIER II, ROAD IMPROVEMENT**

(Please Type or Print)

Individual or Business Name:			
Contact Person (if different than above):			
Address:			
City:		State:	Zip:
Phone:		Email:	
Road to be Improved (please attach map)			
Street Name:		City:	Beginning At:
Type of Road Improvement:	Road Paving	Long-Term Dust Palliative	Other
Describe Palliative/Other:			
Length of improved road:	ft	Width of improved road:	ft
		Thickness of paving (Must be at least 3 inches):	
No. Houses roadway serves:	No. One-Way trips/day:		Maint. plan included: Yes No
Signed consent from landowners included: Yes No		I agree to hire a licensed, bonded, & insured Contractor to perform all contracted work: Yes No	
Total Project Cost:		Total Funds Requested:	

I hereby certify that I am authorized to submit this application and all information provided in this application is true and correct to the best of my knowledge.

Print Name of Responsible Officer:	Title:
Signature of Responsible Officer:	Date:

DATE RECEIVED	Validation (for EKAPCD use)
	Is Application Complete: Yes No
	Eligible for Funding: Yes No