

Eastern Kern Air Pollution Control District

2018 DMV GRANT PROGRAM

GUIDELINES

Released November 13, 2017

Deadline for Proposals is February 23, 2018

**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 23, 2018

(Late Proposals Will Not Be Accepted)

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DMV GRANT PROGRAM BACKGROUND

Assembly Bill 2766 (AB 2766) authorized 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 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 District Jurisdiction. This Request for Proposal (RFP) describes eligible projects and addresses the requirements for submitting a project proposal.

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 \$250,000 is available this funding cycle.

District staff reviews all project proposal applications submitted by the deadline to determine eligibility, and potential grant amount. A public project selection meeting will be held in April 2018 (date TBD), following the application review process. 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 2018 Board meeting. Once agreements are developed and signed by Grantees, they will be presented to the Board for final approval in July 2018. Agreements will be made effective from date of Board approval.

ADDITIONAL GRANT PROGRAMS

If your project does not qualify for the DMV Grant Program, you may be eligible for funding through one of the District's other programs. The following sections give a brief overview of potential funding opportunities available to Eastern Kern residents.

DMV Grant Vehicle Voucher Program

The District's DMV Grant Vehicle Voucher Program offers financial incentives, in the form of a voucher, for the purchase of a new, eligible lower-emitting vehicle. The DMV Grant Vehicle Voucher Program is on-going and has its own application process, separate from this RFP. DMV Grant Vehicle 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: \$3,000 for purchase of a Zero Emission Vehicle (ZEV); \$2,000 for purchase of a Partial Zero Emission Vehicle (PZEV) includes Hybrid. For more info see District's website www.kernair.org/Grants/DMV.

Carl Moyer Program

The Carl Moyer Program (CMP) 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 information please see the 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. CMP applications are processed first-come first-served and eligible projects are awarded accordingly.

Lower Emission School Bus Program

Assembly Bill 923 (AB 923) provides a mechanism for the District's Governing Board to reduce emissions from older high-emitting school buses through retrofit and replacement pursuant to the Lower-Emission School Bus Program (LESBP).

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

DMV GRANT PROGRAM GUIDELINES

I. ELIGIBLE PROJECTS

Eligible projects include: Installation of an Electric Vehicle (EV) Charging Station, Installation of a CNG Refilling Station, Alternative Fuel Mechanics Training, Public Education Courses, and Innovative Vehicle-Related Emission Reduction Proposal. Eligible projects 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 EV charging stations and CNG refilling stations will make the use of alternative fuel vehicles more convenient; thereby encouraging their purchase and use. Examples of Infrastructure projects include:

1. Installation of Level II or Level III public charging, fleet charging, or workplace charging station that serves electric and plug-in hybrid vehicles.
2. Installation of public, fleet, or workplace CNG refilling station.
3. Tuition reimbursement for mechanics training for servicing alternative fuel systems, including electric and hybrid technology or vehicles operating within the District.
4. Public education courses designed to encourage lifelong habits geared toward reducing emissions.

Requirements for Electric and Alternative Fuel Project

- a. Proposal must indicate type of station being installed (including charge level), how long station will be operated, detailed maintenance plan, and 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 of 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.
- e. Contractor(s) hired to complete construction 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 educational course 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, 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 approximate number and type of AFVs the mechanic will be servicing once 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 can include:

1. Development and distribution of educational materials, educating at-risk populations on the health impacts of poor air quality, including 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. Innovative Emission Reduction Project

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

1. Videoconferencing system.
2. Subsidy to initiate new commuter vanpool.
3. Construction of public accessible park and ride facility.
4. Construction of bike path that serves schools or employment centers.

Requirements for Innovative Emission Reduction Project

- 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 or bike path proposal must provide a detailed site map showing location of all property easements adjacent to proposed paving.

- d. Contractor(s) hired to complete any construction project must be licensed, bonded, and insured.

II. PROJECT PROPOSAL REQUIREMENTS

Project Proposal with original signature must be received at the District's Administrative Office located at: 2700 "M" Street, Suite 302, Bakersfield, CA 93301 BEFORE 5:00 P.M. ON FEBRUARY 23, 2018.

You are encouraged to submit your application before the final day.

(Late proposals, Faxed proposals, or emailed proposals will not be accepted)

A. Project Proposal Requirements

1. A completed copy of the DMV Grant Program Application along with all required support documentation pursuant to Section III, Proposal Format of this RFP, must be submitted with all Infrastructure, Public Education, or Innovative project proposals.
2. 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.
3. 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 authority has been to make the proposal. All other applicants must sign statement of authority to submit a proposal.
4. Project proposal is limited to a maximum grant request of \$50,000. However, total project cost, including other funding sources, can exceed \$50,000.
5. Maintenance contracts, extended warranties, insurance or other operational items are not eligible for funding.
6. 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.
7. Portions of a project funded by DMV grant funds cannot commence prior to the effective date of an approved agreement (July 2018 at the earliest).
8. 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.
9. Applicant must provide a maintenance schedule demonstrating the ability to maintain the project for its proposed life.

III. PROPOSAL FORMAT

Applicant must use DMV Grant Program Application located on this RFP and on the District's website www.kernair.org.

In addition to Application, each applicant must also provide support documents for the following five categories arranged in the same order as they are listed:

A. Project Overview and Emission Reductions

Provide project details including location/area of operation. EV/CNG station projects should indicate the estimated number of vehicles it will serve.

Clearly explain how the program will lead to emission reductions or to greater awareness of air quality issues among at-risk populations. For an indirect emission reduction project, such as public education, please provide a detailed description that lists the estimated number of people the program will reach and their participation level.

B. Project Organization/Background

Provide a brief description of the organization, agency, or firm proposing the project (*if applicable*). If the project is a joint venture list the organization that will act as lead. 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.

All non-profit organizations must provide proof of 501c3 tax-exempt designation.

C. Work Statement/Schedule

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

D. Funding Request/Breakdown of Cost

Briefly define the portion or percentage of the proposed project funded by the DMV Grant. Specify whether the project is new or a 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, if any, of 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 by task.

2. List all expected funding sources, including DMV Grant funds, and any 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).

E. Authority to Submit Proposal

The person signing and submitting a DMV Grant Program application must have authority to do so. If a governing board or other such entity is required to authorize submittal, then the project proposal must include a board resolution delegating authority to the person responsible for submitting the proposal. If the proposed project is not associated with a business or agency, then a board resolution is not required.

The District understands many agencies have a limited number of board meetings. In an effort to accommodate applicants, District will accept an approved board resolution authorizing submittal of a DMV Grant proposal up to thirty (30) days after the project proposal deadline. To be granted this extension, 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 authority to submit a DMV Grant proposal and a copy of the draft resolution must be included in the project proposal.

NOTE: District may request additional information after the proposal has been submitted. DMV Grant project proposals may not be altered after February 23, 2018, except at the request of District staff. Applicants should immediately inform the District if there is need to withdraw a project proposal.

IV. PROJECT SELECTION & AGREEMENT

All eligible projects may be awarded DMV funds unless the Program is oversubscribed. If oversubscribed, the District will hold a public meeting to select eligible projects for funding through a random selection process. Applicants will be notified of date, time, and location of the DMV Grant Program project selection meeting if applicable. Otherwise, a funding award letter will be mailed to each applicant with a qualifying project.

The DMV Grant Program is generally oversubscribed. Project proposals meeting requirements of this RFP, and deemed complete and eligible by staff, have equal merit. Staff determination of eligibility is final. After all 2018 DMV Grant funds are allocated to eligible projects, one project may be placed on a standby list.

The District's Board of Directors must concur with staff's recommended funding list prior to developing agreements (contracts). Each Grantee will be required to execute an agreement with the District as a condition of receiving funds. After the Grantee signs the agreement, the agreement is presented to the Board for final approval with Chair's signature. For most projects, agreement approval will occur at the July Board meeting.

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.

V. 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. Verification of fiduciary authority if not clearly stated in Board Resolution;
3. Completed IRS Form W-9;
4. Proof of 501c3 tax-exempt designation (if applicable);
5. Contractor/Vendor invoice(s) showing real costs and charges associated with project;
6. Proof of liability insurance (if applicable); and
7. Project report (if applicable).

VI. 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.

2018 DMV Grant Program Schedule

Program Guidelines Available	October 31, 2017
Final Date to Submit Proposal (Late Proposal Will Not Be Accepted)	February 23, 2018
Project Selection Public Meeting (if required)	April, 2018*
Board Meeting to Consider Funding Selected Projects	May 10, 2018**
Agreements Ready for District Board Approval	July 26, 2018**

*A meeting will be held if the program is oversubscribed.

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

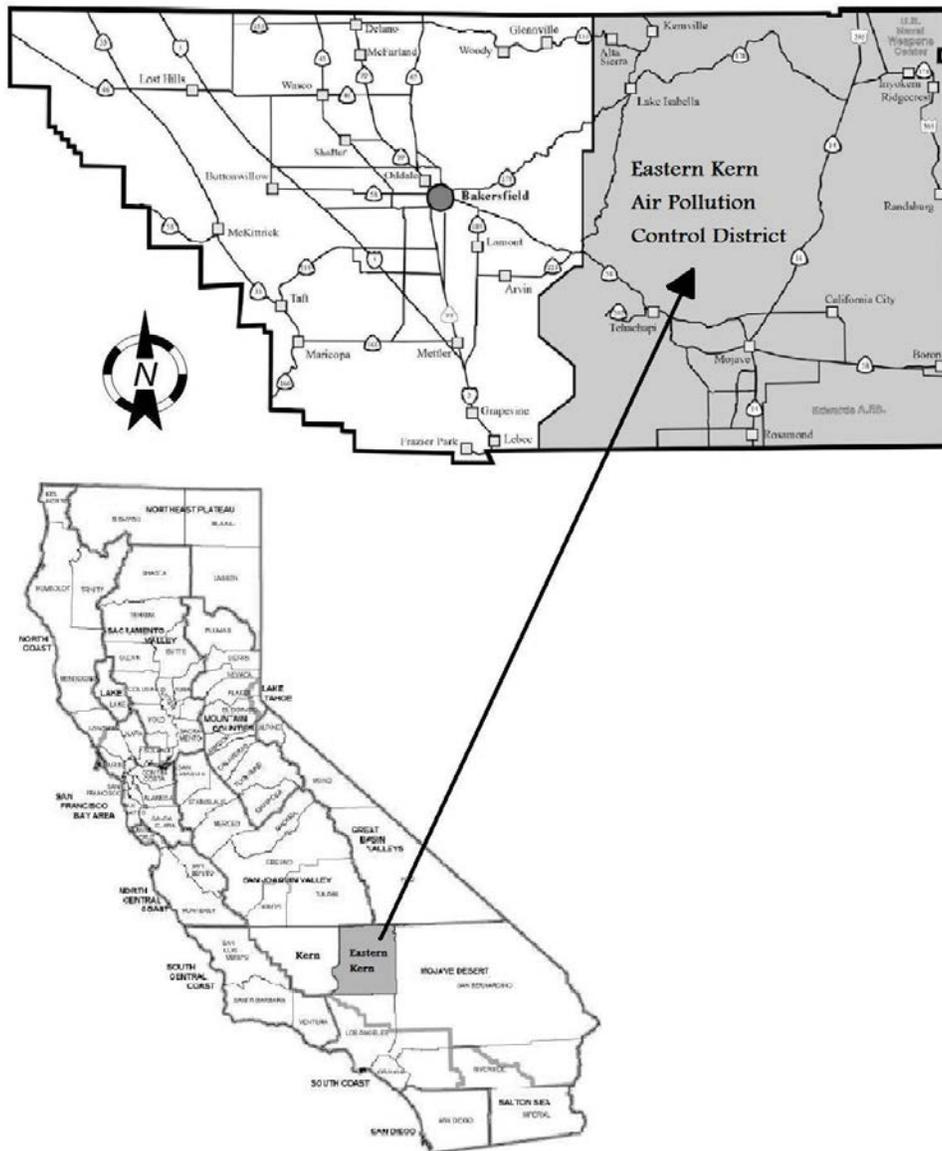
Submit Signed Original Proposal by 5 pm, February 23, 2018
(Late Proposals Will Not Be Accepted)

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@kerncounty.com
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

**2018 DMV Grant Program
 APPLICATION**

INFRASTRUCTURE, PUBLIC EDUCATION, & INNOVATIVE

(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: _____ _____		
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 Person:	Title:
Signature of Responsible Person:	Date:

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