

# Eastern Kern Air Pollution Control District

## 2013 MOTOR VEHICLE EMISSION REDUCTION PROGRAM

Released October 1, 2012

**Deadline for Proposals is January 11, 2013**  
Proposals must be submitted to the EKAPCD Bakersfield Office  
Before 5:00 p.m. on January 11, 2013

## TABLE OF CONTENTS

	Page
Program Background .....	1
Carl Moyer Program .....	1
Lower Emission School Bus Program .....	2
District Planning and Technical Activities .....	2
I. MVERP Eligible Project Types .....	2
A) Motor Vehicle Emission Reduction .....	3
B) Fugitive PM <sub>10</sub> Emission Reduction .....	4
C) Trip Reduction .....	4
D) Alternative Fuel Support Project .....	4
E) Public Education .....	4
F) Ineligible Projects .....	5
II. Project Requirements .....	5
A) General Requirements .....	5
B) Match Fund Requirements .....	7
C) Additional Requirements for Vehicle Replacement Project .....	7
D) Additional Requirements for Mobile Emission Reduction Project .....	8
E) Additional Requirements for Project Involving Construction .....	8
F) Additional Requirements for Alternative Fuel Infrastructure Project .....	9
G) Additional Requirements for Alternative Fuel Mechanics Training .....	9
H) Additional Requirements for Public Education Project .....	10
III. General Recommendations .....	10
IV. Format of Proposal .....	10
A) Cover Page .....	10
B) Scope of Project/Emission Reductions/Cost Effectiveness .....	11
C) Project Organization/Background .....	11
D) Work Statement/Schedule .....	11
E) Monitoring Program .....	11
F) Funding Request/Breakdown of Cost .....	12
G) Authority to submit Proposal .....	12
V. Committee Meeting, Agreement Preparation, and Fund Distribution .....	13
VI. Project Payment Reimbursement .....	14
VII. Audit Procedures .....	14
Program Schedule .....	15
Submit Proposal .....	15
District Map .....	16
Proposal Cover Page .....	17
Appendix A: Vehicle Replacement Information Sheet .....	19
Appendix B: Road Paying Information Sheet .....	21

**Motor Vehicle Emission Reduction Program Background:**

In 1990, Assembly Bill 2766 (AB 2766) was adopted into the California Health and Safety Code Section 44220 - 44247. 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 have been directed for use in the purposes of reducing air pollution from motor vehicles and other related purposes needed to implement the California Clean Air Act (CCAA) in planning, monitoring, enforcement, and technical studies.

The Eastern Kern Air Pollution Control District (EKAPCD) allocates a substantial portion of its annual AB 2766 funds to support the Motor Vehicle Emission Reduction Program (MVERP). MVERP is designed to provide a mechanism for the fair, unbiased distribution of AB 2766 funds to qualified emission reduction projects. AB 2766 funds designated by the EKAPCD Board of Directors (Board) to be exclusively awarded through the MVERP process will herein be referred to as MVERP funds.

This request for proposals (RFP) is the first step of the MVERP process and addresses the requirements for submitting motor vehicle emission reduction projects. EKAPCD staff reviews all project proposal application packets (applications) submitted by the deadline and conducts all emission reduction and cost-effectiveness calculations to determine project criteria, eligibility, qualification, and potential funding amount. Applications are then reviewed by the Board appointed MVERP Committee (Committee). Following the review process, EKAPCD holds a public meeting where eligible MVERP applicants can present their projects to the Committee. The Committee will then recommend a number of projects to the Board to receive funding. The Board must concur with those recommendations before agreements are developed. Once the agreements are developed and signed by the applicant they will be presented to the Board for their final approval. The agreements will be made effective from date of Board approval, but no earlier than the July 2013 Board of Directors Meeting.

The Committee may also place two additional qualified projects on a standby list. If funds become available prior to the September 2013 Board Meeting, due to cancellation of a project on the recommended funding list for the current year, one or both of the projects on the standby list may be funded. Otherwise funds allocated to any canceled project will be reallocated to next budget year's MVERP Program.

The EKAPCD reserves the right to reject any or all applications. All applications become property of EKAPCD. Total annual project funding varies from year-to-year; approximately \$325,000 is available this year.

**Carl Moyer Program:**

EKAPCD also administers the Carl Moyer Program (CMP), which offers incentive funding for eligible projects that reduce emissions from heavy-duty diesel-fueled vehicles and equipment. CMP funds are not part of this MVERP RFP, and are administered through a separate application process that is described on the EKAPCD website at: [www.kernair.org](http://www.kernair.org) under the Grants tab/Diesel Engine. CMP qualifying projects are generally heavy-duty and medium heavy-duty diesel-fueled vehicles including emergency equipment. In addition, the CMP will fund projects that do not qualify for MVERP such as repowering agricultural pump engines and heavy-duty

off-road construction equipment. CMP funds are distributed on a first-come first-served basis for projects that meet CMP 2011 guideline requirements. Applying to the CMP is an option that should be considered by heavy-duty diesel-fueled vehicle project applicants.

**Lower Emission School Bus Program:**

Legislation referred to as AB 923 (Stats. 2004, Ch. 707) provided a mechanism for the EKAPCD's Governing Board to adopt an increase in the motor vehicle registration fee (DMV) surcharge by two dollars. The two-dollar DMV surcharge could be used to retrofit or replace older high-emitting school buses pursuant to the requirements of the Lower-Emission School Bus Program (LESBP) guidelines adopted by the State Board.

EKAPCD staff was directed by the Governing Board to use AB 923 funds to replace 1977-1986 model year (MY) diesel-fueled school buses, 1987 or newer MY school buses powered by a two-stroke diesel, or retrofit 1987 or newer MY school buses. AB 923 funds are not part of this MVERP 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 EKAPCD at [ekapcd@co.kern.ca.us](mailto:ekapcd@co.kern.ca.us) or (661) 862-5250.

**Planning and Technical Activities Funded Through a Separate District Process:**

The primary purpose of AB 2766 is to reduce emissions from the use of motor vehicles. State law also recognizes the need for planning and technical activities that identify the strategies for meeting air quality standards. Examples of District projects that receive AB 2766 are ambient air monitoring, technical studies, clean District vehicles, and air quality plans needed to implement the CCAA.

These types of activities are not funded through the MVERP Committee. The Board of Directors, in each year's budget process, approves the amount of AB 2766 to be used for District use.

**I. MVERP Eligible Project Types:**

**A. Motor Vehicle Emission Reduction**

Project proposals designed to reduce mobile source tail pipe emissions by replacement or retrofit of a motor vehicle. Examples of these projects can include:

1. Replace an older high emitting light-duty (8500 lbs or less) motor vehicle with a new (2013 or later model) light-duty electric, hybrid, alternative fuel or other low emitting vehicle that meets the zero emission vehicle (ZEV) standards, alternative technology partial zero emission vehicles (ATPZEV), or partial zero emission vehicle (PZEV).
2. Replace an older high emitting medium-duty (8501 lbs – 14,000 lbs) vehicle with a new (LEV II 2013 or later model) low emitting medium-duty vehicle that meets the ZEV or super low emission vehicle (SULEV) standard.

3. Replace an older high emitting medium-duty (8501 lbs – 14,000 lbs) vehicle with a new (2013 or later model) light-duty (8500 lbs or less) electric, hybrid, alternative fuel or other low emitting vehicle that meets the ZEV, ATPZEV, or PZEV standard. Light-duty replacement vehicle must serve same purpose and perform same functions and duties as the medium-duty vehicle being replaced.
4. Replace two older high emitting light-duty, medium-duty, or combination thereof vehicles with one new (2013 or later model) light-duty (8500 lbs or less) electric, hybrid, alternative fuel or other low emitting vehicle that meets the ZEV, ATPZEV, or PZEV standard. Replacement vehicle must serve same purpose and perform same functions and duties as the two vehicles being replaced.
5. Replace an older high emitting heavy-duty vehicle (14,001 lbs or greater) with a new (2013 or later model) low emitting alternative fuel vehicle (AFV) or ZEV electric vehicle of the same class.
6. Replace an older high emitting diesel engine in a heavy-duty vehicle with a new Tier IV alternative fueled engine (May also be eligible for Carl Moyer).
7. Other innovative motor vehicle projects that reduce tailpipe emissions are encouraged.
  - a. Many vehicles do not meet the MVERP emissions requirements including some hybrid vehicles. It is important that you check the proposed replacement vehicle's emissions rating prior to applying for MVERP funds. An extensive list of vehicle emission ratings is located at <http://www.epa.gov/greenvehicle>. You can also contact EKAPCD at (661) 862-5250 to ask if a specific vehicle qualifies.
  - b. MVERP funds will pay up to a maximum of 60% of a replacement vehicle's final cost, including tax and license for PZEV, ATPZEV, SULEV, and AFV projects, and up to a maximum of 80%, including tax and license for a ZEV project. *(Note – Based on cost effectiveness limits, the replacement vehicle may not qualify for the maximum percentage of grant funds)*

## **B. Fugitive PM<sub>10</sub> Emission Reduction**

Project proposals designed to reduce fugitive dust (PM<sub>10</sub>) emissions that result from vehicle activity on public roads. Examples of these projects can include:

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. Treatment of unpaved dirt public access road(s) that have an average of at least 100 on-way vehicle trips per day or serves a minimum of ten occupied residences with a long-term (lasting at least one year) dust palliative (excluding oil and water).
3. Incremental cost of PM<sub>10</sub> efficient street sweeper used on paved public roads.

4. Other innovative projects that reduce fugitive PM<sub>10</sub> from vehicle activity on public roads are encouraged.

### **C. Trip Reduction**

Project proposals designed to reduce motor vehicle trips by providing alternative methods of travel. Examples of these projects can include:

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

### **D. Alternative Fuel Support**

The purpose of the Alternative Fuel Support Category is to encourage the development of cleaner fuel technology and power systems in vehicles by funding support projects. Increasing the availability of fueling infrastructure and number of trained technicians support the successful integration and stable transition to alternative fuels technology. Examples of these projects can include:

1. Alternative fuel infrastructure projects, including electrical charging stations that serve ZEV and clean AFVs and can be shown to result in the introduction of additional clean vehicles into EKAPCD.
2. Tuition and fee reimbursement for training mechanics that service alternative fuel systems, including electrical and hybrid technology vehicles, that operate in EKAPCD.

### **E. Public Education**

The CCAA requires that districts include a public education element in their attainment plans. A public education program should effectively deliver a focused message that targets behavioral changes that reduces motor vehicle emissions. These types of public education programs can 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. Air quality curriculum development and implementation in school districts.
3. Other innovative public education projects are encouraged.

## **F. Ineligible Projects:**

The following projects are ineligible:

1. Projects executed before an MVERP application is submitted or an agreement is approved.
2. Projects for operating and maintaining an existing vehicle or vanpool.
3. Projects that fund a pre-existing or ongoing program (*Note - MVERP funding can only be used for initial funding to start a new emission reduction program or expansion of an existing program*).
4. Projects required by federal, state or local law, rule, regulation or order.
5. Projects that do not meet the requirements as stated in this RFP.

## **II. Requirements for Projects:**

### **A. General requirements**

1. **Project Proposal with original signature must be received at the EKAPCD Bakersfield Office before 5:00 p.m. on January 11, 2013. (*Late proposals and electronic copies will not be accepted*)**
2. Project proposal application must be submitted in format specified on pages 10, 11, and 12 of this RFP.
3. Project must reduce air pollution generated by motor vehicles (including dust/PM<sub>10</sub>), Emission reductions achieved from Alternative Fuel Support projects and Public Education projects may be indirect.
4. Multiple project proposal applications may be submitted, each should be submitted as a separate proposal package.
5. Each proposal is limited to a maximum request of \$50,000 in MVERP funds per project; overall project cost, including other funding sources, can exceed \$50,000.
6. Applicant must demonstrate in the application that he/she can meet the minimum match requirement to qualify for MVERP funds (see Section II.B).
7. Cost of in-kind services or add-on equipment may be used to demonstrate the required match, subject to review and acceptance by EKAPCD staff.
8. Maintenance contracts, extended warranties, insurance or other operational items are not eligible for funding and cannot be included in the cost of the project (costs for these types of items do not count toward the applicant's minimum match requirement).

9. Proposal may be a new project or an expansion of an existing project, but cannot be a repackaging of an established program or project that substitutes MVERP funds to replace the applicant's existing funding.
10. For quantifiable vehicle and road paving projects applicant is encouraged to provide estimated emission reductions to be achieved by the project using the MVERP Emissions Reduction/Cost-Effectiveness Form provided on the EKAPCD website [www.kernair.org](http://www.kernair.org) located under the Grants/Motor Vehicle Tab. Please contact EKAPCD at 661-862-5250 for assistance.
11. If there is no standard emission calculation form available for the proposed project the applicant is encouraged to contact EKAPCD at 661-862-5250 to receive directions on how to calculate the project's emission benefits.
12. Quantifiable projects should have a cost-effectiveness of \$15 or less per pound of pollution reduced (most projects are approximately \$10 per pound).
13. Applicant must be a legal entity or an 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.
14. Proposal submitted by agent for company, non-profit group, or government agency must state in the proposal that s/he has the authority to submit a proposal for said establishment or a letter must be submitted from agent's governing entity stating that the authority to make the proposal has been granted.
15. Portions of the project funded by the grant cannot commence prior to the effective date of the agreement (July 2013 at the earliest).
16. If liability insurance is required for a project the applicant must provide certificate(s) of insurance meeting all the insurance requirements indicated in the agreement for the project at the time of agreement approval.
17. Applicant must supply a maintenance schedule in the proposal that demonstrates the ability to maintain the project for its proposed life.
18. Any additional funding applicant is expecting to receive for the project from other entities or in the form of incentives must be disclosed to EKAPCD.
19. Additional grant funds or incentives that are made available to the applicant after the application is submitted must be immediately disclosed to EKAPCD.
20. Applicant will be required to annually report information to EKAPCD about the project's operation (e.g. vehicle miles traveled, percent used in district, condition of pavement, etc.) for the useful life of the project or for five years, whichever is less.



## **B. Match Fund Requirements**

Match funds are required for All MVERP projects. Project match funds are based on cost-effectiveness and have a minimum of 10% to 40% depending on project type. Project specific minimum match fund requirements are as follows:

1. All vehicle replacement projects except ZEV require a minimum match of 40% of the total cost of the vehicle.
2. ZEV vehicle replacement projects require a minimum match of 20% of the total cost of the vehicle.
3. Fugitive PM<sub>10</sub> Emission Reduction projects require a minimum match of 10% of the total cost of the project. Match funding can be comprised of monetary funds or in kind services.
4. Trip reduction projects require a minimum match of 10% of the total cost of the project. Match funding can be comprised of monetary funds or in kind services.
5. Alternative Fuel Support projects require a minimum match of 10% of the total cost of the project. Match funding can be comprised of monetary funds or in kind services.
6. Public Education projects require a minimum match of 10% of the total cost of the project. Match funding can be comprised of monetary funds or in kind services.

## **C. Additional Requirements for Vehicle Replacement Projects**

1. Vehicle replacement proposal must include the following information for the vehicle that is to be replaced: make, model, model year, gross vehicle weight rating (GVWR), fuel type, average miles traveled per year, total mileage on odometer, function, percent used in the district, and the home base.
2. Light-duty ( $\leq 8500$  lbs. GVWR) replacement vehicle must meet the California ZEV, ATPZEV, or PZEV category of the LEV II standards.
3. Medium-duty (8501-14000 lbs. GVWR) replacement vehicle must meet either the ZEV or SULEV category of the LEV II standards.
4. Vehicle replacement proposal must demonstrate that applicant has a minimum match requirement (see section II B).
5. Heavy-duty engine as part of a complete vehicle replacement meet the federal on-road engine requirements for the 2013 model year for their specific class and be alternatively fueled.
6. Vehicle(s) being replaced must be scrapped and drive train destroyed; if only an engine is being replaced, then the engine must be destroyed.

7. Vehicle(s) being replaced must be owned and currently registered to the applicant (a copy of the proposed scrap vehicle registration must be provided to the District).
8. New vehicle must be used for the same general activities as the replaced vehicle (e.g. a maintenance truck should not be scrapped if the new vehicle will be a sedan used by an inspector),
9. New vehicle cannot be purchased prior to the agreement's effective date (generally the effective date is the date the Governing Board approves the agreement, tentatively scheduled to be July 2013).
10. Applicant must affirm that the vehicle(s) to be replaced has operated in Eastern Kern for a minimum of two years prior to January 11, 2013 and at least 75% of the vehicle(s) miles were traveled within the District.
11. Applicant must commit to primarily use the new vehicle within Eastern Kern and to submit an annual report on the vehicle miles traveled (VMT) by the project vehicle for at least five years or 100,000 miles, whichever comes first (75% of annual VMT should be within Eastern Kern).

**D. Additional Requirements for Mobile Emission Reduction Projects**

1. Trip reduction project such as park and ride, bike trails, videoconferencing, and vanpools must include a thorough explanation in the application of the number, estimated length, and type of motor vehicle trips that could be reduced.
2. A detailed maintenance plan that includes the length of time the project will be maintained and identifies the party or entity responsible for maintenance must be submitted with proposal.

**E. Additional Requirements for Projects Involving Construction**

1. Road paving project should identify the average number of trips per day on the road segment to be paved, average speed of vehicles travelling on the road, and whether heavy-duty vehicles regularly use the road.
2. Paving project must give the length, width, and depth of road to be paved, type of road base, description of steps taken to deal with run-off, and estimated life expectancy of the paving.
3. Supply a detailed site map showing the location of all houses and property easements pertinent to road paving project.
4. At least one end of new paved segment must tie into an existing paved road.

5. No more than one end of the new paved segment shall dead-end or continue as a dirt road.
6. If the proposed project is for segments of more than one road the new paved segments must connect and each new paved segment must serve at least 100 trips or at least ten houses.
7. If real property is an essential part of the project the applicant must show evidence that he/she has the right or authority to construct by demonstrating ownership, control of property, or has land owner's written permission.
8. Proposal for road project or bike trail must include a property description and easement map generated from the Kern County Planning Department, Assessor's Office, or Engineering and Surveying Department that demonstrates the existing public easement.
9. Proposal must include a detailed maintenance plan indicating how long the project will be maintained and identifies the party or entity responsible for maintenance.
10. Dust palliative project proposal must include documentation from palliative manufacturer that states the average life and durability of the palliative that is to be applied to road surface. Dust palliative(s) must be durable for at least one year.
11. Contractor(s) hired to complete construction project must be licensed, bonded, and insured.

**F. Additional Requirements for Alternative Fuel Infrastructure Projects**

1. Applicant must provide a demonstration of how the proposed fueling or power infrastructure will encourage the use of additional clean alternative fueled vehicles in the EKAPCD.
2. Proposal must indicate how long the fueling project will be operated and maintained.
3. It is encouraged that individuals applying for an electric charging station project partner with an agency, municipality, or company that have a publically accessible location and willing to maintain and provide electricity to the station(s).
4. Alternative fueled vehicles being supported by a proposed project must be rated as:
  - a) ZEV, or ATPZEV if a light duty vehicle
  - b) SULEV or better if a medium duty vehicle
  - c) AFV or better if a heavy-duty vehicle

**G. Additional Requirements for Alternative Fuel Mechanics Training**

1. Proposal must demonstrate the educational or training course programs that specifically provide training in mechanics, operational safety, and maintenance of AFV technology or alternative fuel infrastructure technology systems.

2. Proposal must demonstrate the need for an instructor/training course at facility, length of time required to complete training, required material(s), and number of possible students.
3. 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.

#### **H. Additional Requirements for Public Education Projects**

1. Public education proposal must describe in detail how the project will lead to reduction in motor vehicle emissions or increase awareness of at-risk groups. Public education projects may lead to future or indirect emission reductions.
2. An outreach type program should also describe size and location of its target audience and methods and materials that will be used.
3. A participatory program description should include the number of participants, level of involvement of the participants, and the extent of participation in hours.

#### **III. General Recommendations:**

Projects with the following characteristics will generally be ranked higher than other projects. These characteristics should be emphasized in your proposal:

- Project is innovative or advance technology;
- Project has long term benefits;
- Project or program that result in a district-wide or area wide benefit;
- Project that complements or enhances another emission reduction program;
- Applicant has demonstrated in the application that he/she has the resources to operate and maintain the project, or have successfully completed a similar type of project;
- Project with a low cost per pound of emission reduction (for project that is not as cost effective, reducing the percentage of MVERP funds requested improves the cost effectiveness of the project).

#### **IV. Proposal Format:**

The applicant **must use the Project Proposal Cover Page** attached to this RFP or downloaded from the EKAPCD website [www.kernair.org](http://www.kernair.org). The Project Proposal Cover Page gives a brief overview of the proposed project. In addition to the Project Proposal Cover Page the applicant must attach additional support documents that provide all relevant information as requested in the six categories listed below (Sections IV.B - IV.G). The required documents should be arranged in the same order as they are listed in this section.

##### **A. Cover Page**

The Cover Page includes the name, address, and telephone number of the applicant and project contact person. The Cover Page is to be signed by the person authorized to represent the proposing entity. Government agencies or large companies should list both the agency and department making the request. If a proposal is from more than one entity a letter of

support or memorandum of understanding from all proposing entities must be included in the application. All fields on the Cover Page other than fax number or mobile phone number must be filled in. The Cover Page must be placed at the front of the proposal.

## **B. Scope of Project/Emission Reductions/Cost Effectiveness**

Identify the objective(s) and scope of the proposed project. Also identify the location or area of operation for all projects and the home base for vehicle projects. Clearly state the estimated emission reductions for projects that can be quantified. Reductions should be quantified on an annual basis and projected for the life of the project if applicable. Please use the appropriate Emissions Reduction/Cost-Effectiveness form located on the EKAPCD website [www.kernair.org](http://www.kernair.org) (under the Grants/Motor Vehicle tab) for calculating emission benefits for the project. Please contact EKAPCD if your type of project does not have a calculation form or if you need assistance (661) 862-5250.

For a non-quantifiable project such as a public education project, a detailed description is required in the proposal that lists the 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.

Alternative fuel support project must identify the number and type of vehicles served. A descriptive statement is required indicating how the infrastructure or mechanical support will encourage the use of additional clean alternative fuels, alternative and electric vehicles, or sustain the ones currently in-use.

## **C. Project Organization/Background**

Describe the proposed management structure and identify the responsible office. If the project is a joint venture list the organization that will act as the lead administering agency for the proposed project. Provide a brief description of your organization, agency, or firm and an explanation of its need for MVERP funding. 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.

## **D. Work Statement/Schedule**

Describe separately each phase of the work to be performed. Provide a list of all work products, deliverable items, and their anticipated dates of delivery. This schedule can be as simple as listing the estimated order and delivery dates of a proposed vehicle or can be much more detailed as would be needed for a construction project. The schedule should not extend more than one year after the date of agreement execution with the exception of construction projects that will be given a two-year agreement.

## **E. Monitoring Program**

A monitoring program is required for all projects that describe how the project's objectives will be achieved, measured, and reported. Annual project report must be submitted to EKAPCD for the life of the project or five years, whichever is less. Vehicle projects must be

reported for five years, 100,000 miles, or 10,000 hours of operation, whichever is less. EKAPCD will mail out an annual vehicle reporting form to all MVERP vehicle grantees June/July of each year for the duration of the project life. Complex projects such as those involving construction or phased implementation will have project specific reporting requirements.

#### **F. Funding Request/Breakdown of Cost**

Briefly define the portion or percentage of the project that MVERP would be funding. Specify whether the proposal is for funding a new program or an expansion of an existing program. Also indicate whether the proposal is for a short-term project that is part of a long-term ongoing program. Include the amount of MVERP funds required and the amount of money available from each co-funding source. Remember there is a minimum match requirement (see section II B). Clearly state the total project cost including tax and license fees (if applicable) excluding extended warranties, maintenance, insurance and 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 the MVERP funds. Identify all direct and in-kind (non-monetary) contributions and state each source.
3. Provide a letter of commitment (included as part of the application) from each co-funding source or your agency that indicates the status of the funds designated for the project. Any funds that are designated in the application as matching funds must be available when the grantee enters into an agreement with EKAPCD. If identified matching funds are no longer available it may be grounds for disqualifying a project.

#### **G. Authority to submit the proposal**

The responsible officer signing the proposal Cover Page must have the authority to submit the proposal for his/her company or agency. The responsible officer is certifying with signature that he/she has such authority. **If a governing board or other such entity must authorize submittal of the proposal, then the proposal must include a board resolution that authorizes the responsible officer to submit the proposal.**

Because many agencies have a limited number of board meetings in December and early January, EKAPCD will accept an approved board resolution that authorizes submittal of an MVERP proposal up to thirty (30) days after the MVERP project proposal submittal closing date. To be granted an extension for submitting a late board resolution, the applicant must request an extension in the proposal, include a copy of the board letter requesting the authority to submit an MVERP proposal, and a copy of the draft resolution. ***(This is not a 30-day extension for submitting an MVERP project proposal, only a 30-day extension for submitting the board approved resolution.)***

Submitted MVERP project proposals may not be altered after January 11, 2013, except at the request of EKAPCD staff or MVERP Committee. Additional information may be requested

after the proposal is submitted by either EKAPCD staff or the MVERP Committee. Project applicants should immediately inform EKAPCD staff if there is need to withdraw a proposal. The MVERP Committee reserves the right to recommend for approval only a portion of a proposed project's scope of work and funding request to the EKAPCD Board. In this case, the applicant may be requested to submit a revised work statement, schedule of deliverables, and cost breakdown.

**V. MVERP Committee Meeting, Agreement Preparation, and Fund Distribution:**

In March 2013, MVERP Committee meets with applicants who have submitted eligible projects. Each applicant is allowed to give a 5 minute presentation of his/her proposed project to the Committee. At the end of each presentation the Committee will commence with a series of directed questions to gain further insight of the proposed project.

After all applicants have had a chance to speak, the Committee takes a brief lunch break. The Committee reconvenes after lunch to begin ranking the projects to provide a Recommended Funding List for Board approval. Applicants and members of the public are welcome to view the ranking process but will not be allowed to interject any additional comments or information regarding the proposed projects. The List contains the projects and their associated grant award amounts that have been selected by the committee for MVERP funding. The Committee also places no more than two standby projects on the List for the Board's approval.

The Board must concur with the project recommendations made by the MVERP Committee before the District Counsel and APCO develop draft agreements. Applicants that have projects approved for funding will be required to execute an agreement with EKAPCD as a condition of receiving funds. After the applicant 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 applicant will be reimbursed after presenting EKAPCD staff with a satisfactory demonstration of project completion and implementation.

**The applicant must provide the following documents to EKAPCD prior to receiving an agreement only if the project is selected for funding:**

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 agency.
2. Verification of all insurance requirements identified in the agreement. If self insured, a letter from a risk manager or the like will be acceptable.
3. Verification that any and all matching funds identified in the proposal is still available. The applicant must provide formal documentation of the available matching funds.
4. Submission of a completed IRS Form W-9. An IRS Form 1099 will be issued for all incentive funds received through the MVERP process. It is the grantee's responsibility to determine the tax liability.

The agreement will require the applicant to perform adequate record keeping substantiating the usage levels associated with the project. The scope and duration of necessary record keeping will vary depending upon the nature of the project. The agreement will also include requirements for monitoring and reporting.

All applications are public information. Applicants should limit submissions of proprietary information.

**VI. Project Payment/Reimbursement:**

All projects that have been approved and have executed agreements with EKAPCD will be eligible to receive monetary reimbursement (reimbursement will not exceed specific percentage up to the maximum dollar amount listed in Exhibit A of the agreement) upon completion of the project as stipulated in Exhibit A of the agreement. In order to receive MVERP reimbursement the project must be completed by the Project Completion Date listed in Exhibit A of the agreement and the following documentation must be submitted to EKAPCD:

1. Letter stating project is complete and amount of grant funds requested;
2. Vendor/outside contractor invoice(s)\* for project;
3. W-9 (if not on file with the County already);
4. Proof of insurance (if applicable); and
5. Any and all project reports (if applicable);
5. Proof replaced/old vehicle has been scrapped (certificate or letter from recognized dismantler, if applicable).

**\*Note:**

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.

**VII. Audit Procedures:**

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

**Remainder of Page Left intentionally blank**



## **2013 Motor Vehicle Emission Reduction Program Schedule**

Requests for Proposal Available	October 1, 2012
Final Date to Submit Proposals	January 11, 2013
EKAPCD Staff Review Complete, Qualified Proposals Sent to MVERP Committee	February 22, 2013
MVERP Committee Meets with Applicants and Ranks Projects	March, 2013*
Second MVERP Meeting (if necessary)	April 2013*
EKAPCD Board Meeting to consider Approval of Committee Recommended Project List	May 9, 2013**
Agreements Ready for EKAPCD Board Approval	July 11, 2013**

\*\*A notice will be mailed to each applicant with a qualifying project approximately 30 days prior to the MVERP Committee meeting specifying date, time, and location of the meeting.

\*\*Date may change based on availability of the MVERP Committee members or Board members.

Most agreements are effective for one year from date the agreement is signed by the Board. Agreements involving construction may be effective for two years.

### **Submit Original Proposals by 5pm, January 11, 2013:**

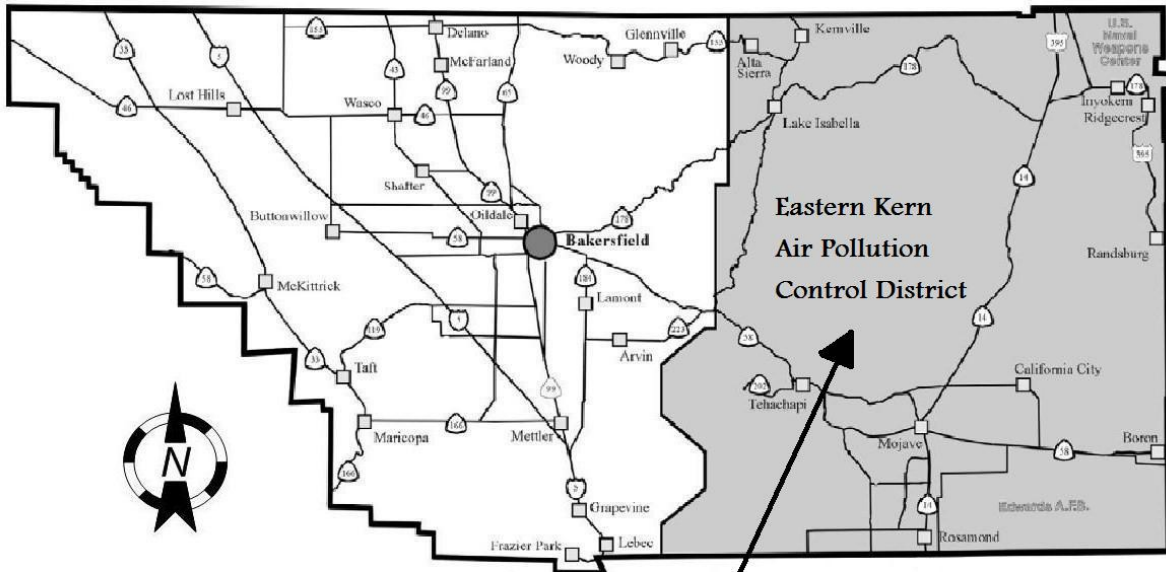
**Eastern Kern Air Pollution Control District  
2700 "M" Street, Suite 302  
Bakersfield, CA 93301**

Direct your general RFP questions to David L. Jones, Air Pollution Control Officer

Direct any emission reduction questions to Jeremiah Cravens, Air Quality Specialist II

Voice (661) 862-5250, fax (661) 862-5251, or email [ekapcd@co.kern.ca.us](mailto:ekapcd@co.kern.ca.us)  
Interactive application forms are available at [www.kernair.org](http://www.kernair.org).

## Eastern Kern Air Pollution Control District Boundary Map



# PROJECT PROPOSAL COVER PAGE

## EASTERN KERN AIR POLLUTION CONTROL DISTRICT

### 2013 MOTOR VEHICLE EMISSION REDUCTION PROGRAM

<b>GENERAL INFORMATION</b>		
Organization or individual:	Does Organization have Taxpayer I.D. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name and title of contact person (This may be different than the responsible officer):		
Street/mailling address:		
City:	State:	Zip code:
Phone:	Cell:	
E-mail:	Fax:	
Geographic area to be served by project :		
_____		
<b>Project type check off (select project type)</b>		
Light Duty Vehicle Replacement: <input type="checkbox"/>	Alternative Fuel Infrastructure: <input type="checkbox"/>	Vanpool or transit: <input type="checkbox"/>
Medium-duty Vehicle Replacement: <input type="checkbox"/>	Alt. Fuel Mechanic Training: <input type="checkbox"/>	Videoconferencing: <input type="checkbox"/>
Heavy-duty Vehicle Replacement: <input type="checkbox"/>	Air Quality Public Education: <input type="checkbox"/>	Commute Bike Path: <input type="checkbox"/>
Electric Vehicle Charging Station: <input type="checkbox"/>	Public Road Paving Project: <input type="checkbox"/>	Public Park & Ride: <input type="checkbox"/>
<input type="checkbox"/> Other Type of Project Not Listed:		
Brief Project description:		
_____		
_____		
_____		

Total funding amount requested: \$ \_\_\_\_\_

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

Printed Name of Responsible Officer:	Title:
Signature of Responsible Officer: (Original signature)	Date:

**The attached proposal must follow the format described on pages 10, 11, and 12 of the 2013 MVERP RFP. Faxed and emailed copies will not be accepted.**

**This Page Left intentionally blank**

## Appendix A

### VEHICLE REPLACEMENT INFORMATION FORM Please Print or Type All Information on This Form

<b>A. APPLICANT INFORMATION</b>		
Organization/Company Name:		
Contact name:		
Street/mailling address:		
City:	State:	Zip code:
Phone:	Email:	

<b>B. CURRENT VEHICLE (complete all that apply)</b>	
1. Vehicle make:	2. Vehicle model:
3. Model year:	4. Fuel type:
5. Gross Vehicle Weight Rating (GVWR):	6. Vehicle function (e.g., passenger, local deliver, etc.):
7. Average annual miles traveled:	8. Percent vehicle operates within District boundaries:
9. Current total mileage:	10. Other vehicle information:

<b>C. NEW VEHICLE</b>	
1. Vehicle make:	2. Vehicle model:
3. Model year:	4. Fuel type:
5. Gross Vehicle Weight Rating (GVWR):	6. Vehicle function (e.g., passenger, local deliver, or line haul):
7. Estimated annual mileage:	8. Percent vehicle operates within District boundaries:
9. Estimated vehicle life (miles/years):	10. Other vehicle information:
11. Total cost of new vehicle:	12. Funds requested (20% min. match for ZEV, 40% min. match for other vehicles):
<b>Emissions Class (Check one Box):</b>	<input type="checkbox"/> ZEV <input type="checkbox"/> ATPZEV <input type="checkbox"/> PZEV <input type="checkbox"/> SULEV

**\*Attach copy of current vehicle registration**

**\*Attach completed MVERP Emission Reduction/Cost-Effectiveness Form from website**

**This Page Left intentionally blank**

## Appendix B

### ROAD PAVING INFORMATION FORM Please Print or Type All Information on This Form

<b>A. APPLICANT INFORMATION</b>		
Organization/Company Name:		
Contact name:		
Street/mailling address:		
City:	State:	Zip code:
Phone:	Email:	

<b>B. ROAD PAVING INFORMATION</b>		
1. Road paving location (City, Street, etc.[please attach map]):		
2. Length of road to be paved (feet):	3. Width of road to be paved (feet):	
4. Traffic volume (One-Way trips per day):	5. Average vehicle weight of traffic (tons):	
6. Average traffic speed (mph):	7. Number of houses roadway serves:	
8. Total project cost:	9. Funds requested (minimum 10% match required):	
10. Expected Control Efficiency (Check One Box): <input type="checkbox"/> Road paving <b>95% efficiency</b> <input type="checkbox"/> Dust palliatives <b>85% efficiency</b> <input type="checkbox"/> Other (control efficiency) _____% State technology:	11. Project Life (Check One Box): <input type="checkbox"/> Road paving <b>10 years</b> <input type="checkbox"/> Long-term Dust palliatives: <b>1 year</b> <b>2 years</b> <input type="checkbox"/> Other (proposed project life):      _____ years State technology:	
County issued easement/property map included:      Yes      No	Is detailed maintenance plan included:      Yes      No	
Written consent from landowners included:      Yes      No	I agree to hire a licensed, bonded, & insured Contractor to perform all contracted work:      Yes      No	
12. Other important information:		

**\*Road Paving: Include maps, diagrams, and photos that illustrate segment of road(s) to be paved**

**\*Vehicle Replacement: Include MVERP Emission Reduction/Cost-Effectiveness Form from website (see IV.B. pg 8)**