

Eastern Kern Air Pollution Control District

2015 DMV GRANT PROGRAM

Released October 1, 2014

Deadline for Proposals is January 9, 2015
One signed original project proposal must be submitted to the
Eastern Kern Air Pollution Control District Bakersfield Office
By 5:00 p.m. on January 9, 2015
(Late Proposals Will Not Be Accepted)

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DMV Grant Program Background

In 1990, Assembly Bill 2766 (AB 2766) was adopted into the California Health and Safety Code Section 44220-44247. AB 2766 authorizes the Department of Motor Vehicles 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) including planning, monitoring, enforcement, and technical studies.

Eastern Kern Air Pollution Control District (District) allocates a substantial portion of its annual AB 2766 funds to support a Department of Motor Vehicle Grant Fund Program (DMV Grant Program). The DMV Grant Program is designed to provide a mechanism for the fair, unbiased distribution of AB 2766 funds to qualified emission reduction projects located within Eastern Kern County. DMV Grants are designated by the District's Board of Directors (Board) to be exclusively awarded through the DMV Grant Program process. This Request for Proposal (RFP) addresses the requirements for submitting a project and is the first step in the DMV Grant Program process.

District staff reviews all project proposal application packets (applications) submitted by the deadline, conducts emission reduction and cost-effectiveness calculations, and determines project criteria, eligibility, and potential funding amount. Applications are then forwarded to a Board appointed DMV Grant Committee (Committee). A public meeting is held annually in March, following the review process, where eligible DMV Grant Applicants (Applicants) can give oral presentation of his/her project to the Committee. The Committee then ranks the projects and makes funding recommendations to the Board for approval. The Board must concur with the Committee's recommendations before agreements are developed. 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, but no earlier than the July 2015 Board of Directors Meeting.

The Committee may also place two additional qualifying projects on a standby list. If funds become available prior to the September 2015 Board Meeting due to cancellation of an approved project for that current year, one or both standby projects could receive funding. Otherwise funds allocated to any canceled project will be reallocated to the next year's DMV Grant Program budget.

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

Planning and Technical Activities Funded Through a Separate District Process

The primary purpose of AB 2766 is to reduce emissions generated by motor vehicles. State law recognizes the need for planning and technical activities that identify strategies for meeting air quality standards. Planning and technical activities are not funded through the DMV Program process and are approved by the District's Board. District projects that receive AB 2766 funds include ambient air monitoring, technical studies, clean District vehicles, and air quality plans implementing the CCAA.

Carl Moyer Program

The District also administers the Carl Moyer Program (CMP). This program 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. See District's website: http://www.kernair.org/Main_Pages/Subpages/Grants_Sub/Carl_Moyer.html for details. CMP projects generally involve repower or retrofit of heavy-duty and medium heavy-duty diesel-fueled vehicles including emergency equipment.

CMP can fund projects not eligible for the DMV Program 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 District's Governing Board to adopt an increase in the motor vehicle registration fee (DMV) surcharge by two dollars. The two-dollar DMV 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.

District staff was directed by the Governing Board to use AB 923 funds to replace 1977-1986 model year (MY) diesel-fueled school buses, retrofit 1987 or newer MY school buses, and replace 1987 or newer MY school buses powered by a two-stroke diesel. 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.

I. DMV Grant Program Eligible Project Types

A. MOTOR VEHICLE REPLACEMENT

Motor Vehicle Replacement projects reduce mobile source tail pipe emissions by:

1. Replacing an older high emitting light-duty (8500 lbs or less) motor vehicle with a 2015 or newer light-duty electric, hybrid, alternative fuel or other low emitting vehicle that meets the Zero Emission Vehicle (ZEV), Alternative Technology Partial Zero Emission Vehicle (ATPZEV), Partial Zero Emission Vehicle (PZEV), or Super Low Emission Vehicle (SULEV) standard. A qualifying vehicle has a Smog Score of 8, 9, or 10.
2. Replacing an older high emitting medium-duty (8501 lbs – 14,000 lbs) vehicle with a 2015 or newer low emitting medium-duty or light-duty vehicle that meets the ZEV, ATPZEV, PZEV, or SULEV emission standard. Light-duty replacement vehicle must serve similar purpose and perform similar functions and duties as the medium-duty vehicle being replaced. A qualifying vehicle has a Smog Score of Score of 8, 9, or 10.

3. Replacing two older high emitting light-duty, medium-duty, or combination thereof vehicles with one 2015 or newer light-duty (8500 lbs or less) electric, hybrid, alternative fuel or other low emitting vehicle that meets the ZEV, ATPZEV, PZEV or SULEV emission standard. Replacement vehicle must serve similar purpose and perform similar functions and duties as vehicles being replaced. A qualifying vehicle has a Smog Score of 8, 9, or 10.
4. Replacing an older high emitting light-duty or medium-duty pickup truck with a pickup truck that meets the Ultra Low Emission Vehicle (ULEV) emission standard with a Smog Score of 6 through 10. Replacement truck must serve similar purpose and perform similar functions and duties as truck being replaced. Passenger and cargo vans are included in this category.
5. Replacing an older high emitting heavy-duty vehicle (14,001 lbs or greater) with a 2015 or newer ZEV or low emitting alternative fuel vehicle ZEV of the same class.
6. Other innovative motor vehicle projects that reduce tailpipe emissions are encouraged (e.g. retrofitting a vehicle to be fueled with compressed natural gas (CNG) or liquefied petroleum gas (LGP)).

Vehicle Replacement Funding

- a. Many vehicles do not meet the emissions requirements, including some hybrid vehicles. It is important that you check the proposed vehicle's Smog Score prior to applying for DMV Grant funds. An extensive list of vehicle emission ratings is located at <http://driveclean.ca.gov/> and <http://www.fueleconomy.gov>. You can also contact District staff at (661) 862-5250 to ask if a specific vehicle qualifies.
- b. Funding is based on vehicle type, emission standard, and cost-effectiveness. An eligible vehicle replacement project can qualify for funding up to a maximum of the following amounts:
 - 80% of a vehicle's final cost rated as ZEV with a Smog Score of 10. This category includes electric vehicles (EVs) and plug-in hybrid electric vehicles (PHEVs).
 - 60% of a vehicle's final cost rated as PZEV, ATPZEV, SULEV, or AFV with a Smog Score of 8 or 9;
 - 50% of a pickup truck or van's final cost with a Smog Score of 6 through 10.

Not all eligible projects will qualify for maximum funding due to cost-effectiveness restraints. Maximum funding for any vehicle replacement shall not exceed \$50,000. Final cost includes tax and license.

Requirements for Vehicle Replacement Projects

- a. Vehicle replacement proposal must include the following information for the vehicle(s) to be replaced: Photograph(s), 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 home base of the vehicle.
- b. Project proposal must provide an affidavit that the applicant has the required matching funds and authority to submit proposal (see section II B).
- c. Vehicle(s) being replaced must be scrapped and drive train destroyed rendering the vehicle(s) permanently inoperable.
- d. Vehicle(s) being replaced must be owned and currently registered in California to the applicant (a copy of the DMV registration must be provided with application).
- e. New vehicle must serve similar purpose and perform similar functions and duties as the vehicle(s) being replaced. (e.g. a maintenance truck should not be scrapped if the new vehicle will be a sedan used by an inspector),
- f. New vehicle cannot be purchased prior to the agreement's effective date (generally the effective date is the District Governing Board's approval date, tentatively scheduled to be July 2015).
- g. Applicant must affirm that the vehicle(s) being replaced has operated in Eastern Kern for a minimum of two years prior to January 9, 2015 and at least 75% of the vehicle miles traveled (VMT) were within the District.
- h. Applicant must commit to primarily use the new vehicle within Eastern Kern and to submit an Annual Report form for five years or 100,000 miles, whichever comes first (75% of annual VMT should be within Eastern Kern).

B. ELECTRIC AND ALTERNATIVE FUEL VEHICLE 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 and technician support. 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 Electric and Alternative Fuel Vehicle Infrastructure projects include:

1. Level II or Level III public charging, fleet charging, or workplace charging stations that serve electric vehicles (EVs) and plug-in hybrid electric vehicles (PHEVs).
2. Public, fleet, or workplace CNG refilling stations that serve CNG vehicles throughout the District.

3. Signage for electric charging and CNG refueling stations. Appropriate signage helps drivers navigate to and identify charging and CNG stations. Signage also helps drivers understand that parking spaces at charging stations are for use by plug-in vehicles only so conventional vehicles do not occupy those spaces.
5. Tuition and fee reimbursement for training mechanics that service alternative fuel systems, including electrical and hybrid technology and vehicles, that operate within District.

Electric and Alternative Fuel Vehicle Infrastructure Funding

An eligible Electric and Alternative Fuel Vehicle Infrastructure project can qualify for up to 90% of the total project cost with a maximum funding amount of \$50,000.

Requirements for Electric and Alternative Fuel Vehicle Infrastructure

- a. Proposal must indicate how long station will be operated and include a detailed maintenance plan and identifies the party or entity responsible for maintenance.
- b. Applicant is encouraged to partner with a local government agency, municipality, or business that has a publically accessible location, willing to maintain the station, and provide electricity. Written documentation is required with DMV Grant application.
- 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.

C. ROAD IMPROVEMENT (ROAD PAVING)

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

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 on-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.

Road Improvement Funding

An eligible Road Improvement project can qualify for up to 90% of the total project cost with a maximum funding amount of \$50,000.

Requirements for Road Improvement Projects

- a. Proposal must specify average number of one-way trips per day on the road segment to be paved, average speed of vehicles travelling on the road, and volume of heavy-duty vehicle use.
- b. Proposal must specify length and width 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.
- c. All paving projects, excluding palliatives, must have a depth/thickness of at least three (3) inches.
- d. Proposal must provide a detailed site map showing location of all houses and 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.
- e. At least one end of new paved segment must tie into an existing paved road.

- f. No more than one end of the new paved segment shall dead-end or continue as a dirt road.
- g. 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 ten houses or at least 100 one-way trips.
- h. 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.
- i. Proposal must include a detailed maintenance plan indicating how long the project will be maintained and identifies the party or entity responsible for maintenance.
- j. Dust palliative project proposals must include documentation from manufacturer stating average life and durability of the palliative to be applied to road surface. Dust palliative(s) must be durable for at least one year.
- k. Contractor(s) hired to complete construction project must be licensed, bonded, and insured.

D. TRIP REDUCTION

Trip Reduction projects reduce motor vehicle emissions by providing alternative methods of travel that lower the total number of vehicles on the road. Trip Reduction 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.

Trip Reduction Funding

An eligible Trip Reduction project can qualify for up to 90% of the total project cost with a maximum funding amount of \$50,000.

Requirements for Trip 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 identifies the party or 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.

E. PUBLIC EDUCATION

Public Education projects generally lead to indirect emissions reductions. An effective public education program should be designed to deliver focused messages that instill behavioral changes and create 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.

Public Education Funding

An eligible Public Education project can qualify for up to 90% of the total project cost with a maximum funding amount of \$50,000.

Requirements for Public Education Projects

- 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.

F. INELIGIBLE PROJECTS

The following projects are ineligible for funding:

1. Any incomplete or late project proposal.

2. Any project that does not meet the requirements as stated in this RFP.
3. Any project executed before a DMV Grant application is submitted or an agreement is approved.
4. Operation or maintenance of an existing vehicle or vanpool.
5. Any pre-existing program or project that has previously been awarded DMV Grant funds and is identical in nature. DMV Grant funds can only be used for initial startup of a new emission reduction program or expansion/modification of an existing program.
6. Any project or program required by federal, state, or local law, rule, regulation, or order.

II. Project Requirements

A. General requirements

1. **Project Proposal with original signature must be received at the District's Administrative Office located in Bakersfield BEFORE 5:00 P.M. ON JANUARY 9, 2015. (*Late proposals, Faxed proposals, or emailed proposals will not be accepted*)**
2. Project proposal application must be submitted in format specified in Section IV, Proposal Format of this RFP.
3. Project must reduce air pollution generated by motor vehicles (including fugitive dust/PM₁₀). Emission reductions achieved from Public Education and Alternative Fuel Mechanics Training projects are considered indirect.
4. Multiple project proposal applications may be submitted from the same applicant, but each project must be submitted as a separate proposal package.
5. Each 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. Applicant must demonstrate in the application that s/he can meet the minimum match requirement in order to be eligible for program (see Section II.B).
7. 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).
8. Proposal may be for a new project or an expansion of an existing project, but cannot be a repackaging of an established program or project that substitutes applicant's existing funding with DMV Grant funds.
9. Applicant is encouraged to calculate estimated emissions reductions achieved from the proposed project in order to determine possible grant amount. DMV Grant Emissions

Reduction/Cost-Effectiveness Calculation Forms are provided on the District website www.kernair.org located under the Grants/Motor Vehicle Tab.

10. A proposed project eligible funding will have a quantifiable cost-effectiveness of no more than \$15 per pound of pollution reduced (most projects are approximately \$10 per pound).
11. 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.
12. Project proposal submitted by an agent representing a company, non-profit group, or government agency with a governing board must provide a 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 state in the proposal that s/he has the authority to submit a proposal.
13. Portions of the project funded by the grant cannot commence prior to the effective date of the agreement (July 2015 at the earliest).
14. 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 at the time of agreement approval.
15. Applicant must supply a maintenance schedule in the proposal that demonstrates the ability to maintain the project for its proposed life.
16. Any additional funding applicant is expecting to receive for the project from any another incentive program or entity must be disclosed to District.
17. Any additional grant funds or incentives that are made available to the applicant after the application is submitted must be immediately disclosed to District.
18. All vehicle grantees are required to submit an Annual Reporting Form to District that details vehicle miles traveled, percent used in district, and vehicle condition, etc. for first 100,000 miles of vehicle or for five years.

B. Match Fund Requirements

Match funds are required for all DMV Grant projects. Project match funds are based on cost-effectiveness and have a minimum of 10% to 50% depending on project type. In-kind services or add-on equipment may be used to satisfy the match. Use of in-kind service is subject to District review and approval.

Project specific minimum match fund requirements are as follows:

1. ZEV vehicle replacement projects with a Smog Score of 10 require a minimum match of 20% of the total cost of the vehicle.

2. ATPZEV, PZEV, and SULEV vehicle replacement projects with a Smog Score of 8 or 9 require a minimum match of 40% of the total cost of the vehicle.
3. ULEV pickup truck replacement projects with a Smog Score of 6 through 10 require a minimum match of 50% of the total cost of the vehicle.
4. Road Improvement projects require a minimum match of 10% of the total cost of the project. Match funds can be comprised of monetary funds or in kind services.
5. Trip Reduction projects require a minimum match of 10% of the total cost of the project. Match funds can be comprised of monetary funds or in kind services.
6. Alternative Fuel Infrastructure projects, which include Alternative Fuel Mechanics Training, require a minimum match of 10% of the total cost of the project. Match funds can be comprised of monetary funds or in kind services.
7. Public Education projects require a minimum match of 10% of the total project cost. Match funds can be comprised of monetary funds or in kind services.

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 results in District-wide or area wide benefit;
- Project that complements or enhances another emission reduction program;
- Applicant has demonstrated in the application that s/he has the resources to operate and maintain the project, or have successfully completed a similar type of project;
- Project has a low cost per pound of emissions reduced (for project that is not as cost effective, reducing the percentage of DMV Grant funds requested improves the cost effectiveness of the project).

IV. Proposal Format

Applicant **must use the Project Proposal Cover Page** attached to this RFP or downloaded from the District website www.kernair.org. The Project Proposal Cover Page gives a brief overview of the proposed project. In addition, the applicant must include a completed copy of the Vehicle Replacement Information Form or Road Improvement Information Form (Appendix A and B of this RFP) if applicable, along with project support documents for the six additional categories listed below (Sections IV.C - IV.H). *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. Appendix A and B

If the proposed project is a vehicle replacement then a completed copy of Appendix A, Vehicle Replacement Information Form of this RFP must be included. If the proposed project is a road paving then a completed copy of Appendix B, Road Improvement Information Form of this RFP must be included. If Appendix A or B is applicable to the project proposal it should be submitted immediately behind the Cover Page.

C. Scope of Project/Emission Reductions/Cost Effectiveness

Identify the objective(s), scope, and location or area of operation of all proposed projects. List home base if project is vehicle replacement. Alternative Fuel Infrastructure project should identify the estimated number of vehicles served.

State the estimated emission reductions for a project 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 District website www.kernair.org (under the Grants/Motor Vehicle tab) for calculating emission benefits for the project. Please contact District at: (661) 862-5250 if you need assistance.

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.

D. 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 for the proposed project. Provide a brief description of the organization, agency, or firm and an explanation of its need for DMV Grant 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.

E. 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. 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.

F. Monitoring Program

A monitoring program that describes how a project's objectives will be achieved, measured, and reported is required for all projects. An annual project report for all vehicle replacement projects must be submitted to District for five years or 100,000 miles whichever is less. District will mail out a copy of the Annual Vehicle Reporting form to all DMV Grant vehicle grantees July of each year for the duration of the project life (typically 5 years).

G. Funding Request/Breakdown of Cost

Briefly define the portion or percentage of the project that DMV Grant 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 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. 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 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. Any funds that are designated in the project proposal as matching funds must be available when the Grantee enters into an agreement with District. If identified matching funds are no longer available it may be grounds for disqualifying a project.

H. Authority to Submit Proposal

The responsible officer signing the proposal Cover Page must have authority to submit the proposal on behalf of his/her company 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 December and early January. 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.)*

Submitted DMV Grant project proposals may not be altered after January 9, 2015, except at the request of District staff or DMV Grant Committee. Additional information may be requested after the proposal has been submitted by either District staff or the DMV Grant Committee. Applicants should immediately inform District staff if there is need to withdraw a project proposal.

The DMV Grant Committee reserves the right to recommend to the District Board for approval only a portion of a proposed project's scope of work or funding request. In this case, the applicant may be requested to submit a revised work statement, schedule of deliverables, or cost breakdown.

V. DMV Grant Committee Meeting, Agreement Preparation, and Fund Distribution

In March 2015, the DMV Grant Committee holds a town hall meeting to select projects for funding. Each applicant is required to be at the meeting and give a 5 minute oral presentation of his/her proposed project. At the end of each presentation the Committee may 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 public portion of the meeting is adjourned. The Committee reconvenes after a short break to rank the projects to develop a Recommended Funding List for District Board's approval. The Committee's Recommended Project List contains the projects and grant award amounts selected to receive funding. The Committee also places two standby projects on the list.

The Board must concur with the project recommendations made by the DMV Grant Committee prior to development of draft agreements. Applicants that have projects approved for funding will be required to execute an agreement with District 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 Grantee will be reimbursed after presenting District staff with a satisfactory demonstration of project completion and implementation.

The applicant must provide the following documents to District prior to receiving an agreement and 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 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. Verification that any and all matching funds identified in the proposal are 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 DMV Grant process. It is the grantee's responsibility to determine the tax liability.
5. Proof of 501c3 tax-exempt designation: All non-profit organizations must provide proof of tax-exempt designation.

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 District 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 DMV Grant 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 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 insurance (if applicable); and
5. Any and all project reports (if applicable);
6. Proof replaced/old vehicle has been scrapped (certificate or letter from recognized dismantler is required).

***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 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.

2015 Motor Vehicle Emission Reduction Program Schedule

Requests for Proposal Available	October 1, 2014
Final Date to Submit Proposals (Late Proposals Will Not Be Accepted)	January 9, 2015
District Staff Review Complete, Qualified Proposals Sent to DMV Grant Committee	February 20, 2015
DMV Grant Committee Meets with Applicants and Ranks Projects	March, 2015*
Second DMV Grant Meeting (If necessary)	April 2015*
District Board Meeting to consider Approval of Committee Recommended Project List	May 14, 2015**
Agreements Ready for District Board Approval	July 2015**

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

**Date may change based on availability of the DMV Grant 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 Signed Original Proposal by 5pm, January 9, 2015
(Late Proposals Will Not Be Accepted)

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

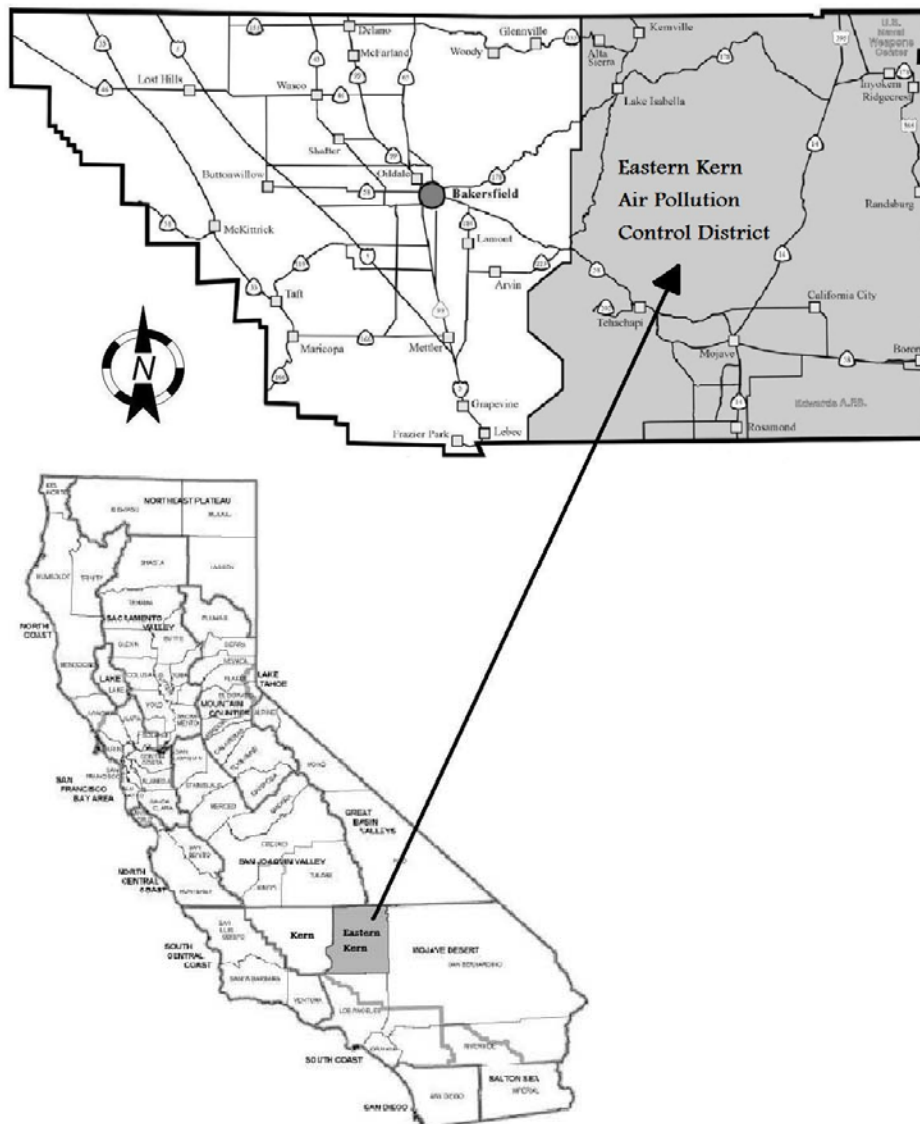
Direct your general RFP questions to Glen E. Stephens, P.E., Air Pollution Control Officer

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

Interactive application forms are available at www.kernair.org.

Eastern Kern Air Pollution Control District Boundary Map



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PROJECT PROPOSAL COVER PAGE
EASTERN KERN AIR POLLUTION CONTROL DISTRICT
2015 DMV GRANT

GENERAL INFORMATION		
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 :		

Project type check off (select project type)		
Light Duty Vehicle Replacement: <input type="checkbox"/>	Electric Vehicle Charging Station: <input type="checkbox"/>	Vanpool or transit: <input type="checkbox"/>
Medium-duty Vehicle Replacement: <input type="checkbox"/>	CNG Refueling Station: <input type="checkbox"/>	Videoconferencing: <input type="checkbox"/>
Pickup Truck/Van Replacement: <input type="checkbox"/>	Alt. Fuel Mechanic Training: <input type="checkbox"/>	Commute Bike Path: <input type="checkbox"/>
Road Improvement Project: <input type="checkbox"/>	Air Quality Public Education: <input type="checkbox"/>	Public Park & Ride: <input type="checkbox"/>
<input type="checkbox"/> Other/Innovative Project Type 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 12 through 15 of the 2015 DMV Grant RFP. Faxed and emailed copies will not be accepted.

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Appendix A

VEHICLE REPLACEMENT INFORMATION FORM

Please Print or Type All Information on This Form

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

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

C. NEW VEHICLE	
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 (80% for ZEV; 60% for ATPZEV, PZEV, and SULEV; 50% for ULEV):
Emissions Class (Check one Box):	<input type="checkbox"/> ZEV <input type="checkbox"/> ATPZEV <input type="checkbox"/> PZEV <input type="checkbox"/> SULEV <input type="checkbox"/> ULEV

***Attach photos of old vehicl**

***Attach copy of current vehicle registration**

***Attach completed DMV Grant Emission Reduction/Cost-Effectiveness Form from website (see IV.C)**

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Appendix B

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

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

B. ROAD IMPROVEMENT INFORMATION (complete all applicable sections)		
1. Road improvement location (City, Street, etc.[please attach map]):		
2. Length of road to be improved (feet):	3. Width of road to be improved (feet):	4. Thickness of paving (Must be at least 3 inches):
5. Traffic volume (One-Way trips per day):		6. Average vehicle weight of traffic (tons):
7. Average traffic speed (mph):		8. Number of houses roadway serves:
9. Total project cost:		10. Funds requested (minimum 10% match required):
11. Expected Control efficiency (Check One Box): <input type="checkbox"/> Road paving 95% efficiency <input type="checkbox"/> Dust palliatives 85% efficiency <input type="checkbox"/> Other (control efficiency) _____% State technology:		12. Project Life (Check One Box): <input type="checkbox"/> Road paving 10 years <input type="checkbox"/> Long-term Dust palliatives: 1 year 2 years <input type="checkbox"/> Other (proposed project life): _____ years Type of 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
13. Other important information:		

***Include maps, diagrams, and photos that illustrate segment of road(s) to be improved.**