

Eastern Kern Air Pollution Control District

2012 MOTOR VEHICLE EMISSION REDUCTION PROGRAM

Released October 1, 2011

Deadline for Proposals is January 13, 2012
Proposals must be submitted to the EKAPCD Bakersfield Office
Before 5:00 p.m. on January 13, 2012

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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 the \$4 DMV clean air fee were directed to be used for the purposes of reducing air pollution from motor vehicles and other related purposes needed to implement the California Clean Air Act (planning, monitoring, enforcement, and technical studies).

The Eastern Kern Air Pollution Control District (EKAPCD) allocates a substantial portion of its annual DMV clean air fees to support the Motor Vehicle Emission Reduction Program (MVERP). MVERP is designed to provide a mechanism for the fair, unbiased distribution of DMV clean air fees to qualified emission reduction projects. DMV clean air fees 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 submitted proposals and conducts all emission reduction and cost-effectiveness calculations to determine project criteria, eligibility, and qualification. Proposals are then reviewed by the Board appointed MVERP Committee (Committee). Following the review process, EKAPCD holds a public meeting where eligible MVERP proposers can present their projects to the Committee. The Committee recommends selected projects to the Board for funding, and the Board must concur with those recommendations before agreements are developed. Once the agreements are signed by the proposer and staff, they will be presented to the Board for their final approval. The agreements will be effective from date of Board approval, but no earlier than the July 2012 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 2012 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 projects will be reallocated to next budget year's MVERP Program.

The EKAPCD reserves the right to reject any or all proposals. All proposals become the property of the EKAPCD. Total annual project funding varies from year-to-year; approximately \$300,000 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 under the Grants tab/Diesel Engine. Vehicles that qualify for funding are generally heavy-duty diesel-fueled vehicles and some heavily used medium-duty diesel-fueled vehicles. In addition, the CMP will fund projects that will not qualify for MVERP funds such as upgrades to agricultural pump engines, and locomotives. These funds are distributed on a first-come first-served basis for

projects that meet CMP guideline requirements. Applying to the CMP is an option that should be considered by heavy-duty diesel-fueled vehicle project proposers.

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

The primary purpose of DMV clean air fees 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 DMV Clean Air Fees are ambient air monitoring, technical studies, clean District vehicles, and air quality plans needed to implement the California Clean Air Act.

However, 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 DMV clean air fees to be used for ambient air monitoring, technical studies, and air quality plan development/implementation.

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 (2012 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 2012 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 (2012 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 standards. 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 or two medium-duty vehicles with one new (2012 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 standards. 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 (2012 or later model) low emitting alternative fuel vehicle (AFV) of the same class.
6. Retrofit diesel-fueled school bus with a GVWR over 14,000 lbs with an ARB certified level III Diesel Particulate Filter (DPF).

7. Replace an older high emitting diesel engine in a heavy-duty vehicle with a new Tier III alternative fueled engine (May also be eligible for Carl Moyer).
8. Other innovative motor vehicle project 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. All older high emitting vehicles being replaced must be scrapped.
 - c. MVERP funds will pay up to a maximum of 80% of replacement vehicle's final cost, including tax and license, and up to a maximum of 90%, including tax and license for a ATPZEV or ZEV vehicle project. *(Note – Based on cost effectiveness limits, the replacement vehicle may not qualify for the maximum grant amount)*

B. Fugitive PM10 Emission Reduction

Project proposals designed to reduce fugitive dust (PM10) 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 PM10 efficient street sweeper used on paved public roads.
4. Other innovative projects that reduce fugitive PM10 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 clean AFVs and can be shown to result in the introduction of additional clean AFVs into the EKAPCD.
2. Tuition and fee reimbursement for training mechanics that service alternative fuel systems, including electrical and hybrid technology vehicles, that operate in the EKAPCD.

E. Public Education

The California Clean Air Act 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, how to avoid the impacts, 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 must be submitted to the EKAPCD Bakersfield Office before 5:00 p.m. on January 13, 2010 (LATE PROPOSALS AND FAXED PROPOSALS WILL NOT BE ACCEPTED).**
2. Project proposal 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/PM10), Emission reductions achieved from Alternative Fuel Support projects and Public Education projects may be indirect.
4. Multiple project proposals may be submitted, each should be submitted as a separate proposal package.
5. 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. Proposer 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 proposer'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 proposer's existing funding.
10. For quantifiable vehicle and road paving projects proposer must 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 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 must contact the 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. Proposer 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 agent has the authority to submit a proposal 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 2012 at the earliest).
16. If liability insurance is required for a project, the proposer 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. Proposer must supply a maintenance schedule in the proposal that demonstrates the ability to maintain the project for its proposed life.
18. Any additional funding proposer is expecting to receive for the project from other entities or in the form of incentives must be disclosed to the EKAPCD.
19. Additional grant funds or incentives that are made available to the proposer after the application is submitted must be immediately disclosed to the EKAPCD.
20. Proposer will be required to annually report information to the 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 20% depending on project type. Project specific minimum match fund requirements are as follows:

1. All vehicle replacement projects except ATPZEV and ZEV require a minimum match of 20% of the total cost of the vehicle.
2. ATPZEV and ZEV vehicle replacement projects require a minimum match of 10% of the total cost of the vehicle.
3. Fugitive PM₁₀ 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 vehicle, vehicle function, percent used in the district, and the home base of the vehicle.
2. Vehicle being proposed for scrappage, replacement, or repowering must be owned by the proposer.
3. Light-duty (≤ 8500 lbs. GVWR) replacement vehicle must meet the California ZEV, ATPZEV, or PZEV category of the LEV II standards.
4. Medium-duty (8501-14000 lbs. GVWR) replacement vehicle must meet either the ZEV or SULEV category of the LEV II standards.
5. Vehicle replacement proposal must demonstrate that proposer has a minimum match requirement (see section II B).
6. Heavy-duty engine, either as part of a complete vehicle replacement or a replacement engine, should meet the federal on-road engine requirements for the 2012 model year for their specific class and be alternatively fueled.
7. Emission reductions achieved from school bus retrofit project must be surplus, voluntary, or an early action to performance requirements of the ARB truck and bus regulation.
8. Vehicle proposed to be scrapped and replaced by a low emission vehicle, must be owned by the same entity, must be used for the same general activities as that of the new vehicle (e.g. a maintenance truck should not be scrapped if the new vehicle will be a sedan used by an inspector), and must submit a copy of the current vehicle registration for the proposed scrap vehicle with the proposal.
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 2012).
10. Proposer must affirm that the vehicle to be replaced has operated in the EKAPCD for a minimum of two years prior to January 13, 2012 and at least 75% of the vehicle miles were traveled within the EKAPCD.

11. Proposer must commit to use new vehicle in the EKAPCD 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, and show that at least 75% of the VMT are in the EKAPCD.
12. Vehicle being replaced must be scrapped and drive train destroyed; if only an engine is being replaced, then the engine must be destroyed.

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. Street sweeping project should identify the roads on which the sweeping activity will take place, the level of existing and proposed service to be provided, type of existing sweeper if any, sufficient information to demonstrate that the proposed sweeper is a PM10 efficient sweeper, and price quote for a standard sweeper and the proposed PM10 efficient sweeper.
3. 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 the vehicles on the road, and whether heavy-duty vehicles regularly use the road.
2. Paving project must give the length and width of the paved area, depth of paving, type of road base, describe steps taken to deal with run-off, and estimate the life expectancy of the paving.
3. A detailed site map showing the location of all houses and property easements pertinent to road paving project must be supplied with paving project application.
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 from more than one road, 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 proposer must show evidence that he/she has the right or authority to construct by demonstrating ownership or control of property, or have land owner's written permission.
8. Proposal for road project and 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. Long-term dust palliative(s) must be durable for at least one year. 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.
11. Contractor(s) hired to complete construction project must be licensed, bonded, and insured.

F. Additional Requirements for Alternative Fuel Infrastructure Projects

1. Proposer must provide a demonstration of how the proposed fueling 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. The 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) Meet 2012 engine standards 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. Proposer 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.

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;
- Proposer 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 proposer **must use the Project Proposal Cover Page** attached to this RFP, or a downloaded Project Proposal Cover Page from the EKAPCD website www.kernair.org. The Project Proposal Cover Page is a summary of the project. In addition to the Project Proposal Cover Page, the proposer must attach additional documentation that provides all the relevant information 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 proposer and the 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. For proposal from more than one entity, a letter of support or memorandum of understanding from all proposing entities must be included in the application. All boxes 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) of the proposal and describe the scope of the proposed project. Also identify the location or area of operation of the project, and the home base if it is a vehicle. 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 (under the Grants/Motor Vehicle tab) for

calculating emission benefits for the project. Please call 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 public education project, a detailed description is required in the proposal that lists the number of people the education program will reach and at what level of participation. Proposer 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 vehicles or maintain 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 may request 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 reports 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), and excluding extended warranties, maintenance, insurance and other such costs. Include the following in your cost section:

1. Estimated cost and break down cost by task for complex projects.
2. List all sources of funds, including the MVERP funds. Identify all direct and in-kind (non-monetary) contributions and state their 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 the EKAPCD. If identified matching funds are no longer available it may be grounds for disqualifying the 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 an approved board resolution, the proposer must request an extension in the proposal, include a copy of the board letter requesting the authority to submit an MVERP proposal, and include 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 13, 2012, 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 proposers 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 the project proposer's scope of work and funding request to the EKAPCD Board. In this case, the proposer may be requested to submit a revised work statement, schedule of deliverables, and cost breakdown.

V. MVERP Committee Meeting, Agreement Preparation, and Funds Distribution:

In March 2012, MVERP Committee meets with proposers who have submitted eligible projects. Each proposer 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 every proposer has had a chance to present, the Committee takes a brief lunch break. The Committee reconvenes after lunch to begin ranking the projects. Proposers 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. Once the ranking process is complete, the Committee generates a Recommended Funding List that must be approved by the Board. The Recommended Funding List contains the projects and their associated grant award amounts that have been selected for MVERP funding. The Committee also places two standby projects on the List for the Board's approval.

Proposers that have projects chosen for funding will be required to execute an agreement with the EKAPCD as a condition of receiving funds. The Board must concur with the project recommendations made by the MVERP Committee before the District Counsel and APCO develop a draft agreement. After the proposer has signed the agreement, the agreement is presented to the Board for their final approval and the Chair's signature. For most projects, the Board approval of the agreement will occur at the July Board meeting. The proposer is reimbursed after presenting EKAPCD staff with a satisfactory demonstration of project implementation.

The proposer 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 proposer 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 proposer 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. Proposers should limit submissions of proprietary information.

VI. Project Payment/Reimbursement:

All projects that have been selected by the MVERP Committee 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 required by agreement); and
5. Proof of scrapped replaced vehicle (if required by agreement).

***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 funding 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 the 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.

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2012 Motor Vehicle Emission Reduction Program Schedule

Requests for Proposal Available	October 1, 2011
Final Date to Submit Proposals	January 13, 2012
EKAPCD Staff Review Complete, Qualified Proposals Sent to MVERP Committee	February 17, 2012
MVERP Committee Meets with Proposers and Ranks Projects	March 23, 2012*
Second MVERP Meeting (if necessary)	April 13, 2012*
EKAPCD Board Meeting to consider Approval of Recommended Project List	May 11, 2012*
Agreements Ready for EKAPCD Approval	July 13, 2012*

*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 Proposals to:

**2012 Motor Vehicle Emission Reduction Program
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
Interactive application forms are available at www.kernair.org.

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PROJECT PROPOSAL COVER PAGE

EASTERN KERN AIR POLLUTION CONTROL DISTRICT

2012 MOTOR VEHICLE EMISSION REDUCTION PROGRAM

GENERAL INFORMATION		
Organization or individual:	Does Organization have Taxpayer I.D. ☐ Yes ☐ 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: ☐	Alternative Fuel Infrastructure: ☐	Vanpool or transit: ☐
Medium-duty Vehicle Replacement: ☐	Alt. Fuel Mechanic Training: ☐	Videoconferencing: ☐
Heavy-duty Vehicle Replacement: ☐	Air Quality Public Education: ☐	Commute Bike Path: ☐
School Bus Retrofit: ☐	Public Road Paving Project: ☐	Public Park & Ride: ☐
☐ 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 2012 MVERP 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. PROPOSER 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, 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 (10% min. match for ATPZEV & ZEV, 20% min. match for other vehicles):
Emissions Class (Check one Box): ZEV ATPZEV PZEV SULEV	

***Attach copy of current vehicle registration**

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

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Appendix B

ROAD PAVING INFORMATION FORM

Please Print or Type All Information on This Form

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

B. ROAD PAVING INFORMATION			
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): ☐ Road paving 95% efficiency ☐ Dust palliatives 85% efficiency ☐ Other (control efficiency) _____% State technology:		11. Project Life (Check One Box): ☐ Road paving 10 years ☐ Long-term Dust palliatives: 1 year 2 years ☐ Other (proposed project life): years State technology:	
County issued easement/property map included:		Is detailed maintenance plan included:	
Yes No		Yes No	
Written consent from landowners included:		I agree to hire a licensed, bonded, & insured Contractor to perform all contracted work:	
Yes No		Yes No	
12. Other important information:			

***Please include maps, diagrams, and photos that illustrate segment of road(s) to be paved**

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