

APPENDIX A

Application

Electric Bicycle Incentives Project (EBIP)



Attachment 1: MSCD/ISB-097 AQIP/LCTI APPLICATION

Please fill out and submit as a part of this application the MSCD/ISB-097 AQIP/LCTI Application:

https://ww2.arb.ca.gov/sites/default/files/2019-09/mscd_isb_097_aqip_lcti_application.pdf.

Attachment 2: APPLICANT QUALIFICATIONS

1. Qualifications Narrative (No more than two pages) Provide an attachment describing your experience and expertise in the categories a to d, below, and describe how your experience and expertise in those categories will enable you to efficiently and effectively implement the Electric Bicycle Incentives Project (EBIP). Include a copy of any applicable required licenses or verification documentation (for example, for a non-profit organization, copy your organization's Internal Revenue Service determination letter).
 - a. Development of incentive projects (such as developing tools, processes, materials, etc.).
 - b. Day-to-day implementation of incentive projects.
 - c. Performance of administrative tasks necessary to successfully run and oversee incentive projects.
 - d. Coordination with electric bicycle manufacturers, bike retailers, vendors, and related stakeholders (such as outreach efforts, working with the aforementioned stakeholders, etc.).

Attachment 3: MSCD/ISB-188 APPLICANT INFORMATION

Please fill out and submit as a part of this application the MSCD/ISB-188 Applicant Information:

https://ww2.arb.ca.gov/sites/default/files/2019-10/mscd_isb_188_applicant_information.pdf

Attachment 4: PROPOSED BUDGET

Please provide your proposed budget for completing the following: the tasks of the EBIP Grantee, EBIP Sample Grant Agreement (Sample Grant Agreement), your Project Implementation Plan (described in your application), and the requirements of the EBIP Solicitation. Your proposed budget must include all estimated labor and material costs associated with preparing for and implementing the project; the total incentive processing fee requested; operating expenses, including rent and supplies, equipment costs, overhead, and record retention; and a description of any applicable commitments for in-kind services and match funding. The total incentive processing fee CARB will reimburse to the Grantee must not exceed 25 percent of total project funding.

In-kind contributions refer to resources or services contributed by the Grantee to manage the project, but not charged to EBIP. Please be as specific as possible when describing in-kind contributions (i.e., itemize staff time, infrastructure, or other costs that are being committed). In-kind contributions provided in the form of outreach efforts must be appropriate for a *statewide* incentive. In-kind contributions committed in this application must also be documented by the Grantee in the EBIP Final Report (See Appendix B: Sample Grant Agreement, Section K[2]). In-kind contributions do not include services already committed to another project (such as a similar federally-funded project).

The applicant must include a letter describing and authorizing any proposed match funding commitment as part of this application. Match funding refers to funds other than EBIP funding contributed by the Grantee to EBIP to fund additional eligible bicycles and/or related equipment. Match funding does not include funding provided by the applicant for other similar incentive projects or programs. An applicant may propose that match funding be used to fund only eligible bicycles in a specific region (such as a county or air district). External projects or project elements, such as federally funded projects, proposed as match must be related to the applicant proposal and be included in the proposed project budget. See Appendix B: Sample Grant Agreement, Section H(10) for a more detailed description of Match Funding.

Applicants may use the Sample Proposed Budget, below, to summarize their proposed budget.

4-1: Sample Proposed Budget

(Applicant may modify this sample budget to meet their specific needs. This page may also be edited, or deleted if not used.)

			Grant	Match Funding		
Position	Hourly rate	Hours	CARB	Cash	In-Kind	Total
Direct Costs						
Program Manager			\$			
Project Manager						
Technician				\$	\$	
Accountant				\$	\$	
Clerical				\$	\$	
Direct Labor Subtotal			\$	\$	\$	\$
Indirect Costs						
Overhead Rate	N/A					
Fringe Benefits	N/A					
Indirect Costs Total	N/A					
Indirect Costs Subtotal						
Direct Costs (Except Labor)						
Travel Costs						
Equipment and Supplies (Itemized)						
Other Direct Costs (Itemized)						
Direct Costs Subtotal						
Total						
				% of total		
Total Grant Request to CARB			\$			
Administration Portion of Request			\$			
Cash Match			\$			
In-Kind Match			\$			

Attachment 5: PROJECT IMPLEMENTATION PLAN

Please provide your Project Implementation Plan for completing key tasks required of the EBIP Grantee, as outlined in Appendix B: Sample Grant Agreement. The Project Implementation Plan should be no longer than sixteen pages and must contain a clear and concise description of how the Grantee will complete key tasks. Where applicable, also provide examples of success in completing similar tasks. The Project Implementation Plan should address all tasks described under the Scope of Work (see Solicitation, Section VII) and any other tasks required to successfully implement the EBIP. The Project Implementation Plan should also include, but is not limited to, the following:

a. Project Executive Summary for Public Posting

The Project Executive Summary must contain a summary of the proposed project and a narrative that presents a clear and concise description of project implementation, including a discussion of how tasks will be completed and project flow.

The Project Executive Summary is a self-contained document that identifies the name of the applicant, the project title, the scope and objectives of the project, a description of the project, methods to be employed in implementing the project, the potential benefits and outcomes of the project, major participants, and the requested program implementation funding amount. It should not include information that is not addressed in the rest of the proposal. This document must not include any proprietary or sensitive business information, or other confidential information, as it may be made available to the public. The project summary must not exceed one page when printed using standard 8.5" by 11" paper with a minimum of 1" margins (top, bottom, left, and right) and font not smaller than 11 point.

The Project Executive Summary will be publicly posted on CARB's website at least ten days before CARB preliminarily selects applicants as Grantees. Please note that CARB may, at its sole discretion, modify the Project Executive Summary for Public Posting to accurately present the required project information in line with how that information is presented throughout the project application.

- b. Project Implementation Plan. Provide a complete plan for implementation of the project, detailing how you will accomplish all tasks within the scope of work (see Solicitation, Section VII). The Project Implementation Plan shall include:
1. Flow charts of administering processes;
 2. Discussion of how you will complete the work in a timely manner and expend the grant funds by the end of the grant term (March 30, 2024);
 3. Description of the long-term vision or goals for sustaining the program into the future;
 4. A public outreach plan identifying how you will promote the use of eligible bicycles across the State, including within disadvantaged communities in the State (as defined in the most recent CalEnviroScreen version).
 5. Description of the proposed content and format of your quarterly reports and final report;
 6. Description of accounting procedures for tracking expenditures;
 7. A records retention plan; and
 8. A project transfer plan.

Attachment 6: APPLICANT RESOURCES TO IMPLEMENT THE PROJECT

In no more than one page, please identify the staff, infrastructure, funding, and other resources you have available and will utilize to effectively and efficiently implement EBIP.

Personnel costs, fringe benefit costs, operating expenses, including rent and supplies, equipment costs, overhead, records retention, and any other costs needed to implement the project should be detailed in your Proposed Budget. (See Attachment 2.)

Attachment 7: CONFLICT OF INTEREST DECLARATION

All applicants must disclose any conflict of interest that could be perceived to impact their ability to fulfill the duties of an EBIP Grantee. Summarize your organization or any subcontractor's (as identified in Attachment 1 of this application) current, ongoing, or pending direct or indirect interests that do or could pose an actual, apparent, or potential conflict of interest with your ability to fulfill the duties of an EBIP Grantee. These may include, but are not limited to, financial arrangements with or interest(s) in electric bicycle manufacturers, bicycle dealers, bicycle retailers, or related organizations as well as membership in or financial arrangements with community-based organizations. CARB may consider the nature and extent of any actual, potential, perceived, or apparent conflict of interest, including those discovered outside of the application, in evaluating, considering, or scoring the application, and may disqualify the applicant based on such actual, potential, perceived, or apparent conflict of interest at CARB's sole discretion.

Attachment 8: STD. 204 PAYEE DATA RECORD

Please fill out and submit as a part of this application the STD. 204 Payee Data Record:

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.

Attachment 9: COMPLIANCE WITH THE LAW

All applicants must disclose any claims against it of noncompliance with any U.S. EPA, CARB, or California air district laws, including a Notice of Violation, Citation, or litigation alleging noncompliance by the applicant, along with a copy of any of the government documents you have received alleging noncompliance. The applicant may explain the nature of the allegations against it and present any defenses.

If the applicant has no such claims of noncompliance against it, the applicant shall so attest in its application.

CARB may consider the nature and extent of any alleged or proven noncompliance with U.S. EPA, CARB, or California air district law, or failure to disclose any alleged noncompliance with U.S. EPA, CARB, or California air district laws, including those discovered outside of the application, in evaluating, considering, or scoring the application, and may disqualify the applicant based on such noncompliance, at CARB's sole discretion.