

2021-22 GRANT SOLICITATION

Electric Bicycle Incentives Project (EBIP)

Mobile Source Control Division
California Air Resources Board
April 4, 2022



California Air Resources Board
Electric Bicycle Incentives Project

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APPLICATION

Appendix A

**ELECTRIC BICYCLE
INCENTIVES PROJECT (EBIP) SAMPLE GRANT
AGREEMENT FOR FISCAL YEAR 2021-22**

Appendix B

I. SUMMARY

The California Air Resources Board (CARB or the Board) is soliciting a Grantee to implement and administer the Electric Bicycle Incentives Project (EBIP) for Fiscal Year (FY) 2021-22 with an option to renew for a new Grant Agreement for each of the following two years for FY 2022-23 and FY 2023-24. On November 19, 2021, the Board approved the \$10 million allocation to EBIP for FY 2021-22.

EBIP is intended to encourage adoption for low-income individuals of electric bicycles as a replacement for motor vehicle trips. Consistent with the goals of SB 375, EBIP would increase access to clean transportation options while offsetting vehicle miles traveled (VMT) by way of incentivizing electric bicycles (e-bikes). A portion of project funds would support the development and administration of a virtual bike safety class, so that consumers understand bicycle road safety. EBIP will provide incentives for eligible e-bikes to income-qualified consumers at the time of purchase, on a first-come, first-serve basis. Furthermore, EBIP will pilot an approach that aims to 1) help people replace car trips with e-bike trips, 2) increase access to electric bicycles, and 3) reduce GHG emissions.

EBIP will be administered and implemented through a partnership between CARB and a Grantee, selected via this complete solicitation. Eligible applicants wishing to apply for the role of project administrator must submit an application via mail or in person to CARB no later than 5:00 p.m. (PDT) May 11, 2022. More information regarding the application process can be found in Section IX, Application Instructions of this solicitation.

II. BACKGROUND

There are several key pieces of legislation that provide the overall policy framework and funding to support EBIP. In 2007, Governor Schwarzenegger signed into law the *California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007* (AB 118, Statutes of 2007, Chapter 750). AB 118 created the Air Quality Improvement Program (AQIP), a voluntary incentive program implemented by CARB, to fund clean vehicle and equipment projects, air quality research, and workforce training.

As required in Health and Safety Code (HSC) Section 44274(a), the Board adopted regulatory guidelines in 2009 for AQIP. The Guidelines for the AB 118 Air Quality Improvement Program (Guidelines) define the overall administrative requirements, policies, and procedures for program implementation based on the framework established in statute.

In 2012, the legislature passed, and Governor Brown signed into law three bills – AB 1532 (Pérez, Chapter 807), SB 535 (de León, Chapter 830), and SB 1018 (Budget and Fiscal Review Committee, Chapter 39s) – that established the Greenhouse Gas Reduction Fund (GGRF) to receive Cap-and-Trade auction proceeds and to provide the framework for how the auction proceeds will be administered to further the purposes of Assembly Bill (AB) 32 (Núñez, Chapter 488, Statutes of 2006). Cap-and-Trade auction proceeds have been appropriated to

CARB for Low Carbon Transportation projects that reduce greenhouse gas (GHG) emissions, with an emphasis on investments that benefit the State's disadvantaged communities. Per statute, these funds must be used to further the purposes of Assembly Bill 32 (AB 32; Núñez, Chapter 488, Statutes of 2006). The Low Carbon Transportation investments build upon and greatly expand existing advanced technology and clean transportation programs, which provide mobile source incentives to reduce criteria pollutant, air toxic, and GHG emissions.

The Board, on November 19, 2021, provided final approval of its annual Clean Transportation Investments Funding Plan (Funding Plan), and directed that \$10 million be allocated to EBIP.

III. AVAILABLE FUNDING

Each fiscal year, CARB staff submits a proposed funding plan to the Board for approval that serves as the blueprint for expending GGRF, AQIP, and other funds appropriated to CARB in the State budget for Low Carbon Transportation and related investments. The annual funding plan establishes CARB's priorities for the funding cycle, describes the projects CARB intends to fund, and sets funding targets for each project. Funding is provided for projects that support evolution through three phases of technology advancement: demonstration, commercialization, and transition to widespread deployment.

For FY 2021-22, the Legislature appropriated \$838 million from the State General Fund and \$595 million from GGRF for the Low Carbon Transportation Program to continue and build on investments from previous years. The budget appropriation explicitly allocates \$10 million for EBIP. The Board approved staff's plan for the \$10 million appropriated to EBIP on November 19, 2021.

The majority of these funds will be utilized as incentives for eligible e-bikes and related equipment, but up to 25 percent of the total funding available can be designated by the Grantee for incentive processing fees. For more information on incentive processing fees, see Appendix B: Sample Grant Agreement.

IV. OPTION FOR NEW GRANT AGREEMENT FOR FY 2022-23 AND FY 2023-24

CARB, in its sole discretion, may award a new Grant Agreement to the Grantee selected in response to this solicitation each following year for FY 2022-23 and FY 2023-24, under the same terms and conditions. The Grantee understands and agrees that there is no guarantee that the subsequent FY 2022-23 and FY 2023-24 Grant Agreements will be awarded.

V. ADVANCE PAY

Consistent with the Legislature's direction to expeditiously disburse grants, CARB may provide advance payments of grant awards. The purpose of providing advance payments is to support project initiation and implementation by mitigating the constraints of modest reserves and facilitating cash flow. Appropriate safeguards are reflected in grant conditions in Appendix B: Sample Grant Agreement establishing control procedures for advance payments. CARB promulgated additional advance payment regulations, and the Grant Agreement reflects those regulations. A recipient of a CARB advanced payment may not advance pay any other entity.

VI. ELIGIBILITY

This competitive solicitation is open to local air districts, other California-based public entities, or California-based non-profit organizations with electric bicycle, vehicle incentive project, and/or air quality expertise. Specific requirements for the Grantee are described in this solicitation and Sample Grant Agreement (see Appendix B).

To be considered for the grant award, applicants must fully complete the Application (Appendix A) and all elements set forth in Section XI, Required Elements of this solicitation. CARB may request clarification regarding application responses during the application review process.

If the applicant is anticipating subcontracting, the applicant and subcontractor(s) relationships must be disclosed in the Application. If subcontractor(s) are subject to a public process for approval, that process must be fully disclosed in the Project Implementation Plan, including who must approve contracts, the process for approval, and the anticipated timelines for approvals.

VII. SCOPE OF WORK

The Grantee is responsible for the on-the-ground project implementation of distributing incentives for eligible electric bicycles and related equipment, including, but not limited to the following tasks:

A. Program Planning and Development

- i. In consultation with CARB, assist with program design, including metrics and eligibility.
- ii. Throughout the grant term, and in consultation with CARB, update and finalize both the EBIP Terms and Conditions and the Implementation Manual.
- iii. At the discretion of CARB, implement a prequalification mechanism to allow consumers to receive the appropriate incentive for an eligible electric bicycle as close to the time of purchase as possible.
- iv. Coordinate with CARB and project administrators for CARB's projects, as necessary, to ensure streamlined implementation of all projects in a way that is easy for the consumer to understand. This includes, but is not limited to, revising definitions as necessary, coordinating outreach efforts and assisting in the development of outreach materials.
- v. Closely communicate with CARB to ensure that the most current electric bicycle eligibility list is being used.
- vi. Support and help inform CARB's determination of appropriate base incentive amounts for eligible electric bicycles and enhancement amounts outlined in the Implementation Manual.
- vii. In consultation with CARB and its project administrators, assess existing CARB Low Carbon Transportation Equity Projects to identify overlaps and differences in the program requirements, provide recommendations on how to align these requirements, and to help inform project content and requirements.
- viii. Participate in CARB-approved events (e.g. CARB Board hearings, press events, conferences, forums, symposiums, etc.) to represent EBIP.
- ix. Assist CARB in updating the Clean Transportation Equity and Light-Duty Investment sections of CARB's Funding Plan on an annual basis starting with the FY 2022-23 Funding Plan by providing information to CARB upon request. Information requested by CARB may include, but not limited to, the following:
 - I. Status of the electric bicycle market
 - II. Market and technical analysis on commercialized and emerging vehicle and equipment and infrastructure to determine the state of technologies
 - III. Barriers and potential solutions
 - IV. Recommendations to improve the effectiveness of EBIP investments

- V. Recommendations to improve EBIP and other electric bicycle incentive programs
 - VI. Role of incentives and how incentive programs can complement near-term regulatory measures
 - VII. Review other electric bicycle incentive programs from CARB and other local, State and Federal agencies that support the deployment of electric bicycles and infrastructure
 - VIII. Coordinate with electric bicycle manufactures and bicycle retailers to forecast sales
 - IX. Document findings and assist in updating the annual Clean Transportation Incentives Funding Plan, as necessary.
- x. Meet all applicable requirements of the following: any applicable statutes; all applicable Funding Plans; CARB’s Funding Guidelines¹; this solicitation; Appendix B: Sample Grant Agreement; the final Grant Agreement; and, the EBIP Implementation Manual, including any future updates and/or revisions issued during the grant term. The Grantee must also ensure its subcontractors meet all the aforementioned requirements, as applicable. CARB’s Funding Guidelines and Funding Plan are available at: www.arb.ca.gov/msprog/aqip/aqip.htm.
 - xi. CARB reserves the right to request participation from incentive recipients in ongoing research efforts that support the EBIP and AQIP goals as well as CARB Research Division efforts. The Administrator shall work with the University of California, Davis’s Institute of Transportation Studies or other designated entities to administer e-bike owner surveys, mobile tracking, as well as travel diaries to incentive recipients to collect bicycle use data and other information. CARB will coordinate with the Administrator and the research institution to identify survey parameters and determine the most effective mechanism for obtaining information.

B. Education and Outreach

- i. In consultation with CARB, work with disadvantaged or low-income communities² and with Community Based Organizations (CBOs) with expertise in electric bicycles and related equipment, a presence in disadvantaged or low-income communities, and/or experience advocating for disadvantaged or low-income communities, to prepare outreach and educational materials and conduct the statewide public outreach necessary for the project to be successful. The CBOs, in partnership with the Grantee, shall clearly identify an outreach plan that contains, at minimum, all of the following:
 - a.) The types of outreach planned (e.g. printed materials, web-based,

¹ CARB, 2018; <https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>

² References to “disadvantaged communities” or “low-income communities” throughout this document means communities defined as “disadvantaged” or “low-income” by the current version of CalEnviroScreen

- and social-media);
 - b.) An approximation of the number of community events to promote electric bicycles (including electric bicycle demonstration) and the geographic location of those events;
 - c.) A strategy to support organizations and groups that are representative of disadvantaged or low-income communities, and that are connected to a network of similar organizations and culturally-relevant institutions and community service providers to provide education, technical assistance, ride opportunities, etc.;
 - d.) A strategy to engage disadvantaged or low-income communities through activities relevant to the community being served, and through the use of culturally-appropriate outreach and education materials in the language(s) commonly spoken within the community;
 - e.) A strategy to support bicycle retailers for reaching sales staff and consumers; and
 - f.) Outreach materials, such as fact sheets, infographics, and other multimedia tools, such as videos, readily accessible on the website and in different languages, as appropriate to the community.
- ii. Execute Memorandums of Understanding or other agreements with regional or centralized community-based organizations to support local organizations that conduct on-the-ground outreach and education activities that support EBIP.
- iii. Develop/maintain a user-friendly public website that may be hosted by CARB, the Grantee, or a CARB approved third party. The website, and all content posted thereto must be ADA-compliant, in accordance with the Web Content Accessibility Guidelines 2.0 or a subsequent version, published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria. The website must include, at a minimum:
 - General project information and instructions on how to participate;
 - A list of eligible electric bicycles and related equipment and associated incentive amount;
 - Incentive statistics, including incentives requested and incentives redeemed, dollars awarded by funding source, available and expended funds, location of incentive, and other statistics as defined by CARB such as electric bicycle type and location, either where purchased or domiciled;
 - Ability to provide a visual representation of where incentives are being requested and/or disbursed with a mapping tool;
 - Ability to provide user survey data to display information such as demographics, buying experience, motivations to purchase, decision-making process, etc., upon request by CARB; and
 - Applicable documents and forms related to the project.

- iv. Develop, make available, and distribute culturally-appropriate materials in different language(s) commonly spoken within the community, to be determined through outreach to the communities, which will be used for the effective implementation of EBIP. These materials must include, but are not limited to, the following:
 - a.) Outreach and education materials;
 - b.) Website;
 - c.) Owner requirements;
 - d.) Terms and conditions agreement forms;
 - e.) Frequently asked questions; and
 - f.) Contact information.
- v. Train and approve electric bicycle retailers for participation in EBIP based upon eligibility criteria identified in the Implementation Manual.
- vi. Respond promptly to legislative and public requests regarding EBIP in coordination with CARB.
- vii. Where feasible, work with electric bicycle manufacturers to create a list of electric bicycle retailers authorized to submit incentive requests and receive EBIP incentive payments.

C. Incentive Distribution and Processing

- i. Ensure participating electric bicycle manufacturers, electric bicycle retailers, and electric bicycle purchasers meet all applicable EBIP requirements.
- ii. If appropriate, support ownership requirements by identifying and reporting incentive recipients to CARB who are at risk of not meeting the requirements.
- iii. Review required documentation prior to incentive redemption. Documents include, but are not limited to, the following:
 - a.) Signed Final Purchase Agreement – must show the final purchase price less the incentive amount and any other additional incentive funding. It must also provide line items listing:
 - 1) Electric bicycle or equipment base price.
 - 2) Sale price of any other equipment supported by EBIP.
 - 3) Incentive discount, including all incentive enhancements itemized.
 - 4) All applicable taxes and fees.

- iv. Use the criteria in the Implementation Manual to review and approve or disapprove incentive requests and document this process in each project file.
- v. Require the purchaser and electric bicycle retailer to sign and date the EBIP Incentive Request Form.
- vi. Establish safeguards to ensure EBIP participants (i.e., electric bicycle purchasers and electric bicycle retailers) conform to all applicable terms and conditions set forth in the Implementation Manual.
- vii. Distribute incentive payments to electric bicycle retailers for eligible electric bicycle and equipment purchases.
- viii. Develop and maintain accounting procedures to track funding reservation and expenditures by grant award, fiscal year, and funding source.
- ix. Establish a process for returned incentive funds as a result of uncashed incentive checks, prorated returns, cancellations, etc.
- x. Establish a waiting list if the project becomes oversubscribed and CARB determines a waiting list is appropriate.

D. Recordkeeping and Reporting

- i. Establish and maintain incentive records (see Section M[3] of the Grant Agreement).
- ii. Utilize best practices to store all records in a safe and secure storage facility that maintains confidentiality and provides fire and natural disaster protection. Files shall be retained during the term of the Grant Agreement plus three years. Upon completion of the required record-retention period, the Grantee must submit all project records to CARB. Hardcopy or electronic records are suitable. Acceptable forms of electronic media must be approved based on prior written concurrence from CARB.
- iii. Develop a systematic process and schedule to back-up EBIP database(s) each day, at a minimum.
- iv. Develop and enforce security measures to safeguard EBIP database(s).
- v. At the discretion of CARB, conduct consumer surveys and provide a summary of responses which includes survey statistics. Grantee will, at minimum:
 - a.) Develop and implement an effective mechanism for incentive recipients to

- respond to the Satisfaction and Usage Questionnaire;
 - b.) Conduct quality control for Questionnaire data, and provide to CARB as part of the periodic EBIP Status Report; and
 - c.) Provide a mechanism, which should be outlined in the Grantee's transfer plan, for subsequent Grantees to continue collecting such data after incentive redemption.
- vi. Track incentives issued to electric bicycles domiciled in AB 1550 (Gomez, Chapter 369, Statutes of 2016) census tracts in a manner directed by CARB and outlined in the Implementation Manual.
- vii. Provide data updates to CARB upon request, which could include all incentive records.
- viii. Provide periodic data summaries to the public via a method approved by CARB.
- ix. Provide monthly Status Reports to the CARB detailing incentives redeemed for purchased electric bicycles (See Section K[1] of the Grant Agreement).
- x. Provide information, upon request, to individuals or organizations that wish to request that CARB review an incentive denial.
- xi. If necessary, the Grantee shall support CARB's enforcement efforts, including the recapturing of funds, by providing CARB with any purchaser information, documents, data, or other material needed to investigate or carry out such efforts.
- xii. Support CARB in efforts to track key information about the distribution of State funds to support the development, deployment, and commercialization of eligible electric bicycle and related equipment.

E. Transition

- i. Once the term of the EBIP grant agreement has ended, the Grantee shall deliver all project data to CARB or the subsequent Grantee in a format approved by CARB.
- ii. Develop and execute a project transfer plan, as part of the Grantee's closeout duties, to ensure a complete and timely transfer of data and website to the next administrator on a timely basis. The project transfer plan, which will be approved by CARB, includes at a minimum the following tasks:
 - a.) Process all incentives for all of FY 2021-22;

- b.) Complete all tasks associated with the FY 2021-22 EBIP closeout (See Section K[2] of the Grant Agreement);
 - c.) Process all incentives for FY 2022-2023 for up to three months after the grant term ends, or until the subsequent Grantee is selected and prepared to process incentives; and
 - d.) If applicable, transfer EBIP data and website to a new Grantee/administrator selected by CARB according to the agreed upon transfer plan (see Section N for more information).
- iii. Provide CARB with a Final Report that summarizes and evaluates total fund expenditures (including match, interest earned, and in-kind funds), electric bicycles funded, outreach efforts, and implementation challenges per source of funding and recommends potential program improvements (See Section K[2] of the Grant Agreement).
 - iv. Provide CARB with all webpage(s), databases, software or other intellectual property developed or purchased by the Grantee for the purposes of administering or implementing EBIP, if requested (See Section N of the Grant Agreement).

VIII. APPLICATION INSTRUCTIONS

Appendix A: the Solicitation Application contains the forms and information necessary for submittal of a complete application. The Grantee selection will be based upon the scoring criteria identified in this solicitation. All information and data submitted as a response to this solicitation are the property of CARB and will become a public record. If no qualified proposal is submitted, CARB will not award a grant and will consider other options, such as reevaluating this solicitation or resoliciting for applications.

If you need this document in an alternate format or language, please contact Dr. Aria Berliner at (279) 208-7224 or aria.berliner@arb.ca.gov. TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service.

An application package consists of one (1) signed original, four (4) copies, and one (1) USB drive, including all the required documents.

Applications submitted via U.S. Postal Service, United Parcel Service (UPS), Express Mail, Federal Express, or another delivery service provider must be dispatched with enough time so that they are received by CARB no later than 5:00 p.m. PDT on May 11, 2022.

Applications submitted via US Postal Service must be mailed to the following address:

Dr. Aria Berliner
 California Air Resources Board
 Mobile Source Control Division
 Post Office Box 2815
 Sacramento, California 95812

Applications submitted in person or via another delivery service may be delivered to the following address and must be received no later than 5:00 p.m. PDT on May 11, 2022:

Dr. Aria Berliner
 California Air Resources Board
 Mobile Source Control Division
 1001 I Street
 Sacramento, California 95814

Please send an email to Dr. Aria Berliner at aria.berliner@arb.ca.gov indicating that you have submitted an application once the application has been mailed. Sending this email lets CARB staff know that your formal application is on the way and secures one of the ten points provided for Application Completeness described in Section XII, Evaluation and Scoring. CARB will send a confirmation email to the applicant once the hardcopy of the application has been received.

No applications may be submitted by fax or email.

Format Requirements

CARB strongly encourages applications to be accurate, brief and clear. Applications will be initially screened for completeness. Applications must include all the Required Elements identified in Section X of this solicitation. An incomplete application will be rejected. **Please do not include in the application any personally identifiable information, such as project staff home addresses, personal phone numbers, or personal email addresses.**

Fiscal Year 2021-22 EBIP Solicitation Timeline*

| <u>Key Actions</u> | <u>Dates</u> | <u>Time</u> |
|--|------------------------------------|------------------------------------|
| Public Release of Solicitation | April 4, 2022 | N/A |
| Applicant Question Deadline for Teleconference 1 | April 19, 2022 | No later than 5:00 p.m. PDT |
| Applicant Teleconference 1 | April 20, 2022 | 1:00 p.m. PDT |
| Application Deadline | May 11, 2022 | No later than 5:00 p.m. PDT |
| Review/Rating of Applications | May 12, 2022 – May 27, 2022 | N/A |
| Preliminary Grantee Selection | June 10, 2022 | N/A |
| Return Signed Grant to CARB | Within 10 calendar days of receipt | |

* Timelines are subject to change at CARB's sole discretion.

IX. APPLICANT ZOOM TELECONFERENCE

CARB will hold one Applicant Zoom Teleconference where staff will be available to answer questions potential applicants may have regarding eligibility, application completion, and other requirements.

The Applicant Zoom Teleconference will take place on the following date and time:

Date: April 20, 2022
Time: 1:00 p.m. PDT

Zoom Registration Link:

https://us06web.zoom.us/webinar/register/WN_ItP_HCk5S5qSipccFM65Pw

After registering, you will receive a confirmation email containing information about joining the meeting.

The Applicant Zoom Teleconference will be open to all interested entities. The intent of the Applicant Zoom Teleconference is to provide potential project applicants with an opportunity to ask clarifying questions regarding general application or applicant requirements or terminology definitions. Written questions submitted before the Applicant Zoom Teleconference will be given priority. Questions may be emailed to Dr. Aria Berliner at aria.berliner@arb.ca.gov. Questions may be submitted up to 5 p.m. one business day prior to the Applicant Zoom Teleconference. The questions and answers from the Applicant Zoom Teleconference and any questions received via email will be posted on the CARB website no later than April 27, 2022; this date may be extended at CARB's sole discretion. CARB will not answer questions regarding this solicitation except during an Applicant Zoom Teleconference as specified in this solicitation. Any verbal communication with a CARB employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term or condition of the solicitation.

X. REQUIRED ELEMENTS

The application is included as Appendix A of this solicitation, and includes the following required elements:

Appendix A: Application

Attachment 1: Applicant Qualifications

Attachment 2: Proposed Budget

Attachment 3: Project Implementation Plan

Attachment 4: Applicant Resources to Implement the Project

Attachment 5: Conflict of Interest Declaration

Attachment 6: STD. 204 Payee Data Record

XI. EVALUATION AND SCORING

CARB will evaluate each application based on the criteria described below. The maximum score is 100 points. The qualified applicant with the highest overall score will be selected as the Proposed Grantee. The selected applicant will be required to sign a Grant Agreement with CARB to fulfill the duties of Grantee (See Appendix B: Sample Grant Agreement). CARB reserves the right, in its sole discretion, to cancel this solicitation, re-solicit for an EBIP Grantee, direct funding to another project in the Funding Plan, or reject any or all applications received in response to this solicitation. Pursuant to the 2018 Guidelines for Agencies Administering California Climate Investments (Funding Guidelines),³ CARB will also post basic information about all of the applications submitted for consideration (excluding personally identifiable information for any private individuals). The minimum items that must be posted include the name of the applicant and the amount of funding requested.

| Scoring Criteria | Total Points Possible |
|---|------------------------------|
| A. Applicant Qualifications | 25 |
| B. Proposed Budget | 20 |
| C. Project Implementation Plan | 20 |
| D. Outreach and Education of Electric Bicycles and Incentives | 15 |
| E. Applicant Resources to Implement the Project | 10 |
| F. Application Completeness | 10 |
| Total | 100 |

³ CARB, 2018; <https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>

A. Applicant Qualifications (Appendix A, Attachment 1) – Maximum 25 points

Up to 25 points will be provided based upon the applicant’s ability to successfully act as Grantee based upon its experience/expertise in and history of successfully implementing similar incentive projects or working with electric bicycle manufacturers, bike retailers, and other bicycle or transportation related stakeholders.

| Application Characteristics | Points Earned |
|---|----------------------|
| Applicant lacks necessary experience or expertise successfully implementing large scale air quality incentive projects or programs and working with electric bicycle manufacturers, bike retailers, and other key project stakeholders. | 0 – 5 points |
| Applicant has demonstrated moderate expertise and experience needed to successfully implement EBIP, based on its history implementing large scale air quality incentive projects or programs and working with electric bicycle manufacturers, bike retailers, and other key project stakeholders. | 6 – 15 points |
| Applicant clearly has the expertise and experience needed to successfully implement EBIP, based on its history implementing large scale air quality incentive projects or programs and working with electric bicycle manufacturers, bike retailers, and other key project stakeholders. | 16– 25 points |

B. Proposed Budget (Appendix A, Attachment 2) – Maximum 20 points

Applicants must identify their proposed budget for completing the tasks of EBIP consistent with the Sample Grant Agreement, for the FY 2021-22 EBIP, their Project Implementation Plan (included as part of the application) and the requirements of this solicitation. The budget must include the total incentive processing fee requested, which shall include costs to cover implementation of tasks for FY 2021-22, the closeout of FY 2021-22, the beginning of FY 2022-23, and costs to transfer all project data and website(s) to the next administrator. The incentive processing fee shall include a description of any applicable commitments for in-kind services and match funding. The incentive processing fee shall not exceed 25 percent of the total project funding (Note: any applications that are greater than 25 percent will be disqualified). For a complete description of incentive processing fees, see Section H(6) in Appendix B: Sample Grant Agreement.

In-kind services refer to goods or services contributed by the Grantee but not charged to EBIP, which help to more effectively and efficiently meet the goals of the program. Match funding refers to funds contributed by the Grantee to EBIP to fund eligible electric bicycles. An applicant may propose that match funding be used to fund electric bicycles as part of EBIP in a specific California region (such as an air district). Match funding does not include in-

kind match (i.e. funding for other incentive projects, even if for similar bicycles or technologies).

See Appendix A, Attachment 2-1 for a sample budget.

| Grant Application Characteristics | Points Earned |
|---|-----------------------|
| Budget is unclear, inconsistent with the applicant’s Project Implementation Plan, requirements of this solicitation, or are insufficient to successfully complete the project. No or limited match funding, or no or limited in-kind support is committed. | 0 – 5 points |
| Budget is moderately clear and relatively consistent with the applicant’s Project Implementation Plan, requirements of this solicitation, and is almost adequate to complete the project. Costs are marginally represented. The applicant’s commitment for in-kind support will enable the program to be marginally more effective and efficient. | 6 – 10 points |
| Budget is clear, detailed, and consistent with the applicant’s Project Implementation Plan, requirements of this solicitation, and is adequate to complete the project. Costs are represented clearly. The applicant’s commitment for in-kind support will enable the program to be more effective and efficient. | 11 – 15 points |
| Budget is very clear, detailed, and consistent with the applicant’s Project Implementation Plan, the requirements of this solicitation, and is more than adequate to complete the project. Costs are represented very clearly and are appropriate for the level and quality of work to be performed. Applicant commits to provide match funding and in-kind support to enable the program to be significantly more effective and efficient. | 16 – 20 points |

C. Project Implementation Plan (Appendix A, Attachment 3) – Maximum 20 points

Applicants will be evaluated based on the completeness of their plan for implementing EBIP, and their ability to complete the work in a timely manner. The Project Implementation Plan must address how the applicant will implement all of the tasks under the Scope of Work (see Section VI of this solicitation). The Project Implementation Plan must also demonstrate how they will develop EBIP. The plan must demonstrate how the applicant will organize and coordinate with CARB’s project administrators, relevant local agencies, state agencies, local air districts, community-based organizations, and other relevant parties. In addition, the plan must include a timeline for project completion. Although included in the plan, the outreach component will be scored in more detail as outlined in Section X(D) of this solicitation.

| Application Characteristics | Points Earned |
|--|-----------------------|
| Plan is unclear and/or does not provide the highest impact for the funding provided. | 0 – 7 points |
| Plan is complete, provides sound recommendations for effective and efficient project development, implementation, and administration, and considers the budget. | 8 – 15 points |
| Plan is sound and well organized, tailors recommendations creatively and appropriately to successfully implement the EBIP, provides recommendations for effective and efficient project development, implementation and administration, and recommends high-impact activities that maximize the effectiveness of the budget. | 16 – 20 points |

D. Outreach and Education of Electric Bicycles and Incentives – Maximum 15 points

Applicants will be evaluated based on their ability to develop new partnerships with CBOs. Additionally, applicants will be evaluated on their ability to implement, in consultation and partnership with CBOs, a consumer awareness and education strategy that provides coordinated and targeted outreach as well as education to maximize program participation. Applicants must demonstrate their understanding of disadvantaged community, low-income community, and low-income household needs throughout the state, electric bicycles, and available Low Carbon Transportation Equity Project incentives. Applicants must also demonstrate their ability to promote electric bicycle adoption in low-income households and disadvantaged communities and provide application support for low-income consumers including support in language(s) commonly spoken in those communities.

In addition, applicants must demonstrate their ability and experience for organizing, coordinating, and complementing existing outreach and education efforts already underway through CARB’s Low Carbon Transportation Projects and other related incentive programs. Applicants will be scored on their ability to maximize available funding and develop a broad range of partnerships, including participation with local or regional CBOs, other state agencies, and/or local air districts.

| Grant Application Characteristics | Points Earned |
|---|----------------------------|
| <p>The applicant does not demonstrate a clear understanding of disadvantaged community, low-income community, and low-income household needs, barriers to low-income access to clean transportation (as identified in the SB 350 Guidance Document) e-bikes, or available incentives. Applicant does not adequately demonstrate the ability to promote e-bike adoption in disadvantaged communities, low-income communities, and low-income households. Applicant does not adequately demonstrate the ability to provide support for low-income consumers including support in language(s) commonly spoken in those communities. Applicant does not demonstrate adequate experience for effective collaboration with CARB’s project administrators, relevant local agencies, state agencies, local air districts, CBOs, and other relevant parties. Applicant does not exhibit ability to maximize effective use of available funding and to establish and maintain key partnerships.</p> | <p>0 – 4 points</p> |
| <p>The applicant demonstrates a relatively clear understanding of disadvantaged community, low-income community, and low-income household needs, barriers to low-income access to clean transportation (as identified in the SB 350 Guidance Document), e-bikes, or available incentives. Applicant marginally demonstrates the ability to promote e-bike adoption in disadvantaged communities, low-income communities, and low-income households. Applicant marginally demonstrates the ability to provide support for low-income consumers including support in language(s) commonly spoken in those communities. Applicant vaguely demonstrates adequate experience for effective collaboration with CARB’s project administrators, relevant local agencies, state agencies, local air districts, CBOs, and other relevant parties. Applicant somewhat exhibits the ability to maximize effective use of available funding to establish and maintain key partnerships.</p> | <p>5 – 9 points</p> |

| | |
|---|------------------------------|
| <p>The applicant creatively demonstrates a clear understanding of disadvantaged community, low-income community, and low-income household needs (as identified in the SB 350 Guidance Document), e-bikes, or available incentives. Applicant demonstrates the ability to effectively promote e-bike adoption in disadvantaged communities, low-income communities, and low-income households. Applicant clearly demonstrates the ability to provide support for low-income consumers including support in language(s) commonly spoken in those communities. Applicant demonstrates robust experience for effective collaboration with CARB’s project administrators, relevant local agencies, state agencies, local air districts, CBOs, and other relevant parties. Applicant exhibits strong ability to maximize effective use of available funding to establish and maintain key partnerships.</p> | <p>10 – 15 points</p> |
|---|------------------------------|

E. Applicant Resources to Implement the Project – Maximum 10 points

| Application Characteristics | Points Earned |
|--|-----------------------------|
| <p>The applicant has clearly demonstrated sufficient staff, expertise, infrastructure and/or funding resources to effectively and successfully implement the EBIP. This includes the ability to quickly make staffing adjustments due to changes in funding.</p> | <p>0 – 10 points</p> |

F. Application Completeness – Maximum 10 points*

| Application Characteristics | Points Earned |
|--|-----------------------------|
| <p>The application is unclear or is missing key information.</p> | <p>0 – 5 points</p> |
| <p>The application is clear, concise, and includes all the required information.</p> | <p>6 – 10 points</p> |

*One point is provided for sending CARB an email notification of a submitted application, as described in Section IX, Application Instructions.

XII. ADMINISTRATION

A. Cost of Developing Application

The applicant is responsible for the cost of developing an application, and this cost cannot be charged to the State. In addition, CARB is not liable for any costs incurred during environmental review (if applicable) or as a result of withdrawing a proposed award or canceling the solicitation.

B. Errors

If an applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation, the applicant shall immediately notify CARB of such error in writing and request modification or clarification of the document. CARB shall not be responsible for failure to correct errors.

C. Immaterial Defect

CARB may waive any immaterial defect or deviation contained in an applicant's application. CARB's waiver shall in no way modify the application or excuse the successful applicant from full compliance.

D. Disposition of Applicant's Documents

On the date that the Grant Agreement is signed, all applications and related material submitted in response to this solicitation become the property of the State and may be considered public records.

E. Applicant's Admonishment

This solicitation contains the instructions governing the EBIP Grantee application process, including the required format of information and materials to be submitted, the eligibility criteria, and Applicant responsibilities. Applicants must take the responsibility to read the entire solicitation carefully, ask appropriate questions in a timely manner, submit a complete application with all required responses by the required date and time, and make sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

F. Agreement Requirements

The content of this solicitation and each grant recipient's application shall be incorporated by reference into the final agreement.

CARB reserves the right to negotiate with applicants to modify the project scope, the level of funding, or both. If CARB is unable to successfully negotiate and execute a funding agreement with an applicant, CARB, at its sole discretion, reserves the right to withdraw the pending award and fund the next highest ranked eligible project. This does not limit CARB's ability to withdraw a proposed award for other reasons, including for no cause.

G. No Agreement Until Signed

No agreement between CARB and the successful applicant is in effect until the agreement is signed by the recipient and signed by the authorized CARB representative. Costs are only subject to reimbursement by CARB after execution; no costs incurred prior to execution of the agreement are reimbursable using CARB funds.

H. No Modifications to the General Provisions

Because time is of the essence, if an applicant at any time, including after Preliminary Grantee Selection, attempts to negotiate, or otherwise seeks modification of, the General Provisions (attached as Appendix B, Sample Grant Agreement Section O), CARB may reject an application or withdraw a proposed award. This does not alter or limit CARB's ability to withdraw a proposed award for other reasons, including no cause.

I. Payment of Prevailing Wages

All applicants must read and pay particular attention to Appendix B, Sample Grant Agreement Section O (21) entitled "Prevailing wages and labor compliance." Prevailing wage rates can be significantly higher than non-prevailing wage rates. Failure to pay legally-required prevailing wage rates can result in substantial damages and financial penalties, termination of the grant agreement, disruption of projects, and other consequences.

J. Remedies for Non-performance

In the case of non-performance, remedies detailed in this section may be utilized at CARB's discretion. Examples of non-performance include, but are not limited to: misuse of funding for ineligible expenses; failure to comply with program guidelines or requirements; inability to meet performance requirements or schedule milestones; and failure to comply with the terms and conditions identified in legal agreements. Remedies may include:

- CARB may seek to resolve the dispute directly with the grantee, or involve a third-party mediator,
- CARB may issue a stop work order,
- CARB may terminate the agreement at its sole discretion,
- CARB may recover grant funds, spent and unspent, to the degree they have been spent or are being spent inappropriately,
- CARB may withhold funds from payment, and
- CARB may take civil actions.

K. Solicitation Cancellation and Amendments

CARB reserves the right to do any of the following:

1. Cancel this solicitation.
2. Revise the amount of funds available under this solicitation.
3. Amend this solicitation as needed.
4. Reject any or all applications received in response to this solicitation.

L. Insurance Requirements

The Grantee must comply with all requirements outlined in the (1) General Provisions and (2) Insurance Requirements sections, below. No payments will be made under the grant until the Grantee fully complies with all insurance requirements.

1. General Provisions
 - a. Coverage Term – Coverage needs to be in force for the complete term of the grant. If insurance is set to expire during the term of the grant, a new certificate must be received by the State at least ten days prior to the expiration of this insurance. Any new insurance must comply with the original grant terms.
 - b. Policy Cancellation or Termination & Notice of Non-Renewal – Grantee is responsible to notify the State within five business days of any cancellation, non-renewal, or material change that affects required insurance coverage. New certificates of insurance are subject to the approval of the Department of General Services and the Grantee agrees no work or services will be performed prior to obtaining such approval. In the event that the Grantee fails to keep in effect, at all times, the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate the grant upon the occurrence of such event, subject to the provisions of the grant.
 - c. Premiums, Assessments and Deductibles – The Grantee is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.
 - d. Primary Clause – Any required insurance contained in the grant shall be primary, and not excess or contributory, to any other insurance carried by the State.
 - e. Insurance Carrier Required Rating – All insurance companies must carry an AM Best rating of at least “A-” with a financial category rating of no lower than VI. If the Grantee is self-insured for a portion or all of its

insurance, review of financial information including a letter of credit may be required.

- f. Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
 - g. Inadequate Insurance – Inadequate or lack of insurance does not negate the Grantee’s obligations under the grant.
 - h. Use of Subcontractor – In the case of the Grantee’s utilization of subcontractors to complete the grant scope of work, the Grantee shall include all subcontractors as insureds under the Grantee’s insurance or supply evidence of the subcontractor’s insurance to the State equal to policies, coverages, and limits required of the Grantee.
2. Grant Insurance Requirements – The Grantee shall display evidence of the following on a certificate of insurance. After the solicitation is awarded, failure to provide the certificate upon request will result in the termination of the grant. The following coverages must be evidenced on the certificate of insurance:
- a. Commercial General Liability – The Grantee shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. A “per project aggregate” endorsement is required. The policy shall include coverage for liabilities arising out of premises, operations, independent Grantees, products, completed operations, personal and advertising injury, and liability assumed under an insured contract or grant. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to Grantee’s limit of liability. **The policy must name the State of California, its officers, agents, and employees as additional insureds, but only with respect to work performed under the grant.**
 - b. Automobile Liability – If the Grantee will be using vehicles to complete the project or driving a vehicle onto State property, automobile liability insurance is required. The Grantee shall maintain motor vehicle liability with limits of not less than \$1 million per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles. At the request of CARB, the Grantee must show proof of automobile liability. Failure to provide proof upon request will result in the termination of the grant. The policy must name the State

of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the grant.

- c. Workers Compensation and Employers Liability – The Grantee shall maintain statutory worker’s compensation and employer’s liability coverage for all its employees who will be engaged in the performance of the grant. In addition, employer’s liability limits of \$1,000,000 are required. **A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to the certificate.**

- d. Crime Insurance – Crime insurance requirements are negotiable at CARB’s sole discretion. At a minimum, the maximum amount of funding that the Grantee will have on hand at any time should be covered. Coverage shall include but not be limited to employee dishonesty, theft, forgery or alteration, and inside/outside money and securities coverages including first and third party theft for state-owned or leased property in the care, custody, and/or control of the Grantee. The policy shall include as loss payee, the *State of California*.