

APPENDIX A

Application

Advanced Technology Demonstration and Pilot Projects Third Party Administrator



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 GENERAL QUALIFICATIONS

1. Qualifications Narrative (No more than two pages) Provide a signed and dated 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 Advanced Technology Demonstration and Pilot Project. 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.) that promote the use of advanced technology and advance equity considerations.
 - b. Day-to-day implementation of large-scale air pollution control projects.
 - c. Performance of administrative tasks necessary to successfully run and oversee complex air pollution control projects.
 - d. Coordination with vehicle and equipment manufacturers, infrastructure installers, data collection and analysis entities, utilities, community organizations, educational institutions, local, state and federal permit issuing authorities and related stakeholders (such as outreach efforts, working with the aforementioned stakeholders, etc.).
2. Applicant must include the following certification with the Qualifications Narrative, signed and dated by a person with authority to make such a certification on behalf of the Grant Applicant:

I certify, under penalty of perjury, that I have examined and am familiar with the information, statements, representations and conclusions made in the enclosed Grant Application, including all attachments thereto. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements, representations, conclusions and information are true, accurate, and

complete. I am aware that there are significant penalties for knowingly submitting false statements, claims or information to the State of California, including the possibility of criminal sanctions.

Signature: XXX

Name: XXX

Title: XXX

Date: XXX

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

Applicants must identify their proposed budget for completing the tasks to implement the Program consistent with the Sample Grant Agreement, their Project Implementation Plan (included as part of the application) and the requirements of this solicitation. The budget must include the amount of administrative funding which will include costs to cover implementation of all tasks for implementing the selected technical projects resulting from FY 2021-22 funding until March 15, 2025. CARB has the option to extend the FY 2021-22 Grant Agreement as late as May 1, 2026. The budget needs to include costs to transfer all project data and website(s) to the next administrator. The proposed budget must include a description of any applicable commitments for in-kind services and match funding. The administrative fee shall not exceed 10 percent of the total project funding (Note: any applications that are greater than 10 percent will be disqualified). For a complete description of administrative 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 Advanced Technology Demonstration and Pilot Projects, which help to more effectively and efficiently meet the goals of the program. Match funding refers to funds contributed by the Grantee to Advanced Technology Demonstration and Pilot Projects to fund eligible cost for implementing the program. Match funding is not required.

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 Advanced Technology Demonstration and Pilot Projects 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 Advanced Technology Demonstration and Pilot Projects. 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;
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 advanced technology across the State, including within disadvantaged communities in the State (as defined in the most recent CalEnviroScreen version).
5. A description of the process for developing and implementing CARB's Critical Project Review meetings for technical projects;
6. Description of the proposed content and format of your quarterly reports and final report;
7. Description of accounting procedures for tracking expenditures;
8. A records retention plan; and
9. 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 Advanced Technology Demonstration and Pilot Projects.

Personnel costs, fringe benefit costs, operating expenses, travel, 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 Advanced Technology Demonstration and Pilot Projects Grantee. An applicant selected as the Program Grantee will not be allowed to also be a technical grantee for FY 2021-22 ATDPP funds. 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 Advanced Technology Demonstration and Pilot Projects Grantee. These may include, but are not limited to, financial arrangements with or interest(s) with vehicle or manufacturers, vehicle and equipment dealers, infrastructure installers, fuel manufactures, fuel or electricity retailers, vehicle or equipment component manufactures 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.

Applicant represents, warrants and agrees that all conflicts of interest, if any, have been disclosed to CARB in its Grant Application.

The undersigned declares under penalty of perjury, under the laws of the State of California, that all statements in this Declaration and response are true and correct, with full knowledge that all statements are subject to investigation and that any incomplete, unclear, false, or dishonest response may be grounds for denial or revocation of the accompanying bid or proposal and may result in being barred from doing business with the State of California as well as additional legal consequences.

Organization Name (Applicant): XXX

Signature of Designated Authorized Representative: XXX

Name and Title of Authorized Representative: XXX

Date of Signature: XXX

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.

Applicant represents, warrants and agrees that all claims of noncompliance, if any, have been disclosed to CARB in its Application.

The undersigned declares under penalty of perjury, under the laws of the State of California, that all statements in this Declaration and response are true and correct, with full knowledge that all statements are subject to investigation and that any incomplete, unclear, false, or dishonest response may be grounds for denial or revocation of the accompanying bid or proposal and may result in being barred from doing business with the State of California as well as additional legal consequences.

Organization Name (Applicant): XXX

Signature of Designated Authorized Representative: XXX

Name and Title of Authorized Representative: XXX

Date of Signature: XXX

Attachment 10: References

Provide THREE (3) (preferably more) Professional References

For Each Reference, Provide:

Business Name of Reference:

XXX

Business Address of Reference:

XXX

The Type and Date of Relationship (e.g., contract, partnership):

XXX

Describe how is/are these Business Relationships similar to Applicant's proposed relationship with the CARB under the Grant Agreement:

XXX

Describe the Reasons for why this was a Successful Relationship:

XXX

Name of Reference(s):

XXX

Phone Number:

XXX

Email Address:

XXX

CARB, including its authorized representatives, has full consent and permission to contact and interview each and all of the above references.

Attachment 11: Insurance Endorsement

With the Application, provide proof or evidence of existing insurance that covers the minimum insurance requirements set out in the sample Grant Agreement (Appendix B).

Attachment 12: Attestation of Readiness

APPLICANT'S ACKNOWLEDGEMENT THAT APPLICANT IS READY, WILLING AND ABLE TO MEET AND COMPLY WITH ALL THE TERMS AND CONDITIONS OF THE GRANT AGREEMENT (APPENDIX B)

Applicant accepts the terms and conditions of the attached Grant Agreement (Appendix B) in the same form, and is ready, willing, and able to comply with all such terms and conditions.

The undersigned declares that he or she is an official/agent of responding entity (the applicant) and is empowered to represent, bind, and execute contracts and other agreements on behalf of said entity.

The undersigned declares under penalty of perjury, under the laws of the State of California, that all statements in this Declaration and response are true and correct, with full knowledge that all statements are subject to investigation and that any incomplete, unclear, false, or dishonest response may be grounds for denial or revocation of the accompanying bid or proposal and may result in being barred from doing business with the State of California as well as additional legal consequences.

Organization Name (Applicant): XXX

Signature of Designated Authorized Representative: XXX

Name and Title of Authorized Representative: XXX

Date of Signature: XXX

Attachment 13: Non-Collusion Declaration

I, XXX (insert name of person signing), XXX (insert title of person signing), on behalf of XXX (insert name of applicant), affirmatively state the following to be true and correct: the application is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; the application is genuine and not collusive or a sham; the submittal of the application has not directly or indirectly been induced by or solicited from any other applicant to put in a false or sham proposal; the applicant has not directly or indirectly colluded, conspired, connived, or agreed with any other applicant or anyone else to put in a sham application; the applicant has not in any manner directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposed fees or terms of the application or of any other application, or to fix any overhead, profit, or cost elements of the proposed fees or fee structure, or of that of any other applicant, or to secure any advantage against CARB or other applicants; all statements contained in the application are true and correct.

The undersigned declares that he or she is an official/agent of responding applicant and is empowered to represent, bind, and execute contracts and other agreements on behalf of the applicant. The undersigned declares under penalty of perjury, under the laws of the State of California, that all statements and responses in this Declaration are true and correct, with full knowledge that all statements and responses are subject to investigation and that any incomplete, unclear, false or dishonest statements or responses may be grounds for rejection of the application, disqualification from this Solicitation process, termination of any or all executed Grant Agreements and/or other legal consequences.

Organization Name (Applicant): XXX

Signature of Designated Authorized Representative: XXX

Name and Title of Authorized Representative: XXX

Date of Signature: XXX