

**Questions and Answers for the Fiscal Years 2016-17 and 2017-18  
Agricultural Worker Vanpools Pilot Project Solicitation Applicant Teleconference**

**March 13, 2018**

**Introduction**

On March 8, 2018, California Air Resources Board (CARB) staff held an Applicant Teleconference to answer questions regarding the Fiscal Years 2016-17 and 2017-18 Agricultural Worker Vanpools Pilot Project Solicitation (Solicitation). The Agricultural Worker Vanpools Pilot Project was approved in the Fiscal Year 2016-17 Funding Plan for Low Carbon Transportation and Fuels Investments and the Air Quality Improvement Program (FY 2016-17 Funding Plan) and the Fiscal Year 2017-18 Funding Plan for Clean Transportation Incentives (FY 2017-18 Funding Plan). The questions answered in this document include both questions asked during the teleconference and questions received via email by 5:00 p.m. PST on Monday, March 5, 2018. Staff encourages applicants to read through this document as CARB has provided more written detail in their responses to stakeholder questions than what was discussed at the teleconference. In the event of any differences, the following written responses take precedence over verbal responses provided at the teleconference.

Please note that CARB will not respond to additional questions regarding the Solicitation now that the Applicant Teleconference has taken place.

Questions 1 through 11 were submitted in writing via email; therefore, quotation marks are used with those questions.

1. “Along with vanpooling, we are also interested in other forms of sustainable transportation, and would be interested in conducting a more fundamental research project to first identify and then implement the technology that will provide the most benefit to the communities. For example, it is possible that shared electric vehicles could replace a higher proportion of beneficiaries' mobility needs at lower cost, especially if vanpooling cannot replace the need for personal vehicles for non-work travel.

Would such a project be eligible for funding through this grant?”

Answer: No. A project that does not include vanpools would not be eligible for funding through this Solicitation. According to the Solicitation, Section IX. Scope of Work, A. Project Design, page 9, “The proposed design of an Agricultural

Vanpools Pilot Project must provide access to advanced technology vehicle vanpools” and “A project must provide a fleet of vans.”

2. “Is there previous work you could point us to that has assessed the need for and potential impact of vanpooling or other technologies in these communities?”

Answer: The California Department of Transportation (Caltrans) funded the Agricultural Industries Transportation Services Statewide Needs Assessment Study to determine the existence and extent of the unmet transportation needs among the state’s agricultural worker population. It is available at <http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STATE-Aits-Final-Rpt.pdf> .

3. “Does the Budget must show Cash Match and In-Kind Match for each Budget Line or can the entire match be shown under one category such as Equipment Acquisition?”

Answer: The Applicant is not required to show dollar amounts for Cash Match and In-Kind Match on every line in the Proposed Budget. In the Proposed Budget, the Applicant should show Cash Match and In-Kind Match on the specific budget line or lines and under the specific category or categories that the Applicant proposes to apply Match Funding.

4. “Does each reimbursement claim require a Match reported on the claim?”

Answer: No.

5. “The RFP notes a 10% retention be retained until the end of the grant period. As [NAME OF POTENTIAL APPLICANT REMOVED BY CARB] will be purchasing vehicles and equipment worth approximately \$5 million within 60 days of receiving a “Notice to Proceed”, will \$500,000 be retained until the end of the grant period?”

Answer: According to the Solicitation, Section III. Funding, B. Other, 5., page 6, **(emphasis added)** “CARB will withhold **up to** 10 percent of the total grant amount for submittal and approval of the last Final Report that is due under the grant agreement.” If the total grant award is \$5,000,000, then CARB will withhold **up to** \$500,000 of the total grant amount for submittal and approval of the last Final Report that is due under the grant agreement.

6. “It does not appear marketing and outreach efforts are limited to 5% of the grant amount. Am I correct on this assumption?”

Answer: The Solicitation does not specify what percentage of the total grant amount can be spent on “marketing and outreach efforts;” however, the Solicitation does set a limit on how much of the total grant amount can be spent on administrative costs, which have a very specific definition. According to the Solicitation, Section III. Funding, A.1., page 3, “Project implementation costs should be detailed such that they include all necessary staff and tasks to implement the project. If appropriate, this includes activities such as outreach and education, and research, data management, and reporting. In no event shall administrative costs, which are included within the project implementation costs, exceed five percent of the total grant amount. Administrative costs are indirect costs, which are not tied directly or solely to the project, such as distributed administration and general administrative services; non-project related contracts or subscriptions; rent and office space, phones and telephone services, printing, or mailing services not associated with staff working on the project; or any other costs that are not directly and fully incurred to support the grant.”

7. “The RFP speaks to entry and exit surveys of participants. This can be done but will be a challenge as farmworkers change or leave vanpools with little advance notice. We would propose an ongoing simple survey that the driver has the riders complete on a monthly basis. The goal will to make this an I-phone app that the driver and/or passengers can access.”

Answer: The Solicitation, Section IX. Scope of Work Section F.1., pages 11 and 12, says “The Initial Participant Survey must be offered to all participants before they participate in the project. The End-of-Project Participant Survey is expected to be offered to all participants but results may be a representative sample, because it is more difficult to conduct End-of-Project Participant Surveys than it is to conduct Initial Participant Surveys. CARB will coordinate with Grantee to identify survey parameters and determine the most effective mechanism for obtaining information and measures to safeguard confidential individual information.” In addition, the completion of “trip surveys” is mentioned in the Solicitation, Section IX. Scope of Work, Sections E.1.v. and E.2.ii, page 11.

8. The potential applicant “was just awarded a \$25,000 grant to market the farmworker program to the rural areas of Fresno County. Can this effort be included as in-kind match on the part of” the potential applicant?

Answer: The question does not include enough details to allow CARB to provide an answer. Requirements for in-kind match are described in the Solicitation, Section III. Funding, A.3.ii, pages 4 and 5.

9. “What does it mean by Vehicle direct maintenance, pg. 19?”

Answer: This is maintenance directly related to the vehicle.

10. “Can we include training of newly hired employees in the San Joaquin Valley as in-kind match? If yes, how far back can we go?”

Answer: Yes. The Applicant may propose to use an in-kind project implementation match contribution as an eligible expense for activities to be performed after the issuance of a preliminary award of funding and before the execution of the project’s grant agreement. Furthermore, it is the Applicant’s responsibility to ensure that in-kind match meets the specific requirements in the Solicitation, Section III. Funding, A.3.ii., pages 4 and 5.

11. “Can we include Equipment (Vehicles and GPS system) purchases since 2016 to include in the in-kind match?”

Answer: Yes. It is the Applicant’s responsibility to ensure that in-kind match meets the specific requirements in the Solicitation, Section III. Funding, A.3.ii., pages 4 and 5.

12. If an applicant/project proposer has identified other service extensions for the vanpools while not in use for agricultural worker transportation, such as providing other transportation needs to residents within a disadvantaged community, is that allowable under the grant?

Answer: That is allowable under the Solicitation; however, all requirements of the Solicitation still apply.

13. Page 19, Part C – Further define what is meant by “reimbursable basis” for the Grantee; does that also apply to the Grantee’s subcontractors or service providers?

Answer: The Solicitation, Section XI. Eligible Expenses, Section C, page 19, states that “The Grantee will pay out CARB funds to other entities on a reimbursement basis only.” A Grantee (applies only to California Air Districts) that receives advance payment from CARB shall not provide advance payment to any other entity (See Solicitation, Appendix B. Sample Grant Agreement, Exhibit E. Sample Air District Advance Payment Request Form.) A Grantee that is not eligible to receive advance payment from CARB can advance its own funds

to other entities, but, according to the Solicitation, Appendix B. Sample Grant Agreement, Section I. Fiscal Administration, 3. Grant Disbursements, 5., page 18, "Payment will not be made by CARB "if the CARB Project Liaison deems ... Documentation of the expense incurred has not been provided or does not meet specifications."

14. Page 10, Number 4 – Elaborate on what is meant by “culturally appropriate outreach;” does that apply to agricultural workers only, or also to the disadvantaged community at large?

Answer: The Solicitation, Section IX. Scope of Work, C.4., page 10, states “A strategy to engage input and participation of residents of disadvantaged communities through activities relevant to the communities being served, including through the use of language-specific and culturally-appropriate outreach and education materials.”

According to the Solicitation, Section I. Summary, page 1 “The overarching goal of this project is to reduce greenhouse gas (GHG) emissions and also achieve other co-benefits, such as reducing the emission of criteria pollutants, by providing access to advanced technology vehicle vanpools for agricultural workers in disadvantaged communities.” Therefore, the Applicant should conduct outreach to disadvantaged communities in which the Applicant reasonably expects to find agricultural workers, and should use outreach and education materials that are developed with the populations that the Applicant wants to serve in mind.

15. Clarify the funding requirements for Fiscal Year 2016-17 funding of up to \$3 million.

Answer: According to the Solicitation, Section III. Funding, page 2, “If an Applicant applies for an amount of funding that is less than or equal to \$3 million, then the Applicant must be applying for FY 2016-17 funds that must be spent on projects in the San Joaquin Valley Air Pollution Control District.”

16. Solicitation, Section IX. Scope of Work, C.4, page 10 -- Are there any penalties if the vehicles are not stationed overnight in a disadvantaged community? For example, vehicles that serve three different disadvantaged community zip codes may be parked together in one secure and safe lot.

Answer: The requirement in the Solicitation is that vehicles must be domiciled “within disadvantaged communities.” “Within zip codes that contain disadvantaged communities” is not the equivalent of “within disadvantaged

communities.” According to the Solicitation, Section VI. Disadvantaged Community Benefits, page 7, “All Agricultural Vanpools Pilot Project vehicles and EVSE must be domiciled (vehicles) or installed (EVSE) within disadvantaged communities, which are census tracts in the top 25 percent of CalEnviroScreen 3.0 scores, plus those census tracts that score in the highest five percent of CalEnviroScreen's Pollution Burden without an overall CalEnviroScreen score.”

The Solicitation, Appendix B. Sample Grant Agreement, Section K. Reporting, 1. Quarterly Status Reports, c.3.r., page 23, requires Quarterly Status Reports to include the “Census tracts GEOID ... of where the van was domiciled during [the] reporting period” and also states that “Vans must be domiciled in disadvantaged communities, following the geographic requirements for FY 2016-17 and FY 2017-18, respectively, as described in FYs 2016-17 and 2017-18 Solicitation, Section III. Funding and Section VI. Disadvantaged Community Benefits.”

A Grantee would not be penalized if a van is domiciled outside of a disadvantaged community for activities such as maintenance or repair, etc. CARB recognizes that there may be other extenuating circumstances that lead a Grantee to domicile a vehicle outside of a disadvantaged community; however, a Grantee should discuss those circumstances with CARB.