

**Questions and Answers for the Fiscal Year 2017-18  
One-Stop-Shop Pilot Project Solicitation Preliminary Applicant Teleconference**

**April 27, 2018**

**Introduction**

On April 19, 2018, California Air Resources Board (CARB) staff held the preliminary Applicant Teleconference to answer questions regarding the Fiscal Year 2017-18 One-Stop-Shop Pilot Project Solicitation (Solicitation). The One-Stop-Shop Pilot Project was approved in the Fiscal Year 2017-18 Funding Plan for Clean Transportation Incentives. 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 Wednesday, April 18, 2018. Staff encourages applicants to read 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 hold the final Applicant Teleconference on Wednesday, May 2, 2018. Questions may be submitted via email to [Graciela.Garcia@arb.ca.gov](mailto:Graciela.Garcia@arb.ca.gov) by 5:00 p.m. PST on May 1, 2018.

Quotation marks are used for questions submitted in writing via email.

**Eligibility**

- 1) **Question:** “While lead applicants must be either agencies or non-profits, are for-profit companies allowed as subcontractors?”

**Answer:** This Solicitation is only open to government agencies (federal, state, local, etc.) and California non-profit organizations. Eligible applicants may partner with or subcontract with other entities such as for-profit companies. All subcontractor information must be provided as described in the One-Stop-Shop Pilot Project Grant Application (Appendix A, page 3[4]).

- 2) **Question:** “Can you please define “California nonprofit organizations” – is this limited to 501c nonprofit?”

**Answer:** For the purposes of this Solicitation, a California non-profit organization is defined as a California-based entity that is designated as a 501(c)(3) by the United States Internal Revenue Service. For non-profits, this Solicitation is limited to 501(c)(3) California non-profits.

- 3) **Question:** If an entity is not located in a disadvantaged community (as determined by CalEnviroScreen 3.0) can they still apply to administer the One-Stop-Shop Pilot Project?

**Answer:** Yes. Eligible entities not located in a disadvantaged community may still apply to administer the One-Stop-Shop Pilot Project.

## **Admin/Budget**

4) **Question:** “Could you please clarify further what costs would be included, and not included, within the allowed 5 percent administrative costs?”

- “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.”

**Answer:** For purposes of the One-Stop-Shop Pilot Project, administrative costs include 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. Costs that are not considered administrative costs include personnel costs, memorandums of understanding, application development, application processing, and other costs directly tied to the project.

5) **Question:** “For example, if an organization can document that they are spending 50% of capacity on work directly related to the grant, would 50% of their office rent be considered a project implementation cost instead of an administrative cost?”

**Answer:** No. Per the Solicitation, rent is an indirect cost which is defined as an administrative cost.

6) **Question:** “Can you please further define ‘distributed administration and general administrative services’ and ‘non-project related contracts or subscription?’”

**Answer:** For the purposes of this solicitation, distributed administration and general administrative services include 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. Non-project related contracts or subscriptions include items such as membership dues, general internet services, magazine subscriptions, utilities, etc.

7) **Question:** “Is the full \$5MM being awarded in the Grant Agreement for FY 2017-18?”

- “CARB, at its sole discretion and upon availability of additional funds, may award a new Grant Agreement for FY 2018-19 and FY 2019-20, under the same terms and conditions. The Grantee understands and agrees that there is no guarantee that the subsequent FY 2018-19 and FY 2019-20 Grant Agreements will be awarded.”

**Answer:** The full \$5 million will be awarded via a grant agreement for FY 2017-18 and this funding is intended to support this project for the next 2-3 years. However, in the event additional funding becomes available, CARB may enter into a new grant for FY 2018-19 and FY 2019-2020 with the grantee without having to resolicit

8) **Question:** “Can you please further explain how FY 2017-18 funding relates to FY 2018-19 and FY 2019-20?”

- “Costs should also cover the implementation and closeout of FY 2017-18 funding. The budget from the grantee’s application will be incorporated into the grant agreement for FY 2017-18. Upon entering into a grant for either of the next two fiscal years, the Grantee will be required to provide an updated budget that is consistent with the proposed project, and includes:
  - Implementation of next fiscal year, the closeout of that fiscal year, and beginning of the following fiscal year, consistent with any changes anticipated in initial proposed budget.
  - Costs to transfer project data, application, and platform(s) to next administrator & CARB.”

**Answer:** Funding for this Solicitation is not directly related to FY 2018-19 and FY 2019-2020. The \$5 million available for this Solicitation will be awarded via a grant agreement for FY 2017-18 only and as noted above, this funding is intended to support the project for the next 2-3 years. Should additional funding become available, CARB may award in its sole discretion a new grant agreement for FY 2018-19 and FY 2019-2020. Before a new grant is executed for either fiscal year, the grantee must provide an updated budget that includes costs associated with implementation of the current fiscal year, closeout of the current fiscal year, and beginning of the next fiscal year.

For example, additional funding becomes available for the One-Stop-Shop Pilot Project and CARB chooses to enter into a new grant agreement for FY 2018-19 with the current grantee. The grantee will be required to provide an updated budget that includes the implementation and closeout of FY 2018-19 and implementation of the beginning of FY 2019-2020. In terms of the One-Stop-Shop Pilot Project solicitation, the applicant’s proposed budget should cover costs associated with the implementation and closeout of FY 2017-18 funding.

- 9) **Question:** “Can you please further define the term ‘in-kind match’? How should in-kind match incentives be listed in the budget?”

**Answer:** For purposes of the One-Stop-Shop Pilot Project, in-kind services/match is payments or contributions made by the Grantee in the form of goods and services, rather than direct monetary contributions. For example, a grantee may contribute the use of one of their existing battery-electric vehicles to use at outreach events. Applicants may list in-kind services as shown in the Sample Budget provided in Appendix A, Attachment 2-1 (page 6-7) or provide their own proposed budget summary that includes these services or contributions.

- 10) **Question:** “In accounting practice, ‘general and administrative (G&A)’ expenses are typically allocated costs (i.e., they are typically not direct cost), and can include things such as the HR department, the accounting department, executive management salaries, etc. Does the language in the grant solicitation put a 5% cap on all general and administrative (G&A) costs?”

**Answer:** Yes. Per the Solicitation, in no event shall administrative costs exceeds 5% of the total grant award.

- 11) **Question:** “What are the application volumes expected to be received by One Stop Shop for each of the CARB programs (e.g., CVRP, EFMP, ...)? This information may be useful in determining the operational costs of the program.”

**Answer:** CARB staff is unable to project application volumes for our current equity pilot projects however, the current application volume for CVRP’s increased rebates for low-income consumers is averaging 370 applications per month. EFMP Plus-Up is currently averaging 100 applications per month between the San Joaquin Valley Air Pollution Control District and South Coast Air Quality Management District. The local Financing Assistance program has received ~40 applications over the life of the program and the statewide financing assistance project will be launching later this year.

- 12) **Question:** “The application development for One Stop Shop may require systems integration with the CVRP system, EFMP systems, etc. Therefore, some systems development work will likely need to be performed on the CVRP system, EFMP systems, etc. How will changes to the CVRP systems, EFMP systems be funded? In other words, does the One Stop Shop budget (i.e., \$5M) need to include funding for changes to the CVRP system, EFMP system, etc.? Or, will the program administrators use their program funding to make these changes?”

**Answer:** It is CARB’s intent to have CARB’s Low Carbon Transportation Equity Project administrators cover system development associated with their project. However, given that each Low Carbon Transportation Equity Project are at different phases, applicants may consider setting aside a small amount of the

One-Stop-Shop Pilot Project funding in their proposed budget to support such activities.

13)**Question:** “How long do the funds need to be budgeted for- 1, 2 or 3 years?”

**Answer:** CARB expects \$5 million will support this pilot project over the next 2-3 years. However, CARB will be looking to the applicants to propose the appropriate timeline based on the amount of funding that is available and the scope of work identified in the solicitation.

14)**Question:** “The Solicitation Document, Section III, Page 2, says ‘The current funding available for the FY 2017-18 One-Stop-Shop Pilot Project is one-time funding of up to \$5 million and it is intended to support this project **over the next 2-3 years.**’ Is it entirely up to the applicant's discretion whether or not to propose a budget that spends these funds over 2 years vs. over 3 years vs. somewhere in between?”

**Answer:** Yes. Applicants may propose the appropriate timeline based on the amount of funding that is available and the scope of work identified in the Solicitation.

15)**Question:** “What is the expected turnaround time from when reimbursement claims are submitted until they are paid?”

**Answer:** Per the Draft Sample Grant Agreement (Appendix B, Section H[4]), CARB will disburse funds in accordance with the [California Prompt Payment Act, Government Code, Section 927, et seq](#), which is 45 calendar days.

16)**Question:** “Does work for which the reimbursement is being sought need to be approved by CARB before reimbursement is processed?”

**Answer:** Per the Draft Sample Grant Agreement (Appendix B, Section H[4]), all grant payments are subject to CARB approval.

17)**Question:** “Do tasks need to be completed before reimbursement is requested?”

**Answer:** Per the Draft Sample Grant Agreement, grant payments will only be made when the grantee completes specific tasks/milestones and other stipulations are met. For more detail, please see Section H[4] of the Draft Sample Grant Agreement (Appendix B).

18)**Question:** “Can monthly recurring costs, such as payroll, rent, and other operating costs directly related to the grant, be billed on a monthly basis, or do they need to be tied to a specific task?”

**Answer:** Yes. Reoccurring costs directly related to the project may be billed on a monthly basis if the grantee meets specific requirements outlined in the Draft Sample Grant Agreement (Appendix B, Section H[4]).

19)**Question:** Is this solicitation for a single award of \$5 million or will it be divided into multiple awards?

**Answer:** The \$5 million available is intended for a single statewide administrator. However, because of the scope of this pilot project, CARB encourages applicants to build partnerships with community-based organizations and other entities by providing funding via subcontracts or memorandum of understandings.

20)**Question:** Is there a preference for this funding to be spent in specific areas of the State?

**Answer:** There is no preference on where funding should be focused geographically. However, even though the One-Stop-Shop Pilot Project is intended to be administered and implemented statewide, outreach can be geographically focused.

## **Miscellaneous**

21)**Question:** “Can you please further define potential conflicts of interest covered by Attachment 5: ‘CARB may consider the nature and extent of any potential or apparent conflict of interest in evaluating, considering, or scoring the grant application and may disqualify the applicant at CARB’s sole discretion.’”

**Answer:** Generally, a conflict of interest involves a close personal or financial relationship. CARB will evaluate disclosures made by applicants regarding personal or financial relationships that may affect scoring or evaluation of the grant proposal.

22)**Question:** “Can you please explain the situations under which prevailing wages would be considered applicable: ‘Grantee agrees to be bound by all the provisions of State Labor Code Section 1771 regarding prevailing wages. If applicable, the Grantee shall monitor all agreements subject to reimbursement from this grant agreement to ensure that the prevailing wage provisions of State Labor Code Section 1771 are being met.’”

**Answer:** Generally, prevailing wages are required on any public funds used for public works projects. Public works is defined as construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds. See California Labor Code section 1720.

23)**Question:** “Can CARB provide a list of agencies that intend on applying to this solicitation so that small businesses can potentially partner/collaborate with them as subcontractors/subprime?”

**Answer:** Yes. CARB has established a voluntary partnership list. If you would like to be added to this list, please send an email to [Graciela.Garcia@arb.ca.gov](mailto:Graciela.Garcia@arb.ca.gov) by 5:00 p.m. PST on May 9, 2018. CARB will resend the partnership list on May 10, 2018.

24)**Question:** Will CARB provide a list of everyone who participated in the applicant teleconference?

**Answer:** No. However, see response for question #23.

25)**Question:** Will the partnership list include areas of expertise for each partner listed?

**Answer:** Yes. The current partnership list includes contact name, email, phone number, and area of interest or expertise.

26)**Question:** “Being that this project is focused on increasing awareness for disadvantaged/low income residents, will CARB establish SBE/MBE/DVBE incentives or participation goals that encourage disadvantaged businesses to engage in these efforts?”

**Answer:** The focus of this Solicitation is to develop a single application for CARB’s existing Low Carbon Equity Pilot Projects such as CVRP and EFMP Plus-Up and provide coordinated community-based outreach targeted towards low-income consumers, households, and communities. At this time CARB does not intend to establish incentives for small businesses enterprises (SBE), minority business enterprises (MBE), or disabled veterans business enterprises (DVBE) however, applicants are encouraged to build partnerships with other entities including small businesses.

27)**Question:** “What is the target program launch date?”

**Answer:** CARB’s target launch date for the One-Stop-Shop Pilot Project is early-mid 2019.

28)**Question:** Would CARB consider an extension to the application deadline?

**Answer:** In order to meet the target launch date of this highly anticipated pilot project, CARB is not considering an extension for application deadline.

29)**Question:** When will the questions and answers document from today’s applicant teleconference be posted?

**Answer:** Questions and answers from the applicant teleconference on April 19, 2018 will be posted prior to the final applicant teleconference.