

APPENDIX A

APPLICATION

**Clean Mobility Voucher Pilot Program
Grant Application
For Fiscal Year 2017-18**



Attachment 1: APPLICATION CHECKLIST

In order to reduce the chances of having an application rejected, the applicant is strongly encouraged to re-read the following sections of the Solicitation before submitting an application package: IX. Grant Application Instructions, XI. Required Elements, and XII. Evaluation and Scoring. The checklist below is not a substitute for a thorough review of the solicitation and its appendices. **The applicant is not required to submit the checklist as part of the Grant Application.**

	The application package consists of one (1) signed original application, four (4) copies of the application, and one (1) CD or flash drive containing copies of the application and all required documents.
	Appendix A. Application: Application Cover Page is signed and dated.
	Appendix A. Application: Attachment 2: Applicant Qualifications and Resources to Implement the Program
	Appendix A. Application: Attachment 3: Proposed Estimated Budget
	Appendix A. Application: Attachment 4: Program Implementation Plan
	Appendix A. Application: Attachment 5: Outreach and Education Strategy
	Appendix A. Application: Attachment 6: Conflict of Interest Declaration
	Appendix A. Application: Attachment 7: Confidentiality Statement
	Appendix A. Application: Attachment 8: Confidentiality Agreement
	Appendix A. Application: Attachment 9: STD. 204 Payee Data Record

APPLICATION

Print clearly or type all information on this application.

1. Project: Click here to enter text.		
2. Company Name/Air District/Organization Name/Individual Name: Click here to enter text.		
3. Business Type: Click here to enter text.		
4. Contact Name and Title: Click here to enter text.		
5. Person with Contract Signing Authority (if different from above)/Air Pollution Control Officer (APCO): Click here to enter text.		
6. Mailing Address and Contact Information:		
Street: Click here to enter text.		
City: Click here to enter text.	State: Click here to enter text.	Zip Code: Click here to enter text.
Phone: (XXX) XXX-XXX	Fax: (XXX) XXX-XXX	
Email: Click here to enter text.		
<input type="checkbox"/> I have read and understood the terms and conditions of the Sample Grant Agreement.		

I hereby certify under penalty of perjury that all information provided in this application and any attachments are true and correct.

Printed Name of Responsible Party or APCO: Click here to enter text.	Title: Click here to enter text.
Signature of Responsible Party or APCO:	Date:

Third Party Certification (if applicable)

I have completed the application, in whole or in part, on behalf of the applicant.

Printed Name of Third Party: Click here to enter text.	Title: Click here to enter text.
Signature of Third Party:	Date:
Amount Being Paid for Application Completion in Whole or Part: Click here to enter text.	Source of Funding to Third Party: Click here to enter text.

Attachment 2: APPLICANT QUALIFICATIONS AND RESOURCES TO IMPLEMENT THE PROGRAM

1. Qualifications Narrative: Provide an attachment describing your experience and expertise developing, implementing, and administering similar incentive programs, car sharing and ridesharing programs, creating streamlined funding application, and working with or outreaching to disadvantaged communities, low-income communities, community-based organizations, relevant local agencies, state agencies, local air districts and other relevant parties. Please identify how this background enables you to efficiently and effectively implement the Clean Mobility Voucher Pilot Program. Identify any subcontractors and partners, describing the knowledge and experience they bring to the program.

2. Resources Narrative: Identify staff, funding, community partnerships, collaborative relationships, and leveraged resources you have available to effectively and efficiently implement the program. Personnel costs, fringe benefit costs, operating expenses including rent and supplies, equipment costs, overhead, records retention, and other costs needed to implement the program should be detailed as part of your Proposed Estimated Budget (Attachment 3). This narrative should not exceed two pages.

3. Staff Information: Provide information for staff members involved in developing, implementing, or administering the Clean Mobility Voucher Pilot Program. Identify staff proposed for day-to-day program administration. Attach resumes (exclude or redact personally identifiable information).

Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	

This page may be copied or recreated, if more room is needed.

4. Partner / Subcontractor Information: Applicants may partner with other entities. Responsibility for deliverables lies with the primary applicant. Subcontractors must also meet the grant agreement requirements that apply to the work they will perform for their portion of the program. Provide the names and information for proposed subcontractors and partners, and attach resumes and letters of commitment.

Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	

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Attachment 3: PROPOSED ESTIMATED BUDGET

Please describe your proposed budget for completing the tasks of the Clean Mobility Voucher Pilot Program Grantee, consistent with the Draft Sample Implementation Manual for FY 2017-18 Clean Mobility Voucher Pilot Program (Sample Implementation Manual), and Clean Mobility Voucher Pilot Program Draft Sample Grant Agreement for FY 2017-18 (Sample Grant Agreement), your Program Implementation Plan (Attachment 4), and the requirements of this solicitation.

Your proposed budget must include the estimated total voucher funding and the total voucher processing fee (program implementation costs), and all necessary staff and tasks to implement the program. This includes total costs associated with the development of the Grantee's application process (e.g. electronic/web-based, mobile-friendly, paper, etc.) and platform recommendations (e.g. website[s], mobile application, community centers, etc.) for housing the clean mobility voucher application. In addition, the proposed budget must include all estimated labor and material costs associated with managing the program, records retention, and a description of any voluntary commitments for in-kind services and match funding. The program implementation costs must include total costs to cover all of FY 2017-18 and the closeout of FY 2017-18. Upon availability of the funds, and entering into a grant for either of the next two fiscal years, the Grantee will be required to provide an updated budget that includes the implementation of the next fiscal year, the closeout of the current fiscal year, the beginning of the following fiscal year, and the costs to transfer all program data and website(s) to the next administrator.

Applicant must complete the Sample Budget Summary, Sample Estimated Proposed Budget and the Sample Proposed Project Milestones and Disbursement Schedule, provided in Tables 3-1, 3-2 and 3-3 to summarize their proposed budget. The sample budget templates may be modified to meet the applicant's specific needs or, the applicant may provide their own budget templates. Please note that your alternate budget must include at a minimum the level of detail and items outlined in the sample budgets.

Identify any in-kind services, resources, or cash match offered by the applicant and program partners but not charged to CARB's grant funds. Be specific, i.e., itemize staff time or other costs to be committed. In-kind services provided in the form of outreach efforts must be appropriate for the communities served. Applicants may attach explanatory comments on budget details.

1. **Cash Match:** May include money spent by the Grantee or any project team member on specific program-related labor and purchases during the term of the grant agreement. It can also include cash donated to the program to cover any program-related purchases or expenses.
2. **In-kind Match:** May include labor, equipment, materials, transportation, private financing, and federal or non-GGRF sourced State funds committed by the Grantee or program partners. Other publicly funded projects may work in

tandem or as part of a project funded under this program. Assets from publically funded projects may be counted toward the match if the contract requirements are complete at the time of the application. In-kind match may include labor paid in advance of the execution of the grant agreement that is being donated to the program, as well as program-related supplies, materials, and equipment already owned by program participants and donated to the program that will be used during the term of the grant agreement. Program facilities or property will not be considered as part of a proposed in-kind match whether owned or leased by the Grantee.

3. If a third party, (i.e., a party other than the Grantee) proposes to provide any part of the required match, the Grantee must include a letter from each third party stating that it is committed to providing a specific dollar value of cost sharing and the source of such funds. A Grantee and its partners must demonstrate technical and fiscal resources sufficient to meet their cost share commitment and complete the proposed program.

Table 3-1. Sample Budget Summary

Budget Summary	Budget Amount
Grant Funds	\$
Applicant Cash Matching Funds	\$
Third-party Cash Matching Funds	\$
Applicant In-Kind Match	\$
Third-party In-Kind Match	\$
TOTAL PROGRAM BUDGET	\$

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Table 3-2. Sample Proposed Estimated Budget

TOTAL PROGRAM COSTS			CARB Funds	Grantee Match		Third-party Match		Total Budget
				Cash	In-Kind	Cash	In-Kind	
Administrator Voucher Processing Fee (Program Implementation Costs)			\$2,000,000*					
Positions/Classifications (Grantee may use its own job descriptions)	Hourly rate	Hours						
Project Manager								
Staff Assistant								
Technician								
Other labor expenses								
Operating costs (i.e. rent, supplies, equipment)								
Indirect costs (including administrative costs)								
Multiagency/Stakeholder coordination								
Sub-Grant agreements								
Application development								
Platform support								
Conduct surveys								
Outreach and education (itemized)								
Reporting to CARB - Quarterly								
Reporting to CARB – Final								
Printing, mailing, travel, (expand to one category per row)								
Other non-labor, non-administrative project implementation costs (expand to one category per row)								
Clean Mobility Voucher Funding**			\$15,000,000					
TOTAL BUDGET								\$17,000,000 + potential match funding

* The amount for Administrator Voucher Processing Fee stated above is only an example. Applicant must estimate total implementation costs for the program if selected as the Statewide Administrator.

**Definitions of costs and allowable expenditures are described in Section H (2) of the Draft Sample Grant Agreement (Appendix C).

Applicants must fill out the following table according to their Program Implementation Plan, and the scope of work described in their application.

Table 3-3. Sample Proposed Project Milestones and Disbursement Schedule*

Disbursement	Disbursement Description	Grant Award
1	Clean Mobility Voucher Funding	
1.1	Execute Grant Agreement: Initial Disbursement	Up to 10 percent of the total grant amount
1.2	Ongoing disbursements of clean mobility voucher funds	
Clean Mobility Voucher Funding Subtotal		\$
2	Voucher Processing Fee	
2.1	Execute Grant Agreement: Initial Disbursement	Up to 10 percent of the total grant amount
2.2	50 percent of clean mobility voucher funding expended	
2.3	100 percent of clean mobility voucher funding is expended; Final Report and intellectual property for the Clean Mobility Voucher Pilot Program submitted to CARB	\$170,000
Voucher Processing Fee Subtotal		\$
Grant Total		\$

* Program funds will be disbursed in accordance with the instructions identified in Section H of this Grant Agreement.

Attachment 4: PROGRAM IMPLEMENTATION PLAN

Provide a Program Implementation Plan for completing tasks required of the Clean Mobility Voucher Pilot Program Grantee as outlined in Exhibit A of the Sample Grant Agreement. The Program Implementation Plan must contain a clear and concise description of how key tasks will be completed. In addition, include a timeline for program completion.

Be specific. Where applicable, applicants should provide examples of past experiences in successfully completing similar tasks. At a minimum, the Plan must include:

1. Narrative that presents a clear and concise description of how key tasks will be completed.
2. Timeline for plan implementation that identifies key tasks and milestone dates from inception through program completion. The Sample Proposed Detailed Key Tasks and Milestones Schedule, provided in Table 4-1 must be submitted according to the applicant's proposed Program Implementation Plan.
3. Plan for program outreach and education to target audiences and prospective groups interested to design and implement small-scale car sharing and ridesharing projects for disadvantaged communities.
4. Describe the process for developing a streamlined funding application, and provide recommendations for streamlining the application for the smaller and more remote communities and entities to apply for funding. If applicable, please provide example(s) of past experiences in successfully completing similar task.
5. Description of how the program will continue after State funding is completed and explain the program's potential to be self-sustaining.
6. List the data the program will collect from all eligible projects received clean mobility voucher funding, as required in the Sample Grant Agreement. Provide a detailed list of data deliverables, including but not limited to, estimated GHG emission reductions will be achieved from each project, project participants information, type of clean mobility options received vouchers (i.e. zero-emission vehicle, bicycle, electric bicycle, electric scooter, etc.), trip and fuel usage information, feedback from outreach efforts, etc. Provide draft formats for the Quarterly Reports and a Final Report that includes the required data and reporting components and describe how those data are reported from voucher recipients to the Statewide Administrator (Grantee) and then to CARB.
7. Explanation of how the program will coordinate with other transportation-related projects that are available for disadvantaged community residents and lower-income consumers, such as the CARB's Clean Vehicle Rebate Project, One-Stop-Shop Pilot Project, the Enhanced Fleet Modernization Program Plus-up,

Financing Assistance for Lower-Income Consumers, or other local, regional, or State programs, if applicable.

Applicants must fill out the following table according to their Program Implementation Plan, and the scope of work described in their application.

Table 4-1. Sample Proposed Detailed Key Tasks and Milestones Schedule

Task #	Start Date	Completion Date	Status/Note*
Task 1 –			
Task 2 –			
Task 3 –			
Task 4 –			
Task 5 –			
Task 6 –			
Task 7 –			
Task 8 –			
Task 9 –			
Task 10 –			

*This may include: in process, complete, ongoing, progress %, delayed (include reasons and new estimated completion date), etc.

Attachment 5: OUTREACH AND EDUCATION STRATEGY

Please provide your proposed outreach plan to promote adoption of advanced technology transportation and clean mobility options for residents in disadvantaged communities and to conduct public educational forums and outreach events for stakeholders and target audiences (i.e., tribal, rural, low-income residents, and disadvantaged communities) to present funding opportunities, describe project requirements, and provide information and assistance on technical aspects of implementing clean mobility options projects. In addition, please describe your ability to maximize available funding and develop a broad range of partnerships, including participation with local or regional community-based organizations, other state agencies, and/or local air districts.

Be specific. Where applicable, applicants should provide examples of past experiences in successfully completing similar tasks.

Attachment 6: CONFLICT OF INTEREST DECLARATION

The applicant must disclose any Conflict of Interest with their ability to fulfill the duties of the Clean Mobility Voucher Pilot Program Grantee. Summarize your organization's or any subcontractor's ongoing, or pending direct or indirect interest, which poses an actual, apparent, or potential conflict of interest with your ability to fulfill the duties of the Clean Mobility Voucher Pilot Program Grantee. 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.

Attachment 7: CONFIDENTIALITY STATEMENT

Failure to comply and return this attachment will cause your grant application to be rejected and deemed non-responsive.

As an authorized representative and/or officer of the organization named below, I warrant my organization and its employees will not disclose any documents, diagrams, information and information storage media made available to us by the State for the purpose of responding to the Clean Mobility Voucher Pilot Program Solicitation or in conjunction with any sub-grant agreement arising there from. I warrant that only those employees who are authorized and required to use such materials will have access to them.

I further warrant that all materials provided by the State will be returned promptly after use and that all copies or derivations of the materials will be physically and/or electronically destroyed. I will include with the returned materials, a letter attesting to the complete return of materials, and documenting the destruction of copies and derivations. Failure to so comply will subject this organization to liability, including all damages to the State and third parties. I authorize the State to inspect and verify the above.

I warrant that if my organization is awarded, it will not enter into any agreements or discussions with a third party (sub-grantees) concerning such materials prior to receiving written confirmation from the State that such third party has an agreement with the State similar in nature to this one.

Signature of Responsible Party

Date

Typed Name of Responsible Party

Typed Name of Organization

Obsolete

Attachment 8: CONFIDENTIALITY AGREEMENT

Failure to comply and return this attachment will cause your grant application to be rejected and deemed non-responsive. **Each applicant’s proposed key staff must read, agree, sign, date and submit this completed form (attach additional copies as needed).**

The undersigned agrees to:

1. Observe complete confidentiality with respect to California Air Resources Board (CARB) information, including without limitation, agreeing not to disclose or otherwise permit access to such information or data developed or collected pursuant to the Clean Mobility Voucher Pilot Program by any person or entity in any manner unless such disclosure is required by law or legal process.
2. Acknowledge the confidential nature of such information or data developed or collected pursuant to the Clean Mobility Voucher Pilot Program and ensure by agreement or otherwise that they are prohibited from copying or revealing, for any purpose whatsoever, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.
3. Not use such information or data developed or collected pursuant to the Clean Mobility Voucher Pilot Program or any part thereof in the performance of services to others or for the benefit of others in any form whatsoever whether gratuitously or for valuable consideration, except as permitted under this agreement.
4. Notify the State promptly and in writing of the circumstances surrounding any possession, use or knowledge of such information or data developed or collected pursuant to the Clean Mobility Voucher Pilot Program or any part thereof, by any person other than those authorized by this document.
5. Adhere to all CARB confidentiality, disclosure, and privacy policies.
6. Treat all information, data, deliverables, and work products developed or collected pursuant to the Clean Mobility Voucher Pilot Program as confidential. All information, deliverables, and work products cannot be disclosed in any form to any third party without CARB’s written consent except when required by law or legal process.
7. Not use, without CARB written approval, any CARB materials for any purpose other than performing the agreed upon services.

Signature

Date

Print Name

Project Title

Attachment 9: STD. 204 PAYEE DATA RECORD

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

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

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