

FISCAL YEAR 2017-18 GRANT SOLICITATION

STATEWIDE ADMINISTRATOR FOR CLEAN MOBILITY OPTIONS PROJECTS FOR DISADVANTAGED COMMUNITIES

(Clean Mobility Voucher Pilot Program)

Mobile Source Control Division
California Air Resources Board
October 9, 2018



California Air Resources Board
Low Carbon Transportation Greenhouse Gas Reduction Fund Investments

CLEAN MOBILITY VOUCHER PILOT PROGRAM

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I. SUMMARY

The California Air Resources Board (CARB or the Board) is holding a competitive solicitation for one Grantee to implement and administer a voucher program to pay for vehicles, bicycles, and other clean mobility options along with associated infrastructure, and technical components for small-scale Clean Mobility Options Projects for disadvantaged communities (Clean Mobility Voucher Pilot Program). This solicitation includes an option for new Grant Agreements for each of the following fiscal years (FY 2018-19 and FY 2019-20). The current funding available for the FY 2017-18 Clean Mobility Voucher Pilot Program is up to \$17 million and it is intended to support this program over the next two years. This funding is provided by FY 2017-18 Low Carbon Transportation Investments with proceeds from the State's Cap and Trade auction proceeds in the Greenhouse Gas Reduction Fund (GGRF).

The Clean Mobility Voucher Pilot Program is intended to improve clean transportation access and to increase zero-emission and near zero-emission mobility choices for disadvantaged communities. CARB will set the requirements and develop the eligibility criteria for Clean Mobility Options Project operator(s) to apply for voucher funding through this program. The Grantee, in collaboration with CARB, will administer and implement the program to fund small-scale car sharing and ridesharing projects, using the criteria and requirements set by CARB. For the purpose of this grant, ridesharing is defined as the shared use of clean mobility options such as, zero-emission vehicles, fuel cell vehicles, plug-in hybrid electric vehicles, bicycles, electric bicycles (e-bikes), electric scooters, or other low speed modes that enable users to have short term access to transportation modes on an as needed basis. The majority of voucher funds will be used to purchase or lease vehicles, bicycles, and other clean mobility options along with associated equipment, infrastructure, and supporting project costs necessary for implementing small-scale Clean Mobility Options Projects for disadvantaged communities.

This program benefits the citizens of California by increasing access to clean transportation, providing immediate reductions in greenhouse gas (GHG) emissions, and reduced emissions of criteria pollutants, leading to improved air quality and public health in the State's most vulnerable communities. Residents will benefit from the use of clean mobility options without the cost burdens of vehicle ownership, and will be offered alternate modes of transportation that encourage the use of zero-emission and near zero-emission mobility choices. In addition, the program provides a platform to test clean shared mobility concepts, assess key factors in developing viable and sustainable local projects, share the stories and lessons learned and build a knowledge base to apply these lessons to future, larger scale projects throughout the State.

This program will be administered and implemented through a partnership between CARB and a Grantee, selected via a competitive CARB Grant solicitation. Applications are due to CARB no later than **5:00 p.m. (PDT), November 28, 2018**.

II. BACKGROUND

In 2007, Governor Schwarzenegger signed into law the *California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007* (Assembly Bill [AB] 118, Chapter 750, Statutes of 2007). AB 118 created the Air Quality Improvement Program (AQIP), a voluntary incentive program administered by CARB to fund clean vehicle and equipment projects, air quality research, and workforce training.

In 2014, Governor Brown and the Legislature appropriated GGRF monies to CARB for Low Carbon Transportation investments. These investments are administered through the framework of annual funding plans. In December 2017, the Board approved the FY 2017-18 Funding Plan for Clean Transportation Incentives,¹ which allocates \$265 million for light-duty vehicle and transportation equity investments, including \$17 million in funding for the Statewide Administrator for Clean Mobility Options Projects for Disadvantaged Communities (Clean Mobility Voucher Pilot Program).

The Clean Mobility Voucher Pilot Program supports the goals of Senate Bill (SB) 1275 (De León, Chapter 530, Statutes of 2014), Assembly Bill (AB) 398 (Eduardo Garcia, Chapter 135, Statutes of 2017) for prioritizing low- and zero-carbon transportation alternatives, and SB 350 (De León, Chapter 547, Statutes of 2015) for overcoming clean transportation barriers for low-income consumers and disadvantaged communities to access clean transportation and mobility options. Disadvantaged communities are identified by the California Environmental Protection Agency's California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0)² that assesses all census tracts in the State to identify areas disproportionately burdened by, and vulnerable to, multiple sources of pollution.

SB 350 directed CARB to conduct a study on the barriers for low income Californians to access clean transportation options, including those in disadvantaged communities, as well as recommendations on how to increase access. The main barriers identified in CARB's Final Guidance Document – Low-Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents (Guidance Document) include: (1) upfront affordability of zero-emission and near zero-emission technologies and supporting charging and fueling infrastructure; (2) the need for permanent, long-term funding sources; (3) awareness of clean transportation and mobility options and supporting infrastructure; and (4) the dynamic, localized nature of transportation and mobility option needs of low-income residents. The Clean Mobility Voucher Pilot Program directly supports CARB's Guidance Document priority recommendations to expand funding and financing for clean transportation and mobility projects, including infrastructure, to meet the accessibility needs of low-income and disadvantaged communities; and to increase residents' awareness on clean

¹ California Air Resources Board. 2017. *Proposed Fiscal Year 2017-18 Funding Plan for Clean Transportation Incentives*. Available at: https://www.arb.ca.gov/msprog/aqip/fundplan/proposed_1718_funding_plan_final.pdf.

² <https://oehha.ca.gov/calenviroscreen/maps-data>

transportation and mobility options, and educate consumers about clean transportation options and infrastructure investments.

III. AVAILABLE FUNDING

This solicitation provides up to \$17 million in FY 2017-18 funds for one Grantee to implement and administer the Clean Mobility Voucher Pilot Program. The funding would target small-scale car sharing projects of new battery-electric, fuel cell electric, or plug-in hybrid vehicles, and other innovative zero-emission or near zero-emission ridesharing projects along with support for outreach, charging infrastructure, and other necessary components to implement car sharing and ridesharing projects. Definitions and allowable expenditures for costs associated with this grant are described in Section H (2) of the Draft Sample Grant Agreement (Appendix C).

There is no minimum match funding required under this grant solicitation, however voluntary match funding (including cash match, in kind services, or leveraged funding) will be considered in application scoring. Leveraged funding from other public or private sources is encouraged and may be combined with CARB funds and must be identified in a program budget. Funding is to be broken down as follows:

- A. Vouchers for eligible projects to purchase or lease vehicles, bicycles, and other clean mobility options along with equipment-related components, infrastructure, and support for outreach and education.
- B. Grantee's voucher processing fee (program implementation costs).

In the event that additional funding is provided for the Clean Mobility Voucher Pilot Program, these funds will be administered under this solicitation.

IV. OPTION FOR NEW GRANT AGREEMENTS

This solicitation includes the option for CARB to award new Grant Agreements or Grant Agreement Amendments for FY 2018-19 and FY 2019-20 funds, depending on the availability of future funding, and upon CARB's sole discretion. The potential Grantee understands and agrees that there is no guarantee subsequent FY 2018-19 and FY 2019-20 Grant Agreements will be awarded, and that CARB cannot provide assurance of future program funding.

V. PROGRAM TIMELINE

The FY 2017-18 grant funds are required to be encumbered by June 30, 2019 and expended by June 30, 2021. The FY 2017-18 Clean Mobility Voucher Pilot Program funds must be disbursed by CARB no later than April 30, 2021 and funds must be liquidated by the Grantee no later than June 30, 2021. Final disbursement requests must be received by CARB no later than March 30, 2021 to ensure adequate time for processing prior to the end of the fiscal year.

The Solicitation Timeline is presented in the Grant Application Instructions (Section IX) of this solicitation.

VI. ELIGIBLE GRANTEE

This competitive solicitation is open to federal, state or local government entities or agencies, and nonprofit organizations with at least one office located in California, that have tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501 (only 501(c) (3) organizations are allowed) and are also tax exempt under California state law. The applicant must demonstrate its expertise in building key partnerships, developing, implementing, and administering similar incentive programs or projects such as car sharing and ridesharing, provide administration and compliance oversight, and with general knowledge of CARB's transportation equity projects. Specific requirements for the Grantee are described in this solicitation, the Clean Mobility Voucher Pilot Program Grant Application (Application), the Clean Mobility Voucher Pilot Program Draft Sample Implementation Manual for FY 2017-18 (Sample Implementation Manual) (Appendix B), and the Clean Mobility Voucher Pilot Program Draft Sample Grant Agreement for FY 2017-18 (Sample Grant Agreement) (Appendix C).

An applicant may implement the program as the sole Grantee or make use of a subcontractor(s) to implement the program. 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 Program Implementation Plan, including who must approve contracts, the process for approval, and the anticipated timelines for approvals.

Eligible applicants must meet all applicable requirements of State laws and regulations, AQIP Guidelines, the FY 2017-18 Funding Plan, and this Solicitation. To be considered for the grant award, applicants must fully complete the Clean Mobility Voucher Pilot Program Application (Appendix A) and demonstrate that they meet all of the solicitation requirements stated in Section XI of this document. CARB may request clarification regarding application responses during the application review process.

Once selected, the public agency or non-profit organization Grantee will be required to submit a resolution of its governing board prior to execution of the Grant Agreement that commits the agency/organization to:

- The requirements of the Grant Agreement,
- Accept grant funds from CARB, and
- Allocate and authorize any voluntary match funding that the Grantee has committed as part of the project proposal and application.

If the public agency or non-profit organization does not have a governing board, then a binding written commitment from an authorizing official of the agency/organization will be required to fulfill the aforementioned requirement. CARB recommends the resolution

(or equivalent written commitment) allow for grant amendments without governing board (or authorizing official) approval. In addition to the resolution (written commitment), the Grant Agreement must be signed by CARB and the Grantee to be executed. An executed Grant Agreement must be in place before work on the program may begin.

VII. SCOPE OF WORK

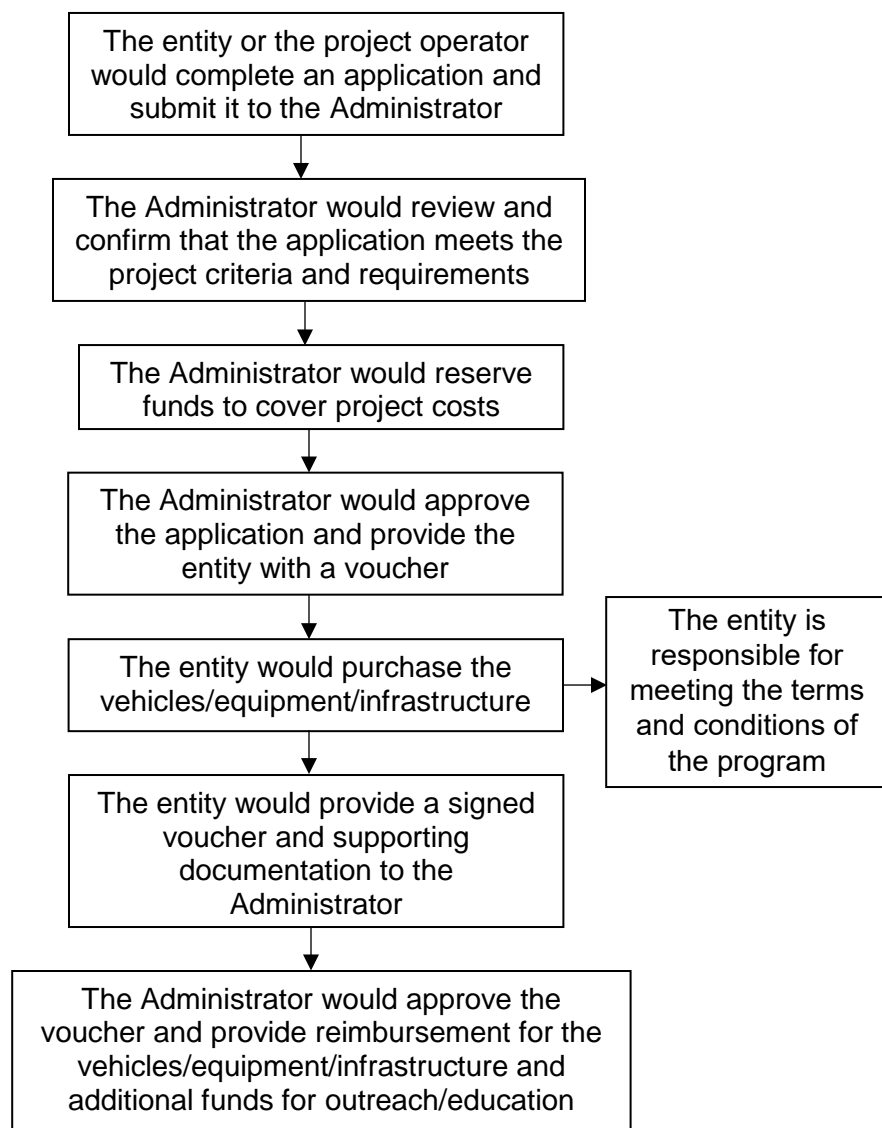
The Scope of Work describes the Grantee's anticipated minimum duties and required tasks upon Grant Agreement execution for the Clean Mobility Voucher Pilot Program. The applicant is responsible for identifying any proposed additions to the minimum duties and responsibilities in its Program Implementation Plan, submitted as part of the Application. All proposed changes are subject to CARB's sole approval, and pending acceptance, the Grant Agreement will reflect these changes.

CARB will determine and set the project requirements and develop the eligibility criteria for Clean Mobility Options Projects through a public work group process, upon execution of the Grant Agreement. The Grantee as the Statewide Administrator is responsible to verify all the project eligibility requirements have been met by eligible applicants, and distribute clean mobility vouchers on a first-come, first-served basis. Depending on the Grantee's application, program duties and requirements include, but are not limited to the following tasks:

- A. Throughout the grant term, assist CARB with developing, updating, and finalizing the Implementation Manual.
- B. At the discretion of CARB and in coordination with the One-Stop-Shop Pilot Project administrator, develop and maintain a streamlined, user-friendly application system for interested entities to apply for clean mobility vouchers. This application shall be designed in both an online format (hosted on new or existing webpages including but not limited to, a CARB webpage and/or CARB-approved third party webpage), and in paper format, in order to bring a streamlined application to a larger enrollee population. The clean mobility voucher webpage must include, at a minimum:
 1. Details of project eligibility criteria, list of eligible vehicles and technologies, and guidance to the clean mobility voucher application process.
 2. Ability to submit voucher applications online or by mail.
 3. Applicable documents and forms related to the program, such as the Implementation Manual, and the voucher documents.
 4. Downloadable multilingual outreach and educational materials that include information on advanced clean vehicle technologies, electric vehicle charging, fuel cell electric vehicle charging, and other innovative shared mobility models, as well as, available funding.

5. Information regarding existing CARB programs, such as VELOZ, Moving California, California Climate Investments (CCI program), and other related State or local agencies projects, also provide efficient coordination across multiple incentive programs implemented by CARB where applicable, including CARB's One-Stop-Shop project.
- C. Distribute clean mobility vouchers for vehicle and equipment acquisition, outreach activities and other CARB-approved costs to eligible Clean Mobility Options Projects. The voucher processing will be developed after the grant execution, however for the purpose of this solicitation, Figure 1 illustrates an example of the voucher processing.

Figure 1- Example of Clean Mobility Voucher Processing



D. In collaboration with CARB and other clean transportation outreach providers, coordinate and prepare outreach and educational materials and 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 criteria and minimum requirements, and provide education on technical aspects of implementing Clean Mobility Options Projects. The Grantee shall clearly identify an outreach plan that contains, at the minimum:

1. A strategy to promote adoption of advanced technology vehicles and clean mobility options for target audiences and provide training and education in the format of public forums to prospective groups interested in designing and implementing small-scale car sharing and ridesharing projects for disadvantaged communities.
2. Approach to outreach, geographic scope of outreach, and target audiences throughout the State.
3. The types of outreach planned (e.g., printed materials, web-based, and social media).
 - a. Outreach materials, such as fact sheets, infographics, and other multimedia tools, such as videos, readily accessible on the website.
 - b. Estimated number of events, coordination with partner agencies and other low carbon transportation project administrators, and level of staffing efforts.
4. A strategy to coordinate, leverage, and complement existing outreach and education efforts already underway through CARB's Low Carbon Transportation Investment Projects, such as One-Stop-Shop Pilot Project, the Education and Outreach Strategic Roadmap, and other related efforts statewide.
5. A strategy to increase local outreach efforts and engage target audiences, as well as residents such as homeless individuals and families who face unique obstacles to access transportation, through activities relevant to the community being served, and through the use of language-specific and culturally-appropriate outreach and education materials.
6. A strategy to engage, build partnerships, and support community-based organizations and other groups that are representative of the target audiences, and those connected to a network of similar programs. Such groups and programs include, but are not limited to, Electrify America,

VELOZ, regional community-based organizations, community colleges, and community centers.

- E. Use the approved criteria and requirements stated in the Implementation Manual to review, verify the project eligibility, and approve or disapprove voucher applications and document this process in each project file.
- F. Develop a policies and procedures document and flow chart that describes the Grantee's administrative action for processing vouchers. Examples include details on acceptable supporting documentation, and protocols for recording CARB case-by-case approvals.
- G. Establish and maintain financial and project records of Clean Mobility Options Projects funded by the Grantee (see Section L of the Sample Grant Agreement).
- H. Store all records in a safe and secure storage facility that maintains confidentiality and provides fire and natural disaster protection (see Section N in the Sample Grant Agreement). Files shall be retained during the term of the Grant Agreement plus three years. Upon completion of the third year of record retention, the Grantee must submit all program records to CARB. Hardcopy of electronic records are suitable. Acceptable forms of electronic media include hard drives, CDs, DVDs, and flash drives. Other forms of electronic media may be allowed based on prior written concurrence from CARB.
- I. Meet and adhere to all Information Security Requirements described in NIST Special Publication 800-53 r4.
- J. Ensure the voucher applicants meet all applicable Clean Mobility Voucher Pilot Program requirements, including, but not limited to:
 - 1. Implementation of project eligibility criteria.
 - 2. Enforcement of program requirements.
- K. Maintain copies of all disapproved applications and related correspondence.
- L. Develop and maintain accounting procedures to track expenditures by grant award specified by the funding source.
- M. Establish a process for returned award funds as a result of uncashed checks, prorated returns, cancellations, etc.
- N. Ensure that the most current list of eligible vehicles is being used for the Clean Mobility Options Projects. New vehicles must be eligible for the Clean Vehicle Rebate Project (CVRP) or the California Hybrid and Zero-Emission Truck and

Bus Voucher Project (HVIP), however, vehicles funded under this grant cannot receive rebates from CVRP³ or vouchers from HVIP⁴.

- O. CARB has determined that this grant solicitation to select an Administrator for the Clean Mobility Voucher Pilot Program is exempt from the California Environmental Quality Act (CEQA) under the “general rule” or “common sense” exemption (14 CCR 15061(b)(3)). The common sense exemption states a project is exempt from CEQA if “the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” The proposed grant solicitation to select an Administrator for the Clean Mobility Voucher Pilot Program has no potential to adversely affect air quality or any other environmental resource area. Based on CARB’s review it can be seen with certainty that there is no possibility that the proposed selection of an Administrator for the Clean Mobility Voucher Program may result in a significant adverse impact on the environment; therefore, this activity is exempt from CEQA.
- P. No voucher application can be approved, nor can any funding for the Clean Mobility Options Projects be disbursed by the Administrator, until any applicable requirements of CEQA have been met, as well as any applicable permitting requirements.
- Q. The CEQA review process applicable to the Clean Mobility Options Projects will be determined after the Administrator is selected.
- R. Establish a waiting list if the program becomes oversubscribed and CARB determines a waiting list is appropriate (see Section D [5] of the Sample Implementation Manual).
- S. Respond to public inquiries regarding the Clean Mobility Voucher Pilot Program.
- T. Administer surveys to project participants (end-users) to collect usage data and other information as specified by CARB (see Section E [5] of the Sample Implementation Manual).
- U. Assess the influence of Clean Mobility Options Projects received vouchers, on clean transportation accessibility, and local economy, develop common metrics and measures of success and evaluate key factors in developing viable and sustainable local projects, and build a knowledge base to apply the lessons learned to future, larger scale projects throughout the State.

³ <https://cleanvehiclerebate.org/eng>

⁴ <https://www.californiahvip.org/>

- V. In collaboration with CARB, develop a quantification methodology to provide an estimate for reductions in GHG emission and criteria pollutant emissions from Clean Mobility Options Projects received vouchers. This quantification methodology should account for all possible Clean Mobility Options Project models, such as model that includes bike sharing or electric bike sharing.
- W. Provide data updates to CARB upon request.
- X. Provide periodic data summaries to the public in response to data requests.
- Y. Establish and maintain oversight authority to verify projects received vouchers, are on track to complete the project milestones, and funds are spent as intended and for the approved costs.
- Z. Provide quarterly Status Reports to CARB detailing vouchers redeemed for purchased and leased vehicles and equipment, program fund expenditures, number of vehicles, bikes, equipment and infrastructures funded, and update on tasks and deliverables (see Section J [1] of the Sample Grant Agreement for more details).
- AA. Provide CARB with The Clean Mobility Voucher Pilot Program Final Report that summarizes and evaluates total fund expenditures, projects funded, estimated GHG emission reductions achieved for each project, outreach efforts, implementation challenges, and recommended potential program improvements (see Section J [2] of the Sample Grant Agreement for more details).
- BB. Develop a program transfer plan in a manner directed by CARB that includes the following tasks:
 - 1. Process clean mobility voucher applications for all of FY 2017-18.
 - 2. Complete all tasks associated with the FY 2017-18 Clean Mobility Voucher Pilot Program closeout (see Section J [2] of the Sample Grant Agreement).
 - 3. Process clean mobility voucher applications for the following fiscal year for up to three months after closeout.
 - 4. If applicable, transfer Clean Mobility Voucher Pilot Program data and website to a new Grantee/administrator selected by CARB according to the agreed upon transfer plan (see Section M of the Sample Grantee Agreement).
- CC. Provide information, upon request, to individuals or organizations that wish to appeal a voucher application denial to CARB.
- DD. Upon request, provide CARB with all program records, webpage(s), software, or other intellectual property developed or purchased by the Grantee for the

purposes of administering or implementing Clean Mobility Voucher Pilot Program (see Section M of the Sample Grant Agreement).

EE. Meet applicable requirements or statutes, the AB 118 AQIP Guidelines, the FY 2017-18 Funding Plan, this solicitation, the Grant Agreement with CARB, and the Implementation Manual.

All information, data, and webpages received or generated under this solicitation is the property of CARB. No information or data received or generated under this agreement shall be released without CARB's approval. See the Sample Grant Agreement (Appendix C) for a more complete description of the duties and responsibilities of the Grantee and CARB.

VIII. DEFINITIONS

Refer to Section F of the Sample Implementation Manual (Appendix C).

IX. GRANT APPLICATION INSTRUCTIONS

This grant application packet contains the forms and information necessary for submittal of a complete application. CARB will select a Grantee in compliance with applicable state law. The Grantee selection will be based upon the scoring criteria identified in this solicitation.

If you need this document in an alternate format or language, please contact Ms. Ava Yaghoobirad at (916) 324-2304 or ava.yaghoobirad@arb.ca.gov. TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service. One (1) signed original, four (4) copies, and one (1) CD or flash drive of the grant application, including all the required documents, must be received at the CARB headquarters at 1001 I Street, Sacramento, California 95814.

Grant applications submitted in person, by U.S. Postal Service, UPS, Express Mail, Federal Express, or another delivery service provider must be delivered to CARB no later than **5:00 p.m. (PDT) on November 28, 2018**. Grant applications submitted by a delivery service provider (U.S. Postal Service, UPS, Express Mail, Federal Express, etc.) must be mailed to the following address:

Ms. Ava Yaghoobirad
California Air Resources Board
Mobile Source Control Division
Post Office Box 2815
Sacramento, California 95812

Grant applications submitted in person may be delivered to the following address:

Ms. Ava Yaghoobirad
 California Air Resources Board
 Mobile Source Control Division
 1001 I Street
 Sacramento, California 95814

Please send an email to Ms. Ava Yaghoobirad at ava.yaghoobirad@arb.ca.gov indicating that you have submitted a grant application once the application has been mailed, and let CARB staff know that your formal application is on its way. CARB will send a confirmation email to the applicant once the hard-copy of the grant application package has been received.

No grant applications may be submitted by fax or email.

Format Requirements

CARB strongly encourages grant applications to be accurate, brief, and clear. Grant applications will be screened for completeness and must include all of the required elements identified in Section XI of this solicitation. CARB in its sole discretion may reject any incomplete grant applications.

*Solicitation Timeline**

Key Actions	Dates	Time (PDT)
Public Release of Grant Solicitation	October 10, 2018	N/A
Preliminary Grant Applicant Teleconference Question Deadline	October 19, 2018	No later than 5:00 p.m.
Preliminary Grant Applicant Teleconference	October 23, 2018	10:00 a.m. to 12:00 p.m.
Final Grant Applicant Teleconference Question Deadline	November 2, 2018	No later than 5:00 p.m.
Final Grant Applicant Teleconference	November 6, 2018	10:00 a.m. to 12:00 p.m.
Grant Application Deadline	November 28, 2018	No later than 5:00 p.m.
Review/Rating of Grant Applications	November 29, 2018- December 31, 2018	N/A
Grantee Selected	December 31, 2018	N/A
Return Signed Grant to CARB	Within 10 calendar days of receipt	

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

X. GRANT APPLICANT TELECONFERENCES

CARB will hold two Grant Applicant Teleconferences, at which time staff will be available to answer questions potential applicants may have regarding eligibility, grant application completion, and other requirements.

Preliminary Grant Applicant Teleconference

Date: October 23, 2018
*Time: 10:00 a.m. – 12:00 p.m. (PDT)
*Call-In Number: 888-469-0955
*Passcode: 58321

Final Grant Applicant Teleconference

Date: November 6, 2018
*Time: 10:00 a.m. – 12:00 p.m. (PDT)
*Call-In Number: 888-324-9357
*Passcode: 61074

*Note: Call-in numbers and passcodes may change. Should a change occur, the new call-in number and passcode will be listed on CARB's webpage at <https://www.arb.ca.gov/msprog/aqip/meetings/meetings.htm>. Potential applicants are encouraged to confirm the call-in number and passcode by visiting the listed website prior to each teleconference.

The Grant Applicant Teleconferences will be open to all interested entities. The intent of a Grant Applicant Teleconferences is to provide potential applicants with an opportunity to ask clarifying questions regarding general application or applicant requirements, and terminology definitions. CARB may collect questions via email however, staff will only respond to questions regarding this solicitation during the Grant Applicant Teleconferences. In addition, CARB will not respond to questions after the Final Applicant Teleconference has taken place. Any verbal communication with a CARB employee concerning this solicitation does not bind the state and shall in no way alter a specification, term, or condition of the solicitation.

Written questions submitted before the Grant Applicant Teleconferences will be given priority. Questions must be emailed to Ms. Ava Yaghoobirad at ava.yaghoobirad@arb.ca.gov and must be submitted by 5 p.m. (PST) two business days prior to the Grant Applicant Teleconference. The questions and answers from the Grant Applicant Teleconferences and any questions received via email will be posted on the CARB website at <http://www.arb.ca.gov/msprog/aqip/solicitations.htm>, as soon as possible after the Final Grant Applicant Teleconference.

XI. REQUIRED ELEMENTS

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

Appendix A: Original Application Cover Page is signed, and dated

Attachment 1: Application Checklist (not required to be submitted to CARB)

Attachment 2: Applicant Qualifications and Resources to Implement the Program

Attachment 3: Proposed Estimated Budget

Attachment 4: Program Implementation Plan

Attachment 5: Outreach and Education Strategy

Attachment 6: Conflict of Interest Declaration

Attachment 7: Confidentiality Statement

Attachment 8: Confidentiality Agreement

Attachment 9: STD. 204 Payee Data Record

Letters of support are optional and should be submitted as a part of the applicant's proposal.

XII. EVALUATION AND SCORING

CARB will evaluate each grant application based on the criteria described below. The qualified applicant with the highest overall score will be selected as the Grantee. The selected applicant will be required to sign a Grant Agreement with CARB to fulfill the duties as Grantee (see Appendix C, Draft Sample Grant Agreement). CARB reserves the right, in its sole discretion, to cancel this solicitation and re-solicit for a Clean Mobility Voucher Pilot Program Grantee or to direct funding to another project listed in the most current Funding Plan, or not fund any projects.

A. Applicant Qualifications and Resources to Implement the Program (Appendix A, Attachment 2) – Maximum 30 points

The Grantee must provide qualifications and resources to fully implement the Clean Mobility Voucher Pilot Program. Scoring will be based upon the applicant's ability to successfully act as the Grantee based upon its experience/expertise and history of administering and implementing similar incentive programs, car sharing or ridesharing programs, creating streamlined funding application, and working with community-based organizations, relevant local agencies, state agencies, local air districts, and building partnerships. In addition, applicants will also be evaluated on proposed staffing, infrastructure, funding, and other available resources to successfully implement this program.

Grant Application Characteristics	Points Earned
Applicant lacks necessary experience/expertise to complete the tasks required of the Grantee and/or lacks relevant experience handling similar programs, building partnerships, and creating streamlined application system. The applicant did not demonstrate sufficient staff, expertise, infrastructure and/or funding resources to effectively and successfully implement the Clean Mobility Voucher Pilot Program.	0 – 5 points
Applicant demonstrates some experience/expertise to complete the tasks required of the Grantee and/or has some relevant experience successfully running similar grant programs, car sharing or ridesharing programs, building partnerships, and creating streamlined application system. The applicant marginally demonstrated sufficient staff, expertise, infrastructure and/or funding resources to effectively and successfully implement the Clean Mobility Voucher Pilot Program.	6 – 16 points
Applicant demonstrates extensive and strong experience/expertise required to effectively and successfully complete the tasks of the Grantee. Applicant has significant experience successfully running similar grant programs, car sharing or ridesharing programs, creating streamlined application system for similar grant programs, and organizing, and building key partnerships. The applicant has clearly demonstrated sufficient staff, expertise, infrastructure and/or funding resources to effectively and successfully implement the Clean Mobility Voucher Pilot Program.	17 – 30 points

B. Proposed Estimated Budget (Appendix A, Attachment 3) – Maximum 25 points (including up to 5 bonus points)

Applicants must identify an estimated budget for completing the tasks of the Clean Mobility Voucher Pilot Program, consistent with the Sample Implementation Manual and Sample Grant Agreement, a Program Implementation Plan (included as part of the Application), and the requirements of this solicitation. The budget must list the estimated total for all program expenditures, total anticipated voucher processing fee (program implementation costs), which shall include costs to cover the implementation of FY 2017-18 and the closeout of 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 includes the implementation of the next fiscal year, the closeout of that fiscal year, the beginning of the following fiscal year, and the costs to transfer all program data and website(s) to the next administrator. To the extent possible, budget should be broken down into major tasks or phases of work.

The Proposed Estimated Budget should also account for any anticipated changes to labor or other rates over time. Definitions and allowable expenditures for costs associated with this grant are described under Available Funding (see Section III of this

solicitation). There is no minimum match funding required under this grant solicitation, however voluntary match funding (including cash match, in kind services, or leveraged funding) will be considered in application scoring. For a complete description of program voucher processing fee (program implementation costs), see Section H (2) of the Draft Sample Grant Agreement (Appendix C).

Grant Application Characteristics	Points Earned
Budget is unclear, inconsistent with the Sample Grant Agreement, a Program Implementation Plan, and the requirements of this solicitation, or are insufficient to successfully complete the program.	0 – 5 points
Budget is relatively clear, detailed and consistent with the Sample Grant Agreement, a Program Implementation Plan, and the requirements of this solicitation, and is acceptable to complete the program. Costs are represented relatively clear and reasonable in proportion to the proposed deliverables.	6 – 15 points
Budget is very clear, detailed, and consistent with the Sample Grant Agreement, a Program Implementation Plan, and the requirements of this solicitation, and is substantially adequate to complete the program. Costs are represented very clearly, and are justified appropriately in proportion to the proposed deliverables.	16 – 20 points
<i>Bonus points: Applicant commits to provide voluntary match funding and/or in-kind support to enable the program to be significantly more effective and efficient.</i>	1 – 5 points

C. Program Implementation Plan (Appendix A, Attachment 4) – Maximum 25 points

Applicants will be evaluated based on the completeness of their plan for implementing the Clean Mobility Voucher Pilot Program, and their ability to complete the work in a timely manner. The Program Implementation Plan must address how the applicant will implement all of the tasks under the Scope of Work (see Section VII of this solicitation). Although included in the plan, the outreach and education component will be scored in more details as outlined in Section XII (D) of this solicitation.

In CARB previous car sharing grant solicitation applications, the FY 2014-15 Targeted Car Sharing and Mobility Options in Disadvantaged Communities Pilot Project⁵ and FY 2016-17 Car Sharing and Mobility Options Pilot Project⁶, CARB identified that smaller entities and more remote communities found the grant application process, complex and cumbersome. The purpose of having the Statewide Administrator is to make the funding application process as simple and efficient as possible for smaller entities with more limited resources.

⁵ <https://www.arb.ca.gov/msprog/aqip/solicitations/msc1504appa.pdf>

⁶ https://www.arb.ca.gov/msprog/aqip/solicitations/040417_FY1617CarSharingPilotAppendixAApplication.pdf

Applicants must describe their process to develop the streamlined funding application system and provide possible recommendations for simplifying the process for those entities.

Grant Application Characteristics	Points Earned
Plan is unclear and/or does not provide the highest impact for the funding provided. There is no description of the process for streamlining the funding application for the smaller and more remote communities and entities.	0 – 5 points
Plan is complete, provides sound recommendations for effective and efficient program development, implementation and administration, and considers the budget. The plan includes relatively clear description of the process for streamlining the funding application for the smaller and more remote communities and entities.	6 – 15 points
Plan is sound and well organized, tailors recommendations creatively and appropriately to successfully implement the Clean Mobility Voucher Pilot Program, provides recommendations for effective and efficient program development, implementation and administration, recommends high-impact activities that maximizes the budget. The plan includes very clear and detailed description of the process for streamlining the funding application for the smaller and more remote communities and entities, and also contains example(s) of past experiences in successfully completing the similar task.	16 – 25 points

**D. Outreach and Education Strategy (Appendix A, Attachment 5)
– Maximum 25 points**

Applicants will be evaluated based on their ability to develop and implement an outreach and education plan 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 training on technical aspects of implementing Clean Mobility Options Projects. The outreach plan should promote adoption of advanced technology transportation and clean mobility options for residents in disadvantaged communities and provide public training and assistance, if necessary, to prospective groups interested in design and implement small-scale, car sharing and ridesharing projects.

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 efforts statewide. Applicants will be scored on their 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.

Grant Application Characteristics	Points Earned
<p>The applicant does not have a clear, creative, and complete outreach plan (as identified in the Program Implementation Plan). Applicant does not demonstrate understanding and experience for effective collaboration with community-based organizations, pertinent local and state agencies, local air districts, and other relevant parties. Applicant does not exhibit ability to maximize available funding to ensure key partnerships.</p>	<p>0 – 5 points</p>
<p>The applicant has a relatively clear, creative, and complete outreach and education plan (as identified in the Program Implementation Plan) that demonstrates an understanding of grant programs, and also Clean Mobility Options Project adoption for disadvantaged communities and the tools necessary to promote and further adoption goals. Applicant's plan marginally demonstrates adequate understanding and experience for effective collaboration with community-based organizations, pertinent local and state agencies, local air districts, and other relevant parties to provide outreach tools for exposure and adoption of clean mobility options. Applicant marginally exhibits the ability to maximize available funding to ensure a range of partnerships.</p>	<p>6 – 15 points</p>
<p>The applicant has a very clear, creative, and complete outreach and education plan (as identified in the Program Implementation Plan) that demonstrates an understanding of grant programs, and also Clean Mobility Options Project adoption for disadvantaged communities and the tools necessary to promote and further adoption goals. Applicant's plan demonstrates understanding and experience for effective collaboration with community-based organizations, pertinent local and state agencies, local air districts, and other relevant parties to provide outreach tools for exposure and adoption of clean mobility options. Applicant exhibits the ability to maximize available funding to ensure broad range of key partnerships.</p>	<p>16– 25 points</p>

XIII. ADMINISTRATION

A. Cost of Developing Grant Application

The applicant is responsible for the cost of developing a grant 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 grant application. CARB's waiver shall in no way modify the grant 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 grant applications and related material submitted in response to this solicitation become a part of the property of the State and public record.

E. Applicant's Admonishment

This solicitation contains the instructions governing the requirements for funding proposed programs submitted by interested applicants, including the format in which the information is to be submitted, the material to be included, the requirements that must be met to be eligible for consideration, and applicant responsibilities. Applicants must take the responsibility to carefully read the entire solicitation, ask appropriate questions in a timely manner, submit the grant application with all required responses in a complete manner 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. See the Appendix C, Draft Sample Grant Agreement.

CARB reserves the right to negotiate with applicants to modify the program 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 program. 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 payment by CARB after execution; no costs incurred prior to execution of the grant agreement are reimbursable using CARB funds.

H. No Modifications to the General Provisions

The general provisions are a required component of this grant and are not negotiable. Applicants should not apply if they cannot meet the terms of the general provisions. CARB reserves the right to reject a grant application or withdraw a proposed award if an applicant attempts to negotiate, or otherwise seeks modification of, the General Provisions (See Section O, Appendix C, Draft Sample Grant Agreement). This does not alter or limit CARB's ability to withdraw a proposed award for other reasons.

I. Payment of Prevailing Wages

All applicants must read and pay particular attention to Appendix C, Draft 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 complications.

J. Solicitation Cancellation and Amendments

CARB reserves the right to do any of the following:

- Cancel this solicitation.
- Revise the amount of funds available under this solicitation.
- Amend this solicitation as needed.
- Reject any or all grant applications received in response to this solicitation.

K. Insurance Requirements

The Grantee must comply with all requirements outlined in the (1) General Provisions section and (2) Insurance Requirements section. The Grantee must also assure the Clean Mobility Options Projects that have received vouchers from the Grantee fully complies with all insurance requirements that will be set forth in the Implementation

Manual before starting the project. No payments will be made under the grant until the Grantee fully complies with all insurance requirements outlined herein.

1. General Provisions:

- a. Coverage Term: Coverage needs to be in force for the complete term of the grant. If insurance expires during the term of the grant, a new certificate must be received by the State at least 30 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 Grantee agrees no work or services will be performed prior to obtaining such approval. In the event that 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 this grant upon the occurrence of such event, subject to the provisions of this grant.
- c. Premiums, Assessments and Deductibles: 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 this 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 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 Grantee's obligations under the grant.
- h. Satisfying an SIR: All insurance required by this contract must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion.

- i. Available Coverages/Limits: All coverage and limits available to the contractor shall also be available and applicable to the State.
- j. Use of Subcontractor: In the case of Grantee's utilization of Subcontractors to complete the grant scope of work, Grantee shall include all Subcontractors as insured's under Grantee's insurance or supply evidence of Subcontractor's insurance to The State equal to policies, coverages, and limits required of 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: 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 contractors, products, completed operations, personal & 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 insured, but only with respect to work performed under the grant.
- b. Automobile Liability: Grantee shall maintain business automobile liability insurance as broad as Form CA0001 for limits not less than \$1,000,000 combined single limit. Such insurance shall cover liability arising out of any and all motor vehicles owned, hired or non-owned. "Any Auto" symbol 1 is required.
- c. Workers Compensation and Employers Liability: 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. If applicable, contractor shall provide coverage for all its employees for any injuries or claims under the U.S. Longshoremen's and Harbor Workers' Compensation Act, the Jones Act or under laws, regulations, or statutes applicable to maritime employees. By signing this contract, Contractor acknowledges compliance with these regulations. A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.

- d. Technology Professional Liability / Errors and Omissions Insurance: Grantee shall maintain appropriate to the Grantee's profession and work hereunder, with limits not less than \$1,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Grantee in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.
- i. The Policy shall include, or be endorsed to include, *property damage liability coverage* for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the Agency in the care, custody, or control of the Grantee. If not covered under the Grantee's liability policy, such "property" coverage of the Agency may be endorsed onto the Grantee's Cyber Liability Policy as covered property as follows:
 - ii. *Cyber Liability coverage* in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the Agency that will be in the care, custody, or control of Grantee.
 - iii. Please provide the following If policies provide claims-made coverage:
 - a) The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
 - b) Insurance must be maintained and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work.*
 - c) If coverage is canceled or non-renewed, and not replaced *with another claims-made policy form with a Retroactive Date prior to the contract effective date*, the Contractor must purchase "extended reporting" coverage for a minimum of *five (5) years* after completion of work.
- e. Crime Insurance: Coverage shall provide limits of not less than \$XX (the estimated highest balance of CARB funds to be held by Grantee at any time during the program). 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.

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