

APPENDIX A

APPLICATION

**Off-Road Mobile Agricultural Equipment
Trade-Up Pilot Project in the San Joaquin Valley
(Trade-Up Pilot Project)**

FISCAL YEAR 2016-17

California Environmental Protection Agency

 **Air Resources Board**

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APPLICATION

Print clearly or type all information on this application.

1. Project:		
2. Company Name/Air District/Organization Name/Individual Name:		
3. Business Type:		
4. Contact Name and Title:		
5. Person with Contract Signing Authority (if different from above)/Air Pollution Control Officer (APCO):		
6. Mailing Address and Contact Information:		
Street:		
City:	State:	Zip Code:
Phone:	Fax:	
E-mail:		
<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:	Title:
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:	Title:
Signature of Third Party:	Date:
Amount Being Paid for Application Completion in Whole or Part:	Source of Funding to Third Party:

Attachment 1: APPLICANT QUALIFICATIONS

1. Qualifications Narrative: Provide an attachment describing your experience and expertise developing, implementing, or administering similar incentive projects. Scoring will be based upon the applicant's ability to successfully act as Grantee and its experience, expertise, and history of administering similar incentive projects and working with key project stakeholders (e.g., San Joaquin Valley agricultural sector, suppliers, manufacturers and service providers of mobile, agricultural equipment, and CARB and other public agencies). Identify the partnerships, required match funding (cash and in-kind), and other resources you have available to commit to this project. This narrative should not exceed two pages.
2. Staff Information: Provide information for each staff member to be involved in developing, administering, and implementing the Trade-Up Pilot Project. Identify staff proposed for senior oversight and administration, and staff for performing the day-to-day implementation. Attach resumes.

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

This table is a suggestion. If more room is needed, the information may be recreated by the applicant and attached.

3. Subcontractor Information: Applicants may partner with other entities. Responsibility for compliance with the grant terms and deliverables lies with the primary applicant. Provide the names and information for subcontractor(s) and partner(s). Attach resumes and letter(s) of commitment.

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

This table is a suggestion. If more room is needed, the information may be recreated by the applicant and attached.

Attachment 2: PROPOSED BUDGET

Describe the proposed budget for completing the tasks of the Trade-Up Pilot Project, consistent with the Sample Grant Agreement, your Project Narrative and Work Plan, and the requirements of the solicitation.

The proposed budget must include all estimated labor and material costs associated with managing the project, the total administrative funds requested, and a description of any applicable commitments for in-kind services and match funding. The Solicitation has a Grantee match funding requirement of at least 25 percent of the total proposed budget of the project, of which 10 percent must be cash committed by the applicant, and the remaining 15 percent may be in-kind services. Administrative costs may not exceed 10 percent of total project funding.

In-kind services refer to resources or services contributed by the Grantee to manage the project but not be charged to the Trade-Up Pilot Project. Please be as specific as possible when describing in-kind services (i.e., itemize staff time, infrastructure, or other costs that are being committed). In-kind services committed in this application must be documented by the Grantee in the Final Report (see Section F of the Sample Grant Agreement). In-kind services do not include services already committed to another project (such as a similar federally-funded project).

Cash match refers to funds contributed by the Grantee to the Trade-Up Pilot Project to fund the purchase or servicing of equipment, or other aspects of the project. Federal, State, local, or private funding may be leveraged as either cash match or in-kind services, but not both, and will only be considered in scoring this application if the funding results in direct benefits to the Trade-Up Pilot Project. The applicant must include a letter describing and authorizing any proposed match funding commitment as part of this application.

The proposed budget template provided may be modified, or applicants may provide their own in a different format. All proposed funding and expenses must be estimated and identified. Applicants may attach explanatory comments on budget details.

Attachment 2-1: Sample Proposed Budget

(Applicant may modify this sample budget to meet their specific needs. This page may also be edited, or deleted if not used)

<u>DIRECT LABOR</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>	<u>IN-KIND MATCH</u>
Program Manager	_____ @	_____	_____	
Staff Assistant	_____ @	_____	_____	
Technician	_____ @	_____	_____	
Clerical	_____ @	_____	_____	
			\$ _____	\$ _____
SUBCONTRACTOR(S) COST ITEMIZED			\$ _____	\$ _____
INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS)				
Overhead Rate		_____	_____	
Fringe Benefits		_____	_____	
			\$ _____	\$ _____
DIRECT COSTS (EXCEPT LABOR)				
Travel Costs			_____	
Equipment Incentives			_____	
Equipment Transport and Servicing			_____	
Other Direct Costs (Itemized)			_____	
Record Retention			_____	
Record Transfer to CARB			_____	
			\$ _____	
			Total	Total
TOTAL (BILLABLE TO CARB)			\$ _____	
APPLICANT IN-KIND MATCH			\$ _____	
APPLICANT CASH MATCH			\$ _____	
TOTAL PROGRAM BUDGET			\$ _____	

Attachment 3: PROJECT IMPLEMENTATION PLAN

Provide a Project Implementation Plan for completing tasks in the Scope of Work as described in the Grant Solicitation (Section VI) and Exhibit A of the Sample Grant Agreement. Be specific, and where appropriate, provide examples of past successfully completed similar tasks. The applicant's Project Implementation Plan must include at a minimum:

1. Clear and concise description of the applicant's approach to development, implementation and administration of the Trade-Up Pilot Project;
2. Description and logical sequencing of tasks required to meet the Scope of Work;
3. Project timelines and milestones from inception through project completion; and
4. Description of deliverables and other work products the applicant will provide to CARB at the conclusion of the project.

Attachment 4: APPLICANT RESOURCES TO IMPLEMENT THE PROJECT

Describe the staffing, infrastructure, match funding (cash and in-kind), and other available resources the applicant has available to successfully complete the project. Describe how these resources will be effectively and efficiently used during project development, implementation, and administration.

Attachment 5: CONFLICT OF INTEREST DECLARATION

All applicants must disclose any Conflict of Interest in fulfilling the duties of the Trade-Up Pilot Project Grantee. Summarize your organization's or any subcontractor's current, 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 Grantee. CARB may consider the nature and extent of any potential or apparent conflict of interest in evaluating, considering, or scoring the application and may disqualify the applicant at CARB's sole discretion.