

2017-18 GRANT SOLICITATION

ONE-STOP-SHOP PILOT PROJECT

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



California Air Resources Board
Volkswagen Settlement Funds

ONE-STOP-SHOP PILOT PROJECT

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ONE-STOP-SHOP PILOT PROJECT GRANT APPLICATION

Appendix A

**ONE-STOP-SHOP PILOT PROJECT DRAFT SAMPLE GRANT AGREEMENT FOR
FISCAL YEAR 2017-18**

Appendix B

I. SUMMARY

The California Air Resources Board (CARB or the Board) is soliciting a Grantee to implement and administer the One-Stop-Shop Pilot Project for Fiscal Year (FY) 2017-18. 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. The solicitation includes the option at CARB's discretion for new Grant Agreements for each of the following two fiscal years (FY 2018-19 and FY 2019-20).

The One Stop-Shop Pilot Project is a new project aimed at directly addressing a core recommendation from Senate Bill (SB) 350 Low-Income Barriers Study (SB 350 Guidance Document)¹ to increase awareness for low-income residents by expanding education and outreach on clean transportation and mobility options. The One-Stop-Shop Pilot is also intended to assist in reaching communities through the Board's Office of Community Air Protection. The broader vision of the One-Stop-Shop recommendation is to streamline access to clean energy, transportation, housing, and other related consumer-based incentives and augment existing outreach and education on clean transportation and mobility options for low-income consumers. However, this initial grant solicitation focuses on the development and maintenance of a single application for low-income consumers to apply and qualify for CARB's Low Carbon Transportation Equity Projects (e.g. Clean Vehicle Rebate Project, Enhanced Fleet Modernization Program Plus-Up, Financing Assistance for Lower-Income Consumers, and Clean Mobility Options for Disadvantaged Communities [to the extent feasible]). This solicitation also focuses on providing coordinated community-based outreach and education to maximize program participation and promoting advanced technology vehicle adoption in disadvantaged communities, low-income communities, and low-income households. In addition, the Grantee selected will be required to evaluate and integrate other housing and energy related consumer-based incentives as a part of the One-Stop-Shop's expansion, to the extent feasible.

This pilot project will be administered and implemented statewide through a partnership between CARB and a Grantee, selected via a competitive CARB Grant solicitation. Grant applications are due to CARB no later than **5:00 p.m. (PDT), May 24, 2018** (see Section VII, Grant Application Instructions).

II. BACKGROUND

SB 350 (De León, Chapter 547, Statutes of 2015), signed on October 7, 2015, directed CARB to conduct a study on the barriers for low-income Californians to access clean transportation options, including those in disadvantaged communities², as well as recommendations on how to increase access. The main barriers identified in the SB 350 Guidance Document include upfront affordability of zero emission and near zero emission technologies and supporting charging and fueling infrastructure; the need for

¹ <https://www.arb.ca.gov/msprog/transoptions/transoptions.htm>.

² <https://calepa.ca.gov/EnvJustice/GHGInvest/>.

permanent, long-term funding sources; awareness of clean transportation and mobility options and supporting infrastructure; and the dynamic, localized nature of transportation and mobility option needs of low-income residents.

During 2017, CARB entered into several consent decrees with Volkswagen to resolve claims against the company for equipping its diesel vehicles with illegal defeat devices. The second California partial consent decree for 3.0-liter Volkswagen engines included the following requirement:

“Volkswagen shall further contribute to the availability of Zero Emission Vehicles in California by making a payment of \$25,000,000 to ARB no later than July 1, 2017. Such payment shall be used, in the discretion of ARB, to support the ZEV-related aspects of the EFMP Plus Up program, or the ZEV-related aspects of similar vehicle replacement programs, in California in FY 2017-2018 or later years.”

Assembly Bill (AB) 97, Budget Act of 2017 (Ting, Chapter 14, Statutes of 2017), was signed on June 26, 2017 and appropriated \$25 million to CARB to implement this part of the settlement. The Legislature provided additional direction to CARB on how these funds should be spent, specifying that a portion of these funds shall be used to support the expansion of EFMP Plus-up statewide including the development of an application to improve program efficiency and verify participant eligibility. The Legislature also specified that a portion may be used to increase community outreach efforts.

III. AVAILABLE FUNDING

Per the direction provided in AB 97, CARB approved the FY 2017-18 Funding Plan for Clean Transportation Incentives³ in December 2017, providing up to \$5 million of the \$25 million in Volkswagen Settlement Funds for the One-Stop-Shop Pilot Project. There is no minimum match funding requirement, but voluntary match or in-kind funding will be considered in scoring the grant application. Funding from other public or private sources, excluding funding provided by CARB, may be combined with CARB funds and must be identified in a project budget. Funding is to be broken down as follows:

- A. Definitions and allowable expenditures for costs associated with the grant are defined below:
 - 1. Project implementation costs include personnel costs and fringe benefits, operating costs (i.e. rent, supplies, and equipment), indirect costs (e.g., general administrative services, office space, and telephone services), travel expenses and per diem rates set at the rate specified by California Department of Human Resources (CalHR)⁴, overhead, consultant fees (if pre-approved by CARB), and printing, records retention, and mailing.

³ The approved FY 2017-18 Funding Plan is available at:
<http://www.arb.ca.gov/msprog/aqip/fundplan/fundplan.htm>.

⁴ CARB will only reimburse travel expenses and per diem rates that are set by CalHR. The Grantee will be responsible for travel expenses and per diem rates that exceed CalHR rates.

Project implementation costs should be detailed such that they include all necessary staff and tasks to implement the project. This includes activities such as:

1. One-Stop-Shop application development, development and implementation of a consumer outreach and education strategy, research and data management, reporting, and other tasks defined in the Scope of Work (see Section VI of this solicitation).
2. Other project administration costs including, but not limited to, income verification, application processing, and other tasks defined in the Scope of Work (see Section VI of this solicitation).

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.

CARB may authorize advance payment to California Air Districts (District). No other entity will be authorized advanced payment of CARB grant funding. If an entity other than a District is awarded CARB grant funding, any reference to Advance Payment within the draft sample grant agreement (Appendix B) is not applicable.

In the event that additional funding is provided for the One-Stop-Shop Pilot Project, these funds will be administered under this solicitation.

IV. OPTION FOR NEW GRANT AGREEMENT FOR FY 2018-19 AND FY 2019-20

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.

V. ELIGIBILITY

This solicitation is open to federal, state or local government entities or agencies, and California nonprofit organizations with expertise in building key partnerships, coordinating outreach and education in disadvantaged and low-income communities, and general knowledge of CARB's Low Carbon Transportation Equity Projects. Specific minimum requirements for the Grantee are described in this solicitation and the Draft Sample Grant Agreement for FY 2017-18 (Appendix B).

Eligible applicants must meet all applicable requirements of State law, the FY 2017-18 Funding Plan for Clean Transportation Incentives, and this grant solicitation. To be considered for the grant award, applicants must fully complete the One-Stop-Shop Pilot Project Grant Application (Appendix A) and demonstrate that they meet the Required Elements (see Section IX of this solicitation). CARB may request clarification regarding application responses during the grant application review process.

VI. SCOPE OF WORK

The scope of work outlines the minimum duties and requirements for the One-Stop-Shop Pilot Project Grantee. Additional scope of work will depend on what is proposed in the application. The Grantee's responsibilities outlined below include three main components to ensure the efficient and proper administration of this pilot – application development, outreach and education strategy, and project administration. The Grantee is responsible for on the ground project implementation including, but not limited to, the tasks outlined in this section.

One-Stop-Shop Application Development

For the purposes of this solicitation, the One-Stop-Shop application is intended to increase access for low-income consumers to apply and qualify for CARB's Low Carbon Transportation Equity Projects. Requirements for the One-Stop-Shop application development are defined below:

- A. Develop a comprehensive, user-friendly, multi-lingual, single application for low-income consumers to apply and qualify for CARB's Low Carbon Transportation Equity Projects. The One-Stop-Shop application must be developed in consultation with CARB, CARB's Low Carbon Transportation Equity Project administrators (CARB's project administrators), relevant local agencies, state agencies, local air districts, community-based organizations (including issue- and faith-based organizations), and other interested parties. The development process shall include, but is not limited to, the following:
 - 1. In consultation with CARB's project administrators, assess existing CARB Low Carbon Transportation Equity Projects to identify overlaps and differences in the program requirements, provide recommendations on how to align these requirements, and to help inform application content and requirements.
 - 2. Organize and conduct regular focus group meetings with CARB's project administrators, relevant local agencies, state agencies, local air districts, community-based organizations, and other interested parties to identify low-income consumer needs to further inform the development of the One-Stop-Shop application. Low-income consumer assessment shall also

reflect needs and recommendations identified in the SB 350 Guidance Document.

3. Coordinate with CARB and CARB project administrators to ensure that the most current eligibility information for CARB's Low Carbon Transportation Equity Projects is being used.
- B. In consultation with CARB and CARB's project administrators, assess existing websites, tools, programs, disadvantaged community, low-income community, low-income household needs, and other recommendations identified in the SB 350 Guidance Document to develop application characteristics (e.g. electronic/web-based, mobile-friendly, paper, etc.) and platform (e.g. website[s], mobile application, community centers, etc.) recommendations for conveying incentive opportunities.
- C. In consultation with CARB, CARB's project administrators, relevant local agencies, state agencies, local air districts, community-based organizations, and other interested parties, identify other related consumer-based incentive programs (e.g. clean energy, transportation, and housing incentives) and develop a plan to include those programs into the One-Stop-Shop Pilot Project.
- D. Any platform utilizing the One-Stop-Shop application must meet the following minimum requirements:
1. Ensure all application data is collected by a standardized database schema.
 2. Meet and adhere to all confidentiality and data security provisions listed in Section N of the Draft Sample Grant Agreement (Appendix B).
 3. Acknowledge the California Climate Investments (CCI) program and CARB as a funding source for CARB's Low Carbon Transportation Equity Projects (see Section B, Appendix B, Draft Sample Grant Agreement).
 4. Acknowledge CARB as a funding source for the One-Stop-Shop Pilot Project (see Section B, Appendix B, Draft Sample Grant Agreement).
 5. Provide additional information as determined by CARB.

Outreach and Education Strategy

The outreach and education element of this solicitation is intended to provide coordinated community-based outreach and education to maximize program participation by promoting the One-Stop-Shop application, providing application support to low-income consumers, and promoting advanced technology vehicle adoption and available incentives in disadvantaged communities, low-income communities, and low-

income households. Requirements for the outreach and education strategy are defined below.

- E. Coordinate, organize, and conduct on the ground consumer outreach and education including, but not limited to, the following:
1. The Grantee shall clearly identify a comprehensive consumer awareness and education strategy to organize and build partnerships to coordinate and complement existing community-based outreach efforts for CARB's Low Carbon Transportation Equity Projects. The Grantee's strategy must contain, at a minimum:
 - a. A plan to engage CARB's project administrators to coordinate the development of the One-Stop-Shop application.
 - b. A strategy to engage, build partnerships, and support CARB's project administrators, community-based organizations and other groups that are:
 - i. Representative of disadvantaged and low-income communities, and
 - ii. Connected to a network of similar organizations and culturally relevant institutions and community service providers. Such groups and programs include, but are not limited to, VELOZ, California Fuel Cell Partnership, Plug-In America, Electrify America, Energy Upgrade California, regional or centralized community based-organizations, other related State agencies, local air districts, utility groups, community colleges, community centers, community events, smog check stations, and labor unions with low-wage members.
 - c. In consultation with CARB, CARB's project administrators, relevant local agencies, state agencies, community-based organizations, and other interested parties, develop a strategy that balances statewide outreach and education efforts while prioritizing localized (e.g. urban, rural, tribal regions, and community-based) outreach and education.
 - d. A plan to engage low-income and disadvantaged communities, low-income communities, and low-income households through activities relevant to the community being served, and through the use of language-specific and culturally appropriate outreach and education materials. Plan must support and reflect CARB's outreach plan activities and expanded community needs

assessments as well as other recommendations identified in the SB 350 Guidance Document.

- e. Where appropriate and in consultation with CARB's project administrators, include a strategy to provide support to auto dealerships and vehicle manufacturers for reaching sales staff and providing information on available incentives to low-income consumers.
 - f. Determine the types of outreach needed in consultation with CARB's project administrators (e.g., printed materials, web-based, and social media).
 - g. If applicable, prepare outreach and educational materials in consultation with CARB, CARB's project administrators, relevant local agencies, state agencies, local air districts, community-based organizations, and other interested parties to promote advanced technology vehicles and the One-Stop-Shop application. Outreach and education materials must also meet the following requirements:
 - i. Acknowledge the CCI program and CARB as a funding source for CARB's Low Carbon Transportation Equity Projects (see Section B, Appendix B, Draft Sample Grant Agreement).
 - ii. Acknowledge CARB as a funding source for the One-Stop-Shop Pilot Project (see Section B, Appendix B, Draft Sample Grant Agreement).
 - h. Provide an approximation of the number of community events and the geographic locations that will be attended to promote advanced technology vehicles and the One-Stop-Shop application (including demonstrations of the application), as well as provide support for existing CARB Low Carbon Transportation Equity Project outreach efforts. Outreach events should be planned in coordination with CARB and CARB's project administrators.
2. Execute Memorandums of Understanding or other agreements utilizing One-Stop-Shop Pilot Project grant funds with regional or centralized community-based organizations to support local organizations that conduct on-the-ground outreach and education activities.

Project Administration

To ensure efficient and proper administration of this pilot project, the Grantee must also meet specific implementation requirements outline below:

- F. The Grantee is responsible for collecting One-Stop-Shop applications and verifying income eligibility requirements. In conjunction with CARB's project administrators, the Grantee must develop and implement a policies and procedures document and flow chart that describes the Grantee's administrative action for reviewing applications for income eligibility and addressing fraudulent activity. Examples include details on acceptable supporting documentation and practice for correcting erroneous data entry errors.
- G. Verify income of up to 100 percent of One-Stop-Shop applications received per month. This sliding scale will be at CARB's sole discretion considering periodic operational updates received from the Grantee. Verification may be conducted randomly and systematically to ensure compliance with all applicable project requirements.
- H. Transmit reportable (e.g. application programming interface [API], comma separated values [CSV], etc.), income verified One-Stop-Shop applications to the appropriate CARB project administrator for final possession including, but not limited to, final approval and incentive distribution.
- I. Develop a systematic process and schedule to back-up One-Stop-Shop application data each day at a minimum.
- J. Throughout the grant term and in consultation with CARB and CARB's project administrators, develop, finalize, and update a cohesive set of terms and conditions for the One-Stop-Shop application.
- K. Develop and maintain accounting procedures to track expenditures by grant award and if applicable, all One-Stop-Shop Pilot Project funding sources (e.g. Volkswagen Settlement Funding, Air Quality Improvement Fund, Greenhouse Gas Emission Reduction Fund, etc.).
- L. In conjunction with CARB and CARB's project administrators, assess lessons learned as well as disadvantaged community, low-income community, and low-income households needs to evaluate the ability to implement project improvements and expand the One-Stop-Shop Pilot Project to include other related consumer-based incentive programs (e.g. clean energy, transportation, and housing incentives).
- M. Upon request by CARB, provide data updates such as real-time statistics, including One-Stop-Shop applications processed by the Grantee and other statistics as defined by CARB.
- N. Work with CARB's project administrators to provide periodic data summaries to the public in response to data requests (upon CARB approval).

- O. Participate in CARB-approved events (e.g. CARB Board hearings, press events, conferences, forums, symposiums, etc.) to represent the One-Stop-Shop Pilot Project.
- P. Establish and maintain application records (see Section K, Appendix B, Draft Sample Grant Agreement) including, but not limited to, the following:
 - 1. Maintain copies of all One-Stop-Shop applications that passed and failed income eligibility verification.
 - 2. If applicable, maintain copies of all correspondence with applicants that did not pass income eligibility verification, beginning with the cancellation notice sent to the applicant.
 - 3. Store all records in a safe and secure storage facility that maintains confidentiality and provides fire and natural disaster protection. 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 project 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.
 - 4. Provide CARB with all project records including but not limited to copies of applications (if applicable) upon request.
- Q. Provide Status Reports to CARB detailing applications submitted (see Section J[1], Appendix B, Draft Sample Grant Agreement).
- R. Provide CARB with a One-Stop-Shop Pilot Project Final Report that summarizes and evaluates total fund expenditures (including match and in-kind funds), applications processed, outreach efforts, implementation challenges, lessons learned, and recommended potential program improvements (see Section J[2], Appendix B, Draft Sample Grant Agreement).
- S. Develop a project transfer plan to a new grantee in a manner directed by CARB that includes the following tasks:
 - 1. Process and verify income eligibility for all of FY 2017-18 and up to three months of FY 2018-19 after FY 2017-18 project closeout.
 - 2. Complete all tasks associated with the FY 2017-18 One-Stop-Shop Pilot Project closeout (see Section J[2], Appendix B, Draft Sample Grant Agreement).
 - 3. If applicable, transfer One-Stop-Shop Pilot Project data and One-Stop-

Shop application to a new Grantee/administrator selected by CARB according to the agreed upon transfer plan (see Section M, Appendix B, Draft Sample Grantee Agreement).

- T. Upon request, provide CARB with all webpage(s), software, or other intellectual property developed or purchased by the Grantee for the purposes of administering or implementing the One-Stop-Shop Pilot Project (see Section M, Appendix B, Draft Sample Grantee Agreement).
- U. Meet applicable requirements of statutes, applicable State law, the FY 2017-18 Funding Plan, the FY 2017-18 One-Stop-Shop Grant Solicitation, the One-Stop-Shop Grant Agreement with CARB, and the One-Stop-Shop Pilot Project Terms and Conditions.
- V. All information, data, and webpages received or generated under this solicitation and subsequent grant agreement is the property of CARB. No information or data received or generated under this solicitation or subsequent grant agreement shall be released without CARB's approval. See the Draft Sample Grant Agreement (Appendix B) for a more complete description of the duties and responsibilities of the Grantee and CARB.

VII. GRANT APPLICATION INSTRUCTIONS

This grant application packet contains the forms and information necessary for submittal of a complete application. CARB will select a Grantee based upon the scoring criteria identified in this solicitation. **All information and data submitted as a response to this solicitation are the property of CARB and will become a public record once a Grantee(s) is selected. Do not include any personally identifiable information such as project staff home addresses, personal phone numbers, or personal email addresses.**

If you need this document in an alternate format or language, please contact Ms. Graciela Garcia at (916) 323-2781 or Graciela.Garcia@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 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 May 24, 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:

Graciela Garcia
 California Air Resources Board
 Mobile Source Control Division
 1001 I Street, Post Office Box 2815
 Sacramento, California 95812

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

Graciela Garcia
 California Air Resources Board
 Mobile Source Control Division
 1001 I Street
 Sacramento, California 95814

Please send an email to Ms. Graciela Garcia at Graciela.Garcia@arb.ca.gov, indicating that you have submitted a grant application once the application has been mailed. Sending this email secures one of the five points provided for Grant Application Completeness as outlined in Section X(E) of this solicitation and lets 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 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 IX of this solicitation. CARB in its sole discretion may reject any incomplete grant applications.

*Solicitation Timeline**

| <u>Key Actions</u> | <u>Dates</u> | <u>Time (PDT)</u> |
|--|------------------------------------|--------------------------------|
| Public Release of Grant Solicitation | April 9, 2018 | N/A |
| Preliminary Grant Applicant Teleconference Question Deadline | April 18, 2018 | No later than 5:00 p.m. |
| Preliminary Grant Applicant Teleconference | April 19, 2018 | 10:00 a.m. to 12:00 p.m. |
| Final Grant Applicant Question Teleconference Deadline | May 1, 2018 | No later than 5:00 p.m. |
| Final Grant Applicant Teleconference | May 2, 2018 | 10:00 a.m. to 12:00 p.m. |
| Grant Application Deadline | May 24, 2018 | No later than 5:00 p.m. |
| Review/Rating of Grant Applications | May 25, 2018 – June 7, 2018 | N/A |
| Grantee Selected | June 7, 2018 | N/A |
| Return Signed Grant to CARB | Within 10 calendar days of receipt | |

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

VIII. 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: April 19, 2018
*Time: 10:00 a.m. – 12:00 p.m. (PDT)
*Call-In Number: 888-233-8518
*Verbal Passcode: ONE STOP

Final Grant Applicant Teleconference

Date: May 2, 2018
*Time: 10:00 a.m. – 12:00 p.m. (PDT)
*Call-In Number: 888-233-8518
*Verbal Passcode: ONE STOP

* 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 <http://www.arb.ca.gov/msprog/aqip/meetings.htm>. Potential applicants are encouraged to confirm the call-in number and passcode by visiting the listed website prior to each teleconference. Please note the length of applicant teleconferences may vary.

The Grant Applicant Teleconferences will be open to all interested entities. The intent of a Grant Applicant Teleconference is to provide potential project 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 Teleconference will be given priority. Questions must be emailed to Ms. Graciela Garcia at Graciela.Garcia@arb.ca.gov and must be submitted by 5 p.m. (PDT) one day prior to the Grant Applicant Teleconference. The questions and answers from both 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>, no later than **5:00 p.m. (PDT) on May 11, 2018**; this date may be extended at CARB's sole discretion.

IX. REQUIRED ELEMENTS

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

Appendix A: One-Stop-Shop Pilot Project Grant Application

Attachment 1: Applicant Qualifications and Resources to Implement the Project

Attachment 2: Project Budget

Attachment 3: Project Implementation Plan

Attachment 4: Consumer Awareness and Education Strategy

Attachment 5: Conflict of Interest Declaration

Attachment 6: Confidentiality Statement

Attachment 7: Confidentiality Agreement

Attachment 8: STD. 204 Payee Data Record

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

X. EVALUATION AND SCORING

CARB will evaluate each grant application based on the criteria described below. The maximum score is 100 points. 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 B, Draft Sample Grant Agreement). CARB reserves the right, in its sole discretion, to cancel this solicitation and re-solicit for a One-Stop-Shop Pilot Project 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 Project (Appendix A, Attachment 1) – Maximum 25 points

Scoring will be based upon the applicant's ability to successfully act as the Grantee based upon its experience/expertise and history of implementing similar incentive projects, application development, organizing and building partnerships, working with community-based organizations, relevant local agencies, state agencies, local air districts, and other interested parties. In addition, applicants will also be evaluated on proposed staffing, infrastructure, funding, and other available resources to successfully implement this project.

| Grant Application Characteristics | Points Earned |
|--|-----------------------|
| Applicant lacks experience/expertise applicable to the project requested and/or lacks relevant experience handling similar projects and building partnerships. The applicant did not demonstrate sufficient staff, expertise, infrastructure and/or funding resources to effectively and successfully implement the One-Stop-Shop Pilot Project. | 0 – 8 points |
| Applicant demonstrates some experience/expertise to complete the tasks required of the Grantee and/or has some relevant experience successfully running similar projects and building partnerships. The applicant marginally demonstrated sufficient staff, expertise, infrastructure and/or funding resources to effectively and successfully implement the One-Stop-Shop Pilot Project. | 9 – 17 points |
| Applicant demonstrates extensive and strong experience/expertise required to effectively and successfully complete the tasks of the Grantee and significant relevant experience successfully running similar projects, organizing, and building key partnerships. The applicant has clearly demonstrated sufficient staff, expertise, infrastructure and/or funding resources to effectively and successfully implement the One-Stop-Shop Pilot Project. | 18 – 25 points |

B. Project Budget (Appendix A, Attachment 2) – Maximum 20 points

Applicants must identify a budget for completing the tasks of the One-Stop-Shop Pilot Project, consistent with the Draft Sample Grant Agreement (Appendix B), Project Implementation Plan (Appendix A, Attachment 3), and the requirements of this solicitation. The budget must list the proposed totals for project implementation costs (including a sub-total for administrative costs) and account for any anticipated changes to labor or other rates over time. Project implementation costs include:

1. Personnel costs and fringe benefits, operating costs (i.e. rent, supplies, and equipment), indirect costs (e.g., general administrative services, office space, and telephone services), travel expenses and per diem rates set at the rate specified by California Department of Human Resources (CalHR), overhead, consultant fees (if pre-approved by CARB), and printing, records retention, and mailing.

Project implementation costs should be detailed such that they include all necessary staff and tasks to implement the project. This includes activities such as:

1. One-Stop-Shop application development, development and implementation of a consumer outreach and education strategy, research and data management, reporting, and other tasks defined in the Scope of Work (see Section VI of this solicitation).

2. Other project administration costs including, but not limited to, income verification, application processing, and other tasks defined in Scope of Work (see Section VI of this solicitation).

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:

1. Implementation of the next fiscal year, the closeout of that fiscal year, and the beginning of the following fiscal year, consistent with any changes anticipated in the initial proposed budget.
2. Costs to transfer all project data, application, and platform(s) to the next administrator and CARB.

The budget should also include a description of any applicable commitments for in-kind services and match funding. In no event shall administrative costs, which are included within the project implementation costs, exceed **five percent** of the total grant amount. Any grant applications with administrative costs exceeding five percent will be automatically disqualified. For a complete description of project implementation costs, see Section H(2) of the Draft Sample Grant Agreement (Appendix B).

In-kind services refer to goods or services contributed by the Grantee, but not charged to the One-Shop-Shop Pilot Project, which helps to more effectively and efficiently meet the goals of the pilot project. Match funding refers to funds contributed by the Grantee to the One-Shop-Shop Pilot Project. An applicant may propose that match funding be used to fund outreach activities as part of the One-Stop-Shop Pilot Project in a specific California region (such as an air district). Match funding does not include in-kind match (i.e., funding for other incentive projects, even if for similar vehicles or technologies) (see Appendix A, Attachment 2-1, Sample Budget).

| Grant Application Characteristics | Points Earned |
|--|-----------------------|
| Budget is unclear, inconsistent with the applicant's Project Implementation Plan, requirements of this solicitation, or are insufficient to successfully complete the project. No or limited match funding, or no or limited in-kind support is committed. | 0 – 5 points |
| Budget is moderately clear and relatively consistent with the applicant's Project Implementation Plan, requirements of this solicitation, and is almost adequate to complete the project. Costs are marginally represented. The applicant's commitment for in-kind support will enable the program to be marginally more effective and efficient. | 6 – 10 points |
| Budget is clear, detailed, and consistent with the applicant's Project Implementation Plan, requirements of this solicitation, and is adequate to complete the project. Costs are represented clearly. The applicant's commitment for in-kind support will enable the program to be more effective and efficient. | 11 – 15 points |
| Budget is very clear, detailed, and consistent with the applicant's Project Implementation Plan, the requirements of this solicitation, and is more than adequate to complete the project. Costs are represented very clearly, and are appropriate for the level and quality of work to be performed. Applicant commits to provide match funding and in-kind support to enable the program to be significantly more effective and efficient. | 16 – 20 points |

C. Project Implementation Plan (Appendix A, Attachment 3) – Maximum 25 points

Applicants will be evaluated based on the completeness of their plan for implementing the One-Stop-Shop Pilot Project, and their ability to complete the work in a timely manner. The Project Implementation Plan must address how the applicant will implement all of the tasks under the Scope of Work (see Section VI of this solicitation). The Project Implementation Plan must also demonstrate how they will develop the One-Stop-Shop application characteristics and provide platform recommendations for application. The plan must demonstrate how the applicant will organize and coordinate with CARB's project administrators, relevant local agencies, state agencies, local air districts, community-based organizations, and other relevant parties. In addition, the plan must include a timeline for project completion. Although included in the plan, the outreach component will be scored in more detail as outlined in Section X(D) of this solicitation.

| Grant Application Characteristics | Points Earned |
|---|-----------------------|
| Plan is unclear and/or does not provide the highest impact for the funding provided. | 0 – 8 points |
| Plan is complete, provides sound recommendations for effective and efficient project development, implementation and administration, and considers the budget. | 9 – 17 points |
| Plan is sound and well organized, tailors recommendations creatively and appropriately to successfully implement the One-Stop-Shop Pilot Project, provides recommendations for effective and efficient project development, implementation and administration, recommends high-impact activities that maximizes the budget. | 18 – 25 points |

**D. Consumer Awareness and Education Strategy (Appendix A, Attachment 4)
– Maximum 25 points**

Applicants will be evaluated based on their ability to develop and implement a consumer awareness and education strategy that provides coordinated community-based outreach and education to maximize program participation. Applicants must demonstrate their understanding of disadvantaged community, low-income community, and low-income household needs throughout the state, advanced technology vehicles, and available Low Carbon Transportation Equity Project incentives. Applicants must also demonstrate their ability to promote advanced technology vehicle adoption in low-income households and communities, the One-Stop-Shop application and platform recommendations, and provide application support for low-income consumers.

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 incentive programs. 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 demonstrate a clear understanding of disadvantaged community, low-income community, and low-income household needs, barriers to low-income access to clean transportation (as identified in the SB 350 Guidance Document) advanced technology vehicles, or available incentives. Applicant does not adequately demonstrate the ability to promote advanced technology vehicle adoption in disadvantaged communities, low-income communities, and low-income households. Applicant does not adequately demonstrate the ability to promote the One-Stop-Shop application and platform recommendations, or provide application support for low-income consumers. Applicant does not demonstrate adequate experience for effective collaboration with CARB’s project administrators, relevant local agencies, state agencies, local air districts, community-based organizations, and other relevant parties. Applicant does not exhibit ability to maximize available funding to ensure key partnerships.</p> | <p>0 – 8 points</p> |
| <p>The applicant demonstrates a relatively clear understanding of disadvantaged community, low-income community, and low-income household needs, barriers to low-income access to clean transportation (as identified in the SB 350 Guidance Document), advanced technology vehicles, or available incentives. Applicant marginally demonstrates the ability to promote advanced technology vehicle adoption in disadvantaged communities, low-income communities, and low-income households. Applicant marginally demonstrates the ability to promote the One-Stop-Shop application and platform recommendations, or provide application support for low-income consumers. Applicant vaguely demonstrates adequate experience for effective collaboration with CARB’s project administrators, relevant local agencies, state agencies, local air districts, community-based organizations, and other relevant parties. Applicant somewhat exhibits the ability to maximize available funding to ensure key partnerships.</p> | <p>9 – 17 points</p> |
| <p>The applicant creatively demonstrates a clear understanding of disadvantaged community, low-income community, and low-income household needs (as identified in the SB 350 Guidance Document), advanced technology vehicles, or available incentives. Applicant demonstrates the ability to effectively promote advanced technology vehicle adoption in disadvantaged communities, low-income communities, and low-income households. Applicant clearly demonstrates the ability to promote the One-Stop-Shop application and platform recommendations, and provide application support for low-income consumers. Applicant demonstrates robust experience for effective collaboration with CARB’s project administrators, relevant local agencies, state agencies, local air districts, community-based organizations, and other relevant parties. Applicant exhibits strong ability to maximize available funding to ensure key partnerships.</p> | <p>18 – 25 points</p> |

E. Grant Application Completeness – Maximum 5 points

| Grant Application Characteristics | Points Earned |
|---|----------------------|
| The application is clear, concise, and includes all of the required information and elements. | 0 – 5 points |

XI. 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 projects 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 B, Draft Sample Grant Agreement.

CARB reserves the right to negotiate with applicants to modify the project 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 project. 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 reimbursement by CARB after execution; no costs incurred prior to execution of the 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 B, Draft Sample 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 B, Draft Sample Grant Agreement Section O(18) 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.