

APPENDIX A

Application

Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)



AQIP/LCTI APPLICATION

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Please complete all of the information requested in this application.

Project:	
Company Name/Air District/Organization Name/Individual Name:	
Business Type:	
Contact Name and Title:	
Person with Contract Signing Authority/Air Pollution Control Officer (APCO):	
Mailing Address:	
City:	State:
Zip Code:	Telephone Number:
Email Address:	Fax Number:
<input type="checkbox"/> I have read and understood the terms and conditions of the Sample Grant Agreement.	

CERTIFICATION

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:	Source of Funding to Third Party:

INSTRUCTIONS

Return the completed form MSCD/ISB-097, AQIP/LCTI Application, according to the instructions outlined in the solicitation.

Attachment 1: APPLICANT QUALIFICATIONS

1. Qualifications Narrative (No more than two pages) Provide an attachment describing your experience and expertise in the following categories and describe how it will enable you to efficiently and effectively implement the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP). Include a copy of any applicable required licenses or verification documentation (for example, for a non-profit organization, copy your organization's Internal Revenue Service determination letter).
 - a. Development of similar incentive projects (such as developing tools, processes, materials, etc.).
 - b. Day-to-day implementation of similar incentive projects.
 - c. Performance of administrative tasks necessary to successfully run and oversee similar incentive projects.
 - d. Coordination with equipment purchasers and lessees, equipment manufacturers, vendors, and other stakeholders (such as outreach efforts, working with the aforementioned stakeholders, etc.).

APPLICANT INFORMATION

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STAFF INFORMATION

In the space below, provide information for each staff member to be involved in developing, implementing, or administering the project/program. Clearly identify staff proposed for day-to-day project implementation. Attach resumes (personally identifiable information must not be included or must be blacked out). If a position will be filled only upon execution of the grant agreement, use "To Be Determined" as the name, and include the hourly rate and expected duties. If more space is needed, this page may be copied or recreated.

Name:	Hourly Rate:
Telephone Number:	Email Address:
Title:	
Expected Duties:	

Name:	Hourly Rate:
Telephone Number:	Email Address:
Title:	
Expected Duties:	

Name:	Hourly Rate:
Telephone Number:	Email Address:
Title:	
Expected Duties:	

APPLICANT INFORMATION

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SUBCONTRACTOR INFORMATION

Applicants may partner or subcontract with other entities. However, responsibility for deliverables and project performance lies with the primary applicant. Subcontractors must also meet the grant agreement requirements that apply to the work they perform for their portion of the project. In the space below, provide the names and information for any and all subcontractors and partners. If more space is needed, this section may be copied or recreated. Attach qualification narratives, resumes, and letters of commitment. Each letter of commitment must describe the nature of the participant's contribution.

Name:	Hourly Rate:
Telephone Number:	Email Address:
Company Name:	Title:
Expected Duties:	

Name:	Hourly Rate:
Telephone Number:	Email Address:
Company Name:	Title:
Expected Duties:	

Name:	Hourly Rate:
Telephone Number:	Email Address:
Company Name:	Title:
Expected Duties:	

Attachment 2: PROPOSED BUDGET

Please provide your proposed budget for completing the tasks of the HVIP Grantee, consistent with the Implementation Manual¹ for Fiscal Year 2019-20 HVIP, HVIP Sample Grant Agreement (Sample Grant Agreement), your Project Implementation Plan (described in your application), and the requirements of the HVIP Solicitation. Your budget must include all estimated labor and material costs associated with implementing the project; the total voucher processing fee requested; operating expenses, including rent and supplies, equipment costs, overhead, and record retention; and a description of any applicable commitments for in-kind services and match funding. The total voucher processing fee CARB will reimburse to the Grantee must not exceed 7 percent of total project funding.

In-kind contributions refer to resources or services contributed by the Grantee to manage the project but not charged to HVIP. Please be as specific as possible when describing in-kind contributions (i.e. itemize staff time, infrastructure, or other costs that are being committed). In-kind contributions provided in the form of outreach efforts must be appropriate for a *statewide* voucher. In-kind contributions committed in this application must be documented by the Grantee in the HVIP Final Report (See Appendix B: Sample Grant Agreement, Section K[2]). In-kind contributions do not include services already committed to another project (such as a similar federally-funded project).

Match funding refers to funds contributed by the Grantee to HVIP to fund additional eligible vehicles or equipment. Match funding does not include funding provided by the applicant for other similar incentive projects or programs. An applicant may propose that match funding be used to fund only eligible vehicles in a specific region (such as a county or air district). The applicant must include a letter describing and authorizing any proposed match funding commitment as part of this application. External projects or project elements, such as federally funded project, proposed as match must be central to the applicant proposal and be included in the proposed project budget. See Appendix B: Sample Grant Agreement, Section H(10) for a more detailed description of Match Funding.

Applicants may use the Sample Proposed Budget to summarize their proposed budget.

¹ The current Implementation Manual and previous versions are available for review at <https://www.californiahvip.org/resources/#implementation-manuals>. A new implementation manual will be developed in coordination with the selected Grantee and will reflect any policy changes enacted at the October 24, 2019, Board Meeting.

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)

			Grant	Match Funding		
	Hourly rate	Hours	CARB	Cash	In-Kind	Total
Direct Costs						
Program Manager			\$			
Project Manager						
Technician				\$	\$	
Accountant				\$	\$	
Clerical				\$	\$	
Direct Labor Subtotal			\$	\$	\$	\$
Indirect Costs						
Overhead Rate	N/A					
Fringe Benefits	N/A					
Indirect Costs Total	N/A					
Indirect Costs Subtotal						
Direct Costs (Except Labor)						
Travel Costs						
Equipment and Supplies (Itemized)						
Other Direct Costs (Itemized)						
Direct Costs Subtotal						
Total						
				% of total		
Total Grant Request to CARB			\$			
Administration Portion of Request			\$			
Cash Match			\$			
In-Kind Match			\$			

Attachment 3: PROJECT IMPLEMENTATION PLAN

Please provide your Project Implementation Plan for completing key tasks required of the HVIP Grantee as outlined in Appendix B: Sample Grant Agreement. The Project Implementation Plan should be no longer than sixteen pages and contain a clear and concise description of how key tasks will be completed. Where applicable, provide examples of success in completing similar tasks. The Project Implementation Plan should address all tasks described under the Scope of Work (see Solicitation, Section VII) and any other tasks required to successfully implement HVIP. The Project Implementation Plan should also include, but is not limited to, the following:

a. Project Executive Summary for Public Posting

The Project Executive Summary must contain a summary of the proposed project and a narrative that presents a clear and concise description of project implementation, including a discussion of how tasks will be completed and project flow.

The Project Executive Summary is a self-contained document that identifies the name of the applicant, the project title, the scope and objectives of the project, a description of the project, including methods to be employed, potential benefits and outcomes, major participants, and requested program implementation funding amount. It should not include information that is not addressed in the rest of the proposal. This document must not include any proprietary or sensitive business information as it may be made available to the public. The project summary must not exceed one page when printed using standard 8.5" by 11" paper with a minimum of 1" margins (top, bottom, left, and right) with font not smaller than 11 point.

The Project Executive Summary will be publically posted on CARB's website at least ten days before CARB preliminarily selects applicants as Grantees. Please note that CARB may, at its sole discretion, modify the Project Executive Summary for Public Posting to more accurately present the required project information as it is presented in the actual project application.

b. Project Implementation Plan. Provide a plan for implementation of the project, detailing how you will accomplish all tasks within the scope of work (see Solicitation, Section VII). The Project Implementation Plan shall include:

1. Flow charts of administering processes;
2. Discussion on how you will complete the work in a timely manner and expend the grant funds by the end of the grant term of March 30, 2024;

3. Description of the long-term vision or goals to sustain the program in the future;
4. A public outreach plan identifying how the applicant will promote the use of eligible vehicle technology across the state and within disadvantaged communities.
5. Description of the proposed content and format of your quarterly reports and a final report;
6. Description of accounting procedures for tracking expenditures;
7. A Plan for records retention; and
8. A project transfer plan.

Attachment 4: APPLICANT RESOURCES TO IMPLEMENT THE PROJECT

In no more than one page, please identify the staff, infrastructure, funding or other resources you have available and will utilize to effectively and efficiently implement HVIP.

Personnel costs, fringe benefit costs, operating expenses including rent and supplies, equipment costs, overhead, records retention, or other costs needed to implement the project should be detailed as part of your Proposed Budget. (See Attachment 2.)

Attachment 5: CONFLICT OF INTEREST DECLARATION

All applicants must disclose any Conflict of Interest that could perceivably impact their ability to fulfill the duties of the HVIP Grantee. Summarize your organization's or any subcontractor's (as identified in Attachment 1 of this application) current, ongoing, or pending direct or indirect interests, which pose an actual, apparent, or potential conflict of interest with your ability to fulfill the duties of the HVIP Grantee. These may include but are not limited to financial arrangements with or interest in zero-emission and plug-in hybrid vehicle manufacturers, dealers, fleets, or related organizations. 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.

Attachment 6: STD. 204 PAYEE DATA RECORD

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

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