

# 2018-2019 GRANT SOLICITATION

## Clean Mobility in Schools Pilot Project

Mobile Source Control Division  
California Air Resources Board  
August 23, 2019



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

**CLEAN MOBILITY IN SCHOOLS PILOT PROJECT**

**Table of Contents**

I. SUMMARY.....	1
II. BACKGROUND.....	1
III. NEED FOR EMISSIONS REDUCTIONS FROM SCHOOL COMMUNITIES.....	4
IV. ELIGIBLE GRANTEES .....	5
V. AVAILABLE FUNDING .....	6
VI. OPTION FOR NEW GRANT AGREEMENTS .....	6
VII. PROJECT TIMELINE.....	7
VIII. ELIGIBLE PROJECTS, VEHICLES, AND OTHER ELEMENTS .....	7
IX. SCOPE OF WORK.....	11
X. APPLICATION REQUIREMENTS.....	23
XI. GRANT APPLICANT TELECONFERENCES .....	25
XII. EVALUATION, SCORING, AND PRELIMINARY SELECTION .....	26
XIII. IMPLEMENTATION PROCESS.....	28
XIV. ADMINISTRATION.....	30

**Appendices**

GRANT APPLICATION .....	Appendix A
DRAFT SAMPLE GRANT AGREEMENT .....	Appendix B
DATA COLLECTION REQUIREMENTS .....	Appendix C
METHODOLOGY FOR DETERMINING EMISSIONS REDUCTIONS ..	Appendix D
CEQA COMPLIANCE AND PERMITTING REQUIREMENTS .....	Appendix E
HYDROGEN REFUELING STATION REQUIREMENTS .....	Appendix F

## I. SUMMARY

The California Air Resources Board (CARB or the Board) is issuing a competitive solicitation for one or two Grantees to implement a project for the Clean Mobility in Schools Pilot Project. Ten million dollars in funding is provided by Fiscal Year (FY) 2018-19 Low Carbon Transportation Investments from the State's Cap-and-Trade auction proceeds in the Greenhouse Gas Reduction Fund (GGRF) as part of the California Climate Investments (CCI).

The overarching goal of clean mobility is to develop a functional transportation system to facilitate greenhouse gas (GHG) emissions reductions and support communities through public health, environmental, and economic improvement. CARB's vision for the Clean Mobility in Schools Pilot Project is to support transformative, synergistic emissions reduction strategies for transportation options within a school(s) located in a disadvantaged community. The project's goal is to increase the visibility of, and accessibility to, zero-emission transportation options by placing various commercially-available zero-emission technologies, along with the supporting charging/fueling infrastructure, in one or more schools. Zero-emission lawn and garden equipment, active transportation projects, and other technologies and techniques to reduce vehicle idling and vehicle miles traveled (VMT) are important eligible project elements that may result in synergistic GHG emission reductions and the transformative nature of the chosen project. Providing public education and outreach to increase the school community's familiarity with, and interest in, zero-emission mobility options is a necessity for the continued adoption of the implemented strategies.

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 at other school districts throughout the State.

By implementing transformative clean mobility options, this project is expected to protect the environment, improve air quality, protect the health of teachers, students, and others in the community, promote environmental literacy that leads to long-term and multi-generational transportation behavior changes, and be a model for communities throughout the State.

The Clean Mobility in Schools Pilot Project will be a partnership between CARB and the Grantee(s) selected via an open competitive solicitation process. Applications are due to CARB no later than **5:00 p.m. (Pacific Time), October 21, 2019**.

## II. BACKGROUND

CARB establishes State air quality regulations that protect public health by addressing major sources of smog-forming air pollution, and other forms of air pollution, resulting in less air pollution overall, shorter hospital stays and fewer days missed from school and work due to respiratory and cardiopulmonary diseases than in the past.

California regulations, based on extensive research and sound science, have driven innovation, leading to significant technological developments such as the catalytic converter (which helped slash ozone by 60 percent), and the production of highly marketable low- and zero-emission cars and trucks, and cleaner fuels.

The Global Warming Solutions Act of 2006 (Assembly Bill (AB) 32; Núñez, Chapter 488, Statutes of 2006) expanded CARB's role to development and oversight of California's main GHG reduction programs. These include Cap-and-Trade, the Low Carbon Fuel Standard, and the zero-emission vehicle programs. As a result of these efforts, the State is on track to roll back carbon emissions to 1990 levels by 2020. With the passage of additional laws and incentives programs, CARB is now mapping out how these programs and others can help California reach its next target: reducing GHG emissions an additional 40 percent below 1990 levels by 2030. The ultimate goal for California is to reduce GHG emissions 80 percent below 1990 levels by 2050.

### **The Air Quality Improvement Program, Greenhouse Gas Reduction Fund, and Low Carbon Transportation Investments**

The California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007, (AB 118; Núñez, Chapter 750, Statutes of 2007) created the Air Quality Improvement Program (AQIP), a voluntary incentive program implemented by CARB, to fund clean vehicle and equipment projects. Subsequently, in 2012, AB 1532 (Pérez, Chapter 807), Senate Bill (SB) 535 (De León, Chapter 830), and SB 1018 (Budget and Fiscal Review Committee, Chapter 39) established the GGRF to receive auction proceeds from California's Cap-and-Trade Program and to provide the framework for how the auction proceeds are administered to further AB 32, support long-term transformative efforts to improve public health, and develop a clean energy economy. The suite of implementing legislation also offers strong direction for investing a portion of the auction proceeds to benefit disadvantaged communities, including specific allocation requirements in SB 535 and bolstered by AB 1550 (Gomez, Chapter 369, Statutes of 2016).

Climate change affects all Californians. However, certain populations are especially vulnerable to its impacts or need additional assistance to be a part of the State's climate solution. Disadvantaged communities in California face disproportionate impacts from substandard air quality in the form of higher rates of respiratory illness, hospitalizations, and premature death. Low-income households spend a greater share of their income to pay for energy intensive goods such as electricity, heating, and transportation. The policies necessary to meet our climate goals can increase those costs. Recognizing that low-income residents and disadvantaged communities are particularly vulnerable to climate change, legislation requires that at least 35 percent of CCI must benefit these "priority populations." CARB strives to exceed this minimum.

Given the consistency between California's goals for the investment of CCI monies and the established objectives of AQIP, and based on the past success of the existing AQIP process, staff combined the two funding sources (AQIP and GGRF) into one

funding plan. Each fiscal year, CARB staff submits a proposed funding plan to the Board for approval that serves as the blueprint for expending CCI and AQIP funds appropriated to CARB in the State budget. The annual funding plan establishes CARB's priorities for the funding cycle, describes the projects CARB intends to fund, and sets funding targets for each project. Each funding plan identifies projects that both provide immediate emissions reductions from the vehicles and/or equipment directly funded and sets the stage for greater, indirect reductions in the future by accelerating large-scale market penetration and technology transfer to other sectors. Funding is provided for projects that support evolution through three phases of technology advancement: demonstration, commercialization, and transition to widespread deployment.

In October 2018, the Board approved the FY 2018-19 Funding Plan (Funding Plan), which allocates \$275 million for light-duty vehicle and transportation equity investments, including \$10 million in funding for the Clean Mobility in Schools Pilot Project.

### **The Sustainable Communities and Climate Protection Act of 2008 (SB 375) and the Clean Energy and Pollution Reduction Act of 2015 (SB 350)**

The Sustainable Communities and Climate Protection Act of 2008 (SB 375, Steinberg, Chapter 728, Statutes of 2008) supports the State's climate goals by helping reduce GHGs through coordinated transportation, housing, and land use planning. Under SB 375, CARB sets regional targets for GHG reductions from passenger vehicle use. CARB set targets for 2020 and 2035 for each of the 18 metropolitan planning organization regions in 2010, and updated them in 2018.

Each of the regions must prepare a Sustainable Communities Strategy (SCS), as an integral part of its regional transportation plan, which contains land use, housing, and transportation strategies that, if implemented, would allow the region to meet CARB's targets.

In 2015, Governor Brown and the California Legislature passed the Clean Energy and Pollution Reduction Act of 2015 (SB 350, De León, Chapter 547, Statutes of 2015) directing CARB to conduct a study to better understand the barriers low-income residents must overcome to increase access to zero-emission and near zero-emission transportation and mobility options, and develop recommendations 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 include:

1. Upfront affordability of zero-emission and near zero-emission technologies and supporting charging/fueling infrastructure;

2. The availability of long-term, sustainable funding and financing options to support clean transportation and mobility projects in low-income and disadvantaged communities;
3. Awareness of clean transportation and mobility options or the technologies available; and
4. Understanding the unique needs of the community (such as accessibility and convenience of transportation) and designing clean transportation solutions to meet community-identified needs.

In addition to advancing the priority recommendations, there is a specific recommendation for this project, identified as Green Mobility in Schools. The refined Clean Mobility in Schools Pilot Project grant program may help SB 375 regions implement their SCS, and address the recommendations of SB 350 to expand funding for, and access to, clean transportation and mobility projects.

### **III. NEED FOR EMISSIONS REDUCTIONS FROM SCHOOL COMMUNITIES**

The Clean Mobility in Schools Pilot Project grant offers school communities an opportunity to showcase their ability to create meaningful spaces that inspire future generations, realize impactful air quality improvements, and develop real solutions to the climate crisis.

The transportation of children and youth to and from kindergarten through 12<sup>th</sup> grade (K-12) schools produces GHGs emissions, criteria pollutants, and toxic air contaminants. For the purpose of this solicitation, the primary pollutants of concern are GHGs, nitrogen oxide (NO<sub>x</sub>), particulate matter (PM), fine particulate matter (PM<sub>2.5</sub>), diesel PM, and reactive organic gas, and will be referred to as GHGs and co-pollutants. With an estimated 54 percent of California students getting to and from school each day in passenger cars,<sup>1</sup> these emissions can be a significant source of air pollution. Teachers and staff commute and travel between schools to perform the work that keeps the school sites maintained and functioning also contributes to air pollution.

About 12 percent of California's students ride a school bus on a daily basis.<sup>1</sup> CARB-funded studies have found significantly higher on-board diesel-related pollutant concentrations due to "self pollution," or the intrusion of the tailpipe exhaust entering the cabin. Compared to adults, children are often at greater risk from inhaled pollutants since they breathe faster, spend more time outdoors, are more physically active, and can be more susceptible to damage to their developing organs and immune systems.

---

<sup>1</sup> Mac Taylor, Legislative Analyst, *Review of School Transportation in California*, Legislative Analyst's Office, February 25, 2014, <https://lao.ca.gov/reports/2014/education/school-transportation/school-transportation-022514.pdf>, (May 10, 2019).

Increasing the availability of clean school buses and alternative transportation options in place of personal vehicle transportation leads to a reduction of air pollution, and in VMT. VMT is an important metric the State uses to assess transportation-related GHG emissions and the associated effect on the climate. Reducing personal VMT decreases overall vehicle emissions, gasoline use, and has many co-benefits, including reduced traffic congestion and idling. VMT reduction can also lead to a decrease in vehicle accident rates and improvement of health for those who have increased their physical activity instead of driving/riding in a vehicle.

From a statewide perspective, the continued development, demonstration, and piloting of zero-emission technologies is necessary in order to meet California's long-term GHG emissions reduction goals, protect public health, and attain increasingly more stringent federal air quality standards. The school community offers layered benefits toward this goal with access to a variety of populations and participants in a community.

#### **IV. ELIGIBLE GRANTEES**

This competitive solicitation is open to California public school<sup>2</sup> districts and County Offices of Education that operate at least one school serving K-12 grades, located in a disadvantaged community. School sites within the Grantee's school district that are located in disadvantaged communities, as defined by the California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0)<sup>3</sup>, should be the primary recipient of the benefits from this grant. Additional information on determination of the disadvantaged community requirement is discussed in Section VIII of this solicitation and in Appendix A, Attachment 5.

Specific requirements for the Grantee are described in this solicitation, the Clean Mobility in Schools Pilot Project Grant Application (Appendix A), and the Clean Mobility in Schools Pilot Project Draft Sample Grant Agreement for FY 2018-19 (Appendix B). Only applications from eligible Grantees will be scored.

Eligible applicants may partner with, and use grant funds for work performed by, or vehicles and equipment purchased from, non-profit organizations and private companies. For the purpose of this solicitation, project partners may include, but are not limited to: technology manufacturers/vendors; community organizations; utility companies; local governments; local air districts; data collection and analysis providers; transportation Joint Powers Authority agencies; and companies that administer car share, bicycle share, or transit programs. Eligible applicants may also partner with other eligible applicants (e.g., two school districts) as long as one serves as the primary applicant.

Potential Grantees must meet all applicable requirements of State law and regulations, AQIP Guidelines, Funding Plan, and this solicitation. Grantees must be compliant with

---

<sup>2</sup> California Department of Education's definition of a school <https://www.cde.ca.gov/ds/si/ds/dos.asp>

<sup>3</sup> CalEnviroScreen 3.0 <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>

CARB regulations such as those that regulate trucks, buses, off-road equipment, and engine inspection requirements prior to grant agreement execution. When preliminarily selected as a Grantee, applicants will be required to verify compliance with CARB regulations, including:

1. Truck and Bus Regulation<sup>4</sup>
2. Periodic Smoke Inspections of Heavy-Duty Diesel-Fueled Vehicles<sup>5</sup>
3. Diesel Particulate Matter Control Measure for Municipality or Utility On-road Heavy-Duty Diesel-Fueled Vehicles<sup>6</sup>
4. Regulation for In-Use Off-Road Diesel-Fueled Fleets<sup>7</sup>
5. Large Spark-Ignition Engine Fleet Requirements Regulation<sup>8</sup>

Supporting documentation will be required in applications.

## **V. AVAILABLE FUNDING**

This solicitation provides up to \$10 million in FY 2018-19 funds. CARB anticipates awards will be granted to one or two Grantees to administer and implement the Clean Mobility in Schools Pilot Project in at least one school within their school district.

No minimum match funding is required under this grant solicitation, however, voluntary match funding (including cash match and in-kind services) is strongly encouraged, and will be considered in the scoring of applications. Leveraged funding from other public or private sources is also encouraged, and may be combined with funds from this solicitation. No other CCI funds may be considered as match funds for purposes of this solicitation but may be identified in the application as supporting efforts. All match or leveraged funds must be identified in the program budget.

## **VI. 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, FY 2019-20, and FY 2020-21, depending on the availability of funding, and upon CARB's sole discretion. The Applicant understands and agrees that there is no guarantee that additional funds will be awarded, and that CARB cannot provide assurance of future program funding.

If additional funds become available and valid applications remain unfunded, those projects may be funded without reissuing a solicitation. If additional funding becomes

---

<sup>4</sup> Truck & Bus Regulation <https://ww2.arb.ca.gov/our-work/programs/truck-and-bus-regulation>

<sup>5</sup> Smoke Inspection Programs <https://ww2.arb.ca.gov/our-work/programs/smoke-inspection-programs>

<sup>6</sup> Fleet Rule for Public Agencies and Utilities  
<https://ww3.arb.ca.gov/msprog/publicfleets/publicfleets.htm>

<sup>7</sup> Off-Road Regulation <https://ww2.arb.ca.gov/our-work/programs/use-road-diesel-fueled-fleets-regulation>

<sup>8</sup> Large Spark-Ignition Engine Fleet Requirements  
<https://ww3.arb.ca.gov/msprog/offroad/orspark/orspark.htm>



available, the expenditure timeline of those new funds may extend the project end date beyond those listed in this solicitation.

## **VII. PROJECT TIMELINE**

A project budget and plan must identify the project timeline including a project completion date, anticipated by the Applicant. Projects applying to this solicitation must plan to be completed and prepare a Draft Final Report by February 28, 2022. Final disbursement requests must be received by CARB no later than March 31, 2022 to ensure adequate time for processing prior to the end of the fiscal year. The Solicitation Timeline is presented in the Application Requirements (Section X) of this solicitation.

## **VIII. ELIGIBLE PROJECTS, VEHICLES, AND OTHER ELEMENTS**

### **A. Overview**

The projects covered by this solicitation address a school district's ability to reduce GHG and co-pollutant emissions from fossil-fuel-based transportation and equipment. Eligible projects must also include education and outreach components.

In order to further transform the school community's access to and understanding of clean mobility options, projects may include elements that offer new touch points for school community members to use car sharing, bicycle sharing, and other clean modes of transportation.

The project will fund a variety of technologies and strategies designed to:

1. Provide direct GHG and co-pollutant emissions reductions
2. Demonstrate the practicality and economic viability of synergistically deploying multiple zero-emission vehicles and equipment along with the necessary infrastructure
3. Provide educational resources for the various types of zero-emission vehicles and equipment capable of being used in school communities
4. Demonstrate the health and climate benefits of active transportation strategies, vehicle idling reduction strategies, and strategies to reduce VMT

Although applicant project plans must include elements with quantifiable emissions reductions in order to meet CCI guidelines, project elements that are not quantifiable may also be eligible project elements under the Clean Mobility in Schools Pilot Project grant.

### **B. Eligible Project Elements**

In order to facilitate bold transformations for school facilities, a variety of strategies and technologies will be considered eligible for funding, including:

1. Vouchers or subsidies for car sharing, carpooling, or vanpooling programs that utilize only zero-emission or plug-in hybrid electric vehicles
2. Vouchers or subsidies for public transit
3. Bicycles for Bicycle Sharing Program: Human-powered, or electric bicycles and associated charging/fueling and storage infrastructure
4. Active transportation projects related to school access and routing
5. Other projects that promote active transportation, reduction of vehicle idling, or reduction of VMT within the school community
6. Lawn and Garden Equipment: Zero-emission commercial grade equipment, as described in the California Code of Regulations, Title 13 § 2408.1, that are under 25 horsepower and used on school property. Eligible equipment types include: walk-behind and ride-on mowers, string trimmers, hedge trimmers, chainsaws/polesaws, edgers, and leaf blowers or vacuums, and associated charging/fueling and storage infrastructure, as well as additional batteries and/or chargers.
7. Renewable power generation (e.g., solar arrays), energy storage systems, and electrical power system upgrades to support the pilot project's proposed vehicle and equipment energy needs, and to manage energy demand, including vehicle-to-grid capabilities
8. Facility improvements to support charging/fueling infrastructure for zero-emission vehicles and equipment
9. Passenger Vehicles for Car Sharing or Other School Purposes: Eligible zero-emission or plug-in hybrid electric passenger vehicles available for funding under the Clean Vehicle Rebate Project (CVRP), and associated charging/fueling infrastructure, to be used in a small-scale car sharing project for faculty and staff, or used by school staff on school district business
10. Service/Delivery/Utility Vehicles: Eligible zero-emission or hybrid trucks and vans available for funding under the Voucher Incentive Project (HVIP) (e.g., maintenance vehicles, nutrition services vehicles), as well as zero-emission motorized utility vehicles, and associated charging/fueling infrastructure
11. School Buses: Eligible zero-emission school buses available for funding under HVIP, associated charging/fueling infrastructure, and upgrades to service, maintenance, and repair facilities required for these vehicles and infrastructure
12. An education and outreach program for use in classrooms and with the broader school community that highlights the environmental, health, and economic benefits of zero-emission transportation and equipment, with a focus on improving access

13. Workforce training and development related to zero-emission vehicles and equipment funded under this solicitation
14. Transportation system efficiency upgrades, including process improvements such as preferential queuing and operational strategies
15. Costs to implement proposed transformative projects (e.g., consultant fees, data collection, permitting, etc.)

Eligible vehicles on the California Hybrid and Zero-Emission Truck and Bus HVIP<sup>9</sup> or California CVRP<sup>10</sup> eligibility lists have been certified by CARB and meet specific program requirements. Although these vehicle types are eligible for grant funds under the Clean Mobility in Schools Pilot Project, their program funds cannot be used as match funds as described in Section V. All vehicles in the proposed project that will be operated on California roadways must be compliant with all applicable State requirements, including, but not limited to: applicable CARB engine or vehicle approval or certification; Department of Motor Vehicles licensing; and, for school buses, California Highway Patrol safety certification. New vehicles must also have a manufacturer's certification showing that the vehicle model complies with all applicable federal safety standards for new motor vehicles and new motor vehicle equipment issued by the National Highway Traffic Safety Administration.<sup>11</sup>

Projects that can utilize full zero-emission technology will score higher than those technologies that only partially eliminate emissions.

Fuel and electricity costs are not eligible for funding from this grant.

In order to assess the applicability and sustainability for Clean Mobility in Schools Pilot Projects to meet the transformative goal, applicants are encouraged to include in-kind services that assess and report on the lessons learned and use of the new vehicles, equipment, and programs, beyond the end of the grant term. Additional information on proposed match funding sources is included in Appendix A, Attachment 2.

### **C. Eligible Project Locations**

The eligible projects are required to be located or dispatched primarily at K-12 public schools in disadvantaged communities. For instances where the projects would be shared amongst additional school sites outside of the disadvantaged community, it is acceptable for the project vehicles and equipment to be parked/housed elsewhere, provided they are dispatched a majority of the time for the benefit of school(s) that are located in disadvantaged communities.

Additionally, it is acceptable for charging/fueling infrastructure to be located where

---

<sup>9</sup> California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project <https://www.californiahvip.org/>

<sup>10</sup> California Clean Vehicle Rebate Project <https://cleanvehiclerebate.org/eng>

<sup>11</sup> The Federal Motor Vehicle Safety Standards are found in Title 49 of the Code of Federal Regulations Part 571.

the zero-emission vehicles and equipment are kept and at the selected school site(s) where they are to be used either solely or a majority of the time.

Disadvantaged communities are defined as the top 25 percent scoring areas from CalEnviroScreen 3.0, referenced earlier, along with other areas with high amounts of pollution and low populations. To determine whether a project qualifies as being located in a disadvantaged community, applicants must use the SB 535 Disadvantaged Communities Map located online at <https://oehha.ca.gov/calenviroscreen/sb535>. Applicants must detail how the proposed project, as a whole and for each proposed element, meets the criteria for being located in, or providing service a majority of the time for, school site(s) in a disadvantaged community. Additional instructions are detailed in the Clean Mobility in Schools Pilot Project Grant Application (Appendix A).

Additionally, California Environmental Quality Act (CEQA) analysis is required for non-CEQA-exempt projects. All required CEQA analysis and filings must be completed by January 21, 2020. CARB will not sign the Grant Agreement or fund projects that have not undertaken and completed the required CEQA analysis and filings by that date. Additional information on CEQA requirements is included in Appendix A, Attachment 7, and Appendix E.

#### **D. Data Collection and Analysis**

Data collection and analysis will be a required element of all funded projects and is to be accomplished by an identified member of the proposed project team with experience in collecting and analyzing data from large and complex projects. The Grantee may hire, with grant funds, a data collection and analysis provider to fulfill the data collection and analysis requirements. All types of data to be collected will be determined at CARB's sole discretion, as outlined in Appendix C, or as modified by CARB at its sole discretion, in consultation with the Grantee. The Grantee will be required to share data collected including participant feedback about vehicles and equipment, infrastructure, and any facility improvements, whether funded by the Clean Mobility in Schools grant or as a match project element. Data is to be shared with the whole project team and with CARB.

The Grantee must coordinate installation of data collection equipment to facilitate data collection. The type of data to be collected includes, but is not limited to: electricity/fuel consumption and cost, state of charge information for battery electric vehicles and equipment; odometer readings; scheduled and unscheduled maintenance and repair information; relevant telematics and Global Positioning System (GPS) data to track vehicles in real time and provide data on the location of vehicles, including when it is in operation in a disadvantaged community; operating costs; vehicle and equipment idle times and hours of operation; facility efficiency improvement metrics; end user experience; and additional co-benefits per CCI guidelines<sup>12</sup>.

---

<sup>12</sup> CCI Co-benefit Assessments <https://ww2.arb.ca.gov/resources/documents/cci-methodologies>

## IX. SCOPE OF WORK

The proposed scope of work describes the Grantee's anticipated minimum duties and requirements once a grant agreement is fully executed for a project. The Grantee's responsibilities include project development and oversight, outreach and education, project implementation, data collection, and project reporting. The Applicant is responsible for identifying any changes to the minimum duties and responsibilities; all such changes are subject to CARB's sole approval and will be reflected in the Grant Agreement. All available funding must be spent by March 31, 2022 deadline. Funds not spent by that date will be forfeited.

At a minimum, program duties and requirements include, but are not limited to, the following tasks:

- A. Grantee's key project personnel will participate in meetings with CARB staff. Grantee may be asked to schedule additional meetings at the sole discretion of the CARB Project Liaison. Meetings may be conducted by phone if deemed appropriate by the CARB Project Liaison.
  1. Initial Project Kick-Off Meeting: The Grantee's key project personnel, in collaboration with CARB's Project Liaison, will plan and conduct an in-person initial meeting with CARB staff following execution of the Grant Agreement. Topic for discussion may include, but not be limited to, the following:
    - a. Project tasks, timelines, and milestones
    - b. Project design and outreach and education activities
    - c. Content and format for quarterly reports and final reports
    - d. Schedule for ongoing coordination meetings
    - e. Participant surveys and reporting
    - f. Other items as necessary
  2. Ongoing Project Coordination: Ongoing Grantee coordination and review meetings with the CARB Project Liaison to discuss project status held at least quarterly. A final meeting, or conference call, pending CARB Project Liaison approval held at the conclusion of the project. Additional meetings may be scheduled at the discretion of the CARB Project Liaison. Meetings may be conducted by phone if deemed appropriate by the CARB Project Liaison. Project coordination and review meetings are the responsibility of the Grantee and should contain:
    - a. Agenda for the meeting with conference call information
    - b. Discussion of project activities, deliverables, schedule, and milestones
    - c. Discussion of any difficulties encountered since the last project update
    - d. Concerns or questions requiring resolution from CARB
    - e. Notification of any pending disbursement requests

- f. Scheduling the next project coordination meeting
- 3. Respond to CARB and public requests in a timely manner
- B. Prepare and disseminate outreach and educational materials in consultation with CARB, to provide education on technical aspects and environmental benefits on the chosen Clean Mobility in Schools Pilot Project elements. Conduct public education classes, forums, and outreach events for target audiences (e.g., students, parents and other community members, faculty, and staff). The Grantee shall clearly identify an outreach plan that contains, at a minimum:
  - 1. Approach to outreach and education, geographic scope of outreach and education, and identifying target audiences.
  - 2. A strategy to engage, build partnerships with, and garner support of community-based organizations and other groups that are representative of the target audiences, and those connected to a network of similar programs.
  - 3. A strategy to promote adoption of advanced technology vehicles, clean mobility options, VMT reduction strategies, and other emissions reductions strategies for all target audiences.
  - 4. A strategy to help outreach efforts engage multiple constituencies in the target audiences, such as 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.
  - 5. A strategy for providing training and education to the relevant target audiences on the use of zero-emission vehicles included in the project elements (e.g., car share vehicles for faculty and staff; bicycles for faculty, staff, and students; school fleet vehicles for faculty, staff, coaches, district personnel; lawn and garden equipment for maintenance and operations personnel; school buses for school bus drivers).
  - 6. The types of outreach planned (e.g., printed materials, web-based, social media, public meetings, booth/table at community/school events, ride-and-drive events, press releases).
    - a. Outreach materials, such as fact sheets, infographics, and other multimedia tools, such as videos, readily accessible on the school's/school district's website
    - b. Estimated number and dates of events, coordination with partner agencies, and level of staffing efforts
  - 7. A strategy to coordinate, leverage, and complement existing outreach and education efforts already underway to incorporate CARB's Low Carbon Transportation Investment Projects, such as the Enhanced Fleet

Modernization Program,<sup>13</sup> the Clean Cars 4 All Program,<sup>14</sup> the CVRP,<sup>10</sup> and other related statewide efforts, such as California's Environmental Principles and Concepts,<sup>15</sup> and the Active Transportation Resource Center.<sup>16</sup>

- C. Develop Policies and Procedures Manuals. Such documents and process flow charts should describe Grantee's administrative actions for evaluating and processing project participants, vehicle maintenance for all project vehicles, and data gathering and reporting for all aspects of these project elements. Examples include, but are not limited to:
1. Organizational charts
  2. Details on how key project processes are conducted and how associated documentation of data, signatures, and authorizations are gathered and recorded, including, but not limited to:
    - a. Outreach and education
    - b. Participant information, enrollment, and tracking
    - c. Vehicle reservations, tracking, and maintenance
    - d. Data collection and reporting
  3. Develop and maintain accounting procedures to track expenditures by:
    - a. Grant Agreement number
    - b. Fiscal year
    - c. Funding source
  4. Provisions to protect against conflict of interest
  5. Provisions to protect against fraud, and to identify, respond to, and report if fraud has occurred
  6. Provisions to protect personally identifiable information
- D. Establish and maintain records including, but not limited to, participants, vehicles, Electric Vehicle Supply Equipment (EVSE), fuel, and maintenance as follows:
1. Identify participant data that are confidential and develop measures to keep these data confidential. For example, residential/home addresses must be kept confidential.
  2. Record the physical address and census tracts of each location project vehicles are domiciled and each location EVSE is installed

---

<sup>13</sup> Enhanced Fleet Modernization Program <https://ww2.arb.ca.gov/our-work/programs/enhanced-fleet-modernization-program-efmp>

<sup>14</sup> Clean Cars 4 All Program <https://ww2.arb.ca.gov/our-work/programs/clean-cars-4-all>

<sup>15</sup> Environmental Principles and Concepts <https://www.californiaeei.org/curriculum/whatistaught/epc/>

<sup>16</sup> California Department of Transportation's ATRC <http://caatpresources.org/index.cfm?pid=1420>

3. Develop a systematic process and schedule to back up database(s) on a daily basis at a minimum
  4. Develop and enforce security measures to safeguard project database(s)
  5. Store all records in a secured and safe storage facility that maintains confidentiality and provides fire and natural disaster protection
  6. Retain files during the term of the Grant Agreement plus three years after grant expires
  7. Transfer all project records to CARB once the three years are up
- E. Fulfill any needed CEQA requirements
- F. Reporting and assessments throughout the project on participant metrics, Status Reports, and end-of-project Final Report(s), as follows:
1. The Grantee will develop plans for the collection of data, and carry out those plans using appropriate metrics and/or tools to collect transportation mode shift from teachers, staff, and students on how they got to and from school before and after the project's implementation. CARB will coordinate with Grantee to identify parameters and determine the most effective mechanism for obtaining information and measures to safeguard confidential individual information. At a minimum, participant metrics should be collected prior to launch of a new project element, midway through a project element, and at the end for Final Report reporting.
  2. For all project elements, track and report metrics, such as, but not limited to information regarding if the equipment is benefitting a disadvantaged community, GHG emissions reductions, and project co-benefits according to the CCI co-benefit assessment methodologies.<sup>12</sup> The Grantee must track and report at least quarterly. The Grantee will utilize the CCI quantification materials located on the CCI Quantification, Benefits, and Reporting Materials webpage.<sup>17</sup> A quantification tool will be provided by CARB specifically for the Clean Mobility in Schools Pilot Project.
  3. Status Reports: The Grantee must submit numbered status reports accompanying grant disbursement requests to CARB at least quarterly, but may submit on a monthly basis if necessary to justify more frequent disbursements with prior approval from CARB. These reports must be approved by CARB and must contain the following information, at a minimum, in either Microsoft Word or PDF, as a single electronic file:
    - a. Project Status Report number, title of project, name of Grantee, date of submission, and project grant number

---

<sup>17</sup> CCI Quantification, Benefits, and Reporting Materials  
<https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>



- b. Summary of work completed since the last progress report, noting progress toward completion of tasks and milestones identified in the work plan
  - c. Statement of work expected to be completed by the next progress report
  - d. Notification of problems encountered and an assessment of their effects on the project's outcome
  - e. Data collected from vehicles, equipment and facilities since the last data reporting
  - f. Schedule of community outreach and education conducted, materials used, number of people contacted, and number of participants, where applicable
  - g. Accounting records, including expenditure and income information and supporting documentation
  - h. Itemized invoices (invoices must include enough details to ensure that only eligible costs are paid for), and any other appropriate documentation
  - i. Discussion of the project's adherence to the project timeline
  - j. Other data and analysis as mutually agreed upon between Grantee and CARB
4. Final Report(s): The Grantee will provide a Draft Final Report within 90 days of project completion or by February 28, 2022, whichever comes first. Final reports will contain the following information (at a minimum):
- a. Expenditures in detail to date and for the period between the last quarterly report and the Final Report
  - b. Overview of the project from inception through project end, including project background, partnerships, and funding sources
  - c. Table and narrative of Project Milestones
  - d. Assessments of behavior change and participant evaluations such as, results of any pre- and post-surveys conducted
  - e. Changes in participant knowledge of and acceptance of clean mobility options and project elements
  - f. Electricity and fuel usage information for project and baseline vehicles and EVSE, as applicable
  - g. Estimated GHG and co-pollutant emissions reductions achieved
  - h. Other co-benefits to the identified disadvantaged community(ies) as mutually agreed upon between Grantee and CARB

- i. Accounting records, including expenditure and income information, and supporting documentation
  - j. Best practices and lessons learned including suggestions for future project considerations for wider scale implementation at other school districts
  - k. Other data and analysis as mutually agreed upon between Grantee and CARB
- G. If applicable, develop policies and processes to evaluate and enroll potential car share vehicle drivers, bicycle share participants, vanpool riders, and voucher recipients, as follows:
1. If applicable, enroll vehicle drivers and ensure they meet the requirements listed below:
    - a. Possess a current California Class C Driver's license
    - b. Meet minimum requirements to drive a project vehicle as required by Grantee and the insurance provider, to be developed in conjunction with CARB
    - c. Complete trip surveys and participate in research as requested by Grantee
    - d. Pay project fees to use the car sharing system, if required by Grantee
  2. If applicable, enroll bicyclists and ensure they meet the requirements listed below:
    - a. Satisfactorily complete a bicycle safety training program (must be approved by CARB)
    - b. Complete trip surveys and participate in research as requested by Grantee
    - c. Pay project fees to use the bicycle sharing system, if required by Grantee
  3. If applicable, enroll transit/carpool/vanpool riders (non-driver participants) and voucher recipients:
    - a. Complete trip surveys and participate in research as requested by Grantee
    - b. Pay project fees to participate in the vanpool or receive vouchers, as required by Grantee
  4. Participants become ineligible upon any of the following events:
    - a. Vehicle driver or bicycle rider participant becomes ineligible per terms of insurance
    - b. Vehicle driver's license lapses or is revoked

- c. Vehicle driver or bicycle rider is determined to be an unsafe or impaired driver by Grantee
  - d. Participant causes damage to a vehicle, bicycle, EVSE, or other project property; ineligibility is at the discretion of Grantee or CARB
  - e. Nonpayment of project fees to use the car sharing system or to participate in the project, as required by Grantee
  - f. Noncompliance with project requirements; ineligibility is at the discretion of Grantee or CARB
- H. The Grantee must comply with all requirements outlined in the General Provisions and Insurance Requirements below. No payments will be made under the grant until Grantee fully complies with all insurance requirements.
1. General Provisions Applying to All Policies:
    - 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 ten days prior to the expiration of the 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 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 the grant upon the occurrence of such event, subject to the provisions of the 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 the 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 a Self-Insured Retention (SIR) – All insurance required by the contract must allow the State to pay and/or act as the contractor’s agent in satisfying any 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 – Grantee shall display evidence of the following on a certificate of insurance evidencing the following coverages:
- a. Commercial General Liability – Grantee shall maintain general liability on an occurrence form with limits not less than \$2,000,000 per occurrence for bodily injury and property damage liability combined with a \$4,000,000 annual policy aggregate if the project includes an electric bicycle (e-bike) component. If the project does not include an e-bike component, 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 Grantees, products, completed operations, personal and advertising injury, and liability assumed under an insured contract or grant. If the project includes an e-bike component, the policy shall also include coverage for the use and ownership of class 1 and class 2 electric bicycles as defined by AB 1096 (Chiu, Chapter 568, Statutes of 2015). 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 the 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.

Depending on Grantee’s application, project designs may include a combination of any or all of the project elements described in tasks I. through Q. below. Applications that select a combination of project elements may score higher than those with one or two project elements.

- I. The purchase or lease of eligible light-duty passenger vehicles, or medium-duty passenger or shuttle vans. These vehicles primarily include battery electric vehicles (BEV), fuel cell electric vehicles (FCEV), and plug-in hybrid electric vehicles (PHEV). Vehicles funded by this grant comprise a fleet that must be maintained throughout the term of the Grant Agreement. Changes to the fleet during project implementation are subject to prior approval by CARB. Additional vehicle requirements:
  - 1. Vehicles may be purchased or leased (2-year minimum lease period).
  - 2. If purchased, vehicles must be new, with the exception of those service vehicles/vans that are on the HVIP eligibility list that are hybrid conversions.
  - 3. New vehicles must be eligible for CVRP or HVIP at the time of purchase.
  - 4. Vehicles must be registered in California.
  - 5. No modifications can be made to the vehicle’s emissions control systems, hardware, software calibrations, or hybrid system (California Vehicle Code (CVC) Section 27156).
  - 6. Vehicle title cannot be salvaged (as defined in CVC section 544).
  - 7. Vehicles must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase.
  - 8. The eligible vehicle is under warranty with the manufacturer, conversion company, or integrator for the duration of the pilot project.
- J. The purchase or lease of eligible multi-purpose motorized utility vehicles. Additional vehicle requirements:
  - 1. Vehicles may be purchased or leased (2-year minimum lease period).
  - 2. Vehicles must be zero-emissions vehicles.

3. Purchased vehicles must be new.
  4. The eligible vehicle is under warranty with the manufacturer for the duration of the pilot project.
- K. The purchase of eligible zero-emission school buses. Vehicles funded by this grant comprise a fleet that must be maintained throughout the term of the Grant Agreement. Changes to the fleet during project implementation are subject to prior approval by CARB. Additional vehicle requirements:
1. Vehicles may be purchased or leased (2-year minimum lease period).
  2. Purchased vehicles must be new.
  3. Vehicles must be eligible for HVIP (though Low-NOx engine technology types are not eligible) at the time of purchase.
  4. Vehicles must be registered in California.
  5. No modifications can be made to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system (CVC Section 27156).
  6. Vehicles must meet CHP certification.
  7. Vehicles must have data collection devices installed or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase.
- L. The purchase and installation of EVSE to provide electricity for BEVs and PHEVs, as applicable, are eligible expenses. Applicants are encouraged to pursue other funding sources for any charging/fueling stations needed, or develop partnerships with existing providers. Additional options and requirements:
1. May be installed in commercially or residentially zoned locations
  2. May include ports for bicycle charging/fueling if the project design includes motorized bicycles
  3. May be Level 2 (rated up to 240 volts AC, up to 60 amps, and up to 14.4 kW)
  4. May be Level 3 (high voltage AC or DC with the capability to charge a vehicle to approximately 80 percent capacity within 30 minutes)
  5. Must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging infrastructure
- M. The installation of hydrogen refueling stations to provide fuel for project vehicles. Applicants are encouraged to pursue other funding sources for any charging/fueling stations needed, or develop partnerships with existing providers. Additional options and requirements:

1. Must adhere to the minimum technical requirements and renewable hydrogen requirements specified in Appendix F and the CEQA and permitting requirements described in Appendix E of the Solicitation
  2. Must comply with all applicable federal, state, and local laws and requirements for acceptable installation and usage of hydrogen refueling stations
  3. Must be designed to allow the station to accept delivery of hydrogen fuel from a mobile refueler or hydrogen tube trailer if on-site hydrogen production goes off-line or if hydrogen delivered via a pipeline is disrupted
  4. Public or private access to refueling from proposed refueling stations is not required. However, infrastructure proposals that allow refueling to non-project entities during or following the completion of the project may score higher than those that do not allow refueling to non-project entities.
- N. Purchase non-electric bicycles or electric bicycles (Class 1 or Class 2 per California AB 1096)<sup>18</sup> and supporting equipment for a bicycle sharing system. Bicycles funded by this grant comprise a fleet that must be maintained throughout the term of the Grant Agreement. Changes to the fleet after grant execution may be made subject to prior approval by CARB. Additional options and requirements:
1. Purchase and install electric bicycle charging equipment to provide electricity for electric bicycles
  2. Purchase bicycle locking stations
  3. Purchase bicycle helmets for mandatory use of bicycle users
  4. Purchase bicycle safety courses
  5. Purchase and install bicycle mileage tracking devices or tools
  6. Must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging/fueling infrastructure or repairs/maintenance of the bicycles
  7. Must be registered with local jurisdiction, where available
- O. Purchase zero-emission lawn and garden equipment and supporting equipment. Equipment funded by this grant must be maintained throughout the term of the Grant Agreement. Changes to the equipment after grant execution may be made subject to prior approval by CARB. Additional requirements:
1. Purchase and install charging/fueling equipment and backup batteries to provide power for equipment. More than one set of charging/fueling

---

<sup>18</sup> AB 1096, California electric bicycles  
[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160AB1096](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1096)

equipment or batteries may be purchased for each piece of lawn and garden equipment.

2. Equipment must be purchased from a manufacturer-authorized retailer or dealer, including hardware and home improvement stores, either brick-and-mortar or online.
  3. Equipment must be new, not used, previously-owned, or factory-reconditioned.
  4. Hand-held lawn and garden equipment (including walk-behind mowers) must have a minimum of two years' manufacturer warranty. Riding mowers must have a minimum of five years' manufacturer warranty.
  5. Must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the lawn and garden and charging/fueling equipment
- P. Active modes of transportation infrastructure, implementation, and educational tasks. Additional options:
1. Costs to engage the services of a consultant (either non-profit or for-profit) to support an active transportation project
  2. Staff training, if necessary, should be limited to the specific area of training needed. Training should utilize available active transportation courses/materials, as applicable.
  3. Walking and bicycling equipment such as helmets, repair tools, barriers/fences for safe bicycle/pedestrian traffic flow
- Q. Additional project elements can be added and must show each task will:
1. Meet applicable State laws
  2. Demonstrate or achieve GHG emissions reductions
  3. Must be related to a transportation activity such as reduced idling or VMT
  4. Address a community or school transportation need
  5. Meet CARB goals for the Clean Mobility in Schools Pilot Project



## X. APPLICATION REQUIREMENTS

Grant applications will be initially screened for completeness; incomplete Applications will not be scored. The Grant Application is included as Appendix A of this solicitation and includes the following required elements:

1. Applicant Form (Grant Application must be signed and dated)
2. Attachment 1: Project Implementation Plan
  - a. Project Executive Summary and Project Summary for Public Posting
  - b. Project Narrative
3. Attachment 2: Proposed Budget, Project Milestone and Disbursement Schedule
4. Attachment 3: Applicant Qualifications
5. Attachment 4: Potential Emissions Reductions Calculations
6. Attachment 5: Disadvantaged Communities Eligibility Determination
7. Attachment 6: Letters of Commitment and Support
8. Attachment 7: California Environmental Quality Act Worksheet (if applicable)
9. Attachment 8: Conflict of Interest Declaration
10. Attachment 9: STD. 204 Payee Data Record

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. If no qualified proposal is submitted, CARB will not award a grant and will re-evaluate this solicitation to re-solicit for project proposals or other options at CARB's sole discretion.

If you need this document in an alternate format or language, please contact Heather Choi at (916) 322-3893 or [heather.choi@arb.ca.gov](mailto:heather.choi@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 DVD of the application, including all of the required documents, must be received no later than **5:00 p.m. (Pacific Time) on October 21, 2019** at the California Air Resources Board headquarters at 1001 I Street, Sacramento, California 95814.

Applications submitted via U.S. Postal Service, United Parcel Service (UPS), Express Mail, Federal Express, or another delivery service provider must be dispatched with enough time so that they are received by CARB no later than **5:00 p.m. (Pacific Time) on October 21, 2019** (delivery service provider's tracking number may be used to verify date of receipt). Applications received after October 21, 2019 may be rejected and not scored.

Applications submitted via the U.S. Postal Service must be mailed to the following address:

Heather Choi  
 California Air Resources Board  
 Mobile Source Control Division – Mailstop 5A  
 P.O. Box 2815  
 Sacramento, California 95812-2815

Applications submitted via another delivery service or in person may be delivered to the following address:

Heather Choi  
 California Air Resources Board  
 Mobile Source Control Division – Mailstop 5A  
 1001 I Street  
 Sacramento, California 95814

Once the Application has been mailed or delivered in person, please send an email to [heather.choi@arb.ca.gov](mailto:heather.choi@arb.ca.gov) indicating that you have submitted an application. CARB will send a confirmation email within 24 hours to the Applicant once the hard-copy of the Application has been received. **No Applications may be submitted by email.**

#### Solicitation Timeline\*

Key Actions	Dates	Time (Pacific)
Public Release of Solicitation	August 23, 2019	
Preliminary Applicant Question Deadline	August 29, 2019	12:00 pm
Preliminary Applicant Teleconference	September 5, 2019	10:00 am
Final Applicant Question Deadline	September 25, 2019	12:00 pm
Final Applicant Teleconference	October 1, 2019	1:30 pm
<b>Application Submittal Deadline</b>	<b>October 21, 2019</b>	<b>5:00 pm</b>
Review/Rating of Grant Applications	October 23 – November 4, 2019	
Preliminary Grantee Selection	December 4, 2019	5:00 pm
Draft CEQA Notice of Exemption Submittal to CARB Deadline	December 23, 2019	
Final CEQA Documentation Submittal Deadline	January 21, 2020	5:00 pm
Execute Grant Agreement and Return Signed Grant Agreement to CARB**	February 28, 2020	5:00 pm

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

\*\* Includes governing board resolution

## XI. 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, Application completion, and other requirements. The Grant Applicant Teleconferences will take place on the following dates and times:

### Preliminary Grant Applicant Teleconference

Date: September 5, 2019  
\*Time: 10:00 am to 12:00 pm  
\*Call-In Number: 888-469-3065  
\*Passcode: 3808551

### Final Grant Applicant Teleconference

Date: October 1, 2019  
\*Time: 1:30 pm to 3:30 pm  
\*Call-In Number: 888-469-3065  
\*Passcode: 3808551

\*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://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-0>. 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 Teleconference is to provide potential project applicants with an opportunity to ask clarifying questions regarding the solicitation package, project requirements, and terminology definitions. Written questions submitted before the Grant Applicant Teleconference will be given priority. Questions may be emailed to Heather Choi at [heather.choi@arb.ca.gov](mailto:heather.choi@arb.ca.gov). Questions may be submitted up to 12:00 p.m. (Pacific Time) four business days prior to the Grant Applicant Teleconference(s). Staff will only respond to questions regarding this solicitation during the Grant Applicant Teleconferences. The questions and answers from the Grant Applicant Teleconference(s) and any questions received via email will be posted on the CARB website no later than **5:00 p.m. (Pacific Time) three business days after the Teleconference**; this date may be extended at CARB's sole discretion. CARB will not answer questions regarding this solicitation after the Grant Applicant Teleconference(s). Any verbal communication with a CARB employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation.

## **XII. EVALUATION, SCORING, AND PRELIMINARY SELECTION**

CARB will evaluate all eligible project applications based on the same scoring criteria, summarized below and detailed in Appendix A. The qualified applicant(s) with the highest overall score will be preliminarily selected as the Grantee(s). The preliminary selection of a project does not in any way commit CARB to approving the grant. The selected applicant will be required to sign a Grant Agreement with CARB to fulfill the duties of Grantee (see Appendix B). CARB may request clarification regarding application responses during the application review process. Only applications that contain all of the required elements as described in this section and Appendix A of this solicitation will be scored. Clarifying questions will not be considered changes to the application for the purpose of scoring, but will be considered part of the project application and will be included in the Grant Agreement if the project is selected for funding.

CARB, in its sole discretion, may cancel the preliminary selection and select the next highest scoring project, and so on, until an agreement is reached, or exercise its right, in its sole discretion, throughout this process to not award a grant. CARB reserves the right, in its sole discretion, to cancel this solicitation, re-solicit for a Grantee, or direct funding to another project in the Funding Plan. In the event funding has been awarded to the highest scoring project(s), and the remaining available funds are less than the amount requested in the next highest scoring application, CARB, in its sole discretion, may offer funding to the next highest scoring project(s), may fund a portion of the next highest scoring project(s), or carry the remaining funds forward to the next fiscal year, or shift the funds to another project category.

CARB retains the right to remove discrete elements of projects selected for funding that CARB determines to be ineligible or to reduce the scope of a proposed project to use any remaining funds. In the event that one or more projects cannot be fully funded because the requested amount exceeds the available remaining funds, CARB in its sole discretion, may offer to fund those projects at a lesser amount at a scaled down scope. If the project applicant declines funding at the reduced project scope, CARB may offer funding to the next highest scoring eligible application, either fully or at a scaled down scope, carry the remaining funds forward to the next fiscal year, shift funds to another project category, or not award a grant(s).

If, in CARB 's sole discretion, no submitted project proposal meets the goals of this solicitation, Funding Plan, or AQIP Guidelines, no selection of a Grantee will be required to be made, and funding can be directed to another project identified in the Funding Plan as needed.

### **A. Summary of Scoring Criteria for Pilot Projects**

Appendix A contains detailed point allocations for each of the scoring criteria below. Applicants are responsible for reading and addressing each detailed scoring criteria in Appendix A.

	<b>Scoring Criteria Summary</b>	<b>Maximum Points</b>
1	<b>Qualifications and Level of Readiness</b>	16
2	<b>Project Objectives and Work Plan</b>	19
3	<b>Potential of Project to Advance Clean Mobility Adoption</b>	16
4	<b>Timeline for Project Completion</b>	10
5	<b>Proposed Budget and Optional Match Funding</b>	5
6	<b>Potential Emissions Reduction Benefits</b>	5
7	<b>Benefits to Disadvantaged Communities</b>	10
8	<b>Outreach, Education, and Training Plans</b>	14
9	<b>Potential of Project to Act as a Showcase of Transformation</b>	5
	<b>TOTAL</b>	100

**B. Scoring Scale**

Using the scoring scale below, the evaluation team will score each eligible application for each scoring criterion described within this solicitation and Appendix A.

<b>Possible Percentage of Points</b>	<b>Interpretation</b>	<b>Explanation for Percentage of Points</b>
0%-9%	Not Responsive	Response does not include or fails to address the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
10-39%	Minimally Responsive	Response minimally addresses the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
40-69%	Inadequate	Response addresses the requirements being scored, but there are one or more omissions, flaws, or defects or the requirements are addressed in such a limited way that it results in a low degree of confidence in the proposed solution.
70-79%	Adequate	Response adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are minimally consequential and are mostly acceptable.

Possible Percentage of Points	Interpretation	Explanation for Percentage of Points
80-89%	Good	Response fully addresses the requirements being scored with a good degree of confidence in the Applicant's response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.
90-99%	Excellent	Response fully addresses the requirements being scored with a high degree of confidence in the Applicant's response or proposed solution. Applicant offers one or more enhancing features, methods, or approaches exceeding basic expectations.
100%	Exceptional	All requirements are addressed with the highest degree of confidence in the Applicant's response or proposed solution. The response exceeds the requirements in providing multiple enhancing features, a creative approach, or an exceptional solution.

**XIII. IMPLEMENTATION PROCESS**

**A. Requirements Prior to Execution of Grant Agreement**

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

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

CARB recommends the resolution allow for grant amendments without governing board approval. In addition to the resolution, both CARB and the Grantee must sign the Grant Agreement to execute the Grant Agreement. An executed Grant Agreement must be in place before work on the project may begin.

If the applicant chooses to contribute any matching funds or other resources to the project, the governing board resolution shall authorize the Applicant's legally authorized official to supply sufficient funding to meet the stated match commitment.

The successful Grantee will be required to sign a Grant Agreement with CARB to fulfill the administrative duties and technical duties associated with the project (see

Appendix B, Draft Sample Grant Agreement). Signed grant agreements and approved governing board resolutions must be returned to CARB no later than the deadline described in the Solicitation Timeline in Section X of this solicitation. If project grant agreements and approved governing board resolutions are not returned by the deadline, CARB, in its sole discretion, may deny the Grant Application and can redirect funds to another submitted application to this solicitation or to another project in the Funding Plan, as needed.

CARB, in its sole discretion, may make minor changes to proposed project milestones, work plan, or disbursement schedules in consultation with the Applicant, for inclusion in the Grant Agreement.

The Grant Agreement may not be executed unless and until any required CEQA review has been completed. For a project where an agency other than CARB is serving as lead CEQA agency, the Applicant must submit any required final CEQA documents by the deadline described in the Solicitation Timeline in Section X of this solicitation (prior to execution of the Grant Agreement). School districts and County Offices of Education are lead CEQA agencies. If an applicant fails to meet this requirement, CARB may deny the Grant Application. CARB will independently review any CEQA documentation provided by the Applicant. CARB may modify any grant agreement based upon information produced from the CEQA environmental review process. If CARB, in its sole discretion, finds a project's CEQA documentation inadequate, CARB retains absolute sole discretion to either (1) modify the Grant Agreement as necessary to comply with CEQA, (2) select other feasible alternatives to avoid significant environmental impacts, or (3) deny the Grant Application. No legal obligations will exist unless and until the parties have executed and delivered a grant agreement, as informed by information produced from the CEQA environmental review process (to the extent applicable).

## **B. Grant and Budget Revisions**

Changes in the project budget, re-definition of deliverables, or extension of the project schedule may not be possible and should be avoided. In cases where minor changes are allowed, they must be approved in advance and in writing by CARB and may require a grant amendment. Once a grant is in place, minor changes to the work to be done or other project scope changes may be considered by CARB, in consultation with the Grantee. CARB reserves the right to terminate a grant upon 30 days written notice to the Grantee as specified in Section 7 of the Draft Sample Grant Agreement.

## **C. Advance Pay**

Consistent with the Legislature's direction to expeditiously disburse grants, CARB, in its sole discretion, may provide advance payments of grant awards in a timely manner to support project initiation and implementation, with a focus on mitigating the constraints of modest reserves and potential cash flow problems. Applicants acknowledge that CARB is in the process of promulgating additional Advance Payment regulations. Potential Grantees agree that the Grant Agreement may be reopened and modified to comply with those regulations once finalized, as

appropriate. Additional information is in the Draft Sample Grant Agreement (Appendix B).

## **XIV. ADMINISTRATION**

### **A. Cost of Developing Application**

The Applicant is responsible for the cost of developing an Application, and this cost cannot be charged to the State. In addition, CARB is not liable for any costs incurred during environmental review, or as a result of withdrawing a proposed award or of canceling the solicitation.

### **B. Errors**

If an applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the 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 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 Applications to be submitted by interested applicants, including the format in which the information is to be submitted, the material to be included, the requirements which must be met to be eligible for consideration, and applicant responsibilities. Applicants must carefully read the entire solicitation, ask appropriate questions in a timely manner, submit 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 Grant Agreement. See the Draft Sample Grant Agreement (Appendix B) terms and conditions included in this solicitation.

### **G. CARB Reserves the Right to Negotiate with Applicant**

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.

#### **H. No Agreement Until Signed**

No agreement between CARB and the successful applicant is in effect until the agreement is signed by the grant recipient and 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.

#### **I. No Modifications to the General Provisions**

Because time is of the essence, if an applicant at any time, including after Preliminary Grantee Selection, attempts to negotiate, or otherwise seek modification of the General Conditions (attached as Appendix B, Draft Sample Grant Agreement), CARB may reject an application or withdraw a proposed award. This does not alter or limit CARB's ability to withdraw a proposed award for other reasons, including failure of a third party agency to complete CEQA review, or for no cause.

#### **J. Payment of Prevailing Wages**

All applicants must read and pay particular attention to Appendix B, Draft Sample Grant Agreement Section 10.17 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, disruption of projects, and other complications including termination of the Grant Agreement.

#### **K. Solicitation Cancellation and Amendments**

CARB reserves the right to do any of the following:

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