

Low Carbon Transportation (LCT) Light-Duty Investments

A Brief Overview of CARB's
Grant Solicitation Process &
How You Can Get Involved

MOVING CALIFORNIA
cleaner transportation for all communities



Overview

- LCT Program Background
- Funding Plan → Grant Award
 - How You Can Get Involved
 - Funding Plan Development Process
 - Competitive Solicitation Process
 - Submit a Strong Proposal
 - Grant Award Process
- Resources
- Contacts

LCT Program Background

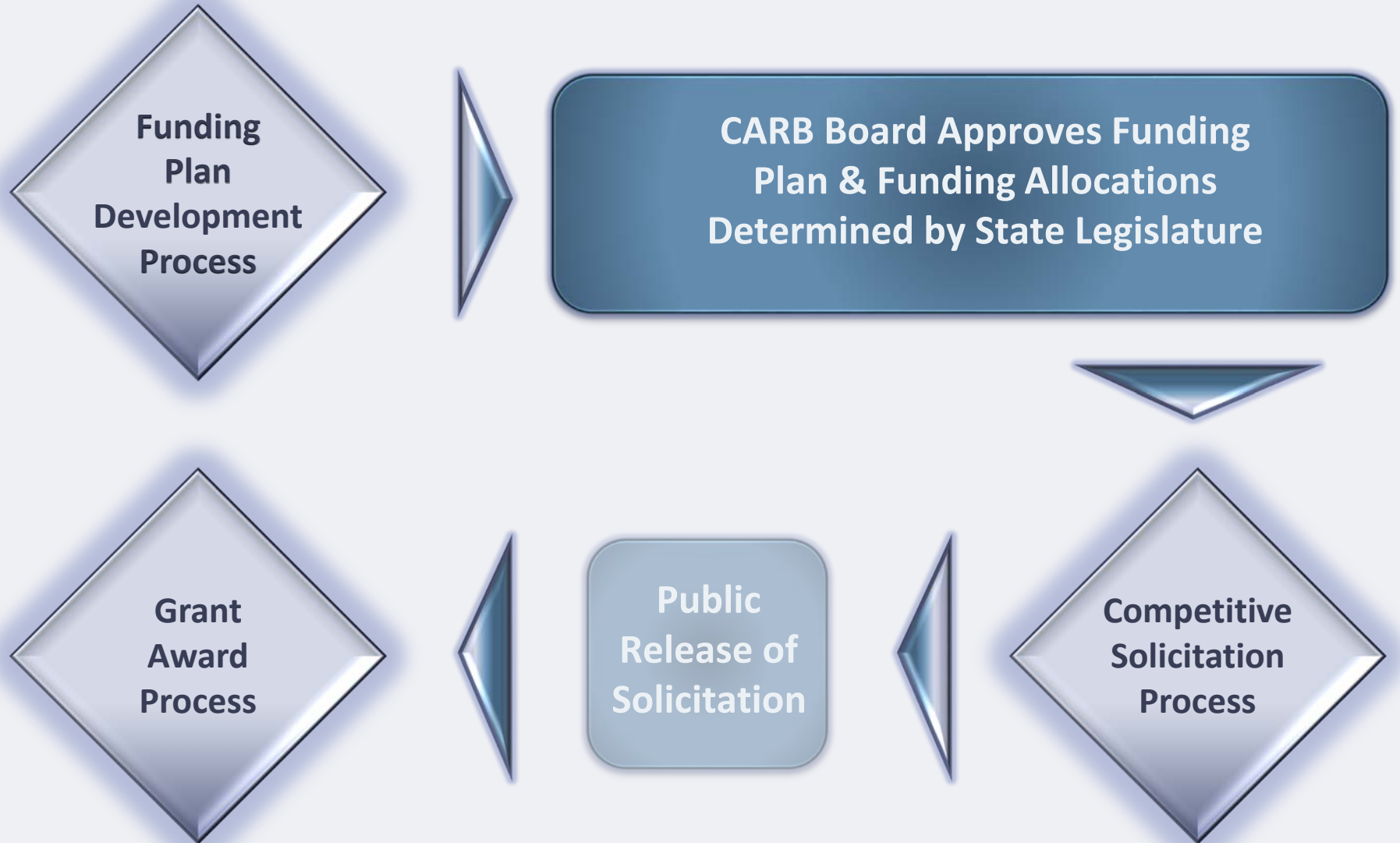
- Funding is provided by California Climate Investments
- \$488 Million investments fund appropriated (FY 2019-20)
- Funded projects cover nearly all means of transportation (Light & Heavy Duty)
- Special considerations for Disadvantaged Communities and Lower-Income Consumers

LCT Program Background

Current & Planned LCT Light-Duty Projects

- Agricultural Worker Vanpool
- Car Sharing & Mobility Options
- Clean Vehicle Rebate Project (CVRP)
- Clean Cars 4 All
- Financing Assistance

Funding Plan → Grant Awards



How You Can Get Involved

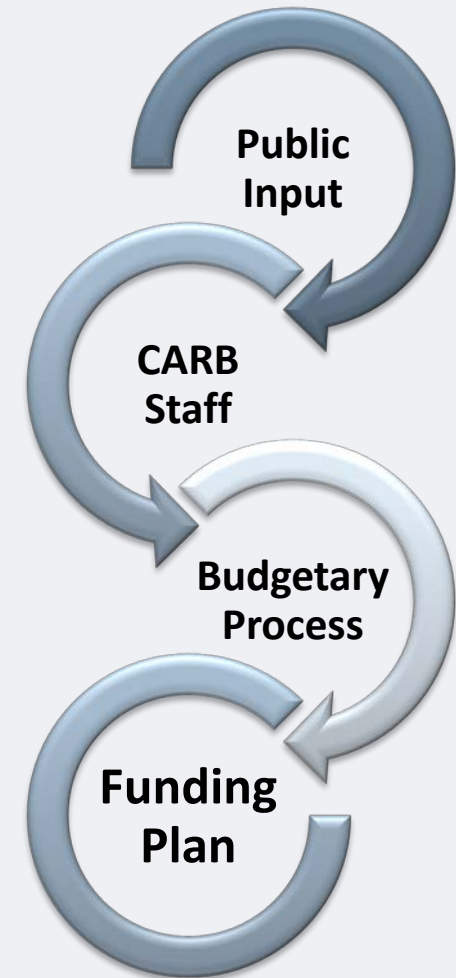
- Make connections in your community
 - Discover the needs and concerns of your community
 - Network with local leaders, Non-Profit Organizations and financial institutions
 - Brainstorm and design solution-based projects
- Join List Serve(s) for upcoming solicitations, funding, funding distribution lists, work groups and workshops – Get the information firsthand!

How You Can Get Involved

- Participate in the funding plan and solicitation development processes by attending the following opportunities offered by CARB staff:
 - Work Group Meetings
 - Workshops
 - Individual Meetings
 - Q&A Teleconferences
- Review and apply for open solicitations for grant funding → Bring your project(s) to life

Funding Plan Development Process

- Public recommendations are critical to developing funding categories and allocations
- There are several opportunities for public input
 - Public Workshops
 - Public Work Group Meetings
 - Individual Meetings with Interested Stakeholders
- **Attend these meetings – provide your input and advocate for your community!**



Funding Plan Development Process

Benefits of Your Involvement

- Provide ideas for projects needed in your community and neighborhoods
- Understand the success/workability of prior projects
- Be informed of CARB staff's proposed funding categories
- Understand investment targets for Disadvantaged Communities and Low-Income Consumers



Funding Plan Development Process

After Funding Allocations Are Determined

- Review the final funding categories for the current fiscal year – Where is the money going?
- Which project categories match your interest, experience and expertise?
- Discuss the project categories with your community and incorporate their needs and ideas – community support will be a great asset – where will be the most benefit gained for your community?

Competitive Solicitation Process

Key components to a competitive solicitation:

- **ATTEND!** Public Work Groups
- **BE READY!** Public Release of Solicitation
- **PARTICIPATE!** Applicant “Q&A” Teleconferences
- **KNOW WHEN!** Application Deadline
- Review/Rating of Applications
- Grantee(s) Selected and Notified

Competitive Solicitation Process

Reasons to Attend Public Work Groups

You Can Learn About

- Proposed project categories - details and funding
- Process and timeline for grant awards
- Updates and changes from previous funding cycle project criteria
- Considerations for Disadvantaged Communities and Lower-Income Consumers

You Can Provide Input to CARB Staff

- Share your experience
- Bring the needs and wants of your neighborhood directly to the staff that recommend funding
- Recommend specific project criteria to improve project outcomes

Competitive Solicitation Process

Checklist Prior to the Application/Proposal Development

- Decide which solicitation(s) you will be applying for
- Determine grantee eligibility requirements – Do you qualify?
- Determine eligible vehicles & infrastructure requirements – Do you have the experience and expertise?
- Network! Explore community & business partnerships – Help yourself and help others.
- Anticipate practical hurdles & barriers – Be Ready!
- Assemble a strong team – Cover all the bases.

Competitive Solicitation Process

Public Release of Solicitation

- Final package reflects changes based on public input
- **Public release** starts “**Silent**” period
 - “Silent” period and communication guidelines in detail on the next two slides
- “Q&A” Teleconference Call Session(s) are held publicly
 - Attend by phone remotely
- Solicitations are usually open 30-45 days

Competitive Solicitation Process

“OPEN” Communication with CARB Staff

- Prior to the public release of solicitation, CARB program staff are available for open communication
 - Work group meetings
 - Workshops
 - Individual meetings
 - Direct phone calls
- You should take every opportunity to get your questions answered BEFORE the solicitation is released.

Competitive Solicitation Process

“NO” Communication Period with CARB Staff

- Once the solicitation is released to the public the **“Silent Period”** begins
 - CARB staff cannot discuss, comment or communicate with anyone regarding the solicitation
 - Questions may be submitted following the guidelines in the published solicitation – This is your last chance!
 - Questions submitted will be responded to during the “Q&A” conference call session(s) and a written record of all questions and responses will be published shortly after the conference call session(s) – you and your team should review these documents closely and modify your proposal application as needed.

Submit a Strong Proposal

General Guidelines

- **DO** review solicitation announcement for scope of project, scoring categories and point structure
- **BE** innovative, but consistent with the goals of the solicitation
- **STATE** your overall plan clearly, be detailed with the required tasks, project schedule, and budget
- **BE** thorough and complete for all solicitation requirements and seek approaches that offer more than the minimum
- **HIGHLIGHT** your team's technical qualifications and approach to implementation

Submit a Strong Proposal

Administrative Requirements

- **COMPLETE** ALL sections of the application
- **INCLUDE** ALL required attachments
- **ADHERE** to submission deadlines
 - Note: Postmarked vs Hand Delivered
- **INCLUDE** the ALL required items! For example: a signed, original hard copy, 4 additional copies and a digital copy (CD or flash drive) of your application

(Sample “Application Checklist” to follow)

Submit a Strong Proposal

Sample Evaluation and Scoring*

- Overall Package
- Applicant Qualifications
- Proposed Budget
- Project Administration Plan
- Project Outreach and Education
- Disadvantage Community Benefits
- Provisions for Data Collection and Reporting
- Estimated Emission Reductions

*Scoring varies depending on the solicitation. Additional criteria may apply –
Review the Published Solicitation for specific scoring criteria

Sample Application Checklist

Review the specific solicitation you are applying for the actual application requirements

COMPLETE each of the following **REQUIRED** Items:

- Attachment #1: Application Qualifications
- Attachment #2: Proposed Budget
- Attachment #3: Project Administration Plan
 - Plan Narrative & Timeline
 - Project Outreach & Education
 - Disadvantaged Community
 - Data Collection & Reporting
- Attachment #4: Estimated Emission Reductions
- Attachment #5: Conflict of Interest Declaration
- Attachment #6: STD 204 Payroll Data Record
- COMPLETE Application Package:
 - SIGN Original Application (includes all items above)
 - FOUR Copies of the completed application
 - Compact Disc (CD) containing the completed application and all required documents

Submit Completed Application Package

- MAIL Application Package by USPS
DEADLINE: Postmarked by:
Program Contact
California Air Resources Board
- DELIVER Application Package in Person
DEADLINE: Received by:
Program Contact
California Air Resources Board

***Review the specific solicitation you are applying for the actual application requirements.**

Grant Award Process

Review/Rating of Applications & Grantee Selection

- CARB staff review panel evaluates each proposal according to the solicitation criteria
- Selection of grantee(s) typically within 30 days of submission deadline
- Grantee(s) are notified
- Grantee(s) enters into grant agreement with CARB

Funding Plan → Grant Award

In Summary

- **Get involved early** → List Serves, Work Groups & Workshops – Participate and ask questions
- **Review** prior solicitation announcements
- **Review** announced solicitation
- **Review** sample grant agreement
- **Participate** in applicant “Q&A” teleconference(s)
- **Follow** these guidelines for submitting a strong proposal
- **Submit** signed, completed application ON TIME!

Resources

- AQIP and Low Carbon Transportation List Serve
 - https://public.govdelivery.com/accounts/CARB/subscriber/new?category_id=CARB_C31
- AQIP and Low Carbon Transportation Workshop/Meetings
 - <https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-0>
- Low Carbon Transportation investments and AQIP Funding Plans
 - <https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-1>
- AQIP and Low Carbon Transportation Project Solicitations
 - <https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low>