

## **REVISED**

### **Proposition 1B: Goods Movement Emission Reduction Program LOCAL PUBLIC ENTITY PROJECT APPLICATION INSTRUCTIONS**

This document summarizes the requirements for the submittal of the Local Public Entity Project Application Packet (application packet) for the Goods Movement Emission Reduction Program, as described in Chapter III of the Program Guidelines<sup>1</sup>.

#### **Application Packet**

Local public entities that have registered<sup>2</sup> shall submit one completed application packet for each source category. This packet shall include the following:

- Completed application addressing all Program application requirements as outlined in this document. There are two parts to the application itself:
  - Data to be entered by the applicant into the Goods Movement On-line Database. These data include: contacts, project details (essentially the results of the Project Benefits Calculators), and the funding demonstration.
  - A written proposal narrative that covers all of the remaining elements summarized below (this document should be attached to the Review/Submit page of the On-line Database under "Application Submission Attachments")
- Board/commission resolution

In addition to entering data and attaching the proposal narrative to the On-line Database, applicants must submit signed paper copies of the entire packet (including the draft or final Board/commission resolution) by the April 4, 2008 deadline. See Application Deadline and Submittal below for specifics.

#### **Elements of the Completed Application**

The headings in **bold** refer to section headings in Chapter III of *The Goods Movement Emissions Reduction Program Guidelines* with page references in (parentheses). Areas of emphasis are identified in *italics*. Local public entities applying for Program funds must address the requirements contained in each section for the application to be considered complete. Unless otherwise noted, these requirements should be covered in the written proposal narrative.

#### **General local agency information** (p. 55-56)

*The subset of contact information for the local agency must be entered into the Goods Movement Online Database.*

#### **Local agency project proposal** (p. 56)

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<sup>1</sup> *Goods Movement Emission Reduction Program Guidelines* available at [www.arb.ca.gov/gmbond](http://www.arb.ca.gov/gmbond).

<sup>2</sup> See *Notice of Funding Availability* available at [www.arb.ca.gov/gmbond](http://www.arb.ca.gov/gmbond).

**Legal restrictions** (p. 47-49)

**Project alternatives for local agencies** (p.49-55)

*Any proposed project alternative(s) must be clearly and thoroughly detailed, along with the basis for the alternative proposal.*

- Technology alternatives
- Project implementation approaches and contractors
- Procedure/process alternatives
- Geographic operations
- Ineligible project alternatives

**Air quality benefits** (p. 56)

*Air quality benefits must be calculated using the Project Benefits Calculators. Data must be entered into the Goods Movement Online Database. The Project Benefits Calculators are found at: [www.arb.ca.gov/gmbond](http://www.arb.ca.gov/gmbond). Local public entity access to the online database is contingent upon successful registration with ARB.*

**Project schedule** (p. 57)

**Funding demonstration** (p. 57-58)

*Funding demonstration data must be entered in the Goods Movement Online Database.*

**Staff resources** (p. 58-59)

*Please clearly and thoroughly detail the staff resources demonstration. The staff resources demonstration is the basis for determining the local agency's ability to effectively meet the demands of the proposed project scope.*

**Local agency project implementation demonstration** (p. 59-89)

The local public entity shall demonstrate its ability to fully and effectively satisfy each of the proposed local agency project implementation requirements. This demonstration shall also be evidence of the local public entity's ability to deliver the proposed project scope (p. 24) and its readiness to quickly begin implementation and deliver air quality results (p. 16).

This demonstration shall include a description of how the local public entity will structure its program to meet each requirement listed below; including substantive detail (wherever possible) regarding the procedures the entity will use to implement each provision. *Please emphasize your outreach to independent truck owner/operators, information on truck efficiency upgrades, match funding, provisions for lease-to-own programs (as applicable), and any proposal to allow direct payments to vendors.*

- Support community and public participation
- Conduct marketing

- Outreach to independent truck owner/operators
- Provide information on truck efficiency upgrades
- Outreach to small businesses for infrastructure construction
- Solicit equipment project applications
- Review of equipment project applications
- Match funding for equipment projects
- Review and competitive ranking and selection of equipment projects
- Conduct compliance checks
- Conduct equipment project pre-inspections
- Notify equipment owners
- Optional provisions for lease-to-own programs
- Ensure equipment project scrappage where required
- Conduct equipment project post-inspections
- Address non-performance as needed
- Request Program funds from ARB
- Process invoices and requests from equipment owners for payment, including direct payments to vendors
- Calculate and report earned interest
- Provide required reports to ARB
- Participate in Program and fiscal audits

#### **APPLICATION DEADLINE AND SUBMITTAL**

Two complete paper copies of each local agency's application packet(s), including all necessary attachments and approved resolutions or letters of authorizations, shall be submitted with an original signature by an authorized local agency representative, along with one electronic version of the complete application packet(s). The complete paper copies and electronic version of the complete application **must be received by the ARB no later than 5:00 p.m. on April 4, 2008**. Applications postmarked or received after 5:00 p.m. on April 4, 2008 will not be accepted and will be returned to the applicant. Only mailed or hand-delivered (along with the emailed version as noted above) applications will be accepted. No faxed applications will be considered.

Please mail hardcopy applications to:

Goods Movement Emission Reduction Program  
 Planning and Technical Support Division  
 Air Resources Board  
Standard U.S. Mail: P.O. Box 2815, Sacramento, CA 95812  
Other Delivery Services: 1001 I Street, Sacramento, CA 95814

Please email the electronic copy to:

[gmbond@arb.ca.gov](mailto:gmbond@arb.ca.gov)

All application information shall be provided or the application shall be considered incomplete. Updates to any application information after the submittal deadline shall only be allowed on a case-by-case basis, at the sole discretion of authorized ARB staff in ARB's goods movement program.

**TENTATIVE SCHEDULE OF PROPOSAL AND AWARD PROCESS**

Notice of Funding Availability	March 12, 2008
Registration as a Local Public Entity	March 21, 2008
Deadline to Submit Proposals	April 4, 2008
Approval of Awards at ARB Board Hearing	May 22-23, 2008

**QUESTIONS**

For questions, please contact: (916) 44-GOODS (444-6637) or [gmbond@arb.ca.gov](mailto:gmbond@arb.ca.gov).