

GRANT SOLICITATION

TARGETED CAR SHARING AND MOBILITY OPTIONS IN DISADVANTAGED COMMUNITIES PILOT PROJECT (CAR SHARING PILOT PROJECT)

FISCAL YEAR 2014-15 LOW CARBON TRANSPORTATION INVESTMENTS

California Air Resources Board
Mobile Source Control Division
February 25, 2015

California Environmental Protection Agency

 **Air Resources Board**

**TARGETED CAR SHARING AND MOBILITY OPTIONS
IN DISADVANTAGED COMMUNITIES PILOT PROJECT
(CAR SHARING PILOT PROJECT)**

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I. SUMMARY

The California Air Resources Board (ARB) is soliciting a Grantee(s) to administer the Targeted Car Sharing and Mobility Options in Disadvantaged Communities Pilot Project (Car Sharing Pilot Project or project). Funding of up to \$2.5 Million for the project is provided by Low Carbon Transportation Investments, which is funded from the Greenhouse Gas Reduction Fund (GGRF), with proceeds from the State's Cap-and-Trade Program.

All projects funded from GGRF must reduce greenhouse gas (GHG) emissions. The overarching goal of this project is to also achieve co-benefit criteria pollutant emission reductions through the introduction of advanced clean car sharing fleets or other mobility options including, but not limited to, advanced technology vanpooling and shuttles into the State's most disadvantaged communities. These communities are identified by the California Environmental Protection Agency's California Communities Environmental Health Screening Tool (CalEnviroScreen 2.0)¹ that assesses all census tracts in the State to identify areas disproportionately burdened by and vulnerable to multiple sources of pollution.

The Car Sharing Pilot Project will result in immediate emission reduction benefits and allow residents of these communities to become familiar with advanced clean vehicle technologies without the responsibility of car ownership costs. The project will also gather data that could help support future larger-scale advanced technology car sharing projects.

The Car Sharing Pilot Project will be a partnership between ARB and one or more Grantees that are selected via a competitive solicitation process. Applications are due to ARB no later than **5:00 p.m., April 8, 2015**.

II. BACKGROUND

In 2007, Governor Schwarzenegger signed into law the *California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007* (Assembly Bill 118, Statutes of 2007, Chapter 750). AB 118 created the Air Quality Improvement Program (AQIP), a voluntary incentive program administered by ARB to fund clean vehicle and equipment projects, air quality research, and workforce training.

In 2014, Governor Brown and the Legislature appropriated GGRF monies to ARB for Low Carbon Transportation investments. These monies provide an additional funding source for ARB's advanced technology and clean transportation incentives, expanding the types of projects funded through AQIP. These investments are being administered through the framework of the Fiscal Year (FY) 2014-15 Funding Plan for the Air Quality Improvement Program and Low Carbon Transportation Greenhouse Gas Reduction Fund Investments (FY 2014-15 Funding Plan)². The FY 2014-15 Funding Plan includes

¹ <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>

² http://www.arb.ca.gov/msprog/aqip/fundplan/final_fy1415_aqip_ggrf_fundingplan.pdf

several Light-Duty pilot projects—including the Car Sharing Pilot Project—that will be funded solely with GGRF funds, and is focused on the deployment of advanced technologies that provide immediate benefits in disadvantaged communities.

III. FUNDING

In June 2014, ARB approved the FY 2014-15 Funding Plan, providing up to \$2.5 million of GGRF funding for the Car Sharing Pilot Project. This funding is available for one or multiple projects. No minimum match funding is required, but voluntary match or in-kind contributions will be considered in scoring the application. Funding from other public or private sources may be combined with ARB funds and must be identified in a proposed project budget.

A proposed budget and a project administration plan must identify the project timeline anticipated by the applicant. The project must be implemented for at least one year from the date that participants begin using the project, and must be completed no later than April 1, 2018. Quarterly Status Reports must be submitted to ARB for approval throughout the project life. A Final Report must be submitted to ARB within 30 days of project completion or no later than May 1, 2018, whichever comes first. At ARB's sole discretion, alterations may be required to the proposed budget and the administration plan.

Expenses must be identified in a proposed project budget and are subject to ARB approval. Only expenses that are necessary to support project implementation and support the project's GHG reductions are eligible for payment, such eligible expenses include, but are not limited to, community outreach and education, vehicle purchases or leases, electric vehicle supply equipment (EVSE) installation (if applicable), maintenance, insurance, car sharing reservation system, participant subsidies, data collection, reporting, staffing, and administration expenses. A determination that use of GGRF monies is not consistent with the approved project budget may occur during an audit or project review conducted by the State or a third-party auditor. Depending on the outcome of those proceedings or review, Grantee may be required to return monies to ARB.

IV. ELIGIBLE GRANTEES

This solicitation is open to federal, State, or local government entities and non-profit organizations. Grantee may administer the project or make use of a Subcontractor to administer the project. Grantee and Subcontractor relationships must be disclosed in the application and the grant agreement.

V. DISADVANTAGED COMMUNITY BENEFITS

In October 2014, the Secretary for Environmental Protection (CalEPA) identified disadvantaged communities for the purpose of GGRF investments, as required by

Senate Bill 535 (De Leon, Chapter 830, Statutes of 2012).³ The Car Sharing Pilot Project is designed to benefit disadvantaged communities and applicants must identify which communities will benefit from the proposed project. In addition, vehicles and charging infrastructure must meet the criteria for being located within or benefitting a disadvantaged community, as provided in ARB's Interim SB 535 Guidance.⁴

VI. PROJECT DESIGN

ARB anticipates the following descriptions of possible car sharing project types are consistent with the goals of the Car Sharing Pilot Project and may be eligible for funding. Other models may also be considered.

- A. **Traditional Car Sharing:** A network of car share users who rent a vehicle for short amounts of time (often by the hour) from a fleet of designated vehicles. Users are pre-approved to drive and may be alone or have passengers with them. Users reserve a car typically online or through a smart phone application or phone call and pick up the reserved car from a designated public location. EVSE is also typically located in an open public environment.
- B. **Vanpooling:** Similar to carpooling, but on a larger scale. A group of users meet at a common meeting location and travel together to a common destination, such as a work center. In this model, there is typically a regular driver and backup driver with a set of passengers. The van travels on a fixed route with a regular schedule appropriated by the riders.
- C. **Combination Car Sharing & Vanpool:** A passenger vehicle would be used to transport a group of riders to a common destination such as work, then—during what would typically be a long period of vehicle non-use—the vehicle would be open to members for use throughout the day until the vanpool return trip. Members of the car sharing portion may include just the vanpool commuters, other employees at the workplace, or other eligible members of the public located within the area.
- D. **Ride-sharing/Carpooling:** A fleet of vehicles with set, pre-approved, and trained drivers transporting members of a community to various locations upon request. This model would likely reside within a disadvantaged community with inadequate public transportation and be used for group commutes to work, school, hospitals, and errands.
- E. **Subsidies, Mobility, and Other Alternatives:** Due to the pilot nature of this project, ARB is open to innovative alternative advanced technology solutions that demonstrably meet the GHG reduction, criteria pollutant emission reduction, and

³ Maps and additional information on CalEPA's identification of disadvantaged communities can be found at: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>

⁴ ARB's Interim SB 535 Guidance can be found at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/535investments.htm>

disadvantaged community goals of the project. ARB will consider the following for eligibility as additional components of a proposed Car Sharing Pilot project:

1. Subsidized use of an advanced technology car share project (i.e., cost of a ride, membership fees, annual fees, etc.).
2. Subsidized use of public transportation.
3. Assistance to users for first/last-mile connections to shuttles, car sharing, or public transportation.
4. Assistance for para-transit, senior communities, or other underserved groups to benefit from advanced technology car sharing.

VII. ESTIMATED EMISSION REDUCTIONS FOR SCORING

The Car Sharing Pilot Project must reduce GHG and criteria pollutant emissions. The worksheets in Appendix A (Attachment 4: Estimated Emission Reductions for Scoring), which will only be used for scoring in the solicitation review process, will provide estimated annual GHG and criteria pollutant emission reductions that a proposed project will reduce. Although ARB is currently developing guidance and methodologies to quantify GHG and criteria pollutant emission reductions for GGRF funded projects, the quantification methodology will not be available in time for this solicitation and the scoring process. Once a project(s) is selected, Grantee(s) must use updated ARB approved quantification methodologies to revise and report GHG and criteria pollutant emission reductions as directed by ARB and as more reliable and accurate project data becomes available.

VIII. GRANTEE SCOPE OF WORK

The scope of work describes the anticipated minimum duties and requirements once a Grant Agreement is fully executed for a project. ARB is intentionally seeking innovative proposals for the Car Sharing Pilot Project. As such, certain aspects of the duties and requirements listed below may not apply to a proposed project, and additional or alternative duties and requirements may more appropriately apply. The applicant is responsible for identifying any changes to the minimum duties and responsibilities and all such changes are subject to ARB's sole approval and will be reflected in the Grant Agreement.

Duties and requirements include:

- A. Grantee's key project personnel will participate in an initial meeting with ARB staff before work on the project begins. Grantee is required to present the overall plan, details of performing the tasks, the project schedule, and any issues that may need to be resolved. Grantee's key project personnel will also participate in meetings with ARB to discuss progress, to be held at least quarterly beginning three months after the initial meeting. Additional meetings may be scheduled at the sole discretion of ARB Project Liaison. Such meetings may be conducted by phone if deemed appropriate by ARB Project Liaison.

- B. Purchase, lease, or otherwise subsidize participant use of eligible light-duty passenger vehicles and medium duty passenger or shuttle vans that are zero emission or near-zero emission vehicles, which include plug-in hybrid electric vehicles (PHEV), battery electric vehicles (BEV), and fuel cell electric vehicles (FCEV). Vehicles 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 ARB.

Additional vehicle requirements:

1. May be purchased or leased.
 2. May be new or used.
 3. A chassis that has been modified with aftermarket parts or equipment to create a PHEV or zero-emission vehicle is not eligible.
 4. New vehicles must be eligible for the Clean Vehicle Rebate Project (CVRP) or the California Hybrid and Zero-Emission Truck and Bus Voucher Project (HVIP), but they cannot participate in those projects, i.e., they cannot receive rebates from CVRP⁵ or vouchers from HVIP⁶.
 5. Used vehicles that have participated in CVRP or HVIP are eligible.
 6. Must be registered in California.
 7. No modifications to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system (California Vehicle Code Section 27156).
- C. Purchase and install EVSE to provide electricity for BEVs and PHEVs, if applicable. Applicants are encouraged to pursue other funding sources for EVSE or develop partnerships with existing providers. EVSE may be:
1. Public or private.
 2. Installed in commercial or residential locations.
 3. Level 1: rated up to 120 volts AC and 15 amps.
 4. Level 2: rated up to 240 volts AC, up to 60 amps, and up to 14.4 kW.
 5. Level 3: high voltage AC or DC with the capability to charge the vehicle to approximately 80 percent capacity within 30 minutes.
- D. Prepare materials in consultation with ARB and conduct outreach and education to the identified disadvantaged community.
- E. Establish secure and safe home base parking within the identified disadvantaged community.
- F. Develop a policy and process to evaluate potential participants that includes evaluation of driver records for insurability.
- G. Enroll participants and ensure they meet the requirements listed below:

⁵ <http://energycenter.org/clean-vehicle-rebate-project>

⁶ <http://www.californiahvip.org/>

1. To be eligible, participants must:
 - i. Possess a current California Class C Driver's license.
 - ii. Meet minimum requirements to drive a project vehicle as required by Grantee and the insurance provider, to be developed in conjunction with ARB.
 - iii. Complete an Initial Participant Survey upon enrollment.
 - iv. Complete trip surveys and participate in research as requested by Grantee.
 - v. Pay project fees as required by Grantee.

2. Participants become ineligible upon any of the following events:
 - i. Participant becomes ineligible for insurance.
 - ii. Participant's license lapses or is revoked.
 - iii. Is found to be an unsafe or impaired driver.
 - iv. Causes damage to a vehicle or EVSE.
 - v. Non-payment of project fees.
 - vi. Non-compliance with project requirements, at the discretion of Grantee or ARB.

H. Conduct initial and follow-up participant surveys, provide Quarterly Status Reports, respond to ad hoc ARB and public queries, and provide an end-of-project Final Report, as follows:

1. Initial Participant Survey:

Grantee will administer an Initial Participant Survey to project participants to collect vehicle usage data and other information. ARB will coordinate with Grantee to identify survey parameters and determine the most effective mechanism for obtaining information and measures to safeguard confidential individual information. Data includes:

 - i. Transportation patterns, auto ownership, and average annual auto miles used in the two years prior to participation in the project.
 - ii. Unmet transportation needs.
 - iii. Other participant information (number of participants and other demographic information as developed with ARB).

2. Quarterly Status Reports:

Grantee will provide Quarterly Status Reports to ARB, beginning three months after full grant execution and continuing through the end of the project. Deliverables include:

 - i. Project costs in detail to date and for the quarterly period.
 - ii. Schedule of community outreach and education conducted and materials used.
 - iii. Participant information (total number of participants, added and withdrawn participants, and other demographic information).
 - iv. Vehicles and EVSE information.
 - v. Trip and fuel usage information (number and types or purposes of

- trips taken, trip beginning and end points, miles traveled, fuel and electricity used, and other information as developed with ARB).
- vi. Estimated GHG and criteria pollutant emission reductions achieved.
- vii. Survey updates, as required by ARB.
- viii. Other co-benefits to the identified disadvantaged community.
- ix. Accounting records, including expenditure and income information and supporting documentation.
- x. Other data and analysis as required by ARB.

3. Final Report:

Grantee will provide a Final Report within 30 days of project completion or by May 1, 2018, whichever comes first, with the following information (at a minimum):

- i. Overview of the Car Sharing Pilot Project from inception through project end, including project background, partnerships, funding sources, challenges, successes, and suggestions going forward.
- ii. Table and narrative of Project Milestones.
- iii. Results of Initial Participant Survey and updates.
- iv. Changes in participant knowledge of and acceptance of advanced technology clean vehicles.
- v. Vehicle, EVSE, and fuel usage information.
- vi. Estimated GHG and criteria pollutant emission reductions achieved.
- vii. Other co-benefits to the identified disadvantaged community.
- viii. Accounting reports, including expenditure and income information and supporting documentation.
- ix. Other data and analysis as developed with ARB.

I. Insurance Requirements – Grantee must comply with all requirements outlined in the (1) General Provisions section and (2) Insurance Requirements outlined in this section. No payments will be made under this grant until Grantee fully complies with all insurance requirements.

1. General Provisions Applying to All Policies:

- i. 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 this insurance. Any new insurance must comply with the original grant terms.
- ii. 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 that 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 this grant upon the occurrence of such event, subject to the provisions of this grant.

- iii. Premiums, Assessments and Deductibles – Grantee is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.
 - iv. Primary Clause – Any required insurance contained in this grant shall be primary, and not excess or contributory, to any other insurance carried by the State.
 - v. 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.
 - vi. 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.
 - vii. Inadequate Insurance – Inadequate or lack of insurance does not negate Grantee’s obligations under the grant.
 - viii. 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:

- i. Commercial General Liability – 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 & advertising injury, and liability assumed under an insured contract

or grant. 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.**

- ii. 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.
- iii. 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. **A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.**

J. Develop, administer, and maintain a user-friendly vehicle reservation system; at a minimum, provide telephone-based, person-to-person reservation fulfillment.

K. Develop policies and procedures documents and flow charts that describe Grantee's administrative actions for evaluating and processing participants, reservations, vehicle maintenance, and data gathering and reporting. 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:
 - i. Outreach and education.
 - ii. Participant evaluation, enrollment, and tracking.
 - iii. Vehicle reservations, tracking, and maintenance.
 - iv. Data collection and reporting.
- 3. Develop and maintain accounting procedures to track expenditures by:
 - i. Grant agreement number.
 - ii. Fiscal year.
 - iii. 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.

L. Establish and maintain records of participants, vehicles, EVSE, fuel, maintenance, and other records, as follows:

- 1. Identify participant data that is confidential and develop measures to keep

- this data confidential.
2. Develop a systematic process and schedule to back-up participant reservation database(s) on a daily basis at a minimum.
 3. Develop and enforce security measures to safeguard project database(s).
 4. Store all records in a secured and safe storage facility that maintains confidentiality and provides fire and natural disaster protection.
 5. Retain files during the term of the Grant Agreement plus seven years and transfer all project records to ARB once the seven years is up.

IX. DEFINITIONS

Descriptions offered below are for the purposes of this solicitation only.

“Advanced Technology” means PHEV, BEV, or FCEV.

“Battery Electric Vehicle (BEV)” means any vehicle that operates solely by use of a battery or battery pack, or that is powered primarily through the use of an electric battery or battery pack but uses a flywheel or capacitor that also stores energy produced by the electric motor or through regenerative braking to assist in vehicle operation.

“Fleet” means vehicles funded by this grant.

“Electric Vehicle Supply Equipment (EVSE)” means a portable, pedestal-mounted, or wall-mounted unit that delivers electricity to BEVs or PHEVs. EVSEs establish two-way communication with the on-board charger in the car.

“Fuel Cell Electric Vehicle (FCEV)” means any vehicle that receives propulsion energy from both an on-board fuel cell power system and either a battery or a capacitor. FCEV is equivalent to “Hybrid fuel cell vehicle.”

“Plug-in Hybrid Electric Vehicle (PHEV)”, means a vehicle having the capacity to charge a battery from an off-vehicle electric energy source that cannot be connected or coupled to the vehicle in any manner while the vehicle is being driven. PHEV is equivalent to “Off-vehicle charge-capable hybrid electric vehicle.”

“Zero-Emission Vehicle (ZEV)” means any vehicle certified to zero-emission standards.

X. APPLICATION INSTRUCTIONS

This application packet contains the forms and information necessary for submittal of a complete application. ARB will select a Grantee(s) based upon the scoring criteria identified in this solicitation. All information and data submitted as a response to this solicitation are the property of ARB and will become a public record once a Grantee(s) is selected and a grant agreement is signed.

If you need this document in an alternate format or language, contact Mr. Tim Hartigan at (916) 324-0202 or Tim.Hartigan@arb.ca.gov. TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service.

An application package consists of one signed original, four copies, and one compact disk (CD) of the application and all required documents. Applications submitted by U.S. Postal Service must be postmarked no later than **April 8, 2015**. Items delivered in person or by another delivery service provider (other than U.S. Postal Service) must be received by ARB no later than **5:00 p.m. on April 9, 2015** (delivery service provider tracking number may be used to verify date of receipt). Mail to the following address:

Tim Hartigan
Air Resources Board
Mobile Source Control Division
Post Office Box 2815
Sacramento, California 95812

Applications submitted in person may be delivered to the following address:

Tim Hartigan
Air Resources Board
Mobile Source Control Division
1001 I Street
Sacramento, California 95814

Send an email to Mr. Tim Hartigan, Tim.Hartigan@arb.ca.gov, to confirm the application has been mailed or hand-delivered to ARB. Sending this email secures one of the five points provided for Application Completeness and lets ARB staff know that your formal application is on the way. ARB will send a confirmation email to the applicant once the hard-copy of the application has been received.

No applications may be submitted by fax or email.

ARB strongly encourages applications to be accurate, brief and clear. Applications will be initially screened for completeness. Applications must include all the Required Elements identified in Section XII or the application will be rejected. In addition, any project application(s) submitted that are not in or serve a disadvantaged community (top 25 percent as identified by CalEnviroScreen 2.0) will be rejected.

Solicitation Timeline*

Key Actions	Dates	Time
Public Release of Solicitation	February 25, 2015	N/A
First Applicant Question Deadline	March 09, 2015	No later than 5:00 p.m.
First Applicant Teleconference	March 10, 2015	2:00 p.m. to 4:00 p.m.
Second Applicant Question Deadline	March 23, 2015	No later than 5:00 p.m.
Second Applicant Teleconference	March 24, 2015	2:00 p.m. to 4:00 p.m.
Application Deadline	April 8, 2015	No later than 5:00 p.m.
Review/Rating of Applications	April 8 - 22, 2015	N/A
Grantee(s) Selected	April 22, 2015	N/A
Return Signed Grant Agreement to ARB	Within 10 calendar days of receipt	

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

XI. APPLICANT TELECONFERENCE

ARB will hold two Applicant Teleconferences with staff available to answer questions potential applicants may have regarding eligibility, application completion, and other requirements. The teleconferences will take place on:

	First Applicant Teleconference	Second Applicant Teleconference
Date	March 10, 2015	March 24, 2015
Time	2:00 to 4:00 p.m.	2:00 to 4:00 p.m.
Phone Number	888-324-3187	800-857-9757
Passcode	40292	51595

The teleconferences will be open to all interested parties. The intent is to provide potential project applicants with an opportunity to ask clarifying questions regarding general application requirements or terminology definitions. Written questions submitted before each of the teleconferences will be given priority. Questions may be emailed to Mr. Tim Hartigan at tim.hartigan@arb.ca.gov up to 5 p.m. one day prior to the teleconferences.

The questions and answers from the first Applicant Teleconference, including questions received via email and answers, will be posted on ARB website no later than 5:00 p.m. on March 15, 2015. These will be appended with questions and answers received from the second teleconference and posted no later than 5:00 p.m. on March 29, 2015. Posting dates may be extended or the solicitation may be re-solicited at ARB's sole discretion. ARB will not answer questions regarding the solicitation after the second Applicant Teleconference. Any verbal communication with an ARB 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. REQUIRED ELEMENTS

The application is included as Appendix A of this solicitation. Applications must demonstrate meeting the specific requirements as described in this solicitation and the Sample Grant Agreement. ARB may request clarification regarding application responses during the application review process. ARB will evaluate and score application responses for each of the following elements:

Appendix A: Application

Attachment 1: Applicant Qualifications

Attachment 2: Proposed Budget

Attachment 3: Project Administration Plan

1. Plan Narrative
2. Plan Timeline
3. Disadvantaged Community
4. Project Outreach and Education
5. Data Collection and Reporting

Attachment 4: Estimated Emission Reductions for Scoring

Attachment 5: Conflict of Interest Declaration

Attachment 6: STD. 204 Payee Data Record

XIII. EVALUATION AND SCORING

ARB will evaluate each application based on the criteria described below. The maximum score is 100 points; the highest overall scores will be considered for selection as Grantee(s); however, ARB is not required to award funds if ARB determines the proposed project does not satisfy the goals of this solicitation. Up to \$2,500,000 is available in total for this solicitation. If an agreement with the highest scoring Grantee(s) cannot be reached by the specified date established by ARB, then ARB may select the next highest scored project, and so on, until an agreement(s) is reached.

The selected applicant(s) will be required to sign a Grant Agreement with ARB to fulfill the duties of Grantee. If additional or future year funds become available and valid applications remain unfunded, those projects may be funded without reissuing a solicitation. ARB reserves the right, in its sole discretion, to award to a single or multiple Grantees, cancel the solicitation, re-solicit, or direct funding to another project. In addition, any project application(s) submitted that are not in or benefit a disadvantaged community (top 25 percent as identified by CalEnviroScreen 2.0) will be rejected.

A. Application Completeness – Maximum 5 points

Evaluation of Overall Application Package	Points Earned
The application is complete and includes all the required elements and information. (Solicitation XII. Required Elements.)	0 – 5 points

B. Applicant Qualifications (Appendix A, Attachment 1, Applicant Qualifications) – Maximum 20 points

Scoring will be based upon the applicant’s ability to successfully act as Grantee and its experience, expertise, and history of administering similar projects or working with ARB, local air districts, transit agencies, local governments, community groups, and other stakeholders.

Evaluation of Applicant Qualifications	Points Earned
Applicant demonstrates little to no relevant experience and expertise applicable to the project.	0 – 5 points
Applicant demonstrates experience and expertise to complete the tasks required of the Project. Grantee has some relevant experience successfully running similar programs.	6 – 12 points
Applicant demonstrates extensive experience and expertise required to effectively and successfully complete the tasks of the Project. Grantee has significant relevant experience successfully running similar programs.	13 – 20 points

Proposed Budget (Appendix A, Attachment 2, Proposed Budget) – Maximum 25 points

Applicants must identify their proposed budget for completing the tasks of the Car Sharing Pilot Project, consistent with the Sample Grant Agreement, a Project Administration Plan (created by the applicant and included as part of the application) and the requirements of this solicitation.

Evaluation of Proposed Budget	Points Earned
Budget is unclear and inconsistent with the applicant’s Project Administration Plan and the requirements of this solicitation, or is insufficient to successfully complete the project. No or limited match funding or in-kind support is committed.	0 – 10 points
Budget is clear, detailed, and consistent with the applicant’s Project Administration Plan, the requirements of this solicitation, and is adequate to complete the project. Costs are represented clearly. The applicant’s commitment for match funding or in-kind support will enable the project to be marginally more effective and efficient.	11 – 20 points
Budget is very clear, detailed, and consistent with the applicant’s Project Administration Plan, the requirements of this solicitation, and is adequate to complete the project. Costs are represented clearly, and are appropriate for the level and quality of work to be performed. Applicant commits to provide match funding support to fund more eligible vehicles, EVSE, or provide increased participant subsidies. The applicant’s commitment for in-kind support will enable the project to be significantly more effective and efficient.	21 – 25 points

C. Project Administration Plan (Appendix A, Attachment 3, Plan Narrative and Plan Timeline) – Maximum 20 points

Applicants will be evaluated based on the completeness of their plan for administering the Car Sharing Pilot Project and the ability to complete the work in a timely manner. The applicant’s Project Administration Plan must address how the applicant will administer all of the tasks under the Scope of Work.

Evaluation of Project Administration Plan	Points Earned
Plan is incomplete or unclear, and does not provide a clear plan for a successful project. The project timeline is incomplete or presents unreasonable or unlikely milestones.	0 points
Plan is complete, provides recommendations for project development and administration. The project timeline is complete and presents reasonable milestones.	1 – 10 points
Plan is sound and well organized, tailors recommendations creatively and appropriately to successfully administer the project, and provides recommendations for effective and efficient project development and administration. The project timeline is comprehensive and well supports the timelines anticipated. The project timeline demonstrates the ability to provide project access to participants within a few months of executing the grant agreement.	11 – 20 points

D. Ability to Conduct Outreach and Education to the Disadvantaged Community (Appendix A, Attachment 3, Project Outreach and Education) – Maximum 5 points

Evaluation of Project Outreach and Education	Points Earned
The Project Administration Plan has a clear plan to create materials and conduct outreach and education to engage and involve disadvantaged community members and their representatives. The plan increases awareness, promotes, and educates the disadvantaged community on the benefits of advanced technology vehicles and maximizes participation in the project by residents of the disadvantaged community.	0 – 5 points

E. Disadvantaged Community Benefits (Appendix A, Attachment 3, Disadvantaged Communities) – Maximum 10 points

Evaluation of Disadvantaged Community Benefits	Points Earned
The Project Administration Plan identifies an area that does not meet the criteria for being located within a disadvantaged community census tract, but is located in a ZIP code that contains a disadvantaged community and meets the criteria for benefiting that community. Co-benefits to the disadvantaged community are described and provide some benefits to that community.	1 – 5 points
The Project Administration Plan identifies an area that meets the criteria for being located within a disadvantaged community census tract. Co-benefits to the disadvantaged community are clearly described and provide direct and meaningful benefits to that community.	6 – 10 points

F. Provisions for Data Collection and Reporting (Appendix A, Attachment 3, Data Collection and Reporting) – Maximum 5 points

Evaluation of Data Collection and Reporting	Points Earned
The Project Administration Plan clearly identifies the data the project will collect from initial and on-going project surveys of participants, vehicles and EVSE that serve the project, fuel use, vehicle usage data, benefits to the identified disadvantaged community, and how this data will be reported to ARB.	0 – 5 points

G. Estimated Emission Reductions (Appendix A, Attachment 3, Plan Narrative and Plan Timeline, and GHG and Criteria Emission Reductions) – Maximum 10 points

Evaluation of Estimated GHG and Criteria Pollutant Emission Reductions for Scoring	Points Earned
The Project Administration Plan does not clearly align with the project details used in the estimated emissions calculation worksheet(s). The estimated emission calculation worksheet(s) identify GHG and criteria pollutant emission reductions anticipated by the project that are comparably less than other proposed projects.	0 – 5 points
The Project Administration Plan clearly aligns with the project details used in the estimated emissions calculation worksheet(s). The estimated emission calculation worksheet(s) identifies GHG and criteria pollutant emission reductions anticipated by the project that are comparably more than other proposed projects.	6 – 10 points