

2010-11 GRANT PROPOSAL SOLICITATION
AIR QUALITY IMPROVEMENT PROGRAM (AQIP)
LAWN AND GARDEN EQUIPMENT REPLACEMENT
PROJECT

Mobile Source Control Division
The California Air Resources Board
November 4, 2010



California Air Resources Board
Air Quality Improvement Program (AQIP)

Lawn and Garden Equipment Replacement Project

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SUMMARY

The California Air Resources Board (ARB) is soliciting Grantees for the \$1 million¹ Lawn and Garden Equipment Replacement (LGER) Project. This solicitation for LGER Project Grantees is open to all air districts designated as non-attainment of the federal 8-hour ozone standard (See Table 1). Grantee hereinafter will be referred to as air districts. Please note that more than one air district may be selected for LGER Project funding. Specific requirements for eligible air districts are described in this solicitation and in the Draft LGER Project Implementation Manual found in Appendix B. Applications are due to ARB by December 3, 2010.

BACKGROUND

In 2007, Governor Schwarzenegger signed into law the *California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007* (AB 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/or workforce training. ARB's appropriation for AQIP projects in the fiscal year (FY) 2010-11 State Budget is \$40 million¹. Based on projected revenues for the AQIP in FY 2010-11, ARB estimates \$1 million will be available for grants.

In June 2010, ARB adopted the AQIP Funding Plan for FY 2010-11 (Funding Plan). The Funding Plan focuses the AQIP on supporting development and deployment of the advanced technologies needed to meet California's longer-term, post 2020 air quality goals. The Funding Plan included funding for four deployment projects, including the LGER Project, and demonstration projects.

The purpose of the LGER Project is to replace internal combustion lawn and garden equipment with cordless zero-emission lawn and garden equipment. For the purposes of this project, corded and reel lawn mowers are not eligible pieces of equipment. The project provides vouchers or rebates of up to \$250 for the purchase of cordless zero-emission lawn and garden equipment. Incentives provided by the LGER Project will help with the development of cordless commercial and other residential zero-emission lawn and garden equipment, which are necessary to meet California's air quality goals.

¹ In the *AB118 Air Quality Improvement Program Funding Plan for Fiscal Year 2010-11*, the Board approved \$1 million for the LGER Project based on a \$40 million appropriation for AQIP projects in the proposed State Budget. The Funding Plan included provisions to scale funding targets proportionally based on the final budget allocation. Projected revenue for the AQIP in FY 2010-11 is estimated to be \$30.5 million rather than \$40 million; minimum allocations provide the LGER Project with the full \$1 million in funding.

The LGER Project will be administered and implemented through a partnership between ARB and air districts, selected via a competitive grant solicitation. Ninety percent of LGER Project funding is for the purchase of new eligible lawn and garden equipment, while up to ten percent of LGER Project funding is for air district administration and outreach. Lawn and garden equipment manufacturers, dealers, and purchasers will also play a key role in ensuring the success of the LGER Project.

ELIGIBILITY

The ARB is soliciting applications for the LGER Project. Air districts designated as non-attainment of the federal 8-hour ozone standard are eligible (see Table 1). Please note that more than one air district may be selected. Selected air districts will be required to submit a resolution of the district Governing Board prior to initial disbursements of LGER Project funds that commits the district to comply with the LGER Project requirements and authorizes the district to accept the grant funds from ARB. The board resolution must also authorize the Air Pollution Control Officer to supply sufficient funding to meet the one to one match requirement.

ARB may consider the nature and the extent of any potential and any apparent conflict of interest in evaluating each application. Lawn and garden equipment vendors or manufacturers are not eligible to administer the LGER Project. Specific equipment eligibility can be found in Section 2.2 of the Implementation Manual (Appendix B).

Table 1 – Air Districts Designated as Nonattainment

Air District	Federal 8-Hour Ozone Designation/Classification*
South Coast AQMD San Joaquin Valley APCD	Extreme
Antelope Valley AQMD Mojave Desert AQMD Sacramento Metropolitan AQMD Yolo-Solano AQMD El Dorado AQMD Placer County APCD Feather River AQMD	Severe
Ventura County APCD	Serious
San Diego APCD Imperial County Northern Sierra AQMD (western Nevada County) Tuolumne County APCD Mariposa County APCD Kern County APCD	Moderate
Bay Area AQMD	Marginal

* Designations are based on proposed or final U.S. EPA designations, or designation requests submitted to the U.S. EPA by ARB.

AVAILABLE FUNDING

The total funding available through this solicitation of the LGER Project is up to \$1 million depending on availability of State funds. Each air district may use up to ten percent of their total grant award for administrative and outreach costs. LGER Project grant awards shall be a minimum of \$10,000 and shall not exceed \$800,000. ARB reserves the right to reallocate LGER Project funds if the total amount requested is less than \$1 million.

MATCH FUNDING

The LGER project requires a one to one match from the air districts. ARB will provide air districts with up to one dollar in LGER Project funding toward their local program for every dollar they spend on a piece of cordless zero-emission lawn and garden equipment. Each air district will be required to match their total grant amount given under the LGER Project. These funds must be new funds allocated for future exchange events and may only be used to increase the number of eligible cordless lawn and garden equipment funded. Contributions to similar lawn and garden exchange programs or other air quality incentive projects (i.e. in-kind match) are not considered eligible match funds. Remaining LGER Project funds from FY 2009-10 may not be used as match for the current funding

cycle and all sources of match funding must be identified in the LGER Project application (Appendix A). Requirements for match funding are detailed in Section 4.6 of the Implementation Manual.

ELIGIBLE PROJECTS/SCOPE OF WORK

Air districts are responsible for project implementation of distributing rebates or vouchers for eligible equipment, including the following tasks:

- Finalize the Draft Implementation Manual in consultation with ARB.
- Prepare outreach and educational materials and conduct the outreach necessary for the project to be successful.
- Develop and update as needed a user-friendly public webpage to provide general information about mower exchange events including at a minimum:
 - List of eligible lawn and garden equipment
 - Voucher/rebate amounts
 - Dates and locations of exchange events
- Conduct one or more public lawn and garden equipment exchange event.
- Destroy old lawn and garden equipment.
- Track voucher or rebate reservations.
- Track expenditure of LGER Project grant funding.
- Respond to public inquiries regarding the LGER Project.
- Provide ARB with a LGER Project Status Report that must include the information outlined in section 4.3.1 of this manual (at ARB's request). The grant agreement with the air district may specify an electronic format for reporting.
- Provide ARB with a LGER Project Final Report that must include the information outlined in section 4.3.2 of this manual. The grant agreement with the air district may specify an electronic format for reporting.
- Meet all applicable requirements of State law, the AQIP Guidelines and Funding Plan, this solicitation, the LGER Project Implementation Manual, and the LGER grant agreement with ARB.

This solicitation is for air districts to distribute vouchers or rebates and implement the \$1 million LGER Project included in the AQIP Funding Plan for FY 2010-11. Should the LGER Project receive additional funding in FY 2011-12, another competitive solicitation must be held to select air districts for these additional funds. Air districts selected via this solicitation may apply to implement the LGER Project in subsequent funding years.

DEFINITIONS

LGER Project definitions are included in Section 5 of the Implementation Manual.

APPLICATION REQUIREMENTS

Eligible air districts must meet all applicable requirements of State law, the AQIP Guidelines and Funding Plan, and this solicitation. To be considered for the grant award, air districts must complete the project application and demonstrate that they meet the required solicitation elements. ARB may request clarification regarding application responses during the application review process.

APPLICATION PROCESS

This application packet contains the forms and information necessary for submittal of a complete application. ARB shall select air districts in compliance with the AQIP Guidelines and applicable State law. Air district selection will be based upon the scoring criteria identified in this solicitation.

If you need this document in an alternate format or language, please contact Grace Garcia at (916) 323-2781 or ggarcia@arb.ca.gov. TTY/TDD/ Speech to Speech users may dial 711 for the California Relay Service.

Four signed original copies and one CD of the application, including all the required documents must be received at the Air Resources Board headquarters at 1001 I Street, Sacramento, CA 95812.

Applications submitted by U.S. Postal Service mail must be postmarked by December 3, 2010. Items delivered by UPS, Express Mail, Federal Express or another delivery service (other than U.S. Postal Service) must be received by the delivery service provider no later than 5 p.m. on December 3, 2010 (delivery service provider tracking number may be used to verify date of receipt).

Applications must be mailed to the following address:

Grace Garcia
Air Resources Board
Mobile Source Control Division
1001 I Street, P.O. Box 2815
Sacramento, CA 95812

Please send an e-mail to Grace Garcia at ggarcia@arb.ca.gov indicating that you have submitted an application once the application has been mailed. Sending this e-mail secures one of the ten points provided for Application Completeness and lets ARB staff know that your formal application is on the way. ARB will send a confirmation e-mail to the applicant once the hard-copy of the application has been received.

No applications may be submitted by fax or email.

Format Requirements

The ARB strongly encourages applications to be accurate, brief and clear. Applications will be initially screened for completeness.

Solicitation Timelines

Public Release of Solicitation	November 4, 2010
Applicant Workshop	November 16, 2010
Application Deadline	December 3, 2010 5:00 PM
Review/Rating of Proposals	December 6 – December 20, 2010
Air Districts Selected	December 21, 2010

Timelines are subject to change at ARB’s sole discretion.

EVALUATION AND SCORING

The ARB will evaluate each proposal based on the criteria described below. The maximum score is 100 points. Air districts receiving 50 or more points will be selected for funding. The selected air districts will be required to sign grant agreements with ARB to fulfill their LGER Project duties (See Appendix C for a Sample Draft Grant Agreement). ARB will enter into a grant agreement once revenues approved in the FY 2010-11 Funding Plan are available. ARB reserves the right to re-solicit for air districts or to direct LGER Project funding to another project in the Funding Plan.

1. Federal 8-Hour Ozone Classification (maximum 50 points)

Points are provided based upon the air district’s designated non-attainment status of the federal 8-hour ozone standard (See Table 1).

Proposal Characteristics	Points Earned
Districts classified as moderate or marginal for the federal 8-ozone designation.	20 points
Districts classified as serious for the federal 8-ozone designation.	30 points
Districts classified as severe for the federal 8-ozone designation.	40 points
Districts classified as extreme for the federal 8-ozone designation.	50 Points

2. Project Implementation Plan (maximum 15 points)

Air districts will be evaluated based on the completeness of their plan for implementing the LGER Project, the ability to complete the work in a timely manner, their expertise/experience, and resources to successfully implement the LGER Project.

Application Characteristics	Points Earned
Plan is unclear and/or does not provide the highest impact for the funding provided. Air district lacks the experience, expertise, and resources applicable to the project requested.	0 points
Plan is complete, provides sound recommendations for effective and efficient project development, implementation, and administration, along with budget consideration. Air district demonstrates their experience, expertise, and resources to complete the required LGER Project tasks. Air district has completed some reporting requirements from the FY 2009-10 LGER Project (if applicable).	1 – 7 points
Plan is sound and well organized, tailors recommendations creatively and appropriately to successfully implement the LGER Project, provides recommendations for effective and efficient project development, implementation, and administration, and proposes high-impact activities that maximize the budget. Air district also demonstrates extensive and strong experience, expertise, and resources required to effectively and successfully complete all LGER Project tasks. Air district has completed all their reporting requirements from the FY 2009-10 LGER Project (if applicable).	7 – 15 points

3. Project Budget (maximum 20 points)

Air districts must identify their proposed budget for completing LGER Project tasks, consistent with the Draft Implementation Manual, their Project Implementation Plan (included in the application) and the requirements of this solicitation. The budget must include the total LGER Project administrative funds requested, and a detailed description of all match funding. Air districts may also receive additional points on their LGER project proposals by offering more than the minimum one to one match requirement.

Application Characteristics	Points Earned
<p>Budget is unclear, inconsistent with the Draft Implementation Manual, the air district's Project Implementation Plan, and the requirements of this solicitation, or is insufficient to successfully complete the project. Air district commits to the minimum match funding requirement and is requesting the maximum allowable funding for LGER Project administration and outreach. Air district has expended less than 50% of their FY 2009-10 LGER funds (if applicable).</p>	<p>0 – 5 points</p>
<p>Budget is relatively clear, detailed, consistent with the Draft Implementation Manual, the air district's Project Implementation Plan, and the requirements of this solicitation, and is adequate to complete the project. Costs are represented clearly. Air district commits to the minimum match funding requirement as well as some additional in-kind support. The air district's in-kind support will enable the project to be marginally more effective and efficient, and achieve additional emission reductions. Air district is requesting the maximum allowable funding for LGER Project administration and outreach. Air district has expended a minimum of 50% of their FY 2009-10 LGER funds (if applicable).</p>	<p>6 - 14 points</p>
<p>Budget is very clear, detailed, consistent with the Draft Implementation Manual, the air district's Project Implementation Plan, and 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. Air district commits to the minimum match funding requirement and to reduce administration costs through in-kind support to less than the ten percent allowable. The air district's commitment of match funding or in-kind support will enable the project to be significantly more effective and efficient, and achieve maximum additional emission reductions. Air district has expended 100% of their FY 2009-10 LGER funds (if applicable).</p>	<p>15 - 20 points</p>

4. Application Completeness (maximum 10 points)

Application Characteristics	Points Earned
The application is unclear or is missing key information.	0 – 5 points
The application is clear, concise, and includes all the required information.	6 – 10 points

5. Ability to Promote the Use of Alternative Fuels and Vehicle Technologies (maximum 5 points)

Application Characteristics	Points Earned
The air district has a clear and effective plan for public outreach (as identified in the Project Implementation Plan) to ensure effective and efficient implementation of the project.	0 – 5 points

MONITORING AND REPORTING REQUIREMENTS

Selected air districts must submit a Status Report (at ARB's request) and a Final Report to ARB. The report shall contain at a minimum the following information:

- Total number of new units exchanged (by equipment type, make, and model) with LGER Project and match funds.
- Final invoice from equipment dealers/manufacturers.
- Cost per unit, cost share for customer, and cost share for district.
- Source(s) and amount(s) of match funding and in-kind services.
- Total program expenses (outreach and administrative costs, etc.).
- Remaining grant funding available. (if applicable)
- Identified problems or concerns.

FUNDING ALLOCATION

LGER Project grant awards will be determined by the air district's residential lawn mower population (based on ARB's Off-road Emissions Inventory) and application score. ARB's Off-road Emissions Inventory can be found online at: <http://www.arb.ca.gov/msei/offroad/offroad.htm> . Each air district scoring 50 or more points will receive the minimum \$10,000 and the remaining funds will be allocated to air districts who requested more than the minimum amount. Please note that air districts who request more than the minimum grant amount may not be awarded their desired amount.

ARB is required to expend 100 percent of the FY 2010-11 LGER Project funds available through this solicitation prior to June 30, 2013. ARB will not disburse FY 2010-11 LGER funds to air districts that received LGER FY 2009-10 funds until all FY 2009-10 project and match funds have been fully expended and a

final report had been submitted to ARB. ARB funds may only be used for eligible equipment rebates or vouchers and project administration.

Equipment Funding

Ninety percent of the air district's grant award must be used for eligible equipment rebates/vouchers. Air districts may request these funds once they have documentation of rebate/voucher reservations. Air districts may also request equipment funds up to the amount for which they have documented rebate or voucher reservations.

Administration Funding

Air districts may use up to ten percent of their total grant award for LGER Project administration and outreach. Additional information regarding the disbursement of funds is provided in the Implementation Manual (Section 4.2).

APPLICANT WORKSHOP

ARB will hold an Applicant Workshop at which time staff will be available to answer questions potential applicants may have regarding eligibility, application completion, and other issues. The Applicant Workshop will be at:

Place: CalEPA Building, CR 2410
1001 I Street
Sacramento, CA 95812

Call-in Information:	Tel: 888-324-2611
	Passcode: 37939
Date:	November 16, 2010
Time:	1:00 PM – 3:00 PM

The workshop will be open to all eligible air districts. The above call-in number has been provided for those unavailable to attend in person. The intent of the workshop is to provide potential project applicants with an opportunity to ask clarifying questions regarding general application or applicant requirements or terminology definitions. Written questions submitted before the workshop will be given priority. Questions may be e-mailed to Grace Garcia at ggarcia@arb.ca.gov. Questions may be submitted up to 5 p.m. one day prior to the workshop. The questions and answers from the workshop and any questions received via e-mail by 5 p.m. on November 15, 2010 will be posted on the ARB website no later than 5 p.m. on November 23, 2010. ARB will not answer questions regarding this solicitation after the applicant workshop. 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.

REQUIRED ELEMENTS

The application for the LGER Project is included in Appendix A of this solicitation, and includes the following required elements:

Appendix A: Applicant Information

Attachment 1: Applicant Qualifications

Attachment 2: Applicant Resources

Attachment 3: Project Implementation Plan

Attachment 4: Proposed Budget

Attachment 5: Conflict of Interest Declaration