APPENDIX A

APPLICATION PACKET

AQIP APPLICATION

Please print clearly or type all information on this application.

1. AQIP Project:		
2. Company Name/Air District/Organization Name/Individual Name:		
3. Business Type:		
4. Contact Name and Title:		
5. Person with Contract Signing Authority (if different from above)/Air Pollution Control Officer (APCO):		
6. Mailing Address and Contact Information: Street:		
City:	State:	Zip Code:
Phone: ( )	Fax: ( )	
E-mail:		

I hereby certify under penalty of perjury that all information provided in this application and any attachments are true and correct.

Printed Name of Responsible Party or APCO:	Title:
Signature of Responsible Party or APCO:	Date:

Third Party Certification (if applicable)
I have completed the application, in whole or in part, on behalf of the applicant.

Printed Name of Third Party:	Title:
Signature of Third Party:	Date:
Amount Being Paid for Application Completion in Whole or Part:	Source of Funding to Third Party:

Attachment 1: Applicant Qualifications

In the application below, please include information for each key staff involved in developing, implementing, or administering the proposed project. **Attach qualification narrative and resumes for individuals listed below**.

Name:	Hourly rate:
Phone:	E-mail:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	E-mail:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	E-mail:
Title:	
Expected duties:	

If more room is needed, this application may be copied or recreated.

Subcontractor Information: Applicants may team with other entities. However, responsibility for deliverables lies with the primary applicant and the grant will be awarded only to the primary applicant. Provide the names and information for subcontractors. Attach qualification narrative and resumes for individuals listed below.

Name:	Hourly rate:
Phone:	E-mail:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	E-mail:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	E-mail:
Title:	
Expected duties:	

If more room is needed, this application may be copied or recreated.

Attachment 2: Project Description

Project Summary

The project summary must contain a summary of the proposed project. It is a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, potential benefits and outcomes, and major participants, and requested funding amount. It should not include information that is not in the rest of the proposal. This document must not include any proprietary or sensitive business information as it may be made available to the public. The project summary must not exceed 1 page when printed using standard 8.5" by 11" paper with a minimum of 1" margins (top, bottom, left and right) with font not smaller than 11 point.

Project Narrative

THE PROJECT NARRATIVE MUST SEPARATELY ADDRESS EACH OF THE SCORING CRITERIA REQUIRING A RESPONSE LISTED IN THE EVALUATION AND SCORING SECTION OF THE SOLICITATION. The first page of the project narrative must include the project's title, funding amount requested, applicant (public entity), and industry partner that will act as the technology demonstrator (if applicable). Partners are persons or organizations that will contribute resources to the project via cash, equipment/materials, facilities, or in-kind services. The project narrative must not exceed 10 pages when printed using standard 8.5" by 11" paper with a minimum of 1" margins (top, bottom, left and right) with font no smaller than 11 point. Do not include internet addresses (URLs) as a substitute to providing information necessary to review the application. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these scoring criteria. Provide bibliographic citations for any references cited including names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication.

Work Plan

A detailed work plan needs to be included in the application package. The work plan should detail each specific task that is required to complete the demonstration project, as milestones, and the timing of each task that lead to the on-time completion of the demonstration project.

The work plan should be in a format that shows a logical sequence of tasks with project deliverables easily identifiable.

Sample Work Plan Format

Task 9. Hybrid School Bus Emission Testing
The purpose of this task is to perform preliminary on-road emission testing on a demonstration hybrid school bus and collect fuel usage data.

Task 9.1 *Hybrid School Bus Company* will install PEMs unit on school bus and verify that the PEMS is operating normally.

Task 9.2 *Hybrid School Bus Company* will calibrate PEMS unit for on-road testing and perform on-road testing and evaluate results.

Task 9.3 *Hybrid School Bus Company* will begin sampling of exhaust emissions and fuel usage using PEMS and on-board ECM.

Task 9.4 *Hybrid School Bus Company* will collect emissions data from PEMS and fuel usage data from engines ECM.

Task 9.5 *Hybrid School Bus Company* will evaluate emissions and fuel usage data and prepare report on emissions and fuel usage to Grantee

Deliverable Description: Emission and Fuel Usage Report
Deliverable Due Date: June 30, 2013

Attachment 3: Proposed Budget

The proposed budget must include all estimated labor and material costs associated with managing the project, the administrative funds requested, and a description of any applicable commitments for in-kind services and match funding. In-kind services refer to resources or services contributed by the applicant to implement the project but not included in the proposal for funding by ARB. Please be as specific as possible when describing in-kind services (i.e. itemize staff time, equipment, consumables, or other costs that are being committed). Match funding refers to funds contributed by the applicant or other funding source. **The solicitation has a grantee cost share requirement of at least 50 percent of the total proposed budget of the project, of which 10 percent must be cash committed by the applicant or industry partner**. The remaining cost share may be provided through a combination of in-kind contributions of labor, equipment, materials equipment transportation, private financing and federal or state funds.

Provide a draft Disbursement Schedule in the format described in Exhibit B Attachment II in the draft grant agreement.

Sample Proposed Budget

The Sample Proposed Budget may be copied or recreated as needed.
(Applicant may modify this sample budget to meet their specific needs. This page may also be edited, or deleted if not used)

DIRECT LABOR IN-KIND	HOURS		RATE	TOTAL	MATCH
Program Manager	_____	@ _____	_____		
Staff Assistant	_____	@ _____	_____		
Technician	_____	@ _____	_____		
Clerical	_____	@ _____	_____		
				$ _____	$ _____
SUBCONTRACTOR(S) COST ITEMIZED				$ _____	$ _____
INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS)					
Overhead Rate		_____	_____		
Fringe Benefits		_____	_____		
				$ _____	$ _____
DIRECT COSTS (EXCEPT LABOR)					
Travel Costs			_____		
Equipment and Supplies (Itemized)			_____		
Other Direct Costs (Itemized)			_____		
				$ _____ Total	$ _____ Total

TOTAL COSTS TOTAL $_____

APPLICANT MATCH $_____

The solicitation has a grantee cost share requirement of at least 50% of the total proposed budget of the project, of which 10% must be in cash.

Attachment 4: Procedures for Handling Confidential Information

How ARB Handles Confidential Information

ARB prefers that you do not include confidential information (e.g. trade secrets) in your proposal. However, if you find it necessary to include such information, ARB will protect it as confidential information to the degree allowed by ARB regulations on information disclosure in conformance with State law. The ARB will not disclose data identified by an applicant as confidential, except as required by law. However, because of the legal requirements for disclosure of some kinds of information, applicants are advised that the ARB cannot provide an absolute guarantee that all material designated as confidential will not be disclosed to the public. Also, the State cannot accept legal liability for such disclosure. If such restrictions are not acceptable to you**, DO NOT INCLUDE CONFIDENTIAL MATERIAL IN YOUR PROPOSAL.**

Confidentiality Provision

The following statement must be signed and returned to the Air Resources Board with your application if the application includes confidential information that you want to be protected as trade secrets**.**

* * * ** * * *

The restriction on disclosing this information shall not apply to any information identified by the applicant as confidential that (a) is already known to the public or the ARB at the time of disclosure, or (b) is or becomes publicly known through no wrongful or negligent act on the part of the review panel members or the ARB.

The applicant further agrees that s/he has read the following confidentiality provision and agrees to its terms and conditions.

It is understood that in the course of carrying out this agreement, the ARB may provide Confidential Information to non-ARB reviewers. Each review panel member agrees to use his/her best effort to hold Confidential Information in confidence and shall return it to the ARB upon the completion of the agreement.

This obligation shall apply only to Confidential Information that is designated or identified as such in writing by the ARB prior to the disclosure thereof. All Confidential Information shall be sent only to the review panel members. Moreover, this obligation shall not apply to any Confidential Information which: (a) is or becomes publicly known through no wrongful or negligent act on the part of the review panel; (b) is already known to the review panel member at the time of disclosure; (c) is independently developed by the review panel member without breach of this agreement; or (d) is generally disclosed to third parties by the ARB without similar restrictions on such third parties."

_____. _____

Applicant's signature Date

E. Letters of Commitment

Include letters of commitment from partners, subcontractors, etc…, as appropriate to complete the application.