

## APPENDIX A

# AQIP APPLICATION

California Environmental Protection Agency

 **Air Resources Board**

## 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:		
<input type="checkbox"/> I have read and understood the terms and conditions of the Sample Grant Agreement.		

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**

1. Qualifications Narrative: Please provide an attachment describing your experience/expertise developing, implementing, or administering similar incentive projects and working with or outreaching to vehicle purchasers and lessees, vehicle manufacturers, vendors, and other stakeholders, and identify how this background will enable you to efficiently and effectively implement CVRP. This narrative should not exceed two pages.
  
2. Staff Information: Include information for each staff member to be involved in developing, implementing, or administering CVRP. Clearly identify staff proposed for day-to-day project implementation. Attach resumes.

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 page may be copied or recreated.*

3. Subcontractor Information: Applicants may partner with other entities. Responsibility for deliverables lies with the primary applicant. Provide the names and information for any and all subcontractors and partners. Attach resumes and letters of commitment.

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 page may be copied or recreated.*

## **Attachment 2: PROPOSED BUDGET**

Please describe your proposed budget for completing the tasks of the CVRP Grantee, consistent with the draft Implementation Manual, your Project Implementation Plan and the requirements of this solicitation. Your budget must include all estimated labor and material costs associated with managing the project, the total administrative funds requested, and a description of any applicable commitments for in-kind services and match funding. Administrative and outreach costs must not exceed \$1,080,000 (equal to six percent of the \$18,000,000 in total project funding). Applicants may use the Sample Proposed Budget (on page A-5) to summarize their proposed budget.

In-kind services refer to resources or services contributed by the Grantee to manage the project but not charged to CVRP. Please be as specific as possible when describing in-kind services (i.e. itemize staff time, infrastructure, or other costs that are being committed). In-kind services provided in the form of outreach efforts must be appropriate for a statewide rebate program. In-kind services committed in this application must be documented by the Grantee in the CVRP Final Report (See Section 4.7 of the CVRP draft Implementation Manual).

Match funding refers to funds contributed by the Grantee to CVRP to fund additional eligible vehicles. Match funding does not include in-kind match (i.e. funding provided by the applicant for other similar incentive projects or programs). Only direct match funding contributed to CVRP will be considered in scoring this application. An applicant may propose that match funding be used to fund only vehicles in a specific region (such as a county or air district). The applicant must include a letter describing and authorizing any proposed match funding commitment as part of this application (See Section 4.8 of the CVRP draft Implementation Manual).

## 2-1: Sample Proposed Budget

(Applicant may modify this sample budget to meet their specific needs. This page may also be edited, or deleted if not used)

<u>DIRECT LABOR</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>	<u>IN-KIND MATCH</u>
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 \$ _____

### **Attachment 3: PROJECT IMPLEMENTATION PLAN**

Please provide your Project Implementation Plan for completing key tasks required of the CVRP Grantee. The Project Implementation Plan should be no longer than five pages and contain a clear and concise description of how the following and other key tasks will be completed, as well as the timeline and resources needed for their completion.

- Outreach to vehicle purchasers and dealers with outreach targeted to the areas of the state with the worst air quality.
- Development/implementation of the CVRP webpage.
- Timely redemption of rebates.
- Steps to ensure project transparency and accountability.
- Reporting to ARB.

Be specific. Where applicable, applicants should provide examples of past experiences in successfully completing similar tasks.

#### **Attachment 4: APPLICANT RESOURCES TO IMPLEMENT THE PROJECT**

In no more than one page, please identify the staff, infrastructure, match and in-kind funding or other resources you have available and will utilize to effectively and efficiently implement CVRP. Staff time, infrastructure, and/or administrative, outreach or other costs needed to implement the project should be detailed as part of your Proposed Budget (See Attachment 2).

## **Attachment 5: CONFLICT OF INTEREST DECLARATION**

Please summarize your organization's or any subcontractor's (as identified in Attachment 1 of this application) current, ongoing, or pending direct or indirect interest, which poses an actual, apparent, or potential conflict of interest with your ability to fulfill the duties of the CVRP Grantee. These may include but are not limited to financial arrangements with or interest in zero-emission vehicle manufacturers, dealers, fleets, or related organizations. ARB may consider the nature and extent of any potential or apparent conflict of interest in evaluating, considering, or scoring the application and may disqualify the applicant at ARB's sole discretion.