



San Joaquin Valley
AIR POLLUTION CONTROL DISTRICT



2023 REQUEST FOR PROPOSALS

Shafter Community Emissions Reduction Program:
Car Sharing

The San Joaquin Valley Air Pollution Control District is seeking proposals from entities to implement Car Sharing projects in the Shafter AB 617 Community.

Contents

Introduction	2
Background	2
Qualitative Benefits	3
Community Support for Car Sharing	3
Schedule	3
Funding Available	4
Contract Period	5
Applicant Eligibility	6
Project Eligibility	7
Project Evaluation and Scoring Criteria	8
Project Implementation Plan	8
Location	10
Emission Reduction Targets and Benefits	11
Proposal Requirements and Process	11
Proposal Submittal	12
Administration	13
Insurance	14
Reporting Requirements	14
Reimbursement – Claim for Payment	15
Informational Meeting	16
Contact Person	16

Request for Proposals

Shafter Community Emissions Reduction Program: Car Sharing

The San Joaquin Valley Air Pollution Control District (District) is soliciting proposals from entities (applicants) to implement Car Sharing projects within the geographic community boundary and within a seven-mile radius from the center of the City of Shafter, a map of which is referenced in Exhibit B. This Request for Proposal (RFP) will provide a total grant amount of up to \$500,000 to the selected applicant(s) that can demonstrate the ability to efficiently and effectively implement Car Sharing projects by working with the community to reduce emissions and to provide several key co-benefits. The Car Sharing Emissions Reduction Program is a Community Identified Project that has been included and prioritized in the California Air Resources Board (CARB) and District adopted Community Emission Reduction Program (CERP.)

Introduction

Assembly Bill 617 (AB 617) requires CARB and air districts to develop and implement additional emissions reporting, monitoring, reduction plans and emission reduction measures in an effort to reduce air pollution exposure in disadvantaged communities. Shafter is one of the San Joaquin Valley (Valley) communities selected by CARB for investment of additional resources under AB 617.

AB 617 provides mechanisms and resources to invest substantial funding in the community through voluntary incentive funding measures. Most importantly, these measures are guided by the shared experience and knowledge of local community members, through their input and involvement on Steering Committees for each AB 617-selected community.

Background

The Car Sharing Emission Reduction Program is a part of California Climate Investments (CCI), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities.

The goal of this CERP is to fund the deployment of electric vehicles and installation of electric vehicle supply equipment (EVSE) infrastructure in disadvantaged communities impacted by poor air quality and other environmental factors. The introduction of clean transportation alternatives through car sharing and vanpooling services in the Shafter community would help reduce emissions and demonstrate the effectiveness of these services at more affordable rates to the users. Car Share programs provide options for

residents to reduce the use of gas-powered vehicles, providing a benefit to community residents by reducing NOx and VOC emissions that would otherwise occur.

With a high percentage of low-income and minority residents, a significant portion of the population in the Valley resides within established disadvantaged communities. Disadvantaged communities often lack the infrastructure to support cleaner vehicles and transportation needs. Therefore, car sharing and vanpool services will continue to draw interest and enable residents to obtain affordable access to zero-emission vehicles without the burden of ownership.

Qualitative Benefits

The goal of this strategy is to reduce emission from passenger vehicles by launching an electric car sharing program in the Shafter community. These types of programs offer access to electric vehicles for a defined period of time at a minimal cost to the user. In addition these programs may allow for residents to reduce or eliminate use of a gas powered vehicle resulting in a reduction of ozone forming emissions. These emission reductions provide benefit to community residents by reducing NOx and VOC emissions that would otherwise occur. Car Sharing 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.

Community Support for Car Sharing

Community engagement continues to be an important part of the CERP development. District staff have routinely met with the respective Community Steering Committee (CSC) subcommittees. Through ongoing discussions with the Shafter CSC subcommittee for Car Sharing, the subcommittee had expressed strong interest in providing funding to support the Car Sharing measure. The Car Sharing measure has been discussed at CSC meetings in addition to the outreach activities conducted to inform residents of the program and requirements for participation. Following the outreach efforts, this measure received support from the Shafter CSC and was included in the adopted CERP. This RFP was developed and modeled after existing plans and resources for similar projects within the state of California and includes feedback received from the CSC to create a program that addresses the unique needs of the community.

Schedule

<u>Date</u>	<u>Event</u>
August 7, 2023	Release Request for Proposal
August 22, 2023 (11:00 AM)	Informational meeting
September 29, 2023 (5:00 PM)	Proposal submission deadline
Approximately 90 days	Proposal review and Final selection

Funding Available

This measure would provide funding up to \$500,000 to the applicant for a 3-year project life. The Applicant may utilize up to 15% of awarded funds for administrative costs. See Table 1 and Table 2 below for the maximum allowable funding amounts for vehicles and charging infrastructure for this program.

Table 1 – Allowable Funding Amounts for Vehicles

Vehicle Type and Technology	Maximum Funding Amounts (per vehicle)
New ¹ light-duty zero-emission vehicle (ZEV)	Up to \$65,000 ²
New light-duty plug-in hybrid (PHEV) (only models with 6 seats capacity or more)	Up to \$40,000
Used light-duty ZEV or PHEV ³ (4 years or newer)	100 percent of the Kelley Blue Book (KBB) value ⁴ (cannot exceed maximum payable amount for the new vehicle)
Leased new light-duty ZEV	Up to \$850 per month (including up to \$3,000 down payment)
Leased used light-duty ZEV	Up to \$600 per month (including up to \$3,000 down payment)
New ⁵ zero-emission passenger van and shuttle bus up to Class 6 (\leq 26,000 GVWR ⁶) or under 30 feet in vehicle length	Total vehicle purchase cost
Additional allowance for the purchase of the new ADA-compliant vehicles and micromobility devices (e.g., wheelchair lift, wheelchair ramp, adaptive e-bikes)	Up to \$20,000 additional to allowable funding per eligible light-duty or medium-duty vehicles; Up to \$4,000 additional to allowable funding per eligible micromobility device

1. Light-duty vehicles are considered new if odometer reading is 7,500 miles or less at the time of purchase or lease.
2. The District may approve costs in addition to allowable payment amount for eligible vehicles that cost more than \$65,000 on case-by-case basis.
3. PHEVs are only eligible in models with 6-seats capacity or more.
4. Kelly Blue Book (KBB) value is defined as the upper limit of the KBB fair market range, for the same vehicle condition, transaction type, and zip code as the actual transaction.
5. Medium-duty vehicles are considered new if odometer reading is 3,500 miles or less at the time of purchase or lease.
6. Gross Vehicle Weight Rating

Table 2 - Allowable Funding Amounts for Infrastructure

Charging and Fueling Infrastructure (Includes Equipment and Installation)	Maximum Funding Amounts (per unit)
Level 2 electric vehicle supply equipment (EVSE) unit, including equipment and installation costs	Up to \$30,000 for one dual port Level 2 (or two single port). The District will fund only one unit per funded vehicle.
DC Fast Charge EVSE unit, including equipment and installation costs	Up to \$112,000 per 50kW unit Up to \$175,000 per 150kW unit Up to \$250,000 per 350kW unit
Solar Photovoltaic Equipment to supply electricity for EVSE and other clean mobility options charging equipment	Amount paid must be based on community input regarding the supply needed to support funded equipment

The applicant must be in compliance with applicable State and/or federal conflict of interest laws. To be eligible to receive incentive funding, the applicant **must** agree to disclose additional funding sources that include, but are not limited to, federal, state, and third-party private sources as follows:

1. Indicate if their organization has applied for or received funding from any other sources for this project.
2. Indicate if you intend to apply for additional funding from other sources in the future for this project.
3. Disclose the value of any current financial incentive that directly reduces the project cost including tax credits or deductions or other public financial assistance.

For any additional funding that the applicant will receive or has already received for this project, the applicant will submit copies of letter(s) of financial commitment(s), agreement(s), or grant award letter(s.) Information provided may be shared as required by federal, state, and local laws. Any owner, designee, or other third party who is found to have submitted multiple applications or signed multiple contracts for this project without proper disclosure may be disqualified from funding for that project from all sources within the control of the District. Applying for or receiving funding from other sources for this project does not necessarily preclude you from this RFP.

Projects funded through existing initiatives within the community may be leveraged to expand existing projects in the Shafter AB 617 community. Applicants may use the grant awarded to them as leverage to raise matching funds for Car Sharing projects. Match funding is not required for this program.

Contract Period

Applicants selected through this RFP are required to commit to their projects for a minimum of 3 years. The project should launch operation of the service model for end-users within 1-year of executed grant agreement. Operations launch date is the date when participants first begin using the services(s). The selected applicant must notify the District in advance with a Notice to Launch Services, which includes the launch date of operations, confirmation that all necessary actions have been completed for the launch,

and copy of any outreach materials needed for the launch. The selected applicant must receive a Notice to Launch Services confirmation from the District before any operations begin. Vehicles must be in deployment for a minimum of 1-year.

During the contract period, Applicants must maintain the project, comply with other requirements described in this RFP, and make the project available for inspection if requested by District and/or CARB staff.

Applicant Eligibility

The Car Share Program will be a partnership between the District and/or the City of Shafter and the selected grantee. The District will use the established and approved CCI quantification methodology for Clean Mobility projects to rank and calculate project level emission reductions. Applicants must meet or partner with subcontractors that meet the following eligibility requirements to be considered an applicant for the program:

1. Be currently operating a car share program or will be partnering with a car share, vanpool and/or ride share business located within California
2. Have the following experience with e-mobility services within the San Joaquin Valley:
 - a. Experience and expertise implementing similar projects and working with CARB, local air districts, transit agencies, local governments, community groups, or other stakeholders.
 - b. Appropriate experience to perform the tasks in their areas of responsibility, and have knowledge and experience within the target communities and experience conducting community specific outreach and education.
 - c. Demonstrated experience and expertise to complete the tasks required to implement the project and/or have relevant experience successfully running similar sized funding program.
3. Agree to a 3-year grant agreement with the District.
4. Have an established web based/phone application for riders to make reservations and conduct payments
 - a. Maintain a user-friendly reservation system that at a minimum provides telephone-based person-to-person reservation fulfillment.
5. Have the ability to provide customer service to riders in need of assistance during reserved timeframes such as, but not limited to:
 - a. Roadside assistance
 - b. Vehicle operational questions
 - c. Charging questions and issues
6. Have the ability to comply with all local, state, and federal rules and regulations.
7. Have the ability to establish secure and safe home base parking for project vehicles within the geographic community boundary and within a seven –mile radius from the center of the City of Shafter.
8. Agree to comply with all requirements outlined in the General Provisions and Insurance Requirements from the program Request for Proposal (RFP) and the District's grant agreement, if applicant is selected as an Applicant. No payments

will be made under this agreement until Applicant fully complies with all insurance requirements.

9. Have authority to make any necessary modifications to the equipment, facility, or source.
10. Show proof of regulatory compliance and/or valid operating permit.
11. Maintain the funded technology to manufacturer's specifications during the entire contract period.
12. May not claim emissions reduction credits from project during the entire contract period.
13. Comply with the District requirements during the contract period, such as monitoring and reporting requirements.
14. If applicable, ensure permits for the equipment/source remain up-to-date and all permit requirements are met during the contract period as required by the District.
15. Make the project available for inspection if requested by District and/or CARB staff during the contract period.

Project Eligibility

This project will be modeled after the California Clean Mobility Options (CMO) Voucher Pilot Program (<https://cleanmobilityoptions.org/>). The District will generally utilize project criteria from this established program in the following areas:

- Applicant and sub-applicant eligibility
- Project eligibility (focusing on car-sharing and ride-on-demand categories)
- Eligible costs for equipment, infrastructure, community outreach, marketing, technical resources, administration and other allowable program costs
- Participant eligibility and responsibilities (vehicle drivers, passengers, etc.)
- Reporting requirements, user surveys, etc.

The site locations for the car share vehicles and Electric Vehicle Charging Equipment (EVSE) infrastructure shall be within or provide benefits to a Disadvantaged Community and Shafter AB 617 community boundaries. Site proposals located within affordable housing communities are recommended in the geographic community boundary and within a seven-mile radius from the center of the City of Shafter.

In addition, the project must meet the following criteria, which are based on the adopted community CERP.

1. All projects must be located within the Shafter Community boundaries and meet eligibility requirements described in this RFP.
2. Payments will be made on a **reimbursement** basis. The Applicant pays for services, products, and supplies, then submits invoices and proof of payment to request approval for reimbursement.
 - a. The following costs are **eligible** for funding:
 - Electric vehicles – the site locations of the vehicles must be within the geographic community boundary and within a seven-mile radius

from the center of the City of Shafter.

- Infrastructure – the site locations of the chargers must be within the geographic community boundary and within a seven-mile radius from the center of the City of Shafter. Affordable housing communities are recommended for site locations.
 - Insurance
 - Equipment operations and maintenance
 - Rider subsidies
 - Contracted services
 - Labor and construction
 - Outreach and marketing materials
 - Design, permitting, etc.
 - Software implementation and maintenance
 - Direct project administration and management
 - Up to 10% may be budgeted for contingency costs
 - Up to 100% can be used for eligible costs.
- b. The following costs are **ineligible** to receive funding:
- Overhead (i.e., rent, utilities, office equipment/supplies)
 - Fuel and electricity

Project Evaluation and Scoring Criteria

Applications received by the District will be reviewed and scored in accordance with the scoring criteria described in Table 3 below. Each proposal will be scored and ranked, based on a scoring criteria matrix. After the conclusion of the RFP period, the District will schedule a meeting with the CSC to present the ranked proposals. The scoring criteria is generally based on the CCI Car Sharing Guidelines.

Table 3 – Scoring Criteria

Scoring Criteria	Points
Applicant Qualifications and Project Team Capabilities	20
Project Budget	20
Project Implementation Plan	15
Project Readiness	15
Outreach and Education	15
Provisions for Data Collection, Reporting Procedures, and Handling Confidential Information	5
Estimated Emission Reductions	10
Total	100

Project Implementation Plan

Applicants must submit a Project Implementation Plan (Plan) to the District that clearly identifies the following elements:

1. The data the project will collect, including data from electric vehicles, EVSE, vehicle usage data, and benefits to the AB 617 Community. The Plan must also include details on the following:
 - a. How project data will be stored and secured
 - b. How data will be reported to the District
 - c. What it considers confidential data and how it will be handled
2. Describe the outreach plan to engage the AB 617 community regarding the project, such as key partners, their roles for outreach, and their knowledge and experience within the community. Applicant should prepare outreach and educational materials in consultation with the District and conduct public outreach, press release, and press events necessary for the program to be successful. Outreach deliverables should align with the project budget. The outreach plan should include:
 - a. The types of outreach planned.
 - b. An approximation of the number of community events, the geographic locations that will be attended, and the expected audiences.
 - c. Coordination with organizations and groups that are representative of the disadvantaged communities identified in the application and that are connected to a network of similar organizations and culturally relevant institutions and community service providers to provide education and technical assistance.
 - d. A strategy to engage input and participation of residents of disadvantaged communities through activities relevant to the communities being served, including through the use of language-specific and culturally-appropriate outreach and education materials.
3. Describe the plan to develop a policy and process to evaluate potential vehicle drivers and riders that reside in the AB 617 Community. The plan should include the following:
 - a. Enroll vehicle drivers and ensure they meet the requirements listed below:
 - i. Possess a current California Class C Driver's license.
 - ii. Meet minimum requirements to drive a project vehicle as required by Applicant and the insurance provider, to be developed in conjunction with the District.
 - iii. Participate in research, as requested by Applicant.
 - iv. Pay project fees to use the e-mobility services, as required by Applicant.
 - v. A driver of a vanpool may operate with a Class C license but shall possess evidence of a medical examination required for a Class B license when operating vanpool vehicles.
 - b. Enroll non-driver participants and ensure they meet the requirements listed below:
 - i. Participate in research, as requested by Applicant.
 - ii. Pay project fees to participate in the e-mobility services or receive subsidies, as required by Applicant.

- c. Participants become ineligible upon any of the following events:
 - i. Vehicle driver becomes ineligible per terms of insurance.
 - ii. Vehicle driver's license lapses or is revoked.
 - iii. Vehicle driver is determined to be an unsafe or impaired driver by the Applicant.
 - iv. Participant causes damage to a vehicle, EVSE or other project property, at the discretion of Applicant or District.
 - v. Non-payment of project fees to use the car sharing system, to participate in the project, or to receive subsidies, as required by the Applicant.
 - vi. Non-compliance with project requirements, at the discretion of Applicant or District.
4. Describe the plan to implement and track the e-mobility services for the AB 617 Community, including how participants will pay for the services and what tools (e.g., online apps, etc.) will be provided to the community to utilize the services.
5. Project Readiness – Provide a detailed description of the project schedule addressing at a minimum:
 - a. Time lines for project implementation
 - b. The feasibility of leveraging existing efforts within the community
 - c. The availability of external funding

During the selection process, the District and the CSC may wish to follow up with some Applicants for clarification purposes. No new material will be permitted at this time. Additional information provided during the bid review process is limited to clarification by the Applicant of information presented in the proposal upon request by the District and the CSC.

The determination shall be based solely on the Evaluation Criteria contained in the RFP, on evidence provided in the proposal and on any other evidence provided during the bid review process.

Location

The rural community of Shafter in Kern County has a current estimated population of over 19,000 residents. Geographically this community is bounded by Merced Avenue to the north, the Calloway canal and Cherry Ave. to the east, Orange Street to the south, and Scaroni Avenue to the west. This area does not encompass the entire boundaries of the City of Shafter but the core, along with the small community of Smith Corner to the south, as well as the nearby rural areas surrounding the area. The City of Shafter includes businesses, schools, and residential areas.

The deployment of electric vehicles and installation of infrastructure in the Shafter AB 617 Community will provide equitable access to car sharing and vanpooling services within their geographic areas. The project(s) to be implemented through this RFP **must be** within the boundaries of the AB 617-selected community of Shafter.

Emission Reduction Targets and Benefits

The goal of this measure is to support the emission reductions associated with electric vehicle deployment. The Applicant will report emission reduction information to the District utilizing CARB's approved Clean Mobility quantification methodology https://ww2.arb.ca.gov/sites/default/files/classic/cc/capandtrade/auctionproceeds/carb_cmo_qm_final_090120.pdf, which considers the number of vehicles associated with the project, average number of trips per vehicle, average occupancy per vehicle, estimated length of average vehicle trip and other relevant information needed to quantify benefits.

The Applicant will utilize the provided Benefits Calculator for the Clean Mobility Options Voucher Pilot tool available here: https://ww2.arb.ca.gov/sites/default/files/auctionproceeds/carb_cmo_tool_final_090120.xlsx

The deployment of electric vehicles and installation of infrastructure in the Shafter AB 617 Community will provide equitable access to car sharing and vanpooling services within the geographic community boundary and within a seven –mile radius from the center of the City of Shafter.

Proposal Requirements and Process

Eligible entities must submit to the District a completed application (see Exhibit A) with the required supplemental documents and information, as described in this RFP, by the deadline. An application packet checklist is included with Exhibit A as a guide.

1. Applicants must submit the following documents in response to this RFP:
 - a. Completed Application
 - i. Applicants may submit responses to the application on a separate document so long as the proposal addresses the information in the order presented in the application and the responses are numbered accordingly.
 - b. Completed Certifications Form section, signed by applicant
 - c. First page of IRS Form W-9
 - d. Completed Benefits Calculator for the Clean Mobility Options Voucher Pilot tool
 - e. Itemized budget for the project
 - f. Photographs of the project site, an aerial photo of the project from an online resource, and a representation of the project plan area (i.e., site plan.)
2. Once the RFP period has ended, the District will review applications received and contact Applicants as necessary to gather additional information. The District will aim to respond to prospective Applicants within 90 days following the end of the RFP period to alert them if their projects have been selected to receive funding. However, this timeline may be extended at the discretion of the District and CSC (e.g. to reach consensus from the CSC.)

3. Once the District has ranked all proposals, staff will present recommendations to the CSC and seek consensus on the selected grantee.
4. Upon CSC consensus, applications selected for funding will be processed by District Staff and a contract will be offered to the applicant. Once both parties have agreed to sign the contract, the applicant will be notified of the contract execution, at which point the applicant (Grantee) may then commence work on the project. Project expenses cannot be incurred prior to contract execution. **The Grantee must obtain a signed executed agreement from the District prior to any purchase or lease of new electric vehicles, installation of battery charging infrastructure, and launch of services.** Funds are not guaranteed until a contract has been executed. In the event that the District and the selected applicant(s) cannot agree to a contract, the District reserves the right to award the grant to the next qualified applicant(s) or close this solicitation.
5. Claim for Payments may be submitted for milestone/progress payments for completed tasks throughout the project implementation period and up to 90-days following the completion of the project implementation period. A complete Claim for Payment packet is required as part of the reimbursement process and must include, but is not limited to, the invoice(s) and receipts for the services performed and materials purchased, and proof of payment for all expenses. District staff will review submitted claim packets and reimburse for eligible costs of completed tasks, up to the approved contract amount.

Proposal Submittal

All proposals must be submitted to the District according to specifications set forth in this RFP. Failure to adhere to these specifications may be cause for rejection of proposal.

Signature – All proposals shall be signed by an authorized representative of the Applicant.

Due Date – All proposals are due no later than 5:00 P.M. on September 29, 2023, and should be directed to:

Catherine Thao
Senior Air Quality Specialist
San Joaquin Valley Air Pollution Control District
1990 E. Gettysburg Ave
Fresno, CA 93726-0244
Email: grants@valleyair.org
Subject: Shafter Car Sharing Application

Late Proposals – Late proposals will not be accepted under any circumstances.

Grounds for Rejection – A proposal may be immediately rejected if:

- It is not prepared in the required format, or
- It is signed by an individual not authorized to represent the firm, or

- It is not signed.

Modification or Withdrawal – Once submitted, proposals cannot be altered without the prior written consent of the District. All proposals shall constitute firm offers and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

Administration

1. Cost of Developing Application

The Applicant is responsible for the cost of developing an Application, and this cost cannot be charged to the District. In addition, the District is not liable for any costs incurred during environmental review or as a result of withdrawing a proposed award or canceling the solicitation.

2. Errors

If an Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, the Applicant shall immediately notify the District of such error in writing and request modification or clarification of the document. The District shall not be responsible for failure to correct errors.

3. Immaterial Defect

The District may waive any immaterial defect or deviation contained in an Applicant's application. The District's waiver shall in no way modify the Application or excuse the successful Applicant from full compliance.

4. Disposition of Applicant's Documents

Pursuant to the District's Procurement Policy and Procedure, the District reserves the right to reject any or all proposals. On the date that the Agreement is signed, all applications and related material submitted in response to this solicitation become a part of the property of the District and public record.

5. Applicant's Admonishment

This solicitation contains the instructions governing the requirements for funding projects submitted by interested Applicants, including the format in which the information is to be submitted, the material to be included, the requirements that must be met to be eligible for consideration, and Applicant responsibilities. Applicants must take the responsibility to carefully read the entire solicitation, ask appropriate questions in a timely manner, submit the application with all required responses in a complete manner by the required date and time, and make sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

6. Agreement Requirements

The content of this solicitation and each grant Recipient's application shall be incorporated by reference into a final grant agreement. The District reserves the right to negotiate with Applicants to modify the project scope, the level of funding, or both. If the District is unable to successfully negotiate and execute a funding

agreement with an Applicant, the District, at its sole discretion, reserves the right to withdraw the pending award and fund the next highest ranked eligible project. This does not limit the District's ability to withdraw a proposed award for other reasons, including for no cause.

7. No Agreement Until Signed

No agreement between the District and the successful Applicant is in effect until the agreement is signed by the Recipient and signed by the authorized District representative. Costs are only subject to reimbursement by the District after execution; no costs incurred prior to execution of the agreement are reimbursable.

8. No Modifications to the General Provisions

Because time is of the essence, if an Applicant at any time, including after Preliminary Applicant Selection, attempts to negotiate, or otherwise seeks modification of, the application or proposed award, the District may reject an application or withdraw a proposed award.

9. Payment of Prevailing Wages

If applicable, all Applicants must read and pay particular attention to prevailing wages and labor compliance. Prevailing wage rates can be significantly higher than non-prevailing wage rates. Failure to pay legally-required prevailing wage rates can result in substantial damages and financial penalties, termination of the grant agreement, disruption of projects, and other complications.

10. Solicitation Cancellation and Amendments

The District reserves the right to cancel this solicitation, revise the amount of funds available under this solicitation, amend this solicitation as needed, and reject any or all applications received in response to this solicitation.

Insurance

The selected applicant(s) is required to maintain sufficient insurance, licenses, or other required certifications for the type of work being performed. The District may require specific insurance coverage be established and maintained during the course of the work and as a condition of award or continuation of contract.

Reporting Requirements

All projects that receive funding under this program must comply with the requirements described in Section H of Chapter 3 in the Community Air Protection Incentives 2019 Guidelines. This will involve the preparation of Semi-annual and Yearly Reports, which the District will prepare based on information collected from the selected Applicant(s). Applicant(s) must ensure that project-related information is complete, correct, supported by documentation, and timely supplied to the District upon request for the preparation of the reports.

Some of the information to be included in these reports is described below:

- Project information, including but not limited to the following:
 - Location information.
 - Priority population identification, if applicable.
 - Approach for identifying beneficial projects (e.g. outreach efforts, community-based organization letters, etc.)
 - Project benefits (e.g. reduction of emissions, greater mobility, etc.)
- Program-level information, including but not limited to the following:
 - Employment benefits and outcomes (jobs.)
 - Public transparency and outreach events (outreach.)
- Status of projects and funds for each grant year of CAP incentives
- A list of any projects identified as nonperforming and a brief narrative of any related enforcement actions

The Applicant will report emission reduction information utilizing CARB's approved Clean Mobility quantification methodology. Program information will be reported in accordance with Community Air Protection program guidelines available at:
https://ww3.arb.ca.gov/msprog/cap/docs/cap_incentives_2019_guidelines.pdf.

The above is not an exhaustive list of reporting requirements for the selected Applicant(s) in this program and the District will work with the Applicant(s) to ensure that the required data and information are collected for the reports. For more information, please refer to the Community Air Protection Incentives 2019 Guidelines.

Reimbursement – Claim for Payment

Reimbursement (Claim for Payment): A complete claim packet is required as part of the reimbursement process. A complete claim packet should include, but not be limited to, legible invoices, receipts and any other appropriate documentation required by the District.

1. Project equipment and operations fund expenditures that are eligible for reimbursement include, but are not limited to:
 - a. Preparation of materials for and conduct of community outreach and education including travel, printing, mailing, education classes, and other expenses directly attributed to outreach and education.
 - b. Hosting project launch press event.
 - c. Vehicle acquisition (purchase or lease) and implementation costs.
 - d. EVSE purchase and installation costs.
 - e. Operations and maintenance costs.
 - f. Insurance costs.
 - g. Reservation system development.
2. Ineligible project equipment and operation costs include, but are not limited to:
 - a. Fuel and electricity.

- b. Overhead (i.e., rent, utilities, office equipment/supplies.)
- 3. Project administration funds that are eligible for reimbursement include, but are not limited to:
 - a. Labor expenses (including total staff time and labor costs.)
 - b. External consultant fees for completed work (if applicable.)
 - c. Printing, mailing, travel, reporting, and other non-outreach Grantee administration expenses.
 - d. Other indirect costs.
- 4. Rider Subsidies –Grantee will provide the District a list of participants and vehicle usage on a quarterly basis to be reimbursed.

Awardees can submit claim for payment requests for approved costs and project activities during the 3-year project life at any time during the Term in accordance with their project milestone schedule.

Informational Meeting

The District will host an informational meeting to address questions from Applicants interested in submitting a proposal. This meeting is open to the public and simultaneous interpretation will be provided upon request. Attendance at the informational meeting is NOT a requirement for submitting a proposal.

The informational meeting will be held on August 22, 2023 at 11:00 AM via the link below:

Zoom:

<https://us06web.zoom.us/j/84754422946?pwd=KzljT3hTckNqYndVbTJ3Y202bW1xQT09>

Telephone: (877) 853-5247

Passcode: 545070

Please email the District's contact person below to RSVP for this RFP informational meeting.

Contact Person

All questions concerning this RFP and application submittals should be directed to:

Catherine Thao
Senior Air Quality Specialist
San Joaquin Valley Air Pollution Control District
1990 E. Gettysburg Ave
Fresno, CA 93726-0244
Phone (559) 230-5822
Email: Catherine.Thao@valleyair.org

Exhibit A

SHAFTER CAR SHARING

APPLICATION

The Car Sharing Emission Reduction Program is a part of California [Climate Investments](#) (CCI), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities.

SECTION 1 – LEAD APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

1. Organization, Company, or Proprietor's Name (as it appears on Form W-9):		
2. Organization Type:		
3. Physical Address:		
4. City:	5. State:	6. Zip Code:
7. Mailing Address (if different from above):		
8. City:	9. State:	10. Zip Code:

SECTION 2- CONTACT INFORMATION (PLEASE PRINT OR TYPE)

PRIMARY CONTACT INFORMATION	
1. First and Last Name:	2. Title:
3. Phone Number:	4. Fax Number:
5. Alternate Contact Number:	6. Email (required):
CONTRACT SIGNING AUTHORITY INFORMATION (IF DIFFERENT FROM ABOVE)	
7. First and Last Name:	8. Title:
9. Phone Number:	10. Fax Number:
11. Alternate Contact Number:	12. Email (required):

SECTION 3 – TEAM PROFILE (PLEASE PRINT OR TYPE)

Applicant may submit answers to this section on a separate document so long as the proposal answers each question in the order presented and the responses are numbered accordingly.

1. MOBILITY OPERATOR:

Indicate the Lead Applicant's Relationship with the Mobility Operator:

Mobility Operator's Name:

Year Incorporated:

Additional Mobility Operator Information (Optional):

2. TEAM PROFILE:

Identify the key individuals responsible for project implementation and their roles.

Name/Organization	Title/Position	Project Role

SECTION 4 – PROJECT INFORMATION (PLEASE PRINT OR TYPE)

Applicant may submit answers to this section on a separate document so long as the proposal answers each question in the order presented and the responses are numbered accordingly.

1. LOCATION OF PROJECT:

Please attach photographs of the project site, and aerial photo of the project from an online resource, and a representation of the project plan area.

Describe Project Location (including any address and/or cross-streets):

List of Census Tract(s) of the Project Area:

Project Area Setting Description:

Are you applying as a lead applicant for funding for any other projects? If yes, please explain.

2. VEHICLES TO BE DEPLOYED:

Anticipated number and type of vehicles that will be purchased or lease, including make, model, year, plug-in or electric, capacity for seating

3. PROJECT LIMITATIONS:

Describe any possible project limits such as: drivers, hours of operation, available staffing, and web based phone applications, user fees, regulations restrictions or other ecological considerations.

SECTION 5 – PROJECT BUDGET (PLEASE PRINT OR TYPE)

Applicant may submit answers to this section on a separate document so long as the proposal answers each question in the order presented and the responses are numbered accordingly.

Describe the estimated costs of the project.

Description	Cost
Electric Vehicles The site locations of the vehicles must be within the geographic community boundary and within a seven-mile radius from the center of the City of Shafter	
Infrastructure The site locations of the chargers must be within the geographic community boundary and within a seven – mile radius from the center of the City of Shafter. – affordable housing communities are recommended for site locations	
Insurance	
Equipment operations and maintenance	
Rider Subsidies	
Contracted services	
Labor and construction	
Outreach and marketing materials	
Design, permitting, etc.	
Software implementation and maintenance	
Direct project administration and management	
Contingency Cost Up to 10% may be budgeted	
Eligible Cost Up to 100% can be used	
Total Project Cost	

*** Provide quotes of project costs identified above (submit with application.)***

FUNDING AMOUNT REQUESTED:

ADDITIONAL FUNDING SECURED FOR THIS PROJECT:

Include source of funding.

SECTION 6 – PROJECT IMPLEMENTATION PLAN (PLEASE PRINT OR TYPE)

Applicant may submit answers to this section on a separate document so long as the proposal answers each question in the order presented and the responses are numbered accordingly.

1. DATA

Please include the following details:

How the data will be collected and the type of data the project will collect (including data from electric vehicles, EVSE, vehicle usage data, and benefits to the AB 617 Community):

How data will be reported to the District:

How project data will be stored and secured:

How confidential data will be handled:

2. OUTREACH PLAN

Describe the outreach plan to engage the AB 617 community regarding the project, such as key partners, their roles for outreach, and their knowledge and experience within the community. Applicant should prepare outreach and educational materials in consultation with the District and conduct public outreach, press release, and press events necessary for the program to be successful. Outreach deliverables should align with the project budget.

Please include the following in the outreach plan:

- a. The types of outreach planned
- b. An approximation of the number of community events, the geographic locations that will be attended, and the expected audiences
- c. Coordination with organizations and groups that are representative of the disadvantaged communities identified in the application and that are connected to a network of similar organizations and culturally relevant institutions and community service providers to provide education and technical assistance
- d. A strategy to engage input and participation of residents of disadvantaged communities through activities relevant to the communities being served, including through the use of language-specific and culturally-appropriate outreach and education materials.

3. POLICY DEVELOPMENT TO EVALUATE POTENTIAL DRIVERS

Describe the plan to develop a policy and process to evaluate potential vehicle drivers and riders that reside in the AB 617 Community. Please include an explanation for how the vehicle drivers will be enrolled and to ensure they meet the requirements listed below:

- a. Possess a current California Class C Driver's license. Meet minimum requirements to drive a project vehicle as required by Applicant and the insurance provider, to be developed in conjunction with the District. *A driver of a vanpool may operate with a Class C license but shall possess evidence of a medical examination required for a Class B license when operating vanpool vehicles*
- b. Participate in research, as requested by Applicant
- c. Pay project fees to use the e-mobility services, as required by Applicant

4. IMPLEMENTATION AND TRACKING

Describe the plan to implement and track the e-mobility services for the AB 617 Community, including how participants will pay for the services and what tools (e.g., online apps, etc.) will be provided to the community to utilize the services.

5. PROJECT READINESS

Provide a detailed description of the project schedule addressing at a minimum:

- a. Timelines for project implementation
- b. The feasibility of leveraging existing efforts within the community
- c. The availability of external funding

6. ESTIMATED TIMELINE FOR PROJECT IMPLEMENTATION

Provide an estimated timeline for project implementation.

Date	Action

Describe the measures that will be utilized to assure completion of the project within the indicated time.

CERTIFICATIONS FORM

I have read the Eligibility Criteria and Program Guidelines and I agree to **ALL** the following terms and conditions by **signing below and initialing the boxes:**

- I have not purchased, made any payments toward, nor will I, until I have an executed contract from the District
- I understand that submission of this application does not guarantee incentive funding for the project
- I agree to complete the project implementation phase within one year of the contract execution date and maintain the project for a minimum of three years.
- Vehicles must be in deployment for a minimum of 1-year
- Currently operating a car share program or will be partnering with a car share, vanpool and/or ride share business located within California
- Have experience with e-mobility services within the San Joaquin Valley
- Agree to a 3-year grant agreement with the District
- Establish a web based/phone application for riders to make reservations and conduct payments
- Maintain a user-friendly reservation system that at a minimum provides telephone-based person-to-person reservation fulfillment
- Have the ability to provide customer service to riders in need of assistance during reserved timeframes such as, but not limited to:
 - Roadside assistance
 - Vehicle operational questions
 - Charging questions and issues
- Have the ability to comply with all local, state, and federal rules and regulations
- Have the ability to establish secure and safe home base parking for project vehicles within the geographic community boundary and within a seven –mile radius from the center of the City of Shafter
- I understand that the final funding amount reimbursed may be less than the maximum incentive amount if the final invoice amount for the eligible costs of the project is less than the maximum incentive amount
- Agree to comply with all requirements outlined in the General Provisions and Insurance Requirements from the program Request for Proposal (RFP) and the District's grant agreement, if applicant is selected as an Applicant. No payments will be made under this agreement until Applicant fully complies with all insurance requirements
- Have authority to make any necessary modifications to the equipment, facility, or source
- Show proof of regulatory compliance and/or valid operating permit
- Maintain the funded technology to manufacturer's specifications during the entire contract period

- May not claim emissions reduction credits from project during the entire contract period
- Comply with the District requirements during the contract period, such as monitoring and reporting requirements
- If applicable, ensure permits for the equipment/source remain up-to-date and all permit requirements are met during the contract period as required by the District
- Make the project available for inspection if requested by District and/or CARB staff during the contract period
- Projects funded by District will not be used as marketable emission reduction credits, to offset any emission reduction obligation, or for credit under any federal or state emission averaging, banking and trading program. In addition, projects funded through this program may not be used to generate a compliance extension or extra credit for determining regulatory compliance.
- Any current financial incentive that directly reduces the project cost, including tax credits or deductions, grants, or other public financial assistance for the same project, must be disclosed to the District

I hereby certify that all information provided in this application and any attachments are true and correct to the best of my knowledge.

Signing Authority's Signature:	Date:
Print Name:	Title:

APPLICATION PACKET CHECKLIST

All proposals must be submitted according to specifications set forth in the RFP. Failure to adhere to these specifications may cause for rejection of proposal. Once submitted, proposals cannot be altered without the prior written consent of the District. A complete application packet includes the following items:

1. Applicants must submit the following documents in response to this RFP

- ☐ Completed Application, with no fields left blank or mark NA;

Applicants may submit responses to the application on a separate document so long as the proposal addresses the information in the order presented in the application and the responses are numbered accordingly.

- ☐ Completed Certifications Form section, signed by applicant
- ☐ First page of IRS Form W-9
- ☐ Disclosure of Funds Form
- ☐ Resolution authorizing project implementation and designating a signing authority for the project from the governing body, or other documentation signed by a duly authorized official with authority to make financial decisions (Government agencies only)
- ☐ Completed Benefits Calculator for the Clean Mobility Options Voucher Pilot Tool (https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/carb_cmo_tool_final_090120.xlsx)
- ☐ Prepared quotes for the itemized budget for the project
- ☐ Photographs of the project site, an aerial photo of the project from an online resource, and a representation of the project plan area (i.e., site plan)

PROPOSAL SUBMITTAL

All proposals must be submitted to the District according to specifications set forth in this RFP. Failure to adhere to these specifications may be cause for rejection of proposal.

- Signature – All proposals shall be signed by an authorized representative of the Applicant.
- Due Date – All proposals are due no later than 5:00 PM, September 29, 2023, and should be directed to:

Catherine Thao

Senior Air Quality Specialist

San Joaquin Valley Air Pollution Control District

1990 E. Gettysburg Ave

Fresno, CA 93726-0244

Email: grants@valleyair.org

Subject: Shafter Car Sharing Application

- Late Proposals – Late proposals will not be accepted under any circumstances.
- Grounds for Rejection – A proposal may be immediately rejected if:
 - It is not prepared in the required format, or
 - It is signed by an individual not authorized to represent the firm, or
 - It is not signed.
- Modification or Withdrawal – Once submitted, proposals cannot be altered without the prior written consent of the District. All proposals shall constitute firm offers and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

Don't forget to retain a full copy of the completed application for your own records.

For additional assistance, please contact staff in the Grants Department at (559) 230-5800

**San Joaquin Valley Air Pollution Control District
Disclosure of Funds Form**

Identification of Co-Funding

Car Sharing Program

Applicant's name: _____

To be eligible to receive incentive funding from the San Joaquin Valley Air Pollution Control District (District), you **must** indicate below if you have applied for or received funding from any other sources for this project. You must also indicate if you intend to apply for additional funding from other sources in the future for this project. In addition, you are required to disclose the value of any current financial incentive that directly reduces the project cost including tax credits or deductions or other public financial assistance. Additional funding sources include, but are not limited to, federal, state, and third-party private sources.

For any additional funding that you will receive or have received for this project, please attach copies of letter(s) of financial commitment, copy of agreement(s) or grant award letter(s) that are specific to the proposed project.

Information provided on this form may be shared as required by federal, state, and local laws. Any owner, designee, or other third party who is found to have submitted multiple applications or signed multiple contracts for this same specific project without proper disclosure shall be disqualified from funding for that project from all sources within the control of the District.

NOTE: Applying for or receiving funding from other sources for this project does not necessarily preclude you from applying for or receiving funding from the District.

SECTION 1: Applicant certifies **(please check one):**

- ☐ Yes, I **HAVE** applied and/or **WILL APPLY** for funding from other sources for this project. Please list the name of the source and funding amount received or requested. If available, please attach grant award letters for the proposed project from all additional funding sources listed below.

Source:	Funding Amount:
1.	\$
2.	\$
3.	\$

- ☐ No, I **HAVE NOT** applied and **WILL NOT** apply for funding from other sources for this project.

SECTION 2: If applicable, please list here any other financial incentives you have received and/or will receive from third-party sources which directly reduce the project cost. Please attach all letters of financial commitment from the third-party sources with the amount identified.

Source:	Financial Incentive Amount:
1.	\$
2.	\$
3.	\$

Contract Signing Authority (Print Name)

Contract Signing Authority Signature

Date
(Date required on this document)

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Exhibit B

SHAFTER COMMUNITY BOUNDARY (LIGHT BLUE)
AND SEVEN MILE RADIUS (DARK BLUE)
GEOGRAPHIC LOCATION

