

ALTERNATIVE FUEL MECHANIC TRAINING COMPONENT REMOVE II PROGRAM GUIDELINES, POLICIES, AND PROCEDURES

SECTION I INTRODUCTION

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is seeking applications for incentive funds for the education or training in the mechanics, operational safety and maintenance of alternative fuel vehicle technology and alternative fuel infrastructure technology according to the terms and conditions described in these guidelines.

The purpose of the Alternative Fuel Mechanic Training Incentive Component is to encourage the development and transition to alternative fuel technology by public and private fleet operators and infrastructure managers. Qualifying applicants are those currently utilizing an alternative fuels program, servicing an alternative fuels system or incorporating alternative fuels technology to assist the SJVAPCD in attaining federal and state air quality standards. The availability of trained alternative fuel technicians supports the successful integration and stable transition for alternative fuels technology applications in fleet or infrastructure operations resulting in the improvement of air quality.

The SJVAPCD is providing incentives to fleet operators and infrastructure managers of government agencies, private companies and public educational institutions interested in the specific training of alternative fuel systems and related technology:

- **Alternative Fuel Engines**
- **Fueling Practices and Vehicle Fuel Systems**
- **Fuel Station Components**
- **Operational Safety and Procedures**
- **Technical Training or Mechanic Training**
- **Alternative Fuel Technology Overview**

Funds are available for applicants that meet specific program criteria on a first-come, first-serve basis until the program funds are exhausted. These guidelines describe the policies and procedures of the Alternative Fuel Mechanic Training Incentive Component of the REMOVE II Program. For additional copies of the Guidelines, Policies, and Procedures document or for further information contact:

(559) 230-5858

For further information please contact:

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SECTION II BACKGROUND

The SJVAPCD is comprised of eight counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and the San Joaquin Valley portion of Kern. The SJVAPCD does not meet the health based National Ambient Air Quality Standards (NAAQS) for ozone and particulate matter ten (10) microns or less in diameter (PM10), and is required to implement strategies that will result in emissions reductions. Reactive organic gases (ROG) and nitrogen oxides (NOx) are precursors that react in sunlight to form ozone. NOx is also important in the formation of secondary PM10. Internal combustion engines are a significant source category that provides an opportunity to pursue substantial emission reductions.

SECTION III ELIGIBLE PARTICIPANTS AND TRAINING

Any individual, private company, or public agency may apply to receive an incentive under this program.

The criteria for eligible educational or training course programs are as follows:

- The educational or training course programs must specifically provide training in the mechanics, operational safety and maintenance of alternative fuel vehicle technology or alternative fuel infrastructure technology systems:
 - Compressed Natural Gas (CNG)
 - Liquid Natural Gas (LNG)
 - Hybrid Vehicle (Heavy-Duty)
 - Hydrogen Fuel Cell (HFC) Technology
 - Alternative Fuel Infrastructure (Fueling Station, Storage Systems, Delivery Systems, Facility Operations, etc.)
 - Other (on case-by-case basis)
- The maximum incentive for any eligible organization is \$15,000 per fiscal year for the education or training of technicians in alternative fuel technology and related systems. Other topics not listed above will be evaluated on a case-by-case basis.
- Funds will be awarded on a first-come, first-served basis to all applications that meet the criteria and requirements, while program funds are available. In the event that the proposals are submitted on the same day, proposals will be funded in the order of the best overall cost effectiveness until funds are exhausted.
- Program funds should not be used for projects that would have proceeded without SJVAPCD assistance. In addition, projects with large cost savings to the system operator would not be eligible, since they should be considered an investment by the agency/organization. Projects where all cost savings accrue to the public users of the system would be eligible.

- Applicants must provide information of all funding sources that have been solicited to fund a project or program. Established SJVAPCD Governing Board guidelines require that applicants shall not use SJVAPCD program funds to supplant other existing potential funding sources.
- Additional funding sources are not a requirement for participation in the Alternative Fuel Mechanic Training Component. Other co-funding is encouraged, and may be useful to cover ineligible portions of the project cost, but is not a requirement. State of California incentives, state and federal tax credits may be available.
- SJVAPCD funds may not be utilized for administrative or operational costs. The program will not allow funds to be used to reimburse an applicant for the cost of preparing/submitting an application or for the administration of a project including indirect costs for research foundations and educational institutions.
- Individuals to be trained may include vehicle fleet or infrastructure mechanics or technicians who will utilize the education of alternative fuels technology in their operations such as vehicle fuelers, drivers, maintenance technicians, facility engineers, department managers, trainers and related personnel.
- Other topics of alternative fuel mechanics training proposed in an application and not listed above will be evaluated on a case-by-case basis.
- Applicants may seek out training programs that provide the in-house training site option (operator's site) or the college/institutional training site option. This is mainly dependent on the number of individuals in the proposed training group and the technical equipment required for the training. The most economically feasible and accessible option must be pursued.
- The training may be obtained at educational facilities and institutions located outside the SJVAPCD geographic parameters, however, organizations seeking program funds must be operating within the boundaries of the SJVAPCD.
- The determination for program qualification will be based on the training course proposal and the applicant's objectives to incorporate alternative fuel technology into the vehicle fleet or infrastructure operations.
- The training program duration is generally limited to ten (10) days for workshop courses, however, semester long courses may be eligible and will be evaluated on a case-by-case basis.
- The SJVAPCD will restrict funding to instructional materials, training course fees or tuition costs. The SJVAPCD will not provide funds for transportation, meals or lodging.

**SECTION IV
PROGRAM
REQUIREMENTS**

In addition to the above criteria, the following elements are set forth as program requirements:

- The organization or agency to receive the alternative fuels technology training shall be based within the geographic area of the SJVAPCD. (See map in Section VIII).
- The operational activities of the vehicle fleet or fueling infrastructure must be within the boundaries of the SJVAPCD.
- The applicant must disclose the number of individuals to be trained and their specific role in the vehicle fleet or fueling infrastructure operations.
- The application proposal for the Alternative Fuels Mechanics Training Program must include:
 1. A detailed course training description outlined by the institutional training coordinator.
 2. A description of the training background of the technicians and staff.
 3. Current composition of the organization's alternative fuel vehicle fleet or fueling infrastructure.
 4. A detailed description of the current training needs for the fleet or infrastructure operational members.
 5. A detailed description of how the proposed training will contribute to the development and transition to alternative fuels technology in the fleet or infrastructure operations.
- The alternative fuels vehicle or infrastructure training course must be completed entirely by the trainees within one year of contract execution.
- Verification of training completion is required and most training course programs provide a certificate of completion.
- For approved application proposals, the SJVAPCD will disperse one-half (1/2) of the fees or costs for the alternative fuel training forty-five (45) days after contract execution to the applicant. The remainder will be dispersed forty-five (45) days after the successful completion of the course and the appropriate verification.
- If the alternative fuel vehicle or infrastructure training course program is not completed within the minimum one (1) year term set forth in this program, the funds must be returned to the SJVAPCD.

- The SJVAPCD will not fund course programs initiated prior to the application process.
- Applicant agrees that any emission reductions associated with this program will be claimed and retired by the SJVAPCD in the interest of air quality improvement for the residents of the San Joaquin Valley. Applicant waives, for all time, the right to claim emission reduction credits which may accrue at any time as a result of this program, and agrees not to apply to the SJVAPCD or any other agency for such credits.
- The primary evaluation criteria will be based on the degree of advancement or improvement in the fleet or infrastructure operations for the development and transition to alternative fuel technology:
 1. The SJVAPCD will evaluate the organization's efforts to establish its first major transitional action for the incorporation of alternative fuel technology into the fleet or infrastructure operations. This may include the first time purchase of alternative fuel vehicles for the fleet or modification of the fueling infrastructure system to accommodate alternative fuel services.
 2. For organizations that have established an alternative fuels technology component in their fleet or infrastructure operations, the SJVAPCD will evaluate the organization's objectives to incorporate further development. The SJVAPCD will examine the progress for a substantial incremental change to increase or significantly expand the alternative fuel technology. Assessment in the level of improvement of the fleet or infrastructure system by the acquisition of additional alternative fuel vehicles, modification or retrofit technology, procurement of infrastructure equipment or components, etc.

Criteria and requirements may be reviewed, as new information becomes available, and can be revised at the discretion of the Executive Director/Air Pollution Control Officer as needed.

The SJVAPCD reserves the right to deny any applicant an incentive in which the staff concludes does not meet the general criteria or requirements described in the general guidelines for this grant program.

Determination of funding is at the full discretion of the SJVAPCD.

**SECTION V
APPLICATION/
PROGRAM
PROCESS**

The application and program participation process is as follows:

1. Select a training coordinator to provide the necessary training program for your operational needs in alternative fuels vehicle or infrastructure technology. A list of suggested educational programs is available in this guidance document.

2. You may contact the SJVAPCD to ensure the selected educational course is eligible for participation in the program. Training programs not listed may be added or considered on a case-by-case basis.
3. Include a Cost Analysis List with the application identifying the breakdown of fees for the course program, instructional materials, required equipment or facility, and include the general cost relative to the number of individuals in the training group (cost/training student).
4. Once the training objectives are assessed and the appropriate educational program is determined, apply to the SJVAPCD to receive an incentive. After the application is approved, the SJVAPCD will set aside funds for your incentive provided the training program meets all the eligibility criteria set forth in this document. Training acquired prior to application submission will not be eligible for incentive funding.
5. Sign simple contract with the SJVAPCD verifying that the fleet or infrastructure operations are conducted within the San Joaquin Valley and to have appropriate insurance coverage.
6. Submit a copy of invoice, SJVAPCD Claim(s) For Payment Form, evidence of insurance coverage, and other required information to the SJVAPCD.
7. SJVAPCD reviews information and processes payment.

Timeframe Goals:

The SJVAPCD will make every effort to process applications quickly. If numerous applications are received, it may not be possible to meet the processing goals listed below.

1. The SJVAPCD staff will review the application for completeness within thirty (30) working days of receipt of the application. If the application is incomplete, it will be returned to the applicant with a description of areas in which the application is inadequate. Any revised application that is not returned by the applicant with the requested information within fourteen (14) calendar days is rendered null and void, and resubmittal is required.
2. An evaluation period of approximately thirty (30) working days will follow for staff to assess the emission reductions, cost effectiveness, and validate the project proposal and application meets all the criteria established for the program component.

3. Upon approval of the application, the SJVAPCD will prepare a standard contract for signature by the applicant and the SJVAPCD. The contract process may take a minimum of eight (8) weeks to complete.
4. Applicant submits instructional program invoices, receipts, and the SJVAPCD Claim(s) For Payment Form. The SJVAPCD will issue one-half (1/2) of the payment forty-five (45) days after contract execution, and the remainder half of the payment will be issued after verification of the course completion by all members.

The SJVAPCD maintains the right to monitor the project periodically to ensure that the training is appropriate for the purpose of this program and to follow the training progress.

**SECTION VI
INFORMATION
NEEDED FOR
APPLICATION**

The applicant must provide information on the items listed in this section. Additional information may be requested during the review process if needed.

Applicant Information

- Organization name, address, contact name, person with contract signing authority, phone, fax and email.
- The geographic area where the vehicle fleet or fueling infrastructure will be operated. The organization's operational activities must occur within the SJVAPCD boundaries.

Training Course Information

- The training course description or outline provided by the educational institution.
- The date the training program is to be conducted and the duration of the training.
- The location(s) where the training will take place.
- The description of the vehicle fleet or fueling infrastructure operations of the organization.
- The current skills and technical background of the technicians and related personnel.
- The composition of the organization's alternative fuel technology in the fleet or infrastructure. Describe the alternative fuel technology currently utilized in the daily operations.
- The training needs to improve the proficiency of the operational or maintenance technicians and related personnel in alternative fuels technology.

- The specific function for which the training will be utilized (mechanics, maintenance, safety, operational, management, etc.).
- Describe how the proposed training will contribute to the development and transition to alternative fuels technology in the fleet or infrastructure operations.
- The training cost components (Cost Analysis List).

Maintenance Of Alternative Fuel Systems

- Describe your maintenance facility and practices. Include any specialized training your technicians may have received in the past for alternative fuel vehicles or fueling infrastructure technology.
- Describe deficiencies in the maintenance or technical skills of staff that prompts your organization to seek additional training in alternative fuels technology.
- Describe the common problems your organization experiences in the maintenance and mechanics of alternative fuel vehicles or infrastructure systems.

SECTION VII CONTRACT REQUIREMENTS

Those applicants that receive funding must enter into explicit contracts with the SJVAPCD setting forth specific performance criteria to ensure compliance with statute and audit requirements.

Contract preparation will begin immediately upon SJVAPCD approval of an application. The alternative fuel training must be completed within one (1) year from the date of contract signature. All projects will be funded by one-half (1/2) the training cost after contract execution and the remainder one-half (1/2) following the completion of training and verification by SJVAPCD staff.

Prior to receiving any funds, the grantee must provide the SJVAPCD with the following documents:

1. **SJVAPCD Claim(s) for Payment** with copies of itemized invoices and receipts from the educational college or institution.
2. **Verification of appropriate signing authority** – The signing authority must be the person authorized in the contract as the person who can act on all fiscal matters on behalf of the funded agency or entity. This may be accomplished by resolution, or the like.
3. **Verification of all Insurance requirements identified in the contract** - If self-insured, a letter from a risk manager or the like will be acceptable.

- The contract will require the applicant to perform adequate record keeping for the SJVAPCD to verify the appropriate use of government funds. It will also include a certificate of completion reporting requirements by the applicant (certificate of course completion signed by the instructor). Contract monitoring will be performed by SJVAPCD staff on a periodic basis. Additionally, the SJVAPCD reserves the right to conduct a fiscal audit to ensure appropriate expenditure of funds. .
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**SECTION VIII
MAP OF THE
SJVAPCD**

