

ELECTRONIC MOBILITY (E - MOBILITY) 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 development or expansion of electronic telecommunication services in government and public education. Electronic technology which functions as direct replacement of vehicle travel to these public sites for required services and information to the general community may qualify according to the terms and conditions described in these guidelines.

The purpose of the Electronic Mobility (E-Mobility) Incentive Component is to implement the expansion of telecommunications and electronic services to continually achieve reductions of vehicle emissions in the San Joaquin Valley. Telecommunications technology can serve to assist the SJVAPCD in attaining federal and state air quality standards. The widespread use of electronic services for the direct replacement of vehicle travel to public sites for conferencing, document transactions, general information, work functions, school instruction and related applications will improve our air quality.

The SJVAPCD is providing incentives to municipalities, government agencies, public educational institutions, community colleges and municipal courts in the development of:

- Distance Learning Facility
- Telecommute Center Equipment
- Teleconference Systems
- E – Government Technology
- E – Court Technology
- Other

Funds are available for eligible projects 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 for the Electronic Mobility Incentive Component. For additional copies of Guidelines, Policies and Procedures or applications only, please call:

(559) 230-5858

For further information please contact:

**San Joaquin Valley Air Pollution Control District
1990 E. Gettysburg Avenue
Fresno, CA 93726-0244
(559) 230 - 5800**

www.valleyair.org

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 PROJECTS

Any municipality, government agency, public education, community college or local municipal court may apply to receive an incentive under this program.

The criteria for **eligible E – Mobility projects** are as follows:

- The electronic technology or telecommunications equipment for the project must clearly function to replace vehicle travel by the general population seeking public or educational services.
- The project must directly reduce vehicle emissions and the number of Vehicle Miles Traveled (VMT) by the general public within the San Joaquin Valley. The electronic technology must substitute for any travel by the general public to conduct regular transactions or instructional learning.
- The project must clearly describe the current number and purpose of vehicle travel to the public agency or school site. The average travel distance and how the E–Mobility project will reduce the VMT to these sites must be established by the applicant.
- E–Mobility brief proposals are required to provide specific information on how assumptions for existing trips and potential trip reductions are generated. Sources for estimates and methods must be stated. The SJVAPCD may reject applications and proposals without adequate information.
- The project must demonstrate that emission reduction claims are real and verifiable. The applicants must prove that vehicle trips are actually being replaced and that once the electronic system is installed, the reductions continue over time.
- The project must provide supportive documentation or data to validate the emission reduction claims in the form of administrative records, production reports, surveys, customer/client counts, data registrations, etc.

- The expansion or development of Internet based applications that allow customers, clients and/or the public to conduct transactions online circumventing vehicle travel may qualify for this program. Examples include systems where documents can be transmitted electronically, and systems where individuals or the general public can obtain information and apply for licenses and other services on-line.
 - Video-Teleconferencing (VTC) projects enable an agency to conduct meetings via interactive electronic transmission incorporating both audio and visual aids.
 - Government agencies that provide documents for the public to conduct business development such as construction permits and licenses may seek to expand related services through electronic technology access.
 - Government processing such as E-filing, information access and available application forms/documents may function to minimize travel by the general public for these necessary items or services.
 - An educational system or service, which substitutes the required travel of teachers, students and staff to learning institutions or school sites.
 - Electronic or telecommunications technology that directly replaces travel by the general public to conduct meetings, education, job functions or document processing.
 - Distance learning facilities which function as a telecommute center where students can participate in interactive learning through the linkage of regional instructional sites.
 - Tele-work sites which function as a telecommute center where workers can participate in all the job-required functions from a remote location while maintaining interaction with the central employment organization.
 - Conferencing technology that allows for interactive meetings and collaborations to be conducted in place of the required travel to assemble at a single location. This format may include computer-conferencing, VTC systems or related technology.
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**SECTION IV
PROGRAM
REQUIREMENTS**

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

- The location of the technology's center of operations (government agency or public school) and the public beneficiaries (users) shall be based within the geographic area of the SJVAPCD (*See map in Section X*). This verifies that the reduction of vehicle trips and emissions directly benefit the San Joaquin Valley region.

- The reduction of VMT must occur within the boundaries of the SJVAPCD.
- Annual self-monitoring reports will be required for two (2) years from the initiation of the electronic technology operations. The simple reports shall include such information as vehicle miles traveled of customers/clients, number of documents processed and/or numbers of services implemented that replaces vehicle trips. For educational purposes, the number of students registered to employ the electronic technology or other travel reduction applications of the technology must be reported.
- The incentive amounts for E-Mobility projects will be generally based on ARB calculation methodologies for emissions reduction. The resulting cost effectiveness value for each project will have a direct impact on the funding determination. Therefore, minimizing the cost per pound of pollutant to achieve emission reductions for each project is highly recommended. The potential incentive for each project category is listed below.

PROJECT CATEGORIES	MAXIMUM INCENTIVES
Teleconference Systems	Up to \$150,000
E - Government Technology	Up to \$150,000
E - Court Technology	Up to \$150,000
Telecommute Centers	Up to \$150,000
Distance Learning Facility	Up to \$150,000
Other	Up to \$150,000

- Funds will be awarded on a first-come, first-serve basis to all applications that meet the criteria and requirements, while program funds are available. In the event that proposals are submitted on the same day, proposals will be funded in the order of the best overall cost-effectiveness until funds are exhausted.
- Due to limited program funds, individual applications will be restricted to one project category. Therefore, applicants shall not incorporate more than one project category for a combined grant application. However, separate applications may be submitted for additional project categories of interest.
- Additional funding sources are not a requirement for participation in the E-Mobility 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.

- Program funds should not be used for projects that would have proceeded without the SJVAPCD assistance. 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 not use the possible elimination of an existing project or program to justify their proposal, or in the determination of emission reduction. If a project or program was, or is currently in existence, then no additional emission reductions will be granted.
- Applicants must provide verification 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.
- 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.
- If the telecommunications technology does not produce the intended services to replace vehicle travel in the course of the minimum two (2) year self-monitoring term set forth in this program, a pro-rated portion of the funds must be returned to the SJVAPCD.
- 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. Program participants 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.
- Evidence of applicable insurance coverage must be provided upon request.

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 necessary.

**SECTION V
PROGRAM
PROCESS**

The E-Mobility Program participation process is as follows:

1. You may contact the SJVAPCD to ensure a selected E-Mobility project is eligible for participation in the program.
2. Complete the application and brief proposal completely. It is important to include all the required documentation and supportive data for this component.
3. Provide a brief proposal following the format from Section VI of this Guidelines, Policies And Procedures document. It is highly recommended for proposals to be concise, descriptive and include very specific facts.
4. Submit the completed application and brief proposal to the SJVAPCD for program evaluation and project authorization to receive an incentive. The SJVAPCD will set aside funding for your incentive provided the E-Mobility project meets all eligibility criteria set forth in this document.
5. If approved, sign a simple contract with the SJVAPCD agreeing to operate the E-Mobility technology in the San Joaquin Valley. In addition, program participants must provide appropriate insurance coverage, annual reports on the technology utilization, and other standard provisions.
6. Install the electronic equipment and activate the E-Mobility program. Equipment or improvements initiated prior to application submission will not be eligible for incentive funding.
7. Submit a copy of invoices, SJVAPCD request for payment form, and other required information to the SJVAPCD.
8. SJVAPCD reviews information and processes payment.
9. Applicant fills out a one page SJVAPCD report form annually for two (2) years providing average VMT, number of trips replaced by the electronic services, number of services processed through the telecommunications or electronic system and any problems affecting the technology applications.

Timeframe Goals:

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

1. The application is reviewed by SJVAPCD staff 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 resubmission 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 equipment invoices, receipts, and SJVAPCD Claim(s) for Payment form. The SJVAPCD will issue payment within forty-five (45) days after verification that the telecommunications system has been placed into service.

Applicant submits annual reports that contain VMT, number of trips replaced, number and type of services provided by the electronic technology and description of any problems experienced from the system. The SJVAPCD maintains the right to monitor the project periodically to ensure the telecommunications system is kept in service and operational to the public.

**SECTION VI
BRIEF PROPOSAL
FORMAT**

The format of the brief proposal for this program participation process is as follows:

Authorization Letter/Resolution – A letter or resolution authorizing the applicant to submit an application and brief proposal must be included in the submission. The letter must include the name, address, telephone number and contact person, and must be signed by the person authorized to represent the proposing entity. For applications and brief proposals from more than one entity, an authorized representative from each entity must sign the letter. Please indicate which entity will be the administrator of the grant.

Project Description – Identify the main objective(s) and describe the scope of work of the proposed project.

Project Organization/Background – Provide a very brief description of your organization. Please indicate if your agency has successfully completed a similar project. If sub-contractors are to be used on the project, please identify and state their qualifications, or if sub-contractors have not yet been identified, state the specific qualifications that must be met.

Work Statement – Describe separately each phase of the work to be performed. List tasks within each phase of work and describe as necessary. State the sequence of work activities, including a starting date and a completion date within a one (1) year time frame. Include all relevant information regarding the technology involved, and the parties directly connected with the project.

Funding Request/Cost Breakdown – Define the brief proposal to be funded. Include the amount of money requested from the E–Mobility Program. All applicants are also strongly encouraged to submit alternate funding levels in their brief proposal.

Identify total project costs, including, but not limited to the following:

- Estimate cost by task and identify source of funding such as SJVAPCD, self-contribution or other sources for each task.
- Itemized list of equipment to be purchased and the proportion of cost for each piece of equipment to be paid by E–Mobility Program funds. The intent of this program is to fund only portions of the equipment costs that directly result in the provisions for air quality improvements.

Schedule of Deliverables/Self Monitoring Program – Provide a list of all work products or deliverable items and their anticipated dates of delivery. The schedule must not extend beyond one (1) year after the date of contract execution. A self-monitoring program is required for all projects. Describe how the project objectives will be measured and reported to the SJVAPCD on a yearly basis.

Submission of Application and Brief Proposal

All applications and brief proposals must be submitted according to the specifications set forth in the Guidelines, Policies and Procedures document. Failure to adhere to these specifications shall be cause for rejection of the application and short proposal.

All applications and brief proposals are to be submitted to the SJVAPCD central office at the following location:

San Joaquin Valley Air Pollution Control District
1990 E. Gettysburg Avenue
Fresno, CA 93726-0244
Attention: MSP

Disposition of Applications and Brief Proposals

The SJVAPCD reserves the right to reject any and all applications and proposals. All document submissions become the property of the SJVAPCD and will not be returned to the applicant. Applications and brief proposals are valid only during the current funding cycle for the program.

In addition, the SJVAPCD shall determine project eligibility. Staff will evaluate the merit and feasibility for all application and proposal submissions. Funding approval will be at the full discretion of the SJVAPCD.

Modification or Withdrawal of Application and Proposal

Once submitted, it is strongly discouraged for applications or brief proposals to be altered. All documents shall constitute firm offers and shall not be withdrawn. It is the expectation of the SJVAPCD for all applicants to assume full responsibility and maintain complete commitment to the program. Any changes after the application submission will result in delays for project review, program approval and funding determination.

SECTION VII APPLICATION AND BRIEF PROPOSAL CONTENTS

The contents of the application and brief proposal must contain the following:

- All government agency applicants must offer hard evidence that their governing body is aware that the application is being tendered. Private agency applicants must also include appropriate verification of binding authority.
- Matching funds for E-Mobility projects are not required for participation in this program. However, additional funding sources are encouraged to finance areas of the project that may not qualify for funds under this program. If additional funding sources are secured for the project, the information must be presented in the brief proposal and program application.
- Proposals for non-capital ongoing operational programs must provide a plan for self-sufficiency after the initial grant or indicate future non-SJVAPCD funding. In addition, the SJVAPCD will not fund Internet services, connection costs or other project related fees beyond the one-year expiration term specified in the contract. The short proposal must indicate how the new project will enhance the efficiency of the ongoing program and will gain additional emission reductions.

Note: The SJVAPCD reserves the right to approve only portions of the applicant's scope of work and funding request. In addition, the SJVAPCD may modify a project proposal and impose conditions that are not included in the original brief proposal. Some project proposals may be reduced in scope and/or funding level.

Proposal components should be presented in organized segments, so that portions of a project may be easily approved for funding. In such cases, the applicant may be requested to submit a revised work statement, schedule of deliverables, and cost breakdown prior to contract execution by the SJVAPCD.

Although not required for the program application, alternate funding levels may be included in the application and proposal submission for review by the SJVAPCD. In addition, identify the minimum amount of funding necessary in order to complete a viable E-Mobility project.

Cost Effectiveness and Emission Reduction Calculations

ARB Methodology will be utilized for calculating the cost effectiveness and emission reductions for each project application. These calculations will have a direct impact on the incentive determination for each approved project under this E-Mobility Component. The maximum acceptable cost effectiveness value for any proposed telecommunications system or electronic technology project is \$20/lb of pollutants (ROG, NOx and PM). However, the SJVAPCD encourages all applicants to achieve a cost effectiveness value less than \$10/lb to increase their funding potential. Historically, these projects have achieved an average cost effectiveness below \$6/lb of emission reduction. Therefore, the project design to minimize the cost per pound of pollutants and the project efficacy to achieve emissions reduction is highly encouraged.

Methods To Find The Cost Effectiveness Of Funding Air Quality Projects and utilization of Cost Effectiveness Analysis Tools is available at the ARB website: www.arb.ca.gov/planning/tsaq/eval/eval.htm. The ARB requires the SJVAPCD to utilize the most current emission factor tables for the calculation methodology. The SJVAPCD will utilize the ARB 2004 Emission Factor Tables for project calculations. Please refer to the 2004 Emission Factor Tables available at the SJVAPCD web site.

Please note that the SJVAPCD does not fund all projects identified in the calculation methodologies. Contact the ARB Transportation Strategies Group at (916) 445 – 0098 if you have any questions regarding these methodologies.

SECTION VIII INFORMATION NEEDED FOR APPLICATION

The applicant must provide specific information about the electronic technology improvements to the agency or institution. Additional information may be requested during the review process as necessary.

Applicant Information

- Organization name, address, contact name, person with contract signing authority, phone, fax and email.
- The geographic area where the telecommunications system will be operated. Electronic system improvements and its services must occur within the SJVAPCD.

- State the various public services your organization provides that can be transferred electronically and their level of importance to the general community.

Telecommunications Equipment Information

- Provide the current existing electronic technology in operation by the government agency or public learning institution.
- Provide the date of the most recent telecommunications or electronic technology upgrade to the operational system. Technology or equipment purchased prior to application submission is not eligible for funding.
- Provide the electronics system components, product information and installation information.
- Identify all the involved and affected participants of the project.
- Explain the changes to the available services or improvements to the existing services the new electronic technology will provide.
- Describe the type(s) of functions or services for which the technology will be employed.
- Estimate the potential trip reductions the technology may contribute in the future and explain how this figure was assessed. Identify the data or records utilized for the assessment.
- List and explain the Equipment/Product Costs components list.
- Manufacturer/Supplier information and available warranty of equipment or services.
- The locations or departments that will be affected by the telecommunications or electronic equipment.

The E-Mobility Program is restricted to telecommunications or electronic technology improvements to the existing system in operation by the government agency or public learning institution. This program does not serve to alter or improve any electronics system that will not directly replace vehicle trips by the general public. The SJVAPCD will not fund portions of the system upgrades that will not fulfill the purpose for vehicle trip replacement and emissions reductions. Therefore, changes that only benefit the management and administration of the agency's operations will not qualify for incentives.

**SECTION IX
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 telecommunications technology must be put into service within one (1) year from the date of contract signature. All projects will be reimbursed only after the electronic system is operational, placed into service and verified 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.
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.
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 reporting requirements by the applicant. 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.

**SECTION X
MAP OF THE
SJVAPCD**

