



# **MAJOR EVENT CENTER TRANSPORTATION PROGRAMS**

*“Air Quality Improvements through Automobile Trip  
Reduction & Roadway Congestion Mitigation”*

**Funding for the Implementation of New or Expanded Public  
Transportation Programs for Event Center Destinations  
Located in the South Coast Air Quality Management District**

**Program Announcement**

**PA2011-08**

**February 4, 2011**

## SECTION 1 - INTRODUCTION

There are literally dozens of Major Event Centers located within the South Coast Air Quality Management jurisdiction – these include sports arenas, fairgrounds, stadiums, race tracks, speedways, Convention Centers, etc. Compared to other destination centers such as shopping malls, event centers are utilized on a less frequent, and more importantly, less consistent basis. In the case of sports venues, the arena or stadium is used frequently during the regular season, but sits relatively idle during the off season.

However, when a ball game, NASCAR race, or other high profile, high attendance event is scheduled at a major event center, the impacts on surrounding communities are usually much more disruptive as compared to other destination centers. As drivers, we have all experienced the traffic impacts created prior to and following an event at a major venue. Surface streets surrounding the event center are impacted by traffic volumes that greatly exceed their capacity; freeways are impacted at off-ramps; vehicle queues extend at signalized intersections to the point where gridlock ensues.

While we understand and even anticipate the extreme traffic congestion that accompanies special events, we often forget that gridlock also has a significant impact on air quality. Vehicles that inch along in stop and go traffic or idle for extended periods burn excessive amounts of fuel and emit excessive levels of air pollutants. The impacts extend well beyond the vehicles that actually attend the event center – traffic impacts can extend for many miles surrounding the event center and impact streets, major arterials, and freeways.

An effective strategy to reduce traffic congestion and its associated air quality impacts, not to mention driver frustration and stress, is to utilize public transportation in lieu of driving to the event. Given these benefits, many newer event centers are located adjacent to regularly scheduled bus, shuttle, or rail service. Event center patrons who take advantage of public transportation are typically spared the aggravation associated with event center parking lot congestion, avoid excessive parking fees and, whether they realize it or not, are doing something beneficial for the environment by *not* driving their car.

The MSRC, however, is aware that not all major event centers within the South Coast AQMD jurisdiction are served by regularly scheduled transit service, particularly older venues. In some cases, the regularly scheduled service that is provided does not match the spike in demand that occurs before and particularly after an event, and therefore requires schedules and service levels to be adjusted to meet the event schedule.

The purpose of this Program Announcement is to identify opportunities to reduce automobile trips, traffic congestion, and their associated air pollutant emissions by shifting attendees of major event center functions out of their personal automobile and onto public transportation. The goal is to align major event centers with their regional transit providers to create a transportation option for event attendees as an alternative to their personal automobile. A shift from automobile to transit benefits not only those who take advantage of the service, but also the communities where the event center is located. The air pollution reduction benefits achieved through automobile trip reduction and congestion relief benefit all residents of the South Coast AQMD.

To facilitate implementation of new or expanded public transportation programs that facilitate use of transportation services to major event centers, the Mobile Source Air Pollution Reduction Review Committee (MSRC) has allocated a total of \$1.5M in **Clean Transportation Funding™**. This funding opportunity has at its core the following goals and objectives:

- Seek out major event center venues located within the South Coast AQMD jurisdiction that experience high levels of traffic congestion during scheduled events and are not served by, or are insufficiently served by, regular public transit services;
- Partner with transit providers and event center venues to develop and implement new or expanded programs to attract patrons to transit services that are tailored to each venue's scheduled events;
- Encourage transit providers and event center venues to establish ongoing relationships to continue event-specific transit service beyond the MSRC funding period, including the identification of funding sources in addition to the MSRC to support future transportation services.

The following Sections describe the eligibility requirements to participate in the MSRC Major Event Center Transportation Services Program, limits on the amount of **Clean Transportation Funding™** available to Program participants, and guidelines for proposal preparation. It is important to recognize that the MSRC must ensure that the use of Clean Transportation funds will result in direct, tangible, and quantifiable air quality benefits. To this end, this Program Announcement stipulates specific performance thresholds and participation obligations that must be met in order to be deemed eligible for an MSRC funding award. Projects submitted for funding consideration will be scrutinized to ensure they meet the minimum eligibility requirements described herein. It is likely that some event center transportation proposals will be deemed ineligible or offer insufficient benefits and will not receive an MSRC funding award.

MSRC staff members are available to answer questions and provide technical and programmatic guidance as appropriate. Please refer to Section 6 of this document for a list of MSRC Staff contacts.

**Available Funding** - The amount of FY 2010-'11 MSRC **Clean Transportation Funding™** allocated for the Major Event Center Transportation Program is \$1.5M. This funding level is a targeted amount – should meritorious projects be received totaling greater than \$1.5M, the MSRC reserves the right to increase the amount of total funding available.

Also, should the MSRC receive proposals with total requests less than the amount allocated, or if proposals are deemed non-meritorious, the MSRC reserves the right to reduce the total funding available and reallocate funds to other Work Program categories. The MSRC also reserves the right to not fund any of the proposals received, irrespective of the merits of the proposals submitted.

Please note that the source of MSRC **Clean Transportation Funding™** for projects submitted in response to this solicitation is motor vehicle registration fees collected by the California Department of Motor Vehicles (DMV) in accordance with the California Health and Safety Code. Thus, the availability of MSRC **Clean Transportation Funding™** is contingent upon the timely receipt of funds from the DMV. Neither the MSRC nor South Coast AQMD can guarantee the collection or remittance of registration fees by the DMV.

## SECTION 2 – ELIGIBILITY REQUIREMENTS

This Program Announcement seeks to facilitate the reduction of automobile trips and mitigate traffic congestion by shifting event attendees out of their personal automobile and onto public transportation at major event centers that are not currently served by regularly scheduled transit or shuttle service prior to, during, and following the venue's events.

For the purpose of this Program Announcement, the following definitions apply:

- **Major Event Center** – a Major Event Center is defined as a publicly or privately-owned, publicly accessible venue located within the geographical jurisdiction of the South Coast Air Quality Management District that possesses the following attributes, at a minimum:
  - Occupancy capacity of at least 5,000 people;
  - Average event attendance of at least 2,000 people;
  - Dedicated parking lot or structure co-located with the event center.

***Only event centers that conform to the above definition are eligible to participate in this Program!***

- **Traffic Impacted Event** – A scheduled event held at a Major Event Center that results in recurrent traffic congestion prior to, during, or after the scheduled event whose impact on surrounding roadways, arterials, intersections, or freeways exceeds design capacity;

***Only event centers that are Traffic Impacted are eligible to participate in this Program!***

- **Transportation Provider** – includes but is not necessarily limited to a) public transit agencies, including regional and municipal transit agencies and authorities; b) private transit operators, including subcontractor service providers to public transit agencies; and c) paratransit providers and other licensed, private transportation and shuttle providers;
- **Qualifying Transit Vehicle** – vehicles proposed for use in Event Center Transportation Services must conform to the following minimum requirements:
  - Dedicated Alternative Fuel – vehicles must operate on a dedicated alternative fuel. Eligible alternative fuels include compressed natural gas (CNG), liquefied natural gas (LNG), liquefied petroleum gas (LPG), H<sub>2</sub>, or gasoline hybrid-electric, and zero-emission electric. Non-hybrid electric gasoline, diesel, biodiesel, and flexible fuel vehicles do not satisfy the definition of dedicated alternative fuel;
  - Vehicle Seating Capacity – vehicles must have a minimum seated position capacity of twenty-two (22) occupants;
  - Vehicles must meet all Americans with Disabilities Act (ADA), US Department of Transportation (DOT), California Department of Motor Vehicles (DMV), and other applicable regulatory agency requirements.

***Qualifying dedicated alternative fuel vehicles must be used in this Program!***

- **Transportation Deficient** – a Major Event Center that is not served by regularly scheduled public transit or private shuttle service sufficient to entice patrons to attend the event using public transit rather than private automobile, or is served by public and/or private transportation services that are operating at maximum capacity. Please note that this Program Announcement is NOT intended to subsidize ongoing public or private transportation services.

***Only transit deficient event centers are eligible to participate in this Program!***

The MSRC seeks the formation of *partnerships* between traffic-impacted, transit-deficient major event centers and transportation providers who operate qualifying vehicles. The following Sections define who is eligible to submit a proposal to the MSRC, who is eligible to enter in to a contract for event center transportation services, and what transportation costs are eligible for reimbursement by the MSRC:

- ***Who can submit a proposal in response to this Program Announcement?*** Either a qualifying major event center and/or a qualifying transportation provider may respond to this Program

Announcement and submit a proposal for MSRC consideration. Proposals may also be submitted from a joint event center/transportation provider partnership. Please note that the following conditions apply:

- A proposal submitted by qualifying Major Event Centers must identify what Transportation Provider(s) will provide the event center service. The proposal must include a Memorandum of Understanding (MOU) between the event center and transportation provider(s) stating their mutual intent to implement and operate event center transit service in accordance with Program requirements in the event the MSRC provides a funding award;
  - A proposal submitted by a qualifying Transportation Provider must identify which Major Event Center(s) will be served in the Program. The proposal must include a MOU or letter of support between the transportation provider and event center(s) stating their mutual intent to implement and operate event center transit service in accordance with Program requirements in the event the MSRC provides a funding award;
  - A proposal submitted jointly by an event Center in partnership with a transportation provider must also include a MOU, as above.
- ***Who is eligible to receive an award of MSRC Clean Transportation Funding™ under this Program Announcement?*** While either a major event center or qualifying transportation provider are eligible to submit a proposal, only the qualifying transportation provider is eligible to enter into a contract on behalf of the proposed event center transportation service partnership. The rationale for this restriction is that *only transportation service costs (including transit program and traffic control costs) are eligible for reimbursement under this Program*. Thus, it makes sense that the service provider who incurs direct expenses in providing transportation services be the party to the contract that provides reimbursement. Please note that the MSRC does not enter into three-party agreements.

In summary, major event centers that meet the above eligibility requirements and transportation providers that meet qualifying requirements are eligible to participate in this MSRC Program. Both Event Centers and Transportation Providers are eligible to submit a proposal; however, each party must be identified by name in the proposal, accompanied by a MOU between the named participants. Only the transportation provider can be the MSRC funding recipient and contract signatory.

### **SECTION 3 - PARTICIPATION GUIDELINES, CONDITIONS & RESTRICTIONS**

The following guidelines, requirements, and conditions have been established and apply to all Proposals:

1. **Program Scope** – The primary objective of this Program is to eliminate automobile trips, reduce automobile vehicle miles traveled (VMT), and reduce traffic congestion in the vicinity of a major event center prior to, during, and following an event, resulting in a reduction in air pollutant emissions. Automobile trip reduction and traffic congestion mitigation are achieved by shifting the travel mode of event attendees from their personal automobile and onto new or expanded public transportation service or dedicated shuttle event center feeder service. To facilitate this mode shift, the MSRC will consider proposals for event center transportation services. **MSRC Clean Transportation Funding™** is available to co-fund the cost of implementing new or expanded

transportation programs. Only direct costs of transportation programs are eligible for reimbursement under this Program. Proposals submitted in response to this Program Announcement must include as named participants the major event center where new or expanded transit or shuttle service will be operated as well as the transportation provider who will implement the event center transportation program.

2. **Maximum Duration of MSRC Incentivized Transportation Programs** – the maximum length of time that MSRC Clean Transportation Funding™ can be used to co-fund transportation programs is one (1) year or, in the case of sporting events, one full season, including pre, regular, and postseason as applicable;
3. **Maximum MSRC Funding Limits**– To ensure broad-based participation, the MSRC has established the following maximum funding parameters:
  - The maximum total funding award to any entity that provides event center transportation programs under this solicitation shall not exceed 50% of the total Available Funding. The total available funding currently allocated by the MSRC for this Program is \$1.5M. Thus, the maximum total funding award for any single transportation service provider is currently set at \$750,000. This maximum funding restriction can be waived by the MSRC in the event the MSRC does not receive meritorious Proposals from other bidders that meet or exceed 50% of the total available funds, or if the MSRC allocates additional funds to the Program. The MSRC reserves the right to determine which projects, if any, are deemed meritorious and warrant a **Clean Transportation Funding™** award; and
  - The maximum funding allocated for transportation programs for any single major event center shall not exceed 30% of the total available funding. Thus, the maximum MSRC funding amount that can be applied to implementing transportation programs at any one event center is currently limited to a maximum of \$450,000, subject to the MSRC discretionary provisions cited above.
4. **Transportation Programs Advertising, Outreach, Marketing, and Promotion** – All event center transportation programs projects that receive an MSRC Clean Transportation Funding™ award must include advertising and promotion of the availability of the service as a project element. ***This is a mandatory component of any MSRC-funded event center transportation programs project.*** Advertising and promotion may include, but is not limited to:
  - a) Radio, television, newspaper, or specialty publication advertisements;
  - b) Print materials;
  - c) Materials developed for incorporation into a website, electronic media, etc.;
  - d) Transportation program kickoff events, ribbon cuttings, or news conferences, etc.
5. **Program Co-Funding Requirements** – Program participants, including the event center owner(s), transportation providers, and other potential project stakeholders, are required to match MSRC Clean Transportation Funding™ awarded with **cash or in-kind co-funding in an amount equal to or greater than the MSRC funding award amount**. Co-funding may include, but is not necessarily limited to, the following:
  - **Direct Cost Share** – Cash, direct labor, and equipment use contributions from the transportation provider may be accounted for as co-funding;

- **Fare box Revenue** – Fare box revenue collected to augment MSRC-funded transportation program may be documented and applied as co-funding;
  - **Transportation Programs Outreach, Marketing, and Promotion** – Costs associated with advertising the availability of event center transportation programs may be applied as co-funding. Appropriate outreach may include, but is not limited to, radio, television, newspaper, or specialty publication advertisements, printed materials, materials developed for incorporation into a website, electronic media, transportation program kickoff events, ribbon cuttings, or news conferences, etc.;
  - **Event Center Traffic Control/Bus Priority** – Costs associated with providing traffic control to provide participating transportation vehicles event center ingress and egress priority may be proposed as project co-funding. This includes, but is not necessarily limited to: special lane designation for transit vehicles, including cones, lane striping, etc.; traffic control personnel to direct traffic and grant participating vehicles faster entry and exit; designation of areas for drop off and pickup of event center patrons who utilize the transportation service, including directional signage, markings and placards, etc.
6. **Funding Restrictions** – MSRC funds may only be applied to direct operating costs associated with event center transportation programs. These include transportation operations and traffic control costs only. MSRC funds cannot be used:
- To fund capital acquisition costs associated with transportation vehicle purchase;
  - To recoup lost parking lot revenue.
7. **MSRC Funds Remitted on a Reimbursement Basis** - MSRC funds will be distributed on a reimbursement basis only upon completion of approved project milestones and submission of all required reports and invoices.
8. **Additional Conditions on MSRC Funding**
- MSRC projects are funded on a “site-specific” basis; that is, each project is evaluated with respect to the proposed event center’s unique location, traffic congestion, availability of other transportation options, etc. Thus, proposals that result in an award of MSRC funds are not allowed to change the event center venue under any circumstances. In the event the proposed venue becomes unavailable, nonviable, or no longer cost-effective, either contract negotiations will terminate or the contract will terminate, as applicable;
  - Project Proposers are expected to provide a project implementation schedule as an element of their Proposal. In the event a Proposal is awarded MSRC funds resulting in a contract, the proposed project implementation schedule will become an element of the contract. In the event a contractor is unable to meet project milestones and requires additional time, the MSRC reserves the right to administratively authorize a one-time extension to the period of performance, not to exceed an additional one (1) year. No additional extensions to the contract period of performance will be granted;
  - All projects must include an advertising, marketing, and outreach component. Acceptable outreach strategies are described in the previous section;
  - Conflict of Interest – Proposers must identify possible conflicts of interest with other clients affected by actions performed by the firm on behalf of the MSRC. Although the bidder will not be automatically disqualified by reason of work performed for such firms, the MSRC reserves the right to consider the nature and extent of such work in evaluating the proposal.

- Certifications – All Proposers must complete and submit the included Attachment H forms as an element of their Proposal (unless specifically exempted below):
  - Internal Revenue Service Form W-9 – Request for Taxpayer Identification Number and Certification. If you are selected for an award, you cannot be established as a vendor without this information.
  - Disadvantaged Business Certification. The AQMD needs this information for their vendor database. It will not be considered in the determination of your MSRC funding award. Governmental entities do not need to complete this form.
- Finally, in accordance with state law, all projects awarded MSRC **Clean Transportation Funding™** are subject to audit. The provisions of the audit are discussed in the Sample Contract, included as Section 9 of this Program Announcement. It is highly recommended that bidders employ government accepted accounting practices when administering their MSRC co-funded project.

#### SECTION 4 – PROGRAM ANNOUNCEMENT TIMETABLE

The MSRC understands that developing an event center transportation programs project is a complex undertaking. The MSRC also appreciates that events scheduled at a major venue are firm; thus, the MSRC Program is designed to afford potential proposers as much flexibility as possible to allow development of outstanding event center transportation projects.

To that end, the MSRC has established a six-month window to submit proposals for funding consideration. The window is anticipated to open with the approval of this Program Announcement on February 4, 2011. Proposals will be accepted anytime within this six (6) month period.

Note that the last date and time to submit a proposal for funding consideration is August 5, 2011 at 5:00 pm. *Late proposals will not be evaluated and will not be eligible for MSRC funding!*

Table 4-1 - Key Event Center Transportation Programs Program Dates

Program Event	Date
Program Announcement Release	February 4, 2011
Proposal Submittal Period	February 4 – August 5, 2011
Latest Date/Time for Proposal Submittal	August 5, 2011 @ 5:00 p.m.

#### SECTION 5 - PROPOSAL PREPARATION & SUBMITTAL INSTRUCTIONS

An Event Center Transportation Project Proposal must be completed and submitted for funding consideration under this Program. Proposals must be prepared and submitted in accordance with the instructions outlined below.

1. **Proposal Preparation** – The following information must be included in all Proposals seeking MSRC **Clean Transportation Funding™** under the Major Event Center Transportation Programs Program:

a) **Attachments A-G** - Proposals must include the following completed Attachments, including all required supporting documentation as requested. Proposal Templates and Instructions are included in Section 8 of this Program Announcement:

- Attachment A: Proposer and Project Participant Information
- Attachment B: Project Description
- Attachment C: Project Cost Breakdown
- Attachment D: Project Implementation Schedule
- Attachment E: Memorandum of Understanding/letter of support between Event Center(s) and Transportation Services Provider(s) (as applicable)
- Attachment F: Transportation Service Ridership Estimates
- Attachment G: Certifications

2. **Proposal Submittal Instructions** - Proposers must submit one (1) original Proposal and three (3) copies (total of four) in a sealed envelope, marked in the upper left-hand corner with the name and address of the Proposer and the words "PA2011-08, Event Center Transportation Program". When possible, any plans, diagrams, etc. should be affixed to standard size paper to facilitate reproduction. The earliest date for Proposal submittal is February 4, 2011. The last date and time to submit is August 5, 2011 at 5:00 p.m. All Proposals should be directed to:

Procurement Unit  
South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, CA 91765

In addition to the paper Proposal, Proposers must also submit an electronic copy of their Proposal in either PDF format or Microsoft Word. This may be provided via e-mail or CD-ROM at the convenience of the Proposer. Over-sized attachments, such as site drawings, etc. are not required to be included in the electronic copy if inclusion would be problematic. E-mailed electronic Proposal copies should be sent to [matt@cleantransportationfunding.org](mailto:matt@cleantransportationfunding.org); CD-ROM disks should be sent in care of the Procurement Unit at the street address listed above.

*Please note that the Proposal is only deemed "received" when the four (4) complete paper copies are submitted in accordance with the above instructions - submittal of an electronic Proposal only does not constitute receipt by the AQMD. In addition, please note that faxed Proposals will not be accepted.*

3. **Addenda** – The Mobile Source Air Pollution Reduction Review Committee may modify the Program Announcement and/or issue supplementary information or guidelines relating to the Program Announcement during the Proposal preparation and acceptance period of February 4 to August 5, 2011. Amendments will be posted on the MSRC website at [www.cleantransportationfunding.org](http://www.cleantransportationfunding.org).
4. **Proposal Modifications** - Once submitted, Proposals cannot be altered without the prior written consent of the Mobile Source Air Pollution Reduction Review Committee.
5. **Certificates of Insurance** - Upon notification of an MSRC funding award, a certificate(s) of insurance naming the South Coast Air Quality Management District (SCAQMD) as an additional insured will be

required within forty-five (45) days. Entities that are self-insured will be required to provide proof of self-insurance prior to contract execution.

## SECTION 6 - IF YOU NEED HELP...

This Program Announcement can be obtained by accessing the MSRC web site at [www.cleantransportationfunding.org](http://www.cleantransportationfunding.org). MSRC staff members are available to answer questions during the Proposal acceptance period. In order to help expedite assistance, please direct your inquiries to the applicable staff person, as follows:

- For **General or Technical Assistance**, please contact:

Ray Gorski  
MSRC Technical Advisor  
Phone: 909-396-2479  
Fax: 909-396-3682  
E-mail: [Ray@cleantransportationfunding.org](mailto:Ray@cleantransportationfunding.org)

- For **Administrative Assistance**, please contact:

Cynthia Ravenstein  
MSRC Contracts Administrator  
Phone: 909-396-3269  
Fax: 909-396-3682  
E-mail: [Cynthia@cleantransportationfunding.org](mailto:Cynthia@cleantransportationfunding.org)

- For **Contractual Assistance**, please contact:

Dean Hughbanks  
AQMD Procurement Manager  
Phone: 909-396-2808  
E-mail: [dhughbanks@aqmd.gov](mailto:dhughbanks@aqmd.gov)

## SECTION 7- PROPOSAL EVALUATION AND APPROVAL PROCESS

Proposals will be screened upon receipt by MSRC staff members to determine compliance with all mandatory requirements. Proposals deemed compliant will be forwarded to an Evaluation Subcommittee comprised of members of the MSRC Technical Advisory Committee (MSRC-TAC). Proposals will be evaluated in order of receipt using criteria established by the MSRC; these criteria are listed below. Proposals will be recommended for funding based upon their perceived conformance with the established criteria and in accordance with the maximum funding provisions stipulated in Section 3.3 of this Program Announcement. Please note that the MSRC reserves the right to make funding awards upon determination that a proposed event center transportation program is meritorious. As such, it is possible that all funding allocated to this Program could be fully expended prior to the close of the proposal submittal period, August 5, 2011.

**Evaluation Criteria** – Factors to be used when assessing the merits of a proposed alternative fuel infrastructure project are outlined below. Each project will be assessed individually against the evaluation criteria.

1. EVENT CENTER VENUE CHARACTERISTICS – Major Event Center characteristics will be evaluated to determine the potential benefits of implementing new or expanded transportation programs. Factors to be evaluated include:
  - The event center location, population density, location relative to major arterial roadways and freeways, and demonstrated impact on traffic congestion in proximity to the event center;
  - The number of events scheduled or planned for the event center during the proposed period of program;
  - The average venue attendance at similar events;
  - Availability of transportation options other than personal automobile.
2. POTENTIAL FOR CONNECTIVITY WITH OTHER PUBLIC TRANSIT – The ability to integrate the proposed transportation program with other existing public transportation services will be evaluated. This includes potential connectivity with existing bus line, rail lines, etc. Connectivity with regional or municipal bus service, MetroLink, light rail, transit centers, park and ride lots, etc. will be evaluated;
3. PROJECT CO-FUNDING – The amount of cash and in-kind co-funding, as well as the proposed use of co-funding, will be evaluated;
4. PROGRAM CONTINUATION PLAN – The potential for extending event center transportation programs beyond the MSRC-funded period will be assessed. Projects that have a definitive plan for continuing transportation programs beyond the initial MSRC funding period will be more favorably considered.

Proposals deemed meritorious by the MSRC-TAC will be forwarded to the MSRC for evaluation, review, and potential funding approval. Please note that the MSRC retains full discretion and authority as it pertains to a potential award of **Clean Transportation Funding™**. The decision to award funding, or not award funding, will be based on the proposed project's potential to achieve direct and tangible emission reductions. Thus, it is anticipated that not all projects submitted for funding consideration will receive an MSRC award.

Please note that Proposers will be required to complete a Campaign Contributions Disclosure Form prior to having their proposal reviewed by the MSRC. This document will be provided by MSRC staff at the appropriate time. In addition, all proposals selected for funding by the MSRC must be approved by the South Coast AQMD Governing Board. The contract negotiation and formation process will commence once all required approvals have been granted.

**SECTION 8 - PROPOSAL ATTACHMENTS**

**ATTACHMENT A: PROPOSAL CONTACT INFORMATION**

A. Please provide the following Proposer information in the space provided (This is information about the entity submitting the proposal):

Business Name	
Division of:	
Subsidiary of:	
Website Address	
Type of Business	

Address			
City			
State		Zip	
Phone	(     )     -     Ext	Fax	(     )     -
Contact Name		Title	
E-mail Address			
Payment Name if Different			

B. Funding Request Summary:

MSRC Clean Transportation Funding™ Requested:                    \$ \_\_\_\_\_

Other Co-Funding Applied to Project:                                    \$ \_\_\_\_\_

**Total Project Cost:**    \$ \_\_\_\_\_

C. Please provide the following information about the Event Center in the space provided below:

Event Center Name	
Website Address	
Type of Venue	

Address			
City			
State		Zip	
Phone	(     )     -     Ext	Fax	(     )     -
Venue Contact Name		Title	
E-mail Address			
Payment Name if Different			

D. Please provide the following information about the Transportation Service Provider in the space provided (If this information was provided in Section 8.A, simply type "See Above"):

Business Name	
Division of:	
Subsidiary of:	
Website Address	
Type of Business	

Address			
City/Town			
State/Province		Zip	
Phone	(     )     -     Ext	Fax	(     )     -
Contact Name		Title	
E-mail Address			
Payment Name if Different			

## ATTACHMENT B: PROJECT DESCRIPTION

1. **Event Center Description** - Please provide a detailed description of the major event center. At a minimum, provide the following information:
  - a) General Characteristics of the Event Center, including type of venue, facility physical size, occupancy capacity, parking lot capacity, etc.;
  - b) Average number of events held annually or during a full season of operation;
  - c) Average attendance at a regularly scheduled event; peak attendance at special events;
  - d) Traffic conditions in proximity to event center prior to, during, and following a regularly scheduled event. If possible, provide a statement from the City or County Traffic Engineering Department verifying that traffic volumes on adjacent roadways and intersections prior to and following a scheduled event exceed roadway and intersection capacity.
2. **Proposed Transportation Program Description** – Provide a detailed description of the proposed event center transportation program. This should include, at a minimum:
  - a) A description of the vehicles proposed to perform transportation services, including the make and model, model year, engine, alternative fuel type, seating positions, total capacity (seated and standing) for each vehicle proposed to be utilized in event center transportation services.
  - b) The estimated number of events for which transportation program will be implemented. Include event schedules, dates, etc. to the extent feasible.
  - c) A description of how the transportation program services will be conducted, including passenger pickup locations, passenger drop-off locations, anticipated headways, hours of operation, etc.
3. **Connectivity with Other Public Transit Service** - Please discuss potential connectivity with other public transit services, including but not limited to potential connectivity with existing regional or municipal bus lines, MetroLink, light rail, transit centers, park and ride lots, etc.
4. **Advertising, Marketing, Outreach, and Promotion of Event Center Transportation Program** – Please describe the plan for conducting outreach and promotion of the availability of event center transportation programs. This may include, but is not limited to, radio, television, newspaper, or specialty publication advertisements; other printed materials; materials developed for incorporation into a website, electronic media, etc., transportation program kickoff events, ribbon cuttings, or news conferences, etc. Please note that outreach and promotion is a mandatory element of any event center transportation program project funded by the MSRC and may be accounted for as an in-kind co-funding contribution.
5. **Program Continuation Plan** – Please describe what efforts will be made by the event center/transportation provider partnership to secure necessary resources to continue event center transportation program beyond the initial MSRC funding period.

**ATTACHMENT C: COST BREAKDOWN:** Please provide a detailed cost breakdown of the proposed project. Please note that MSRC **Clean Transportation Funding™** is intended to help offset the cost of transportation program, and cannot be applied to capital equipment purchases or used to offset lost parking facility revenues. The MSRC reserves the right to exclude cost elements deemed unallowable, as well as award funding in an amount less than the requested amount.

**ATTACHMENT D: PROJECT IMPLEMENTATION SCHEDULE**

Please provide a Milestone Schedule for your proposed event center transportation program project. This should include, at a minimum, the anticipated date event center transportation program will commence, as well as any additional information regarding scheduled events to be supported by transportation services.

**ATTACHMENT E: MEMORANDUM OF UNDERSTANDING/LETTER OF SUPPORT BETWEEN TRANSPORTATION SERVICE PROVIDER (PROPOSED CONTRACTOR) AND EVENT CENTER SITE**

For projects seeking MSRC **Clean Transportation Funding™** for implementation or expansion of event center transportation program, a fully executed Memorandum of Understanding (MOU) or letter of support must be submitted as an element of the proposal package.

The MOU/Letter of Support must be provided at the time of Proposal Submittal and must contain the following essential elements, at a minimum:

- The parties to the MOU/Letter of Support, including the transportation service provider(s) and event center site owner or authorized representative;
- The term of the MOU/Letter of Support;
- The specific location of where transportation services will be provided;
- Anticipated dates of transportation service start of operation and completion;
- Executed signatures by individuals authorized on behalf of the parties to the MOU/Letter of Support.

**ATTACHMENT F: TRANSPORTATION PROGRAM RIDERSHIP ESTIMATES**

Please provide an estimate of the anticipated utilization of the event center transportation program if implemented as proposed. Please include any empirical information used to generate ridership estimates, including but not limited to survey results, focus group results, etc.

Please note that as a condition of funding award, the contractor will be required to survey, document, or otherwise quantify the patronage of the event center transportation program in order for the MSRC to quantify motor vehicle emission reductions achieved by the transportation program.

**ATTACHMENT G: CERTIFICATIONS**

Form <b>W-9</b> (Rev. January 2005) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2>	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ..... <input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**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. person (including a U.S. resident alien).

Certification instructions. You must check 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 on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

**Exempt payees.** Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,

7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt recipients 1 through 7 <sup>2</sup>

<sup>1</sup>See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup>However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.socialsecurity.gov/online/ss-5.pdf](http://www.socialsecurity.gov/online/ss-5.pdf). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses/](http://www.irs.gov/businesses/) and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup>List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup>Circle the minor's name and furnish the minor's SSN.

<sup>3</sup>You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

<sup>4</sup>List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

**DISADVANTAGED BUSINESS CERTIFICATION**

Federal guidance for utilization of disadvantaged business enterprises allows a vendor to be deemed a small business enterprise (SBE), minority business enterprise (MBE) or women business enterprise (WBE) if it meets the criteria below.

- is certified by the Small Business Administration or
- is certified by a state or federal agency or
- is an independent MBE(s) or WBE(s) business concern which is at least 51 percent owned and controlled by minority group member(s) who are citizens of the United States.

Statements of certification:

As a prime contractor to the SCAQMD, \_\_\_\_\_ (name of business) will engage in good faith efforts to achieve the fair share in accordance with 40 CFR Section 31.36(e), and will follow the six affirmative steps listed below **for contracts or purchase orders funded in whole or in part by federal grants and contracts.**

1. Place qualified SBEs, MBEs, and WBEs on solicitation lists.
2. Assure that SBEs, MBEs, and WBEs are solicited whenever possible.
3. When economically feasible, divide total requirements into small tasks or quantities to permit greater participation by SBEs, MBEs, and WBEs.
4. Establish delivery schedules, if possible, to encourage participation by SBEs, MBEs, and WBEs.
5. Use services of Small Business Administration, Minority Business Development Agency of the Department of Commerce, and/or any agency authorized as a clearinghouse for SBEs, MBEs, and WBEs.
6. If subcontracts are to be let, take the above affirmative steps.

(a) Self-Certification Verification:

Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Small business enterprise          | <input type="checkbox"/> Women-owned business enterprise            |
| <input type="checkbox"/> Local business                     | <input type="checkbox"/> Disabled veteran-owned business enterprise |
| <input type="checkbox"/> Minority-owned business enterprise |   |

Percent of ownership: \_\_\_\_\_ %

Name of Qualifying Owner(s): \_\_\_\_\_

I, the undersigned, hereby declare that to the best of my knowledge the above information is accurate. Upon penalty of perjury, I certify information submitted is factual.

_____	_____
<b>NAME</b>	<b>TITLE</b>
_____	_____
<b>TELEPHONE NUMBER</b>	<b>DATE</b>

(a) *Definitions*

**Disabled Veteran-Owned Business Enterprise** means a business that meets all of the following criteria:

- is a sole proprietorship or partnership of which is at least 51 percent owned by one or more disabled veterans, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
- the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
- is a sole proprietorship, corporation, partnership, or joint venture with its primary headquarters office located in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.

**Joint Venture** means that one party to the joint venture is a MBE/WBE/DVBE and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that MBE/WBE/DVBE will receive at least 51 percent of the project dollars.

**Local Business** means a business that meets all of the following criteria:

- has an ongoing business within the boundary of the SCAQMD at the time of bid application.
- performs 90 percent of the work within SCAQMD's jurisdiction.

**Minority-Owned Business Enterprise** means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more minority persons or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons.
- is a business whose management and daily business operations are controlled or owned by one or more minority person.
- is a business which is a sole proprietorship, corporation, partnership, joint venture, an association, or a cooperative with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

"Minority" person means a Black American, Hispanic American, Native American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian American (including a person whose origins are from India, Pakistan, or Bangladesh), Asian-Pacific American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, or Taiwan).

**Small Business Enterprise** means a business that meets the following criteria:

- a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
  - A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or
  - A manufacturer with 100 or fewer employees.
- b. Manufacturer means a business that is both of the following:
  - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.

- 2) Classified between Codes 311000 and 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.

**Women-Owned Business Enterprise** means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more women or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women.
- is a business whose management and daily business operations are controlled or owned by one or more women.

is a business which is a sole proprietorship, corporation, partnership, or a joint venture, with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.