



Announcing the MSRC's Clean Transportation Funding

**Local Government Match Program
2011 Edition**

**A Funding Opportunity for Cities & Counties in the
South Coast Air Quality Management District**

Program Guidelines & Application

PA2011-13

March 4, 2011



DATE: March 4, 2011
TO: Local Government Official
FROM: Greg Winterbottom, Chair, MSRC
SUBJECT: MSRC Local Government Match Program Announcement

The Mobile Source Air Pollution Reduction Review Committee (MSRC) is pleased to announce a new round of **Clean Transportation Funding™** available exclusively to cities and counties within the South Coast Air Quality Management District (AQMD). The Local Government Match Program offers to co-fund clean air projects implemented by cities and counties that utilize their Motor Vehicle Registration Fee Subvention Funds, commonly referred to as AB 2766 Subvention Funds. The MSRC, using its Discretionary Funds, will contribute match funding towards qualifying projects. All cities and counties within the jurisdiction of the AQMD who receive AB 2766 Subvention Funds are eligible to participate in this Program. Also, regional Councils of Governments (COGs) who receive an appropriation of AB 2766 Subvention Funds from their member jurisdictions are eligible to participate, provided that qualifying AB 2766 Subvention Funds are used by the COG as the matching funds.

Eligible project categories for this year's Local Government Match Program have been expanded to better support cities' and counties' air quality improvement needs. The following project categories are eligible to receive MSRC matching funds under the 2011 Program:

- New Alternative-Fuel Refueling Stations
- Upgrade & Expansion of Existing Alternative Fuel Refueling Stations
- Purchase of Heavy-Duty Alternative Fuel Vehicles
- On & Off-Road Vehicle & Equipment Re-Powers with New, Cleaner Diesel Engines
- Retrofit of On & Off-Road Vehicles & Equipment with CARB-Verified Diesel Emission Control Systems

An additional project category is available to qualifying AB 2766 fund recipients in the Coachella Valley to support Regional Street Sweeping programs. Only entities within the Coachella Valley are eligible to participate in this project category, as only the Coachella Valley has street sweeping as an element of an approved State Implementation Plan (SIP).

Local governments can also earn an MSRC match contribution on funds in addition to AB 2766 Subvention Funds. This would apply to cities or counties which have fully obligated or appropriated their Subvention Fund balances, but still have unmet requirements for qualifying projects. The requirements and conditions of this Program feature are discussed in detail in subsequent Sections of this Program Announcement.

Additionally, and significantly, the MSRC is endeavoring to reduce the level of effort required to submit a Local Match Program funding application while also making the process more environmentally friendly. To this end, the MSRC has “streamlined” the application forms to reduce the need to fill out paperwork. Also, applications must be submitted via an online submittal process as opposed to paper copies – eliminating *all* paperwork. For this funding opportunity, ONLY electronically submitted applications will be accepted!

MSRC staff is available to assist applicants during the development of their Local Government Match Program applications. Please refer to Section I.D. of the Program Announcement for a listing of MSRC Staff points of contact. Should you have any immediate questions, please contact Ray Gorski, MSRC Technical Advisor, at (909) 396-2479, or Ms. Cynthia Ravenstein, MSRC Program Administrator, at (909) 396-3269. The Announcement and Application documents can be accessed via the Internet by visiting MSRC’s **Clean Transportation Funding™** website at www.cleantransportationfunding.org.

On behalf of the MSRC Clean Transportation Funding Program, we look forward to working with you to develop air quality improvement projects for your community.

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SECTION I: PROGRAM INTRODUCTION

The Mobile Source Air Pollution Reduction Review Committee (MSRC) is pleased to announce the 2011 Edition of the Local Government Match Program, a Clean Transportation Funding™ opportunity available exclusively to cities and counties within the South Coast Air District. The Local Government Match Program (Match Program) offers to co-fund clean air projects implemented by cities and counties utilizing their AB 2766 Subvention Funds. The MSRC, using its Discretionary Funds, will contribute a “funding match” towards a qualifying project. The MSRC has allocated \$5.0 million in Clean Transportation Funding™ for the 2011 Edition of the Match Program.

The primary goal of the Match Program is to assist local governments in *leveraging* their AB 2766 Subvention Funds to implement timely, effective air pollution reduction projects. The Match Program directly supports cities and counties in meeting and exceeding their clean air obligations under the South Coast AQMD Fleet Rules. Additionally, the partnerships formed by the MSRC and local jurisdictions to construct new, publicly accessible alternative-fuel refueling infrastructure support expansion of the refueling network that benefits the entire South Coast region.

All cities and counties within the jurisdiction of the South Coast AQMD who receive AB 2766 Subvention Funds are eligible to participate in this Match Program. Also, regional Councils of Governments (COGs) who receive an appropriation of AB 2766 Subvention Funds from their member jurisdictions are eligible to participate, provided that qualifying AB 2766 Subvention Funds are used by the COG as the matching funds.

The Match Program is not a competition in the traditional sense. Funding will be distributed on a first-come, first-served basis to applicants that satisfy project requirements as specified in the following guidelines. While the MSRC makes every effort to ensure that all cities and counties have an opportunity to participate, funding is limited; thus, the availability of match funds cannot be guaranteed.

The 2011 Edition of the MSRC Local Government Match Program retains many features of past Match Program offerings. As in past years, MSRC Clean Transportation Funding™ will provide a “dollar for dollar” match against AB 2766 Subvention Funds and/or other qualifying match funding sources. The eligible project categories in the 2011 Edition have been selected to reflect feedback from local jurisdictions as to their funding priorities – for this reason, the MSRC has identified seven (7) project categories for which an MSRC Match can be requested. These categories include:

1. New Alternative-Fuel Refueling Stations
2. Upgrade & Expansion of Existing Alternative Fuel Refueling Stations & Facilities
3. Purchase of Heavy-Duty Alternative Fuel Vehicles
4. On-Road Vehicle Re-Power with New Alternative Fuel Engines
5. Off-Road Vehicle & Equipment Re-Powers with New, Cleaner Diesel Engines
6. Retrofit of On-Road Vehicles with CARB-Verified Diesel Emission Control Systems
7. Retrofit of Off-Road Vehicles & Equipment with CARB-Verified Diesel Emission Control Systems

An eighth project category is available to qualifying AB 2766 fund recipients in the Coachella Valley to support Regional Street Sweeping programs. Only entities within the Coachella Valley are eligible to participate in this project category, as only the Coachella Valley has street sweeping as an element of an approved State Implementation Plan (SIP). A thorough discussion of the Match Program categories, participation

requirements, and project guidelines is included in Section I.C., “Participation Guidelines, Requirements, & Conditions”, included herein.

The MSRC has endeavored to make the Match Program as flexible and easy to participate in as possible within the constraints of a government agency public process. The MSRC understands that city and county staff are overburdened in these stubborn economic times, and is therefore committed to reduce the level of effort required to submit a Match Program funding application. To this end, the MSRC has “streamlined” the application forms to reduce the need to fill out paperwork.

Also, to reduce the need to photocopy, package, and physically submit paper applications, the 2011 Edition of the Match Program requires that applications be submitted electronically in PDF format using the MSRC Website. We believe this benefits the applicant, the MSRC staff, and the environment. As the online submittal process is a “new way of doing business” for both the MSRC and the project applicant, a tutorial has been developed to walk applicants step by step through the electronic application submittal process. This tutorial is available on the MSRC Website at www.cleantransportationfunding.org. Click the “scrolling text” or look for the link on the Proposal Process page to be directed to the step-by-step instructions.

The following Sections of the Match Program Guidelines provide a more detailed discussion of the project categories, participation requirements, and application preparation templates. While the MSRC staff do their best to make the process self-explanatory, questions are inevitable; see Section I.D for a list of MSRC staff contacts if you need assistance regarding any aspect of the 2011 Match Program.

I.A. PROGRAM SCHEDULE

The MSRC Local Government Match Program will be conducted in accordance with the timeline illustrated in Table I.A-1, below. As shown, project applications will be accepted electronically beginning on April 5, 2011. Applications will be accepted until **5:00 pm on June 3, 2011**. Please note that only applications submitted electronically via the MSRC website will be accepted. Paper copies of the application are not acceptable and are not required to be submitted.

While applications may be submitted at any time during this period, MSRC Match Funds will be awarded on a first-come, first-served basis for eligible projects that conform to Match Program requirements. It is important to note that while applications can be submitted up until 5:00 pm on June 3, 2011, MSRC Match Funds may be exhausted prior to the June 3, 2011 submittal end date. Thus, the availability of MSRC Match Funds cannot be guaranteed.

Table I.A-1 Key Program Dates

Match Program Event	Date
Program Announcement Release Date	March 4, 2011
Applicant Workshop	March 17, 2011
Earliest Date for Application Electronic Submission	April 5, 2011
Last Date and time Electronic Applications will be Accepted	5:00 pm on June 3rd, 2011

I.B. APPLICANT WORKSHOP

An Applicant Workshop for the Local Government Match Program will be held on March 17, 2011. Please note that attendance at the applicant workshop is voluntary. The purpose of the workshop is to provide new or updated Program information, provide clarification regarding this Program Announcement, and answer general questions regarding application preparation and electronic submittal. In addition, the applicant workshop will provide a forum to address individual application preparation issues and provide one-on-one guidance to potential bidders. The location and time for the applicant workshop is as follows:

Date:	March 17, 2011
Time:	10:00 a.m. – 11:00 a.m.
Location:	South Coast AQMD Headquarters Conference Room CC6
Address:	21865 Copley Drive Diamond Bar, California 91765

In addition, MSRC staff members are available to answer questions and provide technical assistance as appropriate during the application preparation and acceptance period. Please refer to Section I.D. of this document for a list of MSRC Staff contacts.

I.C. PARTICIPATION GUIDELINES, REQUIREMENTS, & CONDITIONS

The MSRC's Match Program has been designed to make the application preparation and submittal process uncomplicated for the cities and counties within the South Coast Air District. However, to ensure that the Match Program conforms to all applicable AQMD regulations and MSRC policies, the following requirements and conditions have been established and apply to all applicants:

- 1. Earliest Date for an MSRC-Funded Project to Commence** – The release date of this Program Announcement, March 4, 2011, is the earliest date work on a project can commence and be potentially eligible for MSRC Match Program Funding. Any expenditure made in anticipation of an award of MSRC Match Program Funding and prior to execution of a contract is solely at the proposer's risk. If no Local Match Program contract is executed, neither the MSRC nor South Coast AQMD is liable for payment of any funds expended in anticipation of a contract. Please note that in the event a contract is executed, reimbursement for any costs incurred by the proposer in anticipation of the contract is at the discretion of the MSRC and South Coast AQMD.
- 2. Funding Availability** - The amount of MSRC Clean Transportation Funding™ allocated for the Match Program is \$5.0M. Funding is available on a first-come, first-served basis to applicants proposing qualifying projects. For the purpose of this Match Program, all qualified project applications received electronically on the first day of the Application Acceptance Period, April 5, 2011, will be deemed received at the same time. In the event the Match Program is oversubscribed following receipt of first-day applications, MSRC funds will be distributed on a pro rata share basis to qualified project applications. Please note that the Geographic Funding Minimums discussed in paragraph 4, below, will take precedence in the event funding must be pro-rated. Qualifying applications received after April 5, 2011 will be funded in the order of receipt.
- 3. MSRC Match Funding Levels** – The MSRC will match AB 2766 Subvention Funds, and in certain cases other funding sources, in accordance with the following guidelines:

- New Construction Alternative Fuel Infrastructure: The MSRC will match AB 2766 Subvention Funds and in certain cases additional funding sources on a “dollar for dollar” basis¹. The maximum MSRC match amount per project for alternative fuel infrastructure construction shall not exceed \$400,000;
 - Upgrade & Expansion of Existing Alternative Fuel Refueling Stations & Maintenance Facilities: The MSRC will match AB 2766 Subvention Funds and in certain cases additional funding sources on a “dollar for dollar” basis. The maximum MSRC match amount per project for alternative fuel infrastructure upgrade and expansion shall not exceed \$400,000;
 - Heavy-Duty Alternative Fuel Vehicle Purchases: The MSRC will match AB 2766 Subvention Funds and in certain cases additional funding sources dollar for dollar in an amount not to exceed \$30,000 per qualifying heavy-duty vehicle;
 - On-Road Vehicle Re-Powers with New Alternative Fuel Engines: The MSRC will match AB 2766 Subvention Funds and in certain cases additional funding sources dollar for dollar for on-road vehicle engine re-powers (i.e., engine replacement) using new alternative fuel engines, not to exceed an MSRC contribution of \$50,000 per on-road vehicle re-power;
 - Off-Road Vehicle & Equipment Re-Powers with Cleaner Diesel Engines: The MSRC will match AB 2766 Subvention Funds and in certain cases additional funding sources dollar for dollar for off-road vehicle engine re-powers, not to exceed an MSRC contribution of \$50,000 per off-road vehicle re-power;
 - On-Road Vehicle Retrofits with CARB-Verified Technologies: The MSRC will match AB 2766 Subvention Funds and in certain cases additional funding sources dollar for dollar for on-road vehicle retrofits with verified Level 3 diesel emission control devices, not to exceed an MSRC contribution of \$25,000 per on-road vehicle retrofit;
 - Off-Road Vehicle & Equipment Retrofits with CARB-Verified Technologies: The MSRC will match AB 2766 Subvention Funds and in certain cases additional funding sources dollar for dollar for off-road vehicle retrofits with verified Level 3 diesel emission control devices, not to exceed an MSRC contribution of \$25,000 per off-road vehicle retrofit;
 - Regional Street Sweeping in the Coachella Valley: The MSRC will match AB 2766 Subvention Funds dollar for dollar, not to exceed an MSRC contribution of \$250,000 to implement street sweeping operations in the Coachella Valley. This project category has a MSRC-designated targeted funding level of \$250,000.
4. **Geographical Funding Minimum** - The MSRC has established a Geographical Funding Minimum for each county within the AQMD. The geographical funding minimum amount has been set at \$625,000 per county, exclusive of the \$250,000 targeted funding for the Coachella Valley Regional Street Sweeping Program. This funding set-aside guarantees a minimum level of funding for each county to implement clean fuel projects. At the end of the application submittal period, June 3, 2011, if any county has funds remaining in its geographical minimum, these funds will be made available to qualifying projects from any other county in order of receipt.
5. **Eligibility Requirements** – Only cities and counties within the South Coast Air Quality Management District that receive AB 2766 Subvention Funds are eligible to submit an application under the Match Program. Regional Councils of Governments (COGs) who receive an appropriation of AB 2766 Subvention Funds from their member jurisdictions are eligible to participate, provided that qualifying AB 2766 Subvention Funds are used by the COG as the matching funds. In addition, the contracting entity for the project must be the city, county, or qualified COG who submitted the application. Participation by other agencies or

¹ i.e., the MSRC will not pay more than 50% of project costs.

private businesses is allowed, but would be handled through separate subcontracts or agreements with the funded applicant. Please be aware that the applying city, county, or COG is solely responsible for the performance of any Contract under the Match Program.

6. **Project Teaming** - Teaming by cities and/or counties, and the pooling of AB 2766 Subvention Funds, is allowable. Please note that a lead team member must be designated for the purpose of application submittal and contracting. If desired, multiple cities, counties, and/or COGs may form a Joint Powers Authority (JPA) for the purpose of application submittal and contracting. Please note that all members of the JPA must meet the eligibility requirements of the preceding paragraphs. A letter designating the lead agency and authorizing such agency to act on behalf of their interests must be submitted from each participating city and/or county prior to contract execution.
7. **Ability to Earn a MSRC Match on Future AB 2766 Subvention Fund Allocations** – In addition to current Subvention Fund balances, cities and counties-only may also apply their anticipated AB 2766 Subvention Funds from the fiscal year commencing July 1, 2011 and ending June 30, 2012 to projects proposed under this Match Program. Thus, the MSRC will match the prospective AB 2766 Subvention Fund allocation in addition to currently available AB 2766 Subvention Funds applied to the project. Please note that any current Subvention Fund balance must be fully encumbered or allocated prior to proposing the use of future funds.
8. **Ability to Earn a MSRC Match on Funding Sources in Addition to AB 2766 Subvention Funds** - In addition to AB 2766 Subvention Funds, cities and counties-only may also apply up to \$300,000 in “other funds” to projects proposed under the MSRC Match Program. Any current Subvention Fund balance must be fully encumbered or allocated prior to proposing the use of other funds. Other funds can include, but are not limited to, local funds, state funds, federal funds, etc. **Please note that South Coast AQMD “Carl Moyer” funding cannot be used as “other funding” for the purpose of the Match Program, as there is a State prohibition against co-mingling Carl Moyer and AB 2766 Funding.**
9. **Project Completion Deadlines** – All projects should be designed such that they can be fully implemented within 36 months of contract execution.
10. **Reporting Requirements** – The reporting requirements established for the Match Program are intended to ensure adequate monitoring of the use of public funds, while avoiding the imposition of excessive reporting burdens on the funding recipients. Individual reporting requirements will be a function of the type of project proposed; however, reporting typically includes quarterly progress reports as well as a concise Final Report.
11. **Audit Requirements** – In accordance with state law, all projects funded with MSRC Discretionary Funds are subject to audit. The provisions of the audit are discussed in the Sample Contact, included as Section IX of this document. It is highly recommended that applicants employ standard government accounting practices when administering their MSRC co-funded project.
12. **Additional Requirements & Conditions on MSRC Match Program Funding**
 - Projects funded under the MSRC Match Program are not eligible to apply for additional MSRC funds under any other MSRC Work Program solicitation;
 - Projects awarded MSRC funding under a previous Work Program are not eligible to receive additional MSRC Discretionary Funds under this Program;

- MSRC match funds over and above the original contract amount will NOT be available for any reason, including project cost overruns. Applicants must use additional subvention funds or sources other than MSRC Discretionary Funds to cover foreseen or unforeseen project cost increases;
- MSRC match funds are not intended to fund existing staff salaries. Project management costs necessary to implement new alternative fuel infrastructure projects are allowable; however, the MSRC reserves the right to reduce or delete project management costs that appear excessive;
- MSRC match funds will be distributed on a reimbursement basis upon completion of the approved project and submittal of all required reports and invoices;
- Internal Revenue Service Form W-9 – Request for Taxpayer Identification Number and Certification. All entities selected for an MSRC Match award must submit IRS Form W-9 prior to contract execution;
- Certificate of Insurance or Letter of Self Insurance - All entities selected for an MSRC Match award must provide a Certificate of Insurance or Letter of Self Insurance within 45 days of notification of a funding award;
- Addenda – The MSRC may modify the Program Announcement and/or issue supplementary information or guidelines relating to the Program Announcement during the application preparation period of March 4, 2011 to June 3, 2011. Please note that Program Announcement amendments will be posted on the MSRC website at www.cleantransportationfunding.org;
- Application Modifications - Once submitted, applications cannot be altered without the prior written consent of the Mobile Source Air Pollution Reduction Review Committee.

13. **Application Evaluation and Approval Process** - Applications will be evaluated as received to ensure compliance with Match Program requirements. Only applications received electronically that comply with all minimum requirements will be deemed acceptable. Noncompliant applications will lose their original funding position. Resubmitted applications will be issued a new date and time received for purposes of disbursing funds on a first-come, first-serve basis.

Applications deemed compliant by MSRC staff will be forwarded to the MSRC Technical Advisory Committee (MSRC-TAC) for review and concurrence with staff's recommendation. Following MSRC-TAC approval, a funding recommendation will be forwarded to the MSRC for approval. For all applications recommended for approval by the MSRC-TAC, the applicant will be requested to complete a Campaign Contributions Disclosure Form, which will be provided by MSRC staff at the appropriate time.

Applications recommended for funding by the MSRC will be forwarded to the South Coast AQMD Governing Board for final approval. Please note that the MSRC reserves the right to not fund any projects under the Match Program, to modify award amounts, or reallocate part or all funding under this Program to another MSRC Clean Transportation Funding™ category.

Upon receipt of Governing Board approval, the MSRC Staff will prepare a contract for execution by the applicant. The time period from AQMD Governing Board approval to contract execution is anticipated to be approximately ninety (90) days.

I.D. IF YOU NEED HELP

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

- **For General or Administrative Questions**, please contact:

Cynthia Ravenstein, MSRC Program Administrator

Phone: 909-396-3269

FAX: 909-396-3682

E-mail: cynthia@cleantransportationfunding.org

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

Ray Gorski, MSRC Technical Advisor

Phone: 909-396-2479

FAX: 909-396-3682

E-mail: ray@cleantransportationfunding.org

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

Dean Hughbanks, AQMD Procurement Manager

Phone: 909-396-2808

E-mail: dhughbanks@aqmd.gov

SECTION II: APPLICATION PREPARATION INSTRUCTIONS

In an effort to reduce the paperwork burden on applicants, a template-based application format has been adopted for MSRC Match Program applications. The forms are designed to be self-explanatory and should prove straightforward to complete; however, should questions arise during application preparation, please contact the appropriate MSRC staff representative as shown in Section I.D.

The forms included in the following sections should be completed by the applicant and submitted in accordance with the instructions provided in Section II.E, "Electronic Submittal Instructions", below. There are four primary parts to be completed, plus a signed cover letter. Each part is briefly summarized as follows:

- Part A, "Applicant Information", requests general information from the applicant. For joint applications (i.e., more than one city, county, and/or COG) the applicant must include a statement confirming authorization to act on behalf of the other co-applicants. The applicant must include a letter of support, including contact name and telephone/fax number, from all proposing entities of a joint application.
- Part B, "Project Description/Statement of Work", requests that the applicant provide a Project Description/Statement of Work delineating: a) project goals and objectives; b) statement of work; and c) project end products. Please note that only the requested input data is required; applicants are not required to perform emissions reductions calculations as an element of their Match Program application;
- Part C, "Project Budget", requests a cost breakdown of the proposed project including: a) total project cost; b) AB 2766 funds from current fund balance allocated to the proposed project; c) AB 2766 Subvention Funds allocated from the FY 2011-'12 appropriation; d) Other Funds allocated to the proposed project; e) MSRC match funds requested (per the maximum allowable contributions as discussed in Section I.C., above; and f) additional funding contributions to the project other than MSRC Discretionary Funds, AB 2766 Subvention Funds, or qualifying other funds;
- Part D, "Project Implementation Schedule", requests the submittal of a schedule depicting key project milestones, task completion dates, etc. Please note that all projects should be completed no later than 36 months from the date of contract execution.

If awarded MSRC Match Funds, Parts A-D will become integral elements of the contract between the applicant and the MSRC.

Cover Letter - The MSRC also requests that each application be accompanied by a signed Cover Letter. The cover letter should be prepared on your City, County, or COG letterhead and be signed by a representative with appropriate signing authority.

II.A: APPLICATION FORMS & TEMPLATES

All of the eligible project categories under the 2011 Edition of the Local Match Program fall into one of four (4) Application Form & Template Sections. These include:

1. **Alternative Fuel Infrastructure Projects** – this includes ALL eligible alternative fuel infrastructure project categories:
 - a. “New Construction” Alternative Fuel Infrastructure with a maximum MSRC match amount per project of \$400,000;
 - b. Upgrade and Expansion of Existing Alternative Fuel Refueling Stations & Maintenance Facilities with a maximum MSRC match amount per project of \$400,000.
2. **New Heavy-Duty Alternative Fuel Vehicle Purchase** - with a maximum MSRC match amount not to exceed \$30,000 per qualifying heavy-duty vehicle
3. **Re-Power & Retrofit of Existing Heavy Duty Vehicles and Equipment** – this includes ALL eligible re-power and retrofit categories:
 - a. On-Road Vehicle Re-Powers with New Alternative Fuel Engines with a maximum MSRC match amount not to exceed \$50,000 per on-road vehicle engine replacement;
 - b. Off-Road Vehicle & Equipment Re-Powers with Cleaner Diesel Engines with a maximum MSRC match amount not to exceed \$50,000 per on-road vehicle engine replacement;
 - c. On-Road Vehicle Retrofits with CARB-Verified Technologies with a maximum MSRC match amount not to exceed \$25,000 per on-road vehicle retrofit;
 - d. Off-Road Vehicle & Equipment Retrofits with CARB-Verified Technologies with a maximum MSRC match amount not to exceed \$25,000 per off-road vehicle and/or equipment retrofit; and
4. **Regional Street Sweeping in the Coachella Valley**

Applicants are required to complete the Forms and Templates corresponding to their proposed project category and submit them in PDF Format to the MSRC Website within the application submittal period commencing April 5, 2011 and ending June 3, 2011. The following four sections contain the necessary forms and templates to prepare an MSRC Match Program application.

II.B. ALTERNATIVE FUEL INFRASTRUCTURE PROJECTS

The MSRC Match Program offers incentives for a wide range of alternative fuel infrastructure projects. The following sections describe allowable infrastructure project categories, conditions and constraints, as well as Clean Transportation Funding™ incentive levels.

1. **NEW ALTERNATIVE FUEL REFUELING STATIONS** – Most refueling station types are eligible to receive a funding match. Allowable station configurations include fast-fill stations, slow or time-fill stations, and FuelMaker™ -type refueling apparatus.

Eligible Alternative Fuel Types - The following alternative fuel types are eligible to receive refueling infrastructure Match funding:

- Compressed Natural Gas (CNG)
- Liquefied Natural Gas (LNG)
- Liquefied/Compressed Natural Gas (L/CNG)
- Motor vehicle-grade Liquefied Petroleum Gas (HD-5, HD-10 propane)
- Hydrogen (H₂) and/or Hydrogen/Natural Gas Blends

The maximum MSRC match amount for this project category shall not exceed \$400,000 per station.

Accessibility Requirements – An objective of the Match Program to increase the accessibility of alternative-fuel infrastructure to fleets and public users. For this reason, Applicants proposing construction of a new fast-fill refueling station are required to allow access to the facility during normal business hours to at least one (1) additional fleet. For the purpose of this program, “additional fleet” is defined as another fleet distinct from the host site fleet. This other fleet must be a separate legal entity relative to the host site fleet. As an example, two separate departments within a local government would not satisfy the intent of the “multiple fleet” requirement, as the departments would most likely not be separate legal entities. However, many local governments contain “dependent and independent special districts”. A dependent or independent special district would satisfy the “other fleet” requirement.

2. **UPGRADE AND EXPANSION OF EXISTING ALTERNATIVE FUEL REFUELING STATIONS** – Cities or Counties who operate existing CNG or LNG stations seeking upgrades or expansion to accommodate growing fleet or throughput needs are also eligible to participate in the MSRC Match Program. Eligible refueling station upgrade and expansion projects include, but are not limited to, the following:

- Expansion of fuel storage capacity with additional storage vessels;
- Increase in fuel compression capability by adding an additional compression stage or replacing an undersized compressor;
- Addition of L/CNG capability to an existing LNG-only facility;
- Addition of hydrogen or hydrogen-blend capability to an existing station;
- Station modifications to allow public accessibility;
- Upgrade of existing payment card reader to accommodate multi-card capability;
- Additional fuel dispenser(s).

The maximum MSRC match amount for this project category shall not exceed \$400,000 per station.

3. **FACILITY MODIFICATIONS TO ACCOMMODATE ALTERNATIVE FUELS** – In addition to refueling stations, MSRC match funding is available to Cities and Counties for the modification of facilities used for alternative fuel vehicle maintenance and repair. Allowable facility modifications include, but are not limited to, the following:

- Installation of building methane detection sensors;
- Electrical shielding;
- Heater element explosion proofing;
- Gas evacuation and ventilation upgrades.

The maximum MSRC match amount per project for this category shall not exceed \$400,000.

Project applications that do not reasonably fit within the Eligible Project Categories will not be approved and will not be eligible to receive MSRC Clean Transportation Funding™. The MSRC retains sole discretion when determining project eligibility.

Funding Restrictions: MSRC funds cannot be used to match the following project elements:

- Normal station maintenance or operations costs (including utility costs), or fuel purchase costs;
- Purchase of real property.

Operational Availability - Funding recipients must commit to the following minimum periods of operational availability:

- Fast-fill refueling stations remain operational and accessible to public and/or fleets for a period of no less than five (5) years from the date the station begins dispensing fuel in either its initial or expanded capability;
- Time-fill, single dispenser, or apparatus-type stations must remain operational for a period of no less than three (3) years from the date the station begins dispensing fuel in either its new or upgraded/expanded capability

ALTERNATIVE FUEL INFRASTRUCTURE APPLICATION FORMS

PART A - APPLICANT INFORMATION

(Return this Form as part of your Match Program application)

A. Please provide the following applicant information in the space provided.

Applicant Name: _____

Address: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Fax #: _____

E-Mail Address: _____

- | | | |
|--|--------------------------|--------------------------|
| B. Please answer the following questions: | YES | NO |
| 1. Are you submitting a Joint Application with other Cities/Counties? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If "Yes", are you authorized to act of behalf of all participants? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If "Yes", please provide the names of all other project participants.
Please designate if the other participants are public agencies or
private entities: | Public | Private |
| a) _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b) _____ | <input type="checkbox"/> | <input type="checkbox"/> |

PART B - PROJECT DESCRIPTION/STATEMENT OF WORK

Alternative Fuel Infrastructure Projects

(Return this Form as part of your Match Program application only if you are applying for Alternative Fuel Infrastructure Match Funding)

A. Please check the Type of Infrastructure Project proposed. Check all that apply:

- New Alternative Fuel Refueling Infrastructure
- Expansion of an Existing Refueling Facility
- Upgrade to an Existing Refueling Facility
- Site Modifications to Allow Public and/or Fleet Vehicle Access
- Maintenance Facility Modifications

B. **PROJECT DESCRIPTION:** Please describe the proposed alternative-fuel infrastructure project, including: a) technical description (i.e., station configuration, hardware, storage capacity, time-fill and fast-fill capacity, number of dispensers, etc.; b) site location; c) level of public accessibility (i.e., available to all users, accessible to limited fleet users only); d) hours of operation; e) primary fleet users; f) types of vehicles that will primarily utilize the facility (i.e., transit buses, school buses, light-duty automobiles); and g) selected hardware vendor and fuel provider, if known. If applicable to your proposed project, please attach an 8 ½" x 11" Site Map/Plan to this PART. Include extra sheets as required.

Please provide the following input data as applicable:

Type of Alternative Fuel (CNG, LNG, L/CNG, or LPG)	
For New Refueling Stations, Provide the Estimated Monthly Alternative Fuel Throughput in Units of Diesel Equivalent Gallons.	
For Projects that Propose: a) Increased Capacity of Existing Alternative-Fuel Infrastructure; or b) Expanded Public or Fleet Access of Existing Alternative-Fuel Infrastructure, Provide the Projected Monthly Increase in Alternative-Fuel Throughput Expressed in Units of Diesel Equivalent Gallons.	

C. **STATEMENT OF WORK:** Please provide a Statement of Work for the proposed alternative fuel infrastructure project. Include all Project Tasks as they relate to infrastructure design, development, and implementation. Each Task should be described with sufficient detail to adequately convey the work to be performed.

If applicable to your proposed project, please attach an 8 ½" x 11" Site Map/Plan to this PART.

PART C - PROJECT BUDGET

Alternative Fuel Infrastructure Projects

(Return this Form as part of your Match Program application only if you are applying for Alternative Fuel Infrastructure match funding)

A. Please provide your Current Unallocated Subvention Fund Balance: \$ _____

B. Please provide the following Alternative Fuel Infrastructure Project Cost by Category Information:

PROJECT COSTS BY FUNDING CATEGORY	AMOUNT
1. AB 2766 SUBVENTION FUNDS APPLIED TO INFRASTRUCTURE PROJECT FROM EXISTING UNALLOCATED BALANCE:	\$ _____
2. AB 2766 SUBVENTION FUNDS APPLIED TO INFRASTRUCTURE PROJECT FROM NEXT YEAR ALLOCATION (FY 2011/2012):	\$ _____
3. OTHER FUNDS APPLIED TO INFRASTRUCTURE PROJECT (NOT TO EXCEED \$300,000):	\$ _____
4. TOTAL AB 2766 SUBVENTION FUNDS AND OTHER FUNDS APPLIED TO INFRASTRUCTURE PROJECT (SUM OF LINES 1, 2, and 3):	\$ _____
5. AMOUNT OF MSRC MATCH FUNDING REQUESTED (MAXIMUM AMOUNT IS EQUAL TO LINE 4 (DOLLAR FOR DOLLAR MATCH OF LINE 4 NOT TO EXCEED \$400,000):	\$ _____
6. ADDITIONAL PROJECT CO-FUNDING FROM OTHER SOURCES:	\$ _____
7. TOTAL PROJECT COST:	\$ _____

PART C - PROJECT BUDGET CONTINUED

Alternative Fuel Infrastructure Projects

(Return this page as part of your Match Program application only if you are applying for alternative fuel infrastructure match funding)

C. As applicable, please list all infrastructure costs by Cost Element. Please provide as much detail as practicable when specifying project costs. For example, please provide labor categories, hourly rates, number of hours, etc. when defining labor costs.

CAPITAL EQUIPMENT COSTS (REFUELING STATION COMPONENTS, FACILITY MODIFICATIONS, ETC.):

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
TOTAL CAPITAL EQUIPMENT COSTS:		\$ _____

DIRECT LABOR COSTS:

1.	_____ LABOR HOURS x _____ \$/HOUR =	\$ _____
2.	_____ LABOR HOURS x _____ \$/HOUR =	\$ _____
3.	_____ LABOR HOURS x _____ \$/HOUR =	\$ _____
4.	_____ LABOR HOURS x _____ \$/HOUR =	\$ _____
TOTAL DIRECT LABOR COSTS:		\$ _____

OTHER DIRECT COSTS, INCLUDING SUBCONTRACTORS:

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
TOTAL OTHER DIRECT COSTS:		\$ _____

TOTAL PROJECT COST:	\$ _____
----------------------------	-----------------

PART D - PROJECT IMPLEMENTATION SCHEDULE

Alternative Fuel Infrastructure Projects

(Return this page as part of your Match Program application)

Please provide, either in the space outlined below or separate attached sheet, a Milestone Schedule for your proposed Match Program project. The schedule should include anticipated start and completion dates for each task, activity, or milestone identified in PART B, "Project Description/Statement of Work".

The format requirements for the Project Implementation Schedule are flexible. A template is provided below:

PROJECT MILESTONE	START DATE	COMPLETION
Example: Task 1 – Site Design & Permitting...	Authority to Proceed (ATP) + one month	ATP + 3 months

SECTION II.C: PURCHASE OF HEAVY-DUTY ALTERNATIVE FUEL VEHICLES

Project Requirements and Conditions: The following requirements apply for projects seeking match funds for the purchase of heavy-duty alternative fuel vehicles:

Eligible Vehicle Weight Ratings: Only heavy-duty alternative fuel vehicles are eligible to receive Match Funds. A heavy-duty vehicle is defined as having a GVWR of 14,001 pounds or greater.

Qualifying Vehicles: Applicants requesting match funds for the purchase of heavy-duty alternative fuel vehicles must ensure the vehicles comply with the following eligibility requirements:

- Vehicle must be a new, Original Equipment Manufacturer (OEM) heavy-duty alternative fuel vehicle;
- Heavy-duty alternative fuel vehicles must be equipped with dedicated alternative fuel engines that are certified by the California Air Resources Board (CARB) at or cleaner than the 2010 heavy-duty engine emission standards of 0.2 g/bhp-hr for oxides of nitrogen (NO_x) and 0.01 g/bhp-hr for particulate matter (PM).
- Vehicle engine must be dedicated alternative fuel. Flexible fuel vehicles, bi-fuel vehicles, etc. do not qualify; however, alternative fuel engines using diesel pilot-ignition technologies are acceptable.

Eligible Alternative Fuels: Vehicles that satisfy the eligibility requirements listed above are available in following alternative-fuels:

- Compressed Natural Gas (CNG)
- Liquefied Natural Gas (LNG)
- Liquefied Petroleum Gas (LPG, i.e., propane)
- Hydrogen and/or Hydrogen/Natural Gas Blends
- Hybrid-Electric (Alternative Fuel)
- Hybrid-Electric (Gasoline Hybrid Electric)
- Zero-emission Battery or Hydrogen Fuel Cell Electric

Maximum MSRC Match Funding: The MSRC Match Program will co-fund the purchase of qualifying heavy-duty alternative fuel vehicles on a “dollar for dollar” basis, up to a maximum MSRC contribution of \$30,000 per vehicle. The MSRC match funds will be disbursed on a reimbursement basis upon delivery and acceptance of the qualifying vehicle.

HEAVY-DUTY VEHICLE PURCHASE APPLICATION FORMS

PART A - APPLICANT INFORMATION

Purchase of Heavy-Duty Alternative Fuel Vehicles

(Return this page as part of your Match Program application)

A. Please provide the following applicant information in the space provided.

Applicant Name: _____

Address: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Fax #: _____

E-Mail Address: _____

B. Please answer the following questions:

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Are you submitting a Joint Application with other Cities/Counties? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If "Yes", are you authorized to act of behalf of all participants? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If "Yes", please provide the names of all other project participants.
Please designate if the other participants are public agencies or private entities: | PUBLIC | PRIVATE |
| a) _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b) _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If you answered "Yes" to questions 1 and 2, above, have you attached a letter from each entity designating a lead agency and authorizing that agency to act on behalf of the other participants? | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |

PART B – PROJECT DESCRIPTION/STATEMENT OF WORK

Purchase of Heavy-Duty Alternative Fuel Vehicles

(Return this page as part of your Match Program application only if you are applying for alternative fuel vehicle match funding)

A. **PROJECT DESCRIPTION:** Describe the proposed alternative-fuel vehicle purchase(s). For each vehicle to be purchased, please provide the information in the table below, or attach a separate sheet:

1. Vehicle make and model;
2. Fuel Type (CNG, LNG, LPG, etc.) ;
3. Engine model, including horsepower;
4. Gross vehicle weight;
5. Estimated vehicle life;
6. Vehicle duty cycle (i.e., trash collection, local delivery, etc.)
7. Annual operation within the geographical jurisdiction of the South Coast Air District (indicate whether mileage or hours)

	Vehicle Make & Model	Fuel Type	Engine Model & Horsepower	Gross Vehicle Weight	Vehicle Life (years)	Vehicle Duty Cycle	Annual Vehicle Operation (hours or mileage)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

PART C – PROJECT BUDGET

Purchase of Heavy-Duty Alternative Fuel Vehicles

(Return this page as part of your Match Program application only if you are applying for Alternative Fuel Heavy-Duty Vehicle match funding)

- A. Please provide your Current Unallocated Subvention Fund Balance: \$ _____
- B. Please provide the following Alternative Fuel Vehicle Purchase Cost by Category Information:

PROJECT COSTS BY FUNDING CATEGORY	AMOUNT
1. AB 2766 SUBVENTION FUNDS APPLIED TO ALL VEHICLE PURCHASES FROM EXISTING UNALLOCATED BALANCE:	\$ _____
2. AB 2766 SUBVENTION FUNDS APPLIED TO ALL VEHICLE PURCHASES FROM FUTURE YEAR ALLOCATION (FY 2011/2012):	\$ _____
3. OTHER FUNDS APPLIED TO ALT-FUEL VEHICLE PURCHASES (NOT TO EXCEED \$300,000):	\$ _____
4. TOTAL AB 2766 SUBVENTION FUNDS AND OTHER FUNDS APPLIED TO HEAVY-DUTY VEHICLE PURCHASES (SUM OF LINES 1, 2, AND 3):	\$ _____
5. AMOUNT OF MSRC MATCH FUNDING REQUESTED FOR HEAVY DUTY VEHICLE PURCHASE (\$1 FOR \$1 MATCH UP TO \$30,000 PER VEHICLE):	\$ _____
6. ADDITIONAL PROJECT CO-FUNDING FROM OTHER SOURCES:	\$ _____
7. TOTAL PROJECT COST:	\$ _____

PART D – PROJECT IMPLEMENTATION SCHEDULE

Purchase of Heavy-Duty Alternative Fuel Vehicles

(Return this page as part of your Match Program application)

Please provide, either in the space outlined below or separate attached sheet, a Milestone Schedule for your proposed vehicle purchase project. The schedule should include anticipated start and completion dates for each task, activity, or milestone identified in PART B, “Project Description/Statement of Work”.

The format requirements for the Project Implementation Schedule are flexible. A template is provided below:

PROJECT MILESTONE	START DATE	COMPLETION
Example: Task 1 – Order Vehicle	Authority to Proceed (ATP) + one month	ATP + 3 months

SECTION II.D: RE-POWER & RETROFIT OF ON-ROAD & OFF-ROAD HEAVY-DUTY VEHICLES AND EQUIPMENT

This element of the 2011 Match Program offers incentives to local governments to upgrade their existing heavy-duty on-road and off-road vehicles and equipment with new replacement engines or diesel emission control retrofit devices. Four eligible project categories are included under this Match Program category:

- On-Road Vehicle Re-Powers with New Alternative Fuel Engines with a maximum MSRC match amount not to exceed \$50,000 per on-road vehicle engine replacement;
- Off-Road Vehicle & Equipment Re-Powers with Cleaner Diesel Engines with a maximum MSRC match amount not to exceed \$50,000 per on-road vehicle engine replacement;
- On-Road Vehicle Retrofits with CARB-Verified Technologies with a maximum MSRC match amount not to exceed \$25,000 per on-road vehicle retrofit;
- Off-Road Vehicle & Equipment Retrofits with CARB-Verified Technologies with a maximum MSRC match amount not to exceed \$25,000 per off-road vehicle and/or equipment retrofit.

The requirements and conditions for each project category are discussed below.

A. Re-Power of Existing Heavy-Duty On-Road Vehicles with New, CARB-Certified Alternative Fuel Engines

This category provides MSRC Match Funding for the replacement of an older on-road alternative fuel engine with a new model year 2010 or newer CARB certified alternative fuel engine.

- A. Qualifying Vehicles: Applicants requesting Match Funds for the re-power or retrofit of an existing heavy-duty on-road vehicle must ensure the vehicles or equipment meet the following minimum requirements:
 - Vehicle must be equipped with a Model Year 2005 or older on-road engine;
 - Vehicle must be classified as “heavy-duty”. For the purpose of this Program Announcement, heavy-duty is defined as having a gross vehicle weight rating (GVWR) of 14,001 pounds or greater.
2. Eligible Re-Power Engines: Engines used for on-road vehicle re-power must meet the following criteria:

Replacement (re-power) engine must be dedicated alternative fuel:

 - Compressed Natural Gas (CNG)
 - Liquefied Natural Gas (LNG)
 - Liquefied Petroleum Gas (LPG, i.e., propane)
 - Hydrogen and/or Hydrogen/Natural Gas Blends
 - Hybrid-Electric (Alternative Fuel)
 - Hybrid-Electric (Gasoline Hybrid Electric)
 - Zero-emission Electricity
 - Maximum Engine Horsepower – the replacement engine horsepower cannot exceed the rated horsepower of the existing engine by more than 15% unless it can be shown that a comparable new on-road alternative fuel engine within this horsepower limitation is not commercially available;

- Replacement Engine Certification Standard – the replacement engine must be certified to the CARB 2010 heavy-duty engine emission standards of 0.2 g/bhp-hr for oxides of nitrogen (NO_x) and 0.01 g/bhp-hr for particulate matter (PM) or cleaner.
3. Maximum MSRC Match Funding: The MSRC Match Program will co-fund the re-powering of qualifying on-road vehicles and equipment on a “dollar for dollar” basis, up to a maximum MSRC contribution of \$50,000 per vehicle. This includes the purchase cost of the new engine as well as labor costs associated with engine removal and replacement. The MSRC match funds will be disbursed on a reimbursement basis upon completion of the equipment re-power.

B. Re-Power of Existing Heavy-Duty Diesel Off-Road Equipment with New, CARB-Certified Diesel Engines

This category provides MSRC Match Funding for the replacement of an older off-road diesel engine with a new model year 2010 or newer CARB certified diesel engine.

- A. Qualifying Vehicles: Applicants requesting Match Funds for the re-power or retrofit of an existing heavy-duty off-road vehicle must ensure the vehicles or equipment meet the following minimum requirements:

- Vehicle must be classified as an off-road motor vehicle per the California Department of Motor Vehicles Code. Off-road motor vehicles include a wide variety of self-propelled construction and material handling equipment and include, but are not limited to, the following:
 - Off-Highway Trucks
 - Road Graders
 - Earth Movers
 - Bull Dozers
 - Tractors
 - Large, Diesel-Fueled Forklifts

Not all off-road equipment qualifies as an off-road motor vehicle as defined by the California Vehicle Code. A partial listing of heavy-duty equipment *not* classified as motor vehicles and therefore not eligible to receive MSRC Match Funding includes the following:

- Locomotives
 - Aircraft
 - Refrigeration Units
 - Auxiliary Generators
 - Marine Vessels
 - Cranes
- Vehicle must be equipped with a Model Year 2005 or older diesel off-road engine;
 - Vehicle must be classified as “heavy-duty”. For the purpose of this Program Announcement, heavy-duty is defined as having a gross vehicle weight rating (GVWR) of 14,001 pounds or greater.

4. Eligible Re-Power Engines: Engines used for off-road equipment re-power must meet the following criteria:

- Maximum Engine Horsepower – the replacement engine horsepower cannot exceed the rated horsepower of the existing diesel engine by more than 15% unless it can be shown that a comparable new off-road engine within this horsepower limitation is not commercially available;
 - Replacement Engine Certification Standard – the replacement engine must be certified at a Tier 3 Emissions Standard or cleaner.
5. Maximum MSRC Match Funding: The MSRC Clean Transportation Funding™ Match Program will co-fund the re-powering of qualifying off-road vehicles and equipment on a “dollar for dollar” basis, up to a maximum MSRC contribution of \$50,000 per vehicle. This includes the purchase cost of the new engine as well as labor costs associated with engine removal and replacement. The MSRC match funds will be disbursed on a reimbursement basis upon completion of the equipment re-power.

C. Retrofit of Existing Heavy-Duty On-road Vehicles & Equipment with CARB-Verified Level 3 Diesel Emission Control Systems

This category provides MSRC Match Funding for the retrofit of an existing on-road heavy-duty diesel vehicle with a CARB verified “Level 3” diesel emission control system.

1. Qualifying Vehicles: Applicants requesting Match Funds for the retrofit of an existing heavy-duty on-road vehicle must ensure the vehicles meet the following minimum requirements:
 - Vehicle must be classified as “heavy-duty”. For the purpose of this Program Announcement, heavy-duty is defined as having a gross vehicle weight rating (GVWR) of 14,001 pounds or greater;
 - Vehicle must not be currently equipped with a Level 3 verified diesel emission control system.
2. Eligible Retrofit Devices: Only diesel emission control systems verified by CARB at Level 3 control effectiveness (i.e., greater than 85% reduction in diesel particulate matter) are eligible to receive MSRC Matching Funds. Please note that Level 3 devices are verified by CARB on an “engine specific basis”. Not all verified Level 3 devices are compatible with every diesel engine. Each diesel emission control device is verified for a defined set of engine manufacturers, models, model years, and engine family designations. The Air Resources Board maintains a database of compatible engines and Level 3 diesel emission control systems; this database can be accessed at the CARB website at <http://www.arb.ca.gov/diesel/verdev/vdb/vdb.php>.
3. Maximum MSRC Match Funding: The MSRC Match Program will co-fund the retrofit costs for qualifying on-road vehicles and equipment on a “dollar for dollar” basis, up to a maximum MSRC contribution of \$25,000 per vehicle. This includes the purchase cost of the Level 3 verified diesel emission control device as well as labor costs associated with retrofit device installation. The MSRC match funds will be disbursed on a reimbursement basis upon completion of the on-road vehicle retrofit.

D. Retrofit of Existing Heavy-Duty Off-Road Vehicles & Equipment with CARB-Verified Level 3 Diesel Emission Control Systems

This category provides MSRC Match Funding for the retrofit of an existing off-road heavy-duty diesel vehicle with a CARB verified “Level 3” diesel emission control system.

1. Qualifying Vehicles: Applicants requesting Match Funds for the retrofit of an existing heavy-duty off-road vehicle must ensure the vehicles meet the following minimum requirements:
 - Vehicle must be classified as “heavy-duty”. For the purpose of this Program Announcement, heavy-duty is defined as having a gross vehicle weight rating (GVWR) of 14,001 pounds or greater;
 - Vehicle must not be currently equipped with a Level 3 verified diesel emission control system.
2. Eligible Retrofit Devices: Only diesel emission control systems verified by CARB at Level 3 control effectiveness (i.e., greater than 85% reduction in diesel particulate matter) are eligible to receive MSRC Matching Funds. Please note that Level 3 devices are verified by CARB on an “engine specific basis”. Not all verified Level 3 devices are compatible with every diesel engine. Each diesel emission control device is verified for a defined set of engine manufacturers, models, model years, and engine family designations. The Air Resources Board maintains a database of compatible engines and Level 3 diesel emission control systems; this database can be accessed at the CARB website at <http://www.arb.ca.gov/diesel/verdev/vdb/vdb.php>.
3. Maximum MSRC Match Funding: The MSRC Clean Transportation Funding™ Match Program will co-fund the retrofit costs for qualifying off-road vehicles and equipment on a “dollar for dollar” basis, up to a maximum MSRC contribution of \$25,000 per vehicle. This includes the purchase cost of the Level 3 verified diesel emission control device as well as labor costs associated with retrofit device installation. The MSRC match funds will be disbursed on a reimbursement basis upon completion of the off-road vehicle and/or equipment retrofit.

HEAVY-DUTY OFF-ROAD APPLICATION FORMS

PART A - APPLICANT INFORMATION

Re-Power or Retrofit of Heavy-Duty Off-Road Diesel Equipment

(Return this page as part of your Match Program application)

A. Please provide the following applicant information in the space provided.

Applicant Name: _____

Address: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Fax #: _____

E-Mail Address: _____

B. Please answer the following questions:

YES

NO

1. Are you submitting a Joint Application with other Cities/Counties?

2. If "Yes", are you authorized to act of behalf of all participants?

3. If "Yes", please provide the names of all other project participants.

Please designate if the other participants are public agencies or private entities:

PUBLIC

PRIVATE

a) _____

b) _____

PART B - PROJECT DESCRIPTION/STATEMENT OF WORK

Re-Power or Retrofit of Heavy-Duty Vehicles & Equipment

(Return this page as part of your Match Program application only if you are applying for vehicle and/or equipment re-power and/or retrofit match funding)

- A. **ENGINE RE-POWER PROJECT DESCRIPTION:** Please provide the requested information for each existing 2005 or older heavy-duty on or off-road vehicle proposed for re-power (engine replacement). On-Road vehicles must replace the existing engine with a qualifying Alternative Fuel Engine. Diesel off-Road Vehicles and Equipment may replace the existing engine with a Tier 3 or cleaner diesel engine. **Please fill out a separate sheet for each vehicle proposed for re-power with a new engine:**

Please Check the Appropriate Box for Each Vehicle or Equipment Proposed for Engine Replacement:

- On-Road RE-Power with CARB-Certified Alternative Fuel Engine
- Off-Road Equipment with New Diesel Tier 3 Engine

Vehicle Manufacturer & Model	
Model Year	
Existing Engine Manufacturer & Model	
Existing Engine Model Year (2005 or older)	
Existing Engine Horsepower	
Replacement Engine Manufacturer & Model	
Replacement Engine Model Year	
Replacement Engine Fuel Type (CNG, Diesel, etc.)	
Replacement Engine CARB E.O. Number	
Estimated Annual Fuel Consumption	
Estimated Vehicle Life After Re-Power	
ESTIMATED COST FOR VEHICLE RE-POWER	\$
Amount of AB 2766 Subvention Funds Applied	\$
Other Funds Applied	\$
AMOUNT OF MSRC MATCH FUNDING REQUESTED (MATCHES AB 2766 & OTHER FUNDING APPLIED "DOLLAR FOR DOLLAR" UP TO A MAXIMUM OF \$50,000 PER RE-POWER)	\$

B. VEHICLE DIESEL EMISSION CONTROL SYSTEM RETROFIT PROJECT DESCRIPTION: Please provide the requested information for each existing diesel on or off-road vehicle proposed for retrofit with a compatible CARB Level 3 Verified Diesel Emission Control System (VDECS). **Please fill out a separate sheet for each vehicle proposed for retrofit with a Level 3 VDECS:**

Please Check the Appropriate Box for Each Vehicle or Equipment Proposed for Vehicle or Equipment Retrofit:

- On-Road Vehicle Retrofit with CARB-Verified Level 3 Diesel Emission Control Device
- Off-Road Equipment Retrofit with CARB-Verified Level Diesel Emission Control Device

Vehicle Manufacturer & Model	
Model Year	
Existing Engine Manufacturer & Model	
Existing Engine Model Year	
Existing Engine Family Designation	
Level 3 VDECS Manufacturer & Model	
Estimated Annual Fuel Consumption	
Estimated Vehicle Life After Retrofit	
ESTIMATED COST OF VEHICLE RETROFIT	\$
AMOUNT OF AB 2766 FUNDING APPLIED	\$
AMOUNT OF OTHER FUNDS APPLIED	\$
AMOUNT OF MSRC MATCH FUNDING REQUESTED (MATCHES AB 2766 & OTHER FUNDING APPLIED "DOLLAR FOR DOLLAR" UP TO A MAXIMUM OF \$25,000 PER RETROFIT)	\$

- C. Total Number of Vehicles to be Re-Powered with New Engines: _____
- D. Total Number of Vehicles & Equipment to be Retrofitted with CARB-Verified Level 3 VDECS: _____
- E. Total MSRC Match Funding Requested for Vehicle Re-Powers: \$_____
- F. Total MSRC Match Funding Requested for Vehicle Retrofits: \$_____

PART C - PROJECT BUDGET

Re-Power or Retrofit of Heavy-Duty Vehicles & Equipment

(Return this page as part of your Match Program application only if you are applying for heavy-duty off-road diesel vehicle match funding)

A. Please provide your Current Unallocated Subvention Fund Balance: \$_____

B. Please provide the following Vehicle Re-power and/or Retrofit Cost by Category Information:

PROJECT COSTS BY FUNDING CATEGORY	AMOUNT
1. AB 2766 SUBVENTION FUNDS APPLIED FROM EXISTING UNALLOCATED BALANCE:	\$_____
2. AB 2766 SUBVENTION FUNDS APPLIED FROM FUTURE YEAR ALLOCATION (FY 2011/2012):	\$_____
3. OTHER FUNDS APPLIED: (NOT TO EXCEED \$300,000):	\$_____
4. TOTAL AB 2766 SUBVENTION FUNDS AND OTHER FUNDS (SUM OF LINES 1, 2, AND 3):	\$_____
5. TOTAL AMOUNT OF MSRC MATCH FUNDING REQUESTED:	\$_____
6. ADDITIONAL PROJECT CO-FUNDING FROM OTHER SOURCES:	\$_____
7. TOTAL PROJECT COST:	\$_____

PART D - PROJECT IMPLEMENTATION SCHEDULE

Re-Power or Retrofit of Heavy-Duty On & Off-Road Vehicles & Equipment

(Return this page as part of your Match Program application)

Please provide, either in the space outlined below or separate attached sheet, a Milestone Schedule for your proposed Match Program project. The schedule should include anticipated start and completion dates for each task, activity, or milestone identified in PART B, “Project Description/Statement of Work”.

The format requirements for the Project Implementation Schedule are flexible. A template is provided below:

PROJECT MILESTONE	START DATE	COMPLETION
Example: Task 1 – Order Replacement Engine	Authority to Proceed (ATP) + one month	ATP + 3 months

If a separate milestone schedule is attached, please label the attachment “**PART D: Project Milestone Schedule**” and include in your application package.

SECTION II.E. STREET SWEEPING OPERATIONS IN THE COACHELLA VALLEY

This Section describes MSRC match funding for street sweeping operations conducted in the Coachella Valley region of the South Coast AQMD. For the purpose of this Program Announcement, “operations costs” include direct costs for labor, maintenance, etc, associated with performing street sweeping. These costs are most often presented as an hourly operations cost or cost per “curb mile swept”.

Project Requirements and Conditions: The following requirements affect applicants seeking match funds for street sweeping operations:

Eligible Jurisdictions: Applicant jurisdiction is within the Coachella Valley as defined by the South Coast AQMD and thereby impacted by the PM control measures delineated in the Coachella Valley SIP.

Sweeping to be Performed by Qualifying Vehicles: Applicants requesting match funds for street sweeping operations must ensure the vehicles utilized in sweeping operations comply with the following:

- Vehicle must be dedicated alternative fuel. For the purpose of this Program Announcement, alternative fuel includes compressed natural gas (CNG), liquefied natural gas (LNG), liquefied petroleum gas (LPG), hydrogen or hydrogen natural gas blends, electric, or gasoline hybrid electric;
- Vehicle must conform to the requirements as delineated in South Coast AQMD Rule 1186.1.

Targeted Funding: The MSRC has established a targeted funding level of \$250,000 for sweeping operations conducted in the Coachella Valley. This means that the MSRC intends to award up to \$250,000 in Match Program funding for street sweeping operations projects in the Coachella Valley should a qualified project application be submitted. MSRC match funds will be awarded on a “dollar for dollar” basis, up to a maximum MSRC contribution of \$250,000 per entity.

This targeted total funding amount can be increased at the discretion of the MSRC in the event the MSRC does not receive meritorious applications in the other Match Program categories that meet or exceed \$4,750,000, or the MSRC augments this category with additional Clean Transportation Funding. Similarly, the MSRC may, at its discretion, apply funds targeted for street sweeping operations to other Work Program categories in the event street sweeping applications are not deemed meritorious. The MSRC retains sole discretion in determining whether or not a project warrants an award of Clean Transportation Funding™.

Eligible Project Costs – When applying for street sweeping operations funding, costs should be represented as either “operations cost per curb mile swept” or “operations cost per operating hour”. Please note, however, that only the following operations cost elements are eligible to receive an MSRC funding match:

- Labor Costs – Labor costs associated with street sweeper operator and maintenance staff are eligible operations cost components;
- Alternative Fuel Costs – The cost of street sweeper alternative fuel is an eligible operations cost component;
- Other Direct Costs – Non-administrative direct costs, including but not limited to vehicle insurance, normal vehicle maintenance in addition to labor, etc, are allowable operations cost elements.

Ineligible Project Costs – The following project cost elements are not eligible to receive an MSRC funding match:

- Vehicle Acquisition Costs - Capital costs associated with vehicle purchase or lease are not eligible as an operations cost element. This includes vehicle capital cost, principal, interest, etc. The street

sweeping vehicle monthly payment cannot be included as a component of the cost per curb mile sweep or cost per vehicle hour;

- Maintenance Facility Costs – The cost of street sweeper vehicle maintenance facilities, including but not limited to structures, real property, and improvements cannot be amortized over the cost per curb mile sweep or cost per vehicle hour.

STREET SWEEPING OPERATIONS APPLICATION FORMS

PART A - APPLICANT INFORMATION

Street Sweeping Operations

(Return this page as part of your Match Program application)

A. Please provide the following applicant information in the space provided.

Applicant Name: _____

Address: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Fax #: _____

E-Mail Address: _____

B. Please answer the following questions:

YES NO

1. Are you submitting a Joint Application with other Cities/Counties?

2. If "Yes", are you authorized to act of behalf of all participants?

PART B - PROJECT DESCRIPTION/STATEMENT OF WORK

Street Sweeping Operations in the Coachella Valley

(Return this page as part of your Match Program application only if you are applying for street sweeping match funding)

- A. **PROJECT DESCRIPTION:** Please provide the following information in the space below or attach additional sheets as necessary:
1. **Please provide a concise description of the routes proposed for street sweeping.** This should include, at a minimum: a) names or other designation(s) for streets to be swept; b) length (curb miles) for each street sweeping route proposed; c) the frequency of street sweeping for each proposed route. A map of the region with proposed street sweeping routes highlighted should be included if available.
 2. **Please provide a description of the street sweeping vehicles to be used.** For each vehicle that may be used in street sweeping operations, please include: a) sweeper model; b) sweeper model year; c) alternative fuel type used; d) primary and auxiliary engine make and model; and e) primary and auxiliary engine model year.

PART C - PROJECT BUDGET

Street Sweeping Operations in the Coachella Valley

(Return this page as part of your Match Program application only if you are applying for street sweeping match funding)

- A. Please provide your Current Unallocated Subvention Fund Balance: \$ _____
- B. Please provide the following street sweeping operations Cost by Category Information:

PROJECT COSTS BY FUNDING CATEGORY	AMOUNT
1. AB 2766 SUBVENTION FUNDS APPLIED TO STREET SWEEPING:	\$ _____
2. AMOUNT OF MSRC MATCH FUNDING REQUESTED FOR STREET SWEEPING OPERATIONS (\$1 FOR \$1 MATCH UP TO \$250,000):	\$ _____
3. ADDITIONAL PROJECT CO-FUNDING FROM OTHER SOURCES:	\$ _____
4. TOTAL PROJECT COST:	\$ _____

Please provide the following street sweeping operations cost information.

Please List the Specific Cost Components that Comprise the “Per Mile” or “Per Hour” Operations Cost. Please Specify If Cost is Based On:

- Curb Mile Swept
- Hour of Sweeper Operation
- Other (Please Describe)

1. _____ \$ _____
2. _____ \$ _____

Average Per “Mile” or “Hour” Operations Cost: \$ _____

PART D - PROJECT IMPLEMENTATION SCHEDULE

Street Sweeping Operations in the Coachella Valley

(Return this page as part of your Match Program application)

Please provide, either in the space outlined below or separate attached sheet, a Milestone Schedule for your proposed Match Program project. The schedule should include anticipated start and completion dates for each task, activity, or milestone identified in Exhibit B, "Project Description/Statement of Work".

The format requirements for the Project Implementation Schedule are flexible. A template is provided below:

PROJECT MILESTONE	START DATE	COMPLETION
Example: Task 1 – Identify routes to be swept	Authority to Proceed (ATP) + one week or Date	ATP + 1 week
Example: Task 2 – Commence sweeping operations on Route 1	ATP + 2 weeks	ATP + 6 months

III. ELECTRONIC APPLICATION SUBMITTAL PROCESS

In an effort to reduce the need to photocopy, package, and physically submit paper applications, the 2011 Edition of the Match Program requires that applications be submitted electronically in PDF format using the MSRC Website. We believe this benefits the applicant, the MSRC staff, and the environment. As the online submittal process is a “new way of doing business” for both the MSRC and the project applicant, a tutorial has been developed to walk applicants step by step through the electronic application submittal process.

The application that will be submitted as a **PDF document** is comprised of Five (5) primary sections – these correspond to the Cover Letter and application Parts A-D as described in the preceding section.

Thus, a complete application will be comprised of the following five elements:

1. Signed Cover Letter;
2. Part A - Applicant Information
3. Part B - Project Description/Statement of Work;
4. Part C - Project Budget; and
5. Part D - Project Implementation Schedule.

These five sections are to be compiled into a single PDF document for submittal to the MSRC Clean Transportation Funding Website. Please note that ONLY PDF format can be accepted. Microsoft Word documents cannot be accepted by the MSRC Website.

The application submittal tutorial is available on the MSRC Website at www.cleantransportationfunding.org. **Click the “scrolling text” to be directed to the step-by-step instructions.** The following is a quick overview of the process – details can be found on the MSRC Clean Transportation Funding website.

Step 1: Applicant creates **PDF** version of their application

Step 2: Applicant **registers** on the MSRC Clean Transportation Funding website. Must enter First Name, Last Name, Organization Name, Email, and Password

Step 3: Applicant receives a **Registration Confirmation e-mail** message, and must click the link to confirm their registration

Step 4: Applicant **logs in** by entering their e-mail and password on registration page

Step 5: Applicant selects **Match Program** solicitation from a drop-down list of those for which the MSRC is currently accepting online submissions

Step 6: Applicant **clicks “Browse” button** to browse their computer for document to upload

Step 7: Applicant **clicks check-box** to acknowledge that they are submitting a proposal for the specific solicitation selected and that they accept the Terms and Conditions

Step 8: Applicant clicks **“Upload”** button

Step 9: Submittal page shows **confirmation code, date, and time**, and applicant receives confirmation e-mail with the same information

SECTION IV: APPLICATION CHECKLIST

DID YOU REMEMBER TO...

- Include a **Cover Letter** signed by an individual authorized to contractually bind the submitting entity?
- Complete and include **PART A**, “Applicant Information”?
- Complete and include **PART B**, “Project Description/Statement of Work”?
- Attach an 8 ½” x 11” Site Map/Plan to PART B, if applicable?
- Complete and include **PART C**, “Project Budget”?
- Complete and include **PART D**, “Project Implementation Schedule”, to your application?
- Prepare a **PDF document** of your complete application?
- Review the Application Submittal Instructions at www.cleantransportationfunding.org? Click the scrolling text or look for the link on the Proposal Process page to be directed to the application submittal tutorial!
- Submit your application electronically? The best date to submit your application is **April 5th, 2011!**