



San Joaquin Valley

AIR POLLUTION CONTROL DISTRICT

PUBLIC BENEFIT GRANT PROGRAM

New Alternative Fuel Vehicle Purchase Eligibility Criteria and Application Guidelines

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is currently accepting applications requesting up to \$20,000 for new alternative fueled vehicles. For additional information, assistance, or to receive application materials, please contact:

**San Joaquin Valley Air Pollution Control District
Strategies and Incentives Department
1990 East Gettysburg Avenue
Fresno, CA 93726-0244**

You may also contact us by phone or e-mail, or visit our website at:

**(559) 230-5800
(800) SMOG-INFO
weberip@valleyair.org
www.valleyair.org**

Hints and Tips:

- All projects will be considered on a first-come, first-serve basis.
- As with all SJVAPCD incentive programs, you may **not** order or purchase any new vehicle prior to obtaining an executed contract with the SJVAPCD. Any new vehicle purchased **prior** to contract execution is **ineligible** for funding.
- Reimbursement takes place after the new vehicle is purchased and all Claim for Payment documentation is submitted to SJVAPCD.

ELIGIBILITY CRITERIA

The purpose of this program is to fund the purchase of new electric, hybrid, or alternative fuel vehicles which will provide a direct benefit to Valley residents.

❖ The **new** vehicle must:

- Be used by cities, counties, special districts (i.e. water districts, irrigation districts, etc.) and public educational institutions (i.e. school districts, community colleges, state universities, etc.) located within the geographic area of the SJVAPCD (see map on page 9 for boundaries).
- Be a new Original Equipment Manufacturer (OEM) **electric, hybrid, or alternative fuel** vehicle.
- Have a Gross Vehicle Weight Rating (GVWR) less than or equal to 14,000 pounds.
- Have existing charging/fueling infrastructure or have access to existing infrastructure.
- Be based and have at least seventy-five percent (75%) or more of the vehicle miles traveled or fuel consumption within the geographic area of the SJVAPCD.
- Remain under the ownership of the contracted applicant for the full term of the contract.

❖ The **participant** must:

- Mail or hand-deliver all original applications to the SJVAPCD's Strategies and Incentives Department at the address listed on Page 1 of these guidelines.
- Provide a resolution from the Organization's governing body (i.e. City Council or County Board of Supervisors), or a duly authorized official with authority to make financial decisions, authorizing the submittal of the application and identifying the individual authorized to implement the new vehicle project.
- Commit to a three (3) year contract period.
- Adhere to all program requirements during the contract period.
- Maintain replacement value insurance for the vehicle through the full term of the contract.
- Submit a copy of Internal Revenue Service (IRS) Request for Taxpayer Identification Number and Certification Form W-9 (Form W-9).
- Ensure new vehicle purchased comes with a standard manufacturer warranty.
- Submit annual reports to the SJVAPCD through the full term of the contract as well as comply with recordkeeping and audit requirements. This includes copies of current vehicle registration (if applicable) and insurance.
- Agree to allow the SJVAPCD to inspect the new vehicle at any time during the contract period.
- Properly maintain the new vehicle according to the manufacturer's recommendations, to ensure it remains in good operating condition.
- Disclose any additional funding sources, or other financial incentive(s) and funding amounts to be used towards this project.
- Have project match funding reasonably available to complete the project according to the proposed timeframe.

- Sign a legally binding contract with the SJVAPCD agreeing to project milestones and completion deadlines prior to funding being awarded.

❖ **General Information:**

- Organization must not purchase or take delivery of the new vehicle(s) until receiving an executed contract with the SJVAPCD. Any new vehicle purchased **prior** to contract execution is **ineligible**.
- Funds will be awarded on a first-come, first-serve basis utilizing regional allocations based on county population and/or other regional factors. In the event that applications submitted exceed the available funding, projects will be awarded based on District discretion until funds are exhausted.
- Maximum amount of funding available will be up to \$20,000 for each new vehicle with a limit of \$100,000 per Public Benefit Grant Program component, per calendar year, per organization.
- The equipment owner shall not submit other applications for funding for the same equipment under this Program or any other SJVAPCD Program.
- All applications received will be subject to a review process, which will include the following:
 - Assignment of a unique project number.
 - Verification of the Organization's eligibility to participate in the Program.
 - Verification that the proposed project is consistent with these guidelines.
 - Determination that all information necessary to calculate benefits and costs is included.
- Payments shall be made to the Organization only after a completed claim for payment has been received by the SJVAPCD along with all supporting documentation as specified in the SJVAPCD Public Benefit Grant Program Payment Procedures.
 - Allow up to 60 working days from the time a claim for payment is deemed complete to receive funding.
- Remedies for project non-performance may include, but are not limited to:
 - Recovery of all or a portion of the program funds.
 - Other fiscal penalties on the vehicle owner based on the severity of non-performance.
 - Cancellation of the contract.
 - Prohibiting the organization from participating in future incentive programs.

APPLICANT RESOURCE WEB PAGE

To assist applicants participating in the SJVAPCD's Public Benefit Grant Program, the SJVAPCD has developed an Applicant Resource web page. This page contains links to distributors and local dealers familiar with the requirements of the Program. The information and contacts within these links can assist you in obtaining all of the information necessary to fulfill the requirements of the Program. When preparing an application, we ask that you utilize the information presented within the links on this page. By submitting complete application packets with accurate information, we can reduce the amount of time and resources necessary to process your application.

Please note that the manufacturers, distributors and dealers represented on this page have not been "approved" by the SJVAPCD nor do they represent an exhaustive list of available resources. If you are an engine manufacturer, distributor, or dealer and you wish to be included on the Applicant Resource web page, please contact the SJVAPCD's Strategies and Incentives Department.

The Applicant Resource web page can be found at www.valleyair.org under the "Grants and Incentives" tab.

APPLICATION GUIDELINES

- ❖ Fill out the application completely and as accurately as possible. Do not leave any required fields blank, as it lengthens the processing timeframe associated with the application and delays funding.
- ❖ All required signatures must be in **blue ink**, as a way to identify them as original.
- ❖ A **copy** of the following items must accompany the application at the time of submittal in order to be deemed **complete**:
 - Internal Revenue Service (IRS) Request for Taxpayer Identification Number and Certification Form W-9 (Form W-9).
 - The information entered into the Applicant Information section of the application must be **identical** to the information on Form W-9, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS.
 - A copy of the IRS Form W-9 can be downloaded at www.irs.gov or by calling 1-800-829-3676.
 - Dated and itemized dealer quote for the new vehicle that includes:
 - Organization name and address.
 - Dealer name and address.
 - Specific vehicle and engine information including make, model, model year, horse power or watts, and vehicle GVWR.
 - Complete and detailed breakdown of all costs: new vehicle, additional options, sales tax (with percentage rate indicated), warranty and license fees.
 - Resolution from the Organization's governing body (i.e. City Council or County Board of Supervisors), or a duly authorized official with authority to make financial decisions, authorizing the submittal of the application and identifying the individual authorized to implement the new vehicle project.

STEP-BY-STEP APPLICATION GUIDANCE

This section outlines the information requirements for each field of the application. If you need additional assistance, please contact the Strategies and Incentives Department and a staff member will assist you.

Applicant Information

1. Organization

The legal name of the entity that will enter into a contract with the SJVAPCD. The information entered into this section of the application must be **identical** to the information on Form W-9, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS.

2. Tax ID

Taxpayer Identification Number (TIN) entered in Form W-9, in the form of an employer identification number or a social security number. **The organization's name and TIN will be used to report incentive funding to the IRS.** The SJVAPCD cannot give tax advice; as such, please contact a tax professional or the IRS to determine the tax consequences associated with receiving incentive funding.

3. - 6. Address

The physical address where the organization is located, including: number and street name, city, state, and ZIP code.

7. - 10. Mailing Address

The mailing address used by the organization. If the physical and mailing addresses are the same, simply write "same." All correspondence generated by the SJVAPCD, including the contract, checks, and annual reports, will be sent to the mailing address.

11. Have you applied to any other grant programs for any vehicles in this application?

Check whether or not you have applied for additional grant funding other than this program. If yes, please provide the name of the grant program.

Primary Contact Information

1. First Name

The first name of the person that will serve as the primary contact to the SJVAPCD through the full term of the contract. All questions related to your project will go to this individual.

2. Last Name

The last name of the person that will serve as the primary contact to the SJVAPCD through the full term of the contract. All questions related to your project will go to this individual.

3. Title

The job title of the primary contact.

4. E-mail

E-mail address of the primary contact.

5. Phone Number

The main phone number, including area code, for the primary contact.

6. Alternate Contact Number

Alternate phone number, including area code, where the primary contact can be reached.

7. Fax Number

Fax number, including area code, for the primary contact.

Contract Signing Authority

1. First Name

First name of the person designated by the entity that will enter into a binding contract with the SJVAPCD.

2. Last Name

Last name of the person designated by the entity that will enter into a binding contract with the SJVAPCD.

3. Title

The job title of the person designated by the entity that will enter into a binding contract with the SJVAPCD.

New Vehicle Activity Information (complete a separate form per vehicle type)

1. Number of vehicles to be purchased

The number of vehicles to be purchased for the specific vehicle type selected in “#2, Vehicle Type”. If purchasing more than one type of vehicle please use a separate page 2 for each type of vehicle being applied for.

2. Vehicle Type

Select one specific vehicle type or use other and specify the vehicle type.

3. Use within SJVAPCD boundaries

Of the total annual miles traveled by this vehicle, provide the percentage of travel within the SJVAPCD boundaries (shown on Page 9).

4. Use within CA boundaries

Of the total annual miles traveled by this vehicle, provide the percentage of travel within CA boundaries.

5. Estimated Annual Vehicle Usage

Estimated total annual usage for the requested vehicle; please specify value in miles, hours or other format.

6. Vehicle Vocation / Use

Specify the vocation/use for the new vehicle. (Examples: law enforcement, emergency services, commuting, patrol, pool vehicle, parking enforcement, etc.)

New Vehicle Information

1. - 2. Vehicle Make and Model

The make is the manufacturer of the vehicle, and the model is the style of vehicle. *Example:* Chevrolet (make) Volt (model).

3. Vehicle Model Year

The year in which the current vehicle was manufactured.

4. Vehicle GVWR (must be less than or equal to 14,000 pounds).

The California DMV defines the GVWR as “the weight specified by the manufacturer as the loaded weight of a single vehicle.” Vehicles with a GVWR greater than 14,000 pounds are not eligible for funding.

5. Engine Horsepower/Kilowatts

The horsepower or kilowatt rating of the engine in the new vehicle.

6. Fuel Type

Place a check mark in the appropriate box or use other and specify the type of fuel to be used in the new vehicle.

7. Manufacturer’s estimated range per charge (electric vehicles only)

The estimated mile range the new vehicle can travel on a single charge.

8. Total Cost of New Vehicle

The total cost including new vehicle, additional options sales tax (with percentage rate indicated), and warranty and license fees (as identified in quote).

9. Total Funding Requested from SJVAPCD

Total amount of funding requested per vehicle.

10. Is there existing charging/fueling Infrastructure in place for the proposed vehicle?

Check yes or no box. If no, please describe a plan for building infrastructure or gaining access to existing charging/fueling infrastructure.

11. How do you intend to pay for the remaining balance of the project after the grant has been applied?

Check box if co-funding will be utilized. If co-funded, please name source. If using source other than co-funding (i.e. other grant funding), please list funding source.

New Vehicle Dealer Information

1. Vehicle Dealer Name

Name of the business where you will be purchasing the new vehicle associated with this application.

2. Contact / Salesperson Name

First and last name of the person the SJVAPCD can contact regarding the purchase of the new vehicle.

3. E-mail

The e-mail address of the contact/salesperson.

4. Phone Number

Phone number, including area code, of the contact/salesperson.

5. Fax Number

Fax number, including area code, of the contact/salesperson.

MAP OF THE SJVAPCD

