

SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT

REQUEST FOR PROPOSALS

PUBLIC BENEFIT GRANTS PROGRAM ALTERNATIVE FUEL INFRASTRUCTURE PROJECTS

The San Joaquin Valley Air Pollution Control District (District) is seeking proposals from public agencies for alternative fuel infrastructure projects that have the potential for broad benefits to San Joaquin Valley (Valley) residents and to assist the District in meeting its air quality goals.

Submittal: Proposals must be received at the address below on or before:

September 30, 2013 at 5:00 p.m. PST

PROPOSALS RECEIVED AFTER THE TIME AND DATE
STATED ABOVE WILL NOT BE ACCEPTED.

Submissions must include: One (1) electronic copy of all submittal documents in Adobe Systems Portable Document Format (PDF) or one (1) hard copy

Address

Submissions to: David Lopez
Air Quality Specialist
San Joaquin Valley Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726-0244
Email: david.lopez@valleyair.org

Issuance Date: July 1, 2013

RFP Number: PBGP13-01



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1.0 Background

This Request for Proposals (RFP) is being issued to public agencies located within the District's boundaries, as identified in Appendix A, including, but not limited to: cities, counties, special districts (i.e. water districts, irrigation districts, etc.), and public educational institutions who propose projects meeting the requirements of this request to demonstrate the need for alternative fuel infrastructure.

The challenges faced by the Valley with respect to air quality are unmatched by any other region in the State. The Valley's topography, climate, geography, and the presence of two major transportation corridors connecting northern and southern California all contribute to the region's difficulty in achieving attainment of the health based standards for particulate matter and ozone. Despite major reductions in emissions and corresponding improvements in air quality, the Valley continues to face difficult challenges in meeting the federal ambient air quality standards.

As part of the District's efforts to meet its air quality goals, the District's Governing Board approved the creation of the Public Benefit Grants Program (PBGP) in April 2011. The PBGP was designed to meet the needs and challenges faced by Valley public agencies in their efforts to secure funding for a wide variety of clean-air, public benefit projects. The PBGP will provide the necessary flexibility and leveraging for local public agencies to ensure the success of these types of projects which provide a direct benefit to the public and encourage innovation at the local level by providing significant funding in the areas where it is needed most.

The District believes the projects funded through this RFP can secure long-term air quality benefits as the funding will be used to introduce new and expand existing alternative fuel infrastructure. These types of alternative fuel infrastructure projects will allow for new clean-air technologies to develop, sustain and grow in the Valley. In addition, public agencies may benefit from long-term cost-savings as alternative fuels can be a less expensive option to gasoline and/or diesel. This cost-savings can extend to outside fleets that use publically accessible alternative fueling stations and expand the overall use of alternative-fuel technology. Furthermore, the real-world experience gained by participating in this project will hopefully encourage public agencies and the larger Valley community to consider cleaner, reduced-emission options when making business and planning decisions.

Available funding is the result of local motor vehicle surcharge fees that were authorized by the District's Governing Board in October 2010. These fees were approved by the District's Governing Board for the purpose of funding projects

aimed at reducing air pollution and mitigating emissions from mobile sources in the Valley.

2.0 District Contact

Questions regarding this RFP should be addressed to:

Mr. David Lopez, Air Quality Specialist
Email: David.Lopez@valleyair.org

Ms. Ashley Burrow, Air Quality Specialist
Email: Ashley.Burrow@valleyair.org

Strategies and Incentives Department
San Joaquin Valley Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726-0244
(559) 230-5800, FAX (559) 230-6112

3.0 Schedule of Events

3.1 Dates

July 1, 2013	Release	of RFP
August 13, 2013		RFP Informational Meeting
September 30, 2013		RFP Closes (No Later than 5:00 P.M.)
December 19, 2013		Selection of Approved Projects (Anticipated)

3.2 RFP Informational Meeting

The District will host an informational meeting to address questions from potential applicants interested in submitting a proposal. Attendance at the informational meeting is NOT a requirement for submitting a proposal. A summary of questions and answers will be posted on the Grants and Incentives Programs website after the informational meeting at http://www.valleyair.org/Grant_Programs/GrantPrograms.htm.

The informational meeting will be held on August 13, 2013 from 10:00 A.M. to 11:30 A.M. in the District's Central Region Office VTC Room at:

District Central Region Office
1990 E. Gettysburg Ave
Fresno, CA 93726

You may also attend the informational meeting via live video teleconference systems at one of the following locations:

District Southern Region Office
34946 Flyover Court
Bakersfield, CA 93308

District Northern Region Office
4800 Enterprise Way
Modesto, CA 95356

Please email Mr. David Lopez or Ms. Ashley Burrow to RSVP for this event by August 8, 2013. Please include your name, title, office/agency, phone number, email address, and the location where you will be attending.

4.0 Award Information

4.1 Project Eligibility

The District is requesting proposals for projects that demonstrate air quality and public benefits with respect to alternative fuel infrastructure. For this funding allocation, the District is seeking proposals from the following areas:

Focus Area I: New Alternative Fuel Infrastructure – Eligible projects in this area are restricted to the construction of a new facility where there is currently no facility.

Focus Area II: Expansion to Existing Alternative Fuel Infrastructure – Eligible projects in this area are restricted to the expansion of existing, in-use alternative fuel facilities so that public agencies may increase the amount of fuel throughput and vehicles serviced at their current facility. Projects for the repair of existing alternative fuel infrastructure are not eligible under this RFP.

District staff will consider proposals for infrastructure projects for the following fuels: Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG), the combination of both CNG and LNG, electricity, and other alternative fuels. For the purpose of this solicitation, only proposed projects for large-scale electrical infrastructure for public transit vehicles will be considered for funding. Infrastructure proposals submitted for Level 1, Level 2, or DC fast-charging plug-in electric vehicle charging stations for the purposes of workplace charging or community charging for light- and medium-duty vehicles are **ineligible** under this solicitation.

Projects should have the potential to be implemented within approximately one (1) year and fully operational within two (2) years from the execution date of the grant agreement. Upon selection of award, the specific completion timeline of the project can be negotiated with the selected applicant at the District's discretion. Additional implementation requirements are defined in later sections

of this RFP. Projects must occur within the boundaries of the District, a map of the District boundaries is included as Attachment A of this RFP.

4.2 Applicant Eligibility

This competitive RFP is limited to public agencies that are located within the boundaries of the District. Interested private sector parties, including private educational institutions, are not eligible to submit a proposal. However, interested private sector parties may partner with a local public agency to submit a proposal. If selected for funding, the public agency will be solely committed as the awardee of the grant and will be responsible to meet all the administrative and reporting requirements of the RFP and grant agreement. The public agency, as the grantee, will be responsible to ensure the project completion within two (2) years from the execution date of the grant agreement.

4.2.1 Board Resolution

If selected as a grantee, the public agency will be required to submit a final resolution from the agency's Governing Board (or a letter signed by a duly authorized official with authority to make financial decisions) prior to the execution of the grant agreement with the District. The resolution (or letter) must include the following:

- Authorization for the agency to enter into an agreement with the District and accept grant funds from the District to complete the proposed project.
- Identification of the person, or persons, authorized to sign the grant agreement and make decisions for the project with the District.

4.3 Available Funding

The total funding available under this RFP is \$5,000,000. The District will identify qualified proposals based upon the scope and criteria established in this RFP solicitation. Proposals determined incomplete will be disqualified. Projects that are not eligible will be notified by the District.

To ensure an equitable distribution of program funds, funding will be distributed between the following three District regions based on population. The regions are comprised of the following counties:

- Northern Region: San Joaquin, Stanislaus, and Merced
- Central Region: Madera, Fresno, and Kings
- Southern Region: Tulare and the valley portion of Kern County

All proposals submitted will only be evaluated and ranked against other projects submitted from the same region. They will not be evaluated and ranked against proposals from different District regions. If an insufficient number of eligible

proposals are received in a specific region, the remaining funds for that region may be used to fund a competitive project in a different region.

The District will calculate the final recommended funding level for all eligible projects. Funding limitations are as follows:

- Funding cap of \$40,000 per ton of emissions reduced, and
- Funding cap of \$3 million per project, and
- Funding cap of \$3 million per entity

The Governing Board may raise these funding caps on a case-by-case basis.

The District may select more than one proposal for funding; however, the District reserves the right to limit its selection of proposals submitted from a single public agency to preserve an equitable distribution of funds amongst applicants with eligible proposals. The District reserves the right to make additional awards under this announcement if additional funding becomes available. In addition, the District reserves the right to reject all proposals and make no awards under this announcement if the proposals submitted do not meet the goals of this RFP.

4.3.1 Partial Funding

The District reserves the right to partially fund proposals. The applicant retains the right to withdraw the proposal as a binding offer to perform services if the applicant determines or considers that the proposed partial funding, as defined by the District, will not result in a project capable of producing a successful outcome.

4.3.2 Eligible Expenses

The District will only reimburse eligible expenses identified in the approved proposal budget. The District's reimbursement process requires the submittal of documentation of eligible expenses incurred during the project period. Eligible expenses include the purchase of equipment and necessary components required to make the fueling infrastructure operable in respects to the objectives of the proposal, and the installation of eligible equipment. District staff will verify that project costs are reasonable and items paid for provide a direct impact on reducing emissions. Final eligible expenses will be identified in the grantee's agreement with the District.

Items listed in the proposal budget that do not provide a direct impact on reducing emissions are ineligible for funding under this solicitation. The following list identifies items that are ineligible for funding, but is not exhaustive:

- Consultant Fees
- Feasibility studies
- Research and initial design costs
- On-going maintenance of equipment and/or infrastructure
- Indirect costs such as rent, utility bills, telephone bills, etc.
- Costs for administrative items such as office supplies or equipment
- Employee compensation, health benefits, etc.
- Media Outreach

Ineligible expenses should be included in the budget as in-kind or funding contributions to accurately represent the total project cost and count toward match funds. Match funding is not required, but may make the project more cost-effective.

4.3.3 Monitoring

The District reserves the right to inspect the proposed facility location or the facility requiring an expansion prior to award to ensure project feasibility. The applicant may also be asked to provide detailed pictures of the site. Once the facility or expansion is completed, the District may monitor the site as specified in the grant agreement.

4.3.4 Funding Agreement

The funding for selected projects will be in the form of a grant agreement. If selected for funding, the applicant will be required to enter into an agreement with the District. The grant agreement may include substantial involvement between the District and the grantee in the performance of the selected project. The grant agreement will include milestones that must be accomplished before funding allotments are disbursed.

4.4 Reporting Requirements

During the course of project implementation, the grantee will be required to submit quarterly reports on the progress of the project. Quarterly reports will be required until the project is complete. Reports shall be provided in a format agreed upon between the District and the grantee and meet the requirements of the Public Benefit Grants Program – Alternative Fuel Infrastructure Project solicitation. Once the project is complete, the grantee is required to prepare and submit a final report. Following the project completion date, annual reports will be required of the grantee for three (3) subsequent years. The first annual report will be due approximately one year following the completion of the project.

5.0 Response Submittal Requirements

5.1 Contents and Organization of Proposal

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit all requested information may result in the proposal being deemed incomplete and disqualified from consideration. Proposals shall be limited to twelve (12) pages, with 1" margins. Proposals shall be printed on white paper with black Arial font no smaller than 12 point. The page limit applies to the body of the proposal only as defined in sections 5.1.2 through ~~5.1.5~~ 5.1.3 and does not include section 5.1.1 and ~~5.1.6~~ 5.1.4. Failure to submit proposals in the required format may result in elimination from proposal evaluation.

Submission of the proposal will be considered a binding commitment (firm offer) by the applicant to perform the proposed project at the specified cost. To the extent feasible, proposals shall be binding for a period of not less than six months to allow additional projects to be awarded funding without reissuance of this RFP should additional funds be made available. Should after 6 months additional funding becomes available, the District may select eligible projects from the remaining proposals.

Proposals must include the following:

5.1.1 District Forms

Proposals must include the following District forms, completed with all required information requested:

- Attachment B: Application Cover Sheet
- Attachment C: Budget Summary Sheet
- Attachment D: Fleet Information Sheet
- Attachment E: Project Implementation Schedule

These forms are included as Attachments to this RFP, or can be accessed as fillable PDF forms on the District's website at:

http://www.valleyair.org/Grant_Programs/GrantPrograms.htm

5.1.2 Executive Summary Page

In this section provide an executive summary that includes:

- A brief statement describing the project, including the overall approach to the project and the specific objective(s).
- Summary of the applicant's organization.
- Summary of the project budget including total project cost and funding requested.
- Project period, including expected beginning and end dates.

5.1.3 Project Work Plan

In this section provide a detailed description of the project, including specific goals and objectives of the proposed project. Applicants should provide sufficient detail so that District Staff can clearly understand and evaluate your proposal. The project proposal must:

- Include a detailed description of the proposed project.
- Describe the operational goals and objectives of the proposed project.
- Specify the proposed new station location or location of existing station and how the proposed new station/expansion fills a need due to the lack of existing or adequate fueling infrastructure in the area.
- Identify the fleets that are expected to use the fueling station and if the fueling station will be publicly accessible. For expansion projects, identify additional fleets that will use the station due to the expansion, if applicable.
- Describe how the proposed project will benefit current and planned future fleets.
- Describe if the proposed project will serve local or regional goods movement vehicles along major transportation corridors.
- Quantify the anticipated fuel throughput of the alternative fuel at the proposed new station, or the anticipated fuel increase for expansion projects. Provide any supporting documentation that is available (e.g. fueling contracts, planning studies, fuel history or other documentation) to justify your estimated throughput.
- Describe the amount of project match funds (cash and/or in-kind), if any, that will be leveraged as part of the proposed project. Provide verification and documentation of the source, availability, and amount of match funds and provide a brief description of each funding source.
- Quantify anticipated diesel or gasoline displaced by the proposed project. Document and explain any calculations, variables and assumptions used.
- Describe if the project provides a benefit and/or service to an environmental justice community. Provide any supporting documentation

that is available (e.g. Environmental Justice maps, census data, etc.). The District currently uses three primary criteria to determine environmental justice communities using U.S. Census Data:

1. Communities in nonattainment areas
2. Communities where greater than or equal to 50% of the population are minorities and
3. Communities where greater than or equal to 10% of the population is below the Federal Poverty Level. The District has an interactive map to help identify environmental justice areas throughout the Valley:

http://valleyair.org/Programs/EnvironmentalJustice/EnvironmentalJustice_idx.htm#ejmap.

5.1.4 Attachments

In this section provide all necessary attachments to support portions of the proposal including, but not limited to, support letters and resumes. Support materials included in this section may be referred to during the scoring process to verify claims made in the body of the proposal. Unsupported claims may result in reduced scores.

5.2 Proposal Submission

All proposals must be submitted according to the specifications set forth in section 5.1—"Contents of Proposal" and this section. Failure to adhere to these specifications may be cause for rejection of proposal.

5.2.1 Signature

The *Application Cover Sheet* (Attachment B) for the proposal shall be signed by a representative of the public agency authorized to submit application on the public agency's behalf. The Attachment with the original ~~signature~~ signature must be submitted.

5.2.2 Due Date

Proposals must be received, no later than 5:00PM Pacific Daylight Time on September 30, 2013, and shall be directed to:

**David Lopez
Air Quality Specialist
San Joaquin Valley Air Pollution Control District
1990 E. Gettysburg Ave.
Fresno, CA 93726-0244**

Late proposals will not be accepted. Corrections and resubmittals by an applicant will be accepted up to the due date.

5.2.3 Proposal Format

Applicants are to submit either one (1) electronic copy of the proposal **or** one (1) hardcopy of the proposal.

If submitting electronically, the proposal shall be submitted as an Adobe Systems Portable Document Format (PDF) file or files in a searchable format. If submitting a proposal in more than one file, please label the file names with the sections of the proposal each file contains. The electronic copy shall be emailed to: weberip@valleyair.org with the subject line: PBG Alternative Fuel Infrastructure Proposal. Any other arrangements for delivery of the electronic copy must be made in advance and approved by the District.

If an applicant does not have the means to submit an electronic copy as a PDF file, a hard copy may be submitted in its place. The hard copy can be mailed or hand-delivered to the following address:

San Joaquin Valley Air Pollution Control District
Attention: David Lopez
1990 East Gettysburg Avenue
Fresno, CA 93726-0244

If a hard copy is mailed, please send an email to Mr. David Lopez at david.lopez@valleyair.org identifying that a proposal has been submitted. The District will confirm with the applicant that the proposal was received.

5.2.4 Addenda

The District may modify the RFP and/or issue supplementary information or guidelines relating to the RFP at any time. If the District modifies the RFP, the modification will be posted on the District's website:

http://www.valleyair.org/Grant_Programs/GrantPrograms.htm

Applicants whose proposals are received prior to a modification will be notified that a modification has been made and will be allowed to submit a new proposal. However, if a new proposal is submitted, the new proposal must be received prior to the deadline. The new proposal will be evaluated in lieu of the prior proposal. The District will not review multiple proposals from a single applicant for the same project.

5.2.5 Grounds for Rejection

A proposal may be immediately rejected if it is:

- Received at any time after the exact due date and time set for receipt of proposals; or
- Not prepared in the format prescribed; or
- Not signed by an individual authorized to submit application on behalf of the agency.

The District reserves the right to reject all proposals and make no awards.

5.2.6 Disposition of Proposals

All proposals become the property of the District. Any proposal selected for funding will be included as an exhibit in the grant agreement and at that time are considered public information.

5.2.7 Modification or Withdrawal

Once submitted, proposals including the composition of the project team cannot be altered without prior written consent of the District. All proposals shall constitute firm offers and may not be withdrawn for a period of six (6) months following the last day to accept proposals.

Once a grant agreement has been executed for the project, changes in the project objective(s), equipment, budget, or extension of the project schedule must be pre-approved by District staff in writing before any action is taken on the changes. The grantee must submit to the District in writing any request(s) to modify the project work plan or budget with written justification. Approval of any such changes or a request for an extension to complete the project is at the sole discretion of the District.

Deviation from the work plan or project schedule without prior written approval from the District may result in termination of the grant agreement and dissolution of any commitment by the District to provide funds to the grantee towards the project. The District reserves the right to terminate the grant agreement, at its sole discretion, if the District determines that the project objective(s) cannot be met or if the project cannot be completed within the timeline specified in the grant agreement.

6.0 Proposal Evaluation

6.1 Scoring and Funding Criteria

District staff will score, rank, and fund proposals strictly by the guidelines approved by the District's Governing Board at the August 2012 Governing Board meeting. For further information regarding the scoring and funding criteria, please review the approved board resolution at the following address:

http://www.valleyair.org/Board_meetings/GB/agenda_minutes/Agenda/2012/August/item7-LastFinalGBItemPublicBenefits.pdf

6.2 Evaluation and Approval

District staff reserves the right to contact applicants at any time to request clarification regarding information presented in the applicant's proposal. Applicants may have to provide additional information at the request of District staff to clearly answer proposal questions.

Proposals will be funded according to ranking order. However, the District reserves the right to impose limitations for selection as specified in Section 4.3 of this RFP. The District anticipates making its selection of projects by December 19, 2013. Selected applicants will be notified in writing of their awards.

7.0 Project Funding Procedure

7.1 Grant Disbursement Request

In order to receive a disbursement, the grantee must submit a disbursement request to the District. Instructions for the disbursement process and a disbursement form will be included with the grant agreement. Funds will only be issued for equipment and services that are identified in the proposal and that have been completed within the project implementation phase as stated in the grant agreement. The District will require detailed invoice(s) or appropriate documentation with each disbursement request which must support milestones completed. The advance of grant funds will not be allowed.

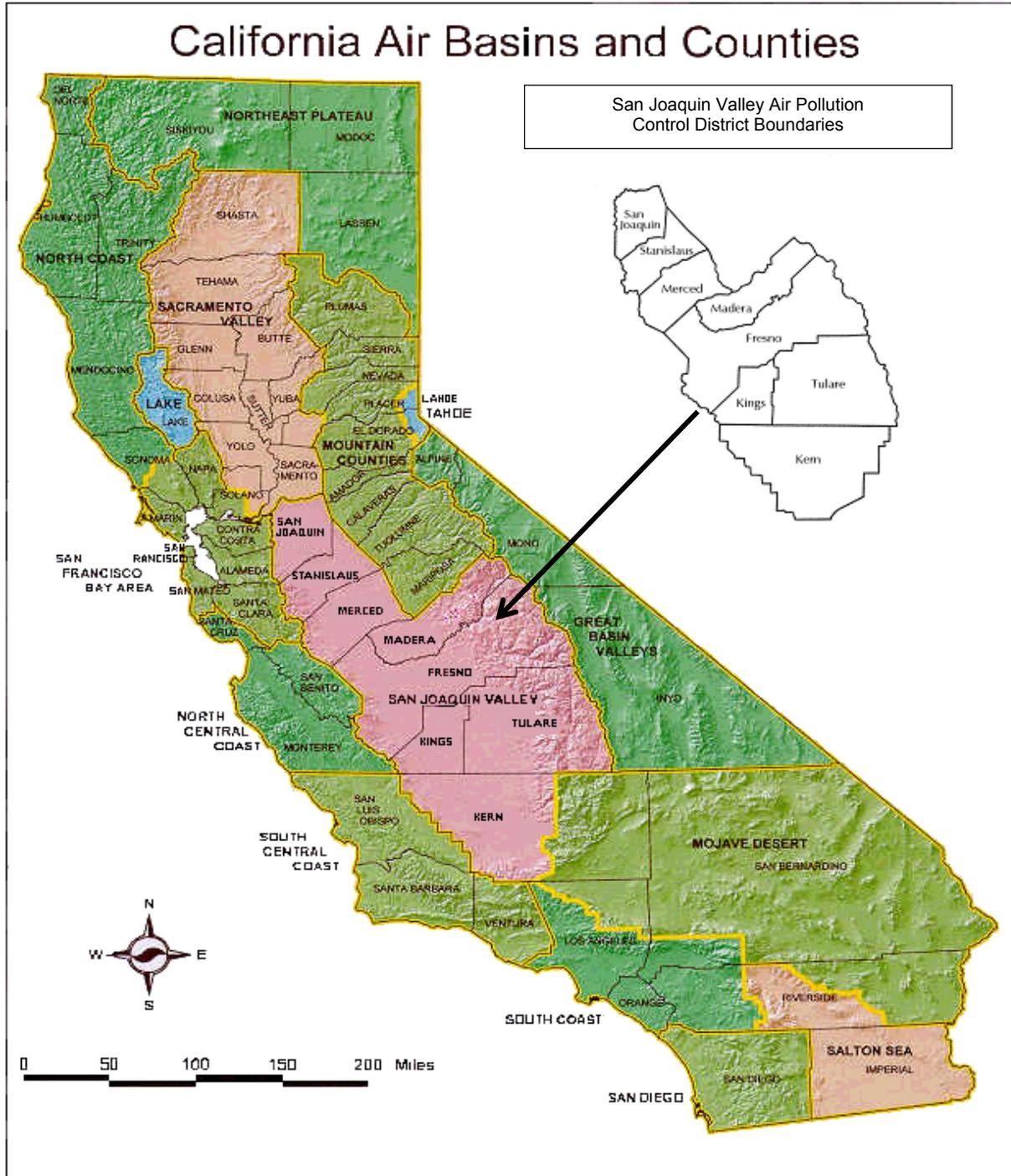
Disbursement requests shall be submitted at intervals that coincide with the due dates of the quarterly reports as specified in Section 4.4. Disbursement requests may be submitted in more frequent intervals (such as on a monthly basis) if necessary and with justification, with prior approval from the District.

Request for Proposals
Public Benefit Grants Program
Alternative Fuel Infrastructure Projects
July 2013

ATTACHMENTS:

- A. DISTRICT MAP**
- B. APPLICATION COVER SHEET**
- C. BUDGET SUMMARY SHEET**
- D. VEHICLE FLEET INFORMATION SHEET**
- E. PROJECT IMPLEMENTATION SCHEDULE**

ATTACHMENT A: DISTRICT MAP



ATTACHMENT B: APPLICATION COVER SHEET

Please fill out this form completely and as accurately possible. All fields are required unless otherwise noted. Please contact District staff if you have questions regarding this form.

Section 1 – Applicant Information

Agency's name (as it appears on Form W-9):		
Address:		
City:	State:	Zip code:
Mailing address, <u>if</u> different from above:		
City:	State:	Zip code:
Primary Contact Information		
First name:	Last name:	Title:
Primary phone number:	Fax number:	Alternate contact number (optional):
E-mail:		
Signing Authority Information		
First name:	Last name:	Title:
Phone number:	E-mail:	

Section 2 – Applicant Certification

I hereby certify that all information provided in this application and any attachments are true and correct to the best of my knowledge. I also certify that I have read the Request for Proposal and supporting documentation.

Printed name of signing authority:	Title:
Signature of signing authority (original signature required):	Date:

Section 3 – Project Information

Project Title/Name:	
Total project cost:	Total funding requested from the District:
Fuel type used at alternative fuel station (i.e., CNG, LNG, electricity, etc.):	
Location of proposed fueling station (Provide an address if one is available. If not, please provide major cross streets of location.):	
Geographic area to be served by fueling station (list all counties):	
For vehicles that will be fueling at the proposed new or expanded station, estimate the percentage (%) of the vehicles' usage within District:	
Will the proposed new or expanded fueling station be open and accessible to the public: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Anticipated project start date:	Anticipated project end date:

Please complete one of the following sections (4, 5, or 6) based upon the project type in your proposal.

Section 4 – New Fueling Station Information

Estimated number of alternative fuel vehicles to be serviced by fueling station (include any outside fleets):
Estimated annual throughput of new station (identify unit, i.e., therms, gallons, etc.):
Maximum throughput of new station (identify unit, i.e., therms, gallons, etc.):

Section 5 – Expanded Fueling Station Information

Number of alternative fuel vehicles currently being serviced by the existing fueling station (include any outside fleets):
Maximum number of additional alternative fuel vehicles that the station will be able to service after its expansion:
Current annual throughput of the existing station (identify unit, i.e., therms, gallons, etc.):
Maximum annual throughput of the existing station (identify unit, i.e., therms, gallons, etc.):
Estimated annual throughput of the existing station after expansion (identify unit, i.e., therms, gallons, etc.):
Maximum annual throughput of the existing station after expansion (identify unit, i.e., therms, gallons, etc.):

Section 6 – Large-scale Electric Charging Station Information

Is the large-scale electric charging station in your proposal for a new station or the expansion of an existing station? Please provide information on the current capacity of the station if the project is for the expansion of an existing station.
Maximum number of heavy-duty transit vehicles the electric charging station will service (including vehicles from any outside fleets) after completion of the project:
For the heavy-duty electric transit vehicle(s) that will be serviced by the charging station in the proposal, estimate the annual miles each vehicle will travel (please include an attachment as necessary):
Will any existing diesel- or gas-powered heavy-duty transit vehicles be retired or replaced as part of your proposal? If yes, please include an attachment which lists the model years of the vehicles being retired or replaced.
For the heavy-duty electric transit vehicle(s) that will be serviced by the charging station in the proposal, will the vehicles be utilized in a new or future route (i.e., new or extended bus route, etc.) or supplant an existing route? If the vehicles will be used in a new or future route, please provide the estimated time frame for the start of the route, and if applicable, estimate the number of new riders that will utilize the transportation service.

ATTACHMENT C: BUDGET SUMMARY SHEET

Please fill out this form completely and as accurately possible regarding the proposed project budget. All fields are required. Please contact District staff if you have questions regarding this form.

Section 1 – Applicant Information

Agency Name:	
Project title:	
Total project cost:	Total Amount of funding requested from the District:

Section 2 – Project Partners and Match Funding

Please list all project partners, funding sources and all potential grant funding (District funds included) that will be leveraged for the proposed project. Attach a separate sheet as necessary.

Project Partners	Funding Amount	Type of Match (Cash or In-Kind)	If applicable, describe the type of in-kind service
1. San Joaquin Valley Air Pollution Control District		Cash	N/A
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total:			

Section 3 – Project Costs by Task

Please list all project tasks required to complete the project, even if the task will not be funded with District funding, with a brief description and associated costs for each task. Please identify the corresponding funding source for each task and provide a breakdown of costs for each task. Where a task will be funded in whole or part by a third party, please identify the third party. Include all items that are not eligible (See 4.3.2 of the RFP) for District funding, which may be used as project match. **Make additional copies and attach as many sheets as necessary. The information provided in this section should correlate with Section 2 of this form.**

Task #	Brief Description of Task	Funding Source (check all that apply)	Amount provided per funding source	Breakdown of Task costs
		<input type="checkbox"/> District		Equipment:
		<input type="checkbox"/> Applicant		Labor/Installation:
		<input type="checkbox"/> Third Party:		Other:
		Total Task Cost:		
		<input type="checkbox"/> District		Equipment:
		<input type="checkbox"/> Applicant		Labor/Installation:
		<input type="checkbox"/> Third Party:		Other:
		Total Task Cost:		
		<input type="checkbox"/> District		Equipment:
		<input type="checkbox"/> Applicant		Labor/Installation:
		<input type="checkbox"/> Third Party:		Other:
		Total Task Cost:		
		<input type="checkbox"/> District		Equipment:
		<input type="checkbox"/> Applicant		Labor/Installation:
		<input type="checkbox"/> Third Party:		Other:
		Total Task Cost:		
		Total Project Cost:		

ATTACHMENT D: FLEET INFORMATION SHEET

Please provide information as accurately as possible regarding the fleets that will be utilizing the proposed alternative fuel station. All information requested is required to review your proposal. Please contact District staff if you have questions regarding the information requested.

Section 1 – Applicant Information

Agency Name:

Project title:

Section 2 – Current Fleet Inventory

Please provide information regarding the **current** alternative-fuel vehicles that will be serviced by the fueling station in this proposal. For each vehicle, please provide the following information:

1. Vehicle make, model, and model year
2. Annual miles traveled
3. Annual fuel consumption (identify unit)
4. If applicable, annual miles traveled to nearest fueling station. If the vehicle does not have to travel to a station to be refueled, please indicate that zero miles are traveled.
5. Fuel type
6. Vehicle GVWR
7. If applicable, please indicate if the vehicle was funded, in part or whole, by the District

Section 3 – Future Alternative Fuel Vehicle Fleet

If applicable, please provide information regarding any alternative-fuel vehicles that may be procured by your agency in the **future** due to the installation of the new alternative fuel facility or expansion of the existing facility. This may include any vehicles that are in the process of procurement. For each vehicle, please provide the following information:

1. Vehicle Type (i.e., school bus, transit bus, solid waste collection vehicle, etc.)
2. Number of vehicles per type (i.e., 5 school buses, 3 transit buses, etc.)
3. Estimated annual miles the vehicle will travel
4. Estimated annual fuel the vehicle will consume (identify unit)
5. Fuel type (i.e., CNG, LNG, etc.)
6. Estimated number of years vehicle is expected to be in service

Section 4 – Outside Fleet Inventory

If applicable, please provide information regarding any **outside** alternative-fuel vehicles or fleets that will use the proposed new alternative fueling or expanded station. This includes vehicles or fleets from other agencies or organizations. If an outside agency will be utilizing the proposed alternative-fueling station, please attach a **support letter** from the outside fleet agency stating that the agency will use the facility and verifying that the information provided in this section is correct and accurate. For **each vehicle**, please provide the following information:

1. Outside agency/organization name
2. Vehicle type (i.e., school bus, transit bus, solid waste collection vehicle, etc.)
3. Estimated number of vehicles per type (i.e., 5 school buses, 3 transit buses, etc.)
4. Estimated annual fuel the vehicle will consume (identify unit)
5. Estimated annual miles the vehicle will travel
6. Fuel type (i.e., CNG, LNG, etc.)
7. If known and if applicable, please indicate if the vehicle was funded, in part or whole, by the District

ATTACHMENT E: PROJECT IMPLEMENTATION SCHEDULE

Please fill out this form regarding the proposed project’s implementation schedule completely and as accurately possible. Please contact District staff if you have questions regarding this form.

Section 1 – Applicant Information

Agency Name:
Project title:

Section 2 – Project Implementation Schedule

Please provide quantitative tasks required to complete the proposed project and the timeline for each task. Include the expected start and finish dates for each task. If you already have a project implementation schedule that provides the information requested in a similar format, it may be attached in lieu of completing the Project Implementation Schedule below. **Please make additional copies of this form as necessary. The information provided in this section should correlate with the information provided in Attachment C, Section 3.**

	Expected Start Date:	Expected Finish Date:
Task:		
Subtask 1:		
Subtask 2:		
Subtask 3:		
Task:		
Subtask 1:		
Subtask 2:		
Subtask 3:		
Task:		
Subtask 1:		
Subtask 2:		
Subtask 3:		
Task:		
Subtask 1:		
Subtask 2:		
Subtask 3:		
Task:		
Subtask 1:		
Subtask 2:		
Subtask 3:		