

REMOVE II
VANPOOL VOUCHER INCENTIVE PROGRAM

GUIDELINES, POLICIES, AND PROCEDURES
Complete Version

The San Joaquin Valley Air Pollution Control District (District) is seeking applications from vanpool riders for the Vanpool Voucher Incentive Program. These incentives will serve to attract and retain passengers to commuter vanpools according to the terms and conditions described in these guidelines.

The purpose of the Vanpool Voucher Incentive Program is to encourage work-related commuter rideshare practices among frequent long distance (greater than 20 miles) riders in the San Joaquin Valley. Increasing passenger ridership by replacing single occupant vehicle (SOV) commutes in the region will assist the District in the attainment of federal and state air quality standards.

Funds are available for eligible projects that meet specific program criteria until the program funds are exhausted. These guidelines describe the policies and procedures of the Vanpool Voucher Incentive Program under the REMOVE II Program. For additional copies of Guidelines, Policies and Procedures, or Applications, please call:

(559) 230-5800

For further information please contact:

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BACKGROUND

The District is comprised of eight counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and the San Joaquin Valley portion of Kern. The District does not meet the health based National Ambient Air Quality Standards (NAAQS) for ozone and particulate matter 2.5 microns or less in diameter (PM_{2.5}), and is required to implement strategies that will result in emissions reductions. Reactive organic gases (ROG) and nitrogen oxides (NO_x) are precursors that react in sunlight to form ozone. NO_x is also important in the formation of secondary PM_{2.5}. Internal combustion engines are a significant source category that provides an opportunity to pursue substantial emission reductions.

ELIGIBLE PARTICIPATING VANPOOL AGENCIES

All legally operating vanpool agencies may participate in the Vanpool Voucher Incentive Program. The criteria for eligible vanpool agencies are as follows:

- The Vanpool Voucher Incentive Program must function to reduce or replace Single Occupant Vehicle (SOV) commutes by riders who reside in the San Joaquin Valley.
- Vanpool commutes must result in the reduction of vehicle emissions and Vehicle Miles Traveled (VMT) by the conversion of SOV commuters to utilize rideshare transportation.
- The program will fund a portion of the monthly passenger fare with a voucher booklet of twelve (12) vouchers used over the course of 15 months worth up to \$360 (up to \$30 per voucher). This monthly fare must be used with any participating vanpool agency.
- To become a participating vanpool agency, they must submit an application to the District in response to the Request for Application (RFA) and sign a contract to become a Vanpool Voucher Incentive Program partner. Vanpool agencies must follow all Vanpool Voucher Incentive Program rules and regulations and must guarantee that all participating vanpools have a minimum capacity to seat 7 riders regardless of how full the vanpool is, must commute a minimum of twenty (20) miles one-way, and will originate within the boundaries of the District. However, the final destination of the vanpool may be outside of the District boundaries. Riders must be at least eighteen (18) years of age and utilizing the vanpool for transportation between their residence and place of employment.
- The District will require vanpool agencies to provide updated insurance records and other applicable project information to assist the District for program assessment. The District may also request the seating capacity of vanpools used or other information for the Vanpool Voucher Incentive Program's data gathering and analysis purposes.

PROGRAM REQUIREMENTS FOR VANPOOL RIDERS

In addition to the previous criteria, the following elements are set forth as program requirements for vanpool riders:

- Vanpool rider applications must be submitted to the District. All applicants must use a District approved participating vanpool agency.
- The vanpool rider applicants who receive a voucher booklet shall reside within the geographic area of the District (See map on page 6). In addition, the commuter rideshare travel must originate within the boundaries of the District, must travel no less than twenty (20) miles one way, however, the final destination of the vanpool may be outside of the District boundaries.
- Vanpools must have a minimum capacity to seat 7 riders regardless of how full the vanpool.
- The District incentive in combination with other incentives must not exceed the total operational cost (leasing, insurance, maintenance, and fuel) of the vanpool services. The District reserves the right to deny or adjust subsidies to prevent cumulative funding in excess of the operational cost.
- Funds will be awarded on a first-come, first-serve basis to all applications that meet criteria and requirements, until program funds are exhausted.
- The incentive amount for vanpool rider applicants is \$360 per year consisting of a booklet of twelve (12) vouchers worth \$30 each. This booklet of twelve (12) vouchers can be used for a fifteen (15) month period. Shortly before the fifteen (15) month period is complete, or anytime after, applicants may re-apply using the District application for Current Vanpool Riders Form for an additional year for up to three (3) years totaling \$1,080.

PROJECT CATEGORIES	MAXIMUM INCENTIVES
Commuter Vanpool	<ul style="list-style-type: none">• \$30/month for one (1) year at \$360 per year.• Applicants may apply for up to a maximum of three (3) years totaling \$1,080 per participant.

APPLICATION/PROGRAM PROCESS

The following is a simple step-by-step overview on how to apply to the Vanpool Voucher Incentive Program for potential vanpool agency partners and vanpool riders.

Participating Vanpool Agencies

1. Apply to the District to become a participating vanpool agency. Vanpool rider applicants may only utilize their vanpool vouchers with participating vanpool agencies.
2. Sign contract with District agreeing to abide by all Vanpool Voucher Incentive Program rules and regulations. They must agree to have appropriate insurance coverage and other standard provisions.
3. Upon approval to be a participating vanpool agency for the program, the participating vanpool agencies will receive a payment procedures packet. This packet will contain guidelines on how to be reimbursed for the vouchers accepted. It will also contain the Claim-for-Payment Form that must have an original signature from the vanpool leasing agency's signing authority.
4. Collect vouchers from vanpool riders participating in the District's Vanpool Voucher Incentive Program.
5. Mail Claim for Payment Form with attached vouchers from riders to the District.
6. Vanpool agency will receive check from District within thirty (30) working days of the District receiving a complete claim packet.

Vanpool Rider Applicants

1. Apply to the District by *completely* filling out and signing Vanpool Voucher Incentive Program Application. The applicant can *only* use the vouchers with a District approved participating vanpool agency as part of their monthly payment for participation in the vanpool.
2. The District will set aside funding for the vanpool rider's incentive provided the application meets all eligibility criteria set forth in this document.
3. Once approved for funding, the vanpool rider will receive a booklet of twelve (12) vouchers to be used over the course of a fifteen (15) month period upon review and acceptance into the program by District staff.
4. Vanpool rider will use one (1) Voucher per month as partial payment to participating vanpool agency. Riders will turn in voucher to driver/vanpool agency.
5. Participating vanpool agency will use \$30 Voucher as partial payment to ride in vanpool.
6. When the vanpool rider applicant's fifteen (15) month contract period is complete or nearing completion, they may re-apply to the Vanpool Voucher Incentive Program for an additional year for up to three (3) years total by filling out the District Application for Current Vanpool Riders Form.

TIMEFRAME GOALS

The District will make every effort to process vanpool rider applications quickly. *If numerous applications are received, it may not be possible to meet the processing goals listed below.*

1. The application is reviewed by District staff for completeness within thirty (30) working days of receipt of the application. If the application is incomplete, it will be returned to the applicant with a description of areas in which the application is inadequate. Any revised application that is not returned by the applicant with the requested information within fourteen (14) calendar days is rendered null and void, and resubmittal is required.
2. An evaluation period of approximately thirty (30) working days will follow for staff to assess the emission reductions, cost effectiveness, and validate the application meets all program criteria.
3. Upon approval of the application, the District will mail a Vanpool Voucher Booklet to applicant with Vanpool Program Guidelines, Policies and Procedures.

DISPOSITION OF APPLICATIONS

The District reserves the right to reject any and all application submissions. The evaluation of the effectiveness and feasibility for all applications, as well as the determination for eligibility will be at the full discretion of the District staff. All document submissions become the property of the District and will not be returned to the applicant. Therefore, funding determination is at the full discretion of the District.

CONTRACT REQUIREMENTS

Vanpool agency applicants must complete and sign a contract with the District agreeing to comply with all program rules, procedures, and guidelines. Vanpool agencies will be reimbursed within thirty (30) working days of receiving a claim with attached vouchers. Prior to receiving any funds, the participating vanpool agency must provide the District with the following documents:

1. **District Claim(s) for Payment Form** with attached vouchers that were submitted by riders.
2. **Verification of Appropriate Signing Authority** - The signing authority must be the authorized person who can act on all fiscal matters on behalf of the funded agency or entity. This authority will sign all Claim Forms. Any individual authorized by the signing authority may initial, stamp, or endorse the vouchers.
3. **Verification of All Insurance Requirements Identified in the Vanpool Agency Contract** - If self-insured, a letter from a risk manager or the like will be acceptable. This letter can be provided annually.

The contract with the participating vanpool agency will require the agency to perform adequate record keeping for the District to verify the appropriate use of government funds. The District reserves the right to conduct a fiscal audit to ensure appropriate expenditure of funds.

MAP OF THE DISTRICT

