

Questions and Answers for the Car Sharing and Mobility Options In Disadvantaged
Communities Pilot Project Solicitation Applicant Teleconference
Held March 24, 2015, 2:00 p.m. to 4:00 p.m.

The California Air Resources Board (ARB) held the second and final Car Sharing and Mobility Options in Disadvantaged Communities Pilot Project Applicant Teleconference on March 24, 2015, to answer questions regarding the Fiscal Year 2014-2015 Grant Solicitation. Staff encourages applicants to read through this document, as well as the Questions and Answers document for the first Applicant Teleconference (held on March 10, 2015, and posted <http://www.arb.ca.gov/msprog/aqip/solicitations.htm>), because ARB has provided more written detail in these responses to stakeholder questions than what was discussed during the teleconferences.

Grantee/Subcontractor Eligibility Questions

1. Is a Grantee (a non-profit organization) allowed to sole source for a private sector company to be their subcontracting partner, or does the State require that all organizations go out with an RFP process to select a sub?

Answer: Yes, a non-profit Grantee can select a subcontractor by sole source; however, all project costs must be reasonable and, where appropriate, supported with documentation.

2. The solicitation states, "Grantee and subcontractor relationships must be disclosed in the application and the Grant Agreement." Does the applicant have the ability to change the named subcontractor prior to entering into the Grant Agreement so long as the required elements of the grant application stay the same?

Answer: If the change in subcontractor would have no effect on the scoring of the application and all other portions of the application remain the same, the applicant could change the named subcontractor prior to entering into a Grant Agreement, upon ARB approval. If an applicant is unsure as to which subcontractor they will be working with, please include this within the application.

Disadvantaged Communities Questions

3. Will a proposed project that involves city employees vanpooling from one disadvantaged area of the county to another disadvantaged area in the city be a competitive or acceptable project for this funding?

Answer: Yes. If the project is located within or benefitting a Disadvantaged Community, and meets the other requirements in the Solicitation, it is eligible. A project must be located within or benefit a Disadvantaged Community, as identified by ARB's Interim 535 Guidance for Transit Projects, Table A-1 Low Carbon Transportation

(<http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/final535-interim-guidance-11-3-2014.pdf>), the Disadvantaged Communities Census Tracts map (<http://oehha.maps.arcgis.com/apps/Viewer/index.html?appid=dae2fb1e42674c12a04a2b302a080598>), and the Zip Codes Containing Disadvantaged Communities look-up (<http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/zipcodes.xlsx>). If the proposed project census tract or Zip Code is not identified in either the Disadvantaged Communities Census Tracts map or the Zip Codes Containing Disadvantaged Communities look-up, the project is not eligible. See solicitation, V Disadvantaged Community Benefits:

V. DISADVANTAGED COMMUNITY BENEFITS

In October 2014, the Secretary for Environmental Protection (CalEPA) identified disadvantaged communities for the purpose of GGRF investments, as required by Senate Bill 535 (De Leon, Chapter 830, Statutes of 2012). The Car Sharing Pilot Project is designed to benefit disadvantaged communities and applicants must identify which communities will benefit from the proposed project. In addition, vehicles and charging infrastructure must meet the criteria for being located within or benefitting a Disadvantaged Community, as provided in ARB's Interim SB 535 Guidance.

4. What if the subcontractor is not a resident of the Disadvantaged Community but the vehicle will be used in the Disadvantaged Community?

Answer: The subcontractor does not need to reside within the Disadvantaged Community, although the vehicle must be home-based within or benefitting the Disadvantaged Community. See Solicitation, Section V, Disadvantaged Community Benefits, "...vehicles and charging infrastructure must meet the criteria for being located within or benefitting a Disadvantaged Community, as provided in ARB's Interim SB 535 Guidance." Also see the response to Question 3 above.

General Questions

5. The application form indicates we should be able to click on a cell and enter information. However, this does not appear to be a "dynamic" PDF file. Does another file exist that actually does allow us to click in the cell and write answers?

Answer: This question was previously answered in the first teleconference Questions and Answers document under Question 19. We are aware the pre-fill element does not work and we do not have a solution at this time. However, the application may be copied or recreated, and additional pages may be attached. Each applicable element in the application must be answered.

6. I don't see the responses to the questions from the first teleconference posted yet on the site. Do you know when they might be available?

Answer: The teleconference Questions and Answers document was posted on Thursday, March 19, 2015, and is located on the Grant Solicitations page of the AQIP website <http://www.arb.ca.gov/msprog/aqip/solicitations.htm>.

7. What are your expectations regarding Americans with Disabilities Act (ADA) compliance? Do the vehicles have to be ADA compliant, or, for the purpose of this project, is there an exemption?

Answer: The selected Grantee must agree that it will at all times comply with and require its contractors and subcontractors to comply with all applicable federal and State laws, rules, guidelines, regulations, and requirements, such as ADA. ARB suggests that applicants consult with their legal counsel regarding requirements for their particular project.

8. Regarding the conflict of interest declaration, is there anything ARB is looking for specifically? How much needs to be disclosed? Are we looking for an in-depth reply to this, such as property owned, etc., or just a statement declaring if there are any conflicts of interest? Does this require a Form 700?

Answer: Applicants must provide a summary of current, ongoing, or pending direct or indirect interest which poses an actual, apparent, or potential conflict of interest with an applicant's ability to fulfill the duties of Grantee. There should be sufficient detail in the summary so that ARB can consider the nature and extent of any potential or apparent conflict of interest. For additional information regarding conflict of interest, refer to the California Attorney General website at <https://oag.ca.gov/conflict-interest>. A Form 700 is not required as part of the application submittal.

9. Regarding page 23 of Sample Grant Agreement, "If applicable, Grantee agrees to be bound by all the provisions of State Labor Code Section 1771 regarding prevailing wages." Is this grant bound by prevailing wage compliance?

Answer: Yes, if the project is a public works project, prevailing wages are required. Refer to California Labor Code Section 1770 et seq. Also, see the response to Question 7 above.

10. There are some overlaps between Appendix A & B. What information from the Sample Grant Agreement do we include in our package? Should we include pieces that aren't in the Solicitation or Appendix A in our application (i.e., Scope of Work, elements of various attachments, etc.)?

Answer: The Sample Grant Agreement is a guidance document to show what an actual agreement will look like. This may help you develop a better application. But, the answer to the question is no, only the required elements of the

Solicitation and Application go into the application package provided to ARB. ARB will prepare a unique Grant Agreement for the selected projects.

11. Regarding the Sample Grant Agreement, Point 6, page 18, clarify what is meant by “Reason for Each Trip” and what specific information is expected to be gathered. Would “vanpool commute” or “car sharing travel” be sufficient reasons?

Answer: The Sample Grant Agreement is a guidance document to show what an actual agreement will look like. ARB will prepare a unique Grant Agreement for the selected projects. ARB is open to working with Grantees to determine data to be collected, which will be reflected in the actual Grant Agreement. Data collection is a specific deliverable for the project. For example, if a vanpool route is used over and over, it may be appropriate to report “work vanpool” for those trips that use that specific route. But, if that vanpool vehicle is used for other purposes or a different route, those other purposes or routes must be collected. For car sharing, we envision that participants disclose as part of the reservation process the main reason for each trip, such as work, shopping, school, health-care, entertainment, etc., which would then be reported in the data.

12. Is there a page length limit for the proposal?

Answer: No. However, only relevant information should be included.

13. If the subcontractor purchases vehicles with other funding, and puts them in service for the project, always maintaining the title of the vehicles, is this action considered an in-kind contribution?

In-kind services are provided by Grantee. See the Application Attachment 2, Proposed Budget, “The proposed budget must identify any in-kind services to be offered, resources, or services contributed by the Grantee to manage the project but not be charged to the Car Sharing Pilot Project.” For example, vehicle purchases made by the Grantee and paid for with nongrant funds would be considered an example of in-kind contribution to the project. Vehicles purchased by a project partner or other source would not be considered in-kind contributions.

Questions Regarding eBikes

14. I understood from your answer in the first applicant teleconference that ebikes and battery packs are not eligible for funding via this grant directly, but the applicant may include ebikes as a component of a car sharing pilot project, provided that the project funds are not used to acquire / support the ebikes and packs. If I understand this correctly, this would mean that – in the event ebikes are needed as component (for example, in the Solicitation, VI, part E,

“Assistance to users for first / last-mile connection to shuttles, car sharing, or public transportation,” then it is the applicant that will have to purchase the ebikes themselves, with funds other than from the project. Is this correct?

Answer: You are correct in your understanding. Eligible vehicles for the grant are listed in the Solicitation, Section VIII, Grantee Scope of Work, part B, and include only light-duty passenger vehicles and medium-duty passenger or shuttle vans that are zero emission or near-zero emission vehicles, which include plug-in hybrid electric vehicles, battery electric vehicles, and fuel cell electric vehicles. One of the goals of this pilot project is familiarize residents of Disadvantaged Communities with advanced clean vehicle technologies without the responsibility of car ownership costs. This question was also addressed in question number 13 of the Questions and Answers document for the first Applicant Teleconference.

15. Could ebikes qualify, perhaps to a limited extent, to project fund coverage, as an expense subject to ARB approval to support the project (Solicitation, Section III, page 2)?

Answer: An applicant can include ebikes as part of a fleet that also includes advanced technology passenger vehicles, and funding can be used to implement a project using such a fleet. However, project funds cannot be used to purchase or support ebikes. See the response to Question 14.

16. Is there a mechanism, for now or in the future, to reach out to applicants or potential applicants, to inform them about products which might help the project? For example, is there a way to know if there is any need for ebikes within any project of this solicitation?

Answer: Applicants are encouraged to develop partnerships and network, however, ARB does not play a role in assisting with developing partnerships or networking. For the next funding cycle we will continue to hold Car Sharing and Mobility Options and other light-duty pilot project work groups, and participants are welcome to use these work groups to network.

Questions Regarding Scoring

17. Question: Since we don't have a scoring table for the different items in the proposals, we want to know if you will weight differently the partners in the proposal and the supporters of the proposal. For example, if we were to have two partners and eight supporters, as opposed to having ten partners, which becomes an accountability nightmare, how would the scoring be affected? Do we lose scoring points if we choose one partner over another, even if both entities will leverage funding and in-kind contributions to the program?

Answer: It is up to the applicant to design a proposed project that will be the most workable structure. Applications must identify the structure of the proposed project including the actual subcontractors who will partner with the Grantee to implement the project. Applications must also identify all funding that will flow through the project, even if those sources are not direct partners. Expression of support from community groups and others, in addition to actual named subcontractors, may be included in the application package (no expressions of support submitted separately to ARB will be considered). All of the above will be taken into account by ARB for project scoring, but ARB will not provide more information about scoring than already contained within the Solicitation package.

Questions Regarding Project Design

18. The Solicitation, Part III, states, "The project must be implemented for at least one year from the date that participants begin using the project, and must be completed no later than April 1, 2018." Do you mean to state that the project must be implemented for at least one year from the first date any grant funding is expended?

Answer: No. Project funds may be used immediately to purchase vehicles, install electric vehicle supply equipment (EVSE), develop the reservation system, conduct community outreach and education, and other beginning project activities that may come before participants begin using the system. The project must be implemented for at least one year from the date that participants actually begin using the project, and must be completed no later than April 1, 2018.

19. The Solicitation, Section VIII, part J, requires that grant recipients, "...develop, administer, and maintain a user-friendly vehicle reservation system; at a minimum, provide telephone-based, person-to-person reservation fulfillment." Would a smartphone application and/or web-based reservation system suffice in lieu of telephone or person-to-person reservation fulfillment?

Answer: No. A project may include a smartphone application and/or web-based reservation system, but those are optional additions to the mandatory minimum requirement to provide telephone-based, person-to-person reservation fulfillment.

20. In the Sample Grant Agreement, Part B, it states, "ARB Executive Officer retains the authority to terminate or reduce the dollar amount of this Grant if by January 1, 2016, 60 percent of project funding has not been expended by Grantee." We understand that a proposal that assumes the purchase of PHEVs, BEVs, and/or related EV infrastructure may be able to meet this 1/1/16 deadline/requirement. What about a proposal that expands an existing car sharing fleet into a Disadvantaged Community and uses the bulk of its grant funding for outreach/marketing and car sharing membership subsidies? Would this type of ongoing outreach work be held to the same deadline?

Answer: The Sample Grant Agreement requirement noted above contains a typo and should instead read, “ARB Executive Officer retains the authority to terminate or reduce the dollar amount of this Grant if by January 1, ~~2016~~2017, 60 percent of project funding has not been expended by Grantee.” A project that uses the bulk of its funding for community outreach, marketing, and car sharing subsidies is an eligible structure type. The project budget and timeline must identify milestones for expected expenditure of funds. If the expenditure of funds is not expected to meet the 60 percent by January 1, 2017 milestone, the application must clearly identify this and propose other milestones for fund expenditure while still meeting the minimum project length of one year after participants begin using the project but completed no later than April 1, 2018. ARB will prepare a unique grant agreement for each project, and an actual grant agreement will include milestones specific to the project, including a 60 percent expenditure deadline date, that if not met will allow the ARB Executive Officer the authority to terminate or reduce the dollar amount of the grant.

21. Also, regarding the Sample Grant Agreement requirement, “ARB Executive Officer retains the authority to terminate or reduce the dollar amount of this Grant if by January 1, 2016, 60 percent of project funding has not been expended by Grantee,” does expended mean disbursed? To comply with this requirement, is the goal for ARB to disburse 40 percent of the grant right after execution of the Grant Agreement, say May, and 12.5 percent each of the following quarters (August and November)? Is the 12.5 percent per quarter a set amount or is it dependent on project progress?

Answer: “Expended” means grant funds spent by the Grantee on eligible project costs. To answer the first part of the question, the requirement is that the Grantee must have expended—spent—60 percent of the total grant by January 1, 2017 (see response to question 20 above). The second part of the question regards disbursement of project funds to the Grantee. Disbursements are triggered by certain deliverables. The initial disbursement of up to 40 percent is triggered by execution of the Grant Agreement, the following four disbursements are triggered by the deliverables of quarterly status reports (four disbursements of up to 12.5 percent each), and the final disbursement of up to 10 percent of total grant at project end is triggered by the deliverable of a Final Report.

22. For a project that proposes to expand the boundary of an existing car sharing service in order to incorporate a Disadvantaged Community, how exactly do we need to apply the inputs required to complete Appendix A? Do the number of eligible project advanced technology vehicles, the average number of one-way trips driven per day per vehicle, and the average number of miles traveled per trip apply to the newly added section of the car sharing service area or the entire service area that includes the newly added section?

Answer: The application must identify the actual vehicles that will be used by participants and where those vehicles are home-based. To complete the estimated emissions reductions worksheets used for scoring projects, the applicant must input the advanced technology vehicles that are home-based in a newly added service area that is located in or benefitting disadvantaged communities, the average number of one-way trips driven per day per vehicle, and the average number of miles traveled per trip, applied to the entire service area for the project.

23. Page 5 of Solicitation: External funding shows membership/participant fees. Should we estimate the revenue proceeds from the future users of the service?

Answer: The application must disclose fees charged to participants, if any, in the project description narrative, and the project budget must estimate that income over the life of the project.

24. In order to create the budget and subcontractors used, should Grantee include the total costs of full project, including an expenditure breakdown (including profit) from the subcontractor? Or should expenses be limited to ARB request?

Answer: Profit margin for subcontractors is not required to be disclosed. The application must disclose subcontractors used by Grantee—and the services they will provide—and the budget must include expenditures from the grantee to subcontractors to pay for services. The budget should include a complete and detailed breakdown of the costs. Appendix A, Application, Attachment 2, provides a budget template that may be used or modified to meet the applicant's needs, or the applicant may provide their own budget.

25. The Solicitation Timeline provides ten days for return of signed Grant Agreement to ARB from the date it is received by the applicant. Some applicants may have to get approval from the entity's board for execution of the agreement that may take more than 10 days (in my case a minimum of 19 days). May applicants have a longer period to execute the Grant Agreement?

Answer: ARB is flexible on the 10-day period to sign and return the Grant Agreement, if circumstances warrant. However, the 10-day period begins upon applicant receipt of the actual grant agreement for signature. Before that time, the applicant will have already received a letter from ARB to inform them of selection, and will have already worked with ARB staff to answer questions and customize certain areas of the grant agreement, such as data requirements, for the specific project. The applicant should be diligent to prepare for and schedule consideration and execution of the Grant Agreement as soon as the selection notification letter is received.

Questions Regarding Estimated Emission Reductions for Scoring

26. There are a number of calculations to fill out. Do we still do the calculation if we are using zero-emission vehicles only?

Answer: Yes. You have to complete the entire worksheet. The worksheet accounts for the benefits associated with the proposed project fleet, whether that fleet includes only zero-emission vehicles or is a mix of zero-emission vehicles and plug-in hybrid vehicles.

27. The weight of GHG emissions is only a maximum 10 points. Since the idea is to encourage programs that reduce GHG emissions, but the budget weight is 25 points, it seems like the emphasis is on money spent in the project rather than GHG emission reductions. Can you clarify why the GHG component is only 10 percent of the overall scoring?

Answer: The purpose of scoring of projects is only for ranking applications in this competitive solicitation. GHG emissions reductions are an expected outcome of the project, and actual emission reductions will be calculated quarterly as data is collected. For purposes of the application, GHG reductions calculated are intended only to be an early estimate. ARB must look at the entire project in a holistic manner to score and compare with other projects.

Questions Regarding Vehicles and Electric Vehicle Supply Equipment (EVSE)

28. Will the grant fund removal of an EVSE that has been installed at one location and then re-installation at a multimodal area that is planned in the next few years?

Answer: Grant funds may be used to pay for installation and maintenance of EVSE, but may not be used to pay for removal. And, because removal is not an eligible cost, subsequent reinstallation costs are also not eligible costs. See Solicitation, Section VIII, Grantee Scope of Work, part C.

29. How many vehicles are we looking to fund given the amount of money we have? Any parameters on the number of vehicles that is ARB looking for in a project?

Answer: The Solicitation does not present parameters for the number of vehicles in a project.

30. Regarding page 5 of the Solicitation: If none of the grant funds are used to purchase or lease a vehicle, is Grantee or its assignee still prevented from participating in the CVRP or HVIP? If we choose to purchase CVRP and HVIP vehicles, can we assign ARB funds for light duty vehicles and HVIP voucher for medium duty? Also, it appears that used vehicles that participated in the CVRP or HVIP can be used in a project. If the vehicle is recently purchased, can it still participate in the proposal? Is there a time limitation in terms of original vehicle purchase that participated in CVRP or HVIP and its use in the program?

Answer: The Solicitation, Section VIII, Grantee Scope of Work, part B, specifies that purchases of new vehicles for this project are not eligible for CVRP or HVIP rebates/vouchers. CVRP and HVIP are projects that help accelerate the purchase of advanced clean vehicles at the individual and business level. Funds for those projects are limited. If vehicles are to be purchased for this project using project funds, they cannot also participate in CVRP or HVIP. If non-grant funds are used to purchase vehicles, sources of those funds must be disclosed in the application and, if CVRP or HVIP rebates/vouchers are received for those vehicles, those must also be disclosed. Owners of those rebated vehicles must follow all CVRP or HVIP requirements, which may include return of a pro-rated portion of the CVRP funds or assumption of the HVIP project requirements.

31. Regarding page 5 of Solicitation: Why is there a limitation of 60 amps for level 2 EVSE? Tesla uses 80 amps when vehicle is equipped with dual chargers.

Answer: EVSE purchased for this project using grant funds must meet the requirements listed in the Solicitation, Section VIII, Grantee Scope of Work, part C. An 80 amp level 2 EVSE is not an eligible cost for this grant. In developing the Solicitation we referred to federal guidance for EVSE levels and specifications, and ARB intends that EVSE purchased with these grant funds support the wide population of available battery electric vehicles. The Solicitation also encourages applicants to pursue other funding sources for EVSE or develop partnerships with existing providers.