

Monterey Bay Unified Air Pollution Control District



Monterey Bay Unified Air Pollution Control District

**AB 2766 EMISSION REDUCTION  
GRANT PROGRAM**

**APPLICATION PACKET**

**For Fiscal Year  
July 1, 2013 to June 30, 2014**

Monterey Bay Unified Air Pollution Control District  
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**Significant Changes to the FY 14 AB2766 Application Packet**

*There are no significant changes to the FY14 AB 2766 Grant Program Criteria and Procedures.*

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### AB 2766 CRITERIA AND PROCEDURES:

#### 1. INTRODUCTION

In 1990, Assembly Bill (AB) 2766 was enacted into law as the California Health and Safety Code §§44220 – 44247. The legislation authorized the Department of Motor Vehicles (DMV) to collect a motor vehicle registration fee surcharge of \$4.00 for each vehicle registered within the boundaries of the Monterey Bay Unified Air Pollution Control District (MBUAPCD). The regulation requires that those AB766 revenues distributed to MBUAPCD "...be used solely to reduce air pollution from motor vehicles and for related planning, monitoring, enforcement, and technical studies..." (H&S §44220(b)).

California Air Resources Board (ARB) guidance for the AB2766 grant program directs the District to select cost-effective projects that directly reduce vehicular emissions. ARB 1995 guidelines state that the cost of an emission reduction project, or project cost effectiveness (C/E), should not exceed \$20,000.00 per ton of pollutant.

Since the District initiated the AB2766 grant program 23 years ago, the Board of Directors has awarded over \$28 million to 523 projects in Monterey, San Benito and Santa Cruz counties.

#### 2. ELIGIBILITY

To be eligible, a project must reduce, or enable the reduction of motor vehicle ozone precursor pollutants and particulate matter (10 microns in diameter or less).

Applicants must be authorized officials of public agencies and implement the project within one or more of the following counties: Monterey, San Benito and Santa Cruz. Grants may be awarded only to the public agency or agencies that submitted the application, with one agency acting as signatory of a Grant Acceptance Agreement.

Projects funded under this program must comply with all terms and conditions in this FY 2014 application packet, must meet all application eligibility criteria listed in the packet and qualify in one of the following four categories:

1. **DIRECT MOTOR VEHICLE EMISSIONS REDUCTION:** Projects for which travel activity data are available and allow District Staff to calculate the expected reductions in motor vehicle emissions. Projects in this category are scored based on calculated emissions reduced. A quantifiable cost-effectiveness (C/E) score for these projects is therefore used to rank projects and is expressed in dollars per ton of pollutant reduced.
2. **DEMONSTRATION:** Projects that demonstrate facilities, equipment, methods or procedures enabling future motor vehicle emission reductions. C/E for these types of projects is not quantifiable and must be evaluated using qualitative criteria (see section below on Scoring and Ranking).
3. **EDUCATION or POLICY** – Projects that educate, inform the public, or propose policies or regulations for adoption by jurisdictions or agencies that would enable

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future motor vehicle emissions reductions. C/E for these types of projects is not quantifiable and must be evaluated using qualitative criteria (see section below on Scoring and Ranking).

- 4. FUELING INFRASTRUCTURE** – Projects that deliver alternative fuels, including electricity, to vehicles, or facilities, equipment and/ or services that would enable future motor vehicle emission reductions, whether or not the reductions can be reliably estimated. Cost-effectiveness for these types of projects is not quantifiable and must be evaluated using qualitative criteria (see section below on Scoring and Ranking).

Applicants may submit regional projects, or those implemented in two or more Counties. Costs must be incurred within a two-year period and invoiced no later than ninety days thereafter. Provided all terms and conditions of the Grant Acceptance Agreement are met, projects may be implemented by private entities under District-approved subcontract(s) with the Grantee public agency as specified in the grant application.

### 3. GRANT APPLICATION TIMETABLE

#### ***FY14 AB2766 Timetable***

<b>Task</b>	<b>Due Date</b>
Staff posts announcement and grant application packet to District website, <a href="http://www.mbuapcd.org">www.mbuapcd.org</a>	<i>March 21, 2013</i>
Application Workshop #1, Watsonville Public Library, Watsonville	<i>April 22, 2013</i>
Application Workshop #2, MBUAPCD Office, Monterey	<i>April 23, 2013</i>
Application Workshop #3, County Board of Supervisors, Hollister	<i>April 25, 2013</i>
All applications due to District Office no later than 4:45PM	<i>June 28, 2013</i>
Staff posts list of all eligible applicants for FY14 funding on District Website	<i>July 3, 2013</i>
Staff completes scoring and ranking of eligible FY14 applications	<i>August 2, 2013</i>
Staff grant award recommendations presented at September 2013 Board meeting. Selected projects are announced by Board.	<i>September 18, 2013</i>

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### 4. SCORING AND RANKING GRANT APPLICATIONS

1. Scoring for direct emission reduction projects shall be done according to the Air Resources Board (ARB) calculation models contained in the "Methods to Find the Cost-Effectiveness of Funding Air Quality Projects" (May 2005) in conjunction with the ARB 2010 Emission Factor Tables (March 2010). Ranking shall be according to the highest cost-effectiveness (C/E), expressed in dollars per ton of pollutant reduced and project total annual emission reduction. Applicants submitting projects of this type will need to provide travel activity data. The *Travel Activity Data Manual* and accompanying Excel Spreadsheet Table can be downloaded at:

[http://www.mbuapcd.org/index.php?option=com\\_content&view=article&id=59&Itemid=45](http://www.mbuapcd.org/index.php?option=com_content&view=article&id=59&Itemid=45)

2. Other eligible projects that cannot be quantified in terms of C/E shall be evaluated and scored separately using the following criteria:
  - **Methodology (30 points):** Applicant shall prepare a narrative that thoroughly defines the project scope of work. The narrative will be evaluated based on the potential of the project to reduce future emissions and VMT by technology, demonstration, outreach, behavioral change and/or incentive, or alternative fuel infrastructure.
  - **Project schedule and management (25 points):** Applicant must prepare and submit a milestone chart that identifies all the main project tasks and their respective activities. The project schedule shall also identify all critical paths between tasks and activities as well as identifying any critical resource requirements and all of the task related deliverables.
  - **Overall completeness of application and thoroughness (10 points):** Evaluation shall be based on the completeness of the application per the application instructions and the thoroughness of the required information submitted by the applicant.
  - **Project Cost and Budget (25 points):** Applicant shall submit a detailed budget and work breakdown structure identifying costs and labor hours for each project task including administration costs. The costs shall be totaled to match and reflect the grant-funding amount requested.
  - **Contributions and/or leveraged funds (10 points):** Points shall be awarded in the project scoring for secured match funding only. The definition of non-secured funding includes funds from other grant sources pending grant approval.

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### 5. APPLICATION WORKSHOPS

District staff will conduct three workshops for applicants on forms, eligibility, scoring, selection, Grant Agreements, reimbursement and reporting. The three workshops are open to the public at the following times and locations:

*Monday April 22, 2013*

**Watsonville.** 11AM-1PM. Watsonville Public Library, 275 Main St., Suite 100, Watsonville. Directions: Take Hwy 1 to Riverside Rd., go east about one mile to Main St., turn left, then go about two blocks to the new City Plaza building on the left. Park free for the first two hours.

*Tuesday April 23, 2013*

**Monterey.** 10AM-12PM. MBUAPCD offices, 24580 Silver Cloud Court, Monterey. Directions: Take Hwy 68 to York Rd. just E. of Ryan Ranch, turn onto York, go one block, turn right onto Blue Larkspur Lane, go two blocks, turn left onto Silver Cloud Court to the second building on the left.

*Thursday April 25, 2013*

**Hollister.** 10AM-12PM. The County Board of Supervisors' offices, 481 Fourth St., Hollister. From Hwy 101, take Hwy 156 East to Hollister, continue on Fourth St. to 481 on the right, in the second block before San Benito Street.

In addition to the above three workshops, District staff will assist applicants by phone, email or FAX at 647-8501. Call Alan Romero (831) 647-9418 x241, or email at [aromero@mbuapcd.org](mailto:aromero@mbuapcd.org)

### 6. PROJECT SELECTION AND GRANT AWARDS

District staff evaluates all applications for project eligibility, project life, travel data and other characteristics. Staff will post a list of all qualified and eligible projects for FY14 AB 2766 grant funding on the District website. For projects where emissions reductions cannot be quantified, staff will evaluate, score, and rank the projects as outlined in section 4 above. Applicants must submit travel activity data for projects that reduce emissions directly. See the Travel Activity Data Manual, referenced in section 4, for what data to submit for various types of projects. For projects with adequate data provided in the application and/or for which default values are available, District staff calculates the amount of emissions reduced expressed as C/E. Staff performs C/E calculations based on ARB methods. The statewide ARB methodology can be found at: <http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>

The District Board will consider grant awards for this year's program at the September 18, 2013 Board Meeting. The meeting will be held at the District office located at 24580 Silver Cloud Court, Monterey, convening promptly at 1:30 PM.

### 7. RESPONSIBILITIES OF GRANTEES

AB2766 grants are reimbursement grants payable to Grantees for expenses incurred in accordance with signed grant Agreements. The terms and conditions of the each Agreement vary, and include, but are not limited to the following:

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1. All other funding needed to implement the project shall be secured prior to Grantee signature on the Grant Acceptance Agreement.
2. All expenditures for the project shall be incurred or invoiced after the start date and before the expiration date of the Grant Agreement.
3. Unless requested by the Grantee and included in the grant Agreement, advance payments are not allowed.
4. All grantees shall submit quarterly reimbursement requests throughout the project term along with a quarterly project progress report to receive payment for expenditures.
5. Grant funds shall be disbursed to the agency signing the Agreement, or to other parties if requested by Grantee and so specified in the Agreement.
6. Payment shall be within 30 days of District approval of a reimbursement request, unless otherwise specified in the Agreement.
7. All expenditures shall occur within the terms of the project (two years or less), unless extended by the District Board. Extensions will only be recommended by staff if delay was beyond the control of the Grantee.

### **8. EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES**

All programs funded with AB 2766 funds must conform to the District's Equal Employment Opportunity Guidelines, available from the District on request.

### **9. APPLICATION AND INSTRUCTIONS**

Applicants may submit applications for more than one project, but each application should be for a single project type. (For example, do not combine a direct emissions project with a demonstration or alternative fuel infrastructure project). Applications must be completed and submitted in accordance with the instructions on this application packet. All applications must submit a cover letter from an authorized representative of the sponsoring public agency to Richard Stedman, District Air Pollution Control Officer along with the completed application.

The application should contain project descriptions and data sufficient for District staff to determine whether emissions reductions can be quantified, and if so, provide the data needed to estimate those reductions. The data needed to estimate emissions reductions for each type of direct emission project are listed in the *Travel Activity Data Manual*, which can be downloaded at:

[http://www.mbuapcd.org/index.php?option=com\\_content&view=article&id=59&Itemid=45](http://www.mbuapcd.org/index.php?option=com_content&view=article&id=59&Itemid=45)



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The final grant application should not exceed 15 pages including any maps or graphics and must be received at the District offices no later than:

**Friday, June 28, 2013 at 4:45P.M.**

Only applications completed in accordance with the instructions in this packet will be considered for grant funding.

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**AB 2766 EMISSION REDUCTION GRANT  
PROGRAM**

**APPLICATION**



**MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT**

**24580 SILVER CLOUD COURT  
MONTEREY, CALIFORNIA 93940  
TELEPHONE: 647-9411; FAX 647-8501**

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### APPLICATION SUBMITTAL

All interested FY14 AB2766 grant applicants may submit to the District either electronic or hard copy applications. Electronic submittals are *encouraged* and all applications must be received before the due date of **June 28, 2013 4:45PM**. If electronic copies are sent, hard copies do not need to be submitted.

### APPLICATION INSTRUCTIONS

All applications shall be submitted in a Proposal format including graphics. As a minimum, the grant application must have the following components:

1. **Cover letter:** The letter shall include the name, title, mailing address, email address and signature of the person with signatory authority in representing the applicant agency.
2. **Introduction:** Provide an overview of the grant project. Identify the entire grant project cost and the requested grant amount as well as the grant applicant contact person, their name, title, mailing address, email address and phone number.
3. **Scope of Work:** This is a detailed narrative of the project describing the project objective and a detailed description of the methodology(ies) used.
  - a. **Detailed Task Description:** Include enough level of detail that describes each activity specific to each task. If the project involves direct vehicle emission reduction, travel activity must be supplied (see section 9 in the AB2766 Criteria and Procedures).
  - b. **Role and Responsibilities of personnel:** Identify personnel assigned to each task/activity
  - c. **Sub consultant list:** List all sub consultant personnel and include short resumes or bios for each person.
4. **Task Deliverables:** Include a detailed description all deliverables associated with each task and who is responsible for its submittal or implementation.
5. **Project Schedule:** Preferably, this should be a milestone chart format showing milestone event, task and respective activity underlying each task. Chart shall be able to indicate any critical path relationship between tasks and activities within the scope of the project. Each task and activity shall indicate time duration and completion dates.
6. **Project Cost and Budget:** This shall include a work breakdown structure that identifies all personnel required to perform tasks and activities and the direct cost associated with all required labor in completing the project. Budget shall also indicate administrative cost for the entire project. As well, the budget shall identify the sub-total cost of each task totaling up to the requested grant amount. Matching funds used with AB2766 grant funds for the same task or activity shall be shown separately. The budget will also indicate the entire project cost.

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**PROGRAM CRITERIA CHECKLIST**

Project Title: \_\_\_\_\_

Public Agency Applicant: \_\_\_\_\_

**PROJECT CATEGORY:**

*For ALL Applications. Check ONE*

1.  **MOTOR VEHICLE EMISSIONS REDUCTION PROJECTS** - directly reduce vehicular emissions and data is available (or will be collected as part of the project) to enable District staff to estimate those reductions over the project life. This category is scored by District staff as described in this application packet.
2.  **DEMONSTRATION PROJECTS** – demonstrate facilities, equipment, methods and/or procedures that would enable vehicular emission reductions, even when those reductions cannot be quantified.
3.  **EDUCATION or POLICY PROJECTS** - Educate, inform the public, or propose policies or regulations for adoption by jurisdictions or agencies regarding activities, facilities and equipment, processes or procedures that would enable reduction or directly reduce future motor vehicle emissions, even if these reductions cannot be quantified. Projects must complement and duplicate District educational programs.
4.  **FUELING INFRASTRUCTURE PROJECTS** – Increase the availability and use of fuels, including electricity, that enable future motor vehicle emission reductions, even if the amount of emission reductions cannot be reliably estimated.

**GENERAL CRITERIA:**

*Unless ALL are checked, YOU CANNOT APPLY for a grant.*

5.  *This AB2766 application consists of a signed original cover letter and all the application format/component requirements listed above in the instructions.*
6.  The grant request does not exceed \$200,000 in AB2766 funds, or \$400,000, if the project is quantified and has fixed costs greater than or equal to 75%.
7.  The proposed project will result in actions needed to implement the California Clean Air Act (as amended in 1992) and/or achieve motor

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vehicle emission reductions meeting the requirements of Health & Safety Code §44220 to 44247.

8.  The proposed project will be implemented within two years in Monterey, San Benito and/or Santa Cruz Counties.
9.  Applicant will secure all other funds needed to implement the proposed project prior to executing a grant agreement, no later than January 31, 2014. "Secured other funds" are defined as adopted in an agency budget for the project.
10.  For projects to be implemented under subcontract with another entity, the implementing entity is fully identified in the application.
11.  Data requested by District staff to estimate the project's emissions reductions are included in the application.
12.  Applicant will not apply any AB2766 grant funds to reimburse any costs of preparation of applications or preliminary work related to obtaining the AB2766 grant. Up to 5% of grant funds may be used to cover administrative costs. Other funds or value of in-kind services to perform administrative tasks are included in the Project Cost and Budget section of the proposal.
13.  If the proposal includes purchase of an engine or engine modification, the resulting engine will meet or exceed current applicable California Air Resource Board emissions standards unless otherwise specified in the grant Agreement.

### **MULTI-YEAR CRITERIA:**

***ONLY for applicants with multi-phase projects previously awarded AB2766 grants.  
Check ALL the following criteria for such projects.***

17.  The C/E calculated for the project will only include emission reductions calculated for the entire project using FY14 calculation methods.
18.  The project will generate emission reductions within five years of the *initial* AB2766 grant award for this same project.
19.  The project is for the same purpose as any previously AB2766 grant-funded phase and the proposed new phase is consistent with all prior AB2766 Grant Agreement terms and conditions for this same project.
20.  Prior AB2766 grants are NOT "secured other funds" used to score leveraging points for scored projects (See Section 4 above).