**FY20 AB 2766 EMISSION REDUCTION GRANT PROGRAM**

**DIRECT EMISSION REDUCTION PROJECT**

 **APPLICATION**

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**MONTEREY BAY AIR RESOURCES DISTRICT**

**24580 SILVER CLOUD COURT**

**MONTEREY, CALIFORNIA 93940**

**TELEPHONE: 647-9411; FAX 647-8501**

**APPLICATION SUBMITTAL**

All interested FY20 AB2766 grant applicants may submit to the District either electronic or hard copy applications. Application submission ***must be submitted electronically***. All attached ***files must be in their original software format, DO NOT send as pdf files.***

Applications must be complete per the instructions. Any application received that does not contain all the application information will be deemed ineligible for AB2766 FY20 funding.

Applications must be received before the due date of ***July 1, 2019, 4:00PM.***

**CLEAN AIR MANAGEMENT PROGRAM:**

**MOTOR VEHICLE EMISSIONS REDUCTION PROJECTS –** Projects that directly reduce motor vehicle emissions and include travel activity data to enable District staff to calculate emission reductions over the project life. The projects are then scored and ranked by District staff as described in the FY20 AB2766 Criteria and Procedures. **Please follow the instructions below.**

**For the PUBLIC AGENCY EV VOUCHER INCENTIVE REPLACEMENT PROGRAM, please complete the separate application for these types of projects available to download here:** [**http://mbuapcd.org/programs-resources/planning/grants-incentives/ab2766-grant-program/**](http://mbuapcd.org/programs-resources/planning/grants-incentives/ab2766-grant-program/)

**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.
	1. **Detailed Task Description:** Include enough level of detail that describes each activity specific to each task. Travel activity data must be supplied (see sections 4 & 8) in the AB2766 Criteria and Procedures).
	2. **Role and Responsibilities of personnel:** Identify personnel assigned to each task/activity
	3. **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 as described in the Scope of Work. 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.
7. **Travel Activity Data:** For all direct emission reduction project proposals, applicant must submit appropriate data from the Travel Activity Data Spreadsheet along with the application. The Spreadsheet can be downloaded at: <http://mbuapcd.org/programs-resources/planning/grants-incentives/ab2766-grant-program/>

**PROGRAM CRITERIA CHECKLIST (not necessary to include with application)**

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**Public Agency Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**GENERAL CRITERIA:**

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

1. ***This AB2766 application consists of a signed original cover letter and all the application format/component requirements listed above in the instructions.***
2. The grant request does not exceed $400,000 in AB2766 funds
3. The proposed project will result in actions needed to implement the California Clean Air Act (as amended in 1992) and/or achieve motor vehicle emission reductions meeting the requirements of Health & Safety Code §44220 to 44247.
4. The proposed project will be implemented within two years in Monterey, San Benito and/or Santa Cruz Counties.
5. Applicant will secure all other funds needed to implement the proposed project prior to executing a grant agreement, no later than January 31, 2020. “Secured other funds” are defined as adopted in an agency budget for the project.
6. For projects to be implemented under subcontract with another entity, the implementing entity is fully identified in the application.

1. Data requested by District staff to estimate the project’s emissions reductions are included in the application.
2. 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.
3. 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.