

# Questions and Answers from BRVP Year 3 Webinar on September 15, 2015

## Presentation materials

The presentation slides can be found at the Air District's BRVP website, located at <http://www.baaqmd.gov/grant-funding/public-agencies/brvp>.

### 1) What costs are eligible for reimbursement? Are tax, shipping, delivery fee, and installation costs eligible?

**Answer:** Only costs incurred by approved vendors may be eligible for reimbursement to the approved vendor. This includes equipment, tax, shipping, and delivery fees. Costs incurred by other entities, such as the project sponsor, are not covered by the voucher. This includes administrative expenses and costs to maintain the equipment as required for three years. So tax, shipping, delivery fee are eligible for reimbursement while installation costs are not.

Vouchers are awarded in the amount of up to \$60 per bicycle parking space for qualifying projects. For example, if a bicycle rack is designed to hold two bicycles at a time, then that rack is eligible for up to the full cost of the bicycle rack, not to exceed \$120. Therefore, more costs are covered if less expensive equipment is selected.

### 2) What is the matching fund requirement?

**Answer:** Public agencies are required to provide matching funds for all project costs that are not covered by the Air District's voucher. Potentially, all up-front costs incurred by the vendor (e.g., equipment, tax, shipping, installation, delivery) may be covered by the voucher if inexpensive equipment is selected. However, project sponsors would still be required to cover the costs related to their own administrative expenses and installation (if applicable) and maintenance of the equipment.

Applicants are responsible for ensuring that their matching funds are eligible for use in this program.

Finally, this program is designed to eliminate the need for agencies to provide upfront funding for costs incurred. Instead, voucher funds are applied when the order is placed and the Air District later reimburses the approved vendor once the equipment is delivered.

### 3) Who is eligible to apply?

**Answer:** All public agencies and institutions within the Air District's jurisdiction are eligible to apply to the BRVP. Examples of eligible agencies include, but are not limited to, cities and counties, public schools (including elementary, junior, high schools, universities, community colleges, and school districts), and regional, state, federal and special districts.

Private businesses and non-profits are not eligible to apply for funding; however, eligible project sponsors (public agencies) may choose to install equipment on a non-public entities' property (e.g., adjacent to a shopping center or private school). In these cases, the project sponsor (public agency) is responsible for ensuring that the location meets all of the eligibility requirements (i.e., location must be publicly accessible, in close proximity to a major activity center) and that the equipment is adequately maintained for the duration of the useful project life (3 years) from the date of installation.

Private entities are encouraged to contact their local public agencies to initiate a project.

### 4) What are eligible rack installation locations?

**Answer:** Eligible project sponsors (public agencies) may choose to install equipment in the public right of way and on non-public property (e.g., along a street, adjacent to a shopping center, or private school). In these cases, the project sponsor is still responsible for ensuring that the location meets all of the eligibility requirements (i.e., location must be publicly accessible, in close proximity to a major activity center) and that the equipment is adequately maintained for the duration of the useful project life (3 years) from the date of installation. For the purpose of this program, a site is considered publicly accessible if it can be accessed and used at no cost by any member of the public

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*Projects to install bike racks within locked public school gates are eligible; however, similar projects located in a non-public area of a private school are not eligible. Furthermore, projects to install bike racks within bicycle rooms or cages are eligible only if the space is accessible to the public. Therefore, projects to install bike racks within bicycle rooms or cages that are not fully publically-accessible (e.g., resident-only or employee-only access) are not eligible.*

### 5) What is the operational requirement after installation?

**Answer:** *The operational period for the equipment is three years from the date of installation of the bike racks. During this time, the bike racks must remain publically-accessible and usable. If the bike racks need to be moved for any reason (e.g., due to construction in the area), the Projects Sponsor must notify the Air District in advance and the racks must be moved to a location that meets all the original project eligibility requirements (e.g., within the Air District's jurisdiction, within one-tenth of a mile of at least one major activity center). It is the responsibility of the Project Sponsor to ensure that the project-funded bike racks are maintained during the operational period so that they remain usable. Cosmetic maintenance is not required beyond ensuring that the bike racks remain usable and that the district logo decal is properly displayed.*

### 6) What is considered an "Activity Center"?

**Answer:** *For the purpose of the BRVP, major activity centers are locations that attract significant vehicle travel for utilitarian purposes, such as work/school commuting, and shopping. Examples of such destinations include, but are not limited to:*

- *Transit stations*
- *Office complexes*
- *Educational institutions*
- *Shopping centers, (e.g., a mall or other shopping complex)*
- *Recreational facilities*

**NOTE:** *Although BRVP equipment may be installed at the entrance or exit of recreational facilities, equipment that is installed within a recreational park does **not** qualify for funding.*

### 7) Can a board resolution be submitted after the application is submitted?

**Answer:** *Board resolutions must be submitted with all applications. Applications without an accompanying resolution are not complete and will not be accepted.*

### 8) Can a vendor be used if they are not on the Air District approved vendor list? For example, could the BRVP voucher be applied to offset the higher cost of using an unapproved vendor?

**Answer:** *No, only vendors on the approved vendor list can be used.*

### 9) Is there a maximum amount any one applicant can receive?

**Answer:** *Yes, the maximum award amount is \$15,000 per applicant per year.*