



## Bicycle Rack Voucher Program Year 3 (FYE2016) PROGRAM REQUIREMENTS

August 11, 2015

### General Program Requirements:

- Bicycle Rack Vouchers may be awarded in the amount of up to \$60 per bicycle parking space created. For example, if a bicycle rack is designed to hold two bicycles at a time, that rack is eligible for up to the full cost of the bicycle rack, not to exceed \$120.
- Funding is **limited to a maximum of \$15,000 per applicant per year in Voucher awards**. Depending on the availability of funds, the Air District may at its sole discretion raise the maximum award amount per Agency.
- Only new bicycle rack(s) that are deployed in locations that have not previously been funded by and are not currently under consideration for funding by the Air District are eligible for funding through the BRVP.
- Vouchers can only be redeemed (used to purchase equipment) from [companies](#) that are participating in the BVRP. A listing of approved BRVP is maintained on the [BRVP website](#).
- Only **Public Agencies proposing projects within the Air District's jurisdiction are eligible for BRVP funding**.
- BRVP funds may only be used to pay for equipment if the emissions reductions that will be achieved by that project are not required by any federal, state or local regulation, mitigation requirement, memorandum of understanding, contract, judicial order, agreement, or other binding obligation that requires the project applicant to implement any portion of the project.
- ***Equipment must be installed within one-tenth of a mile of at least one major activity center and maintained in service for a minimum of at least three (3) years.***

### Voucher Recipients must agree to the following requirements:

- Obtain any and all required licenses, permits, and any other required legal authorizations from all applicable federal, state and local jurisdictions for the installation/operation of the equipment.
- Maintain the BRVP funded equipment for a period of at least three years from the date that the equipment is installed. *Failure to comply with any part of the BRVP Program Requirements will result in a voucher recipient having to reimburse the Air District a prorated share of the funds awarded based on the duration of time that the equipment was maintained in service in accordance with the program requirements.*
- Place an order for the approved racks within 60 days of receiving the signed BRVP Voucher from the Air District. *Vouchers expire within 4 months if they have not been redeemed by voucher recipients. Authorized BRVP vendors are required to deliver equipment within 90 days from the date that an order is placed by voucher recipients.*
- Install the BRVP funded equipment within four months of the delivery of equipment.
- Acknowledge the Air District as a project funding source and attach the Air District's logo on all equipment purchased with a BRVP Voucher.

Questions? Contact us by email at [grants@baaqmd.gov](mailto:grants@baaqmd.gov) (subject "RE: BRVP") or by phone at (415) 749-4994.



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- Submit a report within 60 days from the date that all BRVP funded equipment has been installed that includes the following documentation:
  - *A certification that BRVP funded equipment has been installed and is being maintained in accordance with the BRVP Year 3 Program Requirements (online "Installation Completion Form;")*
  - *Evidence that matching funds were paid (if needed) and final invoices; and*
  - *Photos of each location where equipment was installed showing the equipment and evidence that the Air District's logos have been attached.*
- Allow the Air District to inspect BRVP funded equipment/locations and to audit program records for compliance with the BRVP requirements for a period of at least three years after the equipment has been installed.
- Obtain and maintain insurance throughout the life of the project (three years):
  - *Liability Insurance* with a limit of not less than \$1 million per occurrence, of the type usual and customary to the business of the Project Sponsor, that also covers bike rack equipment;
  - *Property Insurance* in an amount of not less than the insurable value of the BRVP funded equipment, and covering all risks of loss, damage or destruction of equipment; and
  - *Workers Compensation Insurance* as required by California law and employers liability insurance with a limit not less than \$1 million.

### **How to Apply:**

- A complete application package must be submitted BOTH online and as a hard-copy by the submittal deadline:
  - [Online application](#); submit the online form and upload the required attachments
  - *Hard-copy*; Print the completed online application form and mail the signed hard-copy along with the required attachments to the Air District at 939 Ellis Street, San Francisco, CA 94019 (Attn: SID: BRVP)
- Each application package must include the following:
  - **A complete Application form** (hard-copy must be signed);
  - **Evidence of matching funds from a non-Air District/non-TFCA source** to cover any costs (e.g., for equipment and/or labor) that are above the amount provided by the BRVP that are required to implement a project. *TFCA County Program Manager funding may not be used as matching funds for BRVP*; and
  - Either a signed **letter of commitment or a signed resolution** from the governing body authorizing the submittal of the application, identifying the individual authorized to submit the application and carry out the Project, and a commitment for matching funds if they are needed.

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