Bay Area Air Quality Management District

Application Guidance

Pilot Trip Reduction Grant Program

for **Fiscal Year Ending (FYE) 2018**

This competitive grant program is funded by the Bay Area Air Quality Management District's Transportation Fund for Clean Air (TFCA) Regional Fund.

The deadline for receiving letters of interest is 4 PM, March 12, 2018. Letters of interest must be submitted online.

Open to public entities only

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, CA 94105

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http://www.baaqmd.gov/grant-funding/public-agencies/pilot-trip-reduction-program

Table of Contents

Other Grant Opportunities 2
Background Information 3
Bay Area Air Quality Management District 3
Transportation Fund for Clean Air 3
Program Information 4
Purpose of Solicitation 4
Program Funding 4
Application Process and KEY EVALUATION Criteria 4
Program Schedule (tentative) 5
Key Program Requirements and Eligibility 6
Who is Eligible? 6
General Requirements 6
Grantee/Project Sponsor Obligations 6
For More Information 7
APPENDIX A: FYE 2018 TFCA Regional Fund Policies – General 8
APPENDIX B: Reimbursement Process, Eligible Project Costs, and Reporting 11
APPENDIX C: Application Submittal Instructions 13
APPENDIX D: Insurance Guidelines 15

Other Grant Opportunities

The Bay Area Air Quality Management District offers grants and incentives for the following project types:

- Medium and Heavy Duty On-Road and Off-Road vehicles
- School Buses
- Light-duty Zero emissions Vehicles and Infrastructure
- Bicycle Parking and Bikeways
- Marine Vessels
- Locomotives
- Community Grants
- Agricultural Equipment

For more information on **Air District Grants and Incentives** contact us:

Website: www.baaqmd.gov/grants

Email grants@baaqmd.gov

Background Information

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

The Bay Area Air Quality Management District (Air District) is the public agency entrusted with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties.

The California Legislature created the Air District in 1955 as the first regional air pollution control agency in the country, recognizing that air pollution transcends political boundaries. The nine counties of the Bay Area form a regional air basin, sharing common geographical features and weather patterns, and therefore similar air pollution burdens, which cannot be addressed by counties acting on their own.

TRANSPORTATION FUND FOR CLEAN AIR

Vehicle emissions contribute to unhealthful levels of ozone (summertime "smog") and particulate matter. On-road motor vehicles, including cars, trucks, and buses, constitute the most significant sources of air pollution in the Bay Area. In 1991, the California State Legislature authorized the Air District to impose a $4 surcharge on motor vehicles registered within the Bay Area to fund projects that reduce on-road motor vehicle emissions. The Air District allocates these funds through its Transportation Fund for Clean Air (TFCA) program to eligible projects and programs. The statutory authority and requirements of the TFCA program are set forth in California Health and Safety Code Sections 44241 and 44242.

Sixty percent (60%) of TFCA funds are awarded directly by the Air District to eligible projects and programs implemented directly by the Air District (e.g., Spare the Air, Plug-in Electric Vehicle Program) and through a grant program known as the Regional Fund Program. The remaining forty percent (40%) of TFCA funds are forwarded to the designated Congestion Management Agency within each Bay Area county and distributed through the County Program Manager program (see www.baaqmd.gov/tfca4pm for details).

Reducing single-occupancy vehicle (SOV) trips by providing first- and last-mile connections to transit is an integral part of the Air District's strategy for reducing air pollution and greenhouse gas emissions from the transportation sector in the Bay Area. For over 20 years, the Air District has supported first- and last-mile fixed-route shuttle projects in the Bay Area. Over time, the air quality benefits of these fixed-route projects have decreased as the region's light-duty vehicle fleet has become cleaner at a faster rate than many of the medium- and heavy-duty vehicles used in shuttle service. As such, many fixed-route shuttle projects have become less effective at reducing emissions and improving air quality. During the past several years, Air District staff has conducted extensive outreach to solicit input from stakeholders and interested parties on options for meeting this challenge. As a result, this solicitation was developed to help test and demonstrate new, innovative, cost-effective alternatives to fixed-route shuttle service.

For FYE 2018, more than $22 million is available through the Regional Fund Program for eligible projects and programs, which includes approximately $6 million reserved for trip reduction projects, of which up to $3 million is available for the Pilot Trip Reduction Grant Program (Program).

Program Information

PURPOSE OF SOLICITATION

As part of the Air District's overall trip reduction strategy, this competitive solicitation aims to provide funding to support the demonstration of new, innovative alternative trip-reduction mobility solutions that provide first- and last-mile connections to public transit and that can cost-effectively reduce commute-hour, single-occupancy vehicle trips in the Bay Area's highly impacted and priority development areas. The Air District is especially interested in non-fixed route shuttle solutions that are scalable and replicable throughout the region, and that can be expanded at low or no cost to public agencies.

A complete description of all project and application requirements are contained in this *Application Guidance for the FYE 2018 Pilot Trip Reduction Grant Program* (Program Guidance).

The Air District reserves the right to modify this solicitation at its sole discretion. Please read this package completely before submitting a letter of interest; incomplete submittals will not be considered for award.

PROGRAM FUNDING

Up to $3 million is available. Maximum grant funding is $1.5 million per project and may be used to support up to two years of operating costs.

Applicants may be eligible for additional funding, which is anticipated to be available in Spring 2018, to support the purchase of zero-emission light-duty and heavy-duty vehicles and buses for their proposed project(s) and bicycle facility infrastructure and equipment (paths, racks and electronic lockers). However, all TFCA funds requested for the proposed project will be considered in evaluating the project's cost-effectiveness in reducing emissions, which is subject to the Board-approved cost-effectiveness limit. Interested applicants must apply to each solicitation separately. For more information about other funding opportunities, sign up to receive free TFCA email alerts. Note that the maximum amount of total TFCA funds that a public agency may receive is $1.5 million per calendar year. Additional information on the award payment process can be found in *APPENDIX B: Reimbursement Process, Eligible Project Costs, and Reporting.*

APPLICATION PROCESS AND KEY EVALUATION CRITERIA

This competitive solicitation consists of two phases:

During the first phase, interested parties are invited to submit Letters of interest by the deadline (see *APPENDIX C: Application Submittal Instructions*). Letters of interest will be reviewed and screened after the submittal deadline. The Air District will evaluate all initial proposals and those that are most complete and most likely to be eligible for funding will be invited to move forward to the second phase and to submit a full application for further evaluation. During this phase, the Air District may encourage applicants who proposed similar project types to work together to submit one joint application.

During the second phase, full applications will be reviewed after the submittal deadline and eligible projects will be ranked based on their cost-effectiveness score and other criteria included in this Program Guidance.

Key criteria for screening the Letters of interest and evaluating full applications include:

1. Eligibility; conformity to the Program requirements
2. Readiness (ability to launch the project within one year of the execution of a contract), including technical, institutional, and regulatory
3. Replicability and scalability to other Bay Area communities
4. Cost and the effectiveness in reducing commuter-hour trips and emissions
5. Potential to continue the project without further grant subsidies (either from TFCA or others)
6. Experience, if any, in deploying the proposed solution in other places
7. Proposal's responsiveness in addressing potential risks and uncertainties in deploying the project and in expanding the solution (e.g., safety, laws and regulations including equitable access under federal, state, and local requirements)

PROGRAM SCHEDULE (TENTATIVE)

Date	Activity
January 16, 2018	Air District announces grant opportunity
March 12, 2018	*Deadline to submit letters of interest (Phase 1)*
By May 14, 2018	Air District notifies selected applicants for further evaluation
July 17, 2018	*Deadline to submit full applications (Phase 2)*
August - September 2018	Air District evaluates full applications and recommends awards for highest ranking projects
By December 2018	Execute contracts with selected project sponsors
January 2019 – December 2021	Project sponsors launch and operate pilots

MANDATORY PRE-APPLICATION WORKSHOP SCHEDULE

Applicants **must attend at least one pre-application workshop** before submitting a letter of interest. Each workshop will be held online via webinar and is limited to 100 attendees. Registration is required. The workshops will cover Program Requirements, the application process and evaluation criteria, and grantee/project sponsor's administrative requirements. The following workshops have been scheduled:

- February 1, 2018, 2 PM (Register)
- February 15, 2018, 2 PM (Register)
- March 1, 2018, 10 AM (Register)

Based on demand, additional workshops may be scheduled. Notices about additional pre-application workshops will be sent via e-mail to parties that have signed up to receive free TFCA email alerts. Interested parties are also encouraged to visit the Air District's FYE 2018 Pilot Trip Reduction Grant Program website for Program updates.

Key Program Requirements and Eligibility

To be considered for funding, applicants and projects must meet all Program requirements listed below, including all general policies set forth in the Air District Board of Directors-approved TFCA Regional Fund Policies and Evaluation Criteria for FYE 2018, which can be found in Appendix A.

WHO IS ELIGIBLE?

Only ***public agencies*** in the Air District's jurisdiction are eligible to apply. Non-public entities may be identified as a partner/subcontractor to the applicant.

GENERAL REQUIREMENTS

Applicants must attend a mandatory pre-application workshop before submitting a letter of interest.

Projects must

1. not commence prior to the full execution of the Funding Agreement;
2. **generate surplus and voluntary emissions reductions** – Projects that are required to be installed by a regulation, local ordinance, or other legal obligations (e.g., legal settlement, condition of lease agreement or use permit) are ineligible;
3. **be new and innovative** – New projects are those where there was no similar service available in the Bay Area within the past three (3) years; projects that will result in significantly expanded service may be considered new;
4. **be turnkey full-service solutions** – Components of a solution that do not directly result in reduced trips (e.g., algorithms and apps alone without the trip reduction implementation component) are ineligible;
5. **be available to all members of the public;**
6. **primarily reduce commute-hour SOV trips;**
7. **encourage mode-shift** to other forms of shared or active transportation;
8. **provide first- and last-mile connections to public transit;**
9. **achieve verifiable emissions reduction** (have tangible and measurable outcomes);
10. **be cost-effective** at reducing surplus emissions (i.e., reactive organic gases (ROG), nitrogen oxides (NOx), and weighted PM10) and meet the Air District-approved cost-effectiveness limit of $250,000/weighted ton of surplus emissions reduced;
11. **commence service within 12 months of contract execution** – All products of the proposed solution must be at a Technology Readiness Level (TRL) 8 or higher at the time of application.
12. **be located in or primarily serve residents** in a Highly Impacted Community or Episodic Area as defined in the Air District Community Air Risk Evaluation (CARE) Areas, or in a Priority Development Area (PDA)
13. **have the support of the local transit service and demonstrate that applicants have attempted to have the service provided by the local transit agency.** The transit provider must have been given the first right of refusal and determined that the proposed project does not conflict with existing service;
14. **be replicable and scalable** regionwide to significantly reduce emissions; and
15. **can be expanded at low or no cost to public agencies** within three (3) years from the project's start date.

GRANTEE/PROJECT SPONSOR OBLIGATIONS

Grantees ("Project Sponsors") must agree to and do all of the following:

1. Provide a minimum of 10% of the total project costs in matching funds after all other manufacturer and local/state/federal rebates and discounts are applied, and cover all costs in excess of the grant amount;
2. Sign (Execute) the Funding Agreement and return to the Air District within 60 days of receiving it;
3. Comply with all requirements and obligations included in the funding agreement;
4. Ensure the project meet all federal, state, and local regulatory requirements, including safety, ADA, etc.;
5. Ensure that any construction work is performed by a contractor licensed in the State of California. To check whether the contractor you are hiring has a valid license number, visit the Contractors State License Board website;
6. Obtain and maintain liability and any other necessary insurance for the duration of the Project Term (see Appendix D);
7. Operate and maintain each funded service for a minimum of one year.
8. Ensure that service is available for use by the general public;
9. Submit progress reports to the Air District;
10. Acknowledge the Air District as a funding source;
11. Allow Air District staff or its authorized representatives to inspect the project and/or conduct financial audits and agree to make available to the Air District all records relating to project performance and expenses incurred.

For More Information

All the information contained in this notice is subject to change. Visit FYE 2018 Pilot Trip Reduction Grant Program website for more information. Notices about this program (including workshops, release of solicitation), will be sent via e-mail to parties that have signed up to receive free TFCA email alerts.
If you have questions, please contact Chengfeng Wang, Supervising Staff Specialist by email at cwang@baaqmd.gov (subject "RE: Pilot Trip Reduction Grant Program") or by mail to 375 Beale Street, Suite 600, San Francisco, CA 94105.

APPENDIX A: FYE 2018 TFCA Regional Fund Policies – General

BASIC ELIGIBILITY

1. **Eligible Projects:** Only projects that result in the reduction of motor vehicle emissions within the Air District's jurisdiction are eligible. Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and Air District Board of Directors adopted TFCA Regional Fund Policies and Evaluation Criteria for FYE 2018.
2. Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, contracts, and other legally binding obligations at the time the Air District executes the project's funding agreement. **TFCA Cost-Effectiveness:** Cost-effectiveness ($/weighted ton) is based on the ratio of TFCA funds awarded divided by the sum of surplus emissions reduced of reactive organic gases (ROG), nitrogen oxides (NOx), and weighted PM10 (particulate matter 10 microns in diameter and smaller) over a project's useful life.

   Pilot Trip Reduction Projects must not exceed the maximum cost-effectiveness (CE) of $250,000/weighted ton.
3. **Consistent with Existing Plans and Programs:** All project categories must comply with the Transportation Control and Mobile Source Control measures included in the Air District's most recently approved strategies for achieving and maintaining State and national ozone standards; those plans and programs established pursuant to California Health & Safety Code (HSC) sections 40233, 40717 and 40919; and, when specified, other adopted Federal, State, regional, and local plans and programs.
4. **Eligible Recipients and Authority to Apply:** Applicants must have the legal authority, as well as the financial and technical capability, to complete projects. In addition, the following conditions apply:
   a. **Eligible Recipients**: **Only public agencies** are eligible to apply.
   b. **Authority to Apply:** Applicants must demonstrate that they have the authority to submit the application, to enter into a funding agreement, to carry out the project, and to bind the entity to perform these tasks by including either: 1) a signed letter of commitment from the applicant's representative with authority (e.g., Chief Executive or Financial Officer, Executive Director, or City Manager); or 2) a signed resolution from the governing body (e.g., City Council, Board of Supervisors, or Board of Directors).
5. **Viable Project and Matching Funds:** Applicants must demonstrate that they have adequate funds to cover all stages of their proposed project(s) from commencement through completion. Project applicants must demonstrate evidence that they have at least 10% of the total eligible project costs (matching funds) from a non-Air District source available and ready to commit to the proposed projects.
6. **Minimum Grant Amount:** $10,000 per project.
7. **Maximum Grant Amount:** Each public agency may be awarded up to $1,500,000 per calendar year.
8. **Readiness:** Projects must commence by the end of calendar year 2018 or a total of 12 months from the date of execution of funding agreement by the Air District, whichever is later. For purposes of this policy, "commence" means a tangible preparatory action taken in connection with the projects' operation or implementation, for which the project sponsor can provide documentation of the commencement date and action performed. "Commence" can mean the beginning of shuttle/feeder bus and ridesharing service; or the delivery of the award letter for a service contract.

9. **Maximum Two Years Operating Costs:** FYE 2018 TFCA Regional Funds may be used to support up to two years of operating costs for service-based projects (i.e., Trip Reduction Projects)
10. **Project Revisions:** The Air District will consider only requests for modifications to approved projects that are within the same project categories, achieve the same or better cost-effectiveness, comply with all TFCA Regional Fund Policies, and are in compliance with all applicable federal and State laws, and Air District rules and regulations. The Air District may also approve minor modifications, such as to correct typographical mistakes in the grant agreements or to change the name of the grantees, without re-evaluating the proposed modification in light of the regulations, contracts, and other legally-binding obligations that are in effect at the time the minor modification was proposed.

APPLICANT IN GOOD STANDING

11. **In Compliance with Air Quality Regulations:** Applicants must certify that, at of the time of the application and at the time of issuance of the grant, they are in compliance with all local, State, and federal air quality regulations. Applicants who have an unresolved violation of Air District, state or federal air quality rules or regulations are not eligible for funding. The Air District may terminate a grant agreement and seek reimbursement of distributed funds from project sponsors who were not eligible for funding at the time of the grant.
12. **In Compliance with Agreement Requirements:** Project sponsors who have failed to meet contractual requirements such as project implementation milestones or monitoring and reporting requirements for any project funded by the Air District may not be considered eligible for new funding until such time as all of the unfulfilled obligations are met.
13. **Independent Air District Audit Findings and Determinations:** Project sponsors who have failed either a fiscal audit or a performance audit for a prior Air District funded project will be excluded from future funding for three (3) years from the date of the Air District's final determination in accordance with HSC section 44242. Additionally, project sponsors with open projects will not be reimbursed until all audit recommendations and remedies have been satisfactorily implemented.

    A failed fiscal audit means an uncorrected audit finding that confirms an ineligible expenditure of funds. A failed performance audit means that a project was not implemented as set forth in the project funding agreement.

    Project sponsors must return funds that the Air District has determined were expended in a manner contrary to the TFCA Regional Funds' requirements and/or requirements of HSC Code section 44220 et seq.; the project did not result in a surplus reduction of air pollution from the mobile sources or transportation control measures pursuant to the applicable plan; the funds were not spent for surplus reduction of air pollution pursuant to a plan or program to be implemented by the TFCA Regional Fund; or otherwise failed to comply with the approved project scope, as set forth in the project funding agreement. Applicants who failed to reimburse such funds to the Air District from prior Air District funded projects will be excluded from future TFCA funding.
14. **Executed Funding Agreement:** Only a fully-executed funding agreement (i.e., signed by both the project sponsor and the Air District) constitutes the Air District's award of funds for a project. Approval of an application for the project by the Air District Board of Directors or notices such as a transmittal letter announcing the proposed award do not constitute a final obligation on the part of the Air District to fund a project.

    Applicants must sign funding agreements within 60 days from the date the agreements were transmitted to them in order to remain eligible for award of TFCA Regional Funds. Applicants may

request, in writing, an extension of up to no more than 180 days from the transmittal date to sign the grant agreements, which includes the basis for an extended signature period. At its discretion, the Air District may authorize such an extension.

15. **Maintain Appropriate Insurance:** Project sponsors must obtain and maintain general liability insurance and additional insurance that is appropriate for its specific project type throughout the life of the project, with coverage being no less than the amounts specified in the respective funding agreement. Project sponsors shall require their subcontractors to obtain and maintain such insurance of the type and in the amounts required by the grant agreements.

INELIGIBLE PROJECTS

16. **Planning Activities:** The costs of preparing or conducting feasibility studies are not eligible. Other planning activities may be eligible, but only if the activities are both: 1) directly related to the implementation of a specific project or program, and 2) directly contribute to the project's emissions reductions.
17. **Cost of Developing Proposals and Grant Applications:** The costs to prepare grant applications are not eligible.
18. **Duplication:** Projects that have previously received TFCA Regional or County Program Manager funds and do not propose to achieve additional emission reductions are not eligible.

USE OF TFCA FUNDS

19. **Combined Funds:** TFCA County Program Manager Funds may not be combined with TFCA Regional Funds to fund a TFCA Regional Fund project.
20. **Administrative Costs:** TFCA Regional Funds may not be used to pay for administrative costs (i.e., the costs associated with administering a TFCA Regional Fund grant).
21. **Expend Funds within Two Years:** Project sponsors must expend the grant funding within two (2) years of the effective date of their grant agreement. Applicants may request a longer period in the application, by submitting evidence that a longer period is justified to complete the project due to its unique circumstance. Project sponsors may request a longer period before the end of the agreements' second year in the event that significant progress has been made in the implementation of the project. If the Air District approves a longer period, the parties shall memorialize the approval and length of the extension formally (i.e., in writing) in the grant agreement or in an amendment to the executed grant agreement.

APPENDIX B: Reimbursement Process, Eligible Project Costs, and Reporting

This appendix provides information about the payment process, guidance for determining which project costs are eligible for award of TFCA Funds and for use as matching funds, and project reporting and audit requirements.

REIMBURSEMENT SCHEDULE

Grant funding is paid on a reimbursement basis for Eligible Project Costs AFTER the Air District has confirmed that all project equipment/vehicles/facilities, if any, have been installed, purchased, and put into service available to the public; all costs included in the expenditure report and invoice have been incurred and paid; and the Air District has approved the expenditure report and the invoice.

Reimbursement is made in three installments:

- Up to 25% of the eligible award amount will be paid once the project has been deployed and operating.
- Up to 85% of the eligible award amount will be paid once the project has been deployed and operating for at least 50% of the proposed operational period.
- Up to 100% of the eligible award amount will be paid after the successful completion of the project (i.e., after proposed operational period (1-2 years) and reporting has been completed.

Project Sponsors who reduce their scope of work will have their awards amounts recalculated and/or reduced proportionally.

Project Sponsors must request reimbursement using the Air District's General Invoice Form and shall include the Project Number, an itemized list of all expenses incurred, the total funds being requested, and any supporting documentation such as copies of invoices from vendors, consultants, or contractors with an explanation of the goods or services provided for the Project and copies of time sheets documenting the job titles and hourly pay rates of employees performing eligible project tasks, tasks performed by those employees, the number of hours spent performing such tasks, and the total charges.

The Air District will not process any invoice until all current Project reporting obligations are fulfilled.

ELIGIBLE PROJECT COSTS

Only costs incurred on or after the date the Air District executes a funding agreement with a project sponsor are eligible for reimbursement and for use as matching funds. Matching funds that are intended for other uses or non-eligible project costs will not be accepted or factored into the calculation of the total project cost.

Costs that are incurred prior to the execution of a funding agreement are not eligible for reimbursement.

Eligible Project Implementation Costs include:

1. Operational costs: documented hourly labor charges (salaries, wages, and benefits) and contractor charges directly and solely related to implementation of the TFCA project
2. Vehicle operation, maintenance and fuel costs

3. Equipment rental
4. Planning costs that are directly related to the implementation of the project
5. Outreach costs, but limited to 25% of the total eligible project costs not to exceed $15,000

EXAMPLES OF INELIGIBLE PROJECTS AND COSTS

1. Costs associated with administering this TFCA grant
2. Projects required by local, state, or federal regulations or other legal obligations
3. Continuation of existing projects that are currently being piloted in the Bay Area without expanding the scope
4. Stand-alone outreach campaigns
5. Infrastructure or construction projects that have not completed CEQA
6. Park-and-ride lots
7. Fixed-route shuttles
8. Development of ordinances or policies
9. Stand-alone incentive-based solutions – the project must be successful as the incentives phase out
10. Solutions that move goods (i.e., instead of people)
11. Solutions consisting of technologies at a Technology Readiness Level of 7 and below
12. Algorithms and apps that do not result in direct and verifiable emission reductions

REPORTING, INSPECTIONS, AND AUDIT

Project Sponsors are required to monitor their project's status during the implementation and operational phases and submit semi-annual progress reports, and annual monitoring reports.

The Air District may conduct pre- and post- project performance inspections.

The Air District may conduct a fiscal audit to ensure that all project funds have been spent in accordance with the program guidelines and policies.

Project Sponsors shall allow Air District staff or its authorized representatives, for the duration of the Project, to inspect the Project and, for three years following the Air District's final payment, to audit the Project.

APPENDIX C: Application Submittal Instructions

Applicants must submit a letter of interest online at https://www.tfaforms.com/4655277 by the **deadline of 4 PM on Monday, March 12, 2018.** Letters of interest received after the deadline will not be accepted. *Applicants who wish to propose more than one project may submit multiple letters of interest, one for each project proposal.*

The Letter of interest to the Air District must include the following information the will be used to screen the projects:

General Information

1. Organization Name
2. Contact information including name, Job Title, Email, Phone
3. Project Title
4. Project Partners and their roles
5. Proposed solution and how it will reduce trips and emissions

Description of the Full-Service Solution

Readiness

1. If applicable, what Technology Readiness Level are the products in the proposed solution currently at?

Experience

2. Whether this solution been implemented or demonstrated before. If yes, provide a description of that project, including the location, e.g., in the Bay Area, another country, city, costs of the demonstration, the results of that demonstration (e.g., estimated number of trips reduced? Lessons learned?), and any other information.

Cost and Effectiveness

3. Where in the Bay Area are you proposing to deploy your solution? Who is the targeted population? What are your hours and days of operation?
4. What is the estimated costs for the pilot project and the estimated costs for expanding the solution, if successful, to the whole Bay Area?
5. How will you measure the number of trips reduced as a result of this project?
6. What are the barriers and critical milestones (e.g., legislative, costs) to successfully implement your solution in the Bay Area?
7. How will this solution become financially self-sustaining (i.e. at low or no cost to public agencies) within three years after the project has been placed into service? If project proposes to provide an incentive to users, describe how that incentive would be phased out.

Risks and Uncertainties

8. What are the risks and uncertainties (e.g., usability, adoption) that could affect the deployment of your solution in the Bay Area and what measures are being taken to address these?
9. Provide data or evidence demonstrating need and that proposed project is going to be successful.
10. How will you ensure users' safety and equal access to the solution? Are there access issues in your community (e.g. language)?

Attachments

1. Budget
2. Timeline for planning, deployment, and years of operation.
3. Letters of support from all project partners
4. Map of service/solution
5. Letter from transit agency stating service does not conflict with existing service and that they agree to have you provide such service
6. Specification sheet for any of the products in your proposed solution (optional)
7. Any other supporting documents (optional)

Letters must be formatted with responses corresponding to the above numbers and must not exceed four single-sided pages on 8.5”x 11” paper, with the page number indicated on each page. Attachments will not be counted towards the maximum four-page limit.

An evaluation panel will review the Letters of interest, and may contact applicants for more details and project clarifications. Based upon its review, the evaluation panel will select a limited number of projects that are most complete and most likely to be eligible for funding and the selected applicants will be invited to continue the application process by submitting a more detailed proposal for further evaluation.

All Letters of interest must be submitted online at https://www.tfaforms.com/4655277.

APPENDIX D: Insurance Guidelines

Project Sponsors who are selected for award must obtain and maintain the required insurance coverage for the duration of their Project's Term. The typical funding agreement requires that each Project Sponsor provide documentation showing that the Project Sponsor meets the following requirements for each of its projects.

A. Liability Insurance with a limit of not less than $1,000,000 per occurrence, of the type usual and customary to the business of the Project Sponsor, and to the operation of any portion of the Project.

B. Property Insurance in an amount of not less than the insurable value of Project equipment funded under the Agreement, and covering all risks of loss, damage or destruction of such equipment.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

The Air District reserves the right to specify different types or levels of insurance in the funding agreement. The Air District may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.