



Bay Area Air Quality
Management District

**Grant Opportunity
Announcement
for Shuttle/Feeder Bus Service
and
Regional Ridesharing Projects**

Transportation Fund for Clean Air (TFCA)
Regional Fund

**Guidance, Policies and
Evaluation Criteria**

For Fiscal Year Ending (FYE) 2014

Only open to public agencies

*Bay Area Air Quality Management District
939 Ellis Street, San Francisco, CA 94109*

November 2013

The deadline for submittal of applications is 4 PM on **December 30, 2013**. *The Air District will begin reviewing applications on December 31, 2013. Any applications received prior to December 30, 2013, will be stamped December 30, 2013.*

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OTHER AIR DISTRICT GRANT AND INCENTIVE PROGRAMS

In addition to the TFCA Regional Fund, the Air District offers grants and incentives for the following projects types:

- On and Off-Road Heavy-Duty Diesel Vehicles
- Locomotives
- Marine Vessels
- Lower-Emission School Buses
- Community Grants

HOW TO LEARN ABOUT AIR DISTRICT GRANTS AND INCENTIVES:

Website: www.baaqmd.gov/Divisions/Strategic-Incentives.aspx

Email grants@baaqmd.gov

Grants Information Request Line (415) 749-4994



INTRODUCTION: THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT

The California Legislature created the Bay Area Air Quality Management District (Air District) in 1955 as the first regional air pollution control agency in the country, recognizing that air emissions overflow political boundaries. The nine counties of the San Francisco 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.

The 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.

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 source of air pollution in the Bay Area.

To protect public health, the State Legislature enacted the California Clean Air Act in 1988. As part of the requirements, the Air District prepared the *2010 Clean Air Plan (CAP)* which includes transportation control measures (TCMs), defined as "any strategy to reduce vehicle trips, vehicle use, vehicle miles traveled, vehicle idling, or traffic congestion for the purpose of reducing motor vehicle emissions," and mobile source measures (MSMs), which encourage the introduction of newer, cleaner motor vehicle technologies and the retirement of older, more polluting vehicles.

TRANSPORTATION FUND FOR CLEAN AIR (TFCA)

In 1996, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within the San Francisco Bay Area to fund projects that reduce on-road motor vehicle emissions. The Air District has allocated these funds to its Transportation Fund for Clean Air (TFCA) program to fund eligible projects. The statutory authority for the TFCA and requirements of the 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 through a competitive grant program known as the Regional Fund. The remaining forty percent (40%) of TFCA funds are forwarded to the designated agency within each Bay Area county and distributed by these through the County Program Manager program (see www.baaqmd.gov/tfca4pm for details).

TFCA REGIONAL FUND PROGRAM

For FYE 2014, \$4 million in funds are available for distribution for shuttle/ feeder bus service, pilot shuttle/feeder bus service, and regional ridesharing projects and \$400,000 are available for electronic bicycle lockers projects. ***Please note that only public agencies are eligible to apply for funding at this time.*** Solicitations for other TFCA Regional Fund project categories may be announced at a later date.

Solicitations for grant applications are announced via the TFCA grants distribution e-mail list and posted on the Air District's website. To add your name to the TFCA grants distribution list, fill out the survey at <http://www.surveymonkey.com/s/6MRPHLD>.

FYE 2014 TFCA REGIONAL FUND PROGRAM REQUIREMENTS

Projects must meet TFCA Regional Fund policies and eligibility criteria approved by the Air District Board of Directors in order to be eligible for funding. For a complete listing of current requirements, see APPENDIX A: Board Adopted TFCA Regional Fund Policies and Evaluation Criteria for FYE 2014.

Eligible Project Costs

Submittal of an application does NOT guarantee funding. For projects that are awarded funds, only costs incurred on or after January 1, 2014, are eligible for reimbursement.

For shuttle/feeder bus service and regional ridesharing projects, only operating and administrative costs should be considered part of the project scope and included in the project budget. Operating costs are limited to costs associated with providing a service (e.g., labor costs for operating a shuttle route or maintaining a ridesharing website). Administrative costs are limited to five percent (5%) of TFCA funds awarded. Matching funds can only include operating costs. Appendix B provides guidance on differentiating and reporting these costs.

Payment

Payment is made on a reimbursement basis after project costs are incurred and documented. Fifteen percent (15%) will be withheld from each payment until the Air District receives and approves the Final Report and Final Invoice.

Monitoring and Reporting

Project sponsors are required to monitor project status during the implementation and operational phases and submit reports specified in the funding agreement.

SUMMARY OF CHANGES FOR THE FISCAL YEAR ENDING 2014 PROGRAM

Changes to the TFCA Regional Fund Program from last fiscal year include the following:

Shuttle/Feeder Bus Requirement Clarifications (Policy #27)

Clarifies the existing requirement that shuttle/feeder bus service projects must not duplicate existing transit service.

Limitation on Funding for Shuttle/Feeder Bus Operation Times (Policy #27)

Limits the use of TFCA Regional Funds to cover costs associated with shuttle/feeder bus service operations during peak-hour commute times only.

Cost-effectiveness for Projects in Care Areas (Policy #2 and #28)

Increases the cost-effectiveness threshold for pilot shuttle/feeder bus service projects located in Highly Impacted Communities, as defined in the Air District Community Air Risk Evaluation (CARE) Program, to \$500,000/ton.

Matching Funds Limitation (Policy #27)

Limits matching funds for shuttle/feeder bus service projects to include only direct operational costs of the shuttle service.

WORKSHOPS AND ASSISTANCE**Workshops**

Attendance at workshops is free and applicants, especially those applying for funding for a pilot shuttle/feeder bus project, are *strongly* encouraged to attend an application workshop and to discuss their project with Air District staff prior to submitting an application.

Applicants that have received an audit finding in the past five years are *required* to attend a workshop in order to be eligible for consideration of funding.

Workshop schedule and locations are the following:

<p>Workshop #1* Wednesday, December 4, 2013 (1:30-2:30 PM) BAAQMD Office 939 Ellis St. San Francisco, CA 94109 4th Floor Conference Room *This meeting is also available by webinar; pre-registration is required.</p>	<p>Workshop #2 Tuesday, December 10, 2013 (10:30-11:30 AM) California State University, East Bay 1000 Broadway, Suite 109, Oakland, CA 94607 Room #3</p>
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To ask a specific question regarding any of the application materials, contact: Avra Goldman at 415-749-5093 or agoldman@baaqmd.gov.

TIPS!

The following is a listing of common attributes of shuttle and ridesharing projects that compete well because they improve a project's cost-effectiveness:

- √ Project provides service using the best available and cleanest technology vehicle(s) (e.g., 2010 or later engine, zero or partial zero emission).
- √ Applicant provides significant matching funds, and/or requests a relatively low amount of grant funds for the Project.
- √ Shuttle route is relatively short in distance, provides service to a relatively large % of riders that would have otherwise driven alone (over a long distance).

DUE DATE AND APPLICATION REVIEW PROCESS:

The deadline for submittal of applications is 4 PM on **December 30, 2013**. The Air District will begin reviewing complete applications on December 31, 2013. Any applications received prior to December 30, 2013, will be stamped December 30, 2013. Applications received after this date will be reviewed on a first-come, first-served basis. Board resolutions may be submitted after the due date, but must be received by the Air District by February 7, 2014.

Complete applications that meet the program requirements will be scored and ranked based on cost-effectiveness and the Board adopted Evaluation Criteria. Air District staff may request additional documentation to verify the information provided in applications.

Additionally, in the event that the program is oversubscribed, the Air District may recommend a reduction in the amount of funding from the amount that was requested.

APPENDIX A: BOARD ADOPTED TFCA REGIONAL FUND POLICIES AND EVALUATION CRITERIA FOR FYE 2014

The following policies apply to the Transportation Fund for Clean Air (TFCA) Regional Fund.

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 2014.

Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, contracts, and other legally binding obligations both a) at the time the Air District Board of Directors approves a funding allocation and b) at the time the Air District executes the project's funding agreement.

Under certain circumstances following approval of the project by the Board of Directors, the Air District may approve modifications of the approved project or of the terms of the grant agreement. The Air District will evaluate whether the proposed modification will reduce the amount of emissions the originally-approved project was designed to achieve, will negatively affect the cost-effectiveness of the project or will otherwise render the project ineligible ("major modification"). The Air District may approve the proposed major modification if the Air District determines that the project, as modified, will continue to achieve surplus emission reductions, based on the regulations, contracts, and other legally-binding obligations in effect at the time of the proposed modification. The Air District may approve minor modifications, such as to correct mistakes in the grant agreement or to change the grantee, without a re-evaluation of the proposed modification in light of the regulations, contracts, and other legally-binding obligations in effect at the time of the proposed minor modification.

2. **TFCA Cost-Effectiveness:** Unless otherwise noted below, projects must not exceed a cost-effectiveness (C-E) of \$90,000 per ton. Cost-effectiveness is based on the ratio of TFCA-generated funds awarded divided by the sum total tons of reactive organic gases (ROG), oxides of nitrogen (NO_x), and weighted particulate matter 10 microns in diameter and smaller (PM₁₀) reduced (\$/ton).

Certain project categories further specify the eligible funding amount per item (for example, \$/vehicle) which is based on the cost-effectiveness levels below.

Project Category	Policy #	C-E Level Maximum (\$/weighted ton)
Reserved	21	Reserved
Reserved	22	Reserved
Reserved	23	Reserved
Reserved	24	Reserved
Reserved	25	Reserved
Reserved	26	Reserved
Shuttle/Feeder Bus Service—Existing	27	\$90,000
Shuttle/Feeder Bus Service—Pilot (outside CARE areas)	28	\$125,000
Shuttle/Feeder Bus Service—Pilot (in CARE areas)	28	\$500,000
Regional Ridesharing	29	\$90,000
Electronic Bicycle Lockers	30	\$90,000
Reserved	31	Reserved

3. **Consistent with Existing Plans and Programs:** All project categories must comply with the transportation control measures and mobile source measures included in the Air District's most recently approved strategy(ies) 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, with other adopted State, regional, and local plans and programs.

4. **Eligible Recipients and Authority to Apply:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing with the Air District (Policies #11 and #12).
 - a. **Eligible Recipients:**
 - i. **Public agencies** are eligible to apply for all project categories.
 - ii. **Non-public entities** are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle projects, and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).
 - b. **Authority to Apply:** Applications must include either: 1) a signed letter of commitment from the applicant's representative with authority to enter into a funding agreement and carry out the project (e.g., Chief Executive or Financial Officer, Executive Director, City Manager, etc.), or 2) a signed resolution from the governing body (e.g., City Council, Board of Supervisors, Board of Directors, etc.) authorizing the submittal of the application and authorizing the project to be carried out.
5. **Viable Project and Matching Funds:** Unless provided for otherwise in the policies and priorities for the specific project category (which are listed below), project applicants must include in the application evidence of available matching funds from a non-Air District source that equal or exceed at least 10% of the total eligible project costs.

The project must be financially viable, which means that the project sponsor has adequate funds to cover all stages of the project from its commencement through project completion. Applications must include evidence of financial resources sufficient to undertake and complete the project. The project sponsor shall not enter into a TFCA Regional Fund funding agreement until all non-Air District funding has been approved and secured.
6. **Minimum Grant Amount:** \$10,000 per project.
7. **Maximum Grant Amount:** Maximum award per calendar year:
 - a. **Each public agency** may be awarded up to \$1,500,000, and
 - b. **Each non-public entity** may be awarded up to \$500,000.
8. **Readiness:** Projects must commence by the end of calendar year 2014. "Commence" includes any preparatory actions in connection with the project's operation or implementation. For purposes of this policy, "commence" can mean the issuance of a purchase order to secure project vehicles and equipment; commencement of shuttle/feeder bus and ridesharing service; or the delivery of the award letter for a construction contract.
9. **Maximum Two Years Operating Costs:** Service-based projects such as shuttle/feeder bus and ridesharing programs, may receive TFCA Regional Funds for up to two (2) years of operation or implementation. Projects that request up to \$100,000 annually in TFCA Regional Funds are eligible to apply for two years of funding. Projects that request more than \$100,000 annually in TFCA Regional Funds are eligible for only one year of funding.
10. **Project Revisions:** Project revisions initiated by the project sponsor which significantly change the project before the allocation of funds by the Air District Board of Directors may not be accepted. Following Air District Board of Directors allocation of funds for a project, an applicant may request revisions to that project that the applicant deems necessary or advisable to carry out the purposes of the project, based on information the applicant received after the Board's allocation of funding. The Air District will consider only requests that are within the eligible project category as the original project, meet the same cost-effectiveness as that of the original project application, comply with all TFCA Regional Fund Policies applicable for the original project, and are in compliance with all federal and State laws applicable to the revised project and District rules and regulations.

APPLICANT IN GOOD STANDING

11. **In Compliance with Agreement Requirements:** Project sponsors who have failed to meet project implementation milestones or who have failed to fulfill 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.
12. **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 five (5) 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 for those projects 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.

Reimbursement is required where it has been determined that funds were expended in a manner contrary to the TFCA Regional Funds' requirements and requirements of HSC Code section 44220 et seq.; the project did not result in a reduction of air pollution from the mobile sources or transportation control measures pursuant to the applicable plan; the funds were not spent for 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. An applicant who failed to reimburse such funds to the Air District from a prior Air District funded project will be excluded from future TFCA funding.

13. **Signed 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 does not constitute a final obligation on the part of the Air District to fund a project.

Project sponsors must sign a funding agreement within 60 days from the date it has been transmitted to them in order to remain eligible for award of TFCA Regional Funds. The Air District may authorize an extension of up to a total period of 180 days from the transmittal because of circumstances beyond project sponsor's reasonable control and at the Air District's discretion.

14. **Insurance:** Each project sponsor must maintain general liability insurance and such additional insurance that is appropriate for specific projects, with coverage amounts specified in the respective funding agreements throughout the life of the project.

INELIGIBLE PROJECTS

15. **Planning Activities:** Feasibility studies and other planning studies are not eligible for funding by the Air District. Funding may not be used for any planning activities that are not directly related to the implementation of a specific project or program. In addition, land use projects (i.e., Smart Growth, Traffic Calming, and Arterial Management) that have not completed the Preliminary Design phase are not eligible.
16. **Cost of Developing Proposals and Grant Applications:** The costs to develop proposals or prepare grant applications are not eligible for TFCA Regional Funds.
17. **Duplication:** Projects that have previously received TFCA-generated funds and therefore do not achieve additional emission reductions are not eligible.

Combining TFCA County Program Manager Funds with TFCA Regional Funds to achieve greater emission reductions for a single project is not considered project duplication.

USE OF TFCA FUNDS

18. **Combined Funds:** TFCA County Program Manager Funds may be combined with TFCA Regional Funds to fund a project that is eligible and meets the criteria for funding under both Funds. For the purpose of calculating the TFCA cost-effectiveness, the combined sum of TFCA County Program Manager Funds and TFCA Regional Funds shall be used to calculate the TFCA cost of the project.

19. **Administrative Costs:** Unless provided for otherwise in the policies and priorities for the specific project category (which are listed below), administrative costs (i.e., the costs associated with administering a TFCA Regional Fund grant) are limited to a maximum of five percent (5%) of total TFCA Regional Funds expended on a project and are only available to projects sponsored by public agencies. Electronic bicycle locker projects are not eligible for administrative costs. To be eligible for reimbursement, administrative costs must be clearly identified in the application project budget and in the funding agreement between the Air District and the project sponsor.
20. **Expend Funds within Two Years:** Project sponsors must expend the awarded funds within two (2) years of the effective date of the funding agreement, unless a longer period is formally (i.e., in writing) approved in advance by the Air District in a funding agreement or as an amendment to the funding agreement.

ELIGIBLE PROJECT CATEGORIES

Clean Air Vehicle Projects

21. **Reserved.**
22. **Reserved.**
23. **Reserved.**
24. **Reserved.**
25. **Reserved.**
26. **Reserved.**

Shuttle/Feeder Bus Service Projects

27. **Shuttle/Feeder Bus Service:** These projects are intended to reduce single-occupancy vehicle commute-hour trips by providing the short-distance connection between a mass transit hub and one or more commercial or employment centers. All of the following conditions must be met for a project to be eligible for TFCA Regional Funds:
 - a. The project's route must provide connections only between mass transit hubs, e.g., a rail or Bus Rapid Transit (BRT) station, ferry or bus terminal or airport, and distinct commercial or employment areas.
 - b. The project's schedule must coordinate with the transit schedules of the connecting mass transit services.
 - c. The project may not replace or duplicate existing local transit service or service that ceased to operate within the past five years. Any proposed service that would transport commuters along any segment of an existing or any such previous service is not eligible for funding.
 - d. The project must include only commuter peak-hour service, i.e., 5:00-10:00 AM and/or 3:00-7:00 PM.

For shuttle/feeder bus service projects, the total project cost is the sum of direct operational costs (i.e., shuttle driver wages, fuel, and vehicle maintenance) and the administrative costs paid for by TFCA Regional Funds. Matching funds must be provided to cover at least 10% of the total project cost, and must include only direct operational costs. Administrative costs are not eligible for use as matching funds.

Shuttle/feeder bus service applicants must be either: (1) a public transit agency or transit district that directly operates the shuttle/feeder bus service, or (2) a city, county, or any other public agency.

Project applicants that were awarded FYE 2013 TFCA Regional Funds that propose identical routes in FYE 2014 may request an exemption from the requirements of Policy 27. c. These applicants would have to submit a plan demonstrating how they will come into compliance with this requirement within the next three years

28. **Pilot Shuttle/Feeder Bus Service:** Pilot projects are defined as new routes that are at least 70% unique and have not been in operation in the past five years. In addition to meeting the requirements listed in Policy #27 for shuttle/feeder bus service, pilot shuttle/feeder bus service project applicants must also comply with the following:

- a. Applicants must provide data supporting the demand for the service, including letters of support from potential users and providers;
- b. Applicants must provide written documentation of plans for financing the service in the future;
- c. Projects located in Highly Impacted Communities as defined in the Air District Community Air Risk Evaluation (CARE) Program must not exceed a cost-effectiveness of \$500,000/ton during the first year of operation, \$125,000/ton for the second year of operation, and \$90,000 by the end of the third year of operation (see Policy #2); and
- d. Projects located in CARE areas may receive a maximum of three years of TFCA Regional Funds under the Pilot designation; projects located outside of CARE areas may receive a maximum of two years of TFCA Regional Funds under this designation. After these time periods, applicants must apply for subsequent funding under the shuttle/feeder bus service designation, described above.

Regional Ridesharing

29. **Regional Ridesharing Projects:** Eligible ridesharing projects provide carpool, vanpool or other rideshare services. For TFCA Regional Fund eligibility, ridesharing projects must be comprised of riders from at least five Bay Area counties, with no one county accounting for more than 80% of all riders, as verified by documentation submitted with the application.

If a project includes ride-matching services, *only* ride-matches that are not already included in the Metropolitan Transportation Commission's (MTC) regional ridesharing program are eligible for TFCA Regional Funds. Projects that provide a direct or indirect financial transit or rideshare subsidy are also eligible under this category. Applications for projects that provide a direct or indirect financial transit or rideshare subsidy *exclusively* to employees of the project sponsor are not eligible.

Bicycle Facility Projects

30. **Electronic Bicycle Lockers:** TFCA Regional Funds are available for project sponsors to purchase and install new electronic bicycle lockers. Projects must be included in an adopted countywide bicycle plan, Congestion Management Plan (CMP), or the Metropolitan Transportation Commission's Regional Bicycle Plan and serve a major activity center (e.g. transit station, office building, or school).

Costs for maintenance, repairs, upgrades, rehabilitation, operations, and project administration are not eligible for TFCA Regional Funds.

The maximum award amount is based on the number of bicycles, at the rate of \$2,500 per bicycle accommodated by the lockers.

REGIONAL FUND EVALUATION CRITERIA:

1. **Shuttle/Feeder Bus Service and Ridesharing Projects:** Complete applications received by the submittal deadline will be evaluated based on the TFCA Regional Fund policies. All eligible projects will be ranked for funding based on cost-effectiveness. At least sixty percent (60%) of the funds will be reserved for eligible projects that meet one or more of the following District priorities:
 - a. Projects in Highly Impacted Communities as defined in the Air District Community Air Risk Evaluation (CARE) Program;
 - b. Priority Development Areas; and
 - c. Projects that significantly reduce greenhouse gasses (GHG).

The District will evaluate all shuttle/feeder bus service and ridesharing project applications received after the submittal deadline on a first-come-first-served basis, based on the TFCA Regional Fund policies .

2. **Electronic Bicycle Locker(s) Projects:** Applications will be evaluated on a first-come- first-served basis.

APPENDIX B: GUIDELINES FOR ELIGIBLE TFCA REIMBURSABLE COSTS

This appendix provides guidance on differentiating and reporting project implementation and administrative costs. The Air District will use the definitions and interpretations discussed below in the financial accounting of the TFCA program. The Air District conducts audits on TFCA-funded projects to ensure that project funds have been spent in accordance with the program guidelines and policies.

Project Implementation Costs

Project implementation costs are charges associated with implementing a TFCA-funded project including:

- Documented hourly labor charges (salaries, wages, and benefits) directly and solely related to implementation of the TFCA project,
- Equipment maintenance costs,
- Shuttle operation costs,
- Contractor labor charges related to the TFCA project, and
- Indirect project implementation costs associated with implementing the project, including reasonable overhead costs incurred to provide a physical place of work (e.g., rent, utilities, office supplies), general support services (e.g., payroll, reproduction) and managerial oversight.

Administrative Project Costs

Administrative project costs are the costs associated with administration of the TFCA grant funding. Administrative project costs that are reimbursable to a project sponsor are limited to a maximum of five percent (5%) of the total TFCA funds received annually. Additionally, any administrative costs that exceed this amount cannot be counted as part of the project sponsor's matching funds.

Administrative project costs are limited to the following:

- Costs associated with administering the TFCA Funding Agreement, including documented hourly labor and overhead costs (salaries, wages, and benefits). Hourly labor charges must be expressed on the basis of hours worked on the TFCA project. Note that costs incurred in the preparation of a TFCA application are not eligible for reimbursement;
- Accounting for TFCA funds;
- Fulfilling all monitoring, reporting, and record-keeping requirements specified in the TFCA Funding Agreement, including the preparation of semi-annual reports, invoices, and final reports; and
- Indirect administrative costs associated with administering the project, including reasonable overhead costs of utilities, office supplies, reproduction and managerial oversight.

Project implementation and Administrative costs that are approved by the Air District will be outlined in Attachment A of the Funding Agreement. The project sponsor may seek reimbursement for these costs by providing proper documentation with project invoices. Such documentation must show how the project implementation costs were calculated, for example, by listing the date when the hours were worked, employee job title, employee hourly pay rates, tasks, and total charges. Documentation of hourly charges may be provided with time sheets or any other generally accepted accounting method to allocate and document staff time.

APPENDIX C: GRANT APPLICATION SUBMITTAL INSTRUCTIONS

1. Complete and submit an online application (note: the application will work best using Google Chrome or Mozilla Firefox browsers):

Shuttle/Feeder Bus Service: <http://www.tfaforms.com/306940>

Regional Ridesharing: <http://www.tfaforms.com/307604>

The applications include the following four parts:

- PART 1: SUMMARY INFORMATION
 - PART 2: DETAILED INFORMATION
 - PART 3. CHECKLIST OF SUPPLEMENTAL DOCUMENTS TO SEND WITH PRINTED COPY OF APPLICATION
 - PART 4. CERTIFICATION AND SURVEY
2. Mail **two printed and signed copies** of the online application AND the required supplemental documents to the Air District at the address below (board resolutions may be submitted after the due date, but no later than February 7, 2014).

Printed copies: Attn: Karen Schkolnick, District Grant Programs Manager
Strategic Incentives Division
BAAQMD
939 Ellis Street, San Francisco, CA 94109

For more information about the **TFCA Regional Fund Program** visit: www.baaqmd.gov/tfcaregional.

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

Website: www.baaqmd.gov/Divisions/Strategic-Incentives.aspx

Email grants@baaqmd.gov

Grants Information Request Line (415) 749-4994

APPENDIX D: INSURANCE GUIDELINES

This appendix provides guidance on the insurance coverage and documentation typically required for TFCA Regional Fund projects. Note that the Air District reserves the right to specify different types or levels of insurance in the funding agreement.

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 the vehicles, vessels, engines or equipment operated by the Project Sponsor.
- b) **Property Insurance** in an amount of not less than the insurable value of Project Sponsor’s vehicles, engines or equipment funded under the Agreement, and covering all risks of loss, damage or destruction of such vehicles, vessels, engines or equipment.
- c) **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 may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.

The table lists the types of insurance coverage generally required. The requirements may differ in specific cases. Project Sponsors should contact the Air District with questions, especially about unusual projects.

Activity	Insurance Required
Operation of shuttles and vanpools	Commercial General Liability Automobile Liability Automobile Physical Damage Workers Compensation
Ridesharing operation	Commercial General Liability