



Bay Area Air Quality
Management District

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

Transportation Fund for Clean Air (TFCA)
Regional Fund

**Guidance, Policies and
Evaluation Criteria**

For Fiscal Year Ending (FYE) 2013

Only open to public agencies

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

October 2012 (updated 10/30/12)

Applications due by 4 P.M. on November 19, 2012

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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



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

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 2013, \$4 million in funds are available for distribution via the Regional Fund for shuttle/feeder bus service, pilot shuttle/feeder bus service, and regional ridesharing projects. **Please note that only public agencies are eligible for funding for these project categories.** 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 have your name added to the TFCA grants distribution list send an email to grants@baaqmd.gov including your name, title, name of organization, e-mail, phone number, and a brief description of funding area(s) of interest.

TFCA REGIONAL FUND PROGRAM REQUIREMENTS

Projects must meet TFCA Regional Fund policies and eligibility criteria approved by the Air District Board of Directors for FYE 2013 in order to be eligible for funding. For a complete listing of requirements, see APPENDIX A: Board Adopted TFCA Regional Fund Policies and Evaluation Criteria for FYE 2013.

Eligible Project Costs

Submittal of an application does NOT guarantee funding. Only costs incurred on or after January 1, 2013 are eligible for reimbursement, and only once a funding agreement is executed.

For shuttle/feeder bus 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., operating a shuttle route, maintaining a ridesharing website). Administrative costs are limited to five percent (5%) of TFCA funds awarded. 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. The Air District is currently exploring options for encouraging the submittal of reports by the deadlines specified in the funding agreement, including the reduction of the final reimbursement if any deadlines are missed.

SUMMARY OF CHANGES FOR THE FISCAL YEAR ENDING 2013 PROGRAM

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

Shuttle/Feeder Bus Project Requirement Clarification

Clarifies the existing requirement that shuttle/feeder bus projects must support and complement the use of existing major mass transit services by linking a transit hub (e.g., rail or Bus Rapid Transit (BRT) station, ferry or bus terminal or airport) to or from a final destination (distinct commercial, employment or residential area).

Documentation of Matching Funds Requirement

Policy #5 now requires project sponsors to provide evidence of all matching funds necessary to complete the project. Therefore, documentation for matching funds is required with an application.

Penalty for Late Reports

Failure to submit any required report on time will result in a financial penalty.

WORKSHOPS AND ASSISTANCE

Workshops

Attendance at workshops is free of cost 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.

Visit the [Shuttles and Ridesharing webpage](#) for updated workshop schedules.

In addition, Air District staff is available to attend meetings of groups of 10 or more to discuss Air District grant opportunities. To schedule a meeting or 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:

- √ Shuttle route is relatively short in distance, provides service to a relatively large high number of riders that otherwise would have driven alone (over a long distance).
- √ 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.

DUE DATE AND APPLICATION REVIEW PROCESS:

Applications are due by **4 P.M. on November 19, 2012**.

The Air District will begin evaluating complete applications received by the submittal deadline. Complete proposals 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 2013

The following policies and evaluation criteria 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 2013.

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 meet a cost-effectiveness (C-E) of \$90,000 per ton. Cost-effectiveness is based on the ratio of TFCA 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	28	\$125,000
Regional Ridesharing	29	\$90,000
Electronic Bicycle Lockers	30	\$90,000
Reserved	31	Reserved
Drayage Truck Replacement Projects	32	\$90,000

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 applicable, 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.
 - 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 an individual 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 identifying the individual authorized to submit and carry out the project.
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 applications evidence of available matching funds from a non-Air District source that equal or exceed at least 10% of the total project cost.

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 in calendar year 2013 or sooner. "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 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 funding 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 Fund 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 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 Program's 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 Program, or otherwise failed to comply with the approved project scope as set forth in the project funding agreement.

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 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 funding.
17. **Duplication:** Projects that have previously received TFCA 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:** Administrative costs (i.e., the costs associated with administering a TFCA grant) are limited to a maximum of five percent (5%) of total TFCA 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 link a mass transit hub (e.g., rail or Bus Rapid Transit (BRT) station, ferry or bus terminal or airport) to or from a final destination. These projects are intended to reduce single-occupancy, commonly-made vehicular trips (e.g., commuting or shopping center trips) by enabling riders to travel the short distance between a mass transit hub and the nearby final destination. The final destination must be a distinct commercial, employment or residential area. The project's route must operate to or from a mass transit hub and must coordinate with the transit schedules of the connecting mass transit services. Project routes cannot replace or duplicate an existing local transit service link. These services are intended to support and complement use of existing major mass transit services.

Shuttle/feeder bus service applicants must be:

- a. A public transit agency or transit district that directly operates the shuttle/feeder bus service;
- b. A city, county, or any other public agency.

The project applicant must submit documentation from the General Manager of the transit district or transit agency that provides service in the area of the proposed route, which demonstrates that the proposed service does not duplicate or conflict with existing service.

Applicants are strongly encouraged to use the cleanest vehicle powered with the best-available technology (e.g., electric, hydrogen) to provide the shuttle/feeder bus service. Eligible vehicle types include:

- a. A zero-emission vehicle (e.g. electric, hydrogen)
- b. An alternative fuel vehicle (e.g. compressed natural gas, liquefied natural gas, propane);

- c. A hybrid-electric vehicle;
 - d. A post-1997 diesel vehicle with a CARB Verified Diesel Emission Control Strategy (e.g., retrofit); or
 - e. A post-1989 gasoline-fueled vehicle.
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 project applicants must also provide data supporting the demand for the service, including letters of support from potential users and providers, and plans for financing the service in the future. Pilot projects must meet and maintain a minimum cost-effectiveness of \$125,000/ton during the first year of operation and a minimum cost-effectiveness of \$90,000 by the end of the second year of operation (see Policy #2). Projects may only receive a maximum of two years of funding under the Pilot designation. Applicants must apply for subsequent funding under the Shuttle/Feeder Bus designation, described above.

Regional Ridesharing

29. **Regional Ridesharing Projects:** 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. Ride matching services must be coordinated with the Metropolitan Transportation Commission's regional ridesharing program. 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:** Funding is 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 funding.

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

31. **Reserved.**

Drayage Truck Replacement Projects

32. **Drayage Truck Replacement Projects:** Projects that replace Class 8 (33,001 lb GVWR or greater) drayage trucks with engine Model Years (MY) of 2004, 2005 or 2006 with trucks that have engines certified to 2007 California Air Resources Board (CARB) emissions standards or cleaner are eligible for funding. The existing trucks with the 2004, 2005, or 2006 engines must be registered with the California Department of Motor Vehicles (DMV) and with the CARB drayage truck registry to a Bay Area address, and must be taken out of service after replacement.

REGIONAL FUND EVALUATION CRITERIA:

1. **Shuttle/Feeder Bus Services and Ridesharing Projects:** Complete applications received by the submittal deadline that meet the eligibility criteria, 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 Services and Ridesharing project applications received after the submittal deadline on a first-come-first-served basis, based on the TFCA policies, based on cost-effectiveness.

- 2. Electronic Bicycle Locker(s) and Drayage Truck Replacement Projects:** Applications will be evaluated on a first-come-first-serve basis.

APPENDIX B: GUIDELINES FOR ELIGIBLE TFCA REIMBURSABLE COSTS

The Transportation Fund for Clean Air (TFCA) enabling legislation allows the vehicle registration fees collected for the program to be used for project implementation costs, as well as administrative project costs.

This appendix provides guidance on differentiating and reporting these 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 the 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.

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 administrating 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

Submit copies of application materials as specified in the table below:

<i>Part</i>	<i>Application Part</i>	<i>Required Document Format</i>	<i>Submittal Instructions</i>
1	SUMMARY INFORMATION	Microsoft Excel spreadsheet	Two (2) hard copies, mail or hand deliver, AND email to grants@baaqmd.gov .
2	PROJECT BUDGET	Microsoft Excel spreadsheet	Two (2) hard copies, mail or hand deliver, AND email to grants@baaqmd.gov .
3*	PROJECT DESCRIPTION	Microsoft Word document	Two (2) hard copies; mail or hand deliver
4*	PROJECT TYPE-SPECIFIC INFORMATION	Microsoft Word document	Two (2) hard copies; mail or hand deliver
5*	CLEAN AIR POLICIES AND PROGRAMS	Microsoft Word document	Two (2) hard copies; mail or hand deliver
6*	ATTACHMENTS	Microsoft Word document	Two (2) hard copies; mail or hand deliver
7*	CERTIFICATION AND SURVEY	Microsoft Word document	Two (2) hard copies; mail or hand deliver

* Parts 3-7 sent by email and/or by fax will not be accepted.

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

Email: grants@baaqmd.gov

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