



BOARD MEETING DATE: September 1, 2017

AGENDA NO. 11

**PROPOSAL:** Approve Contract Awards and Modification and Issue Solicitation Approved by MSRC

**SYNOPSIS:** The MSRC previously released an RFP to solicit technical advisor services. The MSRC unanimously awarded the contract to Raymond Gorski as part of their FYs 2016-18, 2018-19, and 2019-20 AB 2766 Discretionary Fund Work Programs. Additionally, as part of their FYs 2016-18 Work Program, the MSRC approved new contracts under the Major Event Center Transportation and Natural Gas Infrastructure Programs. The MSRC also approved a modification to a contract under the Near-Zero Engine Incentive Program as part of their FYs 2014-16 Work Program, and the release of an Invitation to Negotiate for a Local Government Partnership Program as part of their FYs 2016-18 Work Program. At this time the MSRC seeks Board approval of the contract awards and modification and to release the solicitation.

**COMMITTEE:** Mobile Source Air Pollution Reduction Review, August 17, 2017, Recommended for Approval

**RECOMMENDED ACTIONS:**

1. Approve contract award totaling \$350,000 to Raymond Gorski for technical advisor services for a 27-month term beginning October 1, 2017 and ending December 31, 2019, as described in this letter and as follows:
  - a. 75% of the contract amount, or \$262,500, to be divided proportionally between the FYs 2016-18 Work Program, the FY 2018-19 Work Program, and the FY 2019-20 Work Program (\$87,500 to FYs 2016-18 Work Program, \$116,667 to FY 2018-19 Work Program, and \$58,333 to FY 2019-20 Work Program); and
  - b. 25% of the contract amount, or \$87,500, divided proportionally between the FYs 2017-18, 2018-19, and 2019-20 Administrative Budgets (\$29,167 from the FY 2017-18 Budget, \$38,889 from the FY 2018-19 Budget, and \$19,444 from the FY 2019-20 Budget).
  - c. Authorize the MSRC the authority to incorporate and exercise an option clause in the contract with Raymond Gorski for an additional two-year term for services

from January 1, 2020 to December 30, 2021, subject to funding approval by the MSRC and SCAQMD Governing Board at a later date;

2. Approve contract award to Foothill Transit in an amount not to exceed \$100,000 to provide special transit service to the Los Angeles County Fair for 2017 and 2018 under the Major Event Center Transportation Program, with funding for the second year contingent upon an assessment of the first year's performance, as part of approval of the FYs 2016-18 Work Program, as described in this letter;
3. Approve contract award to Penske Truck Leasing in an amount not to exceed \$82,500 for maintenance facility modifications and technician training under the Natural Gas Infrastructure Program, as part of approval of the FYs 2016-18 Work Program, as described in this letter;
4. Approve modified contract with Omnitrans under the Near-Zero Engine Incentive Program, substituting the re-power of 39 buses with near-zero engines for the purchase of 39 buses equipped with near-zero engines, as part of approval of the FYs 2014-16 Work Program, as described in this letter;
5. Issue Program Opportunity Notice/Invitation to Negotiate for the Local Government Partnership Program, as part of approval of the FYs 2016-18 Work Program, with a targeted funding level of \$21,180,650, as described in this letter and in the attached;
6. Authorize MSRC the authority to adjust contract awards up to five percent, as necessary and previously granted in prior work programs; and
7. Authorize the Chairman of the Board to execute new and modified contracts under FYs 2014-16, 2016-18, 2018-19 and 2019-20 Work Programs, as described above and in this letter.

Greg Pettis,  
Chair, MSRC

MMM:FM:CR

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### **Background**

In September 1990 Assembly Bill 2766 was signed into law (Health & Safety Code Sections 44220-44247) authorizing the imposition of an annual \$4 motor vehicle registration fee to fund the implementation of programs exclusively to reduce air pollution from motor vehicles. AB 2766 provides that 30 percent of the annual \$4 vehicle registration fee subvented to the SCAQMD be placed into an account to be allocated pursuant to a work program developed and adopted by the MSRC and approved by the Board.

In October 2016, the MSRC selected initial categories for the FYs 2016-18 Work Program. At its August 17, 2017 meeting, the MSRC considered recommended awards under the Natural Gas Infrastructure and Major Event Center Transportation Programs, as well as an award for Technical Advisor services. The MSRC also considered the issuance of a solicitation for the Local Government Partnership Program, and a

modification to a contract under the Near-Zero Engine Incentive Program. Details are provided below in the Proposals section.

### **Outreach**

In accordance with SCAQMD's Procurement Policy and Procedure, public notices advertising the Local Government Partnership Invitation to Negotiate (ITN) will be published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin. In addition, the solicitation will be advertised in the Desert Sun newspaper for expanded outreach in the Coachella Valley. Public notices advertising the Natural Gas Infrastructure and Major Event Center Transportation Programs and Technical Advisor services were likewise published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, Riverside County Press Enterprise, and Desert Sun newspapers.

Additionally, potential bidders may be and past bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the solicitation will be and notice of past solicitations was e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's Website (<http://www.aqmd.gov>). Further, the solicitation will be and past solicitations were posted on the MSRC's website at <http://www.cleantransportationfunding.org> and electronic notifications will be and past electronic notifications were sent to those subscribing to this website's notification service.

### **Proposals**

At its August 17, 2017 meeting, the MSRC considered recommendations from its MSRC-TAC and approved the following:

#### **Technical Advisor Services**

The MSRC retains an independent contractor to provide technical assistance in support of the Work Program. In June 2017, the MSRC released an RFP for technical advisor services. The RFP established the following scoring criteria: Technical Qualifications/Experience; Technical Approach; Proposed Cost; and Past Performance. Two proposals were received by the closing date of July 13, 2017. Proposals were evaluated by a panel of members of the MSRC-TAC. The MSRC awarded a contract to Raymond Gorski for a 27-month term beginning October 1, 2017 and ending December 31, 2019. The contract will also include an option clause to be exercised at the MSRC's discretion, for a subsequent two-year term which would include a 3.8% increase, subject to funding approval by the SCAQMD Board at a later date. Funding specifics for the first 27-month term are as follows:

- a. 75% of the contract amount, or \$262,500, to be divided proportionally between the FYs 2016-18 Work Program, the FY 2018-19 Work Program, and the FY 2019-20 Work Program (\$87,500 to FYs 2016-18 Work Program, \$116,667 to FY 2018-19 Work Program, and \$58,333 to FY 2019-20 Work Program); and

- b. 25% of the contract amount, or \$87,500, divided proportionally between the FYs 2017-18, 2018-19, and 2019-20 Administrative Budgets (\$29,167 from the FY 2017-18 Budget, \$38,889 from the FY 2018-19 Budget, and \$19,444 from the FY 2019-20 Budget).

#### FYs 2016-18 Major Event Center Transportation Program (PA2017-05)

As part of its FYs 2016-18 Work Program, the MSRC allocated \$5,000,000 for event center transportation programs and released Program Announcement #PA2017-05. The Program Announcement solicits applications from qualifying major event centers and/or transportation providers to provide transportation service for venues not currently served by sufficient transportation service. To date, the MSRC has awarded a total of \$1,337,494. The MSRC considered recommendations concerning an additional application submitted by Foothill Transit. Foothill Transit requested the MSRC to consider an award of \$100,000 to provide special transit service to the Los Angeles County Fair in 2017 and 2018. Service would be provided from the Azusa Gold Line Station on Saturdays and Sundays during the Fair, as well as the Labor Day holiday on September 4, 2017, providing service from one hour prior to the Fair opening and with the last bus departing 40 minutes following the Fair's closure at midnight. Service would promote the use of public transit, including bus and (by connection) rail, in lieu of personal automobile. Foothill Transit and the LA County Fair would contribute at least \$100,000 in co-funding. The MSRC approved a contract award to Foothill Transit in an amount not to exceed \$100,000 with the funding for the second year contingent upon an assessment of the first year's performance and requiring the collection of sufficient data to help determine the effectiveness of the project as part of the FYs 2016-18 Work Program.

#### FYs 2016-18 Natural Gas Infrastructure Program

The MSRC approved release of Program Announcement #PA2017-07 under the FYs 2016-18 Work Program. The Program Announcement, with a targeted funding level of \$4.0 million, provides funds for new and expanded natural gas stations, as well as for the upgrade of existing vehicle maintenance facilities and technician training. Stations will be eligible for up to 50 percent of station capital equipment, site construction, signage, and reasonable project management costs, not to exceed the specified maximum award amounts. The maximum MSRC funding per project varies from \$100,000 to \$275,000 depending upon whether the applicant is a public or private entity, accessibility level of the proposed project, and the number of fuels offered. Additionally, projects may be eligible for a \$100,000 bonus if they commit to use at least 50% renewable natural gas for a minimum of five years. The RFP includes an open application period commencing with its release on June 2, 2017, and closing June 30, 2018. To date, the MSRC has received one application in response to this solicitation. The MSRC approved a contract award to Penske Truck Leasing in an amount not to exceed \$82,500 for maintenance facility modification and technician training as part of the FYs 2016-18 Work Program.

### FYs 2014-16 Near-Zero Engine Incentive Program

In December 2016, the MSRC approved an award to Omnitrans in an amount not to exceed \$945,000 for the purchase of 39 new buses and the re-power of 24 existing buses with engines meeting the California Air Resources Board's 0.02 g/bhp-hr Optional Standard for NOx. Omnitrans has subsequently determined that it would be more cost-effective for them to substitute the re-power of 39 buses for the 39 bus purchases, for a total of 63 re-powers. For transit buses, the MSRC's "Near-Zero" Engine Incentive Program provides \$15,000 per engine regardless of whether the new engine is equipped in a new bus, or is installed in an existing bus. There would be no change in the emissions reductions associated with the project, or its air quality cost-effectiveness. The MSRC considered and approved Omnitrans' requested contract modification.

### FYs 2016-18 Local Government Partnership Program

The MSRC approved release of Local Government Partnership PON2018-01 under the FYs 2016-18 Work Program. The ITN, with a targeted funding level of \$21,180,650, focuses on providing funds for projects to support SCAQMD's 2016 AQMP. Cities and counties which have opted into the AB 2766 motor vehicle registration surcharge fee program are eligible to participate. The majority of participants would be allocated maximum funding equivalent to their annual AB 2766 Subvention Fund allocation; however, those whose annual Subvention Fund allocation is less than \$50,000 would be eligible to receive a maximum of \$50,000, and the maximum allocation for any single city or county would be \$3,000,000. MSRC funding could be used for light-duty zero emission vehicle purchases and leases; medium- and heavy-duty zero emission vehicle purchases, near-zero emission heavy-duty alternative fuel vehicle purchases and repower, electric vehicle charging station installation, and construction or expansion of alternative fuel refueling infrastructure, subject to match funding requirements as outlined in the ITN. Additionally, those jurisdictions eligible for a maximum contribution of \$50,000 would have the option to pursue traffic signal synchronization, bicycle active transportation, and first mile/last mile strategies. All participating jurisdictions will also need to present a brief educational presentation concerning the 2016 AQMP, as provided by the MSRC, to their Council or Board. The ITN includes an open application period commencing with its release on September 1, 2017, and closing March 2, 2018, and projects will be brought to the MSRC for consideration of awards throughout and immediately following the application period.

At this time, the MSRC requests the SCAQMD Board to approve the contract awards and modification and to approve release of the ITN as part of approval of the FYs 2014-16, 2016-18, 2018-19 and 2019-20 AB 2766 Discretionary Fund Work Programs as outlined above. The MSRC also requests the Board to authorize the SCAQMD Chairman of the Board the authority to execute all agreements described in this letter. The MSRC further requests authority to adjust the funds allocated to each project specified in this Board letter by up to five percent of the project's recommended funding. The Board has granted this authority to the MSRC for all past Work Programs.

**Resource Impacts**

The SCAQMD acts as fiscal administrator for the AB 2766 Discretionary Fund Program (Health & Safety Code Section 44243). Money received for this program is recorded in a special revenue fund (Fund 23) and the contracts specified herein, as well as any contracts awarded in response to the solicitation, will be drawn from this fund.

**Attachment**

Program Opportunity Notice & Invitation to Negotiate PON2018-01 – Local Government Partnership Program



**Announcing the MSRC's Clean Transportation Funding™**

***2017 Local Government  
Partnership Program***

**A Funding Partnership with Cities & Counties to “Jumpstart”  
Implementation of the  
SCAQMD's 2016 Air Quality Management Plan**

**Program Opportunity Notice & Invitation to Negotiate**

**PON2018-01**

**September 1, 2017**

## I INTRODUCTION

Since the inception of the MSRC's Clean Transportation Program more than 25 years ago, significant progress has been made in reducing emissions from motor vehicles, especially as it pertains to vehicle exhaust emissions. Emissions from motor vehicles, including light, medium, and heavy-duty vehicles, are on the order of 90% cleaner today as compared to 25 years ago, and overall air quality has improved measurably within the South Coast AQMD.

While measureable progress has been made in reducing vehicle emissions, the South Coast region still fails to meet federally mandated air quality standards. These standards for smog-forming pollutants will become even stricter by year 2023 – only eight years away. According to the South Coast AQMD, air pollutant emissions must be reduced by an additional 75% in order to meet the 2023 federal ozone standard.

While our air quality challenges are daunting, a roadmap to achieve these mandated reductions in smog-forming pollutants exists. The 2016 Air Quality Management Plan (AQMP) is the regional blueprint for achieving the federal air quality standards for healthful air.

The 2016 AQMP recognizes the critical importance of working with other agencies to develop funding and incentives that encourage the accelerated transition to cleaner vehicles and mobility strategies. As a means to “jumpstart” the awareness of, and, most importantly, the implementation of proven air quality improvement measures as outlined in the 2016 AQMP, the MSRC is offering to partner directly with cities and counties within the South Coast AQMD on a new, innovative **Local Government Partnership Program**. This new program emphasizes an accelerated transition to zero and near-zero vehicles along with essential supporting infrastructure.

The Local Government Partnership Program represents an evolution of prior MSRC programs such as the Local Government Match Program. While the Local Government Match Program was successfully implemented for over 17 years, the new Local Government Partnership Program seeks to improve upon the prior program in the following ways:

- Increases participation of cities and counties within the South Coast District – while both the prior Local Match and the new Partnership Program are voluntary, the Local Government *Partnership* Program ***SETS ASIDE A PRO-RATA SHARE OF MSRC FUNDING FOR EACH CITY AND COUNTY WITHIN THE SOUTH COAST AQMD WHO PARTICIPATE IN THE AB 2766 MOTOR VEHICLE REGISTRATION FEE PROGRAM.***
- Directly supports implementation of the South Coast District's 2016 AQMP by ***FOCUSING MSRC INVESTMENTS ON AQMP MEASURES.***
- Educates local government leadership on our air quality challenges and the regional blueprint for achieving healthful air for all residents.
- Leverages other sources of available funding

This document explains - step by step – how to partner with the MSRC and secure funding to implement clean air projects in your jurisdiction. It is designed to place a minimum administrative burden on local government staff while having the necessary safeguards built in to ensure integrity of the AB 2766 motor vehicle registration fee programs. Each city and county that chooses to accept the MSRC's partnership offer will be directly



supporting the South Coast District's AQMP measures and will contribute a direct and tangible air pollution reduction benefit to our region.

## II PARTNERSHP OPPORTUNITY

The purpose of this Program Opportunity Notice and Invitation to Negotiate is to partner with cities and counties that already participate in the AB 2766 Subvention Fund Program and to offer MSRC Clean Transportation Funding, also known as AB 2766 Discretionary Funding, as a means to leverage both funds to implement 2016 AQMP measures.

This Local Government Partnership Program is unique in that it is not a competitive procurement – the MSRC has already set aside a pro-rata funding amount for each city and county to participate. This funding allocation is based upon the amount of AB 2766 Subvention Funds each jurisdiction receives, subject to an adjustment factor explained below. Note that AB 2766 Subvention Funds are distributed on a *population basis* as opposed to the number of vehicle registrations within a given jurisdiction.

The 2016 South Coast AQMP places a strong emphasis on accelerating the transition to zero and near-zero motor vehicles. For that reason, this funding opportunity from the MSRC has a focus on zero and near-zero emission vehicles and their supporting infrastructure. However, the MSRC recognizes that smaller jurisdictions that receive a relatively smaller AB 2766 funding allocation may not be positioned to pursue a zero emission fleet transition at this time. For this reason, the MSRC affords smaller jurisdictions greater flexibility to pursue air quality improvement strategies in addition to zero and near-zero emission vehicles and infrastructure. This is explained in subsequent sections of the Program Opportunity Notice.

In addition to the direct air quality benefits that will be achieved through participation in the MSRC Local Government Partnership Program, the MSRC also wants to use this opportunity as a means to educate local governments on the MSRC's mission, the SCAQMD's 2016 AQMP and its air quality improvement measures, and to increase awareness of other sources of incentive funding available to leverage AB 2766 funds and local jurisdictions' general funds to further and more rapidly implement the SCAQMD's clean air roadmap. Thus, a key element of the Local Government Partnership Program is the Education component. Working together, the MSRC and local governments can leverage local, state, and federal funding opportunities to more broadly and more rapidly realize the goals of the 2016 AQMP on a broad, regional basis.

### A. How the MSRC Funding is Allocated

MSRC Funding available under the Local Government Partnership Program is allocated to cities and counties on a population basis, subject to the following modifications:

- Cities and Counties that receive an annual allocation of AB 2766 Subvention Funds less than \$50,000 are eligible to receive an MSRC Partnership match of \$50,000. Thus, the MSRC increases the amount of funding for small jurisdictions to ensure sufficient funds are available to implement a meaningful air pollution reduction project(s);
- Larger jurisdictions that receive a population-based AB 2766 Subvention Fund allocation greater than or equal to \$50,000 are eligible to receive a “dollar for dollar” MSRC funding allocation;

- The maximum amount of funding any single city or county will receive from the MSRC is \$3,000,000; thus, the MSRC Partnership match is capped at \$3M.

## B. Eligible Project Categories

The following are the eligible project types for which an MSRC Funding contribution can be sought by participating cities and counties. Note that there are two categories of eligible projects – those for cities and counties that are eligible to receive MSRC funding at the \$50,000 level, and those cities and counties with larger populations that are eligible to receive a greater pro-rata funding share.

1. Cities and Counties Eligible for an MSRC Funding Contribution Greater than \$50,000: Cities and counties with larger populations are required to propose projects related to the purchase and/or support of zero and near-zero emission vehicles. The following are eligible project categories:
  - **Light-duty Zero Emission Vehicle Purchases or Leases** – This supports cities’ and counties’ acquisition of zero emission light duty fleet vehicles, including battery-electric and fuel cell vehicles. MSRC funding can be used to fund up to a maximum of 50% of a qualifying vehicle’s net<sup>1</sup> purchase price, or up to \$10,000 per vehicle, whichever is less. For the purpose of this eligible project category, “light-duty” is defined as having a gross vehicle weight rating (GVWR) of 8,500 pounds or less.
  - **Medium & Heavy-Duty Zero Emission Vehicle Purchases** – This supports cities and counties in acquiring medium and heavy-duty fleet vehicles, including utility vehicles, transit-style electric buses, etc. MSRC funding can be used to fund up to a maximum of 50% of a qualifying vehicle’s net purchase price, or up to \$100,000 per vehicle, whichever is less. For the purpose of this eligible project category, vehicles must have a GVWR of 8,501 pounds or greater.
  - **Near-Zero Emission Heavy-Duty Alternative Fuel Vehicle Purchases & Repowers** - This supports cities and counties in acquiring heavy-duty fleet vehicles equipped with an engine certified by the California Air Resources Board to the Optional NOx standard of 0.02 g/bhp-hr. MSRC funding can be used to fund up to a maximum of 50% of a qualifying vehicle’s net purchase price, or up to \$25,000 per vehicle, whichever is less. For the purpose of this eligible project category, vehicles must have a GVWR of 14,001 pounds or greater.
  - **Electric Vehicle Charging Infrastructure (EVSE) Installation** – including the costs to purchase and install EVSE to support increasing numbers of electric and plug-in hybrid vehicles. For the purpose of this eligible category, the MSRC will contribute:
    - Up to 50% of the total EVSE cost for private access EVSE, which is for the dedicated use of the proposing entities(s), and;
    - Up to 75% of the cost of publicly accessible EVSE.
  - **Alternative Fuel Refueling Infrastructure New Construction or Expansion** - including the costs to purchase and construct natural gas or hydrogen refueling infrastructure, including expansion of

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<sup>1</sup> Purchase price after any manufacturer, federal, and State rebates and incentives

existing natural gas or hydrogen refueling infrastructure, to support low-emission and near-zero natural gas vehicles and zero emission fuel cell vehicles. For the purpose of this eligible category, the MSRC will contribute:

- Up to 25% of the total cost for private access refueling infrastructure, up to a maximum MSRC contribution of \$350,000 per station, and;
- Up to 50% of the cost of publicly accessible refueling infrastructure, up to a maximum MSRC contribution of \$500,000 per station.

2. Cities & Counties Eligible for a Maximum MSRC Funding Contribution of \$50,000: Cities and counties with smaller populations as described in Section A may propose to implement any of the zero and near-zero vehicle and infrastructure eligible projects discussed under subsection 1., above. In addition, smaller jurisdictions are also entitled to request MSRC funds for the following additional eligible project categories:

- **Traffic Signal Coordination and Synchronization Projects** – including arterial corridor traffic signal coordination, multi-jurisdictional traffic signal coordination, adaptive onramp metering, and expansion and limited upgrades to existing traffic management/operations centers.
- **Bicycle Active Transportation Projects** – including the following bicycle projects: a) Class I, II, and IV bicycle facility installations; b) Bike share programs; c) Bicycle detection system installations at intersections; d) Bike stations, including bicycle lockers and racks; and e) Bicycle Campus projects.
- **First Mile/Last Mile Strategies** – This category is limited to transportation strategies that provide transportation connectivity options to increase utilization of public transportation for the benefit of the general public. Note that this category is not intended to support employee rideshare programs.

When implementing a project(s) from this subsection, jurisdictions are required to provide total project co-funding of at least 50%.

### C. Match Funding Requirements – Project Contributions from Participating Cities & Counties

As noted above, the MSRC will contribute a portion of an eligible project’s total cost – the balance of a project’s cost must be borne by the participating city or county. It is the express desire of the MSRC that participating cities and counties use – to the maximum extent possible – their AB 2766 Subvention Funds as a match to MSRC funds. However, there is no restriction on the source of match funding brought to a project by a participating city or county.

Also, the MSRC encourages participating cities and counties to seek additional sources of incentive funding to augment project implementation. Multiple incentive programs are available at the local, state, and federal level to support the acquisition of zero and near-zero emission vehicles. The goal is to leverage additional funding sources to accelerate implementation of AQMP measures. A listing of relevant additional funding sources can be found on the MSRC’s website at [www.cleantransportationfunding.org](http://www.cleantransportationfunding.org).

### III LOCAL GOVERNMENT PARTNERSHIP/AQMP JUMPSTART PROGRAM - REQUIREMENTS & CONDITIONS

The MSRC's Local Government Partnership Program has been designed to reduce administrative burdens on city and county staff while ensuring conformance to all applicable SCAQMD regulations and MSRC policies. The following requirements and conditions apply to each city and county that chooses to participate in the AQMP Jumpstart Program:

1. **Earliest Date for an MSRC Co-funded Project to Commence** – The release date of this Invitation to Negotiate, September 1, 2017, is the earliest date work on a project can commence and be potentially eligible for MSRC funding. *This only applies to project implementation costs for which MSRC funding is sought – previous coordination planning or other project components conducted using other funding sources are not subject to this requirement.*

Please note that any expenditure made in anticipation of an award of MSRC funding prior to contract execution is solely at the applicant's risk. If no contract is executed, neither the MSRC nor SCAQMD is liable for payment of any funds expended in anticipation of a contract. Please note that in the event a contract is executed, reimbursement for any costs incurred by the proposer in anticipation of the contract is at the discretion of the MSRC and SCAQMD.

2. **Eligibility Requirements** – Cities and counties that have opted in to the AB 2766 Subvention Fund motor vehicle registration fee program are eligible to participate in the MSRC's Local Government Partnership Program. The South Coast AQMD has predetermined the eligibility status of each city and county within the South Coast region. The SCAQMD is the responsible public agency for the disbursement of AB 2766 Subvention Fund revenues.
3. **Partnering with Other Jurisdictions** - Teaming by cities and/or counties, and the pooling of MSRC Local Government Partnership funds is allowable as a means to implement joint projects of mutual benefit to the participating jurisdictions. Please note that a lead team member must be designated for the purpose of application submittal and contracting. If desired, multiple cities and/or counties may form a Joint Powers Authority (JPA) for the purpose of application submittal and contracting. Please note that all members of the JPA must meet the eligibility requirements of the preceding paragraphs. A letter designating the lead agency and authorizing such agency to act on behalf of a jurisdiction's interests must be submitted from each participating city and/or county as an element of the project application.
4. **Project Completion Deadlines** – All projects should be designed such that they can be fully implemented within 60 months of contract execution.
5. **Reporting Requirements** – The reporting requirements established for the Program are intended to ensure adequate monitoring of the use of public funds, while avoiding the imposition of excessive reporting burdens on the funding recipients. Individual reporting requirements will be a function of the type of project proposed; however, reporting typically includes quarterly progress reports as well as a concise Final Report.
6. **Audit Requirements** – In accordance with state law, all projects funded with MSRC **Clean Transportation Funding™** are subject to audit. It is highly recommended that applicants employ standard government accounting practices when administering their MSRC co-funded project.

## 7. Additional Requirements & Conditions on MSRC Local Government Partnership Program Funding

- Projects funded under the MSRC Local Government Partnership Program are not eligible to receive additional MSRC funds under any other current or future MSRC Work Program solicitation;
- Projects awarded MSRC funding under a previous Work Program are not eligible to receive additional MSRC funding under this Program;
- MSRC funding over and above the original contract amount will not be available for any reason, including project cost overruns. Participating cities, counties, and JPAs must use funding sources other than MSRC funds to cover foreseen or unforeseen project cost increases;
- Project management costs necessary to implement demonstration projects are allowable; however, the MSRC reserves the right to reduce or delete project management costs that appear excessive;
- MSRC funds will be distributed on a reimbursement basis upon completion of the approved project milestone and submittal of all required reports and invoices;
- Certificate of Insurance or Letter of Self Insurance - All cities, counties, and JPAs that accept an MSRC funding award must provide a Certificate of Insurance or Letter of Self Insurance within 45 days of notification of a funding award.

## IV HOW TO PARTICIPATE – STEP BY STEP INSTRUCTIONS

In order to participate in the MSRC Local Government Partnership Program, jurisdictions must complete the following Program Application steps:

1. **Participate in the MSRC Hosted Applicant Workshop/Webcast** – this webcast will explain in more detail the requirements to participate in the MSRC’s Local Government Partnership/AQMD Jumpstart Program. Note that participation in the webcast is *voluntary*; however, participation is encouraged.  
  
**The webinar will take place on Tuesday, October 3 at 10:00 am. Access information will be posted on the MSRC website prior to the meeting. Alternatively, prospective participants may attend in person in Conference Room GB at the SCAQMD headquarters at 21865 Copley Drive, Diamond Bar, California.**
2. **Download the MSRC-provided PowerPoint Presentation from the MSRC Website at [www.Cleantransportationfunding.org](http://www.Cleantransportationfunding.org).** This brief presentation must be presented to each participating City Council or Board of County Supervisors to be eligible to receive MSRC funding.
3. **Obtain a Resolution or Minute Action Documentation** - All applications submitted under the Local Government Partnership Program must include a copy of an approved Resolution or Minute Action from the City Council or County Board of Supervisors of the lead agency that:
  - a) Acknowledges receipt of the MSRC-supplied presentation from city or county staff;
  - b) Authorizes the proposed project; and
  - c) Allocates the necessary matching funds.
4. **Prepare a Project Implementation Plan** - This application element outlines the specific projects or programs for which MSRC funding is sought, subject to the eligible project categories outlined in Section

II.B, above. The information provided will be the primary source material for the development of a sole-source contract Statement of Work.

5. **Proposed Budget** – This application element delineates how the participating city or county proposes to invest their allocation of MSRC **Clean Transportation Funding™** in support of eligible AQMP measures. It is preferred that cities and counties provide cost information at the “per project” level. Note that the goal of the MSRC is to significantly leverage **Clean Transportation Funding™**; thus, participating cities and counties are encouraged to maximize the use of other funding sources to expand project scope and accelerate implementation of South Coast AQMP measures.
6. **Implementation Schedule** – This final application element requests the submittal of a schedule depicting key milestones, anticipated project completion dates, etc. The goal of the MSRC is to have all projects completed within 60 months of contract execution.

## V APPLICATION SUBMITTAL

Applications to participate in the MSRC’s Local Government Partnership Program can be submitted by a city, county, or eligible JPA between the dates of September 1, 2017 and March 2, 2018. As this is a sole source solicitation, the MSRC reserves the right to modify the proposal acceptance period at their discretion, including granting additional proposal preparation time without penalty.

**Applications must be submitted electronically in PDF format using the MSRC Website.** We believe this benefits the applicant, the MSRC staff, and the environment. A tutorial has been developed to walk applicants step by step through the electronic application submittal process. This tutorial is available on the MSRC Website at [www.cleantransportationfunding.org](http://www.cleantransportationfunding.org). Look for the tutorial on the “Proposal Process – Upload Proposal” page.

## VI PARTICIPATION APPLICATION REVIEW, ACCEPTANCE, & CONTRACTING

A Subcommittee of the MSRC Technical Advisory Committee (MSRC-TAC) will evaluate each application received for conformance to Program requirements. The Subcommittee will make recommendations to the full MSRC-TAC, who will in turn advise the MSRC. Upon approval by the MSRC, a sole-source contract will be negotiated between the SCAQMD on behalf of the MSRC and each participating city, county, and JPA. Applications will be evaluated as received.

If you have any questions regarding this funding opportunity or this Program Opportunity Notice and Invitation to Negotiate, please contact one of the MSRC staff members listed below:

Cynthia Ravenstein  
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