

REQUEST FOR APPLICATIONS

Division of Air Quality

**Clean Fuel Vehicle Technology Grant Application Guidance  
Document**

Date of Issue: October 24, 2016

Division of Air Quality  
Department of Environmental Quality

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## **I. INTRODUCTION**

The Utah Division of Air Quality (DAQ), a division within the Utah Department of Environmental Quality (DEQ), is soliciting proposals from businesses, nonprofits, and local government entities for projects that can benefit from funding provided by the Clean Fuel Vehicle (CFV) Program.

## **II. BACKGROUND**

As the government entity responsible for air quality regulation for the State of Utah, DAQ is interested in providing tools and opportunities to private businesses, nonprofits, and government entities that help them develop and implement strategies that reduce vehicle emissions and improve air quality. One of these opportunities is the CFV Program.

The CFV Program, funded through the Clean Fuels and Vehicle Technology Fund, provides:

- Grants for the purchase or conversion of clean fuel vehicles
- Grants for the purchase of clean fuel refueling equipment

## **III. AWARD LIMITATIONS**

DAQ will make available \$350,000 for grants to any successful applicant as long as the combined total of awards does not exceed the balance in the fund. Grants that cover the cost of converting vehicles to a cleaner burning fuel or the purchase of an original equipment manufacturer (OEM) vehicle may not exceed half the cost of the vehicle conversion or the incremental cost to purchase an OEM vehicle, minus the amount of the tax credit received. Awards for applicants applying for both grant funds will not exceed the actual cost of the approved project minus the amount of any tax credit claimed.

The minimum award for any project is \$5,000. The maximum award for any project is \$200,000. This applies to both public and private entities. For grant awardees, the maximum number of vehicles purchased, converted, or retrofitted cannot exceed 100.

Applicants will have a maximum of two years from the award date to complete each project. **Equipment purchased or projects completed before the award date of January 26, 2017, will not be eligible.**

## **IV. ELIGIBILITY**

**Entity:** Governments, businesses, and nonprofits are eligible for project funding.

**Equipment:** New OEM vehicles, converted vehicles, and refueling equipment dispensing clean fuels are all eligible. Hybrid-electric vehicles are also eligible.

**Certification:** Converted vehicles using clean fuel must demonstrate emissions reductions defined by statute (19-401 Utah Code annotated).

**Application:** Applications must be completely filled out and submitted by Wednesday, December 14, 2016.

## **V. PROPOSAL SUBMISSION CRITERIA**

Proposals will be evaluated and ranked by a selection committee. Attachment A is a sample of the grant score sheet each committee member will fill out for each proposal received. In order to score each applicant thoroughly, DAQ asks that applicants only submit responses in the provided application form. The committee will not review any attachments that have not been requested.

## Work Plan

Applicants must include a Work Plan detail in their applications. The Work Plan information will not be scored but is essential for helping the committee understand the details of the project. Please prepare a detailed Work Plan which includes the following items:

- Project description (i.e., work completed to date, general location of project, market studies, etc.)
- Budget and cost breakdown for the project
- Milestone chart that also lists when project deliverables will be ready (Note: Projects completed prior to the upcoming award date of January 26, 2017, will not be eligible)

For the 2016-17 award years, committee members will score each of the following categories. (Refer to Attachment A for specific score amounts). The following criteria<sup>1</sup> will be considered when prioritizing and awarding grants. Please include all requested information below:

### Feasibility and Practicality

Please answer or address the following questions:

#### For infrastructure projects

Is there a market for the proposed project?

How long do you plan to keep the equipment?

Why is the location you've chosen for your project more feasible or practical than another location?

#### For vehicle-related projects:

Why did you select the technology chosen?

How long do you plan to keep the project vehicles or equipment?  
Please list mileage and time.

Why is the location you've chosen for your project more feasible or practical than another location?

### Financial Need

Please answer or address the following questions:

(\*Note: In addition to providing the following information for this section, please make sure to complete pages 12-17 of the Preliminary Approval Application).

- Describe the financial need of your business or organization.
- Can your project proceed without funds from the Clean Fuels and Vehicle Technology Grant? If not, what is the minimum amount of funding needed to complete the project?

### Availability of Additional Funds

Please answer or address the following question:

- For all projects: are there other monies you will be using to complete your project? If so, please list the sources and amounts.

### Environmental and Community Benefit

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<sup>1</sup> DAQ reserves the right to stop the selection process at any time if it is considered to be in the best interest of the Division. The Division also reserves the right to reject any or all proposals submitted.

Please answer or address the following questions:

- What are the environmental benefits to the State and local community where the project will take place?
- How will your project make a difference to the community?
- For refueling infrastructure projects only: how accessible is the facility to the general public (i.e. location, hours of operation, etc.)?

### **Creditworthiness**

Authorization is required on page 16 of the application for DAQ to utilize credit reports for businesses and nonprofits submitting applications for funding. DAQ will procure the report.

In addition to the balance sheet information that must be filled out 1) as of 12/31/2014 (pages 12-13) and 2) as of 12/31/2015 (pages 14-15), please provide the following documents:

#### For business entities:

- Provide current audited financial statement reports or fill out the balance sheet information 1) as of 12/31/2014 (pages 12-13) and 2) as of 12/31/2015 (pages 14-15).
- Provide corporate federal and State income tax returns for the last two calendar years (2014 and 2015). If the owner(s) has given personal guarantees to the corporation, individual federal and State income tax returns for the same years must also be attached to the application.
- Provide Income Statements and Cash Flow Statements for the last two full calendar years (2014 and 2015).

#### For government entities:

- Provide current audited financial statement reports or fill out the balance sheet information on pages 12-15 for the respective year-end totals for the last two years.
- Please include your bond rating.

## **VI. REPORTING REQUIREMENTS**

Reporting requirements will be included in the award notification/agreement documents.

## **VII. PROOF OF PURCHASE/PAYMENT**

Monies will be awarded as reimbursements for completed purchases. DAQ will make payment upon receipt of the Clean Fuels and Vehicle Technology Grant Funds Reimbursement Request Form and required documentation (<http://www.cleanfuels.utah.gov/grants/grantsintro.htm>).

## **VIII. SUBMISSION OF APPLICATIONS**

Six (6) copies of your application and one (1) copy of the requested financial documents will be accepted until **5:00 PM** on December 14, 2016, at the Division of Air Quality, Attn: Lisa Burr, 195 N. 1950 West, Salt Lake City, Utah 84116. No applications will be accepted after the closing date and time. Mailing address is Division of Air Quality, Attn: Lisa Burr, P.O. Box 144820, Salt Lake City, UT, 84116.

The application must have **Clean Fuel and Vehicle Technology Grant** clearly marked on the

outside of the package.

When considering the grant applications, DAQ may modify the dollar amount or project scope for which a grant is awarded. DAQ reserves the right to modify the proposal submission criteria from year to year to meet requirements of updated rules or statutes. Criteria will not be changed once an application process begins. The DAQ has discretion to require an application fee; however, at this time no fees will be charged for the application.

**IX. PROJECTED SCHEDULE FOR THE APPLICATION PROCESS**

The Division reserves the right to modify the following schedule at their discretion.

<b><u>Activity</u></b>	<b><u>Date</u></b>
Application Due Date	December 14, 2016
Anticipated Notice to Proceed	January 26, 2017

**X. OTHER INFORMATION**

More information about the CFV Program, including all related rules and statutes, can be found at: <http://www.cleanfuels.utah.gov>.

See below for Attachments.

***Grant Proposal Review Score Sheet***  
**CLEAN FUEL AND VEHICLE TECHNOLOGY GRANT PROGRAM**

Firm Name: \_\_\_\_\_

Proposal Evaluation Criteria	Weight	*Rating	Weighted Rating
Feasibility and Practicality	8	X _____ =	_____
Financial Need	3	X _____ =	_____
Available Match	1	X _____ =	_____
Environmental and Community Benefit	6	X _____ =	_____
Creditworthiness	2	X _____ =	_____
TOTAL	20	GRAND TOTAL	_____

Maximum score possible is 100

<u>*Rating</u> 5 Excellent 4 Good 3 Acceptable 1-2 Poor 0 Unacceptable
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\_\_\_\_\_  
 Committee Member

\_\_\_\_\_  
 Date

This Score Sheet corresponds with Section V of the RFP Clean Fuel and Vehicle Technology Grant Program Guidance Document. Please refer to Section V for complete description of the criteria.

This score sheet is a confidential protected record.