

**San Joaquin Valley Air Pollution Control District
AB 617 Community Emission Reduction Program**

**Car Share Program
Emission Reduction Program Plan
March 2022**

Shafter Community

PROJECT IDENTIFICATION

SHAFTER CERP C.5 INCENTIVE PROGRAM FOR LAUNCH OF CAR SHARE PROGRAM

This is a Community Identified Project included and prioritized in the California Air Resources Board (CARB) and District adopted Community Emission Reduction Programs (CERP) for Shafter. The Car Share Program is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy and improving public health and the environment – particularly in disadvantaged communities.

The goal of this CERP is to fund the deployment of electric vehicles and installation of electric vehicle supply equipment (EVSE) infrastructure in disadvantaged communities impacted by poor air quality and other environmental factors. The introduction of clean transportation alternatives through car sharing and vanpooling services in the Shafter community would help reduce emissions and demonstrate the effectiveness of these services at more affordable rates to the users. Car Share programs provide options for residents to reduce the use of gas-powered vehicles, providing a benefit to community residents by reducing NOx and VOC emissions that would otherwise occur.

With a high percentage of low-income and minority residents, a significant portion of the population in the Valley resides within established disadvantaged communities. Disadvantaged communities often lack the infrastructure to support cleaner vehicles and transportation needs. Therefore, car sharing and vanpool services will continue to draw interest and enable residents to obtain affordable access to zero-emission vehicles without the burden of ownership.

COMMUNITY SUPPORT

This measure received support from Shafter Community Steering Committee (CSC) and was included in each of the respective adopted Community Emission Reduction Programs. Information about the Steering Committees is included below:

- (1) Name(s) of the community group(s):**
 - a. [Shafter Steering Committee](#)
- (2) Purpose of community group(s)**
 - a. AB617 Community Engagement and Public Input

- (3) Total number of members in the community group(s)**
 - a. Shafter – 27 members
- (4) Date(s) of formation/establishment**
 - a. Shafter – December 2018
- (5) A description of the decision-making process must be included.**
 - a. [Shafter Steering Committee Charter](#)
- (6) Community Support Demonstration**
 - a. [Shafter CERP](#)

MECHANISM FOR INFORMING COMMUNITY

This measure has been discussed at Community Steering Committee meetings in addition to the outreach activities conducted to inform residents of the program and requirements for participation. The outreach conducted has and will continue to be the following:

- Social media
- Mailers
- Print ads
- Press releases and press events
- Events, town halls, webinars, etc.
- Other ideas as brought up by committee

Additionally, the District and CSC have jointly developed a tool to track progress of each measure adopted within the CERP. This tracker is updated monthly and includes updates such as number of projects contracted, funding allocated, project-associated benefits to the community, and other information specific to each measure. The tracker is shared directly with CSC members ahead of each regularly scheduled CSC meeting and is available on the community webpage in both English and Spanish.

PARTICIPANT REQUIREMENTS

Applicants must meet or partner with subcontractors that meet the following eligibility requirements to be considered a grantee for the program:

- (1) Be currently operating a carshare program or will be partnering with a car share, vanpool and/or ride share business located within California
- (2) Have the following experience with e-mobility services within the San Joaquin Valley:
 - a. Experience and expertise implementing similar projects and working with CARB, local air districts, transit agencies, local governments, community groups, or other stakeholders.
 - b. Appropriate experience to perform the tasks in their areas of responsibility, and have knowledge and experience within the target communities and experience conducting community specific outreach and education.

- c. Demonstrated experience and expertise to complete the tasks required to implement the project and/or has some relevant experience successfully running similar sized funding program.
- (3) Agree to a 3-year grant agreement with the District.
- (4) Have an established web based/phone application for riders to make reservations and conduct payments
 - a. Maintain a user-friendly reservation system that at a minimum provides telephone-based person-to-person reservation fulfillment.
- (5) Have the ability to provide customer service to riders in need of assistance during reserved timeframes such as, but not limited to:
 - a. Roadside assistance
 - b. Vehicle operational questions
 - c. Charging questions and issues
- (6) Have the ability to comply with all local, state, and federal rules and regulations.
- (7) Have the ability to establish secure and safe home base parking for project vehicles within the identified disadvantaged communities.
- (8) Agree to comply with all requirements outlined in the General Provisions and Insurance Requirements from the program Request for Proposal (RFP) and the District's grant agreement, if applicant is selected as a Grantee. No payments will be made under this agreement until Grantee fully complies with all insurance requirements.
- (9) Have authority to make any necessary modifications to the equipment, facility, or source.
- (10) Show proof of regulatory compliance and/or valid operating permit.
- (11) Maintain the funded technology to manufacturer's specifications during the entire contract period.
- (12) May not claim emissions reduction credits from project during the entire contract period.
- (13) Comply with the District requirements during the contract period, such as monitoring and reporting requirements.
- (14) If applicable, ensure permits for the equipment/source remain up-to-date and all permit requirements are met during the contract period as required by the District.

- (15) Make the project available for inspection if requested by District and/or CARB staff during the contract period.

FUNDING AMOUNTS

This measure would provide funding up to \$500,000 to the grantee for a 3-year project life. The project should launch within 1-year of executed grant agreement. Vehicles must be in deployment for a minimum of 1-year. The Grantee may utilize up to 15% of awarded funds for administrative costs.

The following costs are eligible for funding as part of this CERP strategy:

- Electric vehicles
- Infrastructure
- Insurance
- Equipment operations and maintenance
- Subsidies
- Contracted services
- Labor and construction
- Outreach and marketing materials
- Design, permitting, etc.
- Software implementation and maintenance
- Direct project administration and management
- Up to 10% may be budgeted for contingency costs
- Up to 100% can be used for eligible costs

The following costs are ineligible to receive funding as part of this CERP strategy:

- Overhead (i.e., rent, utilities, office equipment/supplies)
- Fuel and electricity

Projects eligible for funding must be located in the Shafter community boundary and meet eligibility requirements described in this plan.

Payments will be made on a reimbursement basis. The grantee pays for services, equipment, products and supplies, submits invoices/receipts with proof of payment, and is then reimbursed.

(A) Project Implementation Plan

Applicants must submit a Project Implementation Plan to the District that clearly identifies the following:

- (1) The data the project will collect, including data from electric vehicles, EVSE, vehicle usage data, and benefits to the AB 617 Community. The Plan must also include details on the following:
 - a. How project data will be stored and secured
 - b. How data will be reported to the District
 - c. What it considers confidential data and how it will be handled

- (2) Describe the outreach plan to engage the AB 617 community regarding the project, such as key partners, their roles for outreach, and their knowledge and experience within the community. Applicant should prepare outreach and educational materials in consultation with the District and conduct public outreach, press release, and press events necessary for the program to be successful. Outreach deliverables should align with the project budget. The outreach plan should include:
- a. The types of outreach planned.
 - b. An approximation of the number of community events, the geographic locations that will be attended, and the expected audiences.
 - c. Coordination with organizations and groups that are representative of the disadvantaged communities identified in the application and that are connected to a network of similar organizations and culturally relevant institutions and community service providers to provide education and technical assistance.
 - d. A strategy to engage input and participation of residents of disadvantaged communities through activities relevant to the communities being served, including through the use of language-specific and culturally-appropriate outreach and education materials.
- (3) Describe the plan to develop a policy and process to evaluate potential vehicle drivers and riders that reside in the AB 617 Community. The plan should include the following:
- a. Enroll vehicle drivers and ensure they meet the requirements listed below:
 - i. Possess a current California Class C Driver's license.
 - ii. Meet minimum requirements to drive a project vehicle as required by Grantee and the insurance provider, to be developed in conjunction with the District.
 - iii. Participate in research and surveys, as requested by Grantee.
 - iv. Pay project fees to use the e-mobility services, as required by Grantee.
 - b. Enroll non-driver participants and ensure they meet the requirements listed below:
 - i. Participate in research and surveys, as requested by Grantee.
 - ii. Pay project fees to participate in the e-mobility services or receive subsidies, as required by Grantee.
 - c. Participants become ineligible upon any of the following events:
 - i. Vehicle driver becomes ineligible per terms of insurance.
 - ii. Vehicle driver's license lapses or is revoked.
 - iii. Vehicle driver is determined to be an unsafe or impaired driver by the Grantee.
 - iv. Participant causes damage to a vehicle, EVSE or other project property, at the discretion of Grantee or District.

- v. Non-payment of project fees to use the car sharing system, to participate in the project, or to receive subsidies, as required by the Grantee.
- vi. Non-compliance with project requirements, at the discretion of Grantee or District.

- (4) Describe the plan to implement and track the e-mobility services for the AB 617 Community, including how participants will pay for the services and what tools (e.g., online apps, etc.) will be provided to the community to utilize the services.

(B) Program Process

The Car Share Program will be a partnership between the District and the selected Grantee via an open competitive solicitation process. Interested e-mobility service providers must submit applications to the District during the RFP period. The RFP will include a scoring criteria to assist with the decision making process. To initiate the RFP period, the District will issue a public notification to advertise the availability of grant funds for this project, provide instructions to access and submit the application, and include a due date by which applications must be submitted. Once the solicitation period has closed, the District will review and select the applicant that has the highest score based on the scoring criteria identified in the RFP.

See below for additional details during each phase.

- (1) Application Submission and Selection: During the solicitation period, interested participant must submit a completed application, a completed IRS Form W-9, a project implementation plan, and other documentations as required by the RFP.
- (2) Contract Execution: The selected applicant (Grantee) must obtain a signed executed agreement from the District prior to any purchase or lease of new electric vehicles, installation of battery charging infrastructure, and launch of services. District staff will issue a draft contract to the selected applicant, who will then sign the draft contract and return it to the District for final signatures and contract execution. Funds are not guaranteed until a contract has been executed.
- (3) Reimbursement (Claim for Payment): A complete claim packet is required as part of the reimbursement process. A complete claim packet should include but not be limited to; legible invoices, receipts and any other appropriate documentation required by the District.
 - a. Project equipment and operations fund expenditures that are eligible for reimbursement include, but are not limited to:
 - i. Preparation of materials for and conduct of community outreach and education including travel, printing, mailing, education classes, and other expenses directly attributed to outreach and education.
 - ii. Hosting project launch press event.
 - iii. Vehicle acquisition (purchase or lease) and implementation costs.
 - iv. EVSE purchase and installation costs.

- v. Operations and maintenance costs.
- vi. Insurance costs.
- vii. Reservation system development.
- b. Ineligible project equipment and operation costs include, but is not limited to:
 - i. Fuel and electricity.
 - ii. Overhead (i.e., rent, utilities, office equipment/supplies)
- c. Project administration funds that are eligible for reimbursement include, but are not limited to:
 - i. Labor expenses (including total staff time and labor costs).
 - ii. External consultant fees for completed work (if applicable).
 - iii. Printing, mailing, travel, reporting, and other non-outreach Grantee administration expenses.
 - iv. Other indirect costs.
- d. Rider Subsidies –Grantee will provide the District a list of participants and vehicle usage on a quarterly basis to be reimbursed.

PROJECT SELECTION

Applications received by the District will be reviewed and scored in accordance with the criteria presented in the RFP. The District will award the application with the highest score.

The site locations for the car share vehicles and EVSE infrastructure shall be within or provides benefits to a Disadvantaged Community and Shafter AB 617 community boundaries. Site proposals located within affordable housing communities are recommended.

REPORTING REQUIREMENTS

The District will report program information in accordance with Community Air Protection program guidelines found at:

https://ww3.arb.ca.gov/msprog/cap/docs/cap_incentives_2019_guidelines.pdf.

The Grantee that receives funding under this program must comply with the requirements described in Chapter 3, Section H of the CAP Incentives 2019 Guidelines.¹ This will involve the preparation of Semi-annual and Yearly reports, which the District will prepare based on information collected from the Grantee and program participants.

Grantee must ensure that project-related information is complete, correct, supported by documentation, and supplied to the District upon request for the preparation of reports.

¹ CARB. 2020. *Community Air Protection Incentives 2019 Guidelines*. October 14. Available at: https://ww2.arb.ca.gov/sites/default/files/2020-10/cap_incentives_2019_guidelines_final_rev_10_14_2020_0.pdf. Accessed: April 2021.

Some of the information that may be included in these reports is described below:

- Project information, including but not limited to the following:
 - Location information.
 - Priority population identification, if applicable.
 - Approach for identifying beneficial projects (e.g. outreach efforts, community-based organization letters, etc.).
 - Project benefits (e.g. reduction of emissions, greater mobility, etc.).
- Program-level information, including but not limited to the following:
 - Employment benefits and outcomes (jobs).
 - Public transparency and outreach events (outreach).
- Status of projects and funds for each grant year of CAP incentives
- A list of any projects identified as nonperforming and a brief narrative of any related enforcement actions

The above is not an exhaustive list of reporting requirements for the grantee in this program and the District will work with the grantee to ensure that the required data and information are collected for the reports.

EMISSION REDUCTION TARGETS AND BENEFITS

The goal of this measure is to support the emission reductions associated with electric vehicle deployment. The District will report emission reduction information utilizing CARB's approved Clean Mobility quantification methodology, which considers the number of vehicles associated with the project, average number of trips per vehicle, average occupancy per vehicle, estimated length of average vehicle trip and other relevant information needed to quantify benefits. The deployment of electric vehicles and installation of infrastructure in the Shafter AB 617 Community will provide equitable access to car sharing and vanpooling services within their geographic areas.