



# San Joaquin Valley

## AIR POLLUTION CONTROL DISTRICT

PUBLIC BENEFIT GRANTS PROGRAM

### **New Alternative Fuel Vehicle Purchase Eligibility Criteria and Application Guidelines**

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is currently accepting applications from public agencies requesting funding, up to \$20,000 per vehicle, for the purchase of new alternative-fuel vehicles. For additional information, assistance, or to receive application materials, please contact:

**San Joaquin Valley Air Pollution Control District  
Strategies and Incentives Department  
1990 East Gettysburg Avenue  
Fresno, CA 93726-0244**

You may also contact us by phone or e-mail, or visit our website at:

**(559) 230-5800  
weberip@valleyair.org  
www.valleyair.org**

#### **Please Note the Following:**

- All projects will be considered on a first-come, first-serve basis.
- As with all SJVAPCD incentive programs, you may **not** order or purchase any new vehicle prior to obtaining an executed contract with the SJVAPCD. Any new vehicle purchased **prior** to contract execution is **ineligible** for funding.
- Reimbursement takes place after the new vehicle is purchased and all required documents, as specified in the SJVAPCD Public Benefit Grants Program Payment Procedures, are submitted to the SJVAPCD.

## ELIGIBILITY CRITERIA

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The purpose of this program is to fund the purchase of new electric, plug-in hybrid, or alternative fuel vehicles for public agencies to promote clean air alternative-fuel technologies and the use of low- or zero-emission vehicles in public fleets.

❖ The **applicant** must:

- Be a public agency such as cities, counties, special districts (i.e. water districts, irrigation districts, etc.); public educational institutions (i.e. school districts, community colleges, state universities, etc.) or any other public agency as defined by Government Code section 6252, including those agencies provided for in Article IV and Article VI of the California Constitution, that are located within the geographic area of the SJVAPCD (see map on page 9 for boundaries).
- Submit by mail or hand-deliver all original completed applications to the SJVAPCD's Strategies and Incentives Department at the address listed on Page 1 of these guidelines. Copies and/or faxes will not be accepted.
- Provide a resolution from the applicant's governing body (i.e. City Council or County Board of Supervisors), or other documentation signed by a duly authorized official with authority to make financial decisions, authorizing the submittal of the application and identifying the individual authorized to implement the new vehicle project.
- Commit to a three (3) year contract period.
- Own and operate the vehicle(s) for the full term of the contract.
- Have existing charging/fueling infrastructure or have access to existing infrastructure to accommodate the new vehicle(s). If existing charging/fueling infrastructure is currently not available or accessible, applicant must be able to demonstrate its availability or accessibility by the time the vehicle(s) will be purchased.
- Adhere to all program requirements during the contract period.
- Maintain replacement value insurance for the vehicle(s) through the full term of the contract.
- Submit a copy of Internal Revenue Service (IRS) Request for Taxpayer Identification Number and Certification Form W-9 (Form W-9).
- Ensure each new vehicle purchased comes with a standard manufacturer warranty.
- Submit annual reports to the SJVAPCD through the full term of the contract as well as comply with recordkeeping and audit requirements. This includes retaining copies of current vehicle registration (if applicable) and insurance.
- Agree to allow the SJVAPCD to inspect the new vehicle at any time during the contract period.
- Properly maintain the new vehicle according to the manufacturer's recommendations to ensure good operating condition.
- Disclose any additional funding sources or other financial incentive(s) and funding amounts received or to be received by the applicant towards the purchase of the vehicle(s) in this project.
- Have match funding available to complete the project in a timely fashion.
- Sign a legally binding contract with the SJVAPCD agreeing to the project milestones and completion deadlines prior to funding being awarded.

❖ The **new** vehicle must:

- Be owned and operated by the applicant.
- Be a new Original Equipment Manufacturer (OEM) **electric, plug-in hybrid, or alternative fuel** vehicle(s).
- Be deemed eligible by SJVAPCD staff. Eligible light- and medium-duty vehicles can be found on the New Alternative Fuel Vehicle Purchase Component Light- and Medium-Duty Eligible Vehicle List found on the Public Benefits homepage at:

[http://www.valleyair.org/Grant\\_Programs/GrantPrograms.htm#PublicBenefitGrantProgram](http://www.valleyair.org/Grant_Programs/GrantPrograms.htm#PublicBenefitGrantProgram).

Other vehicle types, such as alternative fueled transport/utility carts, scooters, bicycles, etc. may be eligible. Please contact SJVAPCD staff if you have questions regarding vehicle eligibility.

- Have a Gross Vehicle Weight Rating (GVWR) less than or equal to 14,000 pounds.
- Be domiciled and have at least seventy-five percent (75%) or more of the vehicle miles traveled or fuel consumption within the geographic area of the SJVAPCD (see map on page 9 for boundaries).

❖ **General Information:**

- Applicant must not purchase and/or take delivery of the new vehicle(s) until receiving an executed contract with the SJVAPCD. A contract is not deemed executed until all parties have signed. Any new vehicle purchased and/or delivered **prior** to contract execution is **ineligible** for program funding.
- Funds will be awarded on a first-come, first-serve basis utilizing regional allocations based on county population and/or other regional factors. In the event that applications submitted exceed the available funding, projects will be awarded based on SJVAPCD discretion until funds are exhausted.
- Applicants are restricted to the following limitations:
  - Applicants may apply for up to \$20,000 for each new vehicle.
  - Maximum funding per applicant is \$100,000 per calendar year.
- Multiple applications may be submitted throughout the calendar year for the Public Benefit Grants Program New Alternative Fuel Vehicle Purchase Component from the same applicant; however, funding will be limited to the above.
- The applicant shall not submit other applications for funding for the same vehicle under this Program or any other SJVAPCD incentive programs.
- All applications received will be subject to a review process, which will include the following:
  - Assignment of a unique project number.
  - Verification of the applicant's eligibility to participate in the Program.
  - Verification that the proposed project is consistent with these guidelines.
  - Determination that all information necessary to calculate benefits and costs is included.

- Unless written notification is provided stating otherwise, all applications submitted to the SJVAPCD will remain active and will be funded in the order received pending the availability of funds.
- Payments shall be made to the applicant only after a completed claim for payment has been received by the SJVAPCD along with all supporting documentation as specified in the SJVAPCD Public Benefit Grants Program Payment Procedures.
  - Allow up to 60 working days from the time a claim for payment is deemed complete to receive reimbursement.
- Remedies for project non-performance may include, but are not limited to:
  - Recovery of all or a portion of the program funds.
  - Other fiscal penalties on the vehicle owner based on the severity of non-performance.
  - Cancellation of the contract.
  - Prohibiting the applicant from participating in future SJVAPCD incentive programs.

## **APPLICANT RESOURCE WEB PAGE**

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To assist applicants participating in the SJVAPCD's Public Benefit Grants Program, the SJVAPCD has developed an Applicant Resource web page. This page contains links to distributors and local dealers familiar with the requirements of the Program. The information and contacts within these links can assist you in obtaining all of the information necessary to fulfill the requirements of the Program. When preparing an application, we advise that you utilize the information presented within the links on this page. By submitting complete application packets with accurate information, we can reduce the amount of time and resources necessary to process your application.

Please note that the manufacturers, distributors, and dealers represented on this page have not been "approved" by the SJVAPCD nor do they represent an exhaustive list of available resources. If you are an engine manufacturer, distributor, or dealer and you wish to be included on the Applicant Resource web page, please contact the SJVAPCD's Strategies and Incentives Department.

**The Applicant Resource web page can be found at [www.valleyair.org](http://www.valleyair.org) under the "Grants and Incentives" tab.**

## APPLICATION GUIDELINES

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- ❖ Fill out the application completely and as accurately as possible. All fields are required unless otherwise indicated. Do not leave any fields blank as it lengthens the processing timeframe associated with the application and delays funding.
- ❖ All required signatures must be in **blue ink**, as a way to identify them as original.
- ❖ A **copy** of the following items must accompany the application at the time of submittal in order for the application to be deemed **complete**:
  - Internal Revenue Service (IRS) Request for Taxpayer Identification Number and Certification Form W-9 (Form W-9).
    - The information entered into the Applicant Information section of the application must be **identical** to the information on Form W-9, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS.
    - A copy of the IRS Form W-9 is attached to this document. The Form can also be downloaded at [www.irs.gov](http://www.irs.gov) or by calling 1-800-829-3676.
  - Dated and itemized dealer quote for the new vehicle(s) that includes the following information:
    - Applicant name and address.
    - Dealer name and address.
    - Specific vehicle and engine information, including make, model, model year, horse power or watts, and vehicle Gross Vehicle Weight Rating (GVWR).
    - Complete and detailed breakdown of all costs: new vehicle, additional options, sales tax (with percentage rate indicated), warranty, license fees, etc.
  - Resolution from the Applicant's governing body (i.e. City Council or County Board of Supervisors), or other documentation signed by a duly authorized official with authority to make financial decisions, authorizing the submittal of the application and identifying the individual authorized to implement the new vehicle project.
  - If the applicant currently does not have existing charging/fueling infrastructure available or accessible for the new vehicle(s) purchased through this program, please submit documentation which demonstrates future availability/accessibility **and** specifies the timeframe when infrastructure will be available/accessible.

## STEP-BY-STEP APPLICATION GUIDANCE

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This section outlines the information requirements for each field of the application. If you need additional assistance, please contact the Strategies and Incentives Department and a staff member will assist you.

### ***Applicant Information***

#### **1. Public Agency Name**

Identify the legal name of the public agency that will enter into a contract with the SJVAPCD. The information entered into this section of the application must be **identical** to the

information on IRS Form W-9, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS.

**2. Tax ID**

Provide the Taxpayer Identification Number (TIN) entered in IRS Form W-9, in the form of an employer identification number. **The applicant's name and TIN will be used to report incentive funding to the IRS.** The SJVAPCD cannot give tax advice; please contact a tax professional or the IRS to determine the tax consequences associated with receiving incentive funding.

**3. - 6. Address**

Provide the physical address where the applicant is located, including: number and street name, city, state, and ZIP code.

**7. - 10. Mailing Address**

Provide the mailing address used by the applicant. If the physical and mailing addresses are the same, simply write "same." All correspondence generated by the SJVAPCD, including the contract, and annual reports, will be sent to the mailing address.

**11. Have you applied to any other grant programs for any vehicle in this application?**

Check whether or not you have applied for additional grant funding other than through this program. If yes, please provide the name of the grant program.

***Primary Contact Information***

**1. First Name**

Provide the first name of the person that will serve as the primary contact to the SJVAPCD through the full term of the contract. All questions related to the project will go to this individual.

**2. Last Name**

Provide the last name of the person that will serve as the primary contact to the SJVAPCD through the full term of the contract. All questions related to the project will go to this individual.

**3. Title**

Specify the job title of the primary contact.

**4. E-mail**

Provide the E-mail address of the primary contact, if one is available.

**5. Phone Number**

Provide the main phone number, including area code, for the primary contact.

**6. Alternate Contact Number**

Provide an alternate phone number, including area code, where the primary contact can be reached, if one is available.

**7. Fax Number**

Provide the fax number, including area code, for the primary contact, if one is available.

**Contract Signing Authority**

**1. First Name**

Provide the first name of the person authorized by the public agency that will enter into a binding contract with the SJVAPCD.

**2. Last Name**

Provide the last name of the person authorized by the entity that will enter into a binding contract with the SJVAPCD.

**3. Title**

Specify the job title of the person authorized by the entity that will enter into a binding contract with the SJVAPCD.

**New Vehicle Information**

***If applying for more than one vehicle make and model, please copy and complete pages 2 and 3 for each additional vehicle make and model. For example, if applying for one Ford Focus Electric and three Honda Fit EVs, then pages 2 and 3 must be completed twice, once for the Ford Focus Electric and once for the Honda Fit EVs.***

**1. Number of Vehicles**

Identify the number of vehicles to be purchased of one specific vehicle make and model.

**2. Vehicle Type**

Select **one** specific vehicle type, or mark "other" and specify the vehicle type.

**3. – 4. Vehicle Make and Model**

Provide the make and model of the new vehicle(s) to be purchased through the program. The make is the manufacturer of the vehicle, and the model is the style of vehicle. *Example:* Chevrolet (make) Volt (model).

**5. Vehicle Model Year**

Provide the year in which the new vehicle(s) is manufactured.

**6. Vehicle GVWR (must be less than or equal to 14,000 pounds)**

Provide the GVWR of the new vehicle(s) to be purchased through the program. The California DMV defines the GVWR as "the weight specified by the manufacturer as the loaded weight of a single vehicle." Vehicles with a GVWR greater than 14,000 pounds are not eligible for funding under this component.

**7. Engine Horsepower/Kilowatts**

Identify the horsepower or kilowatt rating of the engine in the new vehicle.

**8. Fuel Type**

Place a check mark in the appropriate box or mark "other" and specify the type of fuel to be used in the new vehicle.

**9. Manufacturer's estimated range for fully charged vehicle (electric vehicles only)**

Provide the estimated mile range the new vehicle can travel when fully charged, if applicable.

**10. Total Cost of each New Vehicle**

Identify the total cost of each new vehicle; including additional options, sales tax (with percentage rate indicated), and warranty and license fees (as identified in the quote).

**11. Total Funding Requested from SJVAPCD**

Identify the total amount of funding requested per vehicle (maximum of \$20,000 per vehicle).

**12. Is there existing charging/fueling infrastructure in place for the proposed vehicle(s)?**

Check yes or no. If no, please describe a plan for building infrastructure or gaining access to existing charging/fueling infrastructure. If no, applicant must submit documentation explaining infrastructure as specified on Page 5 of this document.

**13. How do you intend to pay for the remaining balance of the project after the grant has been applied?**

Please check the appropriate box. If co-funded, please name the source. If using source other than co-funding (i.e. other grant funding), please list funding source.

***New Vehicle Dealer Information***

**1. Vehicle Dealer Name**

Provide the name of the business where you will be purchasing the new vehicle(s) associated with this application.

**2. Contact / Salesperson Name**

Provide the first and last name of the person the SJVAPCD can contact regarding the purchase of the new vehicle.

**3. E-mail**

Provide the e-mail address of the contact/salesperson, if one is available.

**4. Phone Number**

Provide the phone number, including area code, of the contact/salesperson.

**5. Fax Number**

Provide the fax number, including area code, of the contact/salesperson, if one is available.

***New Vehicle Activity Information***

***If applying for multiple vehicles that will be performing different activities, please complete a separate section for each different vehicle activity.***

**1. Number of vehicles with same vehicle activity**

Identify the number of vehicles to be purchased of one specific vehicle make and model with the same intended vehicle activity.

**2. Use within SJVAPCD boundaries**



Of the total annual miles this/these vehicles(s) will travel, provide the percentage of travel within the SJVAPCD boundaries (shown on Page 9).

**3. Use within CA boundaries**

Of the total annual miles this/these vehicle(s) will travel, provide the percentage of travel within CA boundaries.

**4. Estimated Annual Vehicle Usage**

Estimate the total annual usage per vehicle. Please specify usage in miles, hours or other unit.

**5. Vehicle Vocation/Use**

Specify the vocation/use for the new vehicle (examples: law enforcement, emergency services, commuting, patrol, pool vehicle, parking enforcement, etc.).

**6. Please mark the reason for purchasing the new vehicle(s):**

Specify the reason for purchasing the new vehicle(s) by marking one of the boxes listed.

## MAP OF THE SJVAPCD

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