

NOTICE OF FUNDING AVAILABILITY

Request for Proposals (RFP)

December 9, 2011

Background

As a means toward mitigating excess air emissions associated with delays in implementing dust control measures on 3.1 square miles of the Owens Lake bed in Eastern California's Inyo County, the Great Basin Unified Air Pollution Control District (Air District) and the Los Angeles Department of Water and Power (LADWP) are jointly supporting "clean air projects" throughout the Air District. "Clean air projects" are defined as improvements, replacements, or programs that directly or indirectly result in a reduction of air pollution emissions.

With funds from LADWP, the Clean Air Projects Program (CAPP) was created by the Air District to provide for the selection, oversight and payment of projects throughout its California district, which encompasses Inyo, Mono and Alpine counties. Preference is given to clean air projects located in the area most affected by the non-compliance – southern Owens Valley, referred to as the "Owens Valley Planning Area" (OVPA). Two prioritized projects within the OVPA have already been approved for funding. An OVPA map is included with this RFP and is also available with other historical and supporting documents at <http://capp.gbuapcd.org>.

About \$5,000,000 is currently available to fund clean air projects throughout the Air District, including the OVPA. All projects for consideration should be completed no later than December 31, 2013.

Applicant Qualifications

CAPP funding is open to all residents, organizations and entities within the Air District, including individuals, nonprofits, businesses, government and educational institutions. Indian tribal governments and residents, although not in the Air District, are also eligible. All projects for consideration must be located in Inyo, Mono or Alpine counties, including Indian tribal lands, and must target federal criteria air pollutants as defined by the California Air Resources Board's "Ambient Air Quality Standards." Federal criteria air pollutants include particulate matter (PM10 and PM2.5), ozone, sulfur dioxide, nitrogen dioxide and lead.

Air pollution reduction efforts already required of LADWP by Air District order do not qualify for CAPP funding. Additionally, any other compliance-driven requests for projects currently in violation of federal standards will not be considered.

Examples of Possible Projects

CAPP funds must be used for voluntary projects that directly or indirectly reduce air pollution. The reduction can be local, direct and immediate, such as a woodstove upgrade/replacement, which immediately reduces the amount of air pollution directly discharged from an identified source within the Air District, or the reduction can be regional and ongoing, such as the expansion of a public transportation system to reduce single occupancy vehicles and associated emissions. Projects may also indirectly reduce air emissions, such as community trails that encourage people to walk or ride bicycles instead of driving around town, or a local educational program that leads to knowledge and behavior preventing future emissions. Direct emissions reductions are much easier to quantify than indirect emissions reductions, however, and projects that directly reduce local air pollution emissions within populated areas will rank higher than projects that reduce regional or future air pollution. Using best available knowledge, all proposed projects should attempt to quantify the type and amount of air pollution reduced, including threats to human health.

Cost Sharing

The Air District desires to achieve the maximum reduction of air pollution possible from the available funding and intends to take full advantage of opportunities to leverage CAPP funds. Project proposals that share in total project costs will be favored, whether through a direct monetary match or the provision of other necessary requirements that would otherwise be paid for, such as labor and materials. Where possible, partnerships and coalitions of entities are encouraged to further leverage multiple resources. A leveraged project will rank higher than an otherwise equal non-leveraged project. All applicants are encouraged to pursue cost sharing. A list of relevant funding and partnership opportunities will be available at: <http://capp.gbuapcd.org>.

Owens Valley Planning Area Preference

As noted above, projects within the OVPA will be given preference for funding. The OVPA is the Owens River hydrologic basin, stretching from Tinemaha Reservoir south to Haiwee Reservoir, and from the crest of the Sierra to the crest of the Inyos. It includes Independence, Lone Pine, Olancho, Cartago and Keeler, and smaller outlying communities and establishments such as Aberdeen, Alabama Hills and Boulder Creek.

“Preference” can mean that viable projects within the OVPA are automatically prioritized or may receive more funding for comparable projects than the rest of the Air District. For example, a wood stove replacement program could provide \$1,500 to an OVPA resident toward replacing a polluting stove or fireplace with a new, EPA-compliant system, but provide \$1,000 to residents elsewhere in the Air District for the same service. OVPA preference will be considered on a project-by-project basis.

Projects on Indian Reservation Lands

As sovereign lands, Indian reservations in Inyo, Mono and Alpine counties are not part of the Great Basin Unified Air Pollution Control District. As such, the Air District has no permitting or compliance authority on these lands. However, due to the proximity of most reservations to Air District communities, air pollution generated on reservations impacts Air District lands, and vice versa. The Air District's Governing Board has determined that reservation entities and residents are eligible to participate in CAPP. Additional cooperative agreements will be required for such projects to provide the Air District with oversight ability and payment assurances. This will likely be in the form of an agreement or memorandum of understanding between each participating tribe and the Air District.

Selection Process

Proposal review and award selections will be conducted by a review panel relying on multiple evaluation criteria for complete consideration and comparison against other submitted proposals. To ensure your proposal adequately represents your project and convincingly demonstrates why it should be funded, pay close attention to RFP requirements and preferences outlined above, as well as below in the 'Projects Description' section. Final selection decisions are subject to the approval of the Air District's Governing Board.

Contract and Reporting Requirements

All projects selected for funding will be required to enter into a binding contract with the Air District to ensure projects are implemented as planned and CAPP funds are spent as proposed. All funded projects will be required to submit regular reports and invoices for CAPP administration purposes. Reporting and payment requirements will be decided on a project-by-project basis by CAPP administration as applicable to the project's level of complexity, cost and timeframe. Additional cooperative agreements may be required to provide the Air District with oversight ability and payment assurances, likely in the form of an agreement or memorandum of understanding between the funded entity and the Air District. All applicants are encouraged to define and propose specific reporting plans as relevant to their proposed project and timeline.

Proposal Requirements

This RFP provides the information and requirements necessary for project ideas and proposal creation. If necessary, respondents may contact the CAPP Administrator for help in this process.

Applicants should assume the only chance they have to present their project is through their submitted proposal. Proposals should be clear, concise, relevant, well organized and comprehensive, as well as address CAPP requirements, preferences and desired outcomes as detailed in this RFP. Viable proposals that are missing relevant and/or requested information may be asked to provide more information for adequate consideration.

All proposals must* include:

- A cover letter signed by an authorized representative summarizing the project and its highlights as related to CAPP goals.
- A title page including:
 - ✓ Project title and physical location
 - ✓ Applicant type: Individual, Nonprofit, Business, Government, Educational, Reservation, or other
 - ✓ Name and title of applicant
 - ✓ Name and title of project contact if different than above
 - ✓ Contact address, telephone number, email address, and website if applicable
 - ✓ Submission date
 - ✓ Amount requested
- Project description (1-10 pages)
- Project timeline (1 page)
- Project budget (1-2 pages)
- *Appendix with attachments as relevant (attachments will vary with proposals)

Project Description (1-10 pages)

This section should describe what you propose to accomplish and how, if awarded CAPP funds. Concisely describe your project in detail, making sure to include all applicable CAPP requirements and preferences as outlined above, such as applicant type, project location, shared project costs, and partnerships or coalitions. If relevant, applicants should describe involved staff and procedures to ensure proper project oversight, including monitoring, contract administration, and how funds would flow from the applicant to any contractors hired for the project.

Additional points for inclusion in Project Description follow immediately below. All points are not applicable to every project or applicant, but include all that are. This information will be used for reviewing and funding decisions.

- Type, amount and severity of air pollution directly reduced, and how.
- Type and amount of air pollution indirectly reduced, and how.
- Project implementation description and anticipated timeframe to completion. Include start-up activities as relevant, such as securing estimates from qualified contractors, required permits, hiring and training staff, written policies and procedures, necessary due diligence, and outreach and education activities.
- Any necessary permits or licenses, including required environmental review process under local, state or federal law.
- Involved participants and applicable qualifications. If relevant, attach resumes, no longer than three pages each, for key project personnel, including whoever is responsible for financial management. If you need to hire additional project staff, please include job announcements in appendix.
- Anticipated project benefits (Who will the project benefit and how? Community health, at-risk individuals, watershed and resource protection, research ...).
- Local economic stimulation (Will the project create and/or support local jobs, and if so, how?)

- Local vendors and competitive bids.
- Community support and involvement.
- Ongoing support of project apart from CAPP funding.
- Potential risks to project success and risk avoidance measures (contingency plans), including applicable insurance coverage.
- Expected lifespan of completed project.
- Total project costs compared to total amount requested.
- For projects on reservation lands, describe the proposed agreement process that will allow the Air District to oversee the project's implementation and funding.

Project Timeline (1 page)

Provide a realistic project schedule – monthly or quarterly – for completing key program activities and milestones from start to end of funding requirements and project completion, including licenses and permits. (Note, project components requiring CAPP support must be finalized by December 31, 2013.)

Project Budget (1-2 pages)

Provide a brief project budget illustrating all anticipated expenses and amounts across time, coinciding **with the project timeline. Identify shared costs and in-kind provisions as relevant to total project costs.** Include a brief narrative detailing administrative costs (CAPP-funded administrative costs should not exceed 15 percent of the total requested amount), staffing costs and a description of how all funds will be spent. Compare the amount requested against the project's total cost.

Required Proposal Attachments

- ❖ Proof of relevant insurance, including liability and coverage amounts.
- ❖ If a nonprofit entity, copy of your IRS determination letter.
- ❖ If a nonprofit or for-profit business, copy of your most recent third-party audit or financial statement for most recently completed fiscal year. If your organization is not audited, submit your most recent IRS Form 990.
- ❖ If a for-profit business, copy of current business license and contractor's license if applicable; Articles of Incorporation (for corporations and limited liability corporations); Certificate of Limited Partnership, Statement of General Partnership, or a Certificate of Good Standing issued by the California Secretary of State.
- ❖ Name(s), title(s) and contact information of project partners if relevant.
- ❖ Copies of any formal agreements between you and project partners if relevant, including an agreement letter from fiscal partners stating committed amounts and types of payments, whether they are direct, in-kind or otherwise.
- ❖ If your entity is subject to a governing body, such as a Board of Directors or City Council, include a copy of an authorizing Resolution.

Additional attachments may be included in demonstration of your ability to successfully implement the proposed project, such as key staff resumes. Please label all appendix attachments clearly.

Proposal Submission Directions

All proposals must be received or postmarked **no later than February 15, 2012**.

Proposals should be printed double-sided. Mail one signed original and two complete copies, including appendix materials (three complete copies total), to the following address:

Clean Air Projects Program
Attention Lisa Isaacs
P.O. Box 100 – PMB 331
Mammoth Lakes, CA 93546-0100

General Information

An electronic copy of this RFP and other supporting documents, including the OVPA map, are available at: <http://capp.gbuapcd.org>

The applicant is solely responsible for any costs incurred in the preparation of this proposal. CAPP will not provide any compensation for such costs. CAPP reserves the right to reject any proposal for any valid reason, to withhold consideration of incomplete proposals, to waive informalities or minor irregularities, request additional information as necessary, and change components of planned projects as necessary, including amount of funds requested.

Acceptance of a proposal or other materials during the selection process does not constitute a contract and does not obligate CAPP to award funds. Once the selection process is complete, successful applicants will receive a letter from the CAPP Administrator regarding the effective start date of the grant agreement and any additional conditions or information necessary to execute the grant.

CAPP funding is subject to final approval by the Governing Board of the Great Basin Unified Air Pollution Control District, and execution of a contract between the Air District and applicant. All applicants awarded CAPP funds will be required to attend an orientation meeting with the CAPP Administrator within two months of the award announcement.

Tentative CAPP Implementation Schedule

RFP released December 9, 2011

Proposals due February 15, 2012

Notifications of project selections: May 2012

CAPP projects complete and funds disbursed: December 31, 2013

For more information:

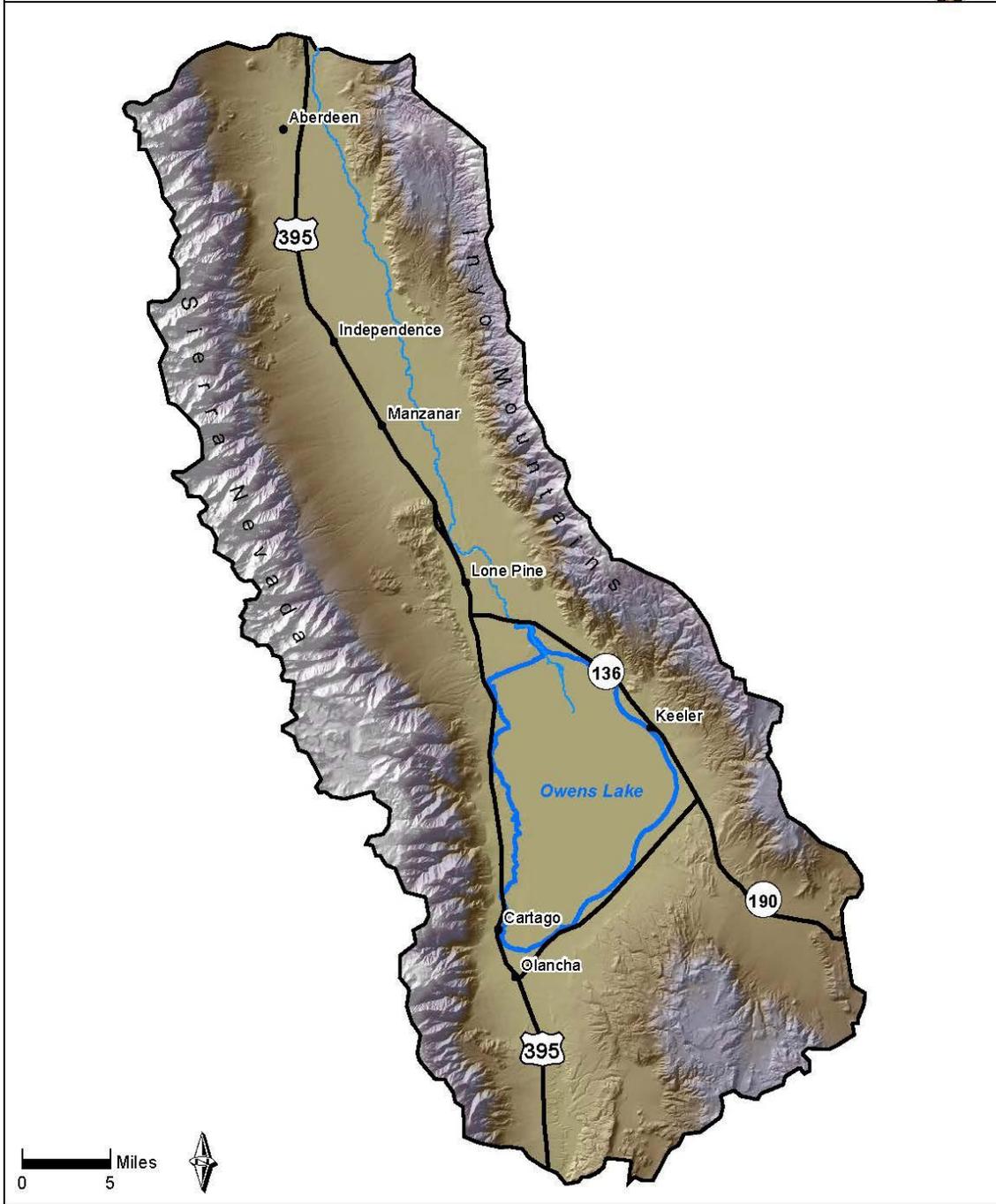
<http://capp.gbuapcd.org>

Lisa Isaacs, CAPP Administrator

Email capp@gbuapcd.org / Telephone 760.914.0388



Owens Valley Planning Area



11/7/2011 4:57:19 PM

OwensValleyPlanningArea.mxd