

## Request for Proposals (RFP)

### ***Frequently Asked Questions and Answers***

Updated February 1, 2012\*

**Q. Can I include photographs in my proposal?**

A. Definitely yes if they help explain your project. You can include them in your project description (they will take up limited space), or refer to them in your project description and include them in your appendix with defining captions. It's up to you.

**Q. Other than noting maximum page lengths for specific sections, the RFP does not provide page layout directions. What do you advise?**

A. Unless otherwise directed, always stick with normal layouts, using fonts and point sizes that are easy to read. It's inadvisable to use a type size smaller than 10 or 11 point (depending on font style), and page margins should be normal widths, around one inch. Line spacing is up to you in this case, but not more than double. The key is to make it easy to read.

**Q. The RFP directions note application pages should be printed double sided. Therefore, would a 10-page project description actually be 20 pages in length?**

A. No. 10 pages of a project description would be 5 pages printed double sided.

**Q. We're a private, for profit business. Do we need to submit our last tax return with our application?**

A. No. Private, for-profit businesses should submit a copy of their business license along with their tax ID number, not tax statements. This was not previously noted.

**Q. If we don't have the appropriate insurance coverage for CAPP project liabilities, can we include the cost for additional coverage in our application?**

A. Yes, but only for insurance costs specifically associated with the project and only for the project timeline, ending on 12/31/13.

**Q. Is carbon monoxide a targeted air pollutant? It was not noted in the RFP.**

A. Yes. It was initially missed for the list of targeted criteria air pollutants under "Applicant Qualifications" on page 1 of the RFP.

*\*end of new questions*

**Q. Will you consider any extensions to the December 31, 2013 project completion deadline?**

A. No.

**Q. I'm a private homeowner. Can I apply for CAPP funds to upgrade my old woodstove?**

A. Yes, but you are advised to apply through the Inyo Mono Advocates for Community Action (IMACA) who is proposing a woodstove replacement and home weatherization program for residents throughout the Air District's territory encompassing Inyo, Mono and Alpine counties. This is a much more convenient avenue than preparing and submitting your own proposal. Contact Eileen Dougherty, IMACA weatherization and woodstove replacement program specialist, at 760/873-8557, ext. 24.

**Q. Do I qualify to participate in IMACA's wood stove replacement program even if I'm not low-income?**

A. Yes, participation in IMACA's CAPP-funded program is not income dependent, although income may be used to determine what percentage of the total cost you may be required to share.

**Q. If I'm a renter, can I upgrade an old wood stove or fireplace in my dwelling?**

A. The property owner needs to apply for the upgrade through IMACA.

**Q. Will IMACA replace an old woodstove in my office or workplace?**

A. No, IMACA's woodstove replacement and weatherization program is for private residences only. However, you can apply for costs through a separate CAAP proposal for your office or workplace.

**Q. Can I apply for CAPP funds to replace an old pellet stove?**

A. Maybe. Providing funds to replace an old pellet stove is not cost effective for CAPP. Older models are still relatively clean in comparison with old woodstoves. An old pellet stove may present problems as it ages, leading to inefficiencies and increased emissions, but replacing it with a new one would not significantly improve air emissions. Replacing an old pellet stove with a cleaner fuel heating system such as propane or kerosene would be more cost effective and more attractive for CAPP funding.

**Q. Can we apply for CAPP funds to replace our old propane heating system?**

A. Yes, but it will be difficult to estimate the amount of air pollution that you will offset with a new system and may not be a strong proposal for funding. Propane (C<sub>3</sub>H<sub>8</sub>) burns relatively clean in comparison to other fuel heating systems. However, old, inefficient propane heaters may emit carbon particulates and carbon monoxide (CO), which is a federally targeted criteria air pollutant, along with other emissions like NO<sub>x</sub>. When burning efficiently, propane mainly emits carbon dioxide (CO<sub>2</sub>) and water (H<sub>2</sub>O), and newer propane systems would not qualify for replacement, but older systems emitting CO and particulates may. You're advised to contact your propane provider and ask them about your particular system and whether or not they believe it is emitting CO and particulates, and if so, in what amounts. Overall, replacing old propane systems most likely will not result in a significant amount of air pollution reduction compared to cost. You are better advised to apply for costs associated with upgrading your building's insulation to effectively cut down on your propane and energy use.

**Q. We plan to replace our old wood burning stove (or any other old, polluting equipment) with new equipment through a CAPP-funded program. Can we still keep the old equipment for backup?**

A. No. All old equipment replaced with CAPP funds *must be scrapped and rendered useless* to prevent future use by anyone. Your proposal should include your scrapping process, including the proof you will provide to demonstrate the process was followed and the equipment will never be used again.

**Q. Can I apply for CAPP funds to help pay for a related project we recently installed?**

A. No. CAPP is not funding projects already installed or implemented, no matter how recent.

**Q. On the last page – page 6 – of the Request for Proposals, it appears to say that CAPP funds won't be paid to the grantees until December 31, 2013. Is this correct?**

A. No. The statement of concern in the noted timeline, "CAPP projects complete and funds disbursed: December 31, 2013" is meant to state that all funds must be disbursed and paid out BY December 31, 2013, not that December 31 is when they will be paid out.

**Q. What happens if we can't complete our project or spend all of our allocated funds by Dec. 31, 2013?**

A. All grantees will be required to enter into a binding contract with CAPP that ties the grantees to their proposed timeline. If a project falls behind and cannot be completed by December 31, 2013 for whatever reason, all awarded funds not yet spent must be returned CAPP.

**Q. Can I apply for CAPP funds to help me upgrade my old diesel engine machinery?**

A. Engines for which DPFs (diesel particulate filters) are currently required by CA Air Resources Board law do not qualify. The program is for reduction of air pollution beyond legally required reductions. However, if you replace/upgrade the DPF before the mandatory deadline, you will qualify for partial funding. The problem with reductions made just before the mandated reduction deadline (say one year early) is that the cost-benefit analysis is low because all the cost would be allocated to that single year of non-required reductions. If you propose to install a required DPF before the CARB deadline, it will result in an incremental reduction in air emissions. For example, if the filter has a 10-year life and is installed one year before the legal mandated deadline, you might qualify for 10 percent of the overall cost.

**Q. How can I calculate my old truck's diesel engine emissions?**

A. See the following website for diesel fleet vehicle and bus engine calculations:  
<http://www.arb.ca.gov/msprog/bus/manualcalc.htm>

**Q. We're proposing a project that involves several partners so do each of us need to submit a proposal?**

A. No. A single proposal should be submitted by whoever is financially responsible and liable for the project's implementation, however, all project partners should be listed in the proposal's project description, as well as noted in the appendix along with a statement of cost-sharing support if relevant.

**Q. Do we need to secure several competitive bids for project materials?**

A. You won't be disqualified for not having competitive bids, but it would benefit your proposal if you do in demonstration that you have researched the costs and intend to use the funds wisely.

**Q. Can I apply for multiple projects in one proposal?**

A. Yes, but remember you only have up to ten pages for your project description, no matter how many projects you include. If, for convenience sake, you choose to list several projects in one proposal, list them separately, along with their specific costs, allowing the selection panel to review each on its own merits. In this manner, if one project is stronger than another, CAPP administration will exercise a “line item veto” power to select the strongest one(s) for funding, and decline the weaker project(s).

**Q. Can I apply for CAPP funds to install a renewable energy system to replace a traditional energy?**

A. Yes, but it likely won't be a strong proposal if the new system is replacing electric power as this won't significantly reduce local air emissions given our local energy generation source (almost entirely from non-polluting geothermal and hydro-generated power). Remember, CAPP is looking for cost effective projects and requires a cost/benefit analysis to quantify and compare the amount of local air emissions reduced against the project cost. Most renewable energy systems will not rate high in this analysis.

**Q. What is meant by “CAPP-funded administrative costs should not exceed 15 percent of the total requested amount”?**

A. CAPP funds are intended to pay for actual project costs, not ongoing and overhead administrative costs, such as utilities, rent, office supplies, payroll, benefits, etc. Up to 15 percent of such costs that are arguably tied to the CAPP project can be applied for, but must be detailed in your project budget.

**Q. Will the CAPP pay for personnel costs in addition to administrative costs?**

A. Yes, if personnel hourly costs are directly tied to the project as part of an effort to directly or indirectly reduce local air pollution. For example, an education program about air pollution could indirectly reduce future air pollution through increased knowledge and behavior modifications. Therefore, the cost of an educator would qualify and would not be counted toward administrative costs. However, since this program is so limited in time and scope, personnel benefits, such as insurance and retirement, are not allowable for proposal inclusion as they don't have any direct effect on air emissions reductions.

**Q. Does volunteer labor count toward cost sharing in our project's overall budget?**

A. Yes. If any labor that is required to complete the project is provided by unpaid volunteers, include it in your overall project budget as cost sharing. While the Federal Government currently values volunteer labor at \$20.85 per hour, according to the Independent Sector, a leadership network for nonprofits, foundations, and corporate giving programs (<http://independentsector.org>) the value of volunteer labor in California is currently \$23.42 per hour. Please use this hourly rate in your budget computations for volunteer labor cost-sharing.

**Q. Our office is not located within the Great Basin Unified Air Pollution Control District. Can we still apply for CAPP funds?**

A. Regardless of where you are located, if your project is implemented within the Air District's territory encompassing Inyo, Mono and Alpine counties, and therefore reduces District air emissions, it qualifies for CAPP funding.