



Implementation Manual
For the FY2011/2012
San Diego Airport Vehicle Rebate Program (AVRP)

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San Diego Airport Vehicle Rebate Program (AVRP)**

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Executive Summary

The Airport Vehicle Rebate Program (AVRP) is intended to encourage ground transportation providers operating at the San Diego Airport to adopt lower emission and cleaner alternative fuel vehicles.

The California Center for Sustainable Energy (CCSE), in partnership with the San Diego County Regional Airport Authority (SDCRAA), Miramar College, and SANDAG, is launching AVRP in June 2011 for licensed ground transportation providers at the San Diego International Airport. AVRP is a technology-neutral program that will provide \$750,000 in incentives toward the purchase of alternative fuel and energy-efficient vehicles.

CCSE is administering this program through a grant from the Reformulated Gasoline (RFG) Settlement Fund, which was created as a result of an antitrust class action. The purpose of the RFG Fund is to achieve clean air and fuel efficiency benefits for California consumers. Under the terms of the grant agreement, \$750,000 in rebates has been allocated to implement a vehicle rebate program serving transportation providers operating at the San Diego International Airport. An additional \$75,000 has been allocated for education, training and outreach conducted by Miramar College and SANDAG.

The goal is to replace up to 200 shuttles, taxis, and door to door vehicles serving the San Diego Airport with alternative fuel vehicles, provide basic technical training and support to fleet managers on natural gas, propane, hybrid and electric vehicle technologies and coordinate with local San Diego County governments in planning and deployment of alternative fuel infrastructure.

Introduction

San Diego County Regional Airport Authority (SDCRAA) entered into a Memorandum of Understanding (MOU) with the California Office of the Attorney General that requires the airport to meet greenhouse gas (GHG) reductions for ground and air transportation providers. AVRP vehicle eligibility is determined by guidelines established under the terms of this MOU. The AVRP will be complementary to existing airport programs aimed at reducing GHG emissions from licensed ground transportation providers.

Under the terms of the MOU, vehicles eligible for rebates include:

- Vehicles subject to categories as specified in the Governor's Executive Order S-01-07 (Low Carbon Fuel Standard)
- Clean Air Vehicles (CAV) as specified in the California Vehicle Code (symbol) 5205.5
- Car models that meet or exceed 10% reduction in GNG emissions as set by 1493 (Pavley Bill) for the fleet wide average GHG emissions mandated by AB1493 for model year vehicles through 2015.
- All medium duty vehicles currently eligible for California's Hybrid Bus and Bus Voucher Incentive Program (HVIP)
- Propane-fueled vehicles are eligible as part of the low carbon fuels specified by the California Air Resources Board in the Low Carbon Fuel Standard Regulation.

This document constitutes the California Center for Sustainable Energy's (CCSE) Implementation Manual for the AVRP for FY 2011-12. The AVRP program provides rebates up to \$7,500 to qualified San Diego Airport Ground Transportation Providers for the purchase or lease of eligible vehicles. The Implementation Manual identifies the minimum requirements for administration, implementation and oversight of the AVRP.

Program Implementation

The AVRP enables the purchaser or lessee of an eligible vehicle to receive rebates between \$1,000 and \$7,500. Rebates will be administered directly to the owner of the vehicles once they are permitted for operation at the San Diego Airport. Once an eligible vehicle has been purchased or ordered, they can apply for a rebate. Funds will be held in reserve until the vehicle is permitted for use at the San Diego Airport.

Applications will be submitted online through the AVRP website at: energycenter.org/avrp. Information on the AVRP will be centrally available to the public and other interested parties. The website will include the up-to-date list of eligible vehicles, rebates amounts, an on-line application, all supporting documentation and forms and a real time running total of available funds remaining in the program.

Schedule

Table 1: AVR P Implementation Timeline

Action Item	Date or Time Period
Contract signed/CCSE selected as grantee for San Diego Airport Vehicle Rebate Program (AVRP)	March 2, 2011
Launch of AVR P Website	March 2011
Vehicle Rebate Applications and first half of funding available (\$375,000)	June 21, 2011
1 st Program and Expenditure Report Due from CCSE (covering 3/2/11 – 6/2/11)	July 2, 2011
Estimated completion/allocation of first half of rebate funds	September / October 2011 Estimated
Second Half of Rebate Funds Available	September 15, 2011 Estimated
2 nd Program and Expenditure Report Due from CCSE (covering 6/3/11 – 9/2/11)	October 2, 2011
3rd Program and Expenditure Report Due from CCSE (covering 9/3/11 – 12/2/11)	January 2, 2012
4th Program and Expenditure Report Due from CCSE (covering 12/3/11 – 3/2/12)	April 2, 2012
Final Project and Expenditure Report Due from CCSE (covering 3/3/12 – 7/2/12)	August 2, 2012

Eligible Vehicles

Vehicles eligible for rebates under the AVRPP are determined by the San Diego Airport Memorandum of Understanding (MOU) with the California Attorney General. Eligible vehicles are determined based on meeting a 10% reduction in Greenhouse Gas Emissions over gas equivalent as defined by:

- Executive Order S-01-07 (Low Carbon Fuel Standard)
- Clean Air Vehicles (CAV) <http://www.arb.ca.gov/msprog/carpool/carpool.htm>
- AB1493/Pavley – Vehicle Models included from www.driveclean.ca.gov as long as they received a global warming score of 8 or higher.
- Medium Duty Vehicles eligible for CA HVIP program www.californiahvip.org
- Propane Vehicles as an eligible fuel per the low carbon fuel standard

As new eligible vehicles enter the market, they will be added to the AVRPP website and eligible for rebates as long as funds are available.

The following fuel technologies and model years are eligible:

Natural Gas (CNG) – All CARB certified new and used vehicles less than 4 years old.

Propane - All CARB certified new and used vehicles less than 4 years old.

Diesel – Diesel vehicles less than 4 years old at the time of purchase are only eligible if they exclusively run on B20 made with recycled cooking oil. This B20 formulation is the only one available locally that meets the airport's greenhouse gas reductions targets.

Hybrid - Eligible Hybrid Vehicle Models are those listed on the www.driveclean.ca.gov website and have they received a global warming score of 8 or higher. In addition, used 2009 and 2010 hybrid vehicles are eligible as defined by the California Air Resources Board (CARB) Clean Vehicle List. <http://www.arb.ca.gov/msprog/carpool/carpool.htm>

High Fuel Economy Gas- Certain high fuel economy gasoline vehicles are eligible for the AVRPP. Eligible Vehicle Models are those listed on the www.driveclean.ca.gov website and have they received a global warming score of 8 or higher.

An up to date listing of eligible vehicles can be found at: www.energycenter.org/avrpp

Eligibility Requirements

The intent of the AVRPP program is to encourage ground transportation owners of existing high emission vehicles operating at the San Diego Airport to replace their vehicles with clean or alternative fuel vehicles. Therefore, ground transportation providers must have been permitted to operate a vehicle at

the San Diego Airport on or March 2, 2011 (the effective date of the AVRP grant agreement) to be eligible to apply for a rebate.

Ground Transportation Owners of Taxis, Executive sedans, charter, limousine, courtesy shuttles, door-to-door shuttles and off airport parking shuttles are eligible to participate in the AVRP program.

Ground Transportation Providers are eligible to receive a rebate once they have permitted the vehicle for use at the San Diego Airport.

All vehicles, whether leased or purchased must operate at the San Diego Airport for a period of 36 months **after** the receipt of the rebate funds. As part of the application process, all vehicle owners receiving a rebate must certify that they plan to operate the eligible vehicle at the airport for a minimum of three years. Rebate recipients who do not operate the vehicle for the full 36-month ownership or lease period will be required to reimburse CCSE for all or part of the original rebate amount.

Additionally, owners of AVRP eligible **diesel** vehicles will need to provide an additional certification that they will exclusively use B20 (biofuel made from waste cooking oil) in any diesel vehicle receiving a rebate from AVRP. This certification will be emailed or mailed to the owner of the eligible diesel vehicle once they complete an on-line application.

1. Ground transportation providers must have been permitted to operate a vehicle at the San Diego Airport on or before March 2, 2011 to be eligible.
2. Be an individual or business that is based in California or has a California based-affiliate.
3. Be a purchaser or lessee of a new or used eligible vehicle on or after the official start date of the Airport Vehicle Rebate Program, March 2, 2011 and prior to exhaustion of available rebate funds.
4. Retain ownership of the vehicle for a minimum of 36 consecutive months immediately after the vehicle purchase or lease date. **Rebate recipients who do not retain the eligible vehicle for the full 36-month ownership or lease period will be required to reimburse CCSE for all or part of the original rebate amount.**
5. Register the vehicle with the California Department of Motor Vehicles (DMV) for a minimum of 36 consecutive months for use in California.
6. Operate the vehicle at the San Diego International Airport for a minimum of 36 consecutive months once permitted at the airport.
7. Certify that they or any other "dba" affiliated with their company and permitted to operate at the San Diego International Airport has not applied to receive rebates for more than a combined total of 5 vehicles from the AVRP program.

Eligible Vehicles

Only vehicles listed on the AVRP website are eligible for rebates. As additional eligible vehicles come to the market, they will be added to the website. Any ground transportation provider who believes that a vehicle should be added to the list that is not currently listed may contact CCSE to discuss.

All eligible vehicles, whether they are new or used, must be purchased on or after March 2, 2011 to participate in this program.

Leased or purchased vehicles are allowed.

Used vehicles are eligible for rebates as long as the model year complies with the San Diego Airport greenhouse gas (GHG) emissions reduction requirements.

- Used Cars: Taxis, limousines and executive sedans model years eligible include 2009 – current model year. (Model years prior to 2009 are not eligible as GHG emission reduction information is not certified.)
- Used Shuttles: Vehicles 2007 – current model (Comply based on alternative fuel vehicles as defined by the California Low Carbon Fuel Standard.)

Rebate Amounts

Rebate amounts will vary from \$1,000 to \$7,500.

Distribution of Rebates

Eligible vehicles are eligible for a rebate once they have permitted the vehicle for use at the San Diego Airport by a ground transportation provider.

Program funds will be administered on a first-come, first-served basis until funds run out.

A total of \$750,000 will be made available for AVRP rebates. This total will be allocated based on the ground transportation groups most impacted by San Diego Airport vehicle fee increases:

- \$400,000 for shuttles (off-airport parking, door-to-door and courtesy shuttles)
- \$212,500 for taxis
- \$100,000 set aside for charter vehicles (executive sedans, charters and limousines)
- \$37,000 set aside for EV/Nissan LEAF taxi and executive sedan pilot

Once the first half, or \$375,000 of rebates are committed, CCSE will reevaluate the rebate demand by vehicle group and adjust allocations as appropriate.

AVRP Application Process

At any time following a vehicle purchase or lease transaction of an AVRP eligible vehicle, the purchaser or lessee may submit a rebate application. Applications can be submitted online at the AVRP website. Applicants without internet access can contact CCSE in order to complete a rebate application over the phone.

Rebates will be distributed on a first-come, first-served basis. Available rebate funds will be immediately reserved by CCSE following submission of an online application or upon receipt of a mailed application.

After an application is accepted by CCSE, the required supporting documentation must be mailed by the purchaser or lessee to CCSE within 14 calendar days (as determined by U.S. mail postmark).

Funds will be held in reserve until the eligible vehicle is permitted by the San Diego Airport and owner provides proof of permit to CCSE as part of the application process. Rebates will be sent directly to vehicle owner once vehicle is permitted for operation at the San Diego Airport and CCSE receives confirmation of permit registration from the San Diego Airport. Once CCSE has verified the documentation, a rebate check will be issued to the vehicle purchaser or lessee. The rebate for an eligible vehicle will be issued to the qualified recipient in a single allotment. The distribution of this rebate will be made in a timely manner, but no later than 60 days after receipt and verification of the documentation required for approval of the rebate.

Maximum Rebates Per Entity

No single corporate entity is eligible to directly receive more than 5 rebates over the life of the AVRPP program. These vehicles can be any type of eligible vehicle. For the purposes of the AVRPP, vehicles under common ownership or fiduciary control of a fleet – including, but not limited to, entities sharing a common Taxpayer Identification Number (TIN) -- are considered part of a single fleet even if they are part of different subsidiaries, divisions, or other organizational structures of a company, government agency, or other entity. All entities, other than individuals, are required to disclose their TIN at the time of rebate application and any other DBA (Doing Business As) entities also permitted at the San Diego Airport . CCSE or its designee may seek financial reimbursement and/or civil and criminal penalties from a vehicle purchaser/lessee for non-disclosure or inaccurate disclosure of its TIN or other information relating to common ownership or fiduciary control of the purchasing entity.

Waiting List

In the event that the AVRPP becomes oversubscribed and additional funds are not available, CCSE will establish a waiting list. Vehicle purchasers/lessees must submit a completed application to CCSE in order to be put on the waiting list. The waiting list will be established in order of receipt of completed applications to CCSE. Vehicle purchasers/lessees on the waiting list are not guaranteed a rebate.

Duties and Requirements

CCSE

CCSE and its subcontractors for this program are responsible for the on-the-ground project implementation of distributing rebate payments for eligible vehicles, including, but not limited to, the following tasks:

- Finalize the Implementation Manual in consultation with AVRPP Grant Administrator.
- Prepare outreach, training and educational materials necessary for the project to be successful.
- Develop a user-friendly public webpage which must include, at a minimum:
 1. The List of Eligible Vehicle Models and each vehicle's rebate amount.
 2. Ability to submit online rebate applications.

3. Ability to track total AVRVP funds, both available and expended.
 4. All documents and forms related to the project.
- Ensure purchasers and lessees meet all applicable AVRVP requirements.
 - Use the criteria in this Implementation Manual to review and approve or disapprove rebate applications.
 - Distribute rebate payments to eligible vehicle purchasers and lessees.
 - Track expenditure of AVRVP funding.
 - Establish a waiting list in the event that the project becomes oversubscribed.
 - Respond to public inquiries regarding the AVRVP.
 - Provide AVRVP Grant Administrator all reports required per the grant including interim Project and Expenditure Reports and a Final Report that summarizes and evaluates total fund expenditures, vehicles funded, outreach efforts, and implementation challenge and future program improvements.
 - Meet all requirements of CCSE AVRVP Grant agreement with CY Pres Grant Administrators.

Conflict of Interest

CCSE may have no interest, and shall not acquire any interest, direct or indirect, which will conflict with its ability to impartially complete the project tasks described above.

Vehicle Owner

The vehicle purchaser or lessee is responsible for ensuring the accuracy of the information on all rebate applications and required documentation submitted to CCSE. Submission of false information on any required documents may be considered a criminal offense and is punishable under penalty of perjury under the laws of the State of California.

The vehicle purchaser or lessee is responsible for submitting the rebate application and providing CCSE all required documentation. Eligible vehicle purchasers or lessees must accept the rebate directly – the AVRVP does not provide an option to assign the rebate to a lessor (i.e. vehicle dealer or manufacturer).

- Be a business entity that is based in California or has a California-based affiliate. All businesses must be licensed to operate in California.
- Purchase or lease a new or used eligible vehicle as specified in eligible vehicle section of this Implementation Manual.
- Submit the application form and mail in all required supporting documentation within 14 calendar days of application submittal.
- Application must be received and approved by CCSE prior to exhaustion of available funds.
- Retain ownership and operate eligible vehicle at the San Diego Airport for a minimum of 36 consecutive months after vehicle purchase or lease date.

Purchase of an AVRVP eligible vehicle with the intent to resell the vehicle for financial gain within 36 months is not allowed. In these cases, CCSE its designee reserves the right to recoup AVRVP funds from the original vehicle purchaser identified on the rebate form and may pursue other remedies available under the law.

Project Administration

This section defines the respective roles of CCSE and the Cy Pres Grants Administrators in administering the Airport Vehicle Rebate Program.

The success of the AVRPP is contingent upon the ability of vehicle purchasers and lessees to take advantage of rebates quickly after purchasing or leasing a vehicle. The total amount available to CCSE to administer as vehicle rebates per the Cy Pres Reformulated Gas Settlement Grant Agreement is \$750,000. Rebates range from \$1,000 to \$7,500 depending on the age and type of fuel technology. Given these funds it is estimated that the AVRPP will be able to provide rebates for approximately 150 vehicles purchased or leased by ground transportation providers at the San Diego Airport.

It is estimated that there will be more demand for rebates than funds available. CCSE will administer the program on a first come, first served basis and provide real-time visibility to the remaining rebate funds available via the program website at www.energycenter.org/avrp. As soon as an application is submitted on-line a rebate will be reserved to ensure availability. Funding will be released to vehicle owner or lessee within 30 days once the supporting documenting has been received and the vehicle has been permitted at the San Diego Airport.

In order to ensure adequate project funds are available. CCSE has requested 50% or \$375,000 to be available immediately upon the launch of the program in June, 2011. The second disbursement of \$375,000 will be requested once the first installment is 75% allocated or \$281,000 has been disbursed.

Administrative Funding

In order to administer the AVRPP program, CCSE will receive \$97, 010.09 for the duration of the program which is estimated to be from 12 to 18 months from the date of signing of the Grant Agreement (March 2, 2011). An additional \$75,000 has been allocated to Miramar College and SANDAG as CCSE subcontractors to provide additional outreach, education and vehicle maintenance training. These administrative grant funds must be used in accordance with the Grant Workplan, Timeline and Budget for the program. No changes in the budget, timeline or the grant period may be made without prior written consent from the Cy Pres Grants Administrators.

CCSE will receive administrative funding per the following schedule.

Submit 1st Administrative Funding Disbursement Request to Cy Pres Grants Administrators in amount equal to \$78,048.90 (45% of amounts in the Program Budget for CCSE, Miramar and SANDAG budget). 45 days after the execution of the grant agreement.

Submit 2nd Administrative Funding Disbursement Request to Cy Pres Grants Administrators in the amount equal to \$78,048.90 (45% of amounts in the Grant Agreement for CCSE, Miramar and SANDAG Budgets) once 50% or \$375,000 of the funds budgeted for rebates in the Grants Budget have been disbursed.

Submit 3rd Final Administrative Funding Disbursement Request to Cy Pres Grants Administrators in the amount equal to \$17,344.20 or 10% of the amounts in the Grant Budget for CCSE, Miramar and SANDAG once the rebate funds of \$750,000 have been completely allocated and a final report with summarizing the design, implementation and results of the program, have been received.

Accounting of Funds

CCSE will provide Cy Pres Grants Administrators with documentation accounting for the proper expenditure of rebate and program administration according to the schedule identified in the Program Implementation Section of this document.

The Cy Pres Grant Administrators for the Reformulated Gasoline Settlement Fund hold overarching responsibility for AVRP oversight and project accountability and has final authority regarding program parameters and for monitoring and reviewing CCSE's implementation of the AVRP.