Setting Program Expectations for Mobility Project Voucher Applicants

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Clean Mobility Options

www.cleanmobilityoptions.org
CMO Presenters

Abraham Salinas
CMO Program Administrator

Nour Katabi
CMO Program Administrator
Program Administrative Team
Poll

What type of organization are you representing today?

a) Government Agency
b) Transit Agency
c) Tribal Government
d) Nonprofit
e) Community-Based Organization
f) Other
Agenda

- Clean Mobility Options (CMO) Program Overview
- Mobility Project Voucher (MPV)
- Voucher Agreement and Redemption Requirements
- Insurance Requirements
- Data Collection and Reporting
- Participating in Clean Mobility Equity Alliance (CMEA)
- Available Resources
Clean Mobility Options Program Overview

This section provides an overview of the program background, goals, and desired outcomes.
Clean Mobility Options Program

A statewide public program that empowers under-resourced communities across California to identify and overcome mobility obstacles with funding for community needs assessments and clean, shared, zero-emission transportation projects.
Program Goals

• Increase zero-emission mobility choices for disadvantaged communities, low-income communities and Tribes.

• Fund community-driven mobility solutions by centering the residents’ primary needs.

• Improve access to clean mobility options that are safe, reliable, convenient, and affordable to communities throughout California.

• Reduce greenhouse gases and criteria pollutants.
Mobility Project Voucher

This section provides an overview of CMO mobility projects and the current funding opportunity.
What is a Mobility Project?

A CMO mobility project results in the implementation of clean and shared transportation service including zero-emission:

- Carsharing
- Bikeshare or scooter-share
- Carpooling and vanpooling
- Microtransit (Innovative transit)
- Fixed route transit
- Ride-on-demand
$33 Million in Total Funding for MPV

- 5-year voucher agreement term
- Up to $1.5 million per mobility project
- $12.5 million Open Funding for Window 2 new MPV Awardees
- $7.5 million set-aside for previous CTNA Awardees
- $3 million set-aside for Tribal Governments
- $10 million set-aside for Current Window 1 MPV Awardees
SAVE THE DATE

The Mobility Project Voucher (MPV) Application Window is set to open

9:00 am PT on Wednesday March 1, 2023
MPV's Two-Phase Application Process

Phase 1

Includes basic program eligibility requirements:

- Project Team Profile
- Project Narrative
- Transportation Needs Assessment
- Project Area Profile
- Total Requested Voucher Amount
- Supporting Docs (eligibility)

Phase 2

Includes more in-depth information about:

- Project Narrative / Team Profile details
- Project Milestone Schedule
- Community Outreach Plan
- Community Resource Contributions
- Budget Worksheet
- Financial Sustainability Plan
- Supporting Docs (where applicable)
MPV Application Timeline

**MPV PHASE 1:**
- Application Window Opens
  March 1, 2023, at 9:00 am PT
- Application Window Closes
  April 5, 2023, at 11:59 pm PT

**MPV PHASE 2:**
- Application Closes
  Summer 2023

**MPV PHASE 2:**
- Application Opens
  (only qualified applications from Phase 1)
  Late Spring 2023

**Fall 2023:**
- MPV Notice of Intent to Award
Which CMO requirement do you have the most questions about or would like more information?

a) Voucher Redemption
b) Insurance Requirements
c) Data Reporting
d) Technical Assistance/CMEA
e) Other
Voucher Agreement and Redemption Requirements

This section provides an overview of the MPV Voucher Agreement term and eligible project costs.
Mobility Project Voucher (MPV) Agreement Timeline

**Voucher Agreement** is a contract between the CMO Program Administrator and Awardee that serves as “Promise to Pay.”

- **Voucher Agreement Execution**
- **Planning and Construction Period** (up to 15 months)
- **Operation Launch Date**
- **Project Operation Period** (min. of 4 years)

**Voucher Agreement Term** is a minimum of 5 years.
MPV Funding: Eligible Project Costs

Voucher Funding Term is at least 4 years from the Voucher Agreement execution date.

<table>
<thead>
<tr>
<th>Planning</th>
<th>Outreach &amp; Marketing</th>
<th>Capital Acquisition Activities</th>
<th>Operations &amp; Maintenance</th>
<th>Admin Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Project planning and design prior to launch</td>
<td>• Community outreach and education</td>
<td>• Vehicles</td>
<td>• Fuel and electricity</td>
<td>• Travel expenses</td>
</tr>
<tr>
<td>• Consultant fees</td>
<td>• Collecting community input</td>
<td>• Infrastructure</td>
<td>• Regular and corrective maintenance</td>
<td>• Insurance compliance</td>
</tr>
<tr>
<td>• Participation in CMEA Events</td>
<td></td>
<td>• Associated hardware</td>
<td>• Software maintenance</td>
<td>• Data Reporting</td>
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<tr>
<td></td>
<td></td>
<td>• Telematic Devices</td>
<td></td>
<td>• Technical Assistance</td>
</tr>
</tbody>
</table>

$100,000 $200,000 $500,000 $600,000 $100,000

*Dollar amounts are examples of approximate project costs.*
Infrastructure Eligibility: Permits and Certification Compliance

Additional permits may be required for CMO funded eligible infrastructure depending on project type and area.

- Electric Vehicle Infrastructure Training Program (EVITP) Certification
  - Certification for electricians installing EVSE

- California Environmental Quality Act (CEQA) Notice of Exemption
  - Before applicants submit a Mobility Project Voucher Application, applicants must be certain that the project is eligible for a CEQA exemption.
Insurance Requirements

This section provides an overview of the MPV insurance requirements.
General Provisions

Insurance coverage is enforced for the complete Voucher Agreement term.

✓ Endorsements
✓ Additional Insureds
✓ Required Limits

Subcontractors need to be listed as ‘additional insured’ under your insurance OR supply evidence of the subcontractor’s insurance.
### MPV Insurance Requirements

<table>
<thead>
<tr>
<th>Commercial General Liability</th>
<th>Automobile Liability</th>
<th>E-Bike and Scooter (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain limits not less than $5,000,000 per occurrence for bodily injury and property damage liability combined with a $5,000,000 annual policy aggregate.</td>
<td><strong>CMO Shared Service Vehicles:</strong> $5,000,000 combined single limit.</td>
<td><strong>E-Bike and Scooter Insurance Carrier:</strong> Supply limit of $5,000,000.</td>
</tr>
<tr>
<td><strong>Non-CMO Shared Service Vehicles:</strong> $1,000,000 combined single limit.</td>
<td><strong>OR</strong></td>
<td><strong>Commercial General Liability:</strong> Supply endorsement showing proof of coverage and limit of $5,000,000.</td>
</tr>
</tbody>
</table>
MPV Insurance Requirements cont.

- **Workers Compensation & Employer’s Liability**
  Maintain limits of $1,000,000.

- **Non-Profit with 100% Volunteers Only (if applicable)**
  A Volunteer Insurance Policy with a limit not less than $1,000,000.

- **Cyber Liability**
  Maintain limits of $1,000,000 per occurrence per claim.
Questions?
Data Collection and Reporting

This section provides an overview of required project reporting.
Required Reporting Components

Project data required to be reported in quarterly basis are:

1. Vehicle and Infrastructure Equipment Specifications
2. Vehicle and Infrastructure Equipment Operations
3. Job Creation and Workforce Development
4. Membership/Participation Data
5. Community Engagement and Outreach
MPV Surveys

1. Intake/Sign up Survey (Prior to Launch)
   • Establishes baseline characteristics, needs, and travel behavior before service is implemented.

2. Post Trip Survey (Ongoing)
   • Real-time feedback to improve your service and measure impact.

3. User Survey (Ongoing)
   • Captures behavior change and service feedback and satisfaction
Participating in Clean Mobility Equity Alliance (CMEA)

This section is an overview of the Clean Mobility Equity Alliance and CMO Awardee participation.
Clean Mobility Equity Alliance (CMEA) Participation?

- Peer-to-Peer Community of Practice
- A variety of stakeholder participants
  - Other Grant Awardees
  - Technical Experts
  - Industry Leaders
- Critical component of Technical Assistance
CMEA Participation cont’d

• Required Virtual Meetings to connect with Other Awardees (quarterly)

• Optional Virtual or In-Person Trainings

• Networking and Advocacy

• Clean Mobility Equity Forum
  - An annual in-person convening of the Network
Available Resources

This section provides the available resources and technical assistance offered by the CMO Program Administrator.
Application Development & Technical Assistance Support
Application Development & Technical Assistance Support cont’d

One-on-One Support Available to All Prospective Applicants:

Access Assistance:
• Email
• Phone calls
• Online form
• CMO office hours
• Information sessions

Get help with:
• Understanding eligibility
• Budget advice
• Project design
• Developing partnerships
• Trainings

Assistance is NOT:
• Filling out application
• Writing budget

www.cleanmobilityoptions.org
Application Development & Technical Assistance Support cont’d

Technical assistance can be accessed through:

- Completing the CMO **Online Form** at [cleanmobilityoptions.org/help/](http://cleanmobilityoptions.org/help/)
- Calling into **CMO Hotline** 626-744-5670
- Scheduling a **CMO Information Session** to access one-on-one virtual or in-person assistance: [info@cleanmobilityoptions.org](mailto:info@cleanmobilityoptions.org)
- Attending a **CMO Thursday Office Hours**: 12 pm-1 pm PT weekly- [ZOOM](https://zoom.us)
MPV Implementation Toolkit

The Mobility Project Implementation Toolkit is a suite of five guides that includes:

- Guide 1: Calculate Costs
- Guide 2: Hiring Locally
- Guide 3: Engage the Community
- Guide 4: Finalize Contracts and Procurement
- Guide 5: Plan the Site
Required MPV Awardee Training

Following a kickoff orientation meeting, awardees will receive the following one-on-one trainings:

- Voucher Execution Training
- Finance Training
- Insurance Training
- Data & Reporting Training
Questions?
Thank You
Program Administrative Team