

Rule 310-Operational Development Fee Request for Proposals (RFP) Criteria

Introduction

On November 6, 2007, the Imperial County Air Pollution Control District Board of Directors adopted Rule 310-Operational Development Fee to assist the Imperial County Air Pollution Control District (ICAPCD) to mitigate the air impact produced from the operation of new commercial and residential developments. The funds generated from Rule 310 for the past fiscal year will be redistributed by the ICAPCD for various mitigation projects through an RFP process.

As per Rule 310, section E.6, the ICAPCD is requesting proposals for projects that meet the Rule 310 – Operational Development Fee goals and objectives. County Agencies, cities, private developers, and the general public have an equal opportunity to apply for the mitigation funds.

Qualifications:

Any person seeking funding for a mitigation project shall develop and submit a written Mitigation Project Report. The minimum criteria the proposed mitigation projects shall meet for considerations are the following:

- The proposed Mitigation Project Report shall contain a detailed project description, including sufficient information and documentation that supports the calculation of emissions and emissions reductions specified in the report.
- A thorough emission reduction analysis should be performed for the proposed mitigation project using emission factors from EPA document AP-42 “Compliance of Air Pollution Emission Factors”, the latest version of EMFAC, or other approved source(s). The emission reduction analysis shall include calculations for estimated emission reductions of all criteria pollutants on a daily and yearly basis. Documentation of emission factors and all assumptions shall be provided with the documentation.
- Emission reductions produced by the proposed mitigation projects must be above and beyond what is being required by any federal, state, or local regulation, memorandum of agreement/understanding with a regulatory agency, settlement agreement, mitigation requirement, or other legal mandate.
- Mitigation projects must adhere to a minimum cost-effectiveness of the current monetary figure established by the Carl Moyer Program to offset one weighted ton of PM10 or Ozone Precursors.

- No emission reductions obtained by the proposed mitigation projects shall be utilized as marketable emission reduction credits, or to offset any emission reduction obligation of any individual or entity.

Evaluation Process and Criteria

Mitigation projects are obligated to have a minimum project life of ten years. Proposed projects possessing shorter life spans may be approved on a case-by-case basis by the review committee, as provided for in Section E.7. In addition, projects with shorter lives may be subject to additional funding restrictions, such as a lower cost-effectiveness limit and/or a project cost cap.

Potential mitigation projects that do not meet designated criteria may be considered on a case-by-case basis if evidence supplied to the APCD demonstrates potential surplus, real, quantifiable and enforceable emission reduction benefits.

Conclusion

The ICAPCD Rule 310 Operational Development Fee Review Committee has been organized for mitigating purposes to provide the ICAPCD with a sound method for mitigating the emissions produced from the operation of new commercial and residential development projects throughout the County of Imperial and incorporated cities.

Should there be any questions or would like more information, please contact ICAPCD at (760) 482-4606 or log on to the Imperial County website at www.imperialcounty.net under “Air Pollution.”

Rule 310-Operational Development Fee

Project Format

EXECUTIVE SUMMARY

Provide an abstract or executive summary highlighting essential elements of the proposed project suitable for public distribution.

SCOPE OF WORK

Provide a narrative description of the proposal's Scope of Work that is specific and descriptive. Brevity is always appreciated. Include a short history or background referencing why the project should be chosen; the measurable environmental results anticipated; a description of the process used to reach the goal; a description of your capacity to manage the project; and the role of project partners. An assurance that your project will end on time would be helpful.

a. Project History and Background

Describe the history and background that makes your proposal worthy for project funding:

- Outstanding air quality needs and specific problems that the project will address.

b. Project Justification

Explain why the proposed project will benefit Imperial County. Some examples of project justifications that will improve your proposal's review are listed below:

- Potential for change (What is the likelihood for improvement/success as a result of the project?).
- Need assessment (addresses most severe problem, protects public health/welfare).
- Financial efficiency.

c. Project Goal(s) and Objectives

GOAL: Specify the goal of the proposed project.

List the objectives that will be accomplished by the proposed project that will allow the project goal to be attained.

OBJECTIVE 1:

OBJECTIVE 2:

d. Measurable Environmental Results/Outcomes

Describe the measurable environmental results you expect from this project. Indicate how restoration activities will be monitored to evaluate efforts toward reducing pollutant loads. Previous monitoring efforts within the proposed targeted areas should be summarized. Applicants should indicate how they intend to carry forward monitoring efforts beyond the project period, to continue to document air quality improvements that will lead to cleaner air.

e. Process

Describe the over-all approach you intend to use to implement your proposed project.

f. Project Completion Assurances

Provide assurances that you will complete the project within the funding period indicated on your proposal timeline.

g. Project Partners, Roles and Responsibilities

List and describe the entities that will have a role or responsibility in the project:

g.1 Roles and responsibilities associated with the project and entities that will be receiving funds.

g.2 Project Manager must ensure that part of the Project Management Strategy includes the following: Implementation, monitoring, reporting, and preparing for any audits/evaluations.

COST EFFECTIVENESS

Mitigation projects must adhere to a minimum cost-effectiveness of the current monetary figure established by the Carl Moyer Program to offset one weighted ton of PM10 or Ozone Precursors.

SCHEDULE OF ACTIVITIES

Present the schedule of activities that describes how each project objective will be achieved.

- **Activities:** Tasks that will be undertaken during the project. Progress for each task will be reported in each quarterly report and the final report for the project.
- **Outputs:** Deliverables that can be reported to demonstrate progress during the project and completion. These can be a milestone or measurement of project progress/success that can be quantified and reported and/or a product that demonstrates progress/success.
- Measurable Air Quality Results/Outcomes.

PROJECT BUDGET

Calculate the project budget by breaking down the costs as follows:

- Indirect Costs
- Direct Costs
- Other Funding Sources
- Funding Request

ANNUAL AVERAGE EMISSIONS REDUCTIONS EVALUATION

Emission reduction analysis for the proposed mitigation project using emission factors from EPA document AP-42 “Compliance of Air Pollution Emission Factors”. The emission reduction analysis shall include calculations for estimated emission reductions of all criteria pollutants on a daily and yearly basis. Documentation of emission factors and all assumptions shall be provided with the documentation. Documentation that supports the calculation of emissions and emissions reductions specified in the report.

SAMPLE APPLICATION

Rule 310 Project Funding Request Sample Request Form is developed by ICACPD to simplify the application process. However, the Applicant may develop their format and/ or follow the Project Format separately from the application form provided.