

**Yolo-Solano Air Quality Management District  
Clean Air Funds (CAF) Program  
Agreement (Contract) Requirements and General Information**

**Grant Program**

1. To receive Clean Air Funds grant funding, the following criteria must be met:
  - a) All matching funds must be secured. Written confirmation of such funding commitments is required prior to release of the grant funds. In the event funding commitments from other sources for the total cost of the project are not received within the stipulated time, the District shall have no obligation to provide funding for the clean air project(s).
  - b) If project scope changes occur for any reason, the changes must be submitted to the District as soon as possible, either during the open application period or prior to contract execution (if selected).
  - c) All outstanding final reports from prior year grants must be submitted.
2. The person signing the acknowledgement and agreement must have the authority to sign contracts and accept funds on behalf of the applicant.
3. If the project is to be conducted on property not owned by the applicant, a Letter of Support from the property owner or city/county/school district must be provided.
4. No work shall commence prior to the agreement start date, except at the applicant's cost and risk, and no charges are authorized by the District until an agreement is fully executed.
5. Funds will be released in their entirety for individual projects. Any unused grant money shall be returned to the District.
6. An "Award Acknowledgement" form must be submitted by the give deadline once a project has been notified of its award. Failure to do so will delay funding of the CAF project.
7. The District will send an agreement to the applicant and identified signing authority. At this time, the District will request insurance certificates, a completed W9 Form and Vendor Registration Form. Once the District receives all requested documents and the agreement is fully executed, the grant funds will be disbursed.
8. An agreement must be entered into between the District and the Clean Air Funds grant applicant; the applicant, unless otherwise specified, must encumber the funds no later than June of each calendar year. For purposes of this program, "encumber" means to have issued purchase orders or in contract to procure products or services. If funding is not encumbered by the deadline and unless an extension is granted, the District will recommend to the Board of Directors that the application and/or grant award be rescinded. Proof of the encumbrance is required to be submitted to the District upon request.

9. Recipients of Clean Air Funds shall provide updates on the status of implementation of project every 6 months, beginning from the date of agreement execution.
10. Recipients of Clean Air Funds shall notify the District within 30 days of project implementation and provide photographs or allow the District to take photographs of the project for use in District press releases, social media and other public relations materials.
10. Recipients of Clean Air Funds shall provide the District with a final report documenting the work performed and results, per the format shown in Exhibit "C" – "Final Report Format" of the agreement. The final report shall be submitted after the project has been fully implemented for one (1) year. The report is due within 90 days following the one-year project implementation date.
11. Any requests to change the project, including but not limited to, an extension to the project timeline, or project scope, must be submitted in writing and approved by the District.

### **General Information**

1. If sufficient fee revenues are not made available to the District by the Department of Motor Vehicles or from Solano County property tax proceeds, the District shall have no obligation to provide funding for the Clean Air Funds project(s).
2. It is the recipient's responsibility to inform the District in writing of any changes to the clean air project, e.g. matching funds, project scope, deadline, ownership, contact person, etc., as soon as possible.
3. In the event that the recipient fails to comply with any conditions of this outline, the District staff reserves the right to recommend to the Board of Directors that the application and/or grant award be withdrawn.