

ARF-1

NATURAL GAS VEHICLE INCENTIVE RESERVATION FORM

1. Applicant (Please Type)

1a. Name _____	1b. Identification Number (see instructions) _____		
1c. Street or P.O. Box _____	1d. City _____	1e. State _____	1f. Zip _____

2. Reservation Category

Incentive**# Veh****Total**

	Incentive	# Veh	Total
2a. Natural gas vehicles up to 8,500 lbs GVW	\$1,000	_____	_____
2b. Natural gas vehicles up to 8,501 to 16,000 lbs GVW	\$6,000	_____	_____
2c. Natural gas vehicles up to 16,001 to 26,000 lbs GVW	\$11,000	_____	_____
2d. Natural gas vehicles up to 26,001 to 33,000 lbs GVW	\$20,000	_____	_____
2e. Natural gas vehicles up to 33,001 GVW & greater	\$25,000	_____	_____
Total number of incentives requested by any single applicant cannot exceed 30		_____	_____

3. Declaration

The undersigned party declares under penalty of perjury that the information in this form is true and correct to the best of his or her knowledge. The undersigned party also acknowledges that he or she is aware of the requirements and conditions of receiving funding under the Natural Gas Vehicle Incentive Project and agrees to comply with all requirements and terms and conditions as provided Application Manual. The undersigned party affirms that he or she chooses to voluntarily submit personally-identifying information for the purposes of processing the incentive and enforcing the terms and conditions.

4. Signature of Authorized Officer for Applicant (Please Type)

4a. Name _____	4b. Title _____		
4c. Signature _____	4d. Date _____		
4f. Email _____	4g. Daytime Phone _____	4h. Fax _____	

5. Applicant Contact for Reservations (Please Type)

5a. Name _____	5b. Title _____		
5c. Street or P.O. Box _____	5d. City _____	5e. State _____	5f. Zip _____
5g. Email _____	5h. Business Phone _____		

Instructions for Form ARF-1

Section 1: Applicant

In the Applicant section, please enter the details of the entity applying for the Natural Gas Incentive.

1a. Name

If the applicant is a business, organization, or agency, please enter the entity's name. If the applicant is an individual or sole proprietor not operating under a fictitious business name, that person's name should go here.

1b. Identification Number

If the applicant is a business, organization, or agency, please enter the entity's Federal Tax Identification Number (or Employer Identification Number). If the applicant is an individual, that individual's California Driver's license number should be used. If neither of these are available, contact the NGVIP administrator for further instructions (<http://ngvip.its.uci.edu/contact>)

1c. through 1f. Address

Items 1c. through 1f. should provide the street or P.O. Box address for the entity or individual.

2. Reservation Category

Enter in the number of incentives at each level (2a-2e) of incentive requested. Note that the levels are based upon the Gross Vehicle Weight of the vehicle being purchased. The maximum number of incentives available under this solicitation to any entity or individual is thirty (30). An application requesting more than 30 incentives will be rejected. The 30 incentive limit is on a per-entity basis, if an entity submits multiple applications, the 30 incentive limit will apply to the total across all applications. Thus, if a business submits one application requesting 20 incentives that is granted, a second requesting 5 that is granted, and a third requesting 6, the third application will be rejected as the total number of incentives requested will then be 31.

3. Declaration

If you are applying for a business, agency, or organization, an authorized officer of your organization must read this declaration. If you are an individual, you must read this declaration. Once you have done so, move on to section 4 to sign and agree to the terms.

4. Signature of Authorized Officer for Applicant

This section must contain the name, contact details, and signature of an individual authorized to commit the entity to the terms and conditions necessary for reserving and redeeming a Natural Gas Vehicle Incentive as described in the Application Manual.

4a. Name

Print the name of the authorized officer for the Applicant in section 1. If the applicant is an individual or sole proprietor not operating under a fictitious business name, section 4a will be identical to section 1a.

4b. Title

If the Applicant is a business, organization, or agency, print the organizational title of the individual signing and authorizing the application. If the Applicant is a Sole Proprietor, print "Owner". If the Applicant is an individual, print "Self" or leave 4b blank.

4c. Signature

The individual named in section 4a must sign the application for it to be valid.

4d. Date

Enter the date the application was signed.

4e. Email

Enter the email of the authorizing individual from section 4a. This email will only be used for official correspondence regarding this application.

4f. Daytime Phone

Enter the daytime phone number for the authorizing individual from section 4a. This phone number will only be used for official correspondence regarding this application.

4g. Fax

Enter the fax number of the authorizing individual from section 4 if you would like to send and receive incentive documents via fax.

5. Applicant contact for reservations

This section provides the contact details for the individual responsible for processing the Natural Gas Vehicle Incentive reservation(s) for your organization.

5a. Name

Print the name of the contact person in your organization who will communicate with the NGVIP administrator regarding this reservation.

5b. Title

Print the organizational title of the individual who will communicate with the NGVIP administrator regarding this reservation.

5c-5f. Street or P.O. Box, City, State, and Zip

Print the street address or post office box number, City, State, and Zip Code that the NGVIP Administrator should use to communicate with you regarding your reservation. This is the address where your reservation confirmation will be mailed.

5g. Email

Print the email address of the individual who will communicate with the NGVIP administrator regarding this reservation.

5h. Business Phone

Print the business telephone number of the individual who will communicate with the NGVIP administrator regarding this reservation.

Attachment A – Notice to Individuals

The University of California, Irvine (“UCI”) is under contract with the California Energy Commission (Agreement # 600-14-006) to assist with administration of natural gas vehicle incentives, and to perform data collection to show where natural gas refueling stations are necessary and what benefits natural gas incentives may provide to California. As part of this work, UCI is conducting surveys and otherwise collecting information in order to assess and report on natural gas vehicle incentive activities. When a state agency or its contractor collects information, California law protects information that is personal under the California Information Practices Act of 1977 (“Information Practices Act”) (Civil Code, sections 1798 et seq.). Personal information includes, but is not limited to, your name, home address, home telephone number, family size, your vehicle’s location, and your education and employment history.

As required in Section 1798.17 of the Information Practices Act, you are hereby provided the following notice regarding information collected:

- a. The state agency requesting this information is the State Energy Resources Conservation and Development Commission (California Energy Commission), Fuels and Transportation Division.
- b. The designated Principal Investigator of the University of California (Irvine Campus) and the Energy Commission’s Commission Contract Manager are responsible for the system of records and shall, upon your request, inform you regarding the location of your records and the categories of any persons who use the information in those records. The Energy Commission’s Contract Manager can be reached at 1516 9th Street MS 23, Sacramento, CA 95814 or (916) 654-4162. You have a right to access records with your personal information maintained by UCI under its contract with the Energy Commission.
- c. The Energy Commission is authorized to maintain your information by Public Resources Code, section 25218(e).
- d. Each item of information you submit is entirely voluntary and optional.
- e. Although provision of the information requested is voluntary, refusal to provide all or part of the requested information may result in your not being granted a natural gas vehicle purchase incentive payment.
- f. The purposes for collecting this information (“Principal Purposes”) and sharing it between UCI, its subcontractors assisting in this work, and the Energy Commission are to:
 1. Analyze and report on activities funded under Alternative and Renewable Fuel and Vehicle Technology Program (Public Resources Code sections 44272 *et seq.*);
 2. Monitor, verify, and evaluate natural gas vehicle incentives;
 3. Determine, based on vehicle usage, where natural gas vehicle refueling stations will need to be built in the future;
 4. Monitor the expenditure of public funds for fraud, waste and abuse; and
 5. Research and analyze the types and effectiveness of natural gas vehicles in California.

ANY PERSONAL INFORMATION YOU PROVIDE WILL NOT BE USED FOR ANY OTHER PURPOSE. IT WILL NOT BE SOLD OR OTHERWISE TRANSFERRED TO OTHER ENTITIES, NOR WILL THE ENTITIES INVOLVED IN COLLECTING AND USING IT FOR THE PURPOSES DESCRIBED HEREIN USE IT TO CONTACT YOU FOR THE MARKETING OF ANY PRODUCT OR SERVICE.

- g. UCI plans to publish a report which will use aggregated statistics from information collected from you. The information, as published, will be anonymized and will not be linked to you as an individual. The Energy Commission does not plan to share the information you provide with parties other than UCI, you if you request it, and internally within the Energy Commission. In the event a request for information is received under the Public Records Act, and the information collected from you would be responsive to such a Request, the Energy Commission will refuse to disclose the personal information pursuant to Government Code §6254 (c).
- h. Pursuant to Civil Code §1798.34, you have a right of access to personal information that concerns you.