

Application Manual

Natural Gas Vehicle Incentive Project (NGVIP)

Funded through the California Energy Commission's
Alternative and Renewable Fuel and Vehicle
Technology Program



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Natural Gas Vehicle Incentive Project

1. Purpose

The purpose of this project is to provide incentives to reduce the purchase price of new on-road natural gas vehicles, which will directly benefit California's economy and the environment by expanding the use of a domestically produced non-petroleum fuel that is a low-cost alternative to gasoline and diesel and has lower carbon emission characteristics. Incentive reservations will be accepted starting **August 7th, 2015**. The incentives are available on a first-come, first-served basis and at varying levels depending on the gross vehicle weight.

2. Background

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology (ARFVT) Program. The statute, subsequently amended by AB 109 (Núñez, Chapter 313, Statutes of 2008), and AB 8 (Perea, Chapter 401, Statutes of 2013) authorizes the Energy Commission to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change policies.

The ARFVT Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California's use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies. Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.

- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

The statute requires the Energy Commission to adopt an investment plan to determine funding priorities and opportunities. A copy of the latest Investment Plan for the Alternative and Renewable Fuel and Vehicle Technology Program can be found at:

<http://energy.ca.gov/transportation/>

3. Program Administration

This Natural Gas Vehicle Incentive Project (NGVIP) is being administered by the Institute of Transportation Studies (ITS) at UC Irvine ("NGVIP Administrator"). The terms and conditions of the program are defined by the California Energy Commission and outlined in this application manual. Along with acting as the NGVIP Administrator, ITS Irvine is also conducting research into the market for natural gas vehicles. The details of this research effort and its relationship to this program are described in the companion document, NGVIP Research Program, available at:

<http://ngvip.its.uci.edu/research>

4. Eligible Applicants

This opportunity is open to individuals, firms, governmental agencies, and other entities ("Applicant") purchasing new, eligible natural gas vehicles for use in California. The Applicant is ultimately responsible for ensuring that the procedures outlined in this application manual are followed. Applicant assumes all responsibility for fulfilling the terms described herein for reserving and redeeming vouchers.

5. Eligible Vehicles

Incentives are available through the NGVIP only for vehicles meeting all of the following requirements:

- Vehicles must be new, on-road natural gas light-, medium-, or heavy-duty vehicles.
- Vehicles must be purchased on or after August 7, 2015.
- Vehicles must meet all emission requirements of the California Air Resources Board (ARB).
- Vehicles must be registered and operated on natural gas in California (at least 90 percent of the time) for at least 3 years.

- Vehicles must be fully warranted. "Fully warranted" means that all vehicle components, including the natural gas fuel system, are covered exclusively by the Original Equipment Manufacturer (OEM) or covered under separate warranties by the OEM and the fuel system upfitter that together provide warranty for the complete vehicle.
- Eligible vehicles must have engines prepped for natural gas.

Transit buses are not eligible for incentives under the NGVIP. For purposes of the NGVIP, a "transit bus" means the same as defined in California Vehicle Code section 642.

The ARB maintains a complete list of all vehicles and engines that are certified and approved for sale in California. This list is located on the ARB website at:

<http://www.arb.ca.gov/msprog/onroad/cert/cert.php>

To be eligible, a vehicle or engine must be on this list as certified or approved for model year 2014 or newer.

For purposes of the NGVIP, a "new" vehicle is one that has never been sold, leased, or used; and can be registered and driven as a new natural gas vehicle in California. A vehicle that is upfitted with a natural gas fuel system and sold as a new vehicle is eligible for a natural gas vehicle incentive.

A new gasoline or diesel vehicle that is purchased and then retrofitted by the owner with an after-market natural gas conversion kit is not considered a "new" vehicle under the NGVIP and not eligible for a natural gas vehicle incentive.

6. Funding and Incentive Levels

Information on the funding currently available for incentives through the NGVIP will be posted and updated at: <http://ngvip.its.uci.edu>. The Energy Commission, at its sole discretion, reserves the right to increase or decrease funding available for the NGVIP.

The individual incentive amounts by gross vehicle weight (GVW) are as follows:

Natural Gas Vehicle Incentives

GVW (lbs)	Incentive Amount
Up to 8,500	\$1,000
8,501 – 16,000	\$6,000
16,001 – 26,000	\$11,000
26,001 – 33,000	\$20,000
33,001 & greater	\$25,000

7. Maximum Number of Incentives

A single Applicant is eligible for up to a maximum of 30 incentives. This cap may be modified or removed during the term of the NGVIP. For the purposes of this limit, a single Applicant is defined as any single individual or business entity including all subsidiaries. Once an Applicant exceeds this maximum incentive cap, the Energy Commission and the NGVIP Administrator reserve the right to reject incentive reimbursement requests associated with Applicants exceeding the cap.

7.1 Taxpayer Identification Number (TIN) Requirements

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 structure of a company, government agency, or other entity. All entities, other than individuals, are required to disclose their TIN when submitting the *Natural Gas Vehicle Incentive Reservation Form (ARF-1)*. The Energy Commission or its designee may seek financial reimbursement and/or civil and criminal penalties from a vehicle purchaser for non-disclosure or inaccurate disclosure of its TIN or other information relating to common ownership or fiduciary control of the purchasing entity.

7.2. Unique Identifier for Individuals

If the Applicant is an individual and not organization, the Applicant is required to disclose their California driver's license number when submitting the *Natural Gas Vehicle Incentive Reservation Form (ARF-1)*. This number is used to uniquely identify an individual and to enforce the maximum incentive limit noted above. The Energy Commission or its designee may seek financial reimbursement and/or civil and criminal penalties from a vehicle purchaser for non-disclosure or inaccurate disclosure of their California driver's license number. Individuals who do not have a California driver's license are required to

provide an alternate unique identifier as approved by the Administrator. In this case, the Applicant should contact the Administrator for further instructions.

8. NGVIP Public Workshop

There will be one NGVIP Workshop; participation in this meeting is optional but encouraged. The NGVIP Workshop will be held through in-person participation, WebEx, and conference call at the date, time and location listed below. Please call (916) 654-4381 or refer to the Energy Commission's website at www.energy.ca.gov/contracts to confirm the date and time.

July 9, 2015

10:00am

California Energy Commission
Rosenfeld Hearing Room

1516 Ninth Street
Sacramento, CA 95814

Participation through WebEx

For participation through WebEx, the Energy Commission's on-line meeting service, follow the instructions below:

Computer Logon with a Direct Phone Number:

- Please go to <https://energy.webex.com/energy> and enter the unique meeting number **925 757 224**.
- When prompted, enter your information and the following meeting password (case sensitive): **meeting@10**.
- After you login, a prompt will appear on-screen for you to provide your phone number. In the Number box, type your area code and phone number and click OK to receive a call back on your phone for the audio of the meeting. International callers can use the "Country/Region" button to help make their connection.

Computer Logon for Callers with an Extension Phone Number, etc.:

- After you login, a prompt will ask for your phone number. **CLICK CANCEL**.

- Instead call 1-866-469-3239 (toll-free in the U.S. and Canada). When prompted, enter the meeting number above and your unique Attendee ID number which is listed in the top left area of your screen after you login. International callers can dial in using the "Show all global call-in numbers" link (also in the top left area).

Telephone Only (No Computer Access):

- Call 1-866-469-3239 (toll-free in the U.S. and Canada) and when prompted enter the unique meeting number above.

9. Project Requirements

The following requirements apply to all incentives provided under this solicitation. They are titled and numbered for easy reference. Applicants are encouraged to read the detailed requirements carefully.

- A. **Payment After Delivery:** The incentives available through the NGVIP can only be obtained following the purchase, delivery, and California registration of eligible vehicles, after all applicable taxes and fees are applied and paid.
- B. **Direct Payment to Purchaser:** Incentives will be paid directly to the Applicant following sale, manufacture, delivery, and registration of an eligible vehicle.
- C. **Complete Documentation:** The Applicant is responsible for providing supporting documentation with the *Natural Gas Vehicle Incentive Payment Claim (ARF-3) Form(s)* that demonstrates all requirements of this solicitation have been met. If necessary, the NGVIP Administrator reserves the right to request additional documentation from the Applicant for the sole purpose of ensuring all solicitation requirements have been met.
- D. **Operation in California:** The eligible vehicle(s) must be registered in California and the Applicant must agree to operate the eligible vehicle(s) on natural gas in California (at least 90 percent of the time) for a period of 3 years.
- E. **Incentive Limits:** A single Applicant is limited to a total of thirty (30) incentives across all incentive levels. For the purposes of the NGVIP, an Applicant is defined as any single individual or business entity including all subsidiaries. For example, if two different units of the same corporation apply for incentives, incentive limits will be applied to the corporation as a whole and not each individual unit.
- F. **Combining Incentives Permitted:** The incentives available through the NGVIP may be used in conjunction with natural gas vehicle incentives available from other entities.

- a. **Combined Incentive Requirements Must All Be Met:** Applicants that combine incentives must demonstrate compliance with requirements of all incentives received or expected to be received for the purchase of an eligible vehicle.
 - b. **Incentive Total Cannot Exceed Incremental Cost of Conventional Counterpart:** When the incentives offered under the NGVIP are combined with any natural gas vehicle incentive, the combined incentives cannot exceed the incremental cost of the eligible vehicle compared to its gasoline or diesel counterpart with similar trim levels.
 - c. **Proposition 1B Goods Movement Emission Reduction Program:** Incentives provided through the Air Resources Board's Proposition 1B Goods Movement Emission Reduction Program may be used in conjunction with NGVIP incentives. In this case, the Proposition 1B incentives do not count towards the incentive total limitation mentioned above.
- G. **Reservation Expiration Date:** NGVIP's incentive reservation period will be 210 days. If the 210 day expiration date falls on a weekend or holiday, the expiration date will be the first business day after the 210 day time period. For the purpose of the NGVIP, the reservation period is defined as the period of time that an incentive reservation must be used for the purchase of an eligible vehicle and all required and satisfactory documentation is received by the NGVIP Administrator. The NGVIP incentive is guaranteed only if all requested documentation is received within the reservation period. If all requirements for the incentive are not met within the reservation period, the Administrator will pay the incentive only if NGVIP funding is still available. Postmark dates of mailing will *not* be used to determine compliance with the reservation expiration date. The reservation expiration date will be as shown on *the Natural Gas Vehicle Incentive Reservation Confirmation Form (ARF-2)*.

Applicants are encouraged to submit complete and sufficient documentation well-ahead of the reservation expiration date. If the incentive reservation expires prior to the receipt of complete and sufficient documentation, the Applicant may re-apply for a new incentive reservation (see below). New incentive reservations are contingent upon the availability of NGVIP funds.

The NGVIP Administrator will make every effort to process incentive reservations in a timely manner. However, the NGVIP Administrator will not extend the incentive reservation date due to incomplete or insufficient documentation.

The NGVIP Administrator will honor and process all documentation received prior to the incentive reservation expiration date. However, the NGVIP

Administrator cannot guarantee that submitted documentation will be reviewed and processed prior to the incentive reservation expiration date. If documentation is determined to be incomplete or insufficient after the incentive reservation expiration date, the applicant may re-apply for a new incentive reservation if funds remain available.

10. Process for Receiving and Incentive

Obtaining an incentive for the purchase of a qualifying vehicle is a three phase process involving:

- Incentive Reservation (IR)
- Incentive Reservation Confirmation (IRC)
- Incentive Payment (IP)

Each phase has specific requirements so please read the following carefully.

10.1. Incentive Reservation Process

The incentives available through the NGVIP will be reserved on a first-come, first-served basis according to the following steps:

Step IR-1	Applicant must complete a <i>Natural Gas Vehicle Incentive Reservation Form</i> (See Attachment ARF-1).
	Use one <i>Natural Gas Vehicle Incentive Reservation Form</i> (ARF-1) to request incentives for one or more natural gas vehicles, up to the maximum number of incentives allowed for each Applicant.
	Request only the number of incentive reservations for eligible vehicles that can be purchased and fully documented to the NGVIP Administrator within 210 days.
	Applicant must approve submittal of the reservation request and declare its accuracy, understand and terms and conditions of the NGVIP as outlined in this application manual, and agree to comply with all requirements.
	Identify the contact for reservations and payments. This individual is the point of contact for the NGVIP Administrator.

Step IR-2	<p>Applicant must mail the signed original copy of the <i>Natural Gas Vehicle Incentive Reservation Form</i> (ARF-1) to:</p> <p style="text-align: center;">NGVIP Administrator Institute of Transportation Studies 4000 Anteater Instruction and Research Bldg (AIRB) University of California, Irvine Irvine, CA 92697-3600</p>
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10.2. Incentive Reservation Confirmation and Vehicle Purchase Process

Incentive Reservation Confirmation will be performed by the NGVIP Administrator. After receipt of a confirmed reservation, the Applicant has 210 days to purchase the qualifying natural gas vehicle and submit all required documentation. The steps of this phase are as follows:

Step IRC-1	<p>NGVIP Administrator staff will review the <i>Natural Gas Vehicle Incentive Reservation Form</i> (ARF-1) for completeness and eligibility.</p>
	<p>If the submitted forms are complete and meet eligibility requirements and incentive funds remain available, the reservation request will be processed for approval. The NGVIP Administrator will process all requests on a first-come, first-served basis during regular administrative hours. The NGVIP Administrator will observe the administrative holidays of the University of California, Irvine (http://www.reg.uci.edu/calendars/quarterly/2014-2015/quarterly14-15.html)</p>
	<p>If the NGVIP Administrator determines that the Project does not have sufficient funds to satisfy the Applicant's entire reservation request, the Applicant will be notified in writing. If the Applicant agrees to a lesser number of incentives, the Applicant must submit a modified reservation request within the specified time window, as directed, to the NGVIP Administrator for approval. If the original request was complete, the Applicant submitting a modified request will retain the date received priority status of the original request.</p>
Step IRC-2	<p>After approval, NGVIP Administrator staff will send to the Applicant:</p> <ul style="list-style-type: none"> • a single <i>Natural Gas Vehicle Incentive Reservation Confirmation Form</i> (ARF-2) and • one <i>Natural Gas Vehicle Incentive Payment Claim Form</i> (ARF-3) for each incentive reserved up to the maximum of 30. <p>For example, if an Applicant applies and is approved for five incentives, the applicant will receive one ARF-2 form and five ARF-3 forms to be</p>

	<p>sent in to the administrator along with supporting documentation when making a payment claim.</p> <p>All incentives under a single reservation will expire 210 days from the date of approval by the NGVIP Administrator.</p>
Step IRC-3	<p>Applicant shall use incentives reservations only for vehicles sold after approval of the Reservation request by the NGVIP Administrator and receipt of the <i>Natural Gas Vehicle Incentive Reservation Confirmation Form</i> (ARF-2) and before the reservation expires.</p>
Step IRC-4	<p>The NGVIP will be closed when all the available funds have been exhausted.</p>
	<p>If a <i>Natural Gas Vehicle Incentive Reservation Form</i> (ARF-1) is received after funds are exhausted, the request will be rejected.</p>

10.3. Incentive Payment Process

Payments for incentives are processed after delivery of the eligible vehicle to the Applicant, whether the vehicle is delivered at the point of sale or at a later date. In both cases, payments will be processed according to the following steps:

Step IP-1	<p>Applicant must complete the <i>Natural Gas Vehicle Incentive Payment Claim Form</i> (ARF-3) for each vehicle incentive claimed. Where possible, Applicant should use the ARF-3 form(s) sent to them during Step IRC-2.</p>
	<p>The Applicant must attach the following documents to the Natural Gas Vehicle Incentive Payment Claim Form:</p> <ul style="list-style-type: none"> • A legible copy of the <i>Natural Gas Vehicle Incentive Reservation Confirmation Form</i> (ARF-2) that the Applicant wishes to redeem (this form was sent in step IRC-2 to the Applicant when the reservation was approved); • A legible copy of the sale documents, signed by both the seller and purchaser, clearly displaying the vehicle identification number, the purchaser name and purchase date, MSRP or equivalent, all applicable state and federal taxes and fees, all other costs and

	<p>deductions, the origin and amount of all government incentives applied to the final price (this will not include the NGVIP incentive, which is applied for after purchase and delivery); and</p> <ul style="list-style-type: none"> • A copy of the California Department of Motor Vehicle registration form that shows the vehicle identification number and that the vehicle is registered in California. <i>Application for Title or Registration (REG 343) will not be accepted. The motive power shown on the registration form must be natural gas.</i>
Step IP-2	<p>Applicant must mail the signed original copy of the <i>Natural Gas Vehicle Incentive Payment Claim Form</i> (ARF-3) and supporting documents to:</p> <p>NGVIP Administrator Institute of Transportation Studies 4000 Anteater Instruction and Research Bldg (AIRB) University of California, Irvine Irvine, CA 92697-3600</p>
Step IP-3	<p>NGVIP Administrator staff will review the Natural Gas Vehicle Incentive Payment Claim Forms and supporting documents.</p> <p>If the package is complete and meets all requirements, the administrator will approve the request and initiate the payment process with UC Irvine accounting by emailing the applicant a unique link to UC Irvine's accounting website, where the applicant will enter details to receive incentive payment (a process known as "on-boarding").</p>
Step IP-4	<p>The Applicant must visit the link emailed by the Administrator, fill out, and submit the on-line form. This on-line form is used in-lieu of a W-9 or STD-204 to obtain the necessary information to issue a check to the applicant.</p>
Step IP-5	<p>Once the Applicant completes the "on-boarding" process, UCI accounting will review and issue a check to the Applicant.</p>

11. Changes to the NGVIP

The NGVIP Administrator and the Energy Commission reserve the right to:

- Cancel the NGVIP.
- Amend or revise the NGVIP as needed.
- Modify, adjust or eliminate funding in the NGVIP at its sole discretion.
- Reject any or all *Natural Gas Vehicle Incentive Reservation (ARF-1) Forms* received in response to the NGVIP.

If the NGVIP is amended, the NGVIP Administrator will post relevant information on the NGVIP website at <http://ngvip.its.uci.edu>.

12. Grounds for Rejection

The NGVIP Administrator may reject a *Natural Gas Vehicle Incentive Reservation Form (ARF-1)* for the following reasons:

- **Program Inactive:** The *Natural Gas Vehicle Incentive Reservation Form (ARF-1)* is submitted prior to the date when the NGVIP Administrator will begin accepting incentive reservations (shown in Section 1 of this document) or after the NGVIP is closed.
- **Incomplete Application:** The form or supporting documentation is incomplete or inaccurate in any way.
- **Applicant Ineligible:** The Applicant is not eligible per the requirements of the NGVIP.
- **Limits Reached:** The total number of incentives requested exceed the maximum amount available to the Applicant.
- **Funds Exhausted:** Funds available in the NGVIP have been exhausted.
- **Other:** The application is deemed invalid by the NGVIP Administrator based on the NGVIP requirements as set forth by the Energy Commission or for any other reason.

The NGVIP Administrator may reject a *Natural Gas Vehicle Incentive Payment Claim Form (ARF-3)* for the following reasons:

- **Incomplete Claim:** The form(s) or supporting documentation are incomplete, inaccurate, or insufficient in any way.
- **Ineligible Vehicle:** The vehicle purchased is not eligible.
- **Outside Reservation Window:** The vehicle was purchased prior to approval of the *Natural Gas Vehicle Incentive Reservation Form* (ARF-1) by the NGVIP Administrator or the *Natural Gas Vehicle Incentive Payment Claim Form* (ARF-3) and complete supporting documentation is received after the 210-day reservation period listed on the *Natural Gas Vehicle Incentive Reservation Confirmation Form* (ARF-2) has expired.
- **Other:** The application is deemed invalid by the NGVIP Administrator based upon the NGVIP requirements as set forth by the Energy Commission or for any other reason.

If rejected, the NGVIP Administrator will notify the Applicant in writing and will not reserve incentive funding or honor an incentive payment claim until identified issues are resolved, if at all. If the incentive reservation period has elapsed, the incentive reservation will be cancelled and the applicant directed to re-apply for a new incentive reservation if funding remains available.

13. Other Terms and Conditions

By submitting a *Natural Gas Vehicle Incentive Reservation Form* (ARF-1), the Applicant voluntarily agrees to submit personally-identifying information for the purposes of processing the incentive application, incentive payment, and for enforcing the Natural Gas Vehicle Incentive Program terms and conditions.

After an Applicant receives an incentive through the project, the following apply:

- Applicants who do not operate the incentivized vehicle 90% of the time in California on the designated fuel for the mandatory 36-month operation period will be required to reimburse Energy Commission all or part of the original incentive amount.
- The Energy Commission may periodically check vehicle identification numbers with vehicle registrations to ensure that NGVIP incentive recipients meet the 36-month operation requirement. If an Applicant violates this requirement, the Energy Commission or its designee reserves the right to recoup NGVIP funds from the original vehicle purchaser identified on the *Natural Gas Vehicle Incentive Reservation Form* (ARF-1) and may pursue other remedies available under the law.

- Applicants must be available for follow-up inspection if requested by the NGVIP Administrator, the Energy Commission, or the Energy Commission's designee for project oversight and accountability.
- The Energy Commission and the NGVIP Administrator reserve the right to request participation from Natural Gas Vehicle Incentive recipients in ongoing research efforts that support the NGVIP goals.

14. Applicants' Admonishment

This document contains the instructions governing the requirements which must be met to be eligible for consideration, and Applicant responsibilities. It is the Applicants' responsibility to carefully read all information pertinent to the NGVIP; ask appropriate questions in a timely manner; submit all necessary responses in a complete manner by the required date and time; and make sure that all procedures and requirements of the NGVIP are followed and appropriately addressed before submitting a Reservation request or payment claim form.

15. Questions and Availability of NGVIP Documents

This document and all supporting documents and forms can be found at

<http://ngvip.its.uci.edu>

The NGVIP Administrator offers a toll-free telephone line for any questions regarding the program.

TBD

This will be available during regular business hours (9:00am-5:00pm) while NGVIP incentive funds remain available.

Interested parties may also sign on to the electronic mailing list on this webpage to be notified of any changes to the NGVIP. For those parties without Internet access, copies of NGVIP documents can be obtained by contacting:

**NGVIP Administrator
Institute of Transportation Studies
4000 Anteater Instruction and Research Bldg (AIRB)
University of California, Irvine
Irvine, CA 92697-3600**

Specific questions regarding the NGVIP may be submitted in writing to info@ngvip.its.uci.edu, or may be delivered by mail to the address above. Questions and

answers will be posted on the Project website at <http://ngvip.its.uci.edu/faq> as part of the NGVIP. The person and organization submitting a question will not be identified.

16. Forms

Form ARF-1	Natural Gas Vehicle Incentive Reservation Form
Form ARF-2	<i>Natural Gas Vehicle Incentive Reservation Confirmation Form</i> (this will be sent by the Administrator upon Reservation approval)
Form ARF-3	<i>Natural Gas Vehicle Incentive Payment Claim Form</i>

17. Revisions to this Manual

- **Rev 2, August 3, 2015:** The delivery address was updated to allow for in-person or courier delivery services.
- **Rev 1, July 31, 2015:** The draft application manual was finalized in response to questions from the NGVIP workshop held on July 8, 2015.