

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 11/10)

CALIFORNIA ENERGY COMMISSION


 New Contract 600-10-005 Amendment to Existing Contract: - - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Michael Rutledge	44	916-657-4861	9/29/09

Contractor's Legal Name	Federal ID Number
California Air Resources Board	68-0288069

Title of Project
ARB Zero Emission and Plug-In Hybrid Light Duty Vehicle Rebate Program

Term	Start Date	End Date	Amount
New/Original Contract	3 / 23 / 11	12 / 31 / 12	\$ 2,000,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information			
Proposed Business Meeting Date	2/23/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Linda Schrupp	Time Needed:	5 minutes

Agenda Item Subject and Description
Possible approval of an interagency agreement with the Air Resources Board in the amount of \$2,000,000 to provide funding for the Clean Vehicle Rebate Project for qualified electric drive vehicles. This agreement will provide additional funding for electric vehicle rebates for advanced vehicle technologies.

Business Meeting approval is not required for the following types of contracts: <i>Executive Director's signature is required in all cases.</i>
<input type="checkbox"/> Contracts less than \$10k (<i>Policy Committee's signature is also required</i>)
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
The purpose of this agreement is to transfer funds from the Energy Commission Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) to the Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP). These funds will be used to expand and increase the funding for the CVRP. Funds for this program will be used to amend the Implementation Manual for the FY 2010-11 CVRP (Manual), administer and fund the rebate program as it pertains to the Energy Commission funding, report rebate data as it pertains to the Energy Commission funding, and provide a Final Report. In December 2010, the ARB selected, through a competitive solicitation, the California Center for Sustainable Energy (CCSE) as the Grantee for this project.

**California Environmental Quality Act (CEQA) Compliance**

1. Is Contract considered a "Project" under CEQA?

 Yes: skip to question 2 No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because the contract involves the amendment of the Implementation Manual ARB for the Zero-Emission and Plug-In Hybrid Light-Duty Vehicle Rebate Project, administration of Energy Commission funding for the rebate program, and reporting data as it pertains to Energy Commission funds for the program.

2. If contract is considered a "Project" under CEQA:

 a) Contract **IS** exempt. (Draft NOE required) Statutory Exemption. List PRC and/or CCR section number: _____ Categorical Exemption. List CCR section number: _____ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$2,000,000	09/10	\$2,000,000	Yes	Funding Source	09/10	601.118	\$2,000,000
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$2,000,000		TOTAL: \$2,000,000			TOTAL:			\$2,000,000
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Laurie Brunkhorst	Name:	Meri Miles
Address:	Air Resources Board P.O. Box 1436	Address:	Air Resources Board 1001 I Street, P.O. Box 2815
City, State, Zip:	Sacramento, CA 95812	City, State, Zip:	Sacramento, CA 95812
Phone/ Fax:	(916) 322-8215	Phone/ Fax:	(916) 322-6370
E-Mail:	lbrunkho@arb.ca.gov	E-Mail:	mmiles@arb.ca.gov

Contractor Is Private Company (including non-profits) CA State Agency (including UC and CSU) Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)**Selection Process Used** Solicitation

Select Solicitation Type _____

Solicitation #: _____ - -

 Non Competitive Bid (Attach CEC 96) Exempt

Interagency

Civil Service Considerations Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship) Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

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- The Services Contracted:
 - are not available within civil service
 - cannot be performed satisfactorily by civil service employees
 - are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- The Services are of such an:
 - urgent
 - temporary, or
 - occasional nature
 that the delay to implement under civil service would frustrate their very purpose.

Justification:

Payment Method

- A. Reimbursement in arrears based on:
 - Itemized Monthly
 - Itemized Quarterly
 - Flat Rate
 - One-time
- B. Advanced Payment
- C. Other, explain: lump sum upon invoice

Retention

- 1. Is contract subject to retention? No Yes
- If Yes, Do you plan to release retention prior to contract termination? No Yes

Justification of Rates

Rates for other governmental entities do not require justification.

Disabled Veteran Business Enterprise Program (DVBE)

- 1. Not Applicable
- 2. Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
 - Contractor is Certified DVBE
 - Contractor is Subcontracting with a DVBE: _____
- 3. Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- No Yes
- If yes, check appropriate box: SB MB DVBE

Is Contractor subcontracting any services?

- No Yes
- If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
- California Center for Sustainable Energy (CCSE) No SB MB DVBE
- (CCSE is ARB's administrator of rebate program) No SB MB DVBE
- No SB MB DVBE

Miscellaneous Contract Information

- 1. Will there be Work Authorizations? No Yes
 - 2. Will there be IT expenditures? No Yes
 - 3. Is the Contractor providing confidential information? No Yes
 - 4. Is the contractor going to purchase equipment? No Yes
 - 5. Check frequency of progress reports
 - Monthly
 - Quarterly
 - Other...
 - 6. Will a final report be required? No Yes
 - 7. Is the contract, with amendments, longer than a year? If yes, why? No Yes
- To provide time needed to administer and fund the ARB Clean Vehicle Rebate Project (CVRP).

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The following items should be attached to this CRF			
1. Scope of Work, Attach as Exhibit A.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached	
2. Budget Detail, Attach as Exhibit B.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached	
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
4. CEC 30, Survey of Prior Work	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached	
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	

 Contract Manager Date Office Manager Date Deputy Director Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting. See Business Meeting Information Section.

 Presiding Policy Committee Date Associate Policy Committee Date Executive Director Date