

GRANTS/CONTINGENT AWARD REQUEST



To: Grants and Loans Office

Date: 11 / 20 / 2012

Project Manager: Shuai "James" Zhang Phone Number: (916) 654-3915 ext.
Office: Emerging Fuels and Technology Division: Fuels and Transportation MS- 27
Project Title: CNG Fueling System

Type of Request: (check one)

New Agreement: (include items A-F from below) Agreement Number: ARV-12-014
Program: Alternative and Renewable Fuels and Vehicle Technology
Solicitation Name and/or Number: PON-11-602 Alternative Fuels Infrastructure
Legal Name of Recipient: City of Monterey Park
Recipient's Full Mailing Address: 320 W. Newmark Ave., Monterey Park, CA 91754
Recipient's Project Officer: Amy Ho Phone Number: (626) 307-1383 ext.
Agreement Start Date: 1 / 15 / 2013 Agreement End Date: 6 / 30 / 2014

Amendment: (Check all that apply) Agreement Number: _____
 Term Extension – New End Date: _____ / _____ / _____
 Work Statement Revision (include Item A from below)
 Budget Revision (include Item B from below)
 Change of Scope (include Items A – F as applicable from below)
 Other: (Specify) _____

ITEMS TO ATTACH WITH REQUEST:

- A. Work Statement
- B. Budget
- C. Recipient Resolution, if applicable. (Resolution may be requested in Special Conditions if not currently available.)
- D. Special Conditions, if applicable.
- E. CEQA Compliance Form
- F. Other Documents as applicable
 - Copy of Score Sheets
 - Copy of Pre-Award Correspondence
 - Copy of All Other Relevant Documents

California Environmental Quality Act (CEQA)

CEC finds, based on recipient's documentation in compliance with CEQA:
 Project exempt: Categorical Exemption 15302 NOE filed: _____ / _____ / _____
 Environmental Document prepared: _____ NOD filed: _____ / _____ / _____
 Other: _____
 CEC has made CEQA finding described in CEC-280, attached

Funding Information:

*Source #1: ARFVT Amount: \$ 300,000.00 Statute: 2011 FY: 12-13 Budget List #: _____
*Source #2: _____ Amount: \$ _____ Statute: _____ FY: _____ Budget List #: _____
*Source #3: _____ Amount: \$ _____ Statute: _____ FY: _____ Budget List #: _____

If federally funded, specify federal agreement number: _____
* Source Examples include ERPA, PIER-E, PIER-NG, FED, GRDA, ARFVT, OTHER.

Business Meeting Approval: (refer to Business Meeting Schedule)

Proposed Business Meeting Date: December / 12 / 2012 Consent Discussion
Business Meeting Participant: _____ Time Needed: (5 minutes)

Agenda Notice Statement: (state purpose in layperson terms)

Possible approval of a Grant / Contingent Award to...
City of Monterey Park for \$300,000 to upgrade the City's existing, outdated Compressed Natural Gas (CNG) fueling station at City Yard to provide sufficient fuel for the general public, the City's transit system, and an expanding Public Works fleet. City of Monterey Park will contribute \$475,634 in match funds.



Award Number: ARV-12-014

Date: 10 / 25 / 2012

Note: The Energy Commission Project Managers Manual includes detailed instructions on how to complete this section, with examples of grants that are “Projects” and are not “Projects”. When the Project Manager is completing this section, if questions arise as to the appropriate answers to the questions below, please consult with the Energy Commission attorney assigned to review grants or loans for your division.

1. Is grant/loan considered a “Project” under CEQA? Yes (skip to question #2) No (continue with question #1)

Please complete the following: [Public Resources Code (PRC) 21065 and 14 California Code of Regulations (CCR) 15378]:

Explain why the grant/loan is **not** considered a “Project”? The grant/loan will not cause a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because grant/loan involves:

2. If grant/loan is considered a “Project” under CEQA: (choose either **IS** or **IS NOT**)

Grant/loan **IS** exempt:

Statutory Exemption: (List PRC and/or CCR section numbers) _____

Categorical Exemption: (List CCR section number) 15302

Common Sense Exemption. (14 CCR 15061(b)(3))

Explain reason why the grant/loan is exempt under the above section:

upgrade the City's existing, outdated Compressed Natural Gas (CNG) fueling station at City Yard to provide sufficient fuel for the general public, the City's transit system, and an expanding Public Works fleet. The project consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced

Please attach draft Notice of Exemption (NOE). Consult with the Energy Commission attorney assigned to your division for instructions on how to complete the NOE.

Grant/loan **IS NOT** exempt. The Project Manager needs to consult with the Energy Commission attorney assigned to your division and the Siting Office regarding a possible initial study.

EXHIBIT A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Site Survey and Design
3	X	Construction
4		Data Collection and Analysis

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Amy Ho	None.	None.
2	Amy Ho	TBD from bid process	Gas Co.
3	Amy Ho	TBD from bid process	Gas Co.

GLOSSARY

Specific terms and acronyms used throughout this work scope are defined as follows:

Acronym	Definition
ARFVT	Alternative and Renewable Fuel and Vehicle Technology
CNG	Compressed Natural Gas
CPR	Critical Project Review
FTD	Fuels and Transportation Division
GHG	Greenhouse Gas
LACMTA	Los Angeles County Metropolitan Transportation Authority

Background:

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVT Program). The statute, subsequently amended by AB 109 (Núñez, Chapter 313, Statutes of 2008), 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 Energy Commission has an annual program budget of approximately \$100 million and provides financial support for projects that:

- Develop and improve alternative and renewable low-carbon fuels;
- Optimize alternative and renewable fuels for existing and developing engine technologies;

- Produce alternative and renewable low-carbon fuels in California;
- Decrease, on a full fuel cycle basis, the overall impact and carbon footprint of alternative and renewable fuels and increase sustainability;
- Expand fuel infrastructure, fueling stations, and equipment;
- Improve light-, medium-, and heavy-duty vehicle technologies;
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets;
- Expand infrastructure connected with existing fleets, public transit, and transportation corridors; and
- Establish workforce training programs, conduct public education and promotion, and create technology centers.

The California Energy Commission issued solicitation PON-11-602 to provide funding opportunities under the ARFVT Program for projects which develop infrastructure necessary to store, distribute, and dispense electricity, E-85, propane, diesel substitutes, and natural gas. To be eligible for funding under PON-11-602, the projects must also be consistent with the Energy Commission's ARFVT Investment Plan updated annually. In response to solicitation PON-11-602, the Recipient submitted application #30, which was proposed for funding in the Energy Commission's Notice of Proposed Awards released April 24, 2012. Both solicitation PON-11-602 and the Recipients proposal are incorporated by reference to this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient's Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient's Application and the terms of the Energy Commission's Award, the Commission's Award shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Recipient's Application, the terms of this Agreement shall control.

Problem Statement:

In 2005, the City was awarded grant funding to install a slow-fill Fuel Maker CNG fueling station that would supply fuel for 6 Public Works light-duty trucks and 1 cutaway transit bus. Fuel Maker has since gone out of business and replacement parts for the equipment are not available. The City's slow fill station was out of service for the entire calendar year of 2010. The City has struggled to keep the station running and has had to resort to used parts that had been taken from abandoned equipment.

The cities of Alhambra and El Monte have offered the use of their CNG fueling stations as a back-up option but neither has the capacity to provide sufficient fuel for the daily, ongoing operation of the City's 8 CNG mid-size buses. The City of Alhambra has stated that they have had to turn away the general public who has requested fuel from their station.

Until the City can install a new CNG fueling station, it will have to rely on the private fueling stations (e.g., Downtown Los Angeles, 1055 N. Alameda) that are located over 9 miles from the City Yard. The City's local bus service hours will have to be modified to

accommodate the additional travel time and fuel cost to access these stations. In addition, the City will incur higher fuel costs; \$2.36 compared to \$0.88; that are charged by private facility operators thus reducing the cost saving benefit of converting from diesel to CNG fuel.

The installation of an upgraded Compressed Natural Gas (CNG) fueling station will expand the network of CNG fueling stations in the western San Gabriel Valley. The proposed fueling station will be installed in the City Yard that is located at 751 S. Alhambra Ave., Monterey Park, CA 91755. This location is 2 miles from Atlantic Times Square - a new mixed-use complex that includes 200,000 square feet of retail shops, restaurants, an AMC-14 theater, a 24 Hour Fitness, and 210 luxury condos.

General Goals of the Agreement

The general goal of this project is to install a new CNG fueling station that will be accessible to the general public and supply sufficient fuel for the daily operation of the City's local bus service as well as its growing fleet of Public Works service vehicles. Meanwhile, the project will also help to achieve carbon emissions targets that are set in the City's Climate Action Plan and comply with air quality regulations through the conversion of conventional fuel vehicles with CNG-fuel counterparts.

Specific Objectives of the Agreement:

The specific objectives of this project are to:

- Identify gas lines and other utility lines that are necessary to operate the facility and design the configuration of the equipment.
- Procure and install the CNG fueling equipment
- Promote the availability of CNG fuel to the general public
- Collect operational data from the station, to analyze for economic and environmental impacts

TASK 1 Administration

Task 1.1 Attend Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Recipient shall:

- Attend a "Kick-Off" meeting with the Commission Agreement Manager, the Grants Officer, and a representative of the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the Commission Agreement Manager to this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting. Prior to the kick-off meeting, the Commission Agreement Manager will provide an agenda to all potential meeting participants.

The administrative portion of the meeting shall include a discussion of the following:

- The terms and conditions of the Agreement
- Critical Project Review (Task 1.2)
- Match fund documentation (Task 1.6) No work may be done until this documentation is in place.
- Permit documentation (Task 1.7)
- Subcontracts needed to carry out project (Task 1.8)

The technical portion of the meeting shall include a discussion of the following:

- The Commission Agreement Manager's expectations for accomplishing tasks described in the Scope of Work
- An updated Schedule of Products
- Progress Reports (Task 1.4)
- Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
- Final Report (Task 1.5)

The Commission Agreement Manager shall designate the date and location of this meeting.

Recipient Products:

- Updated Schedule of Products
- Updated List of Match Funds
- Updated List of Permits

Commission Agreement Manager Product:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule or budget.

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. CPRs generally take place at key, predetermined points in the Agreement, as determined by the Commission Agreement Manager and as shown in the Technical Task List above. However, the Commission Agreement Manager may schedule additional CPRs as necessary, and any additional costs will be borne by the Recipient.

Participants include the Commission Agreement Manager and the Recipient and may include the Commission Grants Officer, the Fuels and Transportation Division (FTD)

team lead, other Energy Commission staff and Management as well as other individuals selected by the Commission Agreement Manager to provide support to the Energy Commission.

The Commission Agreement Manager shall:

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the Energy Commission, but they may take place at another location.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. One of the outcomes of this meeting will be a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (see the Terms and Conditions, Section 8). If the Commission Agreement Manager concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation activities for his or her concurrence.
- Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

The Recipient shall:

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Recipient shall submit these documents to the Commission Agreement Manager and any other designated reviewers at least 15 working days in advance of each CPR meeting.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

Commission Agreement Manager Products:

- Agenda and a list of expected participants
- Schedule for written determination
- Written determination

Recipient Product:

- CPR Report(s)

Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement.

The Recipient shall:

- Meet with Energy Commission staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.

This meeting will be attended by, at a minimum, the Recipient, the Commission Grants Office Officer, and the Commission Agreement Manager. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the Commission Agreement Manager.

The technical portion of the meeting shall present an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements. The Commission Agreement Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Agreement Manager and the Grants Officer about the following Agreement closeout items:

- What to do with any equipment purchased with Energy Commission funds (Options)
- Energy Commission's request for specific "generated" data (not already provided in Agreement products)
- "Surviving" Agreement provisions
- Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

Products:

- Written documentation of meeting agreements
- Schedule for completing closeout activities

Task 1.4 Monthly Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the research objectives of this Agreement on time and within budget.

The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that

may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

The Recipient shall:

- Prepare a Monthly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Agreement Manager within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 the Terms and Conditions of this Agreement.
- In the first Monthly Progress Report and first invoice, document and verify match expenditures and provide a synopsis of project progress, if match funds have been expended or if work funded with match share has occurred after the notice of proposed award but before execution of the grant agreement. If no match funds have been expended or if no work funded with match share has occurred before execution, then state this in the report. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.

Product:

- Monthly Progress Reports

Task 1.5 Final Report

The goal of the Final Report is to assess the project's success in achieving its goals and objectives, advancing science and technology, and providing energy-related and other benefits to California.

The objectives of the Final Report are to clearly and completely describe the project's purpose, approach, activities performed, results, and advancements in science and technology; to present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements to the FTD project management processes.

The Final Report shall be a public document. If the Recipient has obtained confidential status from the Energy Commission and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

The Recipient shall:

- Prepare an Outline of the Final Report.
- Prepare a Final Report following the approved outline and the latest version of the Final Report guidelines which will be provided by the Commission Agreement Manager. The Commission Agreement Manager shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
- Submit one bound copy of the Final Report with the final invoice.

Products:

- Draft Outline of the Final Report
- Final Outline of the Final Report
- Draft Final Report
- Final Report

Task 1.6 Identify and Obtain Matching Funds

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the Energy Commission budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds shall be spent concurrently or in advance of Energy Commission funds for each task during the term of this Agreement. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
 - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
 - Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner

and provide a contact name, address and telephone number, and the address where the property is located.

- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Agreement Manager if during the course of the Agreement additional match funds are received.
- Notify the Commission Agreement Manager within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR.

Products:

- A letter regarding match funds or stating that no match funds are provided
- Notice from Los Angeles County Metropolitan Transportation Authority (LACMTA) approving the use of City's Proposition A Local funds for the project.
- Copy(ies) of each match fund commitment letter(s) (if applicable)
- Letter(s) for new match funds (if applicable)
- Letter that match funds were reduced (if applicable)

Task 1.7 Identify and Obtain Required Permits

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Although the Energy Commission budget for this task will be zero dollars, the Recipient shall budget match funds for any expected expenditures associated with obtaining permits. Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

The Recipient shall:

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is

known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:

- A list of the permits that identifies the:
 - Type of permit
 - Name, address and telephone number of the permitting jurisdictions or lead agencies
- The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the Commission Agreement Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Agreement Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Agreement Manager within 5 working days. Either of these events may trigger an additional CPR.

Products:

- Letter documenting the permits or stating that no permits are required
- A copy of each approved permit (if applicable)
- Updated list of permits as they change during the term of the Agreement (if applicable)
- Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)

Task 1.8 Obtain and Execute Subcontracts

The goal of this task is for the Recipient to ensure quality products and to procure subcontracts required to carry out the tasks under this Agreement consistent with the terms and conditions of this Agreement and the Recipient's own procurement policies and procedures.

The Recipient shall:

- Submit a draft of each subcontract required to conduct the work under this Agreement to the Commission Agreement Manager for review.
- Submit a final copy of the executed subcontract.
- If Recipient decides to add new subcontractors, it shall notify the Commission Agreement Manager.
- Manage and coordinate subcontractor activities.

Products:

- Draft subcontracts
- Final subcontracts

TECHNICAL TASKS

Task 2 Site Survey and Design

The goal of this task is to identify the gas lines and other utility lines that are necessary to operate the facility and design the configuration of the equipment.

The Recipient shall:

- Work with the subcontractor to survey the site.
- Review blue prints and alert utilities of the construction.
- Prepare plans and design of facility and submit to the Commission Agreement Manager.

[Before this task begins, all relevant subcontracts must be executed. See Task 1.8 for details]

Products:

- Design plans.

Task 3 Construction

The goal of this task is to procure and install the equipment at the City Yard located at 751 S. Alhambra Ave., Monterey Park, CA 91755

The Recipient shall:

- Procure and install Gas Dryer, Compressor, Panels & Storage, and CNG Dispenser
- Install electrical supply line.
- Install 200A breaker and approximately 50 linear feet of power supply to the new CNG equipment area.
- Form, pour and light broom finish concrete pad for the new CNG equipment.
- Install a new fenced compound with bollards around the new foundation for the CNG equipment.
- Install CNG lines to the new CNG dispenser.
- Take photographs of installation of equipment and submit to Commission Agreement Manager

[Before this task begins, all relevant subcontracts must be executed. See Task 1.8 for details]

[CPR will be held during this Task. See Task 1.2 for details.]

Products:

- Photographs showing installation complete

Task 4 Data Collection and Analysis

The goal of this task is to collect operational data from the station, to analyze that data for economic and environmental impacts, and to include the data and analysis in the Final Report.

The Recipient shall:

- Develop data collection test plan.
- Troubleshoot any issues identified.
- Collect 6 months of throughput, usage, and operations data from the project including, but not limited to:
 - Number of vehicles fueled per day per station
 - Number of days per year vehicles for fueled per station
 - Maximum capacity of the new fueling system
 - Gallons of gasoline and/or diesel fuel displaced by using natural gas (with associated mileage information)
 - Expected air emissions reduction, for example:
 - Non-methane hydrocarbons
 - Oxides of nitrogen
 - Non-methane hydrocarbons plus oxides of nitrogen
 - Particulate Matter
 - Formaldehyde
 - Duty cycle of the current fleet and the expected duty cycle of future vehicle acquisitions
 - Specific jobs and economic development resulting from this project
- Identify any current and planned use of renewable energy at the facility.
- Identify the source of the alternative fuel.
- Provide data on potential job creation, economic development, and increased state revenue as a result of expected future expansion.
- Provide a quantified estimate of the project's carbon intensity values for life-cycle greenhouse gas emissions.
- Compare any project performance and expectations provided in the proposal to Energy Commission with actual project performance and accomplishments.

Products:

- Data collection information and analysis shall be included in the Final Report