STATE OF CALIFORNIA

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11) CALIFORNIA ENERGY COMMISSION

☒ New Contract 600-12-004 ☐ Amendment to Existing Contract: - - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Jennifer Masterson	44	916-654-4509	2/16/11

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	02 / 18 / 13	06 / 15 / 15	$ 4,500,000

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	2/13/13	☐ Consent	☒ Discussion
Business Meeting Presenter	Jennifer Masterson	Time Needed:	5 minutes

Agenda Item Subject and Description

Possible approval of Contract 600-12-004 for an interagency agreement with the California Air Resources Board in the amount of $4,500,000 to provide funding for the Clean Vehicle Rebate Project for qualified electric drive vehicles. (ARFVTP funding.) Contact: Jennifer Masterson. (5 minutes)

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

☐ Contracts less than $10k *(Policy Committee's signature is also required)*

☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than $100k.

☐ 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 Interagency Agreement is to transfer $4,500,000 of FY 2012-13 fund from the California Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) to the California Air Resources Board's (ARB) Clean Vehicle Rebate Project (CVRP). These funds will be used as vehicle rebates and by the California Center for Sustainable Energy who was chosen after a competitive bid (CCSE) to administer the rebate program.

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 requires the amendment of ARB's Implementation Manual for the Zero-Emission and Plug-In Hybrid Light Duty Vehicle Rebate Project, administration of Energy Commission funds for the rebate program, and reporting data as it pertains to Energy Commission funds.

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.

Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	$4,500,000	12/13	$4,500,000	Yes	ARFVTF	12/13	601.118E	$4,500,000
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			$
RRTF	$		$	No	Funding Source			$
Other:	$		$	No	Other:			$
TOTAL:	$4,500,000	TOTAL:	$4,500,000				TOTAL:	$4,500,000
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Yogeeta Sharma	Name:	Meri Miles
Address:	Air Resources Board 101 I Street, P.O. Box 1436	Address:	Air Resources Board 101 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:	ysharma@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 Type Solicitation #: - - # of Bids: Low Bid? ☐ No ☐ Yes
☐ 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)
☐ 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:

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. ☐ Contractor selected through CMAS or MSA with no DVBE participation.
4. ☐ 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

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
2. Is the Contractor providing confidential information? ☒ No ☐ Yes
3. Is the contractor going to purchase equipment? ☒ No ☐ Yes
4. Check frequency of progress reports
   ☐ Monthly ☒ Quarterly ☐ _____
5. Will a final report be required? ☐ No ☒ Yes
6. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes
   May require more than a year to administer the rebate program

The following items should be attached to this CRF		
1. Scope of Work, Attach as Exhibit A.	☐ N/A	☒ Attached
2. Budget Detail, Attach as Exhibit B.	☐ N/A	☒ Attached
3. CEC 96, NCB Request	☒ N/A	☐ Attached
4. CEC 30, Survey of Prior Work	☒ N/A	☐ Attached
5. CEC 95, DVBE Exemption Request	☒ N/A	☐ Attached
6. Draft CEQA Notice of Exemption (NOE)	☒ N/A	☐ Attached
7. Resumes	☒ N/A	☐ Attached
8. CEC 105, Questionnaire for Identifying Conflicts		☒ 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

EXHIBIT A
SCOPE OF WORK

PURPOSE

The purpose of this Interagency Agreement is to transfer funds from the California Energy Commission's (Energy Commission) Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) to the California Air Resources Board's (ARB) Clean Vehicle Rebate Project (CVRP). These funds will be used to increase the funding for the CVRP for qualified electric drive vehicles. Funds for this program will be used to amend ARB's Implementation Manual for the FY 2012- 2013 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.

BACKGROUND

Assembly Bill 118 (Nùñez, Chapter 750, Statutes of 2007), created the ARFVTP. The statute, subsequently amended by AB 109 (Nùñez, Chapter 313, Statutes of 2008), authorizes the Energy Commission to enter into interagency agreements 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.

Under the ARFVTP, the Energy Commission must provide preference to those projects that maximize the goals of the ARFVTP. This Interagency Agreement with ARB will provide funding of programs and projects that accelerate the commercialization of vehicles and alternative and renewable fuels including buy-down programs through near-market and market-path deployments, advanced technology warranty or replacement insurance, development of market niches, and supply-chain development. In August 2012, ARB selected, through a competitive solicitation, the California Center for Sustainable Energy (CCSE) as the Grantee for the CVRP. On September 17, 2012,

ARB and CCSE executed Grant Agreement G12-AQIP-01 (Grant Agreement) to implement the CVRP.

TASKS

Task 1: Amend and publish the FY 2012- 2013 CVRP Manual

The goal of this task is to amend and publish the Manual to provide instructions to CCSE on the use of the Energy Commission funds. The Manual shall act as the guidelines for the CVRP.

Task 1.1: Amend the Manual

The goal of this task is to amend the Manual.

ARB shall amend the Manual as follows:

- **Section 2.2.1 – Light-Duty Zero-Emission Vehicles (Light-Duty ZEVs)**
  ARB shall add the following statement to the end of the existing paragraph: The funding provided by the Energy Commission will be used for Light-Duty Zero-Emission Vehicles capable of freeway operation and certified for four passengers or more.

- **Section 2.2.2 – Light-Duty Plug-in Hybrid Electric Vehicles (PHEVs)**
  ARB shall add the following statement to the end of the existing paragraph: The funding provided by the Energy Commission will be used for Light-Duty Plug-In Hybrid Electric Vehicles capable of freeway operation and certified for four passengers or more.

ARB shall provide a copy of the amended Manual to the Energy Commission Agreement Manager (CAM) within 10 days of completing the Manual.

Deliverable:

- Copy of Amended Manual

Task 1.2: Post the amended manual on the ARB and CCSE websites

ARB and CCSE shall post the amended Manual on their respective websites. ARB shall provide electronic links to the amended Manual via email to the CAM within 10 days of completing the Manual.

Deliverable:

- Electronic Links to Amended Manual

Task 1.3: Amend the Grant Agreement

The goal of this task is to amend the Grant Agreement to allow for the incorporation of funding from this Interagency Agreement. ARB shall provide a copy of the amended

Grant Agreement to the CAM within 30 days of execution of this Interagency Agreement.

Deliverable:

- Copy of Amended Grant Agreement

Task 1.4: Acknowledgement of Energy Commission Funding
The goal of this task is for ARB to provide written acknowledgement on its website that Energy Commission funds have been provided for this program. ARB shall also have CCSE provide written acknowledgement on CCSE's website that Energy Commission funds have been provided for this program. ARB shall provide printouts of the ARB and CCSE web pages showing this acknowledgement to the CAM within 10 days of completing the amendment. The acknowledgement must remain on the website for the duration of this Interagency Agreement.

Deliverables:

- ARB and CCSE Webpage Printouts of Acknowledgement

<u>Task 2: Administer Rebate Disbursement Program</u>
The goal of this task is to ensure that vehicle rebates are disbursed and status reports are provided to the Energy Commission regarding the funds and rebate disbursement.

ARB shall administer vehicle rebates in accordance with the Manual, and in conjunction with the Air Quality Improvement Program (AQIP) Guidelines, which identify the minimum requirements for administration, implementation, and oversight of the CVRP. In accordance with the Manual and the Grant Agreement, up to 7 percent of the funding for this agreement or the percentage allowed by the ARB grant to CCSE, whichever is less may be used for administrative costs by the Grantee. ARB does not have its own administrative costs, and therefore no administrative costs will be paid to ARB.

Task 2.1: Status Reports
ARB shall provide Status Reports to the Energy Commission with Energy Commission-funded vehicles broken out separately from ARB-funded vehicles. The Status Report shall be transmitted via electronic mail (e-mail) to the CAM within 10 working days after ARB receives and approves the status report from CCSE. The first Status Report shall be submitted as required by the Manual and in accordance with the schedule in the Grant Agreement between ARB and the CCSE. The Status Reports shall provide information specific to the reporting period, and shall also include cumulative information for all previous reporting periods. The Status Reports shall be submitted as a Microsoft Word or Microsoft Excel document and must include, at a minimum, the following information:

- Number of rebates received, approved, disapproved and pending;
- Number and dollar amount of rebates issued detailed by vehicle type, model, purchase price, rebate amount, fleet type (e.g., individual, business, state government agency, or non-profit organization), and Air District:
- Grantee Administrative cost summaries;

- Remaining grant funding available; and
- Identified problems or concerns and proposed solutions.

Deliverable:

- CVRP Status Reports

Task 2.2: Establish Separate Tracking Process for Energy Commission Funds
ARB will require CCSE to separately track Energy Commission funds, including amounts received and payments made on behalf of the Commission. ARB shall have CCSE provide a description of the accounting process.

Deliverable:

- Description of Accounting Process

Task 3: Final Report
The goal of this task is to summarize the results of the program and Energy Commission funding in a final report to the Energy Commission.

The Final Report shall be delivered to the CAM as an electronic Microsoft Word file (.doc), or Excel (.xls) file. Additionally, ARB shall deliver to the CAM a hardcopy of the final version of the Final Report, printed on 8 ½" by 11" paper, as a clean copy in black ink, readable if printed in black and white.

ARB shall prepare a final report after funds under this Interagency Agreement have been expended for vehicle rebates. One final report may be used to satisfy the Final Report requirements under both the Grant Agreement and Interagency Agreement. The final report shall include, at a minimum:

- Total fund expenditures (including match and in-kind funds)
- All vehicles funded by the CVRP for the period covered by the Grant Agreement (may be provided as summaries of previously submitted Status Reports)
- Break-out of the Energy Commission-funded vehicles from ARB-funded vehicles by the number and dollar amount of rebates issued, vehicle type, mode, purchase price, rebate amount, fleet type and air district.
- Vehicle Identification Number for each vehicle purchased
- City and ZIP code of where the rebate check was mailed
- Outreach efforts
- Implementation challenges
- Recommendations for potential program improvements

Deliverable:

- Final Report (no draft)

DELIVERABLES AND DUE DATES SCHEDULE

Task Number	Deliverable	Due Date
1.1	Copy of Amended Manual	Within 10 days of amending the Manual
1.2	Electronic Links to Amended Manual	Within 10 days of amending the Manual
1.3	Copy of Amended Grant Agreement	Within 30 days of execution of this Interagency Agreement
1.4	ARB and CCSE Webpage Printouts of Acknowledgement	Within 10 days of amending the Manual
2.1	CVRP Status Reports	Within 10 working days of ARB's receipt and approval of CCSE's Status Report
2.2	Description of Accounting Process	Within 30 days of execution of this Interagency Agreement
3	Final Report (no draft)	Within 3 months after all CVRP rebate funds are exhausted or May 15, 2015, whichever comes first.