



To: Grants and Loans Office

Date: 2 / 18 / 13

Project Manager: Jared Cacho

Phone Number: (916) 654-5040 ext.

Office: EFTO

Division: FTD

MS- 27

Project Title: Replacement and Upgrade of Existing CNG Fueling Station

**Type of Request:** *(check one)*

**New Agreement:** *(include items A-F from below)* Agreement Number: Assigned by the G&L Office

Program: Alternative and Renewable Fuel and Vehicle Technologies Program

Solicitation Name and/or Number: PON-11-602

Legal Name of Recipient: Upland Unified School District

Recipient's Full Mailing Address: 1428 West 9<sup>th</sup> St.  
Upland, CA 91786

Recipient's Project Officer: Peter Davenport Phone Number: (909) 949-7823 ext.

Agreement Start Date: 4 / 10 / 2013 Agreement End Date: 8 / 30 / 2014

**Amendment:** *(Check all that apply)* Agreement Number: ARV-12-037

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: Section 15303 New/Conversion of Small Structure NOE filed: 2 / 19 / 2013
- Environmental Document prepared: Notice of Exemption NOD filed:  / /
- Other: Explain

CEC has made CEQA finding described in CEC-280, attached

**Funding Information:**

\*Source #1: ARFVT Amount: \$ 278,889.00 Statute:   FY:   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: 4 / 10 / 2013  Consent  Discussion

Business Meeting Participant: Jared Cacho Time Needed: 5 (minutes)

**Agenda Notice Statement:** *(state purpose in layperson terms)*

Possible approval of a  Grant /  Contingent Award to...

Possible approval of Agreement ARV-XX-XXX for a grant of \$278,889.00 to Upland Unified School District to upgrade its current CNG fueling station to meet the fueling needs of the school district and allow the district to expand its fleet of CNG vehicles.

Project Manager \_\_\_\_\_ Date \_\_\_\_\_ Office Manager \_\_\_\_\_ Date \_\_\_\_\_ Deputy Director \_\_\_\_\_ Date \_\_\_\_\_



Award Number: ARV-12-037

Date: 03 / 27 / 2013

**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) 15268 Ministerial Projects

Categorical Exemption: (List CCR section number) 15303 New/Conversion of Small Structure

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

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

This project will have no impact on air, water, noise, traffic, or underground contamination. The upgraded CNG fueling station will allow the increased use of CNG school buses. The project will fund the installation of a compressed natural gas (CNG) fuel dispenser at Recipient's existing fueling facility. The project will replace existing asphalt with a concrete skid pad and include minor trenching. Project site is on fully developed property zoned for industrial uses, the area is not environmentally sensitive, and all necessary public services and facilities are available. Therefore, the project is exempt as new construction of small structures under section 15303.

The Recipient also intends to use a Ministerial exemption in carrying out the project. (Pub. Res. Code sec. 21080(b)(1) CCR Title 14 sec. 15268)

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.

## ATTACHMENT L

### CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) WORKSHEET

The California Environmental Quality Act (CEQA) (Public Resources Code §§ 21000 et seq.) requires public agencies to identify the significant environmental impacts of their actions and to avoid or mitigate them, if feasible.<sup>1</sup> Under CEQA, an activity that may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment is called a “project.” (Public Resources Code § 21065.) Approval of a contract, grant, or loan may be a “project” under CEQA if the activity being funded may cause a direct physical change or a reasonably foreseeable indirect physical change in the environment. Agencies must comply with CEQA before they approve a “project.” This can include preparing a Notice of Exemption or conducting an Initial Study and preparing a Negative Declaration, a Mitigated Negative Declaration, or, if there are significant impacts, an Environmental Impact Report.

The Lead Agency is the public agency that has the greatest responsibility for preparing environmental documents under CEQA, and for carrying out, supervising, or approving a project. Where the award recipient is a public agency, the Lead Agency is typically the recipient. Where the award recipient is a private entity, the Lead Agency is the public agency that has greatest responsibility for supervising or approving the project as a whole.<sup>2</sup> When issuing contracts, grants or loans, the Energy Commission is typically a “Responsible Agency” under CEQA, which means that it must make its own CEQA findings based on review of the Lead Agency’s environmental documents. If the Energy Commission is the only public agency with responsibility for approving the project, then the Energy Commission must act as the Lead Agency and prepare its own environmental documents before approving the project.

This worksheet will help the Energy Commission determine what kind of CEQA review, if any, is necessary before it can approve the award, and which agency will be performing that review as a Lead Agency. Please answer all questions as completely as possible. It may also help you to think through the CEQA process necessary for your proposed project. The Energy Commission may request additional information in order to clarify responses provided on this worksheet.

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<sup>1</sup> For a brief summary of the CEQA process, please visit <http://ceres.ca.gov/ceqa/summary.html>.

<sup>2</sup> 14 C.C.R. §§ 15050, 15051. The Lead Agency typically has general governmental powers (such as a city or county), rather than a single or limited purpose (such as an air pollution control district).

**1. What are the physical aspects of the project? (Check all that apply and provide brief description of work, including any size or dimensions of the project).**

Type of Project	Yes	No	Project Description
Construction (including grading, paving, etc.)	x	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>-Removal of existing concrete, asphalt, curbing and landscaping within the project footprint.</li> <li>-Construction of concrete CNG skid pad.</li> <li>-Asphalt and/or concrete patching of the area surrounding the new CNG station.</li> <li>-Backfilled and patching of trenches with either asphalt or concrete.</li> <li>-Installation of piping for slow-fill CNG posts.</li> </ul>
Trenching	x	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>-Trenching approximately 36-inches deep to run new electrical power from the existing main breaker to the new control panel for the CNG skid station.</li> <li>-Trenching approximately 36-inches deep to run new telephone service from the existing office building in the truck yard to the CNG skid station.</li> <li>- Trenching approximately 36-inches deep to run new electrical service, conduit and gas lines from the CNG skid pad to the new slow-fill CNG posts.</li> </ul>
New or replaced pipelines	x	<input type="checkbox"/>	The proposed facility may require upgraded natural gas service.
Modification or conversion of a facility	<input type="checkbox"/>	x	
New or modified operation of a facility or equipment	<input type="checkbox"/>	x	
On-road demonstration	<input type="checkbox"/>	x	
Paper study (including analyses on economics, feedstock availability, workforce availability, etc.)	<input type="checkbox"/>	x	

Laboratory research	<input type="checkbox"/>	x	
Temporary or mobile structures (skid-mounted)	<input type="checkbox"/>	x	
Design/Planning	x	<input type="checkbox"/>	
Other (describe and add pages as necessary)	<input type="checkbox"/>	x	

**2. Where is the project located or where will it be located? (Attach additional sheets as necessary.)**

Address	County	Type of Work to Be Completed at Site
1428 West 9 <sup>th</sup> street, Upland, CA 91786	San Bernardino	Construction of CNG station including existing facility upgrade and equipment installation

**3. Will the project potentially have environmental impacts that trigger CEQA review? (Check a box and explain for each question.)**

Question	Yes	No	Don't Know	Explanation
Is the project site environmentally sensitive?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG station upgrade will be constructed at the existing site of a fully functioning CNG station
Is the project site on agricultural land?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG station will be constructed on land zoned for industrial land uses consistent with the project
Is this project part of a larger project?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed station will be incorporated into the existing facility, but is not part of a larger project

Is there public controversy about the proposed project or larger project?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposers have not received public or private comments in opposition to the project and have received no complaints in regards to the existing CNG station. The existing station was installed in 2003.
Will historic resources or historic buildings be impacted by the project?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG station will be constructed on fully developed property devoid of historic significance
Is the project located on a site the Department of Toxic Substances Control and the Secretary of the Environmental Protection have identified as being affected by hazardous wastes or cleanup problems?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG station location has not been identified by EPA as being affected by hazardous waste or cleanup problems and site surveys and soils investigations have not revealed the potential for the same.
Will the project generate noise or odors in excess of permitted levels?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG station will conform to the maximum city noise and odor regulations.
Will the project increase traffic at the site and by what amount?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG will continue to service the existing CNG bus fleet.

**4. Will the project require discretionary permits or determinations, as listed below?**

Type of Permit	No	Modified	New	Approving Agency	Reason for Permit, Summary of Process, and Anticipated Date of Issuance
Air Quality Permit	x	<input type="checkbox"/>	<input type="checkbox"/>		The project does not have a back-up generator and will not require AQMD approval.
Water Quality Permit	x	<input type="checkbox"/>	<input type="checkbox"/>		

Conditional Use Permit or Variance	x	<input type="checkbox"/>	<input type="checkbox"/>		The proposed CNG station will be constructed on land zoning allowing construction of the facility without discretionary action.
Building Expansion Permit	x	<input type="checkbox"/>	<input type="checkbox"/>		The proposed CNG station upgrade will not require a building expansion.
Hazardous Waste Permit	x	<input type="checkbox"/>	<input type="checkbox"/>		The proposed CNG station upgrade does not entail the use or storage of hazardous waste that will trigger the requirement for a hazardous waste permit.
Rezoning	x	<input type="checkbox"/>	<input type="checkbox"/>		The proposed CNG station upgrade will be constructed on land zoning consistent with the project.
Authority to Construct	<input type="checkbox"/>	<input type="checkbox"/>	x	SCAQMD	The proposed installation will require authority to construct
Other Permits (List types)	<input type="checkbox"/>	<input type="checkbox"/>	x		

**5. Of the agencies listed in #4, have you identified and contacted the public agency who will be the lead CEQA agency on the project?**

X **Yes.** Provide the name of and contact information for the lead agency.

**Name:** Deo Persaud

**Organization's Legal Name:** Upland Unified School District

**Position/ Title:** Assistant Superintendent of Business Services

**Address:** 390 N Euclid Ave, Upland CA 91786

**Phone:** (909) 985 1864

**E Mail:** [deo\\_persaud@upland.k12.ca.us](mailto:deo_persaud@upland.k12.ca.us)

As a Local government authority Upland USD is the lead agency

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**No.** Explain why no contact has been made and/or a proposed process for making contact with the lead agency.

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**6. Has the public agency prepared environmental documents (e.g., Notice of Exemption, Initial Study/Negative Declaration/Mitigated Negative Declaration, Environmental Impact Report, Notice of Determination) under CEQA for the proposed project?**

**Yes.**

Please complete the following and attach the CEQA document to this worksheet. (For “Not a project,” the title of the document may be an e-mail, resolution, or letter.)

Type of Environmental Review	Title of Environmental Document	State Clearinghouse Number	Completion Date	Planned Completion Date (must be before approval of award)
“Not a project”		N/A		N/A
Exempt (Resolution of public agency or Agenda Item approving Exemption)		N/A		N/A
Exempt (Notice of Exemption)	Notice of Exemption	N/A	2/12/13	
Initial Study				
Negative Declaration				
Mitigated Negative Declaration				
Notice of Preparation				
Environmental Impact Report				

Master Environmental Impact Report				
Notice of Determination				
NEPA Document (Environmental Assessment, Finding of No Significant Impact, and/or Environmental Impact Statement)				

**No.** Explain why no document has been prepared. Propose a process for obtaining lead agency approval and estimated date for that approval (must occur before the Energy Commission will approve the award).

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**Certification: I certify to the best of my knowledge that the information contained in this worksheet is true and complete. I further certify that I am authorized to complete and sign this form on behalf of the proposing organization.**

Name: Deo Peraud \_\_\_\_\_

Title: Assistant Superintendent of Business Services \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: (909) 985 1864 \_\_\_\_\_

Email: deo\_persaud@upland.k12.ca.us \_\_\_\_\_

Date: \_\_\_\_\_

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Sacramento

From: (Public Agency): Upland Unified School District
390 N Euclid Ave
Upland CA,91786
(Address)

Project Title: Replacement and Upgrade of Existing CNG Fueling Station

Project Applicant: Upland Unified School Distict

Project Location - Specific:
1428 West 9th Street, Upland, CA 91786

Project Location - City: Upland Project Location - County: San Bernardino

Description of Nature, Purpose and Beneficiaries of Project:
Replacement and upgrade of existing CNG Fueling Station.
Upgrading the existing CNG fueling station will enable the School District to purchase additional CNG School Buses.

Name of Public Agency Approving Project: Upland Unified School District

Name of Person or Agency Carrying Out Project: Upland Unified School District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
[X] Categorical Exemption. State type and section number: 15303 New/Conversion of small structure
Statutory Exemptions. State code number:

Reasons why project is exempt:

This project will have no impact on air,water,noise traffic or underground contamination.
The upgraded CNG fueling station will allow the increased use of CNG school buses which will reduce the NOX, CO & PM tail pipe emissions by 20%, this satisfies the State Air Resources Board mandate

Lead Agency
Contact Person: Deo Persaud Area Code/Telephone/Extension: (909) 985 1864

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? [X] Yes [ ] No

Signature: [Signature] Date: 2-14-13 Title: Asst. Supv. Bus. Serv.

[X] Signed by Lead Agency [ ] Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR:

## ATTACHMENT L

### CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) WORKSHEET

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The Lead Agency is the public agency that has the greatest responsibility for preparing environmental documents under CEQA, and for carrying out, supervising, or approving a project. Where the award recipient is a public agency, the Lead Agency is typically the recipient. Where the award recipient is a private entity, the Lead Agency is the public agency that has greatest responsibility for supervising or approving the project as a whole.<sup>2</sup> When issuing contracts, grants or loans, the Energy Commission is typically a “Responsible Agency” under CEQA, which means that it must make its own CEQA findings based on review of the Lead Agency’s environmental documents. If the Energy Commission is the only public agency with responsibility for approving the project, then the Energy Commission must act as the Lead Agency and prepare its own environmental documents before approving the project.

This worksheet will help the Energy Commission determine what kind of CEQA review, if any, is necessary before it can approve the award , and which agency will be performing that review as a Lead Agency. Please answer all questions as completely as possible. It may also help you to think through the CEQA process necessary for your proposed project. The Energy Commission may request additional information in order to clarify responses provided on this worksheet.

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<sup>2</sup> 14 C.C.R. §§ 15050, 15051. The Lead Agency typically has general governmental powers (such as a city or county), rather than a single or limited purpose (such as an air pollution control district).

1. What are the physical aspects of the project? (Check all that apply and provide brief description of work, including any size or dimensions of the project).

Type of Project	Yes	No	Project Description
Construction (including grading, paving, etc.)	x	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>-Removal of existing concrete, asphalt, curbing and landscaping within the project footprint.</li> <li>-Construction of concrete CNG skid pad.</li> <li>-Asphalt and/or concrete patching of the area surrounding the new CNG station.</li> <li>-Backfilled and patching of trenches with either asphalt or concrete.</li> <li>-Installation of piping for slow-fill CNG posts.</li> </ul>
Trenching	x	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>-Trenching approximately 36-inches deep to run new electrical power from the existing main breaker to the new control panel for the CNG skid station.</li> <li>-Trenching approximately 36-inches deep to run new telephone service from the existing office building in the truck yard to the CNG skid station.</li> <li>- Trenching approximately 36-inches deep to run new electrical service, conduit and gas lines from the CNG skid pad to the new slow-fill CNG posts.</li> </ul>
New or replaced pipelines	x	<input type="checkbox"/>	The proposed facility may require upgraded natural gas service.
Modification or conversion of a facility	<input type="checkbox"/>	x	
New or modified operation of a facility or equipment	<input type="checkbox"/>	x	
On-road demonstration	<input type="checkbox"/>	x	
Paper study (including analyses on economics, feedstock availability, workforce availability, etc.)	<input type="checkbox"/>	x	

Laboratory research	<input type="checkbox"/>	x	
Temporary or mobile structures (skid-mounted)	<input type="checkbox"/>	x	
Design/Planning	x	<input type="checkbox"/>	
Other (describe and add pages as necessary)	<input type="checkbox"/>	x	

2. Where is the project located or where will it be located? (Attach additional sheets as necessary.)

Address	County	Type of Work to Be Completed at Site
1428 West 9 <sup>th</sup> street, Upland, CA 91786	San Bernardino	Construction of CNG station including existing facility upgrade and equipment installation

3. Will the project potentially have environmental impacts that trigger CEQA review? (Check a box and explain for each question.)

Question	Yes	No	Don't Know	Explanation
Is the project site environmentally sensitive?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG station upgrade will be constructed at the existing site of a fully functioning CNG station
Is the project site on agricultural land?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG station will be constructed on land zoned for industrial land uses consistent with the project
Is this project part of a larger project?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed station will be incorporated into the existing facility, but is not part of a larger project

Is there public controversy about the proposed project or larger project?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposers have not received public or private comments in opposition to the project and have received no complaints in regards to the existing CNG station. The existing station was installed in 2003.
Will historic resources or historic buildings be impacted by the project?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG station will be constructed on fully developed property devoid of historic significance
Is the project located on a site the Department of Toxic Substances Control and the Secretary of the Environmental Protection have identified as being affected by hazardous wastes or cleanup problems?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG station location has not been identified by EPA as being affected by hazardous waste or cleanup problems and site surveys and soils investigations have not revealed the potential for the same.
Will the project generate noise or odors in excess of permitted levels?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG station will conform to the maximum city noise and odor regulations.
Will the project increase traffic at the site and by what amount?	<input type="checkbox"/>	x	<input type="checkbox"/>	The proposed CNG will continue to service the existing CNG bus fleet.

**4. Will the project require discretionary permits or determinations, as listed below?**

Type of Permit	No	Modified	New	Approving Agency	Reason for Permit, Summary of Process, and Anticipated Date of Issuance
Air Quality Permit	x	<input type="checkbox"/>	<input type="checkbox"/>		The project does not have a back-up generator and will not require AQMD approval.
Water Quality Permit	x	<input type="checkbox"/>	<input type="checkbox"/>		

Conditional Use Permit or Variance	x	<input type="checkbox"/>	<input type="checkbox"/>		The proposed CNG station will be constructed on land zoning allowing construction of the facility without discretionary action.
Building Expansion Permit	x	<input type="checkbox"/>	<input type="checkbox"/>		The proposed CNG station upgrade will not require a building expansion.
Hazardous Waste Permit	x	<input type="checkbox"/>	<input type="checkbox"/>		The proposed CNG station upgrade does not entail the use or storage of hazardous waste that will trigger the requirement for a hazardous waste permit.
Rezoning	x	<input type="checkbox"/>	<input type="checkbox"/>		The proposed CNG station upgrade will be constructed on land zoning consistent with the project.
Authority to Construct	<input type="checkbox"/>	<input type="checkbox"/>	x	SCAQMD	The proposed installation will require authority to construct
Other Permits (List types)	<input type="checkbox"/>	<input type="checkbox"/>	x		

**5. Of the agencies listed in #4, have you identified and contacted the public agency who will be the lead CEQA agency on the project?**

X Yes. Provide the name of and contact information for the lead agency.

**Name:** Deo Persaud

**Organization's Legal Name:** Upland Unified School District

**Position/ Title:** Assistant Superintendent of Business Services

**Address:** 390 N Euclid Ave, Upland CA 91786

**Phone:** (909) 985 1864

**E Mail:** [deo\\_persaud@upland.k12.ca.us](mailto:deo_persaud@upland.k12.ca.us)

As a Local government authority Upland USD is the lead agency

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**No.** Explain why no contact has been made and/or a proposed process for making contact with the lead agency.

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6. Has the public agency prepared environmental documents (e.g., Notice of Exemption, Initial Study/Negative Declaration/Mitigated Negative Declaration, Environmental Impact Report, Notice of Determination) under CEQA for the proposed project?

X **Yes.**

Please complete the following and attach the CEQA document to this worksheet. (For "Not a project," the title of the document may be an e-mail, resolution, or letter.)

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Exempt (Notice of Exemption)	Notice of Exemption	N/A	2/12/13	
Initial Study				
Negative Declaration				
Mitigated Negative Declaration				
Notice of Preparation				
Environmental Impact Report				

Master Environmental Impact Report				
Notice of Determination				
NEPA Document (Environmental Assessment, Finding of No Significant Impact, and/or Environmental Impact Statement)				

**No.** Explain why no document has been prepared. Propose a process for obtaining lead agency approval and estimated date for that approval (must occur before the Energy Commission will approve the award).

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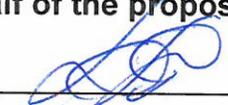


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**Certification:** I certify to the best of my knowledge that the information contained in this worksheet is true and complete. I further certify that I am authorized to complete and sign this form on behalf of the proposing organization.

Name: Deo Persaud  \_\_\_\_\_

Title: Assistant Superintendent of Business Services \_\_\_\_\_

Signature:  \_\_\_\_\_

Phone Number: (909) 985 1864 \_\_\_\_\_

Email: deo\_persaud@upland.k12.ca.us \_\_\_\_\_

Date: 2.14.13 \_\_\_\_\_

## Exhibit A Scope of Work

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1	N/A	Agreement Management
2	X	Engineering & Design
3		Site work (civil, mechanical) and Equipment Installation
4	X	Testing & Commissioning
5		Data Collection and Analysis

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Jaime Vejar	Mansfield Gas Equipment Systems Corp/	None
2			
3			
4			
5			

### GLOSSARY

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

Acronym	Definition
CPR	Critical Project Review
ARFVT	Alternative and Renewable Fuel and Vehicle Technology
FTD	Fuels and Transportation Division
GHG	Greenhouse Gas
SCFM	Standard Cubic Feet per Minute
CNG	Compressed Natural Gas
PSI	Pounds Per Square Inch

### 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 PON-11-602, the Recipient submitted application #2, which was proposed for funding in the Energy Commission's Notice of Proposed Awards on April 24, 2012. The application is incorporated by reference to this Agreement in its entirety.

**Problem Statement:**

The existing compressed natural gas (CNG) fueling station owned by Upland Unified School District is insufficient in size and scope to fulfill the district's planned expansion of buses from the current three to twelve in the coming two years and requires additional equipment/infrastructure to accommodate this increase.

**Goals of the Agreement:**

The goal of this project is to increase the capabilities of the existing CNG fueling station to provide approximately 150 Diesel Gallon Equivalents of fueling capacity per day. This will easily service the district's future expansion to twelve buses and beyond.

**Objectives of the Agreement:**

The objectives of this project are to provide a station that will consist of dual Ingersoll Rand compressors producing approximately 56 standard cubic feet per minute (SCFM) from an inlet pressure of 5 pounds per square inch (psi) (as dictated by the available pressure from the pipeline). The CNG station will add five (5) additional dual time fill posts with two (2) hoses each and retractable hose reels to allow the district to refuel as many as 12 additional buses overnight taking approximately 10 diesel gallon equivalents each in a 6 hour period. The system will be plumbed for future expansion to

allow for additional refueling posts in order to utilize the capacity of the compressors. The compressor skid includes two dual or redundant Ingersoll Rand compressors capable of producing 56 SCFM working together or about 0.4 diesel gallons equivalents a minute at 3600 psi.

## **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 Project 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 Project 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 Project 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 Project 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 Project 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 Project 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 Project Manager and as shown in the Technical Task List above. However, the Commission Project Manager may schedule additional CPRs as necessary, and any additional costs will be borne by the Recipient.

Participants include the Commission Project 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 Project Manager to provide support to the Energy Commission.

**The Commission Project 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 Project 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 Project 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 Project 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 Project 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 Project 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 Project Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Project 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 Project 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.

**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 Project Manager. The Commission Project 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 Project 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 Project Manager if during the course of the Agreement additional match funds are received.
- Notify the Commission Project 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
- 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 Project 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 Project Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Project Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Project 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 Recipients to identify any subcontracts required to carry out the tasks under this Agreement and to procure them consistent with the terms and

conditions of this Agreement and the Recipient's own procurement policies and procedures. It will also provide the Energy Commission an opportunity to review the subcontracts to ensure that the tasks are consistent with this Agreement and that the budgeted expenditures are reasonable and consistent with applicable cost principles.

**The Recipient shall:**

- Prepare a letter documenting the subcontracts required to conduct this Agreement, and submit it to the Commission Project Manager at least 2 working days prior to the kick-off meeting. If there are no subcontracts required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that subcontracts will be required during the course of the Agreement, provide in the letter:
  - A list of the subcontracts that describes the anticipated maximum budget and general scope of work for each,
  - A description of the procurement process to be used, and
  - The schedule the Recipient will follow in applying for and obtaining these subcontracts
- Submit a draft of the subcontract that will include a budget with the information required in the budget details to the Commission Project Manager for review.
- Submit a final copy of the executed subcontract.

**Products:**

- Letter describing the subcontracts needed, or stating that no subcontracts are required
- Draft subcontracts
- Final subcontracts

**TECHNICAL TASKS**

**Task 2 Engineering & Design**

The goal of this task is to prepare engineered drawings for permitting & construction purposes.

**The Recipient shall:**

- Design CNG station expansion and prepare engineered drawing set.

**Products:**

- Construction drawing set.

**Task 3 Site Work (Civil/Mechanical) and Equipment Installation**

The goal of this task is to complete the new equipment pads, trenching, high pressure piping and fuel post placement in anticipation of major equipment delivery, place the major equipment, and complete the necessary interconnections.

**The Recipient shall:**

- Install compressor pad.
- Install dryer pad.
- Install suction piping.
- Dig trench and install high pressure gas piping.
- Install fuel posts and all interconnections.
- Install compressor on pad.
- Install dryer on pad.
- Make final piping/electrical connections.
- Prepare and submit a written notification of completion and a copy of all permits being finalized.

**Products:**

- Written Notification of Completion and a copy of all permits being finalized.

**Task 4 Testing & Commissioning**

The goal of this task is to commission the new CNG station.

**The Recipient shall:**

- Complete and submit a pre-commissioning checklist.
- Conduct equipment start-up, testing and commissioning according to the commissioning checklist.
- Troubleshoot any issues identified.
- Prepare and submit the commissioning checklist and notification of system start-up.

**Products:**

- Completed commissioning checklist and notification of system start-up.

**Task 5 DATA COLLECTION AND ANALYSIS**

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

**The Recipient shall:**

- Develop data collection test plan.
- Troubleshoot any issues identified.
- Collect a minimum of 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.
- Describe any energy efficiency measures used in the facility that may exceed Title 24 standards in Part 6 of the California Code Regulations.
- 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 will be included in the Final Report.