

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 01/13)

CALIFORNIA ENERGY COMMISSION

A) New Agreement 600-14-001 (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Jennifer Masterson	44	916-654-4509

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

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

E) Term and Amount	Start Date	End Date	Amount
	08 / 1 / 2014	08 / 31 / 2016	\$ 5,000,000

F) Business Meeting Information			
<input type="checkbox"/> Operational agreement (see CAM Manual for list) to be approved by Executive Director			
<input type="checkbox"/> ARFVTP agreements under \$75K delegated to Executive Director.			
Proposed Business Meeting Date	07 / 22 / 2014	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Jennifer Masterson	Time Needed:	5 minutes
Please select one list serve. Altfuels (AB118- ARFVTP)			

Agenda Item Subject and Description
Proposed resolution approving Agreement 600-14-001 with the California Air Resources Board for a \$5,000,000 contract to provide funding for the Clean Vehicle Rebate Project for qualified electric drive vehicles. (ARFVTP funding) Contact: Jennifer Masterson. (5 minutes)

G) California Environmental Quality Act (CEQA) Compliance
1. Is Agreement considered a "Project" under CEQA? <input type="checkbox"/> Yes (skip to question 2) <input checked="" type="checkbox"/> No (complete the following (PRC 21065 and 14 CCR 15378)): Explain why Agreement is not considered a "Project": Agreement 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 Agreement is considered a "Project" under CEQA: <input type="checkbox"/> a) Agreement IS exempt. (Attach draft NOE) <input type="checkbox"/> Statutory Exemption. List PRC and/or CCR section number: _____ <input type="checkbox"/> Categorical Exemption. List CCR section number: _____ <input type="checkbox"/> Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section: <input type="checkbox"/> b) Agreement IS NOT exempt. (Consult with the legal office to determine next steps.) Check all that apply <input type="checkbox"/> Initial Study <input type="checkbox"/> Environmental Impact Report <input type="checkbox"/> Negative Declaration <input type="checkbox"/> Statement of Overriding Considerations <input type="checkbox"/> Mitigated Negative Declaration

H) List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)				
Legal Company Name:	Budget	SB	MB	DVBE
TBD	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current contractor is California Center for Sustainable Energy	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I) List all key partners: (attach additional sheets as necessary)
Legal Company Name:

CONTRACT REQUEST FORM (CRF)**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	13/14	601.118F	\$5,000,000
Funding Source			\$
R&D Program Area: <input type="text"/> Select Program Area		TOTAL:	\$5,000,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

K) Contractor's Administrator/ Officer

Contractor's Administrator/ Officer				Contractor's Project Manager			
Name:	Yogeeta Sharma			Name:	Graciela Garcia		
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:	916-322-8215	Fax:	- -	Phone:	916-323-2781	Fax:	- -
E-Mail:	ysharma@arb.ca.gov			E-Mail:	ggarcia@arb.ca.gov		

L) Selection Process Used (For amendments, address amendment exemption or NCB, do not identify solicitation type of original agreement.)

Solicitation Select Type Solicitation #: - - # of Bids: Low Bid? No Yes
 Non Competitive Bid (Attach CEC 96)
 Exempt Select Exemption (see instructions)

M) Contractor Entity Type

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)

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

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

O) Civil Service Considerations

Not Applicable (Agreement 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:**P) Payment Method**

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

Q) Retention

1. Is Agreement subject to retention? No Yes
 If Yes, Will retention be released prior to Agreement termination? No Yes



R) Justification of Rates

s) Disabled Veteran Business Enterprise Program (DVBE)
1. <input checked="" type="checkbox"/> Exempt (Interagency/Other Government Entity)
2. <input type="checkbox"/> Meets DVBE Requirements DVBE Amount:\$ <u>0</u> DVBE %: _____
<input type="checkbox"/> Contractor is Certified DVBE
<input type="checkbox"/> Contractor is Subcontracting with a DVBE: <u>Name of DVBE Company</u>
3. <input type="checkbox"/> Contractor selected through CMAS or MSA with no DVBE participation.
4. <input type="checkbox"/> Requesting DVBE Exemption (attach CEC 95)

T) Miscellaneous Agreement Information
1. Will there be Work Authorizations? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
2. Is the Contractor providing confidential information? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
3. Is the contractor going to purchase equipment? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
4. Check frequency of progress reports
<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Other...
5. Will a final report be required? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
6. Is the Agreement, with amendments, longer than a year? If yes, why? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
May require more than a year to administer the rebate program

U) The following items should be attached to this CRF (as applicable)
1. Exhibit A, Scope of Work <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached
2. Exhibit B, Budget Detail <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
6. CEQA Documentation <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
7. Resumes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
8. CEC 105, Questionnaire for Identifying Conflicts <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached

_____ Agreement Manager _____ Date _____ Office Manager _____ Date _____ Deputy 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 update ARB's Implementation Manual for the FY 2014- 2015 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 (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). The statute authorizes the California Energy Commission (Energy Commission) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the ARFVTP through January 1, 2024, and specifies that the Energy Commission allocate up to \$20 million per year (or up to 20 percent of each fiscal year's funds) in funding for hydrogen station development until at least 100 stations are operational. 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 2014, ARB will select, through a competitive solicitation, an organization (CVRP Administrator) to administer the CVRP.

TASKS

Task 1: Publish the FY 2014 – 2015 CVRP Manual

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

Task 1.1: Publish the Manual

The goal of this task is to publish the Manual.

ARB shall publish the Manual as follows:

- **Section on Eligible Vehicles – Light-Duty Zero-Emission Vehicles (Light-Duty ZEVs)**

ARB shall include the following statement to this section: The funding provided by the Energy Commission will be used for Light-Duty Zero-Emission Vehicles capable of freeway operation and certified for four or more passengers.

- **Section on Eligible Vehicles – Light-Duty Plug-in Hybrid Electric Vehicles (PHEVs)**

ARB shall include the following statement to this section: 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 or more passengers.

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

Deliverable:

- Copy of Published Manual

Task 1.2: Execute the CVRP Administrator Agreement

The goal of this task is to execute the CVRP Administrator Agreement to include the funding from this Interagency Agreement. ARB shall provide a copy of the executed CVRP Administrator Agreement to the CAM within 10 days of execution.

Deliverable:

- Copy of Executed CVRP Administrator Agreement

Task 1.3: Post the Manual on the ARB and CVRP Administrator's Websites

CVRP Administrator shall post the Manual on their website. ARB shall provide electronic links to the Manual via email to the CAM within 10 days of the CVRP Administrator publishing the Manual.

Deliverable:

- Electronic Links to Published Manual

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 the CVRP Administrator provide written acknowledgement on CVRP Administrator's website that Energy Commission funds have been provided for this program. ARB shall provide printouts of the ARB and CVRP Administrator web pages showing this acknowledgement to the CAM within 10 days of executing the agreement. The acknowledgement must remain on the website for the duration of this Interagency Agreement.

Deliverables:

- ARB and CVRP Administrator Webpage Printouts of Acknowledgement

Task 2: Administer Rebate Disbursement Program

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. Up to 7 percent of the funding for this agreement or the percentage allowed by the ARB CVRP Administrator Agreement, whichever is less, may be used for administrative costs by the CVRP Administrator. 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 the CVRP Administrator. The first Status Report shall be submitted as required by the Manual and in accordance with the schedule in the Agreement between ARB and the CVRP Administrator. 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.
- CVRP Administrator administrative cost summaries.
- Remaining funding available.
- 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 the CVRP Administrator to separately track Energy Commission funds, including amounts received and payments made on behalf of the Commission. ARB shall have the CVRP Administrator 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 CVRP Administrator 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 CVRP Administrator 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 Published Manual	Within 10 days of publishing the Manual
1.2	Copy of Executed CVRP Administrator Agreement	Within 10 days of executing Agreement
1.2	Electronic Links to Published Manual	Within 10 days of CVRP Administrator publishing the Manual.
1.4	ARB and CVRP Administrator 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 CVRP Administrator's Status Report
2.2	Description of Accounting Process	Within 30 days of execution of CVRP Administrator Agreement
3	Final Report (no draft)	Within 3 months after all CVRP rebate funds are exhausted or August 30, 2016, whichever comes first.

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CALIFORNIA AIR RESOURCES BOARD

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) adopts the staff CEQA findings contained in the Agreement Request Form; and

RESOLVED, that the Energy Commission approves Agreement 600-14-001 with **California Air Resources Board** for a **\$5,000,000** contract to provide funding for the Clean Vehicle Rebate Project for qualified electric drive vehicles; and

FURTHER BE IT RESOLVED, that the Executive Director or his/her designee shall execute the same on behalf of the Energy Commission.

CERTIFICATION

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on July 22, 2014.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Harriet Kallemeyn,
Secretariat