



**CONTRACT REQUEST FORM (CRF)**

**A) New Agreement # 600-20-001 (to be completed by CGL office)**

<b>B) Division</b>	<b>Agreement Manager:</b>	<b>MS-</b>	<b>Phone</b>
600 Fuels and Transportation Division	Shaun Ransom	6	916-654-4217

<b>C) Contractor's Legal Name</b>	<b>Federal ID #</b>
California Air Resources Board	-

<b>D) Title of Project</b>
Expanding the Clean Mobility Voucher Pilot Program

**E) Term and Amount**

<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>
12 / 15 / 2020	3 / 1 / 2026	\$ 8,000,000

**F) Business Meeting Information**

Operational agreement (see CAM Manual for list) to be approved by Executive Director

ARFVTP agreements \$75K and under delegated to Executive Director

Proposed Business Meeting Date 12 / 9 / 2020  Consent  Discussion

Business Meeting Presenter Shaun Ransom Time Needed: 5 minutes

Please select one list serve. Transportation (General Trans / Petroleum Issues)

**Agenda Item Subject and Description:**

Proposed resolution approving contract 600-20-001 with California Air Resources Board for a \$8,000,000 contract to operate the Clean Mobility Options program on behalf of the CEC, and adopting staff's determination that this action is exempt from CEQA. The Clean Mobility Options Program is a voucher based program that will fund innovative mobility projects in under-represented communities. Eligible under-represented communities include disadvantaged, low-income, affordable housing and California Native American Tribal Communities. The project will also include public outreach, education, and technical assistance, and will develop a web-based one-stop shop for resources and program information..

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

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

Yes (skip to question 2)  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 .

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

a)  Agreement **IS** exempt.

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 Agreement is exempt under the above section: The California Air Resources Board (CARB) previously approved a grant agreement to CalStart to administer the Clean Mobility Options Program (CMO Program). The CMO Program funds vouchers for shared mobility projects in communities burdened



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by pollution, income inequality, or barriers associated with inexperience applying for public funds. Some examples of shared mobility projects funded under the CMO Program include the installation of electric vehicle charging equipment, advanced battery storage solutions, and installation of a solar PV system.

As lead agency, CARB found that the CMO Program was categorically exempt from CEQA under the “common sense” exemption, 14 CCR 15061(b)(3).

The purpose of this Agreement is for Energy Commission and CARB staff to work together to expand and refine CMO Program components, which will then be implemented by CARB into the existing CMO Program. Certain program aspects will be changed but the types of voucher-funded projects that will be funded will not change. Therefore, the approval of this Agreement is categorically exempt from CEQA under the “common sense” exemption, 14 CCR 15061(b)(3), because it can be seen with certainty that approval of this Agreement does not have the potential for causing a significant effect on the environment and because the Energy Commission, as a responsible agency, is bound by CARB’s NOE as lead agency.

- b)  Agreement **IS NOT** exempt. (consult with the legal office to determine next steps)

Check all that apply

- Initial Study
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report
- Statement of Overriding Considerations

**H) List all subcontractors (major and minor) and equipment vendors:** (attach additional sheets as necessary)

<b>Legal Company Name:</b>	<b>Budget</b>
Calstart, Inc.	\$ 6,801,570.00
Local Government Commission	\$ 300,000.00
GRID Alternatives	\$ 399,292.00
Shared-use Mobility Center	\$499,138.00

**I) List all key partners:** (attach additional sheets as necessary)


**J) Budget Information**



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Funding Source	Funding Year of Appropriation	Budget List Number	Amount
Funding Source	18/19	601.118K	\$8,000,000
Funding Source			\$

R&D Program Area: Select Program Area      TOTAL: \$

Explanation for "Other" selection

Reimbursement Contract #:                      Federal Agreement #:

### K) Contractor's Contact Information

#### 1. Contractor's

#### Administrator/Officer

Name: Brandy Hunt

Address: 1001 I St. #2828

City, State, Zip: Sacramento CA, 95814

Phone: 916-327-1799

E-Mail: Brandy.Hunt@arb.ca.gov

#### 2. Contractor's Project Manager

Name: Ava Yaghoobirad

Address: 1001 I St. #2828

City, State, Zip: Sacramento CA, 95814

Phone: 916-324-2304

E-Mail: Ava.yaghoobirad@arb.ca.gov

### L) Selection Process Used

Solicitation Select Type Solicitation #:      -      # of Bids:      Low Bid  No  Yes

Non Competitive Bid (Attach DGS-GSPD-09-007 <https://www.dgs.ca.gov/PD/Forms> )

Exempt Interagency

### 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?

If yes, check appropriate box(es):  SB  MB  DVBE

### O) Civil Service Considerations



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- 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**

1.  Reimbursement in arrears based on:
  - Itemized Monthly  Itemized Quarterly  Flat Rate  One-time
2.  Advanced Payment
3.  Other, explain: Reimbursement for mobility vouchers will be advanced in 90 day increments with reconciliation reports.

**Q) Retention**

Is Agreement subject to retention?       No  Yes

If Yes, Will retention be released prior to Agreement termination?       No  Yes

**R) Justification of Rates**

N/A

**S) Disabled Veteran Business Enterprise Program (DVBE)**

1.  Exempt (Interagency/Other Government Entity)
2.  Meets DVBE Requirements DVBE Amount:\$ 0 DVBE %:
  - a.  Contractor is Certified DVBE
  - b.  Contractor is Subcontracting with a DVBE: Name of DVBE Company
3.  Contractor selected through CMAS or MSA with no DVBE participation
4.  Requesting DVBE Exemption (attach CEC 95)



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## T) Miscellaneous Agreement 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  Other...
- 5. Will a final report be required?  No  Yes
- 6. Is the Agreement, with amendments, longer than three years? If yes, why?  No  Yes

## U) The following items should be attached to this CRF (as applicable)

- 1. Exhibit A, Scope of Work  N/A  Attached
- 2. Exhibit B, Budget Detail  N/A  Attached
- 3. DGS-GSPD-09-007, NCB Request  N/A  Attached
- 4. CEC 95, DVBE Exemption Request  N/A  Attached
- 5. CEQA Documentation  N/A  Attached
- 6. Resumes  N/A  Attached
- 7. CEC 105, Questionnaire for Identifying Conflicts  N/A  Attached

\_\_\_\_\_  
**Agreement Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Office Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Deputy Director**

\_\_\_\_\_  
**Date**

## Exhibit A – Scope of Work

**Project Title:** Expanding the Clean Mobility Voucher Pilot Program

### TASK LIST

Task #	Task Name
1	Agreement Management
2	Administer and Implement Expanded Clean Mobility Voucher Pilot Program
3	Clean Mobility Options Data and Metrics
4	Co-branding

### ACRONYMS/GLOSSARY

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

Acronym	Definition
CAM	Commission Agreement Manager
CARB	California Air Resources Board
CEC	California Energy Commission
CMO	Clean Mobility Options
Contractor	California Air Resources Board
CTP	Clean Transportation Program
eVMT	Electric Vehicle Miles Traveled

### PURPOSE

The California Air Resources Board (CARB, also Contractor) currently funds the Clean Mobility Voucher Pilot Program (also known as CMO Voucher Pilot Program, the Clean Mobility Options Program, and CMO Program). The existing CMO Program provides vouchers for shared mobility projects in communities burdened by pollution, income inequality or barriers associated with inexperience applying for public funds. Eligible project areas include, but are not limited to Senate Bill (SB) 535 Disadvantaged Communities, Assembly Bill (AB) 1550 Low-income Communities, affordable housing communities and California Native Tribal Communities.

The purpose of this Interagency Agreement is for CEC and CARB staff to work cooperatively to expand and refine CMO Program components, which will then be implemented by CARB into the existing CMO Program. CEC staff will also collaborate with existing CMO working groups, subcontractors, and stakeholders on CMO Program components. CMO Program components include, but are not limited to, project areas for voucher deployment, community outreach, and capacity building.

Deliverables under this Agreement will include resources, data, and project status updates. Data collected through the CMO Program will be used to develop metrics to assess shared mobility projects.

## **BACKGROUND**

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology Program, now known as the Clean Transportation Program. The statute, subsequently amended by AB 109 (Núñez, 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.

This Interagency Agreement with CARB will fund programs and projects that accelerate the commercialization of vehicles and alternative and renewable fuels including projects that support underrepresented communities and innovative strategies to support gaps in clean energy mobility.

## **FORMAT/REPORTING REQUIREMENTS**

### **Deliverables/Reports**

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (CAM), the latest version of the Consultant Reports Style Manual published on the Energy Commission's website:

[http://www.energy.ca.gov/contracts/consultant\\_reports/index.html](http://www.energy.ca.gov/contracts/consultant_reports/index.html)  
Formatting Reports and Writing Style for Consultants to the CEC

Each final deliverable shall be delivered as one original, reproducible, 8 ½" by 11", camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

### **Electronic File Format**

The Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CAM) of the full text in a compatible version of Microsoft Word (.doc).

The following describes the accepted formats of electronic data and documents provided to the Energy Commission as contract deliverables and establishes the computer platforms, operating

systems and software versions that will be required to review and approve all software deliverables.

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
- Project management documents shall be in MS Project file format.

## **TASK 1: AGREEMENT MANAGEMENT**

### **Task 1.1 Kick-off Meeting**

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

#### **The Contractor shall:**

- Attend a “kick-off” meeting with the CAM, the Commission Agreement Officer, and a representative of the Accounting Office. The meeting will be held via web meeting or teleconference. The Contractor shall include their Project Manager, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting, including the timing of the quarterly reporting periods.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

#### **The CAM shall:**

- Arrange the meeting, including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.

#### **Deliverables:**

- Updated Schedule of Deliverables
- Kick-Off Meeting Agenda (CEC)

### **Task 1.2 Critical Project Review (CPR) Meetings**

CPRs provide the opportunity for frank discussions between the Energy Commission and the Contractor. 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.

The CAM may schedule CPR meetings as necessary, and meeting costs will be borne by the Contractor.

Meeting participants include the CAM and the Contractor and may include the Commission Agreement Officer, the Fuels and Transportation Division (FTD) program lead, other Energy Commission staff and Management as well as other individuals selected by the CAM to provide support to the Energy Commission.

**The CAM shall:**

- Determine the location, date, and time of each CPR meeting with the Contractor . These meetings generally take place at the Energy Commission, but they may take place at another location or via web meeting or teleconference.
- Send the Contractor 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. Prepare 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 (please see section 8 of the Terms and Conditions). If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.
- Provide the Contractor t with a written determination in accordance with the schedule. The written response may include a requirement for the Contractor to revise one or more product(s) that were included in the CPR.

**The Contractor 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 Contractor shall submit these documents to the CAM 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.

**CAM Products:**

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

**Contractor Product:**

- CPR Report(s)

**Task 1.3 Invoices and Reconciliation Reports****The Contractor shall:**

- Prepare invoices for all advance payments based on expected expenses in order to perform work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices must be submitted to the Energy Commission's Accounting Office.
- Prepare reconciliation reports based on actual costs incurred under this Agreement in compliance with Exhibit B of the Terms and Conditions of the Agreement. Reconciliation reports must be submitted to the Energy Commission's Accounting Office.

**Deliverables:**

- Invoices
- Reconciliation reports

**Task 1.4 Manage Subcontractors**

The goal of this task is to ensure quality products, to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, or recommend solution to resolve the problem.

**The Contractor shall:**

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and the Energy Commission will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the Terms and Conditions of the Agreement, and 2) notify the CAM who will follow the Energy Commission's process for adding or replacing subcontractors.
- Prepare and submit a letter describing the subcontracts needed, or stating that no subcontracts are required
- Prepare and submit draft subcontracts to the CAM for review and approval before the subcontracts are executed.
- Submit final subcontracts to the CAM.

**Deliverables:**

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

**Task 1.5 Progress Reports**

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

**The Contractor shall:**

- Prepare Quarterly Progress Reports which, at a minimum, will summarize:
  - Agreement activities conducted by the Contractor and subcontractors for the reporting period.
  - The number, location, and types of projects funded.
  - The amount and recipients of expended CEC funds
  - Expected activities and expenditures for the next quarter.
- Include an up-to-date *List of Funded CMO Voucher Projects* which shall include a list of all funded CMO projects that quarter and will identify those projects funded in whole or in part with CEC funds.
- Develop and include *Shared Mobility Database Spreadsheet(s)* to collect, organize and analyze identified quantitative and qualitative data.
- Include any reports submitted by subcontractors with the progress report, including unaltered *CalSTART Data and Surveys*. Data may include, and is not limited to, ridership statistics, vehicle miles traveled and charging sessions.

- Submit each progress report within 30 calendar days after the end of the reporting period.

The CAM will provide the format for the progress reports.

**Deliverables:**

- Quarterly Progress Reports

**Task 1.6 Final Report**

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results, and conclusions of the work completed under this Agreement. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Final Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables.

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

**Task 1.6.1 Final Report Outline**

**The Contractor shall:**

- Prepare and submit a draft outline of the Final Report for review and approval. The CAM will provide written comments to the Contractor on the draft outline. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.
- Prepare and submit the final outline of the Final Report, incorporating CAM comments.
- Work with CAM to determine and include relevant details related to:
  - Lessons learned through program implementation
  - Program evaluation
  - Metrics and data developed by CARB for the CMO Program.

**Deliverables:**

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

**Task 1.6.2 Final Report**

**The Contractor shall:**

- Prepare the draft Final Report for this Agreement in accordance with the approved outline.
- Include all final report materials from the subcontractors.
- Submit the draft Final Report for review and comment. The CAM will provide written comments to the Contractor. The Contractor shall review the comments

and discuss any issues with the recommended changes with the CAM.

- Prepare and submit the Final Report, incorporating CAM comments.

**Deliverables:**

- Draft Final Report
- Final Report

**Task 1.7 Final Meeting**

The goal of this task is to discuss closeout of this Agreement and review the project.

**The Contractor shall:**

- Meet with Energy Commission staff prior to the term end date of this Agreement. The meeting will be held via web meeting or teleconference, or in-person. This meeting will be attended by the Contractor Project Manager and the CAM. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement, based on the information included in the Final Report.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

**Deliverables:**

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

**TECHNICAL TASKS**

**Task 2: ADMINISTER AND IMPLEMENT EXPANDED CLEAN MOBILITY VOUCHER PILOT PROGRAM**

The goals of this task are for CEC and CARB staff to work cooperatively to expand and refine CMO Program components, to integrate those components into the program, for CARB to administer the program, and for CARB to conduct community outreach. CEC staff will coordinate with CARB to refine and expand CMO project components related to areas for voucher deployment, community outreach, and capacity building.

**The Contractor shall:**

- Allocate CEC funds for shared mobility projects through the CMO Program.
- Work cooperatively with CEC staff to revise CMO Voucher Project Implementation Manual, also known as the CMO Voucher Pilot Program Implementation Manual, to:
  - Include requirements for Clean Transportation Program funding projects.
  - Ensure CMO Voucher Project Implementation Manual complies, and is consistent with, the purpose and terms of this Agreement.
  - Determine maximum voucher amounts for CMO voucher projects.
  - Provide revisions for CAM approval before instituting CMO vouchers.

- Submit *Revised CMO Voucher Project Implementation Manual* to CAM for review and approval. CAM approval must be in writing.
- Implement the CMO voucher project in accordance with CAM-approved CMO Voucher Project Implementation Manual.
- As necessary, revise CMO Voucher Project Implementation Manual and submit to CAM for review and approval. CAM approval of revisions must be in writing.
- Submit in writing any *Notifications to CAM of Issue(s) Negatively Impacting CEC Funded Projects*. These writings shall be submitted for projects funded in whole or in part with CEC funds.
- Submit *Outreach and Education Plans*, which shall include, but not be limited to, education materials, summary of participant surveys, quarterly reports, and a final report.
- Hold coordination meetings with CAM, subcontractors, and other key local and state agency staff and stakeholders involved in clean mobility projects.
- Conduct work groups, meetings, and webinars with CMO awardees and stakeholders in clean mobility projects. Meetings will include, but not be limited to, information on:
  - Outreach strategies
  - Stakeholder feedback through community outreach
  - Data from shared mobility projects
  - Equity and clean energy distribution analysis
- Submit *Schedule of Meetings*.
- Submit *Meeting Materials* from coordination meetings and CMO working group meetings which shall include, but not be limited to, agendas and presentation materials.

**Deliverables:**

- Revised CMO Voucher Project Implementation Manual and subsequent revisions
- Outreach and Education Plans
- Notification to CAM of Issue(s) Negatively Impacting CEC funded projects
- Schedule of Meetings
- Meeting Materials

**Task 3: CLEAN MOBILITY OPTIONS DATA AND METRICS**

The goal of this task is to collect data from funded mobility projects. The data will be used to develop metrics to assess mobility programs which may contribute to CEC reports and may be distributed to stakeholders. CEC staff will coordinate with CARB to develop metrics.

**The Contractor shall:**

- Coordinate with CAM to develop metrics to assess mobility programs. Metrics will include, but not be limited to: mobility program effectiveness, greenhouse gas emission reductions, electric vehicle miles traveled (eVMT), infrastructure utilization and rates, and CMO recipient surveys.
- Submit *Preliminary Metric Methodology*. Preliminary Metric Methodology shall include but not be limited to a detailed description of how the metrics to assess mobility programs are calculated.
- Submit *Final Metric Methodology*. Final Metric Methodology shall include but not be limited to a detailed description of how the metrics to assess mobility programs are calculated.

- Develop *Shared Mobility Database Spreadsheet(s)* to collect, organize and analyze identified quantitative and qualitative data. Shared Mobility Database Spreadsheet(s) shall be submitted within quarterly progress reports.
- Submit *Data and Surveys* collected by the Contractor or subcontractors to CAM within quarterly progress reports. Data may include, and is not limited to, ridership statistics, vehicle miles traveled and charging sessions.

**Deliverables:**

- Shared Mobility Database Spreadsheet(s) (included in quarterly progress reports)
- Surveys and Other Data (included in quarterly progress reports)
- Preliminary Metric Methodology
- Final Metric Methodology

**Task 4: CO-BRANDING**

The goal of this task is to establish CEC co-branding for CMO voucher projects and resources. Co-branding will include, but is not limited to, online resources, documents, and materials for public outreach events.

**The Contractor shall:**

- Name the CEC and/or use the CEC logo with the same prominence wherever CARB, California Climate Investments, or any Subcontractors are named or their logos are displayed for the CMO Program.
- Develop *Co-Branding Plan*, in coordination with the CAM, which shall include but not be limited to, plans for:
  - Branding for outreach materials.
  - The use of CEC logos on websites, resources and workshop materials
- Submit *Websites, Resources, and Workshop Materials*, which shall include:
  - Links to websites related to the CMO Program that display the CEC logo
  - Copies of any documents, including workshop materials, that display the CEC logo

**Deliverables:**

- Co-Branding Plan
- Websites, resources, and workshop materials

## SCHEDULE OF DELIVERABLES AND DUE DATES

<b>Task Number</b>	<b>Deliverable</b>	<b>Due Date</b>
1.1	Kick-off Meeting	January 15, 2021
1.2	CPR Reports	As necessary
1.3	Invoices and Reconciliation Reports	Quarterly
1.4	Letter describing subcontracts	January 30, 2021
1.4	Draft subcontracts	January 30, 2021
1.4	Final subcontracts	January 30, 2021
1.5	Quarterly Progress Reports, List of Funded CMO Voucher Projects, and Shared Mobility Database Spreadsheets	Each January 15 <sup>th</sup> , April 15 <sup>th</sup> , July 15 <sup>th</sup> , and October 15 <sup>th</sup> during the approved agreement term
1.6.1	Draft Outline of the Final Report	August 30, 2024
1.6.1	Final Outline of the Final Report	September 30, 2024
1.6.2	Draft Final Report	November 30, 2024
1.6.2	Final Report	December 31, 2024
1.7	Written Documentation of Meeting Agreements	March 1, 2025
1.7	Schedule for Completing Closeout Activities	March 1, 2025
2	Revised CMO Voucher Project Implementation Manual	Within 90 days of agreement execution
2	Subsequent implementation manual revisions	As necessary and at least 30 days prior to implementation of revisions
2	Outreach and education plans	Within 90 days of agreement execution
2	Notification to CAM of Issue(s) Negatively Impacting CEC funded projects	Within 10 days of CARB becoming aware of issue(s)
2	Schedule of Meetings	January 15, 2021
2	Meeting materials and notices	At least 15 days prior to meeting
3	Shared Mobility Database Spreadsheet(s)	Included in Quarterly Progress Reports
3	Surveys and Other Data	Included in Quarterly Progress Reports
3	Preliminary Metric Methodology	October 15, 2022
3	Final Metric Methodology	January 15, 2023
4	Co-branding	As necessary and at least 30 days prior to publication of materials
4	Websites, resources, and workshop materials	Within 30 days of publishing materials

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 (CEC) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

**RESOLVED**, that the CEC approves 600-20-001 with the California Air Resources Board for a \$8,000,000 contract to operate the Clean Mobility Voucher Pilot Program. The Clean Mobility Pilot Voucher Program will fund and provide technical assistance for shared mobility projects in under-represented communities. Eligible communities include disadvantaged, low-income and California Native Tribal Communities. CEC funds will be used for shared mobility projects and tools including outreach, education, and technical assistance; and

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

**CERTIFICATION**

The undersigned Secretariat to the CEC 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 CEC held on December 9, 2020.

AYE:

NAY:

ABSENT:

ABSTAIN:

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Cody Goldthrite  
Secretariat