



STATE OF CALIFORNIA

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

**A) New Agreement # 600-21-002 (to be completed by CGL office)**

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Sharon Purewal	6	916-897-3616

C) Contractor's Legal Name	Federal ID #
California Department of Food and Agriculture	68-0325104

D) Title of Project
ZEV Field Measurement Standards Interagency Agreement

**E) Term and Amount**

Start Date	End Date	Amount
9 / 08 / 2021	6 / 30 / 2023	\$ 401,580

**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 9 / 08 / 2021 ☐ Consent ☒ Discussion

Business Meeting Presenter Sharon Purewal Time Needed: 5 minutes

Please select one list serve. Altfuels (AB118- ARFVTP)

**Agenda Item Subject and Description:**

California Department of Food and Agriculture. Proposed resolution approving Agreement 600-21-002 with the California Department of Food and Agriculture for a \$401,580 contract to research technical and performance requirements and procure test standards for evaluating and verifying commercial devices dispensing hydrogen and electricity as a zero-emission transportation fuel, and adopting staff's determination that this action is exempt from CEQA. (Clean Transportation Program funding) Contact: Sharon Purewal. Staff presentation: 5 minutes.

**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: Cal. Code Regs., tit. 14, §§15301, 15306

☐ Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section:

Cal. Code Regs., tit. 14, sec. 15301 provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private

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structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of use beyond that existing at the time of the lead agency's determination, are categorically exempt from the provisions of the California Environmental Quality Act (CEQA).

Cal. Code Regs., tit. 14, sec. 15306 provides that projects which consist of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource are categorically exempt from the provisions of CEQA.

This project involves research of technical and performance requirements, and the procurement of field test equipment ("standards"), that will evaluate and verify commercial measuring devices dispensing hydrogen and electricity as a zero-emission transportation fuel.

Up to five field test standards for testing electric vehicle supply equipment will be procured as well as one field test standard for testing hydrogen fuel dispensing equipment. These standards will be transported using an enclosed cargo trailer to newly installed commercial fueling devices to test and verify the devices. The standards will be transported to the sites, testing will occur, and then the standards will be transported to the next site or stored by the contractor until the next test. There will be no permanent installations, construction, or modifications to the sites and there will be no expansion of existing or former use of the sites.

This project is therefore categorically exempt from environmental review pursuant to sections 15301 of the CEQA Guidelines because it consists of the operation or minor alteration of existing structures, facilities or mechanical equipment involving negligible or no expansion of existing or former use at the sites. The project is also categorically exempt pursuant to section 15306 of the CEQA Guidelines because it consists of basic data collection, research and resource evaluation activities which will not result in a major disturbance to an environmental resource. The project does not involve any unusual circumstances, will not result in damage to any scenic resources within a highway officially designated as a state scenic highway, none of the sites are included on any list compiled pursuant to Government Code section 65962.5, and the project will not cause a substantial adverse change in the significance of a historical resource. The project, when considered as a whole, will not result in a cumulative impact that is significant on the environment. Therefore, none of the exceptions to exemptions listed in CEQA Guidelines section 15300.2 apply to this project and this project will not have a significant effect on the environment.

- 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)



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Legal Company Name:	Budget
	\$ 0.00
	\$ 0.00
	\$ 0.00

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

<b>Legal Company Name:</b>

**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTP	20/21	600.118J	\$401,580
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&amp;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: Kevin Schnepf  
Address: 6790 Florin Perkins Road,  
Suite 100  
City, State, Zip: Sacramento, CA  
95828  
Phone: 916-229-3458  
E-Mail: Kevin.Schnepf@cdfa.ca.gov

**2. Contractor's Project Manager**

Name: Kevin Schnepf  
Address: 6790 Florin Perkins Road,  
Suite 100  
City, State, Zip: Sacramento, CA  
95828  
Phone: 916-229-3458  
E-Mail: Kevin.Schnepf@cdfa.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?**



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If yes, check appropriate box(es): ☐ 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

1. ☒ Reimbursement in arrears based on:
  - ☐ Itemized Monthly
  - ☒ Itemized Quarterly
  - ☐ Flat Rate
  - ☐ One-time
2. ☐ Advanced Payment
3. ☐ Other, explain:

### 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                         | <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. DGS-GSPD-09-007, NCB Request                     | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            |
| 4. CEC 95, DVBE Exemption Request                   | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            |
| 5. CEQA Documentation                               | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            |
| 6. Resumes  | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            |
| 7. CEC 105, Questionnaire for Identifying Conflicts |   | <input checked="" type="checkbox"/> Attached |

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

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

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

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

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

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

## Exhibit A SCOPE OF WORK

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2	X	EVSE Field Measurement Standards

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Kristin Macey, Kevin Schnepf, Rebecca Bland	TBD	
2	Kristin Macey, Kevin Schnepf, Rebecca Bland	TBD	

### GLOSSARY

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

Term/ Acronym	Definition
BPC	Business and Professions Code
CAM	Commission Agreement Manager
Clean Transportation Program	Formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program
CDFA	California Department of Food and Agriculture
CPR	Critical Project Review
DMS	Division of Measurement Standards
EVSE	Electric Vehicle Supply Equipment
Field Standard	Equipment with measurement traceability suitable for evaluating a commercial weighing or measuring device for accuracy and conformance to specifications.
Fueling Infrastructure	Commercial equipment and systems installed for dispensing energy and/or fuel in exchange for payment of the dispensed energy or fuel.
FTD	Fuels and Transportation Division

<b>Term/ Acronym</b>	<b>Definition</b>
Recipient	California Department of Food and Agriculture, Division of Measurement Standards
Sealing	The successful testing and inspection of a commercial device to verify conformance to all applicable specifications and tolerances resulting in a weights and measures inspector affixing an approval seal. (BPC 12501.1 – 12505)
Type Evaluation	The examination of a weighing or measuring instrument for the purpose of certifying that its design and performance complies with all applicable weights and measures requirements (BPC 12500.5 - 12500.10)
ZEV	Zero Emission Vehicles (Includes Battery Electric and Fuel Cell Electric)

## **Background**

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program, formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program. The statute authorizes the California Energy Commission (CEC) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change, clean air, and alternative energy policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the Clean Transportation Program through January 1, 2024. The Clean Transportation Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California's use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance, and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

**Problem Statement:**

Executive Order B-48-18 set a target of 250,000 electric vehicle chargers, including 10,000 direct current (DC) fast charge EVSE. Successful commercialization and consumer acceptance of ZEVs depends on hydrogen and electricity as reliable vehicle fuels. Standardized fueling infrastructure is essential to providing the consumer with a basis-of-value comparison and providing marketplace transparency and fair competition for industry. California needs to establish standards to minimize measurement error in commercial transactions and provide operating requirements that are consistently applied in the exchange of goods and services. Adherence to these standards provide both buyer and seller an assurance of equity and confidence.

The provisions of Division 5 of the California Business and Professions Code (sections 12001 *et seq.*) and Title 4, Division 9, of the California Code and Regulations (sections 4000 *et seq.*), provide the legal authority for the California Department of Food and Agriculture's (CDFA) Division of Measurement Standards (DMS) to apply basic weights and measures requirements to all commercial devices used to dispense electricity or hydrogen for fueling zero-emission vehicles.

CDFA is required by law to regulate weighing and measuring devices used in commerce. Business and Professions Code, section 12107, requires CDFA to establish specifications and tolerances for all commercial weighing and measuring devices. This includes motor vehicle fuel dispensing systems. Once these parameters are established, it is incumbent upon weights and measures officials to test, verify, and seal commercial devices.

DMS works closely with county sealers of weights and measures who, under the supervision and direction of the CDFA secretary, carry out most of the routine field testing of devices used for commercial purposes. The purpose of routine field testing is to ensure installed devices conform to all applicable standards and to minimize the measurement error in commercial transactions.

There exists a significant and growing gap between the on-going and planned commercial ZEV fueling systems installations and available test equipment (field standards) needed by county officials to inspect, test, and seal new devices being installed in their respective jurisdiction. In conversations with the newly formed California Agricultural Commissioners and Sealers Association (CACASA) EVSE subcommittee, nearly all (51 out of 55 Sealers) do not have the necessary field standards and are reluctant to procure them at current cost levels. On the state support level, DMS has only two field standards for EVSE and one field standard for hydrogen fueling systems to potentially share with the counties for field testing, verification and sealing of installed commercial ZEV fueling systems. One of DMS' EVSE standards is currently dedicated to type-evaluation of new commercial designs. As the backlog for system testing and verification grows, the push for transportation electrification is accelerating and the essential support systems that will keep the market viable and bring it to fully self-supporting status are not keeping pace.

**Goals of the Agreement:**



The goal of this Agreement is to research technical and performance requirements, and procure the necessary test standards for evaluating and verifying commercial measuring devices dispensing hydrogen and electricity as a zero-emission transportation fuel. This will provide needed resources to reduce and eventually eliminate the testing backlog of newly installed ZEV fueling systems that require weights and measures official inspection to be sealed and approved for commercial use.

### **Objectives of the Agreement:**

The objectives of this Agreement are to:

- Research available field test equipment and establish performance requirements to safely and accurately test and verify commercial EVSE.
- Research available field test equipment and establish performance requirements to safely and accurately test and verify commercial hydrogen fuel dispensing equipment.
- Procure up to five (5) certified field standards for the testing and verifying energy measurement of commercial EVSE.
- Procure one (1) hydrogen field standard with certified equipment for testing and verifying measurement requirements for commercial hydrogen fueling systems.
- Procure one (1) enclosed cargo trailer for secure storage and transport of the hydrogen field standard.
- Procure essential safety and operating supplies and equipment for testing commercial hydrogen fueling systems.
- Review and refine established field test procedures for EVSE, hydrogen fueling systems and associated equipment.
- Deploy field standards to test and verify newly installed commercial ZEV fueling devices to ensure accuracy and compliance to all applicable legal and regulatory requirements.

## **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 Commission Agreement Manager (CAM) shall designate the date and location of this meeting and provide an agenda to the Recipient prior to the meeting.

**The Recipient shall:**

- Attend “Kick-Off” meeting with the CAM, the Commission Agreement Officer (CAO), and a representative of the Energy Commission Accounting Office. The Recipient shall bring their Project Manager, Agreement Administrator, Accounting Officer, and any others determined necessary by the Recipient or specifically requested by the CAM to this meeting.
- Discuss the following administrative and technical aspects of this Agreement:
  - Agreement Terms and Conditions
  - Critical Project Review (Task 1.2)
  - Match fund documentation (Task 1.6) No reimbursable 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 CAM’s expectations for accomplishing tasks described in the Scope of Work
  - An updated Schedule of Products and Due Dates
  - Quarterly Progress Reports (Task 1.4)
  - Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
  - Final Report (Task 1.5)

**Recipient Products:**

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

**Commission Agreement Manager Product:**

- Kick-Off Meeting Agenda

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

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

Meeting participants include the CAM and the Recipient 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 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. 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 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 CAM and any other designated reviewers at least 15 business 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

**Recipient Product:**

- CPR Report(s)

### **Task 1.3 Final Meeting**

- The goal of this task is to closeout this Agreement.

#### **The Recipient shall:**

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

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

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

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

- What to do with any equipment purchased with Energy Commission funds (Options)
- Energy Commission's request for specific "generated" data (not already provided in Agreement products)
- Need to document Recipient's disclosure of "subject inventions" developed under the Agreement
- "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 Quarterly 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 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 Quarterly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Agreement Manager within ten (10) business days of the end of the reporting period. The recommended specifications for each progress report are contained in Exhibit D, Section 5 of the Terms and Conditions of this Agreement.
- In the first Quarterly Progress Report and first invoice, document and verify match expenditures and provide a synopsis of project progress, if match funds have been expended or if work funded with match share has occurred after the notice of proposed award, but before execution of the grant agreement. If no match funds have been expended or if no work funded with match share has occurred before execution, then state this in the report. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.

**Product:**

- Quarterly Progress Reports

**Task 1.5 Final Report**

The goal of the Final Report is to assess the project's success in achieving the Agreement's 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, if requested by the CAM.

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

**Products:**

- Outline of the Final Report, if requested
- 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 CAM at least two (2) business 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.
- At the kick-off meeting, 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 CAM if during the course of the Agreement additional match funds are received.
- Notify the CAM within ten (10) business 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 meeting.

**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 CAM at least two (2) business days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
  - A list of the permits that identifies the:
    - Type of permit

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

**Task 1.8 Obtain and Execute Subcontracts**

The goal of this task is to ensure quality products and to procure subcontractors required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions 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:**

- Manage and coordinate subcontractor activities.
- Submit a draft of each subcontract required to conduct the work under this Agreement to the Commission Agreement Manager for review.
- Submit a final copy of the executed subcontract.



- If Recipient decides to add new subcontractors, then the Recipient shall notify the CAM.

**Products:**

- Draft subcontracts
- Final subcontracts

**TECHNICAL TASKS**

**Task 2 EVSE FIELD MEASUREMENT STANDARDS**

The goal of this task is to determine the best field standards in terms of features, performance, and cost for testing and verifying installed commercial EVSE and installed commercial hydrogen dispensing equipment for hydrogen refueling stations and to procure the field standards.

**The Recipient shall:**

- Research available field test equipment and establish performance requirements to safely and accurately test and verify commercial EVSE.
- Procure up to five (5) certified field standards for the testing and verifying energy measurement of commercial EVSE.
- Research available field test equipment and establish performance requirements to safely and accurately test and verify commercial hydrogen fuel dispensing equipment.
- Procure one (1) hydrogen field standard with certified equipment for testing and verifying measurement requirements for commercial hydrogen fueling systems.
- Procure one (1) enclosed cargo trailer for secure storage and transport of the hydrogen field standard.
- Procure essential safety and ancillary operating equipment and supplies for field testing hydrogen dispensers.
- Deploy field standards and test and verify newly installed commercial ZEV fueling devices to ensure accuracy and compliance to all applicable legal and regulatory requirements.
- Write Field Standards Status, Research, Acquisition and Deployment Report and submit as part of the final report required in Task 1.5

**Products:**

- Field Standards Status, Research, Acquisition and Deployment Report as part of the final report required in Task 1.5

**[CPR WILL BE HELD IN THIS TASK. See Task 1.2 for details]**



STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE

**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 Agreement 600-21-002 with the California Department of Food and Agriculture for a \$401,580 contract to research technical and performance requirements and procure test standards for evaluating and verifying commercial devices dispensing hydrogen and electricity as a zero-emission transportation fuel; 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 September 8, 2021.

AYE:

NAY:

ABSENT:

ABSTAIN:

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Liza Lopez  
Secretariat