



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
March 13, 2024 Business Meeting  
Backup Materials for International Council on Clean Transportation Inc.**

The following backup materials for the above-referenced agenda item are available in this PDF packet as listed below:

1. Proposed Resolution
2. Contract Request Form
3. Scope of Work

**[PROPOSED]**

**RESOLUTION NO: 24-0313-03d**

**STATE OF CALIFORNIA**

**STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: International Council on Clean Transportation Inc.**

**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 600-23-006 with International Council on Clean Transportation Inc. (ICCT) for a \$15,000 one-year membership in the International Zero-Emission Vehicle Alliance (ZEV Alliance). The ZEV Alliance was formed by national and subnational jurisdictions to accelerate adoption of zero-emission vehicles. As a member, the CEC will have the opportunity to participate in ZEV Alliance coordination meetings; and

**FURTHER BE IT RESOLVED**, that the Executive Director or their 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 March 13, 2024.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

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Kristine Banaag  
Secretariat



## CONTRACT REQUEST FORM (CRF)

### A. New Agreement Number

New Agreement Number: 600-23-006

### B. Division Information

1. Division Name: FTD
2. Agreement Manager: Katherine Dillon
3. MS-6
4. Phone Number: (916) 664-6443

### C. Contractor's Information

1. Contractor's Legal Name: International Council on Clean Transportation Inc.
2. Federal ID Number: 20-3076690

### D. Title of Project

Title of project: International Zero-Emission Vehicle Alliance Membership

### E. Term and Amount

1. Start Date: 3/13/2024
2. End Date: 3/12/2025
3. Amount: \$15,000

### F. Business Meeting Information

1. Operational agreement to be approved by Executive Director? No
2. Are the ARFVTP agreements \$75K and under delegated to Executive Director? Yes
3. The Proposed Business Meeting Date: 3/13/2024
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: N/A
6. Time Needed for Business Meeting: N/A
7. The email subscription topic is: Clean Transportation Program

#### Agenda Item Subject and Description:

International Council on Clean Transportation Inc. Proposed resolution approving agreement 600-23-006 with International Council on Clean Transportation Inc. (ICCT) for a \$15,000 one-year membership in the International Zero-Emission Vehicle Alliance (ZEV Alliance). The ZEV Alliance was formed by national and subnational jurisdictions to accelerate adoption of zero-emission vehicles. As a member, the CEC will have the opportunity to participate in ZEV Alliance coordination meetings. (Clean Transportation Program Funding) Contact: Katherine Dillon

### G. California Environmental Quality Act (CEQA) Compliance

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

No.

If yes, skip to question 2.

If no, complete the following (PRC 21065 and 14 CCR 15378) and 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 agreement is for membership in the ZEV Alliance and does not involve carrying out any specific projects.

**2. If Agreement is considered a “Project” under CEQA answer the following questions.**

**a) Agreement **IS** exempt?**

N/A.

Statutory Exemption?

N/A.

If yes, list PRC and/or CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

PRC section number: N/A.

CCR section number: N/A.

Categorical Exemption?

N/A.

If yes, list CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

CCR section number: N/A.

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

N/A.

If yes, explain reason why Agreement is exempt under the above section. If no, enter “Not applicable” and go to the next section.

N/A.

**b) Agreement **IS NOT** exempt.**

**IMPORTANT:** consult with the legal office to determine next steps.

N/A.

If yes, answer yes or no to all that applies. If no, list all as “no” and “None” as “yes”.

Additional Documents	Applies
Initial Study	No
Negative Declaration	No
Mitigated Negative Declaration	No
Environmental Impact Report	No
Statement of Overriding Considerations	No
None	Yes

**H. Subcontractors**

List all Subcontractors listed in the Budget (s). Insert additional rows if needed. If no subcontractors to report, enter “No subcontractors to report” and “0” to funds. **Delete** any unused rows from the table



Subcontractor Legal Company Name	Budget
No subcontractors to report	\$0

### I. Key Partners

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter "No key partners to report." **Delete** any unused rows from the table.

Key Partner Legal Company Name
No key partners to report

### J. Budget Information

Include all budget information. Insert additional rows if needed. If no budget information to report, enter "N/A" for "Not Applicable" and "0" to Amount. **Delete** any unused rows from the table.

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTF	22/23	600.118L	\$15,000

**TOTAL Amount:** \$15,000

R&D Program Area: N/A.

Explanation for "Other" selection N/A.

Reimbursement Contract #: N/A.

Federal Agreement #: N/A.

### K. Contractor's Contact Information

#### 1. Contractor's Administrator/Officer

Name: Candace Rodkey

Address: 1500 K Street NW, Suite 650

City, State, Zip: Washington, DC 20005

Phone: 202-798-3986

E-Mail: c.rodkey@theicct.org

#### 2. Contractor's Project Manager

Name: Dale Hall

Address: 1500 K Street NW, Suite 650

City, State, Zip: Washington, DC 20005

Phone: 202-798-3986

E-Mail: d.hall@theicct.org



## L. Selection Process Used

There are three types of selection process. List the one used for this CRF.

Selection Process	Additional Information
Competitive Solicitation #	Not Applicable
Non Competitive Bid ( <i>Attach DGS-GSPD-09-007</i> <a href="https://www.dgs.ca.gov/PD/Forms">https://www.dgs.ca.gov/PD/Forms</a> )	Not Applicable
Exempt	Exempt membership

## M. Contractor Entity Type

Contractor Entity Type	Yes or No?
Private Company ( <i>including non-profits</i> )	Yes
CA State Agency ( <i>including UC and CSU</i> )	No
Government Entity ( <i>i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state</i> )	No

## N. Is Contractor a certified Small Business (SB), Micro Business (MB) or Disabled Veterans Business Enterprise (DVBE)?

No

## O. Civil Service Considerations

a. Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)?  
Yes.

b. Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) N/A.

c. The Services Contracted: N/A.

If no, go to the next question. If yes, which of the following applies to the contract? More than one can apply, list each answer choice, and separate them with a comma:

- are not available within civil service
- cannot be performed satisfactorily by civil service employee
- 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 following applies to the contract: N/A.

- d. The Services are of such an urgent, temporary, or occasional nature that the delay to implement under civil service would frustrate their very purpose?

N/A.

**Justification:**

This contract is for an annual membership for the CEC. A departmental membership in a professional organization, provided it is solely a membership and does not include the performance of any personal services, is exempt.

**P. Payment Method**

1. Is the payment method Reimbursement, Advanced Payment, or Other?

Reimbursement.

If Other, explain: N/A.

2. If Reimbursement, is it in arrears based on Itemized Monthly, Itemized Quarterly, Flat Rate, or One-time?

One-time.

**Q. Retention**

Is Agreement subject to retention? No.

If Yes, Will retention be released prior to Agreement termination? N/A.

**R. Justification of Rates**

The funds requested reflect membership fees paid to ICCT to join the ZEV Alliance.

Justification of rates for membership are not applicable since this is not a consultant services contract.

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

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity) N/A.

2. Meets DVBE Requirements DVBE N/A.

Amount: \$ N/A DVBE %: N/A

3. Is the Contractor Certified DVBE or Subcontracting with a DVBE? If subcontracting with a DVBE, provide the name of the DVBE company. If none applies, enter "Not Applicable".

N/A.

4. Contractor selected through CMAS or MSA with no DVBE participation N/A.

5. Requesting DVBE Exemption (attach CEC 95) Yes.



**T. Miscellaneous Agreement Information**

1. Will there be Work Authorizations? No.
2. Is the contractor providing confidential information? No.
3. Is the contractor going to purchase equipment? No.
4. What is the check frequency of the progress reports? Monthly, Quarterly, or Other? If Other, please provide explanation.

Other. N/A. Membership agreement.

5. Will a final report be required? No.
6. Is the Agreement, with amendments, longer than three years? If yes, why?  
No.

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

List all items that should be attached to this CRF by entering "Yes" or "No".

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

**Approved By**

Individuals who approve this form must enter their full name and approval date in the MS Word version.

**Agreement Manager: Katherine Dillon**

**Approval Date: 11/28/2023**

**Office Manager: Mark Wenzel**

**Approval Date: 11/30/23**

**Deputy Director: Melanie Vail**

**Approval Date: 12/28/2023**



## **EXHIBIT A**

### **Scope of Work**

#### **PURPOSE**

The purpose of this Agreement is to fund the California Energy Commission's membership in the International Zero-Emission Vehicle Alliance (ZEV Alliance).

#### **BACKGROUND**

The ZEV Alliance is an association formed by nations and subnational jurisdictions to accelerate adoption of zero-emission vehicles (ZEVs). It is a high-profile platform for ZEV announcements, and jurisdictions will work together to set and achieve individual and collective targets for future ZEV deployment.

The International Council on Clean Transportation Inc. (ICCT) operates the ZEV Alliance under the direction of ZEV Alliance members. Operations include coordinating the activities of participants; organizing and moderating meetings, including monthly teleconferences and an annual in-person meeting; preparing meeting summaries and follow-up work; being a primary point of contact for interested parties including news media; promoting and representing the ZEV Alliance through press releases and at conferences and other events; providing and maintaining a website and online presence; maintaining records of the ZEV Alliance; collecting data and providing data, research, analysis, and reports on topics of interest to members; managing and reporting on funding of ZEV Alliance activities; and managing contracts with other parties, as necessary.

ZEV Alliance participants are expected to provide funding to ICCT to cover the joint activities undertaken by the ZEV Alliance. Membership funds shall be administered by ICCT and used to provide management services to facilitate and coordinate the cooperative efforts of the ZEV Alliance, including operational; financial; contractual and project management services; and responding to media and public inquiries about the ZEV Alliance.

#### **SCOPE OF WORK**

The California Energy Commission will pay \$15,000 for a one-year membership in the ZEV Alliance. The benefits of membership include:

- Information on ZEV market and policy developments;
- Input and influence on future membership recruitment actions;
- Participation in monthly virtual meetings and an annual, in-person meeting.