




air pollution control district  
SANTA BARBARA COUNTY

Agenda Item: H-1  
Agenda Date: May 21, 2010  
Agenda Placement: Regular  
Estimated Time: 10 minutes  
Continued Item: No

## Board Agenda Item

TO: Air Pollution Control District Board

FROM: Aeron Arlin Genet, Air Pollution Control Officer 

CONTACT: Molly Pearson, Planning Division Manager, (805) 961-8838

SUBJECT: Memorandum of Understanding with Central Coast Clean Cities Coalition (C5)

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### RECOMMENDATION:

Approve and authorize the Chair to execute the attached Memorandum of Agreement (MOA) with C5 in the amount of \$73,000.

### BACKGROUND:

The United States Department of Energy (U.S. DOE) Clean Cities program is a network of coalitions throughout the country that promote the use of alternative fuel vehicles and infrastructure. These coalitions work locally to foster the nation's economic, environmental and energy security by advancing affordable, domestic transportation fuels, energy efficient mobility systems, and other fuel-saving technologies and practices. There are close to 100 local coalitions in the nation, and they are comprised of businesses, fuel providers, vehicle fleets, state and local government agencies, and community organizations; more information can be found at [cleancities.energy.gov/about](http://cleancities.energy.gov/about).

In 2006, C5 received designation from the US DOE as an official Clean Cities coalition and has been actively receiving grant funding to implement key components of its mission ever since. Historically, C5 operated under the non-profit umbrella of Project Clean Air, and the San Luis Obispo County Air Pollution Control District provided project oversight. The Santa Barbara County Air Pollution Control District (District) is an active member of C5, along with many other agency, nonprofit, business, and individual members. Within the last year, C5 secured its own non-profit status. More information about C5 can be found at [c-5.org](http://c-5.org).

## **DISCUSSION:**

The District was recently requested to provide oversight to the C5 coalition and is in a unique position to leverage the resources of many different groups and individuals throughout the Central Coast region to build on the coalition's work and further its goals. C5's goals include but are not limited to:

- Inform and educate the public, government, business entities and non-profit organizations on the health, environmental, economic and other benefits of alternative fuel vehicles and infrastructure;
- Implement educational and training programs, green car shows, and other activities to show the benefits of alternative fuel vehicles and infrastructure, now and into the future; and,
- Engage consumers and other stakeholders, such as businesses, government, and manufacturers in the economic and other financial incentives and outcomes for alternative fuel vehicles and infrastructure.

The District currently coordinates several different grant and incentive programs that further the use of low-emission and zero-emission technology and fund the early retirement of higher-emitting passenger and heavy-duty vehicles. District staff members have already worked with C5 staff on several projects, attended U.S. DOE trainings related to the Clean Cities program, and met with other coalitions from throughout the nation. District staff have historically participated in several regional efforts related to alternative fuel technologies, vehicles, and infrastructure, including planning and implementation for electric vehicles, hydrogen fueled vehicles, and other alternative fuel vehicles. District staff currently participate in the Electric Drive 805 Steering Committee, the County Sustainability Committee, and the Santa Barbara County Association of Governments advisory committees on transportation and planning. All these efforts are complementary to the C5 goals.

The attached Memorandum of Agreement (MOA) was developed by C5 staff and their counsel, in coordination with District staff and counsel. The goal of the MOA is to recognize the District's lead role in C5 and provide financial support for staff's time devoted to this effort. In authorizing the execution of this MOA, your Board will allow the District to contribute more fully to this ongoing work and expand the reach of C5 in Santa Barbara County.

## **FISCAL IMPACT:**

The District's labor and expenses to conduct C5 activities will be supported through this MOA. The C5 operating budget includes an amount of approximately \$73,000 to cover this expense during the term of MOA, and that amount is included in the District's proposed budget for Fiscal Year 2020-21.

## **ATTACHMENT:**

- A. Memorandum of Agreement, including attachments:
  - 1. U.S. DOE Assistance Agreement
  - 2. C5 Statement of Project Objectives
  - 3. C5 Project Management Plan

# ATTACHMENT A

## Memorandum of Agreement



## **MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (Agreement) is made and entered into this 21st day of May, 2020, by and between the SANTA BARBARA COUNTY AIR POLLUTION CONTROL DISTRICT (District) and THE CENTRAL COAST CLEAN CITIES COALITION (C5), a 501[c][3] nonprofit organization registered in the State of California.

### **WITNESSETH**

WHEREAS, emissions from mobile sources represent approximately 43% of ozone precursor emissions [reactive organic compounds (ROC), and oxides of nitrogen (NOX)] and 40% of greenhouse gas emissions in onshore Santa Barbara County. Converting mobile sources to alternative fuels can reduce criteria pollutant, toxics, and greenhouse gas emissions; and,

WHEREAS, the Santa Barbara County Air Pollution Control District (District), is the California public agency responsible for adopting the plans, policies, regulations, grant programs and other measures necessary to attain and maintain federal and state air quality standards and enhance the community by improving air quality through education and outreach activities in Santa Barbara County; and,

WHEREAS, the Central Coast Clean Cities Coalition (C5) and its individual members have forged public/private partnerships to meet the goals of the United States Department of Energy's (U.S. DOE) Clean Cities program designed to reduce the nation's dependence on foreign oil by diversifying the fuels used in the transportation sector and promoting cleaner more sustainable transportation technologies; and,

WHEREAS, C5's mission is to educate the general public, governmental and business entities as well as aligned non-profit, tax exempt organizations, on the health, environmental, economic and other benefits of alternative fuel vehicles and infrastructure; and,

WHEREAS, C5's work to expand the clean fuel corridors within California by linking large metropolitan areas to the north, south and east of San Luis Obispo and Santa Barbara Counties, is critical to help the State of California reach its greenhouse gas reduction goals; and

WHEREAS, C5 officially received designation by the U.S. Department of Energy (DOE) as a Clean Cities Coalition in 2006 and has been successfully operating under the U.S. DOE Clean Cities Program since that time, receiving grant funds to implement DOE program requirements; and,

WHEREAS, in light of these shared missions and activities, C5 believes its mission is best achieved by having District provide administrative support to implement and manage grant

programs and associated deliverables, including the U.S. DOE Cooperative Agreement, included as Attachment 1 to this Agreement.

NOW, THEREFORE, based on their mutual promises, covenants, and conditions, the parties hereby agree as follows:

# **1. District Covenants and Obligations**

District agrees to provide the following:

- a. District agrees to provide administrative support to C5 to implement and manage grants under the DOE, state or local programs, outreach activities, special events, and membership activities. To effectuate this support, District will provide the equivalent of one half-time staff position to support C5's mission and goals (District Staff). The District Staff will support both entities' mission for cleaner technologies and improved overall air quality in our region as outlined in the Statement of Project Objectives included as Attachment 2 to this Agreement, including as follows:
  - i. The District Staff will administer all aspects of C5's grant programs that promote alternative fuel vehicles and associated infrastructure; and,
  - ii. The District Staff will participate in the U.S. DOE sponsored training programs; and,
  - iii. The District Staff will coordinate and implement education and outreach programs consistent with all grant requirements and C5's mission; and,
  - iv. The District Staff will provide education and outreach materials to public and private fleets considering alternative fuels and cleaner technologies, including vehicles and infrastructure; and,
  - v. The District Staff will assist the C5 Board with various administrative activities including coordination with bookkeeping and accounting services; and,
  - vi. The District Staff will provide status reports to the C5 Board during regularly scheduled Board meetings and as otherwise requested.
  - vii. The District Staff will complete remaining tasks that are identified in the Performance Management Plan (PMP) included as Attachment 3 to this Agreement, acknowledging that the specific PMP tasks are subject to change.
- b. District agrees to strictly follow the rules enumerated in Title 2, Subtitle A, Chapter II, Part 200, Subpart D of the Code of Federal Regulations (2 C.F.R. §200.300 et. seq.) regarding Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in all of its actions concerning the administrative support of C5's operations.

## **2. C5 Covenants and Obligations**

C5 agrees to provide the following:

- a. C5 will reimburse the District for services rendered by the District Staff, as defined in section 1 of this Agreement, in the amount of \$73,000 for the term of this Agreement. Reimbursement will be provided on a quarterly basis after all quarterly grant deliverables and reporting requirements have been completed as determined by the C5 Board of Directors; and,
- b. C5 will provide oversight and guidance on all aspects of C5 operation and activities; and,
- c. C5 will provide assurances of lawful and ethical activities in line with C5's mission, Bylaws, and all applicable federal, state and local regulations governing the non-profit; and,
- d. C5 will ensure that all financial resources and human capital are being used toward fulfilling this dual shared mission of improved air quality; including approval of an annual budget that will cover all aspects of operations; and,
- e. C5 will maintain insurance coverage for C5 and its officers and directors.

## **3. Term**

This Agreement will be in effect from May 21, 2020 through April 1, 2021 unless otherwise terminated pursuant to section 8 of this Agreement.

## **4. Notice**

All notices or other communications between the parties required or permitted by this Agreement or by law to be delivered to, served on, or given to any party to this Agreement by any other party to this Agreement shall be in writing and shall be deemed properly delivered, served, or given when personally delivered to the party to whom it is directed, or in lieu of such personal service, when deposited in the United States mail, first class, postage pre-paid, addressed to:

Santa Barbara County Air Pollution  
Control District  
Attn: Aeron Arlin Genet, Air Pollution  
Control Officer  
260 N San Antonio Rd, Suite A  
Santa Barbara, CA 93110-1315

Central Coast Clean Cities Coalition  
Attn: Larry R. Allen, San Luis Obispo County Air  
Pollution Control Officer (retired)  
275 Ranchito Lane  
San Luis Obispo, CA 93401

Alternatively, notices or other communications between the parties required or permitted by this Agreement or by law to be delivered to, served on, or given to any party to this Agreement by any other party to this agreement may be provided via e-mail.

## **5. Mutual Indemnification**

District agrees to indemnify, save, hold harmless, and at C5's request, defend C5, its boards, committees, representatives, officers, members, agents, and employees from and against any and all costs and expenses (including reasonable attorneys' fees and litigation costs), damages, liabilities, claims, and losses (whether in contract, tort, or strict liability, including, but not limited to, personal injury, death, and property damage) occurring or resulting to C5 which arise from any negligent or wrongful acts or omissions of District, its officers, agents, subcontractors, or employees in their performance of this Agreement.

C5 agrees to indemnify, save, hold harmless, and at District's request, defend District, its boards, committees, representatives, officers, members, agents, and employees from and against any and all costs and expenses (including reasonable attorneys' fees and litigation costs), damages, liabilities, claims, and losses (whether in contract, tort, or strict liability, including, but not limited to, personal injury, death, and property damage) occurring or resulting to District which arise from any negligent or wrongful acts or omissions of C5, its officers, agents, subcontractors, or employees in their performance of this Agreement.

In conjunction with the foregoing indemnification, the indemnified party shall notify the indemnifying party of any claim, demand or other matter to which the foregoing indemnification obligation would apply and shall give such indemnifying party a reasonable opportunity to defend the same at the expense of the indemnifying with counsel selected by such indemnifying party, but with the indemnified party to participate and cooperate in said defense at no expense or costs.

If the indemnifying party shall, within a reasonable period of time after notice (30 days), fail to respond to any Claims by the indemnified party or fail to defend the indemnified party as appropriate, the indemnified party shall have the right, but not the obligation, to undertake the defense of, and to compromise or settle (exercising reasonable business judgment) the Claims or other matter on behalf, for the account, and at the risk of, the indemnifying party.

## **6. Maintenance of Funds**

The C5 maintains a bank account under its 501(c)(3) nonprofit status. All funds received (e.g., donations, sponsorships, memberships or grants) will be deposited into C5's account at a local bank. Maintenance of funds will occur as follows:



- a. Monthly bank statements on the accounts will be sent to both District and C5; and,
- b. Deposits will be made by the C5 Treasurer, designated C5 Board Member or designated C5 representative; and,
- c. Changes to these accounts shall be approved by the C5 Board in conjunction with District; and,
- d. Annually, a C5 budget will be prepared and approved by the C5 Board.

## **7. Expenditures and Distribution of Funds**

In accordance with the approved annual budget, expenditures will be made throughout the year as follows:

- a. Checks for up to \$1,000 can be released for items included in the approved annual budget if the C5 Treasurer, a C5 Board Member, or a designated representative in accordance with the C5 Bylaws provides a signature;
  - i. For approved expenditures, included those in the approved budget that exceed \$1,000, two signatures between the C5 treasurer, C5 Board Member, and/or designated representative in accordance with the C5 Bylaws will be required; and,
- b. A petty cash account totaling \$200 will be maintained by for smaller purchases; and,
- c. For expenditures that arise outside of the approved annual budget, the C5 Treasurer must obtain approval from the C5 Board prior to procurement; and,
- d. Any personnel needed, outside of District Staff, to provide services to C5 will be hired as a consultant or an independent contractor.

## **8. Termination**

Unless expressly renewed or modified by C5 and District in writing, this Agreement shall automatically expire April 1, 2021. Either party may also terminate this Agreement with 30 (thirty) days written notice to the other party.

## 9. General Provisions

- a. Recitals. The recitals set forth at the beginning of this Agreement of any matters or facts shall be conclusive proof of the truthfulness thereof and the terms and conditions set forth in the recitals, if any, shall be deemed a part of the Agreement.
- b. Captions, Headings, Exhibits and Abbreviations. The captions, headings and index of this Agreement are for convenience only and have no force and effect in the interpretation or construction of this Agreement. Words indicated in parenthesis signify an abbreviation for the previous set of words or terms, so that when the abbreviation is used within the Agreement, it shall have the same meaning as a full statement of the words or terms. All exhibits attached to this Agreement are incorporated by this reference as though fully stated in this Agreement.
- c. Date and Delivery of Agreement. Notwithstanding anything to the contrary contained in this Agreement, the parties intend that this Agreement shall be deemed effective, executed, and delivered for all purposes under this Agreement, and for the calculation of any statutory time periods based on the date an agreement between parties is effective, executed and/or delivered, as of the date stated on the first page of this Agreement.
- d. Severability. If any term, provision, covenant or condition of this Agreement shall be or become illegal, null, void or against public policy, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected, impaired or invalidated thereby. The term, provision, covenant or condition that is so invalidated, voided or held to be unenforceable shall be modified or changed by the parties to the extent possible to carry out the intentions and directives stated in this Agreement.
- e. Signatures-Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement shall not be effective until the execution and delivery between each of the parties of at least one set of counterparts. The parties authorize each other to detach and combine original signature pages and consolidate them into a single identical original. Any of such completely executed counterparts shall be sufficient proof of this Agreement.
- f. Assignment. A party shall not voluntarily or by operation of law assign, hypothecate, give, transfer, mortgage, sublet, license, or otherwise transfer or encumber all or any part of its rights, duties, or other interests in this Agreement or the proceeds thereof (collectively, Assignment), without the other party's prior written consent, which consent

shall not be unreasonably withheld or delayed. Any attempt to make an Assignment in violation of this provision shall be a material default under this Agreement and shall be null and void. Absent an express signed written agreement between the parties to the contrary, no assignment of any of the rights or obligations under this Agreement shall result in a novation or in any other way release the assignor from its obligations under this Agreement.

- g. Successors and Assigns. This Agreement shall be binding on and shall inure to the benefit of the parties and their respective heirs, legal representatives, successors and permitted assigns, except as restricted by this Agreement.
- h. Waiver. No waiver of any provision or consent to any action shall constitute a waiver of any other provision or consent to any other action, whether or not similar. No waiver or consent shall constitute a continuing waiver or consent or commit a party to provide a waiver in the future except to the extent specifically stated in writing. Any waiver given by a party shall be null and void if the party requesting such waiver has not provided a full and complete disclosure of all material facts relevant to the waiver requested. No waiver shall be binding unless executed in writing by the party making the waiver.
- i. Governing Law, Jurisdiction and Venue. The validity and interpretation of this Agreement and any ancillary documents shall be governed by the laws of the State of California without giving effect to the principles of conflict of laws. The parties agree that any state or federal district court located in or nearest to Santa Barbara, California, shall have personal jurisdiction over the parties hereto and over any case or controversy related in any manner this Agreement and shall be the mandatory and only proper forum in which to adjudicate such case or controversy. Any final judgment rendered against a party in any action or proceeding shall be conclusive as to the subject of such final judgment and may be enforced in other jurisdictions in any manner provided by law.
- j. Relationships of Parties. The relationships of the parties to this Agreement shall be solely that of independent nonprofit corporations, and nothing contained in this Agreement shall be construed otherwise. Nothing in this Agreement or in the business or dealings between the parties shall be construed to make them joint venturers or partners with each other. Neither party shall do anything which would suggest to third parties that the relationship between the parties is anything other than that of independent nonprofit corporations.
- k. Limitations of Liability. In no event shall either Party be liable to the other Party for any indirect, special, incidental, consequential, punitive or exemplary losses, expenses or damages related in any manner to this Agreement.

- l. Entire Agreement and Amendment. In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature binding except as stated in this Agreement. This Agreement may be altered, amended or modified only by an instrument in writing, executed by both parties to this Agreement and by no other means. Each party waives their right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

## **10. Federal Provisions**

- a. Conflict of Interest. District covenants that District presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. District further covenants that in the performance of this Agreement, no person having any such interest shall be employed by District. District must promptly disclose to C5, in writing, any potential conflict of interest. C5 retains the right to waive a conflict of interest disclosed by District if C5 determines it to be immaterial, and such waiver is only effective if provided by C5 to District in writing.
- b. Mandatory Disclosure. District must timely disclose in writing to the C5 all violations of Federal criminal law involving fraud, bribery, or gratuity violations. District is required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM) located at [www.sam.gov](http://www.sam.gov). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. 3321.)
- c. Subaward (Assignability, Subcontract). The District shall comply with the requirements of Title 2, Code of Federal Regulations, Part 200, which are hereby incorporated by reference in this award. C5, acting as a pass-through entity for federal funding, makes this subaward to District, the subrecipient. Federal subaward identification information follows:

Federal Subaward Identification Information		
i. Subrecipient Name (which must match the registered name in DUNS)		Santa Barbara County Air Pollution Control District
ii. Subrecipient DUNS number		9270016930000
iii. Federal Award Identification Number (FAIN)		DE-EE0007429
iv. Federal Award Date		02/01/2020
v. Period of Performance	Start Date	3/21/2020
	End Date	01/31/2021
vi. Amount of Federal Funds Obligated by this action		
vii. Total Amt of Federal Funds Obligated to subrecipient		\$73,000
viii. Total Amount of the Federal Award		\$287,500
ix. Federal award project description		
CLEAN CITIES OUTREACH, EDUCATION, AND PERFORMANCE TRACKING		
x. Name of Federal awarding agency,		Energy Effcy & Renewable Energy
Pass through entity,		Project Clear Air, Inc.
And contact information for awarding official		DOE Administrator, Jodi Collins, 304-285-1390, <a href="mailto:jodi.collins@netl.doe.gov">jodi.collins@netl.doe.gov</a>
xi. CFDA	Number	81.086
	Name	Conservation Research and Development
xii. Is the award research and development?		Yes
xiii. Indirect cost rate for the Federal award (including if the de minimus rate is charged per §200.414 Indirect (F&A) costs.		N/A (direct costs only)

*[signature on following page]*

Signed into agreement by:

**ATTEST:**

AERON ARLIN GENET  
Clerk of the Board

By \_\_\_\_\_  
Deputy


SANTA BARBARA COUNTY  
AIR POLLUTION CONTROL DISTRICT

By \_\_\_\_\_  
Chair

Date \_\_\_\_\_

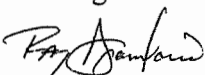
**APPROVED AS TO FORM:**

MICHAEL C. GHIZZONI  
Santa Barbara County Counsel

By   
Rachel Van Mullem (May 12, 2020)  
District Counsel

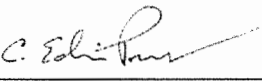
**APPROVED AS TO FORM:**

RAY AROMATORIO, ARM, AIC  
Risk Manager

By   
Risk Manager

**APPROVED AS TO FORM:**

BETSY M. SCHAFFER, CPA  
Auditor-Controller

By   
Deputy

**Central Coast Clean Cities Coalition**

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Signed into agreement by:

**ATTEST:**

AERON ARLIN GENET  
Clerk of the Board

By \_\_\_\_\_  
Deputy

SANTA BARBARA COUNTY  
AIR POLLUTION CONTROL DISTRICT

By \_\_\_\_\_  
Chair

Date \_\_\_\_\_

**APPROVED AS TO FORM:**

MICHAEL C. GHIZZONI  
Santa Barbara County Counsel

By \_\_\_\_\_  
District Counsel

**APPROVED AS TO FORM:**

RAY AROMATORIO, ARM, AIC  
Risk Manager


By \_\_\_\_\_  
Risk Manager

**APPROVED AS TO FORM:**

BETSY M. SHAFFER, CPA  
Auditor-Controller

By \_\_\_\_\_  
Deputy

**Central Coast Clean Cities Coalition**

  
\_\_\_\_\_  
Larry R. Allen  
C5 Board Chair

Date 5.10.2020





ATTACHMENT #1

U.S. DOE Assistance Agreement


May 21, 2020

Santa Barbara County Air Pollution Control District  
Board of Directors

260 San Antonio Road, Suite A  
Santa Barbara, California 93110



## ASSISTANCE AGREEMENT

1. Award No. DE-EE0007429		2. Modification No. 0004		3. Effective Date 02/01/2020		4. CFDA No. 81.086	
5. Awarded To PROJECT CLEAN AIR, INC. 4949 BUCKLEY WAY SUITE 206 BAKERSFIELD CA 93309				6. Sponsoring Office Energy Effcy & Renewable Energy EE-1 U.S. Department of Energy 1000 Independence Avenue, S.W. Washington DC 20585			7. Period of Performance 02/01/2016 through 01/31/2021
8. Type of Agreement <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other		9. Authority See Page 2			10. Purchase Request or Funding Document No. 20EE001029		
11. Remittance Address PROJECT CLEAN AIR, INC. Attn: LINDA URATA 4949 BUCKLEY WAY SUITE 206 BAKERSFIELD CA 93309				12. Total Amount Govt. Share: \$287,500.00  Cost Share : \$0.00  Total : \$287,500.00		13. Funds Obligated This action: \$90,000.00  Total : \$287,500.00	
14. Principal Investigator Melissa Guise / 805-781-4667 mguise@c-5.org		15. Program Manager Brett C. Aristegui Phone: 412-386-4641			16. Administrator U.S. DOE/NETL NATIONAL ENERGY TECH LAB 3610 Collins Ferry Road PO Box 880 Morgantown WV 26507-0880		
17. Submit Payment Requests To Payment - Direct Payment from U.S. Dept of Treasury			18. Paying Office Payment - Direct Payment from U.S. Dept of Treasury			19. Submit Reports To See Attachment 2	
20. Accounting and Appropriation Data See Schedule							
21. Research Title and/or Description of Project CLEAN CITIES OUTREACH, EDUCATION, AND PERFORMANCE TRACKING							
For the Recipient				For the United States of America			
22. Signature of Person Authorized to Sign				25. Signature of Grants/Agreements Officer 			
23. Name and Title		24. Date Signed		26. Name of Officer Susan Miltenberger		27. Date Signed 02/12/2020	

NAME OF OFFEROR OR CONTRACTOR  
PROJECT CLEAN AIR, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	DUNS Number: 622555910 Budget Period 1: 02/01/2016 - 01/31/2017 Budget Period 2: 02/01/2017 - 01/31/2018 Budget Period 3: 02/01/2018 - 01/31/2019 Budget Period 4: 02/01/2019 - 01/31/2020 Budget Period 5: 02/01/2020 - 01/31/2021  Project Period: 02/01/2016 - 01/31/2021  DOE Award Administrator: Jodi Collins, 304-285-1390, jodi.collins@netl.doe.gov  Recipient Business Point of Contact: Melissa Guise / 805-781-4667, mguise@c-5.org  Block 5 Project Clean Air, Inc. (Central Coast Clean Cities Coalition)  Block 9 Authority: Energy Policy Act (EPA) of 1992, Section 505. ASAP: YES Extent Competed: NOT COMPETED Davis-Bacon Act: NO PI: Melissa Guise				

## ATTACHMENT #2

### C5 Statement of Project Objectives

May 21, 2020

Santa Barbara County Air Pollution Control District  
Board of Directors

260 San Antonio Road, Suite A  
Santa Barbara, California 93110



**Statement of Project Objectives (SOP)**  
**CLEAN CITIES OUTREACH, EDUCATION, AND PERFORMANCE TRACKING**  
**YEAR 5 ACTIVITIES (FEBRUARY 2020 - JANUARY 2021)**

**A. PROJECT OBJECTIVES**

Clean Cities Coalitions are expected to engage in activities that support the goals and objectives of the National Clean Cities program. The objective of this project is for the Clean Cities Coalition to provide technical assistance and outreach, participate in program meetings, and to track and report critical program and performance metrics.

**B. SCOPE OF WORK**

The project will provide technical assistance and targeted outreach, within the coalition's territory, to raise awareness and foster a greater understanding of alternative fuels (as defined by the Energy Policy Act of 1992, as amended by the Energy Policy Act of 2005 and further augmented by the Energy Independence and Security Act of 2007) and advanced vehicle technologies in order to increase the market and decrease petroleum dependence. Additionally, the project will track, validate, analyze, and report critical information and performance metrics necessary to gauge consumer acceptance and track the growth/adoption of petroleum reduction technologies and practices in the marketplace.

**C. TASKS TO BE PERFORMED**

**Task 1.0 Project Management and Administration**

The Recipient will manage activities in order to achieve project objectives. The activities will include tracking and disseminating information regarding the performance of the project, as well as administrative tasks associated with Government reporting. A Project Management Plan (PMP) should be submitted within 30 days outlining tasks to be performed over the upcoming performance period (1 year). The Recipient will maintain their active designated Clean Cities Coalition status for the duration of the proposed work period.

**Task 2.0 Clean Cities and Alternative Fuel Tracking Activities**

- Sub-task 2.1 Clean Cities Annual Progress Report** - The Recipient will track alternative fuel, advanced technology vehicle, and transportation energy efficiency integration metrics, and submit using an online reporting system on an annual basis.
- Sub-task 2.2 Clean Cities Alternative Fuel Price Tracking** - The Recipient will track retail alternative fuel pricing information on a quarterly basis and submit using an online reporting system.
- Sub-task 2.3 Area Alternative Fuel Station Verification** - The Recipient will identify and track alternative fuel station opening and closing information and submit using an online reporting system. The Recipient will also verify continuity of alternative fuel station operations in their coalition territory and report such to DOE when requested.

**Sub-task 2.4**      **Share Peer-to-Peer Information** – The Recipient will present/share peer-to-peer learning information at official Clean Cities Program and other Vehicle Technologies Office Workshops, Trainings, and Meetings.

**Sub-task 2.5**      **Vehicle and Station Cost Tracking** – The Recipient will track alternative fuel and advanced technology vehicle costs, as well as alternative fuel station cost information in their territory.

### **Task 3.0   Market Analysis, Feedback, and Technology Integration**

Efforts should focus on Technology Integration core technologies: Alternative and Renewable Fuels; Advanced Technology and Electric Vehicles; Idle Reduction and Fuel Economy Measures.

**Sub-task 3.1**      **Stakeholder Listening Sessions**  
Organize and facilitate multiple fuel and/or technology-specific listening sessions with fleets and other stakeholders to identify technology gaps and critical research needs to improve vehicle/infrastructure performance and usability.

- Deliverable: A report after every listening session, and final report.

**Sub-task 3.2**      **RESERVED**

**Sub-task 3.3**      **AFV Infrastructure Development and Corridor Planning**  
Organize and facilitate alternative fuel infrastructure planning activities, alternative fuel corridor development (including support of the FAST Act Section 1413, Alternative Fuel Corridor Designation initiative activities), research and preparation of alternative fueling readiness plans, and planning for future fueling infrastructure development where current corridor gaps exist.

- Deliverable: Interim report and final report.

**Sub-task 3.4**      **Fuel/Technology Outreach and Demonstration Events**  
Organize and facilitate alternative fuel and/or advanced technology end-user workshops and outreach event(s) including (but not limited to) hands-on ride & drives, demonstrations, educational showcases of alternative fuel and advanced technology vehicles, and refueling/charging systems.

- Deliverable: An event report and final report.

**Sub-task 3.5**      **NOT APPLICABLE**

**Sub-task 3.6**      **NOT APPLICABLE**

**Sub-task 3.7**      **Training and Education**  
Organize and facilitate training sessions related to alternative fuels and advanced vehicle technologies. Target audiences may include (but are not



limited to) first-responders, technicians/mechanics, code, permitting and safety authorities having jurisdiction (AHJs), fleet managers, etc. DOE developed training curriculums, tools, websites, and data/information resources should be used whenever possible. This task should include multiple training sessions that provide in-depth educational information for specific target audiences.

- Deliverable: Interim report and final report.

## D. DELIVERABLES

Periodic and final reports will be submitted in accordance with the attached “Federal Assistance Reporting Checklist” and the instructions accompanying the checklist. In addition to the reports specified in the "Federal Assistance Reporting Checklist", the Recipient will provide the following:

Task/ Subtask #	Deliverable	Due Date	Where to Submit
1.0	Project Management Plan	Within 30 days of start of project year.	<a href="https://www.eere-pmc.energy.gov">https://www.eere-pmc.energy.gov</a>
2.1	Clean Cities Annual Progress Report	March 16, 2020	<a href="https://cleancities.energy.gov/toolbox/annual-reporting-database">https://cleancities.energy.gov/toolbox/annual-reporting-database</a>
2.2	Quarterly Alternative Fuel Price Report	Quarterly	<a href="https://cleancities.energy.gov/toolbox/alternative-fuel-price-report">https://cleancities.energy.gov/toolbox/alternative-fuel-price-report</a>
2.3	AFDC Station Openings/Closings Updates	Updates made continually as needed.	<a href="https://cleancities.energy.gov/toolbox/alternative-fuel-station-report/">https://cleancities.energy.gov/toolbox/alternative-fuel-station-report/</a>
2.5	Vehicle and Station Cost Tracking	Updates made continually as needed.	email to <a href="mailto:judi.deitchel@nrel.gov">judi.deitchel@nrel.gov</a>
3.1	Deliverables identified in Sub-Tasks	Interim Report due with second QPR; and Final Report due with fourth QPR.	<a href="https://www.eere-pmc.energy.gov">https://www.eere-pmc.energy.gov</a>
3.3	Deliverables identified in Sub-Tasks	Interim Report due with second QPR; and Final Report due with fourth QPR.	<a href="https://www.eere-pmc.energy.gov">https://www.eere-pmc.energy.gov</a>
3.4	Deliverables identified in Sub-Tasks	Interim Report due with second QPR; and Final Report due with fourth QPR.	<a href="https://www.eere-pmc.energy.gov">https://www.eere-pmc.energy.gov</a>
3.7	Deliverables identified in Sub-Tasks	Interim Report due with second QPR; and Final Report due with fourth QPR.	<a href="https://www.eere-pmc.energy.gov">https://www.eere-pmc.energy.gov</a>

- All interim, event and final reports should include, at a minimum: key contacts and partners; workshop/event results, number of attendees, trainings and other significant activities undertaken; evaluations, lessons learned and major outcomes. All reports noted in deliverables must be high quality, verified for technical accuracy, and suitable for publishing in Federal records.
- In addition to the deliverables listed above, items developed under this award relating to safety should be submitted to DOE for safety review. These include: technical presentations, videos, promotional materials, education and training materials intended for vehicle operators, fueling station operators, maintenance technicians, installers and/or first responders.
  - Submit a DRAFT no later than thirty (30) days prior to the date which these materials are required to be released to the public.
  - Final product(s) shall include consideration of DOE input/feedback and be submitted to DOE within thirty (30) days after completion.
- Other Major Products/Materials developed shall be submitted to DOE as they are completed.

#### **E. BRIEFINGS AND TECHNICAL PRESENTATIONS**

The Recipient may be asked to prepare and deliver detailed briefings for presentation to the Project Officer at the Project Officer's facility located in Pittsburgh, PA or Morgantown, WV or Washington, DC or other locations. The recipient may be asked to prepare/deliver additional technical papers as appropriate at technical exchange meetings/conferences or Clean Cities meetings (not to exceed two per year).

ATTACHMENT #3

C5 Project Management Plan

May 21, 2020

Santa Barbara County Air Pollution Control District  
Board of Directors

260 San Antonio Road, Suite A  
Santa Barbara, California 93110



**PROJECT MANAGEMENT PLAN**  
**CLEAN CITIES OUTREACH, EDUCATION, AND PERFORMANCE TRACKING**  
**YEAR 5 ACTIVITIES (FEBRUARY 2020 - JANUARY 2021)**

*The purpose of the plan is to establish schedule and technical performance baselines for the elective tasks and sub-tasks.*

*Instructions: **Recipients must complete this template** with the specific information relating to the optional sub-tasks they select, their specific approach to completing tasks, or their individual needs. **Delete the sub-tasks that are not applicable.***

*While it is primarily the project recipient's responsibility to maintain the plan, federal staff may request changes. The plan is intended to be a living document, modified as necessary.*

Date of Plan: February 20, 2020

Version of Plan: **rev 1 changes in red text**

The DOE award number: EE0007429

Recipient Organization: Central Coast Clean Cities Coalition, Chapter of Project Clean Air, Inc.

Coalition organization type: Non-profit

Principal Investigator (Coordinator): Melissa Guise, C5 Coordinator

Alternative coalition contact name / phone / email: Alex Economou, Santa Barbara County Air Pollution Control District, (805) 961-8894 [AJE@sbcapcd.org](mailto:AJE@sbcapcd.org) or Arjun Sarkar, University of Santa Barbara, (805) 893-8119, [arjun.sarkar@ucsb.edu](mailto:arjun.sarkar@ucsb.edu)

## I. SOPO Tasks / Subtasks Selected

- ☒ Base
- ☒ 3.1 - Stakeholder Listening Sessions
- ☒ 3.3 - AFV Infrastructure Development and Corridor Planning
- ☒ 3.4 - Fuel/Technology Outreach and Demonstration Events
- ☐ 3.5 - Targeted Coaching and Technical Assistance
- ☐ 3.6 - Site Visits and Educational Tours of Fleet Operations & Infrastructure
- ☒ 3.7 – Training and Education
- ☐ 4.1-4.5 - Coordinator Council Representative

## II. Work Plan

*Provide at least one SMART (specific, measurable, achievable, relevant, and time-based) goal for each elected subtask. State the activities that the recipient will undertake to achieve the goal(s). Log events in the appropriate table (section VII Milestones and Events) below.*

### **Subtask 3.1 – Stakeholder Listening Sessions**

#### Description of work to be performed

C 5 will complete two listening and learn sessions. Each session will follow the guidelines established by the DOE and questions will be tailored to the respective topic/audience. Sessions will focus on Zero Emission Vehicles (ZEVs) use in municipal fleets and University fleet experience with electric vehicles and campus charging.

#### Goal

The goal is to gain feedback on the fuel and technology targeted to identify technology gaps, implementation barrier/issues, and equipment concerns to aid with identifying critical research needs to improve vehicle/infrastructure performance and usability.

- On October 8 conduct session on University fleet experience with electric vehicles and campus charging – date is tentative pending approval by UCSB.
- On August 19, conduct Session on ZEVs use in municipal fleets – date is pending approval by Gold Coast Fleet Association.

#### Activity

- Coordinate each session and generate required reports.

#### Output

- Use the Listening Session Report template to document the date, location, attendance and key details of the event.
- Upload the report to the EERE website listed at the top of the PMP and other designated personnel as outline in the subtask presentation details.
- Complete interim and final reports as required.

#### Communication

- Reach out to selected organization – select date, time and location for the session
- Coordinate venue details and refreshments
- Send email notices to applicable attendees
- Share potential questions and overall format of session with applicable attendees

### **Subtask 3.3 – AFV Infrastructure Development and Corridor Planning**

#### Description of work to be performed:

Continue effort to expand alternative fuel infrastructure along the main corridors in San Luis and Santa Barbara Counties to fill gaps along key corridors and continue implementation of the Signage Plan developed in 2019.

#### Goal

The goal is to continue to expand the infrastructure along the key corridors throughout San Luis Obispo and Santa Barbara; and to continue efforts to get signage installed along the key corridors.

- Continue working with representative from Caltrans and applicable Cities for trail blazer signs as per specification in C5's Signage Plan.
- By May 31, complete an inventory of stations along key corridors and note any stations that are no longer operational. Updated list of gaps in alternative fuel infrastructure along main corridors in San Luis Obispo and Santa Barbara Counties based on current data available, and share this information with local agencies, equipment installers and local stakeholders, through meetings, phone call and emails.
- Continue to work with the San Luis Obispo Air Pollution Control District (SLOAPCD) on a hydrogen station in San Luis Obispo, and assist with outreach to potential station developers as needed.
- By December 31, 2020, update maps for alternative fuel infrastructure in San Luis Obispo and Santa Barbara Counties highlighting gaps that have or will be filled as a result of this project and submit any updates to GoBiz the state office that is coordinating designation submittals and updates.
- Work with Caltrans as applicable as new stations come on line and designations change.

#### Activity:

- Develop a list of alternative fuel infrastructure gaps (for electric, compressed natural gas and hydrogen) along the main north south and east west corridor in San Luis Obispo and Santa Barbara Counties as of January 2020. This list will be update with any new information once the most recent FAST act designation has been announced.
- Share the alternative fuel infrastructure gap list with key local agencies, equipment installers, and local stakeholders.
- Work with SLOAPCD on hydrogen station development in San Luis Obispo, attend meetings, conference calls and support efforts as needed throughout the station developer selection, award and installation process.
- Work with SLOAPCD and SBAPCD to support efforts to select and install EVSE in each county. Attend meeting, coordinate conference calls and provide support as need to facility station installations.
- Work with station operators and city representative to initiate permitting for signage.
- Work with station installers, station owners, and state and local funding sources (APCDs) to identify potential funding sources for signs.
- Work with station installer and station owners, to select sign location, obtain permits, and other associated activities to get local sign and highway sign installed along Highway 101.

#### Output:

- By May 31, complete an inventory of stations along key corridors and note any stations that are no longer operational. Updated list of gaps in alternative fuel infrastructure along main corridors in San Luis Obispo and Santa Barbara Counties, based on current data available, and share this information with local agencies, equipment installers and local stakeholders, through meetings, phone call and emails. Focus effort on infrastructure where gaps still exist.
- Continue to work with the SLOAPCD on a hydrogen station in San Luis Obispo.

- By December 31, 2020, update maps for alternative fuel infrastructure in San Luis Obispo and Santa Barbara Counties highlighting gaps that have or will be filled as a result of this project.
- Complete intern and final reports as required.

#### Communications

- Work and communicate with the SLOAPCD to further facilitate the development of a hydrogen station in San Luis Obispo.
- Work and communicate with Caltrans representatives in Sacramento and local district on station designations and changes to designations.
- Work with EVSE installers, local air districts and other local stakeholders to site stations that are along key corridors with station gaps.
- Work with local planning and building departments for signage design and permitting, and work with the local Caltrans office on signage.

### **Subtask 3.4 – Fuel/Technology Outreach and Demonstration Events**

#### Description of work to be performed:

C5 will host four outreach events targeting the general public, fleets, and local stakeholders.

#### Goal:

Host outreach events which will target education and technology demonstration for the general public and fleets, will include presentations to policy makers on the status of alternative fuel vehicles on the Central Coast.

- Earth Day Santa Barbara 2020 –The Santa Barbara Earth Day event was originally postponed from April to July due to Covid 19. As time progressed it became clear that a public gathering of this size would not be possible in July. So instead an online virtual event was held on April 22. C5 promoted this online event to all of its stakeholders. Planning and preparation for the Green Car Show a highlight of this Earth Day event commenced in 2019, Arjun Sarkar (C5 Secretary) has done a tremendous amount of work todate on the car show, however the message of the importance of sustainable transportation will be delivered on line this year with the hopes of an inperson event next year.
- Renewable CNG workshop – October 7, as part of UCSB Sustainability Conference – tentative date pending approval by UCSB Sustainability Committee.
- National Drive Electric Event – sometime the week of September 26 – October 4, 2020.
- ZEV medium/heavy duty ZEV workshop to focus on school buses – September – tentative date depending on school district schedules.

#### Activity:

- April 22, As indicated above due to the Covid 19 this event was conducted online. The original plan was for C5 to co-host The Santa Barbara Green Car Show & Ride and Drive in conjunction with the Santa Barbara Earth Day event. C5 functions as the production partner for the Green Car Show. In preparation for the show C5 reach out to local and regional car dealers, auto manufactures, the CA Fuel Cell Partnership, The Energy Center



(from San Diego), Utility Companies, and other car show vendors (around 25 booths will be in the transportation zone) to secure vendor; C5 organized, oversee and assure multiple alternative fuel types are represented; C5 will coordinate with production vendors to supply booth materials (i.e. tables, chairs, umbrellas, and other miscellaneous support props); participate in other miscellaneous coordination activities, attends pre-event meetings and conference calls, staff C5's booth and oversee the Car Show the day of the event; and prepare/submit required reports after the event.

- **October 7, 2020** C5 will host a renewable CNG workshop – C5 will work with the key partners (So Cal Gas Company, CNG fuel providers and other stakeholders) to draft an agenda for the workshop; prepare promotional flyers for the event; prepare advertising materials and press release materials for the event; list the event on community calendars; conduct outreach to interested parties; attend pre-event meetings and conference calls; pre-workshop set up, staff workshop day of the event; and prepare/submit required reports after event. **Current proposal is to have this workshop as part of a large conference on sustainability at UCSB.**
- During 3<sup>rd</sup> quarter of 2020, C5 will host a National Drive Electric Week Event - C5 will reach out to local stakeholders, car dealers and electric vehicle owners via email, phone and in person visits; coordinate with volunteers to get assistance for the event staffing and sponsorships; register the event on the National Drive Electric Week website; prepare promotional outreach flyers; list event on community calendars; prepare press releases; coordinate with event sponsors on setup details; work with other organization on cross promotional outreach; attend pre-event meetings; coordinate activities the day of the event; staff a booth the day of the event; and prepare/submit required reports after event to DOE and National Drive Electric Week representatives.
- **September 2020**, C5 will host a workshop on medium/heavy duty ZEV **vehicles with a focus on electric school buses**. C5 will work with key stakeholders, vehicle manufacturers and dealers to secure speakers and vehicles to display at the workshop; conduct outreach to interested parties; prepare and distribute promotional materials, attend pre-event meetings and conference calls; pre-workshop set up, provide staff the day of the event; and prepare/submit required reports after event

#### Output:

- Event summary for each of the events held during the quarter. This summary will be included in the quarterly and interim reports.
- Complete event and final reports as required.

#### Communications:

- Work with vendors, stakeholders and environmental organization to coordinate Earth Day events. Submit applications for the event and coordinate with car dealers and individual to for vehicles to show at the event, as detailed above.
- Work with SoCal Gas, fuel providers and local stakeholders on Renewable Natural Gas workshop. Coordinate venue location and promotion for event.
- Work with applicable stakeholders to secure a location for National Drive Electric Week, work with individual EV owners, and dealers to secure vehicles to display and identify speakers as applicable.

- Work with local vehicles manufacturer and distributors to get speakers and vehicle for the ZEV workshop. Locate and book venue, conduct planning, outreach and promotional for the event.

### **Subtask 3.7 – Training and Education**

#### Description of work to be performed

Hire an independent 3<sup>rd</sup> party contractor to provide first responder training to first responders, tow truck operators and law enforcement personnel in San Luis Obispo and Santa Barbara Counties. Host one training session in each county. An emphasis will be place on getting trainers to attend the workshop.

#### Goal

Provide much needed training for first responders, law enforcement and tow truck drivers on new and developing alternative fuel technologies.

- By June 1, 2020, select contractor for training.
- By July 31, 2020 select date for training. Work with local first responders to determine a date for each session (typically November or December due to fire season).
- By August 31, 2020 select venue and start promotion of event.

#### Activity

- Select training and enter into contract for training.
- Reach out to target audience to determine a good time to conduct training.
- Send out invitation for training including and RSVP.
- Follow-up with invitees on training.
- Conduct training.
- Generate final report.

#### Output

- Training and follow-up summary to be included in the interim and final report for this task.
- Complete intern and final reports as required.

#### Communications:

- Research potential trainers for first responder training. Select training and enter into contract for training.
- Reach out to target audience to determine a good time to conduct training.
- Coordinate venue location and promotion of event.

## **III. Schedule of Milestones and Events**

*Each sub-task requires associated milestones. Each milestone should include a title and planned completion date. Each individual milestone (e.g. listening session or ride and drive) should be listed on a unique row. **Milestones should be distributed throughout the period of performance***

*as evenly as possible and show progress toward meeting project goals. It is recommended to have at least one milestone per sub-task per quarter.*

Task	Title	Planned completion date
3.1.1	University fleet experience with electric vehicles and campus charging	October 8
3.1.2	ZEVs use in municipal fleets	August 19
3.3	Complete an inventory of stations along key corridors and note any stations that are no longer operational. Updated list of gaps in alternative fuel infrastructure along main corridors in San Luis Obispo and Santa Barbara Counties, based on current data available, and share this information with local agencies, equipment installers and local stakeholders, thought meetings, phone call and emails. Focus effort on infrastructure where gaps still exist	5-31-20
3.3	Continue to work with SLOAPCD to find a site host and operator for a hydrogen station in San Luis Obispo.	ongoing
3.3	Work with station installers and local agencies to fill gaps as identified for key corridors.	ongoing
3.3	Continue work on Sign Plan implementation	ongoing
3.3	Update maps for alternative fuel infrastructure in San Luis Obispo and Santa Barbara Counties highlighting gaps that have or will be filled as a result of this project	12-31-20
3.4.1	Outreach - Host Green Car Show at Earth Day Santa Barbara – <b>online event</b>	April 22, 2020
3.4.2	Outreach - Host a Renewable Natural Gas Workshop	October 7, 2020
3.4.3	Outreach - Host a National Drive Electric Week Event	September 26- October 4, 2020
3.4.4	Outreach - Host a ZEV workshop featuring medium and heavy -duty vehicles	September 2020
3.7	First Responder Training - Select contractor to conduct training and enter into contract for training	6-30-20
3.7	First Responder Training - Select date for training	7-31-20
3.7	First Responder Training - Select venue and start promotion of event	8-31-20
3.7	First Responder Training - Complete training	4 <sup>th</sup> Quarter 2020