

AGREEMENT NO. XX-XX

**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT
CARL MOYER PROGRAM**

**Agreement Regarding the Replacement of Electric Vehicle Charging Infrastructure Projects
using Carl Moyer Program Funds**

THIS AGREEMENT (“Agreement”) is made effective (**DATE**) between the Yolo-Solano Air Quality Management District, a public agency of the State of California, (“**DISTRICT**”) and (**NAME**) (“**CONTRACTOR**”), jointly referred to as the “Parties” herein and who agree as follows.

WHEREAS California Health and Safety Code sections 44275-44299.2 authorize the California Air Resources Board (CARB) to allocate Carl Moyer Program (CMP) funds to local air quality districts to provide financial incentives to both the public and private sectors to implement eligible projects to reduce emissions from on-road, marine, locomotive, agricultural, and off-road engines; and

WHEREAS, CARB developed the Carl Moyer Program Guidelines, and the DISTRICT has developed Policies and Procedures that incorporate and implement these CARB guidelines (collectively referred to as the “Moyer Guidelines”): and

WHEREAS, CARB also develops other programs to reduce mobile source emissions which may use these Moyer Guidelines with minor modifications; and

WHEREAS, CARB has proposed to allocate a portion of these funds to the DISTRICT to implement projects pursuant to the Carl Moyer Program Guidelines; and

WHEREAS, this Agreement may be funded using incentive funds received from sources other than the Carl Moyer Program including, but not limited to, AB923 funds and the Greenhouse Gas Reduction Fund; and

WHEREAS, these additional funds may have requirements similar to those in the Moyer Guidelines and other guidelines as adopted by the applicable funding source; and

WHEREAS, on November 10, 2021, the DISTRICT Board of Directors approved Resolution No. 21-07, authorizing local implementation of the Carl Moyer Program, which provides incentives to companies and individuals for the purchase, repower and/or retrofit of low emission on and off-road mobile equipment, agricultural water pumps, infrastructure, and other projects; and

WHEREAS, CONTRACTOR has reviewed and is familiar with the Moyer Guidelines and other guidelines that are applicable to the funding sources used to fund equipment under this agreement; and

WHEREAS, CONTRACTOR wishes to participate in the program by completing the PROJECT described in this Agreement and represents that the PROJECT is not required by any local, state, and/or federal rule, regulation, memorandum, or other legally binding agreement; and

WHEREAS, the Parties specifically recognize that the CARB is a third-party beneficiary to this Agreement and has the right to audit compliance with the Agreement, including conducting inspections,

and has the right to enforce Participant's compliance with the terms of the Agreement; and

WHEREAS, CONTRACTOR has requested that the DISTRICT provide monies to CONTRACTOR for those project(s) described in Exhibit A, subject to the terms and conditions set forth in this Agreement and/or set forth by law; and

WHEREAS, DISTRICT staff has carefully reviewed the described PROJECT and has found it to be within the requirements of the Moyer Guidelines; and

WHEREAS, it is therefore recommended to authorize a grant not to exceed \$XXXXXXX to the CONTRACTOR to complete the PROJECT described in Exhibit A.

NOW THEREFORE, the Parties agree as follows:

1. **Obligations of CONTRACTOR:**

- A. CONTRACTOR shall fully and properly complete the PROJECT described in Exhibit A, attached hereto, and incorporated herein by this reference, subject to the terms and conditions of this Agreement, and/or as required by federal, state, or local laws. CONTRACTOR may submit a written request to extend this time frame if it is unable to comply with the deadline due to circumstances outside CONTRACTOR's reasonable control. No extension will be granted, regardless of the circumstances, if the new deadline would conflict with deadlines under the CMP. CONTRACTOR must notify DISTRICT if it fails to meet the project completion milestones.
- B. Unless otherwise directed by the Air Pollution Control Officer (hereinafter referred to as the APCO), the CONTRACTOR shall include the DISTRICT's name as sponsor on all public information materials, advertising, signs and displays prepared by CONTRACTOR in conjunction with the PROJECT as described in Exhibit A.
- C. Without any additional cost to DISTRICT, CONTRACTOR shall furnish and, as necessary, obtain all labor, materials, equipment, required licenses, permits, fees, and other legal authorizations from all applicable federal, state, and local jurisdictions necessary to commence and properly complete, in a professional manner, the PROJECT described in Exhibit A.
- D. Prior to DISTRICT releasing any funds under this Agreement, CONTRACTOR is subject to all the following requirements or limitations:
 - 1) The PROJECT must meet the criteria listed under Requirements in Exhibit B, attached hereto, and incorporated herein by this reference.
 - 2) The Agreement must be signed and the project's milestones, as described in Exhibit C, attached hereto, and incorporated herein by this reference, met before any grant funds are released to CONTRACTOR including the secure of all additional matching or co-funding funding set forth in Exhibit C of this Agreement.
 - 3) The PROJECT shall not begin prior to the effective date of the Agreement. CONTRACTOR assumes all risks for work performed prior to the effective date of the Agreement.

- E. The receipts of funds and performance under this Agreement prohibits application for any form of emission reduction credit for the life of the Agreement term outlined in Section 5, Terms and Conditions.

This prohibition includes, but is not limited to all attainment, nonattainment, criteria and non-criteria pollutants, application for emission reduction credits (ERC), mobile emission reduction credits (MERC) and/or certificates of advanced placement (CAP). This prohibition extends to credits from all air quality management or air pollution control districts.

- F. The CONTRACTOR may not sell or encumber the equipment described in Exhibit A, without the written consent of the District.
- G. CONTRACTOR shall operate the equipment described in Exhibit A within the jurisdiction of the DISTRICT during the term of this agreement in accordance with the requirements in Exhibit B.
- H. CONTRACTOR shall follow the requirements as described in Exhibit B.
- I. CONTRACTOR understands and agrees that the DISTRICT has the authority and reserves the right to monitor and enforce the terms of this Agreement at any time.
- J. CONTRACTOR agrees to allow the DISTRICT, CARB, or their designee(s) to inspect the equipment during the term of this Agreement as set forth in Section 5.
- K. CONTRACTOR shall submit all required reports as described in Exhibit D, Reporting Requirements, attached hereto and incorporated herein by this reference.
- L. CONTRACTOR shall furnish the DISTRICT with certificate(s) of insurance as described in Exhibit E, attached hereto, and incorporated herein by this reference.

2. **CONTRACTOR's Warranties:**

The CONTRACTOR warrants that:

- A. It has completed an Infrastructure Project Application and all the information presented in the Form is complete and accurate. CONTRACTOR's Application for the Carl Moyer Program is incorporated by reference in this Agreement.
- B. The PROJECT meets all the criteria established in the Program Guidelines in effect at the time this Agreement is signed, as well as the goals and objectives of the Program.
- C. The PROJECT described in Exhibit A is not required by any law or regulation with the exception of certain agricultural projects described in Health and Safety Code Section 41081(d)(2)(ii). If the CONTRACTOR is a public agency, CONTRACTOR further warrants that board policies do not require the purchase.
- D. It has read and agrees to all requirements of the Program application and guidelines, including the applicable Moyer Guidelines. The CONTRACTOR also agrees to read and

meet all subsequent revisions to and advisories regarding the Moyer Guidelines.

- E. The services are performed, with the usual thoroughness and competence; in accordance with the standard for professional services at the time those services are rendered.

3. **Obligations of DISTRICT:**

- A. During all of the Project Implementation, DISTRICT is responsible for monitoring the project to assure the project is operational and emission reductions are realized, which may include the following:
 - 1) **Inspections and Audits:** The project funded under this Agreement may be subject to inspection by the District, or their designee at any time. Any inspection will be conducted at a reasonable time and with reasonable notice to CONTRACTOR. Inspections may include the post-, and audit inspections.
 - 2) **Post-inspection:** DISTRICT may conduct an inspection after the new equipment is purchased and installed to verify that the equipment meets the program requirements.
- B. Except for the payment obligations set forth in Section 4 of this Agreement, DISTRICT shall have no other obligations or responsibilities to CONTRACTOR under this Agreement. In addition, DISTRICT has made no representations or guarantees regarding the quality, condition, or proposed use of the low emission vehicle and engine technology funded under this Agreement or the effects of such technology on the normal operations of the CONTRACTOR.

4. **Payment:**

- A. DISTRICT shall pay CONTRACTOR an amount not to exceed **\$XXXXXXX** in accordance with Exhibit(s) A, B, C, and D subject to all the following limitations and requirements:
 - 1) CONTRACTOR will obtain all required licenses, permits, fees, and other legal authorizations from all applicable federal, state, and local jurisdictions necessary to commence and properly complete, in a professional manner, the PROJECT described in Exhibit A. CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this AGREEMENT, any licenses, permits and approvals which are legally required for CONTRACTOR to practice its profession at the time the services are performed.
 - 2) Labor, equipment, material, supply costs and other charges are in conformance with the requirements of Exhibit(s) A, B and C.
 - 3) No component of the monies to be paid by DISTRICT to CONTRACTOR is for grant administrative or any interest costs.
 - 4) DISTRICT shall not reimburse the CONTRACTOR for any expenses incurred by CONTRACTOR in the performance of any part of the PROJECT described in Exhibit A unless such reimbursement is specifically authorized in Exhibit B and C.
 - 5) Third Party Payment: At the time of invoicing, the CONTRACTOR may authorize DISTRICT to issue a two-party check to the vendor of the CONTRACTOR's choice.

If the CONTRACTOR does not request a two-party check, DISTRICT will issue a single-party check to the CONTRACTOR once all requirements for payment are met.

- 6) Taxation: Payments made under this Agreement may be subject to taxation. CONTRACTOR is encouraged to consult with a tax professional regarding the taxability of payments from this program. CONTRACTOR is not entitled to payment until it submits a completed W-9 form to the DISTRICT prior to payment. The payment information will be forwarded to both the State of California and the United States Treasury, and an IRS Form 1099 will be issued to the CONTRACTOR.

5. **Terms and Conditions:**

- A. The term of this Agreement is from the date on which the Agreement is signed by CONTRACTOR and terminate on **(DATE)**. The Project Completion period begins with the execution of the Agreement by the Parties and ends when charging equipment is purchased, installation complete and charging equipment is operational as verified by the post-inspection. The Project implementation period is the period immediately following the Project Completion period through Agreement termination date. Notwithstanding the expiration or early termination of this Agreement, DISTRICT security interest in the new equipment will continue in full force and effect until CONTRACT fully satisfies its obligations under this Agreement. In no event shall the Project Implementation/Life be less than three (3) years.

The Agreement term must extend to the end of the Project Life as specified in Exhibit C and the new equipment must remain in service for the entirety of Project Life.

- B. No work shall commence prior to the Agreement start date, except at CONTRACTOR's cost and risk, and no charges are authorized until this Agreement is fully executed.
- C. The Agreement term shall follow the time frames as described in Exhibit C. Project life shall be no less than three (3) years from the time that all milestones listed in Exhibit C are met and the DISTRICT has accepted the PROJECT as complete.
- D. Notwithstanding anything to the contrary in this Agreement, DISTRICT may immediately terminate this Agreement if the DISTRICT's governing board or the APCO determines that CONTRACTOR's undertaking of the PROJECT described in Exhibit A directly and significantly jeopardizes the health, safety and/or welfare of any person; and/or the projects are in violation of the requirements of the CMP or any other federal, state or local laws.
- E. DISTRICT may also terminate this Agreement if the DISTRICT does not receive all or a portion of the revenues received under CMP or AB923. If the DISTRICT terminates this Agreement under this paragraph, it will serve notice of the action on the CONTRACTOR within ten (10) business days.
- F. If this Agreement is terminated due to a breach by CONTRACTOR of its obligations and responsibilities as set forth in this Agreement, CONTRACTOR shall repay

DISTRICT all grant monies paid to CONTRACTOR by DISTRICT pursuant to this Agreement within thirty (30) calendar days of the effective date of termination.

- G. This Agreement shall survive the termination of this Agreement for ten (10) years following end date as described by Section 4.A.

6. **Reimbursements:**

- A. Notwithstanding the provisions in Section 5 regarding termination, the CONTRACTOR is subject to the reimbursement requirements of this paragraph, which are in addition to, and do not offset or displace, any other recovery rights that DISTRICT may have in the event the Agreement is terminated or breached.
- B. DISTRICT will determine whether a reimbursement is required after reviewing the Annual Monitoring Reports required under Section 1L and Exhibit D. If the CONTRACTOR has failed to submit a report for any year, DISTRICT will assume that none of the operational requirements were met for that year.
- D. If the CONTRACTOR fails to fulfill the minimum operational requirements listed in Exhibit B by the termination date of the agreement, it may be required to refund a pro rata portion of the amount paid to CONTRACTOR by DISTRICT. The reimbursement amount will be calculated using the following formula:

$$A = I * [(O * L) - C] / (O * L)$$

A = Amount Owed to DISTRICT
I = Total Incentive Award
O = Annual Operational Requirement (trip, kW hours, etc.)
L – Length of the Agreement in Years
C = Actual Operation (measure consistent with “O”)

- E. If the Agreement is terminated prior to the termination date listed in Section 5, DISTRICT may demand repayment of a prorated amount using the formula in Section 6D. For Agreements without minimum annual operational requirements the following formula may be applied:

$$A = I - [I * (T / L)]$$

A = Amount Owed to DISTRICT
I = Total Incentive Award
L – Length of the Agreement in Months
T = Elapsed Project Life in Months

- F. APCO of the DISTRICT may, at his or her sole discretion, relieve in full or part, the obligation to reimburse funds after considering the circumstances leading to the failure to fulfill the minimum performance requirements. CONTRACTOR must submit request for such a waiver to the DISTRICT, see DISTRICT’s CMP Policies and Procedures Manual Section XVI. Project Nonperformance.

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7. **Insurance:**
- A. Without limiting the obligation of CONTRACTOR to provide indemnification pursuant to Section 5 of this Agreement, CONTRACTOR shall maintain in force at all times during the term of this Agreement and any extensions or modifications thereto, insurance or self-insurance covering its operations and naming DISTRICT as additional insured in the amounts and types of insurance as stated in Insurance Requirements attached hereto as Exhibit E and incorporated herein by this reference.
 - B. The APCO is authorized to execute amendments and waivers, with or without conditions, to the insurance requirements of this Agreement subject to the concurrence of the DISTRICT's Risk Manager.

7. **Indemnification:**
- CONTRACTOR shall indemnify, defend, and hold harmless the DISTRICT, employees, agents, directors and volunteers from and against all claims, losses, damages, liability, and expenses (including attorney fees) caused in whole and in part by an act or omission of the CONTRACTOR arising out of or alleged to arise out of the obligations and responsibilities imposed on the CONTRACTOR by this Agreement. In providing any defense, CONTRACTOR shall use legal counsel reasonably acceptable to the APCO and District Counsel. The indemnification requirement shall survive the termination or expiration of this Agreement.

8. **Non-discrimination in Services and Benefits:**
- CONTRACTOR certifies that any service provided pursuant to this Agreement shall be without discrimination based on color, race, creed, national origin, religion, sex, age, sexual preference, or physical or mental disability in accordance with all applicable Federal and State laws and regulations and any administrative directives established by the DISTRICT Governing Board or the APCO. For the purpose of this Agreement, distinctions on the grounds of color, race, creed, national origin, religion, sex, age, sexual preference, or physical or mental disability include, but are not limited to, the following: denying a participant any service or benefit which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any way in the enjoyment or any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether the participant has satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; and the assignment of times or places for the provision of services on the basis of color, race, creed, national origin, religion, sex, age, sexual preference, or physical or mental disability of the participants to be served.

9. **NOTICES:**
- A. CONTRACTOR will provide the DISTRICT will prompt written notice of any significant event including, but not limited to, any damage to new equipment greater than 10% of its value at the time of damage, repossession of new equipment, change in CONTRACTOR name, adoption of a fictitious business name, change in the location of principal place of business.

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- B. All notices shall be deemed to have been given when made in writing and delivered or mailed to DISTRICT and CONTRACTOR at their respective addresses as follows:

To DISTRICT:
Yolo-Solano Air Quality
Management District
Attn: APCO
1947 Galileo Court, Suite 103
Davis, CA 95618

To CONTRACTOR:

- C. In lieu of written notice to the above addresses, any party may provide notices through facsimile machines and/or email provided confirmation of delivery is obtained at the time of transmission of the notices and provided the following facsimile telephone numbers and/or email addresses are used:

To DISTRICT
Fax: (530) 757-3670
Email: Notify@ysaqmd.org

To CONTRACTOR
Fax:
Email:

- C. Any party may change the address, facsimile number and/or email address to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.
- E. All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using facsimile machines, or on the fifth (5th) day following deposit in the mail if sent by first class mail.

10. **CONFLICT OF INTEREST:**

- A. CONTRACTOR shall comply with the laws and regulations of the State of California and District regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.
- B. CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of CONTRACTOR's obligations and responsibilities hereunder. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed. This covenant shall remain in force until CONTRACTOR completes performance of the obligations and responsibilities required of it under this Agreement.
- C. CONTRACTOR agrees that if any fact comes to its attention, which raises any question as to the applicability of any conflict of interest law or regulation, CONTRACTOR will

immediately inform the DISTRICT and provide all information needed for resolution of the question.

11. **STATUS OF CONTRACTOR:**

- A. It is understood and agreed by the Parties hereto that CONTRACTOR is an independent contractor, and that no relationship of employer-employee exists between the DISTRICT and CONTRACTOR. Neither CONTRACTOR nor CONTRACTOR's assigned personnel shall be entitled to any benefits payable to employees of the DISTRICT. CONTRACTOR hereby indemnifies and holds the DISTRICT harmless from any and all claims that may be made against the DISTRICT based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement or any services provided pursuant to this Agreement.
- B. It is further understood and agreed by the Parties hereto that neither CONTRACTOR nor CONTRACTOR's assigned personnel shall have any right to act on behalf of the DISTRICT in any capacity whatsoever as an agent or to bind the DISTRICT to any obligation whatsoever.
- C. It is further understood and agreed by all the Parties hereto that CONTRACTOR must issue all forms required by federal and state laws for income and employment tax purposes, including W-2 and 941 forms, for all of CONTRACTOR's assigned personnel.

12. **AUDIT OF RECORDS:**

- A. CONTRACTOR shall keep all necessary books and records in connection with the work performed under this Agreement in order that DISTRICT or a third-party designee may properly audit all expenditures made pursuant hereto. CONTRACTOR further agrees that DISTRICT or a third-party designee shall have access, at all reasonable times, to the books, records, and accounts kept by CONTRACTOR in connection with all monies expended under this Agreement, for purpose of making an audit of all expenditures made by CONTRACTOR in the performance of this Agreement.
- B. During the period of this Agreement and continuing for five (5) years after expiration or termination of this Agreement, CONTRACTOR shall retain such records as may be necessary for an audit of the work performed, expenditures made pursuant to this Agreement and an accounting of funds for this Agreement. Upon written request, CONTRACTOR shall retain, or surrender said records for such additional time as may be in progress at the time that the records retention requirements would have expired. At least thirty (30) calendar days prior to any destruction of these records at any time, CONTRACTOR shall notify the APCO. Upon such notification, the APCO shall either agree to the destruction or authorize the records to be forwarded to the DISTRICT office for further retention.

13. **ASSIGNMENT AND SUBCONTRACTS:**

The services required of CONTRACTOR under this Agreement are not assignable in whole or in part. In addition, CONTRACTOR shall not subcontract any portion of the services required of CONTRACTOR by this Agreement without the express written consent of the DISTRICT Governing Board or their designee. If any portion of the services required of CONTRACTOR is subcontracted, CONTRACTOR shall be fully responsible to the DISTRICT for all work undertaken by subcontractors.

14. **AMENDMENT:**
This Agreement may be amended only by written instrument signed by the DISTRICT and CONTRACTOR.
15. **WAIVER:**
The waiver by the DISTRICT or any of its officers, agents or employees or the failure of the DISTRICT or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.
16. **APPLICABLE LAWS:**
In the performance of the services required by this Agreement, CONTRACTOR shall comply with all applicable Federal, State, and DISTRICT statutes, ordinances, regulations, directives, and laws. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed in a California State court located in Woodland, California.
17. **DISPUTES:**
Any dispute arising under this Agreement shall be decided by the APCO, who shall put his or her decision in writing and mail a copy thereof to the address for the notice to CONTRACTOR. The decision of the APCO shall be final unless within thirty (30) days from the date such copy is mailed to CONTRACTOR; CONTRACTOR appeals the decision in writing to the DISTRICT Governing Board. Any such written appeal shall detail the reasons for the appeal and contain copies of all documentation supporting CONTRACTOR's position. In connection with any appeal proceeding under this paragraph, CONTRACTOR shall be afforded the opportunity to be heard and offer evidence in support of its appeal to the DISTRICT's Governing Board at a regular Board meeting. Pending a final decision of the dispute, CONTRACTOR shall proceed diligently with the performance of this Agreement and in accordance with the DISTRICT Governing Board's decision. The decision of the DISTRICT's Governing Board on the appeal shall be final for purposes of exhaustion of administrative remedies.
18. **STATUTORY LIMITATIONS:**
This Agreement and any payments to CONTRACTOR hereunder are subject to the provisions and limitations imposed by or based on the CMP, Moyer Guidelines and/or AB 923 and limitations imposed by AB 923 on the use of funds received as a result of the Statement Department of Motor Vehicle Surcharge. DISTRICT shall have no liability for payment of any monies that are found to be in contravention of the CMP or AB 923. CONTRACTOR shall reimburse DISTRICT for any monies paid by DISTRICT to CONTRACTOR under this Agreement, which are found to be in contravention of the Carl Moyer Program or AB 923.
19. **AUTHORIZED REPRESENTATIVE:**
The person executing this Agreement on behalf of CONTRACTOR affirmatively represents that he/she has the requisite legal authority to enter into this Agreement on behalf of CONTRACTOR and to bind CONTRACTOR to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of CONTRACTOR and CONTRACTOR understand that the DISTRICT is relying on this representation in entering into this Agreement.

20. **ADDITIONAL PROVISIONS**

- A. Where there is a doubt as to whether a provision of this document is a covenant or a condition, the provision shall carry the legal effect of both.

- B. Except where specifically stated otherwise in this document, the promises in this Agreement benefit the DISTRICT and CONTRACTOR only. They are not intended to, nor shall they be interpreted or implied to, give any enforcement rights to any other persons (including corporate) which might be affected by the performance or non-performance of this Agreement, nor do the Parties hereto intend to convey to anyone any "legitimate claim of entitlement" with the meaning and rights that phrase has been given by case law.

21. **ENTIRE AGREEMENT:**

This Agreement constitutes the entire agreement between the DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the Parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the Parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year as indicated below.

Yolo-Solano Air Quality Management District
"DISTRICT"

By _____
Mat Ehrhardt, P.E.
Executive Director/Air Pollution Control Officer

Date _____

(NAME)
"CONTRACTOR"

By _____
(Name of Signatory)

Date _____

**EXHIBIT A
WORK STATEMENT**

CONTRACTOR PROJECT DESCRIPTION:

Purchase and install, as outlined in CONTRACTOR’s Carl Moyer grant application and associated quotes, the following electric vehicle chargers at (ADDRESS):

Make	Model	Charger Level	Charger Type	# Units	# Ports
		<input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3			
		<input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3			
		<input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3			

The charging station shall also include (list other equipment, e.g., breakers, meter, concrete pad, transformer, conduit, etc.)

CONTRACTOR must submit a request to DISTRICT as soon as possible to seek approval, should CONTRACTOR wish to amend or modify the scope from what was herein described. Changes to project scope and description may only occur with DISTRICT written permission. Additional project costs from such changes, or costs not eligible for funding, shall be borne by CONTRACTOR.

Usage of the electric vehicle charging station is anticipated to consist of an average of (#) visits per day, for an estimated total of (#) visits per year. CONTRACTOR shall make every possible effort to meet this usage goal for the first three (3) years of operation.

Battery charging station installations which are available to the public, must be reported to the Department of Energy Alternative Fuel Data Center at <http://www.afdc.energy.gov/locator/stations>.

EXHIBIT B REQUIREMENTS

The following requirements must be satisfied by the CONTRACTOR:

1. General Conditions

- A. Work associated with the installation of the charging infrastructure must be done by a licensed contractor. CONTRACTOR agrees to be bound by the provisions of California Labor Code Section 1771 et seq. regarding prevailing wage, as applicable. If applicable, CONTRACTOR shall monitor all agreements subject to reimbursement from this Agreement to ensure that the prevailing wage provisions of Cal. Labor Code Section 1771 are being met.

 - B. All electric vehicle infrastructure and equipment on the customer side of the electrical meter must be installed by contractors with the appropriate license classification as determined by the Contractors State License Board. Specifically, at least one electrician on each crew, at any given time, must hold an EVITP certification; and
 1. Projects that install a charging port supplying 25 kilowatts (kW) or more, must have at least 25 percent of the total electricians working on the crew for the project, at any given time, hold an Electric Vehicle Infrastructure Training Program (EVITP) certification; and
 2. One member of each crew may be both the contractor and an EVITP certified electrician.
 3. The requirements state in (1) and (2) above do not apply to the following:
 - a. Electrical vehicle charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.
 - b. Electric vehicle charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Subarticle 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations).
 - c. Single-family home residential electric vehicle chargers that can use an existing 208/240-volt outlet.

 - C. Eligible costs are limited to the purchase and installation of the equipment for power delivery or fueling directly related to the infrastructure project and must utilize commercially available technologies. Refer to the 2017 Carl Moyer Guidelines, Chapter 10, for a complete list of eligible, discretionary, and ineligible costs.

 - D. Charger must be certified by a Nationally Recognized Testing Laboratory (e.g., Underwriters Laboratories, Intertek) located at:
<https://www.osha.gov/dts/otpca/nrt/nrtlist.html>
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- E. Publicly accessible stations, at a minimum, must be accessible to the public daily, during regular business hours.
- F. Equipment and parts must be new.
- G. For Battery charging stations, chargers must be Level 2 or higher.
- H. Publicly accessible light-duty battery charging stations must use a valid and universally accepted charge connector protocol (e.g., Society of Automotive Engineers, CHAdeMO).
- I. Equipment must have at least a one-year warranty.
- J. The equipment funded under this Agreement must be in operable condition throughout the term of this Agreement.
 - 1. Publicly accessible infrastructure projects must maintain a 95 percent successful charging rate with 24/7 customer service available on site, via toll free telephone number. If equipment becomes non-functional, the CONTRACTOR is responsible for ensuring that repairs are made, and the station is up and running within 48 hours. The CONTRACTOR must notify the DISTRICT of any downtime beyond the 48 hours and work with DISTRICT to ensure publicly accessible stations become operational.
 - 2. For non-publicly accessible infrastructure projects, if the equipment becomes non-functional, the CONTRACTOR has 15 business days to report the problem to the DISTRICT and begin working with the DISTRICT promptly to ensure infrastructure equipment is operational.
 - 3. During the Project Life, if the fuel/energy meter fails for any reason, the fuel/energy meter must be repaired or replaced as soon as possible and is considered a maintenance expense, therefore not an eligible cost for reimbursement.
- K. PROJECT must comply with all applicable federal, State, and local laws and requirements, including environmental laws and State building, environmental, and fire codes.
- L. For charging infrastructure projects that receive a grant of \$50,000 or more, DISTRICT shall submit a Uniform Commercial Code-1 Financing Statement Form to the California Secretary of State. The financing statement shall list DISTRICT as the secured party.
- M. CONTRACTOR shall notify DISTRICT in writing if installation and/or implementation of this PROJECT will deviate from the scope of work as outlined in the CONTRACTOR's Grant Application or this Agreement at any time during the term of this Agreement. CONTRACTOR shall notify the APCO within 15 days of recognizing such deviation. If funding has not yet been disbursed at the time of recognizing such deviation, then the CONTRACTOR shall notify the APCO at least 30 days in advance of any request for

payment. The APCO has the sole discretion to approve, deny, or adjust funding amount as outlined in Exhibit C of this Agreement, based on the extent of the deviation.

- N. CONTRACTOR shall maintain the equipment funded under this Agreement according to the manufacturer's specifications for the term of the Agreement and shall not tamper with it in any way as to void the warranty.
- O. CONTRACTOR shall allow DISTRICT, CARB, or other designee to conduct an inspection or audit of the PROJECT being funded under this Agreement, including the equipment, and associated records, during the contract term. At the time of execution of this Agreement, CONTRACTOR's signature shall be a certification that it is in compliance with all applicable federal, State, and local air quality rules and regulations and shall continue to maintain, for the term of the Agreement, compliance with all applicable federal, State, and local air quality rules and regulations for the full contract term.
- P. CONTRACTORS that receive co-funding for the PROJECT funded under this Agreement must meet all criteria associated with each funding source used to fund the PROJECT.
- Q. CONTRACTORS that are not a public entity must provide at least 15 percent of the PROJECT's Moyer eligible costs from non-public sources.
- R. In addition to the terms of this Agreement, CONTRACTOR shall adhere to all requirements outlined in the applicable California Air Resources Board (CARB) Guidelines. If there is a conflict between the terms of this contract and CARB's Guidelines, CARB's Guidelines shall prevail.
- S. By executing this Agreement, CONTRACTOR understands and agrees to operate and maintain their station(s) according to the terms herein and to cooperate with DISTRICT and CARB in implementation, monitoring, enforcement, and other efforts to assure the emission benefits are real, quantifiable, surplus, and enforceable.

2. Nonperformance

If for any reason, after project completion, the PROJECT does not perform according to what was submitted in the CONTRACTOR's application, or if the conditions of this Agreement are not met, this may result in the DISTRICT or CARB requesting reimbursement pursuant to Section 6 of the Agreement.

3. Records and Records Retention

- A. CONTRACTOR shall keep records in order to satisfy the requirements of the Annual Monitoring Report, as outlined in Exhibit D of this Agreement. Such records shall include quantity of fuel/electricity used at each station, number and type of users, and any downtime encountered, including duration and cause of downtime.

- B. CONTRACTOR shall provide DISTRICT with Annual Monitoring Reports as described in Exhibit D of this Agreement. CONTRACTOR must submit the Annual Monitoring Report no later than March 31st following Project Completion and annually thereafter throughout the term of this Agreement. At a minimum, noncompliance with the reporting requirements will require an on-site inspection. At the sole discretion of the DISTRICT, ten (10) percent of the awarded grant amount, as outlined in Exhibit C, will be withheld pending the submittal and approval of the first Annual Monitoring Report as outlined in Exhibit D – Reporting Requirements.
- C. CONTRACTOR shall maintain and retain usage and other records associated with the PROJECT for at least five (5) years after the end of the contract term.
- D. CONTRACTOR shall provide proof of insurance prior to performing work on this PROJECT, and throughout the term of this contract.

**EXHIBIT C
COST SCHEDULE AND PROJECT MILESTONES**

Budget: Amount to be Awarded by DISTRICT \$XXXXXX
 Co-funding \$XXXXXX
 In-Kind Contributions \$XXXXXX
 Total Project Amount: \$XXXXXX

Project Timeline: Proposed Start Date: (Date)
 Proposed Project Completion End Date: (Date)
 Documentation to District (Invoice, etc.) (Date)
 Project Life/Implementation End Date: (Date)
Annual Report – No. 1 (Date)

Total Budget Breakdown:

	District Grant	Co-Funding	In-Kind Contribution	Total
Design/Engineering	\$XXXXX	\$XXXXX	\$XXXXX	\$XXXXX
Cost of Equipment	\$XXXXX	\$XXXXX	\$XXXXX	\$XXXXX
Cost of Installation	\$XXXXX	\$XXXXX	\$XXXXX	\$XXXXX
On-site Power Gen.	\$XXXXX	\$XXXXX	\$XXXXX	\$XXXXX
Grant Administration	\$XXXXX	\$XXXXX	\$XXXXX	\$XXXXX
Totals	\$XXXXX	\$XXXXX	\$XXXXX	\$XXXXX

Project Milestones:

Design and Engineering Date: _____
 Permitting and Construction Date: _____
 Equipment Delivery Date: _____
 Equipment Installation Date: _____
 Post-Inspection Date: _____

Required Documentation:

CONTRACTOR, or its representative, shall provide to DISTRICT the following:

1. Copies of invoices relative to the purchase of equipment and services funded under this AGREEMENT.
2. Proof and terms of financing, including lender and amount financed (if applicable)
3. Warranty and its terms for installed equipment.
4. CONTRACTOR shall provide documentation identifying that they have obtained all applicable land use permits from agencies needed to install and operate the stations.
5. Certification from the CONTRACTOR that all funding sources that they have applied for or received for the PROJECT have been disclosed, and that the CONTRACTOR will notify DISTRICT of additional sources of funding received for the total cost of the PROJECT,

including any sources that become available after contract execution, prior to PROJECT funding. CONTRACTOR is prohibited from receiving grants and other funds that exceed the total project amount.

6. An AB 841 Certification Statement that certifies the project complied with all AB 841 (2020) requirements or describe why the AB 841 requirements do not apply to the project. The certification shall be signed by the CONTRACTOR's authorized representative. If AB 841 requirements apply, the Certification Statement will include the Electric Vehicle Infrastructure Training Program (EVITP) Certification Number of each EVITP certified electrician that installed electric vehicle charging infrastructure or equipment.

Payment:

DISTRICT will provide up to (\$XXXXX) in funding, in accordance with the requirements listed in the Agreement. Payment(s) shall be made by the DISTRICT to the CONTRACTOR within thirty (30) days after all requirements are met as outlined in the Agreement.

At the sole discretion of the DISTRICT, ten (10) percent of the award grant amount, may be withheld pending the submittal and approval of the first Annual Monitoring Report as outlined in Exhibit D – Reporting Requirements.

A completed federal W-9 form, and California 590 form must be submitted prior to payment. An IRS Form 1099 will be issued for incentive funds received under this Agreement, if applicable. It is the CONTRACTOR's responsibility to determine tax liability associated with receiving grant incentive funds

**EXHIBIT D
REPORTING REQUIREMENTS**

Installation Reporting:

Battery charging station installations which are available to the public must be reported to the Department of Energy Alternative Fuel Data Center at: <http://www.afdc.energy.gov/locator/stations/>.

Annual Monitoring Report:

CONTRACTOR shall provide the DISTRICT Annual Monitoring Reports as described below:

The CONTRACTOR must submit an Annual Monitoring Report following Project Completion each year on March 31st for the duration of the Project Implementation/Life. The following are the Annual Monitoring Report due dates for this Agreement:

Annual Report No. 1	Due Date: _____
Annual Report No. 2	Due Date: _____
Annual Report No. 3	Due Date: _____

CONTRACTOR is required to track annual usage for the equipment, in terms of usage per charger and number of plug in events. If annual usage is below the Agreement's minimum operational requirement, CONTRACTOR shall describe any conditions that significantly impacted project usage. If necessary, CONTRACTOR may request a waiver from the DISTRICT per Chapter 3, Section BB(4)(E) of the 2017 Carl Moyer Program Guidelines Program.

Report Content: The Annual Monitoring Report shall provide the following information:

- A. Grantee name, address, and telephone number.
- B. Information needed to uniquely identify the project equipment, charging station site location and project number.
- C. Qualitative description of public and private uses.
- D. Annual and cumulative PROJECT total of usage per charger (e.g. kW hour) and number of plug in events.
- E. If the charging station has incorporated solar or wind power generation equipment, then provide the amount of electricity generated (kW hour) from the solar or wind power generating equipment.
- F. Any unscheduled downtime, including duration of downtime and causes of downtime.

Failure to Comply: If CONTRACTOR fails to comply with reporting requirements, DISTRICT may require repayment in accordance with Section 6, or, at its sole discretion institute on-site monitoring and inspection measures.

EXHIBIT E
INSURANCE REQUIREMENTS

1. During the term of this Agreement, CONTRACTOR shall at all times maintain, at its expense, the following coverages and requirements. The comprehensive general liability insurance shall include broad form property damage insurance.
 - A. Minimum Coverages (as applicable) - Insurance coverage shall be with limits not less than the following:
 - 1) Comprehensive General Liability – \$1,000,000/occurrence and \$2,000,000/aggregate
 - 2) Automobile Liability – \$1,000,000/occurrence (general) and \$500,000/occurrence (property) [include coverage for Hired and Non-owned vehicles.]
 - 3) Workers’ Compensation – Statutory Limits/Employers’ Liability - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)
 - B. The DISTRICT, its officers, agents, employees, and volunteers shall be named as additional insured on all but the workers’ compensation.
 - 1) The Additional Insured coverage under the CONTRACTOR’s policy shall be “primary and non-contributory” and will not seek contribution from the DISTRICT’s or self-insurance and shall be at least as broad as CG 20 01 04 13.
 - 2) The limits of Insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the DISTRICT (if agreed to in a written contract or agreement) before the DISTRICT’s self-insurance shall be called upon to protect it as a named insured.
 - C. Said policies shall remain in force through the life of this Agreement and, shall be payable on a “per occurrence” basis unless the DISTRICT’s Risk Manager specifically consents in writing to a “claims made” basis. For all “claims made” coverage, in the event that the CONTRACTOR changes insurance carriers CONTRACTOR shall purchase “tail” coverage covering the term of this Agreement and not less than three years thereafter. Proof of such “tail” coverage shall be required at any time that the CONTRACTOR changes to a new carrier prior to receipt of any payments due.
 - D. The CONTRACTOR shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and the DISTRICT’s Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement as set forth above are available throughout the performance of this Agreement.
 - E. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the DISTRICT’S Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or DISTRICT.

- F. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the DISTRICT (ten (10) days for delinquent insurance premium payments).
 - G. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the DISTRICT's Risk Manager.
 - H. The policies shall cover all activities of CONTRACTOR, its officers, employees, agents, and volunteers arising out of or in connection with this Agreement.
 - I. For any claims relating to this Agreement, the CONTRACTOR 's insurance coverage shall be primary, including as respects the DISTRICT, its officers, agents, employees, and volunteers. Any insurance maintained by the DISTRICT shall apply in excess of, and not contribute with, insurance provided by CONTRACTOR's liability insurance policy.
 - J. The insurer shall waive all rights of subrogation against the DISTRICT, its officers, employees, agents, and volunteers.
2. Prior to commencing services pursuant to this Agreement, CONTRACTOR shall furnish the DISTRICT with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the DISTRICT before work commences. Upon DISTRICT's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.
3. During the term of this Agreement, CONTRACTOR shall furnish the DISTRICT with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon DISTRICT's request, CONTRACTOR shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. DISTRICT reserves the right to obtain a full-certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.
4. CONTRACTOR agrees to include with all Subcontractors in their subcontract the same requirements and provisions of this agreement including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by CONTRACTOR agree to be bound to CONTRACTOR and the DISTRICT in the same manner and to the same extent as CONTRACTOR is bound to the DISTRICT under the Contract Documents. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request. The CONTRACTOR shall require all Subcontractors to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and the CONTRACTOR will provide proof of compliance to the DISTRICT.

5. CONTRACTOR shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event CONTRACTOR fails to obtain or maintain completed operations coverage as required by this agreement, the DISTRICT at its sole discretion may purchase the coverage required and the cost will be paid by CONTRACTOR.