



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

ADMINISTRATIVE COMMITTEE MEETING

Committee Members

Dr. William A. Burke, Chair
Mayor Ben Benoit, Vice Chair
Mayor Pro Tem Judith Mitchell
Dr. Clark E. Parker, Sr.

**July 13, 2018 ♦ 10:00 a.m. ♦ Conference Room CC-8
21865 Copley Drive, Diamond Bar, CA 91765**

Teleconference Location

11461 West Sunset Boulevard
Brentwood Room 1
Los Angeles, CA 90049

(The public may attend at any location listed above.)

Call-in for listening purposes only is available by dialing:

Toll Free: 866-244-8528

Listen Only Passcode: 5821432

In addition, a webcast is available for viewing and listening at:

<http://www.aqmd.gov/home/library/webcasts>

AGENDA

CALL TO ORDER

DISCUSSION ITEMS – Items 1 through 8:

1. Board Members' Concerns (***No Motion Required***)
Any member of the Governing Board, on his or her own initiative may raise a concern to the Administrative Committee regarding any SCAQMD items or activities.
Dr. William A. Burke
Committee Chair
2. Chairman's Report of Approved Travel (***No Motion Required***)
Dr. Burke pg. 1
3. Report of Approved Out-of-Country Travel (***No Motion Required***)
Wayne Nastri
Executive Officer

4. Review September 7, 2018 Governing Board Agenda Wayne Nastri pgs. 2-11
5. Approval of Compensation for Board Member Assistant(s)/ Consultant(s) (Any material, if submitted, will be distributed at the meeting.) (**Motion Requested if Proposal Made**) Dr. Burke
6. Report of RFPs Scheduled for Release in September (**No Motion Required**) Sujata Jain pgs. 12-14
ADEO, Finance
This report summarizes the RFPs for budgeted services over \$75,000 scheduled to be released for advertisement for the month of September.
7. SCAQMD's Restricted Special Funds Update (**No Motion Required**) Sujata Jain pgs. 15-24
Staff will provide a presentation regarding an overview of restricted special funds, types of restricted funds and their balances.
8. Status Report on Major Ongoing and Upcoming Projects for Information Management (**No Motion Required**) Ron Moskowitz pgs. 25-30
ADEO, Information Management
Information Management is responsible for data systems management services in support of all SCAQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

ACTION ITEMS - Items 9 through 12:

SEPTEMBER AGENDA ITEMS

9. Issue Purchase Order for Ingres Relational Database Management System Software Support (**Motion Requested**) Ron Moskowitz pgs. 31-32
The Ingres Relational Database Management System is used for the implementation of the Central Information Repository database. This database is used by most enterprise-level software applications at the SCAQMD and currently supports a suite of client/server and web-based applications known collectively as the Clean Air Support System (CLASS). The CLASS applications are used to support all of the SCAQMD's core activities. Licensing, maintenance, and support for this software expires on November 29, 2018. This action is to issue a purchase order to Actian Corporation for a total amount not to exceed \$225,341. Funds for this expense are included in the FY 2018-19 Budget.
10. Amend Classification of Career Development Intern, and Adopt New Classification of Source Testing Manager (**Motion Requested**) John Olvera pgs. 33-40
ADEO, Administrative & Human Resources
The Career Development Intern program provides young adults who have transitioned from the foster care system with on-the-job training and experience, to prepare them for future job opportunities. This action is to amend the classification to expand the eligibility requirements to reach a wider pool of young adults in similar circumstances, and to increase the maximum term of these internships. In addition, this action is to add the new classification of Source Testing Manager; adopt the class specification; and adopt the Resolution amending the Salary Resolution. Funding for the Source Testing

Manager position was included in the FY 2018-19 Budget.

11. Execute Contract for Planning, Organizing, and Facilitating SCAQMD's Martin Luther King, Jr. Day of Service Forum and Cesar Chavez Day of Remembrance (**Motion Requested**)
At the June 1, 2018 meeting, the Board approved release of an RFP to solicit proposals for planning, organizing, and facilitating two annual air quality events. Three proposals were submitted to the Administrative Committee for consideration at its July 13, 2018 meeting. After the Committee interviewed representatives of each of the firms, (CONTRACTOR) was selected to be recommended to the full Board. This action is to execute a one-year contract with (CONTRACTOR) in an amount not to exceed \$150,000.
Derrick J. Alatorre DEO, Legislative, Public Affairs & Media pgs. 41-43
12. Issue RFP for Legislative Representation in Washington, D.C. (**Motion Requested**)
The current contracts for legislative representation in Washington, D.C. expire on January 14, 2019. This action is to issue an RFP for legislative representation and consulting services for SCAQMD in Washington, D.C. for 2019. The RFP will also indicate that the contract(s) may be extended for up to two additional one-year terms.
Derrick J. Alatorre pgs. 44-84

WRITTEN REPORT:

13. Local Government & Small Business Assistance Advisory Group Minutes for the March 9, 2018 Meeting (**No Motion Required**)
Attached for information only are the Local Government & Small Business Assistance Advisory Group minutes for the March 9, 2018 meeting.
Derrick J. Alatorre pgs. 85-89

OTHER MATTERS:

14. Other Business
Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, may make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter, or may take action to direct staff to place a matter of business on a future agenda. (Govt Code Section 54954.2)
Dr. Burke
15. Public Comment
Members of the public may address the Committee concerning any agenda item before or during consideration of that item (Govt. Code Section 54954.3). All agendas for regular meetings are posted at District Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of a regular meeting. At the end of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's authority. Speakers may be limited to three (3) minutes each.
16. **Next Meeting Date:** September 14, 2018 at 10:00 a.m.

ADJOURNMENT

Document Availability

All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the agenda is posted, are available prior to the meeting for public review at the South Coast Air Quality Management District, Public Information Center, 21865 Copley Drive, Diamond Bar, CA 91765.

Americans with Disabilities Act

The agenda and documents in the agenda packet will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Govt. Code Section 54954.2(a)). Disability-related accommodations will also be made available to allow participation in the Administrative Committee meeting. Any accommodations must be requested as soon as practicable. Requests will be accommodated to the extent feasible. Please contact Nancy Velasquez at 909-396-2557 from 7 a.m. to 5:30 p.m. Tuesday through Friday, or send the request to nvelasquez@aqmd.gov.



South Coast Air Quality Management District

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Item 2

BOARD MEETING DATE: September 7, 2018

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met July 13, 2018 and reviewed the proposed agenda for the September 7, 2018 Board meeting. The Committee also discussed various issues detailed in the Committee report. The next Administrative Committee meeting is September 14, 2018, at 10:00 a.m., in CC-8.

RECOMMENDED ACTION:
Approve this report.

Dr. William A. Burke, Chair
Administrative Committee

NV

Attendance:

[Will be inserted subsequent to the July 13, 2018 Administrative Committee meeting.]

Administrative Committee Discussion Items:

[Will be inserted subsequent to the July 13, 2018 Administrative Committee meeting.]

Report on Board Member Travel Authorized by the Chairman at the July 13, 2018 Administrative Committee meeting:

DATE	TRAVELER	DESTINATION	PURPOSE
July 16-18, 2018	Mayor Pro Tem Judith Mitchell	Squaw Valley, CA	As a Board Member, Mayor Pro Tem Mitchell will present at the CCEEB Summer Issues Seminar regarding air quality issues on behalf of SCAQMD.
July 26-27, 2018	Mayor Pro Tem Judith Mitchell	Sacramento, CA	Mayor Pro Tem Mitchell will attend the monthly CARB Board Meeting as the SCAQMD Board Representative.

7/6/18 5:00 PM

Item 4

DRAFT

MEETING, SEPTEMBER 7, 2018

A meeting of the South Coast Air Quality Management District Board will be held at 9:00 a.m., in the Auditorium at SCAQMD Headquarters, 21865 Copley Drive, Diamond Bar, California.

The agenda and documents in the agenda packet will be made available upon request in appropriate alternative formats to assist persons with a disability. Disability-related accommodations will also be made available to allow participation in the Board meeting. Any accommodations must be requested as soon as practicable. Requests will be accommodated to the extent feasible. Please telephone the Clerk of the Boards Office at (909) 396-2500 from 7:00 a.m. to 5:30 p.m. Tuesday through Friday.

All documents (i) constituting non-exempt public records, (ii) relating to an item on the agenda, and (iii) having been distributed to at least a majority of the Governing Board after the agenda is posted, are available prior to the meeting for public review at the South Coast Air Quality Management District Clerk of the Boards Office, 21865 Copley Drive, Diamond Bar, CA 91765.

Please note: This is a draft agenda and is subject to change.

CALL TO ORDER

- Pledge of Allegiance
- Opening Comments: William A. Burke, Ed.D., Chair
Other Board Members
Wayne Nastri, Executive Officer

Staff/Phone (909) 396-

CONSENT CALENDAR (Items 1 through XX)

Note: Consent Calendar items held for discussion will be moved to Item No. XX

- | | | |
|--------|--|----------------------|
| 10265. | Approve Minutes of July 6, 2018 Board Meeting | Garzaro/2500 |
| 10267. | Set Public Hearings October 5, 2018 to Consider Adoption of and/or Amendments to SCAQMD Rules and Regulations | Nastri/3131 |
| | Set Public Hearing October 5, 2018 to Certify Final Subsequent Environmental Assessment and Amend Rule 1135 - Emissions of Oxides of Nitrogen from Electric Power Generating Systems | Nakamura/3105 |
| | Placeholder. | |
| | Set Public Hearing October 5, 2018 to Determine That Proposed Amendments to Rule 2001 – Applicability and Rule 2002 – Allocations for Oxides of Nitrogen (NOx) and Oxides of Sulfur (SOx) are Exempt from CEQA and Amend Rules 2001 and 2002 | Nakamura/3105 |
| | Placeholder. | |

Budget/Fiscal Impact

10257. Recognize and Transfer Funds, Execute and Amend Agreements for Installation and Maintenance of Air Filtration Systems, Reimburse General Fund for Administrative Costs, and Purchase Electric School Buses **Miyasato/3249**

U.S. EPA is executing two Supplemental Environmental Project (SEP) agreements and has once again asked the SCAQMD to act as the SEP Implementer to install and maintain air filtration systems at schools. These actions are to recognize up to \$350,000 and transfer up to \$332,500 into the Air Filtration Fund (75) as a temporary loan from the Clean Fuels Program Fund (31), pending receipt of SEP revenue. These actions are to also execute agreements to install and maintain air filtration systems in an amount cumulatively not to exceed \$1,822,098, execute or amend agreements with local school districts for air filtration programs, amend contracts to purchase additional filters using unspent administrative funds, and reimburse the General Fund for administrative costs up to \$17,500 to administer the SEPs. Finally, this action is to execute a contract to purchase electric school buses in an amount not to exceed \$427,460 from LADWP Variance Special Revenue Fund (69). (Reviewed: Technology Committee, July 20, 2018; Recommended for Approval)

10264. Recognize Revenue, Transfer and Appropriate Funds, Amend Contract for Assistance Implementing Enhanced Fleet Modernization Program and Reimburse General Fund for Administrative and Outreach Costs **Minassian/2641**

CARB has allocated \$2,674,384 to SCAQMD under the Voluntary NOx Remediation Measure (NRM) Funding Program. These actions are to recognize \$2,674,384 into the Carl Moyer Program Fund (32) and execute a Memorandum of Agreement with CARB for implementation of the NRM Funding Program. Since 2015, SCAQMD has been implementing an Enhanced Fleet Modernization Program (EFMP), branded as Replace Your Ride. For FY 2017-18, CARB allocated SCAQMD an additional \$16.4 million in funds to continue implementation of EFMP. These actions are to recognize up to \$16.4 million for EFMP, accept terms and conditions of the grant awards, approve vouchers or other alternative mobility options until all available funds are exhausted, amend a contract for case management and vehicle remote sensing activities in support of EFMP in an amount not to exceed \$500,000 from the HEROS II Special Revenue Fund (56), transfer and appropriate up to \$65,500 to Science & Technology Advancement's FY 2018-19 or 2019-20 Budget, and reimburse the General Fund for administrative and outreach costs necessary to implement EFMP. (Reviewed: Technology Committee, July 20, 2018; Recommended for Approval)

10276. **Amend Contract Awards for Mobile Source Emission Reduction Projects** **Minassian/2641**

In November 2017, the Board approved contract awards for mobile source emissions reduction projects evaluated under the Carl Moyer Program Guidelines and funded by AB 134 Community Air Protection funds. Subsequently, in April 2018, CARB approved a supplement to the Carl Moyer Program Guidelines (Guidelines Supplement) for projects funded specifically under the Community Air Protection Program. The Guidelines Supplement is intended to facilitate immediate emissions reductions in disadvantaged and low-income communities. The Guidelines Supplement preserves the statutory requirements of the Carl Moyer Program, including cost-effectiveness and surplus emissions reductions, while broadening project eligibility and providing higher grant amounts for Community Air Protection projects. After applying the Guidelines Supplement to the AB 134 Board-approved projects, staff determined several projects in disadvantaged and low-income communities now qualify for higher grant amounts. This action is to amend contract awards for mobile source emissions reduction projects adding up to \$4,603,547 to the originally approved \$37,609,586 from the Community Air Protection AB 134 Fund (77). (Reviewed: Technology Committee, July 20, 2018; Recommended for Approval)

10273. **Appropriate Funds, and Issue RFP to Assess Potential Cost and Economic Impacts of Proposed Facility-Based Mobile Source Control Measures on Warehouses and Distribution Centers** **Fine/2239**

On May 4, 2018, the Board directed staff to pursue development of facility based emission reduction strategies for warehouses and distribution centers including through a potential indirect source rule. The Board further directed staff to provide regular progress reports, including an assessment of potential economic impacts. To assist with this assessment, staff is proposing to release an RFP to solicit bids to estimate a range of potential costs based on hypothetical rule scenarios and the resultant impacts on freight operation, such as potential cargo diversion from local warehouses to facilities in adjacent regions. This action is to appropriate up to \$200,000 from the General Fund Undesignated (Unassigned) Fund Balance into Planning, Rule Development and Area Sources' FY 2018-19 Budget. This action is to also issue an RFP to solicit qualified bidders to assess potential cost and economic impacts of a potential indirect source rule on local warehouses. (Reviewed: Mobile Source Committee, July 20, 2018; Recommended for Approval)

10263. **Execute Contract for Planning, Organizing, and Facilitating SCAQMD's Martin Luther King, Jr. Day of Service Forum and Cesar Chavez Day of Remembrance** **Alatorre/3122**

At the June 1, 2018 meeting, the Board approved release of an RFP to solicit proposals for planning, organizing, and facilitating two annual air quality events. Three proposals were submitted to the Administrative Committee for consideration at its July 13, 2018 meeting. After the Committee interviewed representatives of each of the firms, (CONTRACTOR) was selected to be recommended to the full Board. This action is to execute a one-year contract with (CONTRACTOR) in an amount not to exceed \$150,000. (Reviewed: Administrative Committee, July 13, 2018; Recommended for Approval)

10173. Issue RFP for Legislative Representation in Washington, D.C. **Alatorre/3122**

The current contracts for legislative representation in Washington, D.C. expire on January 14, 2019. This action is to issue an RFP for legislative representation and consulting services for SCAQMD in Washington, D.C. for 2019. The RFP will also indicate that the contract(s) may be extended for up to two additional one-year terms. (Reviewed: Administrative Committee, July 13, 2018; Recommended for Approval)

10269. Issue Purchase Order for Ingres Relational Database Management System Software Support **Moskowitz/3329**

The Ingres Relational Database Management System is used for the implementation of the Central Information Repository database. This database is used by most enterprise-level software applications at the SCAQMD and currently supports a suite of client/server and web-based applications known collectively as the Clean Air Support System (CLASS). The CLASS applications are used to support all of the SCAQMD's core activities. Maintenance support for this software expires on November 29, 2018. This action is to issue a purchase order to Actian Corporation for a total amount not to exceed \$225,341. Funds for this expense are included in the FY 2018-19 Budget. (Reviewed: Administrative Committee, July 13, 2018; Recommended for Approval)

10275. Amend Classification of Career Development Intern, and Adopt New Classification of Source Testing Manager **Olvera/2309**

The Career Development Intern program provides young adults who have transitioned from the foster care system with on-the-job training and experience, to prepare them for future job opportunities. This action is to amend the classification to expand the eligibility requirements to reach a wider pool of young adults in similar circumstances, and to increase the maximum term of these internships. In addition, this action is to add the new classification of Source Testing Manager; adopt the class specification; and adopt the resolution amending the Salary Resolution. Funding for the Source Testing Manager position was included in the FY 2018-19 Budget. (Reviewed: Administrative Committee, July 13, 2018; Recommended for Approval)

10194. Approve Contract Awards and Modifications Approved by MSRC **McCallon**

Items XX through XX - Information Only/Receive and File

10164. **Legislative, Public Affairs, and Media Report** **Alatorre/3122**
- This report highlights the June and July 2018 outreach activities of the Legislative, Public Affairs and Media Office, which include: Environmental Justice Update, Community Events/Public Meeting, Business Assistance, Media Relations, and Outreach to Business, Federal, State, and Local Government. (No Committee Review)
10268. **Hearing Board Report** **Prussack/2500**
- This reports the actions taken by the Hearing Board during the period of June 1 through July 31, 2018. (No Committee Review)
10259. **Civil Filings and Civil Penalties Report** **Gilchrist/3459**
- This reports the monthly penalties from June 1 through June 30, 2018, and legal action filed by the General Counsel's Office from June 1 through June 30, 2018. An Index of District Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, July 20, 2018)
10245. **Lead Agency Projects and Environmental Documents Received by SCAQMD** **Nakamura/3105**
- This report provides, for the Board's consideration, a listing of CEQA documents received by the SCAQMD between June 1, 2018 and July 31, 2018, and those projects for which the SCAQMD is acting as lead agency pursuant to CEQA. (Reviewed: Mobile Source Committee, July 20, 2018 for the June 1 to June 30, 2018 portion of the report; the July 1 to July 31, 2018 portion of the report had no committee review)
10271. **RFPs Scheduled for Release in September** **Jain/2804**
- This report summarizes the RFPs for budgeted services over \$75,000 scheduled to be released for advertisement for the month of September. (Reviewed: Administrative Committee, July 13, 2018)
10128. **Rule and Control Measure Forecast** **Fine/2239**
- This report highlights SCAQMD rulemaking activities and public workshops potentially scheduled for 2018. (No Committee Review)

10270. Status Report on Major Ongoing and Upcoming Projects for Information Management **Moskowitz/3329**

Information Management is responsible for data systems management services in support of all SCAQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects. (Reviewed: Administrative Committee, July 13, 2018)

XX. Items Deferred from Consent Calendar

BOARD CALENDAR

10248. Administrative Committee (Receive & File) **Chair: Burke Natri/3131**
10163. Legislative Committee **Chair: Mitchell Alatorre/3122**
10253. Mobile Source Committee (Receive & File) **Chair: Parker Fine/2239**
10178. Stationary Source Committee (Receive & File) **Chair: Benoit Tisopulos/3123**
10189. Technology Committee (Receive & File) **Chair: Buscaino Miyasato/3249**
10203. Mobile Source Air Pollution Reduction Review Committee (Receive & File) **Board Liaison: Benoit Minassian/2641**
10266. California Air Resources Board Monthly Report (Receive & File) **Board Rep: Mitchell Garzaro/2500**

Staff Presentation/Board Discussion

10256. Status Report on Regulation XIII – New Source Review **Tisopulos/3123**

This report presents the federal Final Determination of Equivalency for January 2016 through December 2016. As such, it provides information regarding the status of Regulation XIII – New Source Review in meeting federal NSR requirements and shows that SCAQMD's NSR program is in final compliance with applicable federal requirements from January 2016 through December 2016. (Reviewed: Stationary Source Committee, July 20, 2018)

10284. Update on Emission Reduction Strategies for Facility-Based Mobile Source Measure (EGM-01) for New Development and Redevelopment Projects (*Presentation in lieu of Board Letter*) **Rees/2856**

On May 4, 2018, the Board directed staff to continue to work with stakeholders on emission reduction strategies for new development and redevelopment projects. Staff will summarize stakeholder input received at a recent working group meeting and provide an overview of the future working group process. (No Committee Review)

PUBLIC HEARINGS

10104. Certify Final Environmental Assessment and Amend Rule 1469 – Hexavalent Chromium Emissions from Chromium Electroplating and Chromic Acid Anodizing Operations **Nakamura/3105**

Rule 1469 currently establishes requirements to control hexavalent chromium from electroplating and chromic acid anodizing operations. PAR 1469 proposes new requirements to control hexavalent chromium-containing tanks that are currently not regulated. In addition, PAR 1469 establishes requirements for building enclosures, housekeeping and best management practices, periodic source testing, and parameter monitoring of pollution control equipment. PAR 1469 includes provisions for a revised chemical fume suppressant certification process that further considers toxicity and exposure, and provisions to encourage the elimination of hexavalent chromium in Rule 1469 processes. Additional proposed amendments are incorporated to align Rule 1469 with the U.S. EPA National Emission Standards for Hazardous Air Pollutants for Chromium Electroplating. This action is to adopt the Resolution: 1) Certifying the Final Environmental Assessment for Proposed Amended Rule 1469 – Hexavalent Chromium Emissions from Chromium Electroplating and Chromic Acid Anodizing Operations; and 2) Amending Rule 1469 – Hexavalent Chromium Emissions from Chromium Electroplating and Chromic Acid Anodizing Operations. (Reviewed: Stationary Source Committee, November 17, 2017, February 16, March 16, April 20 and July 20, 2018)

10285. Receive and File 2017 Annual Report on AB 2588 Program; and Approve Updates to Facility Prioritization Procedure, Supplemental Guidelines for AB 2588 Program, and Guidelines for Participating in Rule 1402 Voluntary Risk Reduction Program **Nakamura/3105**

The Air Toxics "Hot Spots" Information and Assessment Act of 1987 (AB 2588) requires local air pollution control districts to prepare an annual report. The report provides the public with information regarding SCAQMD programs to reduce emissions of toxic air contaminants. This annual update describes the various activities in 2017 to satisfy the requirements of AB 2588 and Rule 1402, such as quadrennial emissions reporting and prioritization, the preparation and review of Air Toxics Inventory Reports, Health Risk Assessments, Voluntary Risk Reduction Plans, Risk Reduction Plans, and additional SCAQMD activities related to air toxics. Staff is also updating the Facility Prioritization Procedure, the AB 2588 and Rule 1402 Supplemental Guidelines, and the Guidelines for Participating in the Rule 1402 Voluntary Risk Reduction Program to update information and provide more clarity for the implementation of AB 2588 and Rule 1402. These actions are to receive and file the 2017 Annual Report on the AB 2588 Air Toxics "Hot Spots" Program, and to approve revisions to: 1) Facility Prioritization Procedure for the AB 2588 Program; 2) AB 2588 and Rule 1402 Supplemental Guidelines; and 3) Guidelines for Participating in the Rule 1402 Voluntary Risk Reduction Program. (Reviewed: Stationary Source Committee, June 15, 2018)

PUBLIC COMMENT PERIOD – (Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3)

BOARD MEMBER TRAVEL – (*No Written Material*)

Board member travel reports have been filed with the Clerk of the Boards, and copies are available upon request.

CLOSED SESSION - (*No Written Material*)

Gilchrist/3460

ADJOURNMENT

*****PUBLIC COMMENTS*****

Members of the public are afforded an opportunity to speak on any agenda item before consideration of that item. Please notify the Clerk of the Board, (909) 396-2500, if you wish to do so. All agendas are posted at SCAQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the meeting. At the end of the agenda, an opportunity is also provided for the public to speak on any subject within the SCAQMD's authority. Speakers will be limited to a total of three (3) minutes for the Consent Calendar and Board Calendar and three (3) minutes or less for other agenda items.

Note that on items listed on the Consent Calendar and the balance of the agenda any motion, including action, can be taken (consideration is not limited to listed recommended actions). Additional matters can be added and action taken by two-thirds vote, or in the case of an emergency, by a majority vote. Matters raised under the Public Comment Period may not be acted upon at that meeting other than as provided above.

Written comments will be accepted by the Board and made part of the record, provided 25 copies are presented to the Clerk of the Board. Electronic submittals to cob@aqmd.gov of 10 pages or less including attachment, in MS WORD, PDF, plain or HTML format will also be accepted by the Board and made part of the record if received no later than 5:00 p.m., on the Tuesday prior to the Board meeting.

ACRONYMS

AQ-SPEC = Air Quality Sensor Performance Evaluation Center	NESHAPS = National Emission Standards for Hazardous Air Pollutants
AQIP = Air Quality Investment Program	NGV = Natural Gas Vehicle
AQMP = Air Quality Management Plan	NOx = Oxides of Nitrogen
AVR = Average Vehicle Ridership	NSPS = New Source Performance Standards
BACT = Best Available Control Technology	NSR = New Source Review
Cal/EPA = California Environmental Protection Agency	OEHA = Office of Environmental Health Hazard Assessment
CARB = California Air Resources Board	PAMS = Photochemical Assessment Monitoring Stations
CEMS = Continuous Emissions Monitoring Systems	PAR = Proposed Amended Rule
CEC = California Energy Commission	PEV = Plug-In Electric Vehicle
CEQA = California Environmental Quality Act	PHEV = Plug-In Hybrid Electric Vehicle
CE-CERT =College of Engineering-Center for Environmental Research and Technology	PM10 = Particulate Matter ≤ 10 microns
CNG = Compressed Natural Gas	PM2.5 = Particulate Matter ≤ 2.5 microns
CO = Carbon Monoxide	PR = Proposed Rule
CTG = Control Techniques Guideline	RECLAIM=Regional Clean Air Incentives Market
DOE = Department of Energy	RFP = Request for Proposals
EV = Electric Vehicle	RFQ = Request for Quotations
FY = Fiscal Year	SCAG = Southern California Association of Governments
GHG = Greenhouse Gas	SIP = State Implementation Plan
HRA = Health Risk Assessment	SOx = Oxides of Sulfur
LEV = Low Emission Vehicle	SOON = Surplus Off-Road Opt-In for NOx
LNG = Liquefied Natural Gas	SULEV = Super Ultra Low Emission Vehicle
MATES = Multiple Air Toxics Exposure Study	TCM = Transportation Control Measure
MOU = Memorandum of Understanding	ULEV = Ultra Low Emission Vehicle
MSERCs = Mobile Source Emission Reduction Credits	U.S. EPA = United States Environmental Protection Agency
MSRC = Mobile Source (Air Pollution Reduction) Review Committee	VOC = Volatile Organic Compound
NATTS =National Air Toxics Trends Station	ZEV = Zero Emission Vehicle

Item 6

DRAFT

BOARD MEETING DATE: September 7, 2018

AGENDA NO.

REPORT: Report of RFPs Scheduled for Release in September

SYNOPSIS: This report summarizes the RFPs for budgeted services over \$75,000 scheduled to be released for advertisement for the month of September.

COMMITTEE: Administrative, July 13, 2018; Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Natri
Executive Officer

SJ:av

Background

At its January 8, 2010 meeting, the Board approved a revised Procurement Policy and Procedure. Under the revised policy, RFPs for budgeted items over \$75,000, which follow the Procurement Policy and Procedure, no longer require individual Board approval. However, a monthly report of all RFPs over \$75,000 is included as part of the Board agenda package and the Board may, if desired, take individual action on any item. The report provides the title and synopsis of the RFPs, the budgeted funds available, and the name of the Deputy Executive Officer/Asst. Deputy Executive Officer responsible for that item. Further detail including closing dates, contact information, and detailed proposal criteria will be available online at <http://www.aqmd.gov/grants-bids> following Board approval on September 7, 2018.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFPs and inviting bids will be published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may be notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFPs will be emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>) where it can be viewed by making the selection "Grants & Bids."

Proposal Evaluation

Proposals received will be evaluated by applicable diverse panels of technically-qualified individuals familiar with the subject matter of the project or equipment and may include outside public sector, academic or community expertise.

Attachment

Report of RFPs Scheduled for Release in September 2018

SCAQMD Restricted Funds

Administrative Committee Meeting

July 13, 2018

Overview

- This is a discussion on SCAQMD's 43 restricted funds (it does not include the General Fund which is the operating fund)
- These funds were set up by the Board for various purposes
- Board approval is needed for all expenses out of these funds
- Will summarize funds in each category and highlight where the Board has discretion
- SCAQMD special restricted funds can be categorized as follows, with a cash balance as of May 2018:

Emission Reduction	\$37.4M
Settlements	\$17.0M
State and Federal	\$111.4M
Other	\$2.5M
Total	\$168.3M*

*Due to State and Federal restrictions on \$111.4M, only \$56.9M is available

Emission Reduction Funds

Receipt	\$312.3M
Expense	(\$185.4)M
Encumbered/BL	(\$89.5)M
Balance	\$37.4M

- These restricted funds were created due to rules or mitigation fees
- These can be spent on:
 - Monitoring projects
 - Reducing emissions such as NO_x, SO_x, PM, VOC
 - Air filtration
 - Rebate programs

Emission Reduction Funds (Cont'd)

(in millions)

Description	Receipt	Expense	BL/ Encumbrance	Balance	Funding Restricted To
AIR QUALITY INVESTMENT FUND Rule-based Mitigation	105.6	(48.4)	(35.8)*	21.4	Emission reduction projects
RULE 1304.1 FUND Power Plant Offset Fee	7.5	-	-	7.5	PM, NOx, SOx and VOC emission reduction projects
AIR TOXICS FUND AB 2588	54.3	(49.1)	(1.5)	3.7	To be spent on AB 2588 activity only
AB 1318 MITIGATION FEES FUND Sentinel	55.7	(32.6)	(20.6)	2.5	Emission reduction projects: 30% in vicinity of CPV Sentinel; 30% in EJ areas
TRAPAC SCHOOL AIR FILTRATION FUND Port of LA	6.2	(4.9)	(0.7)	0.7	School air filtration systems in the Wilmington area
DRY CLEANERS FINANCIAL INCENTIVE GRANT PROGRAM FUND	3.4	(2.9)	-	0.5	Dry cleaners for purchase of non-toxic alternative dry cleaning equipment
NATURAL GAS VEHICLE PARTNERSHIP FUND	1.6	(1.2)	(0.1)	0.4	Expenditures approved by NG Vehicle Partnership
RULE 1118 MITIGATION FUND Refinery Flares	21.1	(1.4)	(19.4)	0.3	Offsetting refinery flare emissions
RULE 1309.1 PRIORITY RESERVE FUND	44.8	(38.9)	(5.8)	0.2	PM 10 emission reduction projects
CEQA GREEN HOUSE MITIGATION FUND Tree Planting	3.4	(3.3)	-	0.1	Green house gas emission reduction projects
RULE 1420.1 FUND Metals Monitoring	0.4	(0.3)	-	0.1	Financing Multi-Metals CEMS and Ambient Air Monitoring Demo Programs
RULE 1470 RISK REDUCTION FUND Back-up Generators	2.6	(0.1)	(2.5)*	0.0	Public agencies for purchase of control equipment to comply with Rule 1470
RULE 1173 MITIGATION FEE FUND VOC Fugitives	4.6	(1.8)	(2.8)*	0.0	VOC emission reductions in proximity of refineries & chemical plants
CARB ERC BANK FUND	1.0	(0.4)	(0.6)*	0.0	Emission reduction projects in vicinity of new or expanded peaker plants
TOTAL	312.3	(185.4)	(89.5)	37.4	

*Includes funds identified in RFP released in January 2018 Board letter for emission reduction projects from Stationary and Mobile Sources. Proposal evaluation underway.

Settlement Funds

Receipt	\$75.4M
Expense	(\$51.5)M
Encumbered/BL	(\$6.9)M
Balance	\$17.0M

- Restricted funds were created by the Board to track settlements from various sources
- These funds can be spent on projects approved by the Board such as:
 - Health Effects of Air Pollution Foundation
 - Environmental projects
- Example – BP ARCO Flexible fund has been used for:
 - Senior conferences
 - Right to Breathe Signature Video

Settlement Funds (Cont'd)

(in millions)

Description	Receipt	Expense	BL/ Encumbrance	Balance	Funding Restricted To
BP ARCO SETTLEMENT PROJECTS FUND	27.7	(15.8)	(1.0)	10.9	Projects as approved by the Board
EXXON MOBIL SETTLEMENT PROJECTS FUND	2.8	-	(0.4)	2.4	Projects to benefit the residents of the District
LADWP VARIANCE FUND	1.5	-	-	1.5	Projects as approved by the Board
SOCAL GAS SETTLEMENT FUND	2.0	(0.8)	(0.2)	1.0	Projects to convert biosolids to natural gas
HEALTH EFFECTS RESEARCH FUND	7.8	(6.9)	-	0.9	Research into the health effects of air pollution
BP/SCAQMD PUBLIC BENEFITS OVERSIGHT	0.3	(0.2)	-	0.1	Projects as approved by the BP/SCAQMD Public Benefits Oversight Committee
AIR FILTRATION FUND	3.1	(0.6)	(2.4)	0.1	SEP projects related to air filtration system installation
AIR QUALITY ASSISTANCE FUND	4.7	(3.1)	(1.6)	0.0	Small business financial assistance
EL MONTE PARK PROJECT SETTLEMENT FUND	1.2	(0.3)	(0.9)	0.0	Construction of City of El Monte park improvements
LADWP SETTLEMENT PROJECTS FUND	3.3	(2.9)	(0.4)*	0.0	Environmental projects
AES SETTLEMENT PROJECTS FUND	20.9	(20.9)	-	-	Emission reduction projects
TOTAL	75.4	(51.5)	(6.9)	17.0	

*Includes funds identified in RFP released in January 2018 Board letter for emission reduction projects from Stationary and Mobile Sources. Proposal evaluation underway.

State and Federal Restricted Funds

Receipt	\$3.1B
Expense	\$2.6B
Encumbered/BL	\$416.1M
Balance	\$111.4M

- Restrictions are created by state and federal grant mandate
- Examples of these funds are:
 - Carl Moyer Fund
 - Prop 1B Fund
 - Mobile Source Air Pollution Reduction Fund
- These special funds turn-over quickly and generally are encumbered annually

State and Federal Restricted Funds (Con'd)

(in millions)

Description	Receipt	Expense	BL/Encumbrance	Balance	Funding Restricted To
MOBILE SOURCES AIR POLLUTION REDUCTION FUND – AB 2766	487.7	(393.9)	(47.1)	46.7	Grants for motor vehicle emission reduction projects (30% of DMV registration fees received by SCAQMD)
CLEAN FUELS PROGRAM FUND	433.0	(371.7)	(32.4)	28.9	Projects that reduce the public health hazards from air pollution by increasing the utilization of clean-burning fuels. Part of DMV check
CARL MOYER PROGRAM FUND	516.8	(471.0)	(33.6)	12.2	Incentives to replace diesel-powered vehicles with cleaner than required technology. Carl Moyer Program (CARB)
HEROS II SPECIAL REVENUE FUND	30.1	(20.3)	(1.4)	8.4	Providing qualified individuals with incentives to replace high-emitting light and medium duty vehicles under the terms of CARB's Enhanced Fleet Modernization Program (EFMP)
LOWER - EMISSION SCHOOL BUS FUND	71.8	(63.0)	(3.5)	5.2	Replacement and retrofit of diesel-fueled school buses. (CARB)
PROP 1B-GOODS MOVEMENT FUND	552.0	(422.8)	(124.2)	5.0	Projects resulting in emission reductions from the movement of freight or "goods" along California's trade corridors
VIP SPECIAL REVENUE FUND	34.4	(32.4)	-	1.9	Incentives to replace on-road heavy duty vehicles with cleaner than required technology
CMP AB923 FUND	470.7	(315.9)	(153.3)	1.6	Expanding Carl Moyer emission reduction projects to agricultural sources, cars, light-duty trucks and targets hydrocarbon and particulate matter pollution
ADVANCED TECHNOLOGY GOODS MOVEMENT FUND	38.3	(33.8)	(3.0)	1.5	Development and demonstration of zero emissions goods movement technologies projects as stated by the grant's Statement of Work
GHG REDUCTION PROJECTS FUND	7.3	(1.8)	(4.7)	0.8	R&D project -advanced technology drayage truck demo
ZERO EMISSION VEHICLE INCENTIVE PROGRAM FUND	3.3	(2.6)	-	0.7	The incremental cost of zero emission vehicles as defined under the program; grant availability ended 3/31/2003 as per SCAQMD program guidelines. CARB
AIR QUALITY IMPROVEMENT FUND – AB 2766	405.1	(405.0)	-	0.1	Cities and counties within the District to implement motor vehicle emission reduction projects (40% of DMV registration fees received by SCAQMD)
HYDROGEN FUELING INFRASTRUCTURE FUND	6.8	(1.0)	(5.7)	0.1	Project(s) as stated by the grant's Statement of Work
STATE EMISSIONS MITIGATION FUND	30.9	(26.4)	(4.4)	0.1	NOx and PM10 emission reduction projects. CARB (Governor's statewide initiative)
STATE BUG PROGRAM FUND	5.8	(5.4)	(0.4)*	0.0	Reduction in air toxics exposure and NOx emissions; 50% of funding in EJ areas.
ADVANCED TECHNOLOGY FUND	18.4	(17.8)	(2.4)	(1.7)	R&D projects, public outreach and education in cleaner burning fuels and other adv. technologies
TOTAL	3,112.4	(2,584.9)	(416.1)	111.4	

*Includes funds identified in RFP released in January 2018 Board letter for emission reduction projects from Stationary and Mobile Sources. Proposal evaluation underway.

Other

Receipt	\$35.0M
Expense	(\$29.2)M
Encumbered/BL	(\$3.3)M
Balance	\$2.5M

- Infrastructure Fund
 - Created to account for multi-year infrastructure improvement projects
- Debt Service Fund
 - Created to pay a portion of bond liabilities

Description	Receipt	Expense	BL/ Encumbrance	Balance	Funding Restricted To
INFRASTRUCTURE IMPROVEMENT FUND	8.0	(4.3)	(2.3)	1.4	Building improvement projects
DEBT SERVICE FUND	27.0	(24.9)	(1.0)	1.1	Long term liabilities
TOTAL	35.0	(29.2)	(3.3)	2.5	



Conclusion

- There is \$168.3M in special restricted funds
- However, \$111.4M is in restricted funds for state and federal programs with no flexibility
- Remaining balance is \$56.9M

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Item 8

BOARD MEETING DATE: September 7, 2018

AGENDA NO.

REPORT: Status Report on Major Ongoing and Upcoming Projects for Information Management

SYNOPSIS: Information Management is responsible for data systems management services in support of all SCAQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

COMMITTEE: Administrative, July 13, 2018; Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

RMM:MAH:OSM:agg

Background

Information Management (IM) provides a wide range of information systems and services in support of all SCAQMD operations. IM's primary goal is to provide automated tools and systems to implement Board-approved rules and regulations, and to improve internal efficiencies. The annual Budget specifies projects planned during the fiscal year to develop, acquire, enhance, or maintain mission-critical information systems.

Summary of Report

The attached report identifies each of the major projects/contracts or purchases that are ongoing or expected to be initiated within the next six months. Information provided for each project includes a brief project description and the schedule associated with known major milestones (issue RFP/RFQ, execute contract, etc.).

Attachment

Information Management Status Report on Major Ongoing and Upcoming Projects During the Next Six Months

ATTACHMENT
September 7, 2018 Board Meeting
Information Management Status Report on Major Ongoing and
Upcoming Projects During the Next Six Months

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Implementation of Enterprise Geographic Information System (EGIS)	Continue to support accomplishment of the agency's mission through the effective and cost-efficient implementation of EGIS and related technologies		<ul style="list-style-type: none"> • Purchased ESRI extensions for OnBase 	<ul style="list-style-type: none"> • Complete the six prioritized EGIS projects: <ul style="list-style-type: none"> ○ GIS Data Development ○ Portal / Mobile Development ○ OnBase Expansion and GIS Integration ○ CLASS GIS Integration ○ One-click Site Report ○ System Documentation
Telecommunications Services	Select vendor(s) to provide local, long distance, telemetry, internet, cellular services, and phone system maintenance for a three-year period	\$850,000		<ul style="list-style-type: none"> • Release RFP October 5, 2018 • Request Board Approval January 4, 2019 • Execute contract(s) January 31, 2019
CLASS Database Software Licensing and Support	Purchase Actian Ingres database software licensing, support and maintenance for the CLASS system for a one-year period (November 30, 2018 through November 30, 2019)	\$225,341		<ul style="list-style-type: none"> • Request Board Approval September 7, 2018 • Execute contract November 30, 2018

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Office 365 Implementation	Acquire and implement Office 365 for SCAQMD staff	\$350,000	Pre-assessment evaluation and planning	<ul style="list-style-type: none"> • Request Board Approval and funding October 5, 2018 • Acquire Office 365 licenses • Develop implementation and migration plan • Implement Office 365 email (Exchange) and migrate all users • Implement Office 365 file storage (OneDrive for Business) and migrate users • Implement Office 365 internal website (SharePoint) and migrate existing content
Permitting System Automation Phase 1	New Web application to automate the filing of all permit applications with immediate processing and issuance of permits for specific application types: Dry Cleaners, Gas Stations and Automotive Spray Booths	\$694,705	<ul style="list-style-type: none"> • Phase 1 Automated filing for form 400A, Dry Cleaner, Spray Booth and Gas Station modules deployed to production • Facility ID Creation Module deployed to production 	<ul style="list-style-type: none"> • Upgraded GIS Map integration work • Phase 1 project outreach support

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2	Enhanced Web application to automate permit application process for Registration Equipment, IC Engines, and Vapor Recovery systems; and implement electronic permit folder and workflow for internal SCAQMD users	\$525,000	<ul style="list-style-type: none"> • December 2017 board action approving initial Phase 2 funding • May 2018 Phase 2 project startup and detail planning • Business process model approval 	<ul style="list-style-type: none"> • October Board action to seek remaining Phase 2 funding • Wire frame and user story development
Air Quality Index Rewrite and Migration	Develop new Web Service and/or Web Application Program Interface to migrate Air Quality Index function from FORTRAN computer to STA data management system	\$83,700	<ul style="list-style-type: none"> • AQI Calculation Web Service and Hourly Update development modified and enhanced to support AQ Sensors • Development work and initial acceptance testing completed • Acceptance testing completed and application moved to production 	<ul style="list-style-type: none"> • Post production monitoring and validation
Information Technology Review Implementation	Complete Board requested Information Technology review and initiate work on implementation of key recommendations	\$75,000	<ul style="list-style-type: none"> • Initiated Implementation Planning and Resource Requirements for key recommendations • Completed Steering Committee charter and agenda • Conducted recruitment process to fill Systems & Programming Supervisor position • Scheduled and completed Microsoft Project Plan training for all IM Managers, Supervisors and Secretaries • Established Information Technology Steering Committee (ITSC), members and charter 	<ul style="list-style-type: none"> • Office 365 Deployment planning • Configuration and deployment of Project Management software for IM team

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permit Application Status and Dashboard Statistics	New Web application to allow engineers to update intermediate status of applications; create dashboard display of status summary with link to FIND for external user review	\$100,000	<ul style="list-style-type: none"> December 2017 board letter funding approval April 2018 project startup and detail planning June 2018 Wireframe and user story approval 	<ul style="list-style-type: none"> Code development for Release 1
Agenda Tracking System Replacement	Replace aging custom agenda tracking system with state-of-the-art, cost-effective Enterprise Content Management (ECM) system, which is fully integrated with OnBase, SCAQMD's agency-wide ECM system	\$86,600	<ul style="list-style-type: none"> Released RFP December 4, 2015 Awarded contract April 1, 2016 Continued parallel testing Conducted survey of stakeholder satisfaction As a result of the survey responses, the decision was made to develop a custom user interface for the application. 	<ul style="list-style-type: none"> Revise project scope to include custom user interface Develop plan and schedule for revised scope
Replace Your Ride (RZR)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	\$211,820	<ul style="list-style-type: none"> Phase 2 Fund Allocation, Administration and Management Reporting modules deployed and in production 	<ul style="list-style-type: none"> Phase 3 collaboration with air districts for possible statewide RZR implementation
SCAQMD Mobile Application for Apple and Android phones	New mobile application to provide air quality and SCAQMD notification and event information	\$126,010	<ul style="list-style-type: none"> July board letter funding approval Wire frame approval 	<ul style="list-style-type: none"> Detail design Unit test case development
FIND System Replacement	Update and replace Facility Information Detail (FIND) application	\$148,150	<ul style="list-style-type: none"> Task order issued, evaluated and awarded Detail project planning in progress Wire frame approval 	<ul style="list-style-type: none"> Detail design Unit test case development

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing JWorks System	\$500,000	<ul style="list-style-type: none"> • Task order issuance, evaluation and award 	<ul style="list-style-type: none"> • Project startup and detail planning phase
Document Conversion Services	Document Conversion Services to convert paper documents stored at SCAQMD facilities to electronic storage in OnBase	\$82,000		<ul style="list-style-type: none"> • Release RFQ October 5, 2018 • Approve qualified vendors January 4, 2019

Shaded Projects – Projects completed and will be removed from this list on subsequent reports

Completed Projects	
Project	Date Completed
CLASS Database Software Licensing and Support	November 30, 2017
Website & Evaluation Improvements	January 6, 2018
Information Technology Review	January 31, 2018
Prequalify Vendor List for PCs, Network Hardware, etc.	February 3, 2018
Renewal of HP Server Maintenance & Support	April 6, 2018
Implementation of Enterprise Geographic Information System (EGIS)	May 30, 2018
Fiber Cable Network Infrastructure Upgrade	May 30, 2018

Item 9

DRAFT

BOARD MEETING DATE: September 7, 2018

AGENDA NO.

PROPOSAL: Issue Purchase Order for Ingres Relational Database Management System Software Support

SYNOPSIS: The Ingres Relational Database Management System is used for the implementation of the Central Information Repository database. This database is used by most enterprise-level software applications at the SCAQMD and currently supports a suite of client/server and web-based applications known collectively as the Clean Air Support System (CLASS). The CLASS applications are used to support all of the SCAQMD's core activities. Licensing, maintenance, and support for this software expires on November 29, 2018. This action is to issue a purchase order to Actian Corporation for a total amount not to exceed \$225,341. Funds for this expense are included in the FY 2018-19 Budget.

COMMITTEE: Administrative, July 13, 2018; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Procurement Manager to issue a purchase order to Actian Corporation (formerly Ingres Corporation) for Ingres Relational Database Management System software licensing, maintenance and support, for the period of November 30, 2018 through November 29, 2019, for a total amount not to exceed \$225,341.

Wayne Nastri
Executive Officer

WN:RM:MH:ej

Background

In December 2017, the SCAQMD entered into a one-year licensing, maintenance, and support and maintenance agreement for Ingres Relational Database Management System (RDBMS) software. The RDBMS software runs on three database servers for production, development, and ad hoc reporting. The production server hosts the Central Information Repository database. This database supports a collection of more than 30 client/server and web-based applications known as the Clean Air Support System (CLASS). The CLASS application suite supports permits administration and processing of equipment-based and facility-based permits; emissions offsetting, monitoring and

inventory management for New Source Review, RECLAIM and annual emission reporting operations; compliance-related complaints, inspection, assignment, notification, investigation and settlement operations; and financial accounts receivable operations. The development server supports software development for the CLASS and other computers accessing the Central Information Repository. The decision support server supports CLASS system ad-hoc query and reporting and web-based inquiry applications. These applications are an integral component of the SCAQMD's day-to-day responsibilities. The RDBMS software licensing, maintenance and support expires on November 29, 2018.

Ingres maintenance includes the following services:

Software Maintenance	Licensed product updates, enhancements, and repairs.
Software Support	Assistance in resolving online operating difficulties, system failures, Ingres application-related problems, potential system bugs, and installation and upgrade issues.

Sole Source Justification

Section VIII.B.2 of the Procurement Policy and Procedure identifies circumstances under which a sole source purchase award may be justified. This request for a sole source award is made under provision VIII.B.2.c.(2) because the project involves the use of proprietary technology, and provision VIII.B.2.c.(3) because the contractor has ownership of key assets required for project performance. Previous quotes indicated it would cost well over \$1 million to convert the CLASS applications to another relational database. Actian Corporation (formerly Ingres Corporation) is the sole manufacturer and provider of this software and therefore the only source for its maintenance and support licensing agreements.

Proposal

Staff recommends the issuance of a one-year purchase order for RDBMS software licensing, maintenance and support to provide continued support for SCAQMD's CLASS applications in an amount not to exceed \$225,341. Actian has performed well in the past providing timely technical support, updates and patches.

Resource Impacts

Sufficient funds are available in Information Management's FY 2018-19 Budget, Services and Supplies Major Object, Professional and Special Services account.

Item 10

DRAFT

BOARD MEETING DATE: September 7, 2018

AGENDA NO.

PROPOSAL: Amend Classification of Career Development Intern, and Adopt New Classification of Source Testing Manager

SYNOPSIS: The Career Development Intern program provides young adults who have transitioned from the foster care system with on-the-job training and experience, to prepare them for future job opportunities. This action is to amend the classification to expand the eligibility requirements to reach a wider pool of young adults in similar circumstances, and to increase the maximum term of these internships. In addition, this action is to add the new classification of Source Testing Manager; adopt the class specification; and adopt the Resolution amending the *Salary Resolution*. Funding for the Source Testing Manager position was included in the FY 2018-19 Budget.

COMMITTEE: Administrative, July 13, 2018; Recommended for Approval

RECOMMENDED ACTIONS:

1. Amend the Career Development Intern class specification (Attachment A).
2. Adopt the Source Testing Manager class specification (Attachment B).
3. Adopt the Resolution amending Sections 53 and 54 of the *Salary Resolution* to establish the salary for the new Source Testing Manager classification (Attachment C).

Wayne Nastri
Executive Officer

AJO:BB:mm

Background

In May 2015, at the request of the Los Angeles County Board of Supervisors, SCAQMD initiated a career development internship program, providing young adults who have transitioned from the foster care system with opportunities to gain invaluable on-the-job training and experience to increase their potential to successfully compete for full-time employment in the job market. To date, three Career Development Interns have participated in this program.

The Board's adopted FY 2018-19 Budget included funding for a new Source Testing Manager position, reporting to the Science and Technology Advancement Unit. However, a job classification was not adopted at that time.

Proposal

Career Development Intern

The Career Development Intern program provides transition-aged foster youth with job training opportunities. The youth selected for this program receive on-the-job training in one of several existing SCAQMD job classifications for which they may not otherwise meet the minimum qualifications of education or experience, such as Office Assistant, General Maintenance Helper, and Fleet Services Worker I.

Over the last three years, the program has had a positive impact on the participants and the SCAQMD; for example, one of the former interns was hired into a full-time Mail/Subscription Services Clerk position. To continue to build this program, this action seeks to expand the scope and requirements of the classification by extending the pool of eligible young adults to those in programs established by nonprofit organizations, and by allowing for longer term assignments to ensure adequate time for training is provided. The current maximum assignment is one year and staff recommends extending it to two years, as shown in the amendments to the classification of Career Development Intern (Attachment A).

Source Testing Manager

As part of the current fiscal year budget, a Source Testing Manager position was added to the Science and Technology Advancement staff. This new position will be responsible for managing the daily administration of the Source Testing Unit. It requires technical knowledge of source testing of commercial and industrial plant operations, especially energy-generation, chemical, and petroleum processes. Therefore, in order to initiate the recruitment process for this critical position, staff recommends the adoption of the new classification of Source Testing Manager (Attachment B), as well as the adoption of the Resolution amending the *Salary Resolution* to establish the salary for the new classification (Attachment C).

Resource Impacts

Funding for a Source Testing Manager position and two Career Development Intern positions are included in the FY 2018-19 Budget.

Attachments

Attachment A - Revised Class Specification for Career Development Intern

Attachment B – Proposed New Class Specification for Source Testing Manager

Attachment C - Resolution Amending Sections 53 and 54 of the *Salary Resolution*.

ATTACHMENT A CLASSIFICATION SPECIFICATION

TITLE: CAREER DEVELOPMENT INTERN

APPROVED:

SALARY

\$15.28 Hourly
\$1,222.40 Bi-Weekly
\$2,648.53 Monthly
\$31,782.40 Annually

DEFINITION: Under close supervision in a training capacity, performs a variety of structured, on-the-job training duties depending on the assignment. Depending on assignment, participates in entry-level work in fleet services, general maintenance, mail room, general office administration, print shop, or storekeeping.

CLASSIFICATION STANDARDS: This is a multi-position, training-level class. Incumbents participate in entry-level work in a training capacity in one of the following job classifications: Fleet Services Worker I, General Maintenance Helper, Mail Subscription Services Clerk, Office Assistant, Print Shop Duplicator, or Stock Clerk. Career Development Interns participate in a structured on-the-job training assignment in preparation for successful progression into one of the above jobs. Such jobs are not guaranteed, as they are only filled through competitive processes. Career Development Intern assignments are limited, and are not to exceed onetwo years. ~~During this year, Incumbents~~ are expected to gain valuable competitive experience, knowledge, skills and abilities as they engage in the following essential job functions:

ESSENTIAL DUTIES (Depending on assignment, may include, but not be limited to):

Fleet Services Worker: Under close supervision, may remove and replace oil filters, air filters, hoses, fan belts, light bulbs, windshield wipers, or other vehicle accessories, as needed; dispense fuel to fleet and rideshare vehicles and controls the parking of vehicles in SCAQMD parking lots; load and unload vehicles operated; sort and route mail and do clerical work as required; clean automotive compound area; keep records and make reports; ensure vehicles are checked and serviced.

General Maintenance Helper: Under close supervision, may assist others in the repair of machinery and equipment and may perform less difficult tasks independently; assist in the installation and maintenance of electrical equipment such as generators, motors, transformers, switches, controls and circuits; set up machinery and tools and prepares work sites; move materials, equipment and machinery; assist in the construction and repair of structures and fixtures, painting, and installation of hardware.

Mail/Subscription Services Clerk: Under close supervision, may collect and deliver United States, private carrier, and intra-SCAQMD mail, correspondence, packages, and other materials according to established procedures and routes; sort, weigh, and determine means of mail delivery for outgoing mail and packages; pack or unpack materials; operate, maintain, and monitor postage meter machines, electronic scales, and other equipment; operate labeling and printing equipment when preparing mailing labels; assemble and insert materials for mailing; may operate a computer or word processor while making additions, deletions, and other modifications to mailing lists; research mailing list databases and compile new lists for targeted mailings.

Office Assistant: Under close supervision, may type letters, reports, charts, tables, case records, vouchers, or similar documents; proofread finished copy to correct grammar, punctuation, and spelling; process a variety of documents according to established policies and procedures; refer difficult or technical inquiries to other staff; file documents; prepare, arrange, index, cross file and maintain computerized and manual records, logs, rosters and registers; compile data for general information purposes and individual requests for special reports and projects by extracting and/or tabulating information from a variety of sources and predetermined forms or procedures; answer telephone and route incoming calls; direct individuals to appropriate offices and staff; receive, open, and time stamp mail; sort and log correspondence; deliver and pick up various materials, stuff envelopes, and assemble packages for mailing; provide a variety of basic, administrative support duties for management and supervisory personnel, as directed.

Print Shop Duplicator: Under close supervision, may set up and operate computer-controlled duplicating equipment in the production of forms, notices, reports, maps, specifications and other materials, utilizing various sizes and weights of paper, large solids, continuous tone, half-tone and line work; provide advice regarding format, layout, and machine capabilities and alternative methods of duplication; clean, lubricate, adjust and make minor repairs to equipment; perform related work, such as collating, binding, cutting, trimming, padding and punching; operate other types of duplicating equipment.

Stock Clerk: Under close supervision, may stock inventory supply items on shelves or in bins; receive, stock or store supplies, furniture, and equipment; assemble and complete requisition orders; deliver and distribute supplies, equipment, and furniture to various divisions and offices; receive supplies, equipment, and furniture delivered from vendors; move items to the stockroom and warehouse; assist in the inventory and tagging of fixed assets; assist in the disposition of surplus equipment; prepare and maintain records pertaining to the receipt, storage, and distribution of supplies, furniture, and equipment; inventory and reorder stockroom supplies as directed.

All Classes: May perform other related duties as required or assigned.

MINIMUM REQUIREMENTS:

Special Requirements: Current enrollment in, completion of, or current or past eligibility for a California County Department of Children and Family Services' and Probation Department's Independent Living Program; or current enrollment in the Department of Public Works' and Probation Department's Youth Opportunity Program; or current participation in a nonprofit organization program that provides young adults emancipated from a state or local foster care system with job training and career development.

Preparation: Education, knowledge, skills, training OR experience that would demonstrate the capacity to learn and perform the essential duties of the position to which assigned.

Driver's License: Some positions in this classification, depending upon assignment, require possession of a valid California Class C Driver's License to perform job-related essential functions. Candidates offered these positions would be required to show proof of a driver's license before appointment. Some applicants for this position will be required to present a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. License must not be suspended, restricted, or revoked. An applicant whose driving record shows significant moving violations, and/or at fault accidents, may not be appointed to position that would require operation of a motor vehicle while on duty.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant

to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the Human Resources Manager over Recruitment and Selection for assistance.

Physical Classes:

General Maintenance Helper is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working or irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

Fleet Services Worker is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working or irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

Mail/Subscription Service Clerk is Physical Class II – Light: This class includes administrative and clerical positions requiring light physical effort, which may include occasional light lifting to a 10-pound limit, and some bending, stooping, or squatting. Considerable ambulation may be involved.

Office Assistant is Physical Class II – Light: This class includes administrative and clerical positions requiring light physical effort, which may include occasional light lifting to a 10-pound limit, and some bending, stooping, or squatting. Considerable ambulation may be involved.

Print Shop Duplicator is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, occasional lifting of objects weighing over 70 pounds, and frequent lifting of 10-25 pounds.

Stock Clerk is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working or irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

ATTACHMENT B CLASSIFICATION SPECIFICATION

TITLE: SOURCE TESTING MANAGER

APPROVED:

DEFINITION: Under direction of an Assistant Deputy Executive Officer, manages and provides technical and administrative direction to a unit engaged in a program of air quality control; and does other related work as required.

CLASSIFICATION STANDARDS: This single-position management class is characterized by the responsibility for managing the daily administration of the Source Testing Unit. This class is distinguished by the technical knowledge of source testing of commercial and industrial plant operations, especially energy-generation, chemical and petroleum processes.

ESSENTIAL DUTIES:

Manages the daily administration and operation of the Source Testing Program of the Monitoring and Analysis Units in Science and Technology Advancement.

Supervises professional and technical personnel in the source testing and stack monitoring program; and ensures adherence with the overall goals, objectives and operating procedures of the Source Testing Unit.

Oversees through subordinate staff, the implementation of source testing along with Continuous Emissions Monitors by consultants and/or facilities to ensure compliance with the SCAQMD's or other agency regulations.

Organizes, trains, assigns, reviews and evaluates the work of assigned staff, prepares performance appraisals, and provides technical and administrative supervision, support, coaching and guidance, as necessary.

Identifies and regularly tests all major or sensitive industrial sources of air contaminants.

Develops testing procedures to determine what types of sources contain the greatest number of air contaminants; identifies sources of emissions which are out of compliance with clean air standards and makes recommendations as to the curtailment or reduction of the identified emissions.

Develops source testing and sampling procedures for sources of air contaminants that have not been tested before, such as solid waste, toxic or hazardous materials.

Develops technical specifications and operational guidelines for the Mobile Source Testing Van.

Helps oversee the acceptance of outside laboratories into the Laboratory Approval Program (LAP).

Directs the development and implementation of source sampling equipment which is made specifically to meet a variety of source testing needs.

TITLE: SOURCE TESTING MANAGER (continued)

Reviews proposed ordinances, resolutions, rules and regulations for enforceability and recommends their adoption, enactment or amendment; analyzes methods and procedures to ensure that application is consistent with SCAQMD rules; develops and revises standardized policies and procedures in the application of the rules; and coordinates with other SCAQMD divisions to ensure consistency of rules application.

May directly participate in the development and adoption of rules that relate to specific commercial or industrial operations.

Coordinates with other divisions and makes recommendations on the review and application of the efficient utilization of SCAQMD staff that inspect commercial and industrial operations.

Prepares and monitors the Unit budget and helps modify, as needed, fees related to the Source Test Unit; recommends resource allocation and fixed asset purchases to meet the actual and anticipated needs of SCAQMD.

Serves as liaison with other SCAQMD offices and public agencies on source testing matters; and may testify in court or before a hearing body.

Advises the Deputy Executive Officer over Science and Technology Advancement on technical matters related to the Source Testing Program.

May supervise staff in one or more units within the division.

MINIMUM REQUIREMENTS:

Training and experience which would demonstrate the knowledge, skills, and abilities in applying chemical and engineering principles to petroleum and chemical processing, electronic and mechanical operations of air monitoring equipment and commercial and industrial plants; knowledge of technical methods and applications involved in the testing and analysis of sources of air contaminants; familiarity with local, State, and federal laws relating to air pollution matters.

Ability to manage personnel through subordinate supervisors; provide innovative solutions to technical problems, such as the application or enforceability of rules and regulations; communicate effectively with all levels of management both orally and in writing; represent the SCAQMD at public meetings and hearings; and resolve sensitive problems involving the public and industry representatives.

Evidence of the required experience, knowledge, skills and abilities may be demonstrated, in part, by graduation with an undergraduate or graduate degree from an accredited college or university, preferably with a major emphasis in chemistry, engineering, physics or a related field.

Evidence of the required experience, knowledge, skills and abilities may also be demonstrated, in part, by either: one year of experience in source testing as a Supervising Air Quality Engineer; or one year of experience as a Senior Air Quality Engineer and two years of source testing experience at the Air Quality Engineer II level; or equivalent.

ATTACHMENT C

RESOLUTION NO. 18-_____

A Resolution of the South Coast Air Quality Management District Board amending SCAQMD's *Salary Resolution* to establish the new classification of Source Testing Manager at an annual salary range of \$104,926 - \$138,367.

WHEREAS, the Governing Board of the South Coast Air Quality Management District exercises its duty to review and determine appropriate wages, hours, and other terms and conditions of employment provided to employees.

THEREFORE, BE IT RESOLVED that the Board of the South Coast Air Quality Management District, State of California, in regular session assembled on July 6, 2018, does hereby amend SCAQMD's *Salary Resolution* to establish the new classification of Source Testing Manager at an annual salary range of \$104,926 - \$138,367.

DATE: _____

CLERK OF THE BOARDS

Item 11

DRAFT

BOARD MEETING DATE: September 7, 2018

AGENDA NO.

PROPOSAL: Execute Contract for Planning, Organizing, and Facilitating SCAQMD's Martin Luther King, Jr. Day of Service Forum and Cesar Chavez Day of Remembrance

SYNOPSIS: At the June 1, 2018 meeting, the Board approved release of an RFP to solicit proposals for planning, organizing, and facilitating two annual air quality events. Three proposals were submitted to the Administrative Committee for consideration at its July 13, 2018 meeting. After the Committee interviewed representatives of each of the firms, (CONTRACTOR) was selected to be recommended to the full Board. This action is to execute a one-year contract with (CONTRACTOR) in an amount not to exceed \$150,000.

COMMITTEE: Administrative, July 13, 2018; Recommended for Approval

RECOMMENDED ACTIONS:

1. Authorize the Chairman to execute a contract with (CONTRACTOR) for planning, organizing, and facilitating two annual air quality events, in amounts not to exceed \$150,000, with option for up to two one-year term renewals, upon satisfactory performance, at the Board's discretion, and availability of funds.
2. Appropriate \$150,000 from the General Fund, Undesignated Fund Balance, to the Legislative & Public Affairs FY 2018-19 budget, Services and Supplies Major Object.

Wayne Natri
Executive Officer

DJA:FW:RAR

Background

For the last four years, SCAQMD has annually hosted two separate events: Martin Luther King, Jr. Day of Service Forum, and Cesar Chavez Day of Remembrance. Board Members, students, individuals from across the region, and civil rights activists

from various communities attend the events. SCAQMD's engagement with the public through these events enables diverse members of the community to come together to commemorate social and environmental progress. These events also provide SCAQMD with an opportunity to educate and provide information to attendees on ways we can work together to improve air quality.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders were also notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP was emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Three proposals were received in response to the RFP. The proposals were evaluated and scored by a three-member evaluation panel. Three proposals were considered technically qualified and forwarded to the Administrative Committee for its consideration. The Attachment presents the scores and total costs for the proposals received.

The evaluation panel consisted of the following SCAQMD staff: one (1) Assistant Deputy Executive Officer, one (1) Community Relations Manager, and one (1) Senior Public Information Specialist. Of the three panelist, two were African-American, and one Caucasian; two male, and one female.

Resource Impacts

It is necessary to appropriate \$150,000 from the General Fund, Undesignated Fund Balance, to the Legislative & Public Affairs FY 2018-19 budget, Services and Supplies Major Object.

Attachment

RFP #P2018-14 Scores and Cost Matrix

RFP #P2018-14 Scores and Cost Matrix

Proposal	Technical Score	Cost	Cost Points	Additional Points	Total Score
Fruition Consulting	57	\$137,525	29.4	17	103.4
Evan Brooks Associates, Inc.	56	\$135,000	30.0	15	101.0
Lee Andrews Group	67	\$150,000	26.7	15	108.7

Item 12

DRAFT

BOARD MEETING DATE: September 7, 2018

AGENDA NO.

PROPOSAL: Issue RFP for Legislative Representation in Washington, D.C.

SYNOPSIS: The current contracts for legislative representation in Washington, D.C. expire on January 14, 2019. This action is to issue an RFP for legislative representation and consulting services for SCAQMD in Washington, D.C. for 2019. The RFP will also indicate that the contract(s) may be extended for up to two additional one-year terms.

COMMITTEE: Administrative, July 13, 2018; Recommended for Approval

RECOMMENDED ACTION:

Approve release of RFP #P2019-03 to solicit proposals for legislative representation in Washington, D.C. at a cost not to exceed \$440,000 for the initial one-year period.

Wayne Natri
Executive Officer

DJA:LTO:RAR

Background

As one of the largest air quality regulatory agencies in the United States and a leader in air quality innovation, the SCAQMD is an important contributor to the national policymaking discussions relevant to air quality related issues. SCAQMD requires representation in Washington, D.C. to ensure that SCAQMD's input and policy priorities are conveyed in a timely and effective manner during the federal legislative and policy-setting process. It is critical that SCAQMD be involved in policy development relating to federal air quality legislation, federal Clean Air Act implementation, subvention funding and special grants, and other related issues, and that all these issues are closely monitored.

Staff recommends continuing direct representation and advocacy of SCAQMD's policy positions on environmental issues in Washington, D.C. The current SCAQMD contracts for legislative representation in Washington, D.C. expire on January 14, 2019.

Much of the 2019 SCAQMD legislative goals and objectives in Washington, D.C. will depend on the outcome of the 2018 legislative session. However, many of the prior years' program elements are expected to continue and be built upon in the coming session in Washington, D.C. This ongoing presence at the federal level is essential for the achievement of meaningful progress. As a reference, the 2019 legislative goals and objectives may be broadly divided into four categories: working closely with the federal government to have the U.S. EPA effectively address mobile sources which are primarily under their jurisdiction; pursuing appropriation requests or other funding opportunities to support clean technology advancement and fleet conversion, alternative fuel infrastructure and ambient monitoring programs; policy advocacy to further the pursuit of clean air objectives, the reduction of toxic emissions, and climate change initiatives with emphasis on co-benefits at the federal level; and policy advocacy regarding the federal offset requirements under the Clean Air Act.

The 2019 SCAQMD legislative goals and objectives in Washington, D.C. will be focused on facilitating attainment of federal clean air standards within the South Coast region largely through work with Congress, the White House, federal, state and local agencies, business, environmental and community groups, and other stakeholders. The 2019 legislative priorities will likely include the following:

Technology Advancement

Maintain and/or expand funding opportunities for advanced clean technologies and clean air research, development, demonstration and deployment programs, including those related to:

- Zero- and near-zero emission technologies;
- Clean vehicles (such as light-, medium- and heavy-duty vehicles, locomotives, marine vessels, and aircraft technologies), clean fuels and refueling technologies and infrastructure;
- Clean energy sources;
- Implementation of the AQMP; and
- Implementation of the Community Air Toxics Initiatives and AB 617.

Marine Vessels

Pursue legislative and/or administrative policies that will further reduce marine vessel emissions and ensure, through regulatory and/or incentive-based policies that the cleanest-operating vessels come to U.S. and California ports.

Surface Transportation & Goods Movement

Enhance the provisions of surface transportation reauthorization legislation (i.e., successor legislation to the MAP-21 law) to better include air quality considerations as approved by the Board.

Locomotives

Pursue efforts to reduce locomotive emissions, through regulatory and/or incentive-based policies.

Reduction of Toxic Emissions

Expand funding under the Diesel Emission Reduction Act, and Targeted Airshed Grants, and through other legislative and administrative programs, to reduce toxic emissions, and the public's exposure to toxic emissions, within the South Coast region.

Clean Air Act

Ensure adequate SCAQMD authority and fairness for Southern California under the federal Clean Air Act (CAA) and extend or enhance SCAQMD's subvention funding under CAA Sections 103 and 105.

National Ambient Air Quality Standards and SIP

Support policies that protect science-driven and health-based determinations of national ambient air quality standards.

Support legislation and/or administrative efforts to streamline and provide flexible implementation of SIP requirements, as needed, to ensure feasibility of attainment.

Climate Change

Seek to influence climate change initiatives and facilitate their implementation at the local level, to promote co-benefits with criteria pollutants and air toxics reduction, consistent with the Board's policy.

Ultra Low NOx Standard for Heavy Duty Trucks

Pursue U.S. Environmental Protection Agency rulemaking for Ultra Low NOx Standard for Heavy-Duty Trucks to establish a national standard which will significantly improve air quality and establish confidence among the heavy-duty vehicle manufacturers to continue investment in the research, development, demonstration and production of cleaner engines.

New Source Review Offsets

Modernize federal New Source Review offset requirements for areas where the supply of offsets is inadequate, while furthering the pursuit of clean air objectives.

Environmental Justice

Support legislation which promotes environmental justice initiatives that will reduce localized health risks, develop clean air technologies that directly benefit disproportionately impacted communities, and enhance community participation in decision-making.

The 2019 legislative priorities for SCAQMD will be further refined and presented to the Board's Legislative Committee and the full Board for approval later in the year, as determined by the course of events in 2018.

Proposal

SCAQMD seeks the services of a contractor or contractors to support the SCAQMD Board's goals and objectives for 2019 in Washington D.C. The selected firm(s) will be expected to provide a variety of services consistent with Board direction. Total funding for the initial year shall be up to a maximum amount of \$440,000. The contract(s) may include an option for two annual renewals, contingent on satisfactory performance and approval of subsequent budgets, at the SCAQMD Board's discretion.

Bid Evaluation

Proposals received will be initially evaluated by a diverse panel of qualified individuals according to the criteria described in the attached RFP #P2019-03. The Legislative Committee of the Board is expected to conduct oral interviews of the most highly qualified bidders and will make a recommendation to the full Board for approval.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids will be published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, Riverside County's Press Enterprise, Politico and The Hill newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may be notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP will be emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>) where it can be viewed by making the selection "Grants & Bids."

Resource Impacts

The funding for the first year is available in the Legislative & Public Affairs FY 2018-19 Budget. Funding for the two optional one-year extensions is contingent upon Board approval for the respective fiscal years.

Attachment

RFP #P2019-03 for Legislative Representation in Washington, D.C.



SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

REQUEST FOR PROPOSALS

FOR LEGISLATIVE REPRESENTATION IN WASHINGTON, D.C.

P2019-03

South Coast Air Quality Management District (SCAQMD) requests proposals for the following purpose according to terms and conditions attached. In the preparation of this Request for Proposals (RFP) the words "Proposer," "Contractor," "Consultant," "Bidder" and "Firm" are used interchangeably.

PURPOSE

SCAQMD requires representation in Washington, D.C. to ensure that SCAQMD's input and policy priorities are conveyed in a timely and effective manner during the federal legislative and policy-setting process. It is critical that SCAQMD be involved in policy development relating to federal air quality legislation, federal Clean Air Act implementation, subvention funding and special grants, and other related issues, and that all these issues are closely monitored.

The intent of this RFP is for SCAQMD to contract with outside representative(s) knowledgeable in air quality-related issues to provide assistance with and representation of SCAQMD policy positions and funding needs before the Congress, the White House and federal agencies. Consultant(s) shall be paid on a monthly basis for services rendered at an agreed upon Flat Monthly Fee and actual costs incurred for out-of-pocket expenses. The current SCAQMD contracts for legislative representation in Washington, D.C. expire on January 14, 2019.

The selected firm(s) will be expected to provide a variety of services, to be outlined in the work statement, and consistent with SCAQMD Governing Board direction. Total funding for the initial year shall be up to a maximum amount of \$440,000. The contract(s) may include an option for two annual renewals, contingent on satisfactory performance and approval of subsequent budgets, at the SCAQMD Board's discretion.

INDEX - The following are contained in this RFP:

Section I	Background/Information
Section II	Contact Person
Section III	Schedule of Events
Section IV	Participation in the Procurement Process
Section V	Statement of Work/Schedule of Deliverables
Section VI	Required Qualifications
Section VII	Proposal Submittal Requirements
Section VIII	Proposal Submission
Section IX	Proposal Evaluation/Contractor Selection Criteria
Section X	Funding
Section XI	Sample Contract

Attachment A - Participation in the Procurement Process
Attachment B - Certifications and Representations

SECTION I: BACKGROUND/INFORMATION

From time to time, SCAQMD requires the assistance of outside counsel having special expertise and experience as one of the largest air quality regulatory agencies in the United States and a leader in air quality innovations, SCAQMD is an important contributor to the national policymaking discussions relevant to air quality related issues. Given the fluid activity in Congress, the Administration and within federal agencies on air quality matters, our mandates to achieve National Ambient Air Quality Standards, and the large portion of federally regulated sources of pollution that challenge our ability to achieve attainment in the South Coast region, it is imperative that SCAQMD maintain a strong presence in Washington, D.C. Thus, SCAQMD seeks a contractual agreement with consultant(s) to support the SCAQMD Governing Board's Federal Legislative goals and objectives for 2019 in Washington D.C., in accordance with the requirements of this RFP.

Much of the 2019 SCAQMD legislative goals and objectives in Washington, D.C. will depend on the outcome of the 2018 legislative session. However, many of the prior years' program elements are expected to continue and be built upon in the coming session in Washington, D.C. This ongoing presence at the federal level is essential for the achievement of meaningful progress. As a reference, the 2019 legislative goals and objectives may be broadly divided into four categories: working closely with the federal government to have the U.S. Environmental Protection Agency effectively address mobile sources which are primarily under their jurisdiction; pursuing appropriation requests or other funding opportunities to support clean technology advancement, fleet conversion, alternative fuel infrastructure and ambient monitoring programs; policy advocacy to further the pursuit of clean air objectives, the reduction of toxic emissions, and climate change initiatives with emphasis on co-benefits at the federal level; and policy advocacy to modernize the federal offset requirements under the Clean Air Act.

The 2019 SCAQMD legislative goals and objectives in Washington, D.C. will be focused on facilitating attainment of federal clean air standards within the South Coast region largely through work with Congress, the White House, federal, state and local agencies, business, environmental and community groups, and other stakeholders. The 2019 legislative priorities will likely include the following:

Technology Advancement

Maintain and/or expand funding opportunities for advanced clean technologies and clean air research, development, demonstration and deployment programs, including those related to:

- Zero- and near-zero emission technologies;
- Clean vehicles (such as light-, medium- and heavy-duty vehicles, locomotives, marine vessels, and aircraft technologies), clean fuels and refueling technologies and infrastructure;
- Clean energy sources;
- Implementation of Board-approved Air Quality Management Plan; and
- Implementation of Community Air Toxics Initiatives.

Marine Vessels

Pursue legislative and/or administrative policies that will further reduce marine vessel emissions and will ensure, through regulatory and/or incentive-based policies that the cleanest-operating vessels come to U.S. ports.

Surface Transportation & Goods Movement

Enhance the provisions of surface transportation reauthorization legislation (i.e., successor legislation to the MAP-21 law) to better include air quality considerations as approved by the Board.

Locomotives

Pursue efforts to reduce locomotive emissions, through regulatory and/or incentive-based policies.

Reduction of Toxic Emissions

Expand funding under the Diesel Emission Reduction Act and Targeted Airshed Grants, and through other legislative and administrative programs, to reduce toxic emissions, and the public's exposure to toxic emissions, within the South Coast region.

Clean Air Act

Ensure adequate SCAQMD authority and fairness for Southern California under the federal Clean Air Act (CAA) and extend or enhance SCAQMD's subvention funding under CAA Sections 103 and 105.

National Ambient Air Quality Standards and SIP

Support policies that protect science-driven and health-based determinations of national ambient air quality standards.

Support legislation and/or administrative efforts to streamline and provide flexible implementation of SIP requirements, as needed, to ensure feasibility of attainment.

Climate Change

Seek to influence climate change initiatives and facilitate their implementation at local levels, to promote co-benefits with NAAQS and air toxics reduction, consistent with the Board's policy.

Ultra Low NOx Standard for Heavy Duty Trucks

Pursue U.S. Environmental Protection Agency rulemaking for Ultra Low NOx Standard for Heavy Duty Trucks to establish a national standard which will significantly improve air quality and establish confidence among the heavy duty vehicle manufacturers to continue investment in the research, development, demonstration and production of cleaner engines.

New Source Review Offsets

Modernize federal New Source Review offset requirements for areas where the supply of offsets is inadequate, while furthering the pursuit of clean air objectives.

Environmental Justice

Support legislation which promotes environmental justice initiatives that will reduce localized health risks, develop clean air technologies that directly benefits disproportionately impacted communities, and enhance community participation in decision-making.

The 2019 legislative priorities for SCAQMD will be further refined and presented to the Board's Legislative Committee and the full Board for approval later in the year, as determined by the course of events in 2018.

SECTION II: CONTACT PERSON:

Questions regarding the content or intent of this RFP or on procedural matters should be addressed to:

Ricardo A. Rivera, Legislative, Public Affairs, and Media
SCAQMD
21865 Copley Drive
Diamond Bar, CA 91765-4178
(909) 396-3069

SECTION III: SCHEDULE OF EVENTS

Date	Event
September 7, 2018	RFP Released
October 9, 2018	Proposals Due to SCAQMD – No Later Than 4:00 p.m.
October 9-19, 2018	Proposal Evaluations
November 9, 2018	Interviews, if required
December 7, 2018	Governing Board Approval
December 14, 2018	Anticipated Contract Execution

SECTION IV: PARTICIPATION IN THE PROCUREMENT PROCESS

It is the policy of SCAQMD to ensure that all businesses including minority business enterprises, women business enterprises, disabled veteran business enterprises and small businesses have a fair and equitable opportunity to compete for and participate in SCAQMD contracts. Attachment A to this RFP contains definitions and further information.

SECTION V: STATEMENT OF WORK/SCHEDULE OF DELIVERABLES**A. Statement of Work**

Under the direction of the SCAQMD Executive Officer or Deputy Executive Officer of Legislative & Public Affairs, and, as appropriate, in coordination with SCAQMD's staff, the Consultant(s) will gather information, provide advice and assistance, and/or advocate positions on legislative/regulatory matters in Washington, D.C., on behalf of SCAQMD as it directly pertains to air quality-related issues, energy and climate issues, transportation issues, the federal Clean Air Act, and related issues.

The selected Consultant(s) will perform services on legislative/regulatory matters, including but not necessarily limited to the following:

1. Preparation of a strategic plan for the upcoming legislative year by no later than January 31, 2019, to ensure maximizing SCAQMD Board and staff participation and involvement, with an emphasis on increasing federal air quality program funding for the South Coast Air Basin; protecting the legal authorities of SCAQMD; promoting SCAQMD federal policy priorities, and reducing emissions from federally-controlled mobile sources;
2. Securing the support of SCAQMD's mission and positions by the decision-makers in the legislative and administrative bodies of the United States government;
3. Advising SCAQMD on federal issues as requested or as deemed necessary;
4. Advocating positions as directed by SCAQMD, on all identified and/or drafted legislation and administrative and other policy proposals; providing testimony at committee and other special hearings; and providing written communications to legislators, key administrative officials, and other staff regarding such legislation;
5. Assisting in the development of SCAQMD positions on identified air quality-related federal legislative proposals;
6. Producing materials destined for strategic distribution or inclusion in SCAQMD legislative committee/Board proceedings;
7. Reviewing and providing editorial and technical revisions and quality control for legislative materials destined for distribution or inclusion in SCAQMD legislative committee/Board proceedings;
8. Aiding SCAQMD in making appropriate contact(s) as the Agency participates directly in federal legislative negotiations, including securing additional federal funds for SCAQMD's clean air programs and activities;
9. Advising/assisting SCAQMD in presentation of requests to U.S. EPA or other federal agencies on policy matters impacting SCAQMD operations or its ability to meet the federal clean air standards;
10. Coordination of meetings for SCAQMD Board members and their executive or legislative staff with federal legislators and/or officials, as well as gathering proper briefing materials for each meeting;
11. Attending and participating in meetings exclusively on behalf of SCAQMD with legislative representatives and administration members and appointees;

12. Assisting with the development of a national stakeholder network and/or coalition to help facilitate national support for SCAQMD policy and funding priorities; and
13. Assisting with coordination, as needed, with any SCAQMD conferences, forums, symposia, meetings and/or briefings that are held in Washington, D.C. or otherwise related to federal issues.

B. Schedule of Deliverables

1. A written strategic and tactical implementation plan for 2019;
2. Written and/or oral communications to SCAQMD, in a timely manner, on federal legislation or policy matters having a potential to affect SCAQMD objectives;
3. Written analyses on federal legislation having a potential to affect air quality objectives;
4. Oral and/or written reports on federal legislative/policy meetings attended or monitored on behalf of SCAQMD;
5. Oral and/or written briefings to the SCAQMD Legislative Committee and/or Governing Board on federal legislation or policy, as determined by SCAQMD. These briefings may take place in person, by teleconference, or in writing;
6. Oral and/or written recommendations regarding SCAQMD positions on, and strategies for, federal air quality-related legislation or policies within 14 days of a request by SCAQMD;
7. Oral and/or written recommendations regarding ways to increase federal appropriations or other funding opportunities for clean air efforts in the Southern California region;
8. Written communications to legislators and key administrative officials conveying SCAQMD positions on various bills and administrative actions;
9. Preparing and presenting testimony before Congressional committees and/or federal agency hearings;
10. Attending and participating in meetings exclusively on behalf of SCAQMD with legislative representatives and administration members and appointees;
11. Negotiating bill language, policies or other federal agency provisions related to environmental, transportation or air quality issues;
12. A monthly written briefing covering pertinent administrative/legislative activities;
13. Written quarterly reports, a year-end report, and a year-end presentation delineating and summarizing relevant administrative and legislative actions;
14. An original signed confidentiality agreement; and

15. Maintaining records from which the correctness of all written records and filings can be verified. These records are to be open to inspection by SCAQMD or its representatives during normal business hours.

SECTION VI: REQUIRED QUALIFICATIONS

- A. Persons or firms proposing to bid on this proposal must be qualified and experienced in representing and advising governmental agencies and must submit qualifications demonstrating extensive experience and expertise in the following areas:
 1. Political and legislative analysis of the federal Clean Air Act;
 2. Preparing policy positions on environmental and air quality issues;
 3. Legislative monitoring and bill tracking;
 4. Congressional appropriations process;
 5. Preparing and presenting testimony before Congressional committees and/or federal agency hearings;
 6. Negotiating bill language, policies or other federal agency provisions related to environmental, transportation, energy or air quality issues;
 7. Ability to work proactively and productively with all political affiliations and points of view; and
 8. Demonstrated ability in successfully seeking and securing funding for represented clients.
- B. Proposer must submit the following:
 1. Resumes or similar statement of qualifications of person or persons who may be designated as lead Consultant for SCAQMD projects;
 2. List of representative clients; and
 3. Summary of Proposer's general qualifications to meet required qualifications and fulfill statement of work, including additional Firm personnel and resources beyond those of the designated lead Consultant.

SECTION VII: PROPOSAL SUBMITTAL REQUIREMENTS

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in elimination from proposal evaluation. SCAQMD may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates (<http://www.aqmd.gov/grants-bids>). The cost for developing the proposal is the responsibility of the Contractor, and shall not be chargeable to SCAQMD.

Each proposal must be submitted in three separate volumes:

- Volume I - Technical Proposal
- Volume II - Cost Proposal
- Volume III - Certifications and Representations included in Attachment B to this RFP, must be completed and executed by an authorized official of the Contractor.

A separate cover letter including the name, address, and telephone number of the contractor, and signed by the person or persons authorized to represent the Firm should accompany the proposal submission. Firm contact information as follows should also be included in the cover letter:

1. Address and telephone number of office in, or nearest to, Diamond Bar, California.
2. Name and title of Firm's representative designated as contact.

A separate Table of Contents should be provided for Volumes I and II.

VOLUME I - TECHNICAL PROPOSAL

DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL VOLUME

Summary (Section A) - State overall approach to meeting the objectives and satisfying the scope of work to be performed, the sequence of activities, and a description of methodology or techniques to be used.

Program Schedule (Section B) - Provide projected milestones or benchmarks for completing the project (to include reports) within the total time allowed.

Project Organization (Section C) - Describe the proposed management structure, program monitoring procedures, and organization of the proposed team. Provide a statement detailing your approach to the project, specifically address the Firm's ability and willingness to commit and maintain staffing to successfully complete the project on the proposed schedule.

Qualifications (Section D) - Describe the technical capabilities of the Firm. Provide references of other similar studies or projects performed during the last five years demonstrating ability to successfully complete the work. Include contact name, title, and telephone number for any references listed. Provide a statement of your Firm's background and related experience in performing similar services for other governmental organizations.

Assigned Personnel (Section E) - Provide the following information about the staff to be assigned to this project:

1. List all key personnel assigned to the project by level, name and location. Provide a resume or similar statement describing the background, qualifications and experience of the lead person and all persons assigned to the project. Substitution of project manager or lead personnel will not be permitted without prior written approval of SCAQMD.
2. Provide a spreadsheet of the labor hours proposed for each labor category at the task level.
3. Provide a statement indicating whether or not 90% of the work will be performed within the geographical boundaries of SCAQMD.

4. Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project, particularly with reference to management consulting, governmental practices and procedures, and technical matters.
5. Provide a summary of your Firm's general qualifications to meet required qualifications and fulfill statement of work, including additional Firm personnel and resources beyond those who may be assigned to the project.

Subcontractors (Section F) - This project may require expertise in multiple technical areas. List any subcontractors that will be used, identifying functions to be performed by them, their related qualifications and experience and the total number of hours or percentage of time they will spend on the project.

Conflict of Interest (Section G) - Address possible conflicts of interest with other clients affected by actions performed by the Firm on behalf of SCAQMD. SCAQMD recognizes that prospective Contractors may be performing similar projects for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. Although the Proposer will not be automatically disqualified by reason of work performed for such clients, SCAQMD reserves the right to consider the nature and extent of such work in evaluating the proposal.

Additional Data (Section H) - Provide other essential data that may assist in the evaluation of this proposal.

VOLUME II - COST PROPOSAL

Name and Address - The Cost Proposal must list the name and complete address of the Proposer in the upper left-hand corner.

Cost Proposal – SCAQMD anticipates awarding a fixed price contract. Cost information must be provided as listed below:

1. Detail must be provided by the following categories:
 - A. Labor – The Cost Proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. Costs should be estimated for each of the components of the work plan.
 - B. Subcontractor Costs - List subcontractor costs and identify subcontractors by name. Itemize subcontractor charges per hour or per day.
 - C. Travel Costs - Indicate amount of travel cost and basis of estimate to include trip destination, purpose of trip, length of trip, airline fare or mileage expense, per diem costs, lodging and car rental.
 - D. Other Direct Costs -This category may include such items as postage and mailing expense, printing and reproduction costs, etc. Provide a basis of estimate for these costs.
2. It is the policy of the SCAQMD to receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services. SCAQMD will give preference, where appropriate, to vendors

who certify that they will provide “most favored customer” status to the SCAQMD. To receive preference points, Proposer shall certify that SCAQMD is receiving “most favored customer” pricing in the Business Status Certifications page of Volume III, Attachment B – Certifications and Representations.

VOLUME III - CERTIFICATIONS AND REPRESENTATIONS (see Attachment B to this RFP)

SECTION VIII: PROPOSAL SUBMISSION

All proposals must be submitted according to specifications set forth in the section above, and this section. Failure to adhere to these specifications may be cause for rejection of the proposal.

Signature - All proposals must be signed by an authorized representative of the Proposer.

Due Date - **All proposals are due no later than 4:00 p.m. October 9, 2018, and should be directed to:**

Procurement Unit
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178
(909) 396-3520

Submittal - Submit eight (8) complete copies of the proposal in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Proposer and the words "Request for Proposals P2019-03."

Late bids/proposals will not be accepted under any circumstances.

Grounds for Rejection - A proposal may be immediately rejected if:

- It is not prepared in the format described, or
- It is signed by an individual not authorized to represent the Firm.

Modification or Withdrawal - Once submitted, proposals cannot be altered without the prior written consent of SCAQMD. All proposals shall constitute firm offers and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

SECTION IX: PROPOSAL EVALUATION/CONTRACTOR SELECTION CRITERIA

- A. Proposals will be evaluated by a panel of three to five SCAQMD staff members familiar with the subject matter of the project. The panel shall be appointed by the Executive Officer or his designee. In addition, the evaluation panel may include such outside public sector or academic community expertise as deemed desirable by the Executive Officer. The panel will make a recommendation to the Executive Officer and/or the Governing Board of SCAQMD for final selection of a contractor and negotiation of a contract.

B. Each member of the evaluation panel shall be accorded equal weight in his or her rating of proposals. The evaluation panel members shall evaluate the proposals according to the specified criteria and numerical weightings set forth below.

1. Proposal Evaluation Criteria

(a) R&D Projects Requiring Technical or Scientific

Expertise, or Special Projects Requiring Unique Knowledge or Abilities

Understanding the Problem	20
Technical/Management Approach	20
Contractor Qualifications	20
Previous Experience on Similar Projects	10
Cost	<u>30</u>
TOTAL	100

(b) Additional Points

Small Business or Small Business Joint Venture	10
DVBE or DVBE Joint Venture	10
Use of DVBE or Small Business Subcontractors	7
Low-Emission Vehicle Business	5
Off-Peak Hours Delivery Business	2
Most Favored Customer	2

The cumulative points awarded for small business, DVBE, use of small business or DVBE subcontractors, low-emission vehicle business, local business, and off-peak hours delivery business shall not exceed 15 points. Most Favored Customer status incentive points shall be added, as applicable for a total of 17 points.

Self-Certification for Additional Points

The award of these additional points shall be contingent upon Proposer completing the Self-Certification section of Attachment B – Certifications and Representations and/or inclusion of a statement in the proposal self-certifying that Proposer qualifies for additional points as detailed above.

2. To receive additional points in the evaluation process for the categories of Small Business or Small Business Joint Venture, DVBE or DVBE Joint Venture or Local Business (for non-federally funded projects), the proposer must submit a self-

certification or certification from the State of California Office of Small Business Certification and Resources at the time of proposal submission certifying that the proposer meets the requirements set forth in Section IV. To receive points for the use of DVBE and/or Small Business subcontractors, at least 25 percent of the total contract value must be subcontracted to DVBEs and/or Small Businesses. To receive points as a Low-Emission Vehicle Business, the proposer must demonstrate to the Executive Officer, or designee, that supplies and materials delivered to SCAQMD are delivered in vehicles that operate on either clean-fuels or if powered by diesel fuel, that the vehicles have particulate traps installed. To receive points as a Local Business, the proposer must affirm that it has an ongoing business within the South Coast AQMD at the time of bid/proposal submittal and that 90% of the work related to the contract will be performed within the South Coast AQMD. **Proposals for legislative representation, such as in Sacramento, California or Washington D.C. are not eligible for local business incentive points.** Federally funded projects are not eligible for local business incentive points. To receive points as an Off-Peak Hours Delivery Business, the proposer must submit, at proposal submission, certification of its commitment to delivering supplies and materials to SCAQMD between the hours of 10:00 a.m. and 3:00 p.m. To receive points for Most Favored Customer status, the proposer must submit, at proposal submission, certification of its commitment to provide most favored customer status to the SCAQMD. The cumulative points awarded for small business, DVBE, use of Small Business or DVBE Subcontractors, Local Business, Low-Emission Vehicle Business and Off-Peak Hour Delivery Business shall not exceed 15 points.

3. For procurement of Research and Development (R & D) projects or projects requiring technical or scientific expertise or special projects requiring unique knowledge and abilities, technical factors including past experience shall be weighted at 70 points and cost shall be weighted at 30 points. A proposal must receive at least 56 out of 70 points on R & D projects and projects requiring technical or scientific expertise or special projects requiring unique knowledge and abilities, in order to be deemed qualified for award.
 4. The lowest cost proposal will be awarded the maximum cost points available and all other cost proposals will receive points on a prorated basis. For example if the lowest cost proposal is \$1,000 and the maximum points available are 30 points, this proposal would receive the full 30 points. If the next lowest cost proposal is \$1,100 it would receive 27 points reflecting the fact that it is 10% higher than the lowest cost (90% of 30 points = 27 points).
- C. During the selection process the evaluation panel may wish to interview some proposers for clarification purposes only. No new material will be permitted at this time. Additional information provided during the bid review process is limited to clarification by the Proposer of information presented in his/her proposal, upon request by SCAQMD.
- D. The Executive Officer or Governing Board may award the contract to a Proposer other than the Proposer receiving the highest rating in the event the Governing Board determines that another Proposer from among those technically qualified would provide the best value to SCAQMD considering cost and technical factors. The determination

shall be based solely on the Evaluation Criteria contained in the Request for Proposal (RFP), on evidence provided in the proposal and on any other evidence provided during the bid review process.

- E. Selection will be made based on the above-described criteria and rating factors. The selection will be made by and is subject to Executive Officer or Governing Board approval. Proposers may be notified of the results by letter.
- F. The Governing Board has approved a Bid Protest Procedure which provides a process for a Bidder or prospective Bidder to submit a written protest to SCAQMD Procurement Manager in recognition of two types of protests: Protest Regarding Solicitation and Protest Regarding Award of a Contract. Copies of the Bid Protest Policy can be secured through a request to SCAQMD Procurement Department.
- G. The Executive Officer or Governing Board may award contracts to more than one proposer if in (his or their) sole judgment the purposes of the (contract or award) would best be served by selecting multiple proposers.
- H. If additional funds become available, the Executive Officer or Governing Board may increase the amount awarded. The Executive Officer or Governing Board may also select additional proposers for a grant or contract if additional funds become available.
- I. Disposition of Proposals – Pursuant to SCAQMD’s Procurement Policy and Procedure, SCAQMD reserves the right to reject any or all proposals. All proposals become the property of SCAQMD, and are subject to the California Public Records Act. One copy of the proposal shall be retained for SCAQMD files. Additional copies and materials will be returned only if requested and at the proposer’s expense.
- J. **If proposal submittal is for a Public Works project as defined by State of California Labor Code Section 1720, Proposer is required to include Contractor Registration No. in Attachment B. Proposal submittal will be deemed as non-responsive and Bidder may be disqualified if Contractor Registration No. is not included in Attachment B. Proposer is alerted to changes to California Prevailing Wage compliance requirements as defined in Senate Bill 854 (Stat. 2014, Chapter 28), and California Labor Code Sections 1770, 1771 and 1725.**

SECTION X: FUNDING

The total funding for the work contemplated by this RFP will be a maximum \$440,000 for the base, with an option to renew the contract for two additional one-year terms. The funding for the base year is available in the Legislative & Public Affairs FY 2018-19 budget. Funding for the two optional one-year extensions is contingent upon performance and Board approval of the budget for the respective fiscal years.

SECTION XI: SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on SCAQMD’s website at <http://www.aqmd.gov/grants-bids> or upon request from the RFP Contact Person (Section II).

ATTACHMENT A

PARTICIPATION IN THE PROCUREMENT PROCESS

A. It is the policy of South Coast Air Quality Management District (SCAQMD) to ensure that all businesses including minority business enterprises, women business enterprises, disabled veteran business enterprises and small businesses have a fair and equitable opportunity to compete for and participate in SCAQMD contracts.

B. Definitions:

The definition of minority, women or disadvantaged business enterprises set forth below is included for purposes of determining compliance with the affirmative steps requirement described in Paragraph G below on procurements funded in whole or in part with federal grant funds which involve the use of subcontractors. The definition provided for disabled veteran business enterprise, local business, small business enterprise, low-emission vehicle business and off-peak hours delivery business are provided for purposes of determining eligibility for point or cost considerations in the evaluation process.

1. "Women business enterprise" (WBE) as used in this policy means a business enterprise that meets all of the following criteria:
 - a. a business that is at least 51 percent owned by one or more women, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women.
 - b. a business whose management and daily business operations are controlled by one or more women.
 - c. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
2. "Disabled veteran" as used in this policy is a United States military, naval, or air service veteran with at least 10 percent service-connected disability who is a resident of California.
3. "Disabled veteran business enterprise" (DVBE) as used in this policy means a business enterprise that meets all of the following criteria:
 - a. is a sole proprietorship or partnership of which at least 51 percent is owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.

- b. the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
 - c. is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.
4. "Local business" as used in this policy means a company that has an ongoing business within geographical boundaries of SCAQMD at the time of bid or proposal submittal and performs 90% of the work related to the contract within the geographical boundaries of SCAQMD and satisfies the requirements of subparagraph H below. Proposals for legislative representation, such as in Sacramento, California or Washington D.C. are not eligible for local business incentive points.
5. "Small business" as used in this policy means a business that meets the following criteria:
- a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
 - A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or
 - A manufacturer with 100 or fewer employees.
 - b. Manufacturer means a business that is both of the following:
 - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - 2) Classified between Codes 311000 and 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.
6. "Joint ventures" as defined in this policy pertaining to certification means that one party to the joint venture is a DVBE or small business and owns at least 51 percent of the joint venture.
7. "Low-Emission Vehicle Business" as used in this policy means a company or contractor that uses low-emission vehicles in conducting deliveries to SCAQMD. Low-emission vehicles include vehicles powered by electric, compressed natural gas (CNG), liquefied natural gas (LNG), liquefied petroleum gas (LPG), ethanol, methanol, hydrogen and diesel retrofitted with particulate matter (PM) traps.

8. "Off-Peak Hours Delivery Business" as used in this policy means a company or contractor that commits to conducting deliveries to SCAQMD during off-peak traffic hours defined as between 10:00 a.m. and 3:00 p.m.
9. "Benefits Incentive Business" as used in this policy means a company or contractor that provides janitorial, security guard or landscaping services to SCAQMD and commits to providing employee health benefits (as defined below in Section VIII.D.2.d) for full time workers with affordable deductible and co-payment terms.
10. "Minority Business Enterprise" as used in this policy means a business that is at least 51 percent owned by one or more minority person(s), or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more or minority persons.
 - a. a business whose management and daily business operations are controlled by one or more minority persons.
 - b. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
 - c. "Minority person" for purposes of this policy, means a Black American, Hispanic American, Native-American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian (including a person whose origins are from India, Pakistan, and Bangladesh), Asian-Pacific-American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan).
11. "Most Favored Customer" as used in this policy means that the SCAQMD will receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services.
12. "Disadvantaged Business Enterprise" as used in this policy means a business that is an entity owned and/or controlled by a socially and economically disadvantaged individual(s) as described by Title X of the Clean Air Act Amendments of 1990 (42 U.S.C. 7601 note) (10% statute), and Public Law 102-389 (42 U.S.C. 4370d)(8% statute), respectively;
 - a Small Business Enterprise (SBE);
 - a Small Business in a Rural Area (SBRA);
 - a Labor Surplus Area Firm (LSAF); or
 - a Historically Underutilized Business (HUB) Zone Small Business Concern, or a concern under a successor program.

C. Under Request for Quotations (RFQ), DVBEs, DVBE business joint ventures, small businesses, and small business joint ventures shall be granted a preference in an amount equal to 5% of the lowest cost responsive bid. Low-Emission Vehicle Businesses shall be granted a preference in an amount equal to 5 percent of the lowest cost responsive bid.

Off-Peak Hours Delivery Businesses shall be granted a preference in an amount equal to 2 percent of the lowest cost responsive bid. Local businesses (if the procurement is not funded in whole or in part by federal grant funds) shall be granted a preference in an amount equal to 2% of the lowest cost responsive bid. Businesses offering Most Favored Customer status shall be granted a preference in an amount equal to 2 percent of the lowest cost responsive bid.

- D. Under Request for Proposals, DVBEs, DVBE joint ventures, small businesses, and small business joint ventures shall be awarded ten (10) points in the evaluation process. A non-DVBE or large business shall receive seven (7) points for subcontracting at least twenty-five (25%) of the total contract value to a DVBE and/or small business. Low-Emission Vehicle Businesses shall be awarded five (5) points in the evaluation process. On procurements which are not funded in whole or in part by federal grant funds local businesses shall receive five (5) points. Off-Peak Hours Delivery Businesses shall be awarded two (2) points in the evaluation process. Businesses offering Most Favored Customer status shall be awarded two (2) points in the evaluation process.
- E. SCAQMD will ensure that discrimination in the award and performance of contracts does not occur on the basis of race, color, sex, national origin, marital status, sexual preference, creed, ancestry, medical condition, or retaliation for having filed a discrimination complaint in the performance of SCAQMD contractual obligations.
- F. SCAQMD requires Contractor to be in compliance with all state and federal laws and regulations with respect to its employees throughout the term of any awarded contract, including state minimum wage laws and OSHA requirements.
- G. When contracts are funded in whole or in part by federal funds, and if subcontracts are to be let, the Contractor must comply with the following, evidencing a good faith effort to solicit disadvantaged businesses. Contractor shall submit a certification signed by an authorized official affirming its status as a MBE or WBE, as applicable, at the time of contract execution. SCAQMD reserves the right to request documentation demonstrating compliance with the following good faith efforts prior to contract execution.
 - 1. Ensure Disadvantaged Business Enterprises (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
 - 2. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
 - 3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and Local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
 5. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
 6. If the prime contractor awards subcontracts, require the prime contractor to take the above steps.
- H. To the extent that any conflict exists between this policy and any requirements imposed by federal and state law relating to participation in a contract by a certified MBE/WBE/DVBE as a condition of receipt of federal or state funds, the federal or state requirements shall prevail.
- I. When contracts are not funded in whole or in part by federal grant funds, a local business preference will be awarded. For such contracts that involve the purchase of commercial off-the-shelf products, local business preference will be given to suppliers or distributors of commercial off-the-shelf products who maintain an ongoing business within the geographical boundaries of SCAQMD. However, if the subject matter of the RFP or RFQ calls for the fabrication or manufacture of custom products, only companies performing 90% of the manufacturing or fabrication effort within the geographical boundaries of SCAQMD shall be entitled to the local business preference. Proposals for legislative representation, such as in Sacramento, California or Washington D.C. are not eligible for local business incentive points.
- J. In compliance with federal fair share requirements set forth in 40 CFR Part 33, SCAQMD shall establish a fair share goal annually for expenditures with federal funds covered by its procurement policy.

ATTACHMENT B



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

Business Information Request

Dear SCAQMD Contractor/Supplier:

South Coast Air Quality Management District (SCAQMD) is committed to ensuring that our contractor/supplier records are current and accurate. If your firm is selected for award of a purchase order or contract, it is imperative that the information requested herein be supplied in a timely manner to facilitate payment of invoices. In order to process your payments, we need the enclosed information regarding your account. **Please review and complete the information identified on the following pages, remember to sign all documents for our files, and return them as soon as possible to the address below:**

**Attention: Accounts Payable, Accounting Department
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178**

If you do not return this information, we will not be able to establish you as a vendor. This will delay any payments and would still necessitate your submittal of the enclosed information to our Accounting department before payment could be initiated. Completion of this document and enclosed forms would ensure that your payments are processed timely and accurately.

If you have any questions or need assistance in completing this information, please contact Accounting at (909) 396-3777. We appreciate your cooperation in completing this necessary information.

Sincerely,

Sujata Jain
Asst. Deputy Executive Officer
Finance

DH:tm

Enclosures: Business Information Request
Disadvantaged Business Certification
W-9
Form 590 Withholding Exemption Certificate
Federal Contract Debarment Certification
Campaign Contributions Disclosure
Direct Deposit Authorization



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

BUSINESS INFORMATION REQUEST

Business Name	
Division of	
Subsidiary of	
Website Address	
Type of Business <i>Check One:</i>	<input type="checkbox"/> Individual <input type="checkbox"/> DBA, Name _____, County Filed in _____ <input type="checkbox"/> Corporation, ID No. _____ <input type="checkbox"/> LLC/LLP, ID No. _____ <input type="checkbox"/> Other _____

REMITTING ADDRESS INFORMATION

Address			
City/Town			
State/Province		Zip	
Phone	() - Ext	Fax	() -
Contact		Title	
E-mail Address			
Payment Name if Different			

All invoices must reference the corresponding Purchase Order Number(s)/Contract Number(s) if applicable and mailed to:

**Attention: Accounts Payable, Accounting Department
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178**

BUSINESS STATUS CERTIFICATIONS

Federal guidance for utilization of disadvantaged business enterprises allows a vendor to be deemed a small business enterprise (SBE), minority business enterprise (MBE) or women business enterprise (WBE) if it meets the criteria below.

- is certified by the Small Business Administration or
- is certified by a state or federal agency or
- is an independent MBE(s) or WBE(s) business concern which is at least 51 percent owned and controlled by minority group member(s) who are citizens of the United States.

Statements of certification:

As a prime contractor to SCAQMD, (name of business) will engage in good faith efforts to achieve the fair share in accordance with 40 CFR Section 33.301, and will follow the six affirmative steps listed below **for contracts or purchase orders funded in whole or in part by federal grants and contracts.**

1. Place qualified SBEs, MBEs, and WBEs on solicitation lists.
2. Assure that SBEs, MBEs, and WBEs are solicited whenever possible.
3. When economically feasible, divide total requirements into small tasks or quantities to permit greater participation by SBEs, MBEs, and WBEs.
4. Establish delivery schedules, if possible, to encourage participation by SBEs, MBEs, and WBEs.
5. Use services of Small Business Administration, Minority Business Development Agency of the Department of Commerce, and/or any agency authorized as a clearinghouse for SBEs, MBEs, and WBEs.
6. If subcontracts are to be let, take the above affirmative steps.

Self-Certification Verification: Also for use in awarding additional points, as applicable, in accordance with SCAQMD Procurement Policy and Procedure:

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Small Business Enterprise/Small Business Joint Venture | <input type="checkbox"/> Women-owned Business Enterprise |
| <input type="checkbox"/> Local business | <input type="checkbox"/> Disabled Veteran-owned Business Enterprise/DVBE Joint Venture |
| <input type="checkbox"/> Minority-owned Business Enterprise | <input type="checkbox"/> Most Favored Customer Pricing Certification |

Percent of ownership: _____ %

Name of Qualifying Owner(s): _____

State of California Public Works Contractor Registration No. _____ . MUST BE INCLUDED IF BID PROPOSAL IS FOR PUBLIC WORKS PROJECT.

I, the undersigned, hereby declare that to the best of my knowledge the above information is accurate. Upon penalty of perjury, I certify information submitted is factual.

NAME

TITLE

TELEPHONE NUMBER

DATE

Definitions

Disabled Veteran-Owned Business Enterprise means a business that meets all of the following criteria:

- is a sole proprietorship or partnership of which is at least 51 percent owned by one or more disabled veterans, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
- the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
- is a sole proprietorship, corporation, partnership, or joint venture with its primary headquarters office located in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.

Joint Venture means that one party to the joint venture is a DVBE and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that DVBE will receive at least 51 percent of the project dollars.

Local Business means a business that meets all of the following criteria:

- has an ongoing business within the boundary of SCAQMD at the time of bid application.
- performs 90 percent of the work within SCAQMD's jurisdiction.

Minority-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more minority persons or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons.
- is a business whose management and daily business operations are controlled or owned by one or more minority person.
- is a business which is a sole proprietorship, corporation, partnership, joint venture, an association, or a cooperative with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

“Minority” person means a Black American, Hispanic American, Native American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian American (including a person whose origins are from India, Pakistan, or Bangladesh), Asian-Pacific American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, or Taiwan).

Small Business Enterprise means a business that meets the following criteria:

- a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
 - **A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or**
 - A manufacturer with 100 or fewer employees.
- b. Manufacturer means a business that is both of the following:
 - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - 2) Classified between Codes 311000 to 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.

Small Business Joint Venture means that one party to the joint venture is a Small Business and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that the Small Business will receive at least 51 percent of the project dollars.

Women-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more women or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women.
- is a business whose management and daily business operations are controlled or owned by one or more women.
- is a business which is a sole proprietorship, corporation, partnership, or a joint venture, with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

Most Favored Customer as used in this policy means that the SCAQMD will receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exempt payee code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)		
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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	-		-		
OR					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: none;">-</td> <td style="width: 73%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

2018 Withholding Exemption Certificate**590**

The payee completes this form and submits it to the withholding agent. The withholding agent keeps this form with their records.

Withholding Agent Information

Name _____

Payee Information

Name _____

 SSN or ITIN FEIN CA Corp no. CA SOS file no.

Address (apt./sta., room, PO box, or PMB no.) _____

City (if you have a foreign address, see instructions.) _____

State _____ ZIP code _____

Exemption Reason**Check only one box.**

By checking the appropriate box below, the payee certifies the reason for the exemption from the California income tax withholding requirements on payment(s) made to the entity or individual.

- Individuals — Certification of Residency:**
I am a resident of California and I reside at the address shown above. If I become a nonresident at any time, I will promptly notify the withholding agent. See instructions for General Information D, Definitions.
- Corporations:**
The corporation has a permanent place of business in California at the address shown above or is qualified through the California Secretary of State (SOS) to do business in California. The corporation will file a California tax return. If this corporation ceases to have a permanent place of business in California or ceases to do any of the above, I will promptly notify the withholding agent. See instructions for General Information D, Definitions.
- Partnerships or Limited Liability Companies (LLCs):**
The partnership or LLC has a permanent place of business in California at the address shown above or is registered with the California SOS, and is subject to the laws of California. The partnership or LLC will file a California tax return. If the partnership or LLC ceases to do any of the above, I will promptly inform the withholding agent. For withholding purposes, a limited liability partnership (LLP) is treated like any other partnership.
- Tax-Exempt Entities:**
The entity is exempt from tax under California Revenue and Taxation Code (R&TC) Section 23701 _____ (insert letter) or Internal Revenue Code Section 501(c) _____ (insert number). If this entity ceases to be exempt from tax, I will promptly notify the withholding agent. Individuals cannot be tax-exempt entities.
- Insurance Companies, Individual Retirement Arrangements (IRAs), or Qualified Pension/Profit-Sharing Plans:**
The entity is an insurance company, IRA, or a federally qualified pension or profit-sharing plan.
- California Trusts:**
At least one trustee and one noncontingent beneficiary of the above-named trust is a California resident. The trust will file a California fiduciary tax return. If the trustee or noncontingent beneficiary becomes a nonresident at any time, I will promptly notify the withholding agent.
- Estates — Certification of Residency of Deceased Person:**
I am the executor of the above-named person's estate or trust. The decedent was a California resident at the time of death. The estate will file a California fiduciary tax return.
- Nonmilitary Spouse of a Military Servicemember:**
I am a nonmilitary spouse of a military servicemember and I meet the Military Spouse Residency Relief Act (MSRRA) requirements. See instructions for General Information E, MSRRA.

CERTIFICATE OF PAYEE: Payee must complete and sign below.To learn about your privacy rights, how we may use your information, and the consequences for not providing the requested information, go to ftb.ca.gov/forms and search for **1131**. To request this notice by mail, call 800.852.5711.

Under penalties of perjury, I declare that I have examined the information on this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I further declare under penalties of perjury that if the facts upon which this form are based change, I will promptly notify the withholding agent.

Type or print payee's name and title _____ Telephone (____) _____

Payee's signature ► _____ Date _____

2017 Instructions for Form 590

Withholding Exemption Certificate

References in these instructions are to the California Revenue and Taxation Code (R&TC).

General Information

Registered Domestic Partners (RDP) – For purposes of California income tax, references to a spouse, husband, or wife also refer to a Registered Domestic Partner (RDP) unless otherwise specified. For more information on RDPs, get FTB Pub. 737, Tax Information for Registered Domestic Partners.

A Purpose

Use Form 590, Withholding Exemption Certificate, to certify an exemption from nonresident withholding.

Form 590 does not apply to payments of backup withholding. For more information, go to ftb.ca.gov and search for **backup withholding**.

Form 590 does not apply to payments for wages to employees. Wage withholding is administered by the California Employment Development Department (EDD). For more information, go to edd.ca.gov or call 888.745.3886.

Do not use Form 590 to certify an exemption from withholding if you are a **Seller of California real estate**. Sellers of California real estate use Form 593-C, Real Estate Withholding Certificate, to claim an exemption from the real estate withholding requirement.

The following are excluded from withholding and completing this form:

- The United States and any of its agencies or instrumentalities.
- A state, a possession of the United States, the District of Columbia, or any of its political subdivisions or instrumentalities.
- A foreign government or any of its political subdivisions, agencies, or instrumentalities.

B Income Subject to Withholding

California Revenue and Taxation Code (R&TC) Section 18662 requires withholding of income or franchise tax on payments of California source income made to nonresidents of California.

Withholding is required on the following, but is not limited to:

- Payments to nonresidents for services rendered in California.
- Distributions of California source income made to domestic nonresident partners, members, and S corporation shareholders and allocations of California source income made to foreign partners and members.
- Payments to nonresidents for rents if the payments are made in the course of the withholding agent's business.
- Payments to nonresidents for royalties from activities sourced to California.

- Distributions of California source income to nonresident beneficiaries from an estate or trust.
- Endorsement payments received for services performed in California.
- Prizes and winnings received by nonresidents for contests in California.

However, withholding is optional if the total payments of California source income are \$1,500 or less during the calendar year.

For more information on withholding get FTB Pub. 1017, Resident and Nonresident Withholding Guidelines. To get a withholding publication, see Additional Information.

C Who Certifies this Form

Form 590 is certified by the payee. California residents or entities exempt from the withholding requirement should complete Form 590 and submit it to the withholding agent before payment is made. The withholding agent is then relieved of the withholding requirements if the agent relies in good faith on a completed and signed Form 590 unless notified by the Franchise Tax Board (FTB) that the form should not be relied upon.

An incomplete certificate is invalid and the withholding agent should not accept it. If the withholding agent receives an incomplete certificate, the withholding agent is required to withhold tax on payments made to the payee until a valid certificate is received. In lieu of a completed exemption certificate, the withholding agent may accept a letter from the payee as a substitute explaining why they are not subject to withholding. The letter must contain all the information required on the certificate in similar language, including the under penalty of perjury statement and the payee's taxpayer identification number (TIN). The withholding agent must retain a copy of the certificate or substitute for at least five years after the last payment to which the certificate applies, and provide it upon request to the FTB.

If an entertainer (or the entertainer's business entity) is paid for a performance, the entertainer's information must be provided. **Do not** submit the entertainer's agent or promoter information.

The grantor of a grantor trust shall be treated as the payee for withholding purposes. Therefore, if the payee is a grantor trust and one or more of the grantors is a nonresident, withholding is required. If all of the grantors on the trust are residents, no withholding is required. Resident grantors can check the box on Form 590 labeled "Individuals — Certification of Residency."

D Definitions

For California nonwage withholding purposes, **nonresident** includes all of the following:

- Individuals who are not residents of California.
- Corporations not qualified through the California Secretary of State (CA SOS) to do business in California or having no permanent place of business in California.
- Partnerships or limited liability companies (LLCs) with no permanent place of business in California.
- Any trust without a resident grantor, beneficiary, or trustee, or estates where the decedent was not a California resident.

Foreign refers to non-U.S.

For more information about determining resident status, get FTB Pub. 1031, Guidelines for Determining Resident Status. Military servicemembers have special rules for residency. For more information, get FTB Pub. 1032, Tax Information for Military Personnel.

Permanent Place of Business:

A corporation has a permanent place of business in California if it is organized and existing under the laws of California or it has qualified through the CA SOS to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in California only if it maintains a permanent office in California that is permanently staffed by its employees.

E Military Spouse Residency Relief Act (MSRRA)

Generally, for tax purposes you are considered to maintain your existing residence or domicile. If a military servicemember and nonmilitary spouse have the same state of domicile, the MSRRA provides:

- A spouse shall not be deemed to have lost a residence or domicile in any state solely by reason of being absent to be with the servicemember serving in compliance with military orders.
- A spouse shall not be deemed to have acquired a residence or domicile in any other state solely by reason of being there to be with the servicemember serving in compliance with military orders.

Domicile is defined as the one place:

- Where you maintain a true, fixed, and permanent home.
- To which you intend to return whenever you are absent.

A military servicemember's nonmilitary spouse is considered a nonresident for tax purposes if the servicemember and spouse have the same domicile outside of California and the spouse is in California solely to be with the servicemember who is serving in compliance with Permanent Change of Station orders.

California may require nonmilitary spouses of military servicemembers to provide proof that they meet the criteria for California personal income tax exemption as set forth in the MSRRA.

Income of a military servicemember's nonmilitary spouse for services performed in California is not California source income subject to state tax if the spouse is in California to be with the servicemember serving in compliance with military orders, and the servicemember and spouse have the same domicile in a state other than California.

For additional information or assistance in determining whether the applicant meets the MSRRA requirements, get FTB Pub. 1032.

Specific Instructions

Payee Instructions

Enter the withholding agent's name.

Enter the payee's information, including the TIN and check the appropriate TIN box.

You must provide a valid TIN as requested on this form. The following are acceptable TINs: social security number (SSN); individual taxpayer identification number (ITIN); federal employer identification number (FEIN); California corporation number (CA Corp no.); or CA SOS file number.

Private Mail Box (PMB) – Include the PMB in the address field. Write "PMB" first, then the box number. Example: 111 Main Street PMB 123.

Foreign Address – Follow the country's practice for entering the city, county, province, state, country, and postal code, as applicable, in the appropriate boxes. **Do not** abbreviate the country name.

Exemption Reason – Check the box that reflects the reason why the payee is exempt from the California income tax withholding requirement.

Withholding Agent Instructions

Do not send this form to the FTB. The withholding agent retains this form for a minimum of five years or until the payee's status changes, and must provide this form to the FTB upon request.

The payee must notify the withholding agent if any of the following situations occur:

- The individual payee becomes a nonresident.
- The corporation ceases to have a permanent place of business in California or ceases to be qualified to do business in California.

- The partnership ceases to have a permanent place of business in California.
- The LLC ceases to have a permanent place of business in California.
- The tax-exempt entity loses its tax-exempt status.

If any of these situations occur, then withholding may be required. For more information, get Form 592, Resident and Nonresident Withholding Statement, Form 592-B, Resident and Nonresident Withholding Tax Statement, and Form 592-V, Payment Voucher for Resident and Nonresident Withholding.

Additional Information

Website: For more information go to ftb.ca.gov and search for **nonwage**.

MyFTB offers secure online tax account information and services. For more information and to register, go to ftb.ca.gov and search for **myftb**.

Telephone: 888.792.4900 or 916.845.4900, Withholding Services and Compliance phone service

Fax: 916.845.9512

Mail: WITHHOLDING SERVICES AND COMPLIANCE MS F182
FRANCHISE TAX BOARD
PO BOX 942867
SACRAMENTO CA 94267-0651

For questions unrelated to withholding, or to download, view, and print California tax forms and publications, or to access the TTY/TDD numbers, see the information below.

Internet and Telephone Assistance

Website: ftb.ca.gov

Telephone: 800.852.5711 from within the United States

916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

Asistencia Por Internet y Teléfono

Sitio web: ftb.ca.gov

Teléfono: 800.852.5711 dentro de los Estados Unidos

916.845.6500 fuera de los Estados Unidos

TTY/TDD: 800.822.6268 para personas con discapacidades auditivas o de habla

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and the principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them or commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative Date

I am unable to certify to the above statements. My explanation is attached.



CAMPAIGN CONTRIBUTIONS DISCLOSURE

In accordance with California law, bidders and contracting parties are required to disclose, at the time the application is filed, information relating to any campaign contributions made to South Coast Air Quality Management District (SCAQMD) Board Members or members/alternates of the MSRC, including: the name of the party making the contribution (which includes any parent, subsidiary or otherwise related business entity, as defined below), the amount of the contribution, and the date the contribution was made. 2 C.C.R. §18438.8(b).

California law prohibits a party, or an agent, from making campaign contributions to SCAQMD Governing Board Members or members/alternates of the Mobile Source Air Pollution Reduction Review Committee (MSRC) of more than \$250 while their contract or permit is pending before SCAQMD; and further prohibits a campaign contribution from being made for three (3) months following the date of the final decision by the Governing Board or the MSRC on a donor's contract or permit. Gov't Code §84308(d). For purposes of reaching the \$250 limit, the campaign contributions of the bidder or contractor plus contributions by its parents, affiliates, and related companies of the contractor or bidder are added together. 2 C.C.R. §18438.5.

In addition, SCAQMD Board Members or members/alternates of the MSRC must abstain from voting on a contract or permit if they have received a campaign contribution from a party or participant to the proceeding, or agent, totaling more than \$250 in the 12-month period prior to the consideration of the item by the Governing Board or the MSRC. Gov't Code §84308(c).

The list of current SCAQMD Governing Board Members can be found at SCAQMD website (www.aqmd.gov). The list of current MSRC members/alternates can be found at the MSRC website (<http://www.cleantransportationfunding.org>).

SECTION I.

Contractor (Legal Name): _____

DBA, Name _____, County Filed in _____ Corporation, ID No. _____ LLC/LLP, ID No. _____
--

List any parent, subsidiaries, or otherwise affiliated business entities of Contractor:
(See definition below).

SECTION II.

Has Contractor and/or any parent, subsidiary, or affiliated company, or agent thereof, made a campaign contribution(s) totaling \$250 or more in the aggregate to a current member of the South Coast Air Quality Management Governing Board or member/alternate of the MSRC in the 12 months preceding the date of execution of this disclosure?

Yes No **If YES, complete Section II below and then sign and date the form. If NO, sign and date below. Include this form with your submittal.**

Campaign Contributions Disclosure, continued:

Name of Contributor _____

Governing Board Member or MSRC Member/Alternate Amount of Contribution Date of Contribution

Name of Contributor _____

Governing Board Member or MSRC Member/Alternate Amount of Contribution Date of Contribution

Name of Contributor _____

Governing Board Member or MSRC Member/Alternate Amount of Contribution Date of Contribution

Name of Contributor _____

Governing Board Member or MSRC Member/Alternate Amount of Contribution Date of Contribution

I declare the foregoing disclosures to be true and correct.

By: _____

Title: _____

Date: _____

DEFINITIONS

Parent, Subsidiary, or Otherwise Related Business Entity (2 Cal. Code of Regs., §18703.1(d).)

- (1) Parent subsidiary. A parent subsidiary relationship exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.
- (2) Otherwise related business entity. Business entities, including corporations, partnerships, joint ventures and any other organizations and enterprises operated for profit, which do not have a parent subsidiary relationship are otherwise related if any one of the following three tests is met:
 - (A) One business entity has a controlling ownership interest in the other business entity.
 - (B) There is shared management and control between the entities. In determining whether there is shared management and control, consideration should be given to the following factors:
 - (i) The same person or substantially the same person owns and manages the two entities;
 - (ii) There are common or commingled funds or assets;
 - (iii) The business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis;
 - (iv) There is otherwise a regular and close working relationship between the entities; or
 - (C) A controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

Direct Deposit Authorization

STEP 1: Please check all the appropriate boxes

- | | |
|--|--|
| <input type="checkbox"/> Individual (Employee, Governing Board Member) | <input type="checkbox"/> New Request |
| <input type="checkbox"/> Vendor/Contractor | <input type="checkbox"/> Cancel Direct Deposit |
| <input type="checkbox"/> Changed Information | |

STEP 2: Payee Information

Last Name		First Name		Middle Initial	Title
Vendor/Contractor Business Name (if applicable)					
Address				Apartment or P.O. Box Number	
City		State	Zip	Country	
Taxpayer ID Number		Telephone Number		Email Address	

Authorization

- I authorize South Coast Air Quality Management District (SCAQMD) to direct deposit funds to my account in the financial institution as indicated below. I understand that the authorization may be rejected or discontinued by SCAQMD at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to SCAQMD for distribution. This will delay my payment.
- This authorization remains in effect until SCAQMD receives written notification of changes or cancellation from you.
- I hereby release and hold harmless SCAQMD for any claims or liability to pay for any losses or costs related to insufficient fund transactions that result from failure within the Automated Clearing House network to correctly and timely deposit monies into my account.

STEP 3:

You must verify that your bank is a member of an Automated Clearing House (ACH). Failure to do so could delay the processing of your payment. You must attach a voided check or have your bank complete the bank information and the account holder must sign below.

To be Completed by your Bank

Staple Voided Check Here	Name of Bank/Institution				
	Account Holder Name(s)				
	<input type="checkbox"/> Saving <input type="checkbox"/> Checking		Account Number	Routing Number	
	Bank Representative Printed Name		Bank Representative Signature		Date
	ACCOUNT HOLDER SIGNATURE:				Date

For SCAQMD Use Only

Input By _____

Date _____



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
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[↑ Back to Agenda](#)

Item 13

LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, MARCH 9, 2018 MEETING MINUTES

MEMBERS PRESENT:

Ben Benoit, Mayor Pro Tem, City of Wildomar and LGSBA Chairman
Paul Avila, P.B.A. & Associates
Geoffrey Blake, Metal Finishers of Southern California
LaVaughn Daniel, DancoEN
John DeWitt, JE DeWitt, Inc.
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International
Eddie Marquez, Paramount Petroleum
David Rothbart, Los Angeles County Sanitation District

MEMBERS ABSENT:

Janice Rutherford, Supervisor, Second District, San Bernardino County
Felipe Aguirre
Rachelle Arizmendi, Mayor Pro Tempore, City of Sierra Madre
Todd Campbell, Clean Energy
Maria Elena Kennedy, Kennedy Communications
Cynthia Moran, Council Member, City of Chino Hills

OTHERS PRESENT:

David Czamanske, Board Member Consultant (*Cacciotti*)
Naresh Amatya, Southern California Association of Governments

SCAQMD STAFF:

Philip Crabbe III, Community Relations Manager
Nancy Feldman, Principal Deputy District Counsel
Laki Tisopulos, Ph.D., Deputy Executive Officer
Vicki White, Technology Implementation Manager
Ricardo Rivera, Sr. Staff Specialist
Elaine-Joy Hills, AQ Inspector II
Van Doan, AQ Inspector II
De Groeneveld, Sr. Information Technology Specialist

Agenda Item #1 - Call to Order/Opening Remarks

Chair Ben Benoit called the meeting to order at 11:32 a.m.

Agenda Item #2 – Approval of February 9, 2018 Meeting Minutes/Review of Follow-Up/Action Items

Chair Benoit called for approval of the February 9, 2018 meeting minutes. The minutes were approved unanimously.

Agenda Item #3 – Follow Up/Action Items

Mr. Philip Crabbe III provided responses to the February 9, 2018 action items.

Mr. Crabbe indicated that SCAQMD is not involved with BKK’s landfill cleanup and has not performed any monitoring for at least twenty years. Also, a tour of SCAQMD laboratory will be agendized in a future meeting.

Mr. Paul Avila asked what SCAQMD’s involvement is with BKK landfill. Mr. Crabbe replied there has been no activity. Chair Benoit stated that as the project develops, the Environmental Impact Report (EIR) would be reviewed by staff. Mr. Rothbart stated the Department of Toxic Substances Control (DTSC) is the lead agency, which has regulatory oversight over that facility.

Mr. Crabbe stated the last action item was to provide LGSBA members with the flyer regarding community meetings. That flyer was sent on Thursday, February 22, 2018 via email.

Ms. Rita Loof commented she previously requested a presentation on Rule 219 outreach activities relating to the printing industry and would like to submit that same request. She further commented the requirements in Rule 1469 are financially burdensome to the small- and medium-sized businesses in the metal finishing industry. Ms. Loof also stated the Los Angeles County Sanitation District (LACSD) hosted a symposium to provide information and requested that SCAQMD host something similar to that.

Mr. Avila requested information regarding the required sexual harassment training. Chair Benoit stated it is available online. Mr. Avila asked for information relating to SCAQMD’s taxation authority. Mr. Crabbe stated that a topic related to that may be discussed at the Governing Board meeting on April 6, 2018.

Action Item: Email advisory group sexual harassment training information.

Agenda Item #4 – AB 134 & Carl Moyer Activities

Ms. Vicki White provided information regarding the adoption of AB 134 to fund community air quality projects and an update on Carl Moyer activities.

Mr. Bill LaMarr asked what the selection criteria for disadvantaged communities are, and if the selection is based on the contractor and their equipment or the location of the projects. Ms. White replied that these are mobile equipment, so they typically don’t operate in one location. The California Air Resources Board (CARB) developed funding guidelines, which give us the ability to use CalEnviroScreen to determine if an address is located in a disadvantaged community. We also consider travel routes. If the equipment travels through or operates the majority of the time within a

disadvantaged community, the project could be credited as beneficial to that community. Mr. LaMarr stated from the contractor's point of view, qualification is uncertain and it is dependent on the type of project. Ms. White indicated that this program is a replacement program so we look at operational records for the past two years. The contractor who receives the funding must provide annual reports to show which area the equipment operates in. Mr. LaMarr further asked if the same approach is applied to a public works project, and if that project must be in a disadvantaged community or travel through one. Ms. White replied that the language says we have to justify, using operational records, which equipment operated the majority of the time within a census tract that has been identified as disadvantaged or low income. It is a census tract analysis, so if we can document it through operational records, we can qualify them.

Mr. David Rothbart asked how the CalEnviroScreen tool is being utilized. Ms. White replied that analysis has been done and established. Mr. Rothbart indicated it was intended to be a screening tool, but it is used as an absolute. Ms. White stated that CARB adopted and used it as the primary tool in all of its climate change investments.

Mr. John DeWitt asked if Ms. White is the contact for assistance. Ms. White responded she manages a team of nine staff, who work on the Carl Moyer Program, and any of them could provide assistance.

Agenda Item #5 – Update on New Source Review (NSR)

Dr. Laki Tisopulos provided a status report on Regulation XIII – New Source Review.

Mr. Avila asked if federal regulations are less stringent than SCAQMD regulations in Los Angeles (LA) County. Dr. Tisopulos responded with respect to stationary sources, SCAQMD regulations are more stringent than the state or federal regulations. Mr. Avila asked if that's true only in certain areas, such as areas near refineries. Dr. Tisopulos replied that it applies to all four counties. Mr. Avila suggested to look at LA County. Dr. Tisopulos stated in LA County, SCAQMD regulations are more stringent and refineries are cleaner than any refinery in the country. Mr. Avila asked if it is possible to follow federal regulations instead of SCAQMD regulations. Dr. Tisopulos replied no, the federal Clean Air Act (CAA) granted SCAQMD the ability to develop, adopt, and implement more stringent programs to improve air quality faster, and that has never been challenged.

Mr. Rothbart asked what the reason was for the reduction in nitrogen oxide (NOx). Dr. Tisopulos replied, as established within Rule 1315 and a commitment to the Environmental Protection Agency (EPA), when a newly adopted rule results in emissions reduction, the remaining balances are adjusted by the same percentage. Mr. Rothbart asked if the results meant it is being taken from the bank. Dr. Tisopulos replied no, it could be bought, but in this case, it was due to the adjustment. Mr. Rothbart stated he wanted to make sure the bank is solvent. Dr. Tisopulos replied yes, you would want to ensure the bank is solvent because the primary beneficiaries are the essential public services and businesses emitting less than four tons per year. It is also considered a potential alternative as the Regional Clean Air Incentives Market (RECLAIM) Program phases out. Mr. Rothbart asked if SCAQMD converts the emissions into RECLAIM Trading Credits (RTC) or Emissions Reduction Credits (ERC) when a RECLAIM facility shuts down. Dr. Tisopulos responded this doesn't include RECLAIM facilities; however, if a RECLAIM facility shuts down, those credits stay within the RECLAIM program. Mr. Rothbart asked if RTCs would be generated. Dr. Tisopulos replied they would remain as RTCs.

Mr. LaMarr asked if electrical generating facilities (EGF) have access to this bank. Dr. Tisopulos replied the bank is available to facilities emitting less than four tons annually, including essential public

services. EGFs or power plants emit more than that so Rule 1304.1 was developed to provide access to the bank in exchange for a mitigation fee. However, the bank is available for free to smaller businesses.

Mr. DeWitt asked if the air is better or not. Dr. Tisopulos replied yes, the air is better, and every pound of emissions is offset by 1.2-pounds of reductions.

Action Item: Mr. Avila requested for a 5-10 minute presentation on the SCAQMD Federal Offset Bank.

Ms. Loof asked how Best Available Control Technology (BACT) is incorporated into this program. Dr. Tisopulos replied when a facility shuts down, the reductions are discounted to the BACT level.

Agenda Item #6 – Update on Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategies (RTP/SCS)

Mr. Naresh Amatya presented on the RTP/SCS, including details on environmental mitigation, goods movement, and transit.

Mr. Avila asked if SCAG and SCAQMD studies overlap and if one agency is preferred over the other. Mr. Amatya replied SCAG works very well with SCAQMD, and does not undertake any air quality studies. SCAG relies on SCAQMD's input on air quality matters. Dr. Tisopulos stated SCAG, CARB, and SCAQMD are co-authors of the Air Quality Management Plan (AQMP) and information provided by each agency are used.

Ms. Loof commented that some air quality policies relating to goods movement have the tendency to drive businesses out of this area. As a result, manufacturing facilities would manufacture products in another state or country and transport them to this area. Ms. Loof asked if there is an analysis of the economic impact of the exodus of industry and its relationship to emissions increase due to goods movement. Mr. Amatya replied that SCAG has done studies on the economic impact of goods movement and land use. However, Mr. Amatya is not aware of any studies regarding the exodus of businesses.

Mr. Avila asked if the decline in transit ridership means a decline in the use of buses. Mr. Amatya replied there is a slide addressing that.

Mr. DeWitt asked how tax regulations impact businesses and what impacts are projected due to businesses leaving the area. Mr. Naresh Amatya replied that those issues go beyond what SCAG can address. Mr. DeWitt indicated that on the new port rules SCAG is considering, there's a lot of competition and there seems to be some concern. Mr. Amatya stated SCAG works very closely with both Port of Long Beach and Port of Los Angeles. They encourage the ports to consider economic impacts.

Ms. Loof commented that the intent of the previous plan was to encourage people in high density areas to ride bicycles or take the bus. Ms. Loof asked how the plan is implemented when it is dependent on human behavior and requires public participation. Mr. Amatya replied that SCAG recognizes shifts in trends and that behaviors take time. The plan will continue to pursue strategies that identify key transportation corridors, and continue to invest in active transportation. SCAG will continue to set priorities to meet CARB's greenhouse gas target, which was 13% and likely increasing to 19%.

Ms. LaVaughn Daniel commented that a recent article indicated that 50% of smog in California results from transportation, and more than half of that is caused by gross polluters. Ms. Daniel asked if the plan addresses gross polluters. Mr. Amatya asked if gross polluters are stationary sources. Ms. Daniel replied mobile sources were gross polluters. Mr. Amatya responded that the goods movement sector contributes to the air quality challenges and there are steps being taken, including to aggressively pursue cleaner technologies and work with local communities to ensure that the goods movement system is working efficiently. Chair Benoit commented that smoking vehicles could be reported to SCAQMD using the 1-800-CUT-SMOG hotline.

Mr. Avila commented that used car prices have decreased. Mr. Avila asked if the population studies encompassed college graduates under 30 years-old. Mr. Amatya replied that SCAG does. The Generation X tend to be more adverse to using technology, but as they mature, they tend to revert back to cars.

Agenda Item #7 –Monthly Report on Small Business Assistance Activities

No comments.

Agenda Item #8 - Other Business

Mr. LaMarr inquired about the SBA report, and asked if there are still funds available in the Dry Cleaner Grant Program. Mr. Ricardo Rivera replied there is still money for professional wet cleaning.

Agenda Item #9 - Public Comment

No comments.

Agenda Item #10 – Next Meeting Date

The next regular Local Government & Small Business Assistance Advisory Group meeting is scheduled for Friday, April 13, 2018 at 11:30 a.m.

Adjournment

The meeting adjourned at 12:57 p.m.