

California Green Business Network Services Agreement

This Agreement is entered into by the California Green Business Network (hereinafter "CAGBN" or "Client"), having an address at 901 Center Street, Santa Cruz, CA 95060, and the City of Hermosa Beach (hereinafter "Consultant"), having an address at 1315 Valley Drive, Hermosa Beach, CA, 90254.

The period of time covered by this Agreement is from March 1, 2018 to March 1, 2019, unless extended by written agreement.

This Agreement is a sub-award under California Air Resources Board Contract with CAGBN. As such, it is subject to the terms and conditions of that contract to the extent they apply to sub-awardees. An excerpt of some of the key requirements are attached as Appendix B. Consultant is required to understand and comply with all applicable flow-down requirements.

Scope of Work and Compensation

Consultant is to perform the services and be entitled to compensation for such services as described in Appendix A Scope of Work and Appendix B Reporting and Deliverables and any future appendices signed by both parties. See details in Appendices A and B.

Relationship of the Parties

Applying his/her judgment regarding the work to be performed, Consultant is to choose the means and methods of performing the duties described herein. In so doing, Consultant will act as an independent contractor and not as an agent, partner, joint venturer, or employee of CAGBN. As such, Consultant is not eligible for workers compensation or any of the benefits paid to employees of CAGBN. No taxes (including income, payroll or social security taxes) of any jurisdiction shall be withheld or paid by CAGBN on behalf of Consultant. Consultant understands that he/she is responsible for paying his/her income taxes and all other taxes required by law.

Liability and Indemnification

Consultant is solely and exclusively liable to third parties for all expenses incurred by Consultant and for all claims of damages arising out of Consultant's actions. Consultant agrees to hold CAGBN harmless for any claims arising from, connected to, or caused in whole or in part by any negligent act or omission of the Consultant.

Confidentiality and Publicity

To the extent confidential or proprietary information is revealed to Consultant by the Client or obtained by Consultant on behalf of the Client, Consultant may not use or disclose the information without written approval from the Client. Wherever possible the California Green Business Network and the California Air Resources Board shall be recognized in publicity efforts for their fiscal and in-kind support. The City of Hermosa Beach, once accepted into the California Green Business Network shall include the CAGBN logo and a statement of membership on the program website, window clings, and other key marketing collateral.

Intellectual Property; Work Made For Hire

In relation to the performance of this Agreement, Consultant may create certain works for CAGBN, and program partners, all of which will be the property of CAGBN upon creation. To the extent that such works may be copyrighted or copyrightable under the laws of the United States. Consultant will be considered to have created a Work Made for Hire as defined in 17 U.S.C. Section 101 and CAGBN shall have the sole right to the copyright.

Cancellation

This agreement may be cancelled by either party at any time. Upon cancellation by CAGBN, Consultant is entitled to payment for all services performed prior to cancellation. If cancelled by the Contractor, the complete funding amount will be returned.

Failure to Perform

The contract provides an up-front lump sum payment for 50% of the services to be rendered, or \$15,000. Should the Consultant fail to perform all or a portion of the deliverables outlined in Appendix A on the schedule provided, Consultant shall be required to return this initial lump sum fee to Client upon written request. Upon completion of goals, the remaining 50% of funding, an additional \$15,000 will be disbursed.

Entire Agreement; Waiver; Modification

This agreement, including Appendices A, B, and any subsequently added appendices, constitutes the entire agreement between the parties and outlines in full all of the responsibilities each party has to the other. No waiver or modification of its terms shall be valid or binding unless in writing and signed by the parties. The failure of any party to exercise any right or option given to it by this Agreement or to insist upon strict adherence to the terms of this Agreement shall not constitute a waiver of any terms or conditions of this Agreement with respect to any other or subsequent breach.

Miscellaneous

This Agreement shall be construed in accordance with the laws of California applicable to agreements made in California. Section headings used herein are inserted for convenience only and are not part of this Agreement.



Josephine Fleming

Executive Director
California Green Business Network
831-706-7384



Signature of Authorized Program Official
(Executive officer, or equivalent)

Name: John Jalili
Title: City Manager
Organization: City of Hermosa Beach
Phone number: (310) 750-3603

APPROVED AS TO FORM:

Charles Tremper, General Counsel

Appendix A

Scope of Work and Compensation

Scope of Work

With this funding of up to \$30,000, the City of Hermosa Beach will support the certification of 15 or more businesses in the City of Hermosa Beach Green Business Program in collaboration with their program partners. There can be up to 5 of those businesses in Tier 1 Participant and at least 10 businesses in Tier 2 Certified.

The Program will launch recruitment efforts by April 30, 2017. City of Hermosa Beach in collaboration with their program partners agrees to certify this minimum number of new businesses based on their jurisdiction's business population, see Appendix D for the latest business populations. The City of Hermosa Beach will develop a work plan that must be submitted along with this agreement – funding is dependent on an approved work plan from CAGBN.

Half of the payment will be provided initially. The second half is contingent upon meeting the certification goals and providing complete and accurate documentation by the given deadlines. Half of the funds, or \$15,000 will be provided upon signature of this sub-contract. If 40% of the terms of this contract are not met by the mid-way point of October 1, 2018, the remaining funding amount of an additional \$15,000 will not be disbursed and instead will be used for another jurisdiction. Regardless of funding amounts, detailed expenses must be kept to track all costs for staff time, expenses and/or materials using the expense tracking forms. The total costs must add up to the total funding amount provided, or exceed it with matched funding.

Task	Output	Behavior Change
Collaborate with program partners to recruit businesses and assist businesses through the Green Business certification process in the City of Hermosa Beach	<ol style="list-style-type: none">1. Certify a minimum of 15 new businesses the first year of program operation.2. Create local environmental partnerships that break down government silos, making it easier for businesses to gain environmental technical assistance.3. Log business progress and metrics using the CAGBN Database, GreenBizTRACKER. Report outcomes to CAGBN by 10/1/18 and for final report 2/15/19.4. Complete a questionnaire and join the California Green Business Network and participate on working committees.	<ol style="list-style-type: none">1. Businesses get help and make verified changes to use environmentally preferable products and chemicals, conserve water and energy, and train all employees on environmental awareness. (about 40% of our measures are behavior change, and 60% involve technology retrofit)2. Government agencies, and community based organizations have increased collaboration.

Local Match Commitment and Reporting Requirements

See Appendix B.

Appendix B Reporting and Deliverables

The City of Hermosa Beach shall provide one progress report due October 1, 2018 and one final report due February 15, 2019 reporting on the progress of meeting these deliverables on the following schedule:

EPA Grant Output	Due Date	Deliverable
1. Certify 15+ businesses in the City of Hermosa Beach	<u>2/28/19</u>	15 or more new Green Business certifications (up to 10 certified and up to 5 at Participant level)
2. Log business progress and metrics using the CAGBN Database GreenBizTracker	<u>Ongoing</u>	Administrator will confirm utilization of GreenBizTracker and provide environmental outcomes in update reports.
3. Create a 1-2 page update report that includes: <ul style="list-style-type: none"> a. Status update on working with businesses in the City of Hermosa Beach (Los Angeles County). b. Environmental outcomes of working with businesses. c. Obstacles. 	<u>10/1/18</u>	1-2 page update report on status of grant implementation overall and on progress with business certification (give specific number of certifications thus far). Note: Show 40%+ of certification target complete at this time to receive the second half of the \$30,000.
4. Create a 2-3 page final report that includes: <ul style="list-style-type: none"> a. Results of working with businesses in City of Hermosa Beach (Los Angeles County). b. Environmental outcomes of working with businesses. c. Success story d. Recommendations on how to proliferate GB certifications in all parts, and especially DACs, of CA. 	<u>2/15/19</u>	2-3 page final report on success of the grant implementation.

Reports shall include digital versions of marketing collateral and links to online collateral. These images and links shall be provided electronically to the CAGBN Executive Director, Josephine Fleming at jofleming@environmentalin.com and cc:ed to CAGBN's Funding Administrator Shawn Orgel-Olson at sorgelolson@environmentalin.com.

Cost and Expense Tracking

Consultant shall utilize the attached "Expense Documentation", on the following page, to document eligible expenses related to the scope not to exceed the contract amount stated herein (\$30,000). Mileage costs will be reimbursed at the current State and IRS approved rates.

Expense Documentation Instructions:

New Green Business Programs chosen by CAGBN will receive funding for

- 1) in establishing a new program,
- 2) creating partnerships with community-based organizations that will perform outreach to disadvantaged community businesses so that these businesses can become green certified, or
- 3) supporting businesses in these communities to become certified Green Businesses.

As the selected program, Consultant will receive up to \$30,000 for expenses related to this scope. Expenses that are eligible may include but are not limited to:

- Staff and/or consultant time to assist and track businesses through the program.
- Marketing efforts to attract and promote certified green businesses.
- Business rebates for purchases required to meet green business standards.
- Material expenses for events such as Green Business Academies and/or recruitment events.
- Staff time from a community-based organization, such as a chamber of commerce, business incubator or small business assistance program to assist in business recruitment, language assistance and technical assistance.

Consultant is also committing to \$30,000, or more, in in-kind match expense for the scope noted above.

Please list the items or services that were a cost or expense on the form provided, and include receipts. Email the completed form and receipts along with the required reports to sorgelolson@environmentalin.com and jofleming@environmentalin.com or mail them to Accounting, CAGBN, 901 Center Street, Santa Cruz, CA 95060.

Consultant must ensure that the funding is used only for eligible expenses in the not-to-exceed amount of \$30,000. This will take place after the match documentation is received. Beginning March 1, 2018 and through March 1, 2019 Consultant shall submit forms for expenses and anything above the \$20,000 will be tracked as match contribution.

This Expense Documentation will be provided during the Progress Report (due October 1, 2018) and the Final Report (due February 15, 2019).

Expense Documentation California Green Business Programs

(DATE)

Name:

Green Business Program:

Address:

Telephone Number:

Email:

Submit during reporting periods to:

sorgelolson@environmentalin.com and jofleming@environmentalin.com

California Green Business Network

901 Center Street

Santa Cruz, CA 95060

(831) 706-7384

Date	Description	Hourly Rate/Cost	Quantity	Total
	Total Expenses			

Program Match Documentation

Consultant shall match the \$30,000 funding disbursement from this contract with additional funding from their municipality, partnering agencies or other sources. Consultant shall document the matched funding in the form below.

Matched Funding Form

Agency Providing Funding	Funding Amount	Task Funding Used For	Program Material Costs (Design and Production)

*Report must include proper documentation of these costs (i.e., invoice from receiving organization or business, copy of the check, justification of cost share, etc.)

NOTE: This sheet should follow the progress report.

Appendix C

A copy of the contract between the California Green Business Network and the California Air Resources Board is attached herein as Appendix C.

Consultant is required to ensure that all sub-awardee requirements are met in delivery and completion of this contract.

See separate pdf document.

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER
17EPA014
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

California Environmental Protection Agency (CalEPA or State)

CONTRACTOR'S NAME

California Green Business Network (CAGBN or Contractor)

2. The term of this

Agreement is: March 1, 2018 through March 1, 2019

3. The maximum amount
of this Agreement is:


\$ 1,000,000.00
One Million Dollars and No Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	11 pages
Exhibit B – Budget Detail and Payment Provisions	1 page
Exhibit B, Attachment 1 - Contractor's Cost Sheet	1 page
Exhibit C* – General Terms and Conditions	GTC 04/2017
Exhibit D – Special Terms and Conditions	4 pages
Exhibit E – Quarterly Report Form	3 pages
Exhibit F – Final Report Format	5 pages

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) California Green Business Network		
BY (Authorized Signature) 	DATE SIGNED (Do not type) 2/6/18	<div>APPROVED</div> <div>FEB 27 2018</div> <div>OFFICE OF LEGAL SERVICES DEPT. OF GENERAL SERVICES</div>
PRINTED NAME AND TITLE OF PERSON SIGNING Josephine Fleming, Executive Director		
ADDRESS 901 Center Street, Santa Cruz, CA 95060		
STATE OF CALIFORNIA		
AGENCY NAME California Environmental Protection Agency		<div></div> <div><input type="checkbox"/> Exempt per:</div>
BY (Authorized Signature) 	DATE SIGNED (Do not type) 2/7/18	
PRINTED NAME AND TITLE OF PERSON SIGNING Eric Jarvis, Assistant Secretary, Fiscal and Administrative Programs		
ADDRESS 1001 I Street, 24th Floor, Sacramento, California 95814		

ORIGINAL

EXHIBIT A SCOPE OF WORK

A. BACKGROUND

The mission of the California Green Business Network (CAGBN) is to lead the State and nation in developing a healthy green economy with small and medium-sized business partners (SMBs). Led by a coalition of State, local and non-governmental organizations (NGOs), CAGBN achieves its mission by providing technical assistance in best environmental management practices for businesses and recognizing and promoting SMBs that meet the environmental and human health standards set by the CAGBN. The CAGBN brand is recognizable Statewide; and understood, respected, and trusted by consumers and businesses.

The CAGBN is a non-profit organization that oversees twenty-seven (27) programs operated by Chambers of Commerce, cities, and counties throughout California. These programs provide support and assistance to help certify SMBs that voluntarily adopt environmentally preferable business practices. These practices include increased energy efficiency, reduced greenhouse gas emissions, water conservation and waste reduction.

In order to reach SMBs in communities that bear a disproportionate share of environmental challenges, at least 25% of the funding proposed will be used in disadvantaged communities (DAC).

The Green Business Program (GBP) delivers assistance for sustainable business practices, strengthens the green marketplace, and tracks measurable outcomes using State and federally endorsed calculators. The program has worked closely with the California Air Resources Board (CARB) on metrics and has partnered on federal grant opportunities to successfully launch programs in DACs.

If successful in certifying 40,000 businesses, eventually the State could expect to see over 10 million metric tons in greenhouse gas emission reduction, 1.6 billion gallons of water conserved, and \$390 million in estimated utility savings for businesses. This funding will allow the program to continue to grow and work towards achieving these long-term goals.

Since its inception in the San Francisco Bay Area, the CAGBN has grown into a network of 27 programs serving 50% of the population of California. The network model was adopted and formalized as the California Green Business Network in 2011 Assembly Bill (AB) 913 (Feuer). Following this formalization, the CAGBN developed a strategic vision to serve 40,000 California SMBs by 2040 and CAGBN became a 501.c.3 not for profit organization. In 2017, Assembly Member Al Muratsuchi collected signatures for a legislative budget funding request. This request was approved legislatively and provided a \$1 million annual funding allocation for the purposes of continuing the California Green Business Program, established within the California Environmental Protection Agency's budget.

B. SCOPE OF WORK

This Scope of Work includes tasks that reflect an investment in what works for GBPs up to this point. The purpose of this work is to:

1. Accelerate the success of the program and the environmental outcomes.
2. Level the playing field for regions that have historically been left out of environmental initiatives that also suffer levels of poverty and pollution that are detrimental to their business economy.
3. Tell the story of green business through marketing and branding to spark the GBP and ensure the program flourishes.

**EXHIBIT A
 SCOPE OF WORK**

4. Extrapolating past data from GreenBizTRACKER on a per business average, the following environmental outcomes are anticipated:

	3682 Businesses in July 2017 (annual savings)	Avg per business savings	Add 1000 Businesses (estimated savings)
GHG Emissions Saved (tons)	415,512	113	112,850
Recycling and Composting (lbs)	181,295	49	49,238
All other measures (lbs)	234,217	64	63,611
Solid Waste Diverted from Landfill (lbs)	269,636	73	73,231
Energy Saved kWh	470,296,881	127,729	127,728,648
Water Saved (gallons)	184,482,512	50,104	50,103,887
Hazardous Waste Reduced (gals)	42,533	12	11,552
Mercury Reduced (mgs)	306,750	83	83,311
Fuel Saved (gallons)	14,351	4	3,898
Grease Recycled (gallons)	340,779	93	92,553
Air Pollution: VOC Reduced (lbs)	1,269	0	345
Hazardous Waste Reduced (lbs)	7,800	2	2,118

Task 1: Existing Programs Local GBP Funding Accelerator

Each of the existing twenty-seven (27) local green business programs will receive \$20,000 to accelerate the rate at which they are able to serve businesses through onsite technical assistance and by linking business owners/managers to available rebates and resources. Each existing program shall certify at least twenty (20) new businesses. Larger municipalities shall certify at least fifty (50) businesses and some will be able to reach up to 100 certified businesses. 1000 newly certified businesses is expected. GBP staff are local, so they both know their business sector needs and can provide in-person assistance. GBP's also customize their programs to meet the needs and interests of their clients, and introduce sustainability best practices through approaches that resonate in the communities they serve. Teaming locally based, expert program auditors with each business has proven successful in achieving environmental performance gains in the SMB setting. Pairing this one-on-one assistance with rebates and promotion of certified businesses allows SMBs to overcome the financial and staff resource barriers to improving organizational sustainability.

The program also links the resources of State level agencies with SMBs, which are too dispersed and numerous for State agencies to reach. The local GBP puts "boots on the ground", connecting the dots between State sustainability goals and the eco-efficiencies and pollution prevention practices that work for local businesses.

EXHIBIT A SCOPE OF WORK

The Operational Process of Becoming Green:

The California Green Business Program recognizes businesses that comply with all environmental regulations and take additional steps to conserve natural resources and prevent pollution. To become a certified Green Business:

1. Businesses enroll at www.greenbusinessca.org or .eco.
2. Each business completes an online checklist of required and voluntary measures and implement necessary measures to prevent pollution and to conserve resources. Audits and technical assistance to businesses are provided by local energy, water, waste utility staff, and/or green business staff who verify that candidates meet Program standards and link businesses to resources and rebates to achieve higher environmental performance.
3. Local Green Business Coordinators contact the appropriate environmental regulatory agencies to assure candidates' environmental regulatory compliance.
4. Coordinators collect sign offs from all audit and inspection partners to verify the implementation of selected measures.
5. After successful completion of the onsite audits, the business is officially recognized as a Green Business, receives rights to use the Green Business logo and other program materials for self-promotion, is promoted to the public via listing in the online, searchable statewide directory, and may receive other free promotions through their local program.

The participation of program experts for all audits is essential to the credibility and success of the GBP. A range of partners, including those from compliance, waste reduction, pollution prevention, energy efficiency and water conservation programs, have contributed rebates, funding and in-kind services to the GBP. Partners have included energy and water utilities, special districts, community colleges, nonprofit organizations, green job training programs, as well as local, regional, State and federal agencies.

The following is a list of eligible expenses:

- a. Staff and/or consultant time to assist and track businesses through the program.
- b. Marketing efforts to attract and promote certified green businesses.
- c. Business rebates for purchases required to meet green business standards.
- d. Material expenses for events such as Green Business Academies and/or recruitment events.

Green Business Products:

EXHIBIT A SCOPE OF WORK

The California Green Business Network (CAGBN) provides the following products for its funding partners:

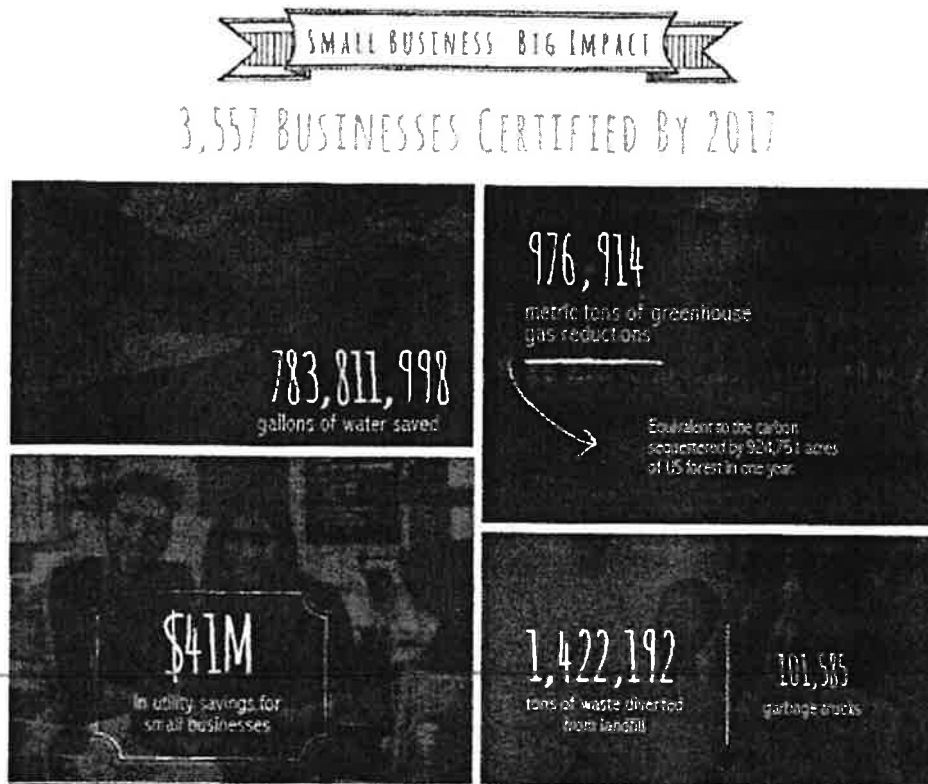
1. A community embedded network of Green Business advocates educating business owners and their employees on the benefits and implementation of new green practices into their operations.
2. A network of Green Businesses as early adopters of new best management practices, upcoming environmental policies, and greener process materials.
3. Measurable improvement in environmental outcomes on a local, regional or Statewide scale.
4. A verified green marketplace to promote the green economy.
5. A trusted environmental certification/recognition brand for small/medium sized businesses
6. Green job creation and career development opportunities.
7. A beneficial and positive relationship between business and government.
8. Communication among multiple local, regional and State agencies with conservation or compliance goals.
9. Improvement in California business efficiency, resiliency and retention.

Boots on the Ground: In general, State and regional level agencies do not implement programs at the local level and have limited resources to work with individual businesses. The CAGBN, with its local network of partners and businesses, does have that ability. For example, DTSC funded research and generated material for educating various industries on pollution prevention and less toxic product use. The CAGBN, in turn, has served as the vehicle for disseminating and explaining these environmentally friendlier alternatives. As an added benefit in this cycle, businesses typically transfer their new knowledge of green practices to employees, clients and the community. Employees also take the knowledge home with them and to their next workplace.

Network of Green Businesses: Businesses in our programs are drivers of positive environmental change. Green Businesses are early adopters of green technologies, policies and practices. For example, they were among the first in California to retrofit lighting to light emitting diodes (LEDs), the first to use aqueous rather than petroleum-based parts washers, and the first to switch to ultralow flush toilets. This unique industry community, supported by the CAGBN and key partners, has become a system for information sharing among SMBs.

Environmental Outcomes: The CAGBN measures the results of program activities, which can be reported to local city councils, and boards of supervisors, State agencies such as the State Water Resources Board and its regional boards, the California Air Resources Board and its local Air Districts, the California Public Utilities. Task 1 will be a major contributor to the expected environmental outcomes. See Task 7 Reporting, for specific environmental outcomes that are tracked, and the graphic below.

**EXHIBIT A
SCOPE OF WORK**



Task 1 Deliverables: CAGBN shall develop and execute agreements with each of the existing twenty-seven (27) local green business programs. CAGBN shall provide the executed agreements to CalEPA as documentation of CAGBN's agreement with each program.

Task 2: Multi-lingual Materials

In an effort to level the playing field and build bridges between existing programs and DAC groups, CAGBN will develop multi-lingual program materials and provide additional assistance to establish new programs in DACs. Through previous grant funding, CAGBN developed a model to work with DACs that included partnering with trusted community-based organizations, such as business incubators, chambers of commerce, or small business assistance programs. As CAGBN expands into these new communities, they will provide the mentorship and a model to work within these communities and facilitate solutions to language and trust barriers. This will allow more business owners and consumers to engage in the program. Specifically, within this task, CAGBN will translate the main Recruitment Rack Card into two (2) or three-(3) chosen languages per community needs and demographics. CAGBN will also Translate key aspects of website to produce "en español" option.

Task 2: Deliverables: Contractor will provide CalEPA with translated versions of the main Recruitment Rack Card into two (2) or three (3) chosen languages vetted by CalEPA Project Manager and CAGBN to align with community needs and demographics. Key aspects of the website will be produced "en español" option.

EXHIBIT A SCOPE OF WORK

Task 3: New Program Start-up

Contractor will start up six (6) new programs with a focus on disadvantaged communities. Each new program will be given \$30,000 to get started with the following eligible expenses:

1. Staff and/or consultant time to assist and track businesses through the program.
2. Marketing efforts to attract and promote certified green businesses.
3. Business rebates for purchases required to meet green business standards.
4. Material expenses for events such as Green Business Academies and/or recruitment events.
5. Staff time from a community-based organization, such as a chamber of commerce, business incubator or small business assistance program to assist in business recruitment, language assistance and technical assistance.

The community-based organizations has proven in the past to be valuable tool to be able to effectively work with businesses in disadvantaged communities. The new communities will choose the most effective use of their funding distribution among the eligible expenses. CAGBN will guide these new programs toward success, providing mentorship and assisting with training and stakeholder building to ensure success. So far, the regions that have expressed interest in starting new programs are:

- Tulare, County
- Humboldt County
- Kern County
- Sacramento County
- Mammoth
- Santa Ana
- Torrance
- Long Beach
- San Luis Obispo County
- Lancaster

Task 3 Deliverables: CAGBN shall develop and execute agreements with each of the six (6) new local green business programs. CAGBN shall provide the executed agreements to CalEPA as documentation of CAGBN's agreement with each program.

Task 4: Marketing and Branding

Marketing and branding the California Green Business Program has two goals:

1. Recruit new businesses to enroll in the program.
2. Drive consumers to existing certified green businesses.

EXHIBIT A SCOPE OF WORK

CAGBN has only just recently embarked on this with a new logo/brand and web platform. These were key items needed before CAGBN could launch a campaign to help us *"Tell the Story"*. Launching a marketing campaign will help drive consumers to businesses so that the Green Business brand has value. This will result in more reward for the businesses and more businesses enrolling in the program. When surveyed, most businesses wanted additional marketing to educate consumers about what it means to be a certified Green Business. The Contractor shall accomplish the following:

- a. Network Branding: purchase window clings, maintain and share style guide with all network members and business so that the brand is marketed appropriately and is recognized.
- b. Maintenance of a phone application for consumers to find green businesses and patronize them.
- c. Online, password protected toolkit for businesses to self-promote using the brand.
- d. Increased and more effective social media presence on LinkedIn, Facebook, and Instagram. Currently, it is not effectively managed.
- e. www.greenbusinessca.org website maintenance and updates.
- f. Directing web traffic to our website through the use of search engine optimization with leveraged funding from a Google AdWords grant.
- g. Member outreach and communication: e- newsletter, prompts for businesses that are stalling in the process, new and helpful resources.
- h. Implement marketing via key business outlets/business groups.
- i. Oversee Marketing Committee.
- j. CAGBN previously only consisted of one certification. CAGBN will soon offer a new "Innovator" tier with additional environmental outcomes, such as social equity, zero net energy and zero waste. This tier will need to offer additional marketing benefits to businesses that go above and beyond the green business standards.

Task 4 Deliverables:

CAGBN shall provide CalEPA with a quarterly report detailing progress made on Task 4 progress.

Task 5: Performance Standards and Checklists

CAGBN currently offers sector specific standards for certification to over twenty (20) different sectors. Many of those checklists were initially developed decades ago and need constant updating to stay abreast of best environmental management practices. CAGBN also develops essential criteria used statewide; these criteria are complemented by region-specific measures. Only the "Office/Retail" checklist currently has essential criteria defined. Each sector needs an essential criteria checklist so that a Green Business in San Francisco (for example) is the same as a Green Business in Los Angeles. The Contractor shall accomplish the following:

EXHIBIT A SCOPE OF WORK

Develop Statewide essential criteria for the top existing sectors (at least ten (10) base checklists).

1. Update five (5) checklists that are out of date and develop criteria for two (2) new sectors.

Task 5 Deliverables: CAGBN shall provide CalEPA with completed essential criteria checklists approved by CalEPA Project Manager for each statewide sector.

Task 6: GreenBizTRACKER Database Optimize and Maintain

The CAGBN has developed a sophisticated web-based database to provide an online application for businesses, allow coordinators to track businesses through the certification process and give the public a searchable business directory. This tool can be used on any browser or on any handheld device, and is utilized by private industry, government, and the public at large. The development of the database was funded by the State of California Department of Toxic Substance Control and several local Green Business Programs. It has been continually refined since first launch in 2009. Over the past eight years, over \$800,000 has been spent on the system. Annual maintenance costs at least \$95,000 to keep the system up to date and meet the level of customization and training needed for each region.

Businesses use the tool to track environmental improvements that result from participating in the program, to track the steps needed to be certified, and to gain access to an environmental scorecard. The environmental scorecard tells a business how much greenhouse gases, water, kWh, and hazardous materials they have saved, solid waste they have diverted from the landfill and other key environmental outcomes from implementing Green Business measures. The metrics calculations and assumptions derive from known formulas also used by State and Federal environmental agencies. The CAGBN worked with these agencies to come up with consistent metrics.

GreenBiz Tracker

Dashboard

My Checklist

My Tracker

My Compliance Profile

My Report Card

Communication

GET STARTED

GENERAL

WASTEWATER

POLLUTION PREVENTION

SOLID WASTE

TRANSPORTATION

WASTEWATER

WATER

PRINT CERTIFIED

PRINT INNOVATOR

FIND GREEN BUSINESSES

NEW BUSINESSES

LOGOUT

Using the Application

WELCOME TO YOUR ONLINE GREENING CHECKLIST APPLICATION!

GET STARTED

Thank you for taking the first steps to becoming a Certified Green Business! Your login information will be sent to the email address you entered when completing the application.

Please begin filling in the checklist to the best of your ability and once you have submitted it, your Green Business Program Coordinator will contact you to assist you in completing the process. There may also be a few other "experts" that we send your way to connect you with rebates and help you complete the checklist.

ABOUT THIS APPLICATION

Meeting the Requirements

There are 58 measures that need to be completed in this Application.

Currently, you have completed

0/58 total measures

USEFUL TIPS

Completing the Application

Please select the "How to use this Application" bar above to familiarize yourself with the icons and options you'll use in the checklist.

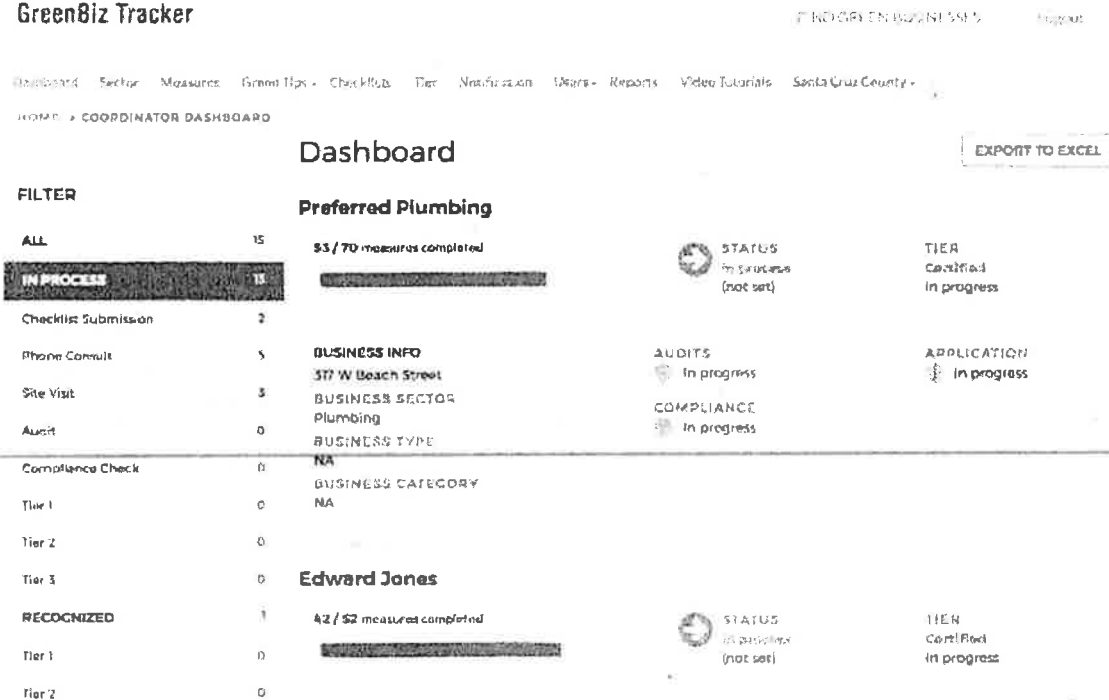
HOW TO USE THIS APPLICATION

- Your Next Steps
- Fill in the checklist application as best you can. Remember, you

EXHIBIT A SCOPE OF WORK

GBP Coordinators use the tool to create, share and customize sector-specific checklists for their City, County, or State, to track businesses through the audit and inspection process, to assign technical assistance experts/auditors to visit a business, and to eventually recognize that business.

GreenBiz Tracker



City, County and State Governing Boards use the tool to aggregate environmental outcome data to demonstrate the value of the Program. In California, this data collection largely has been used to enhance Climate Action Planning efforts. As a result of the reports available from the database, GBP activities have been the cornerstone of many Climate Action Plans.

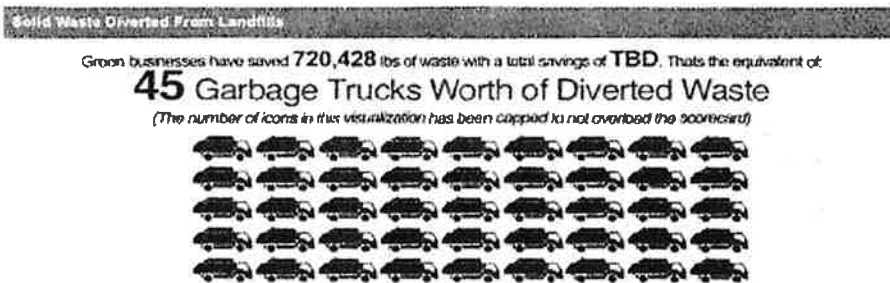


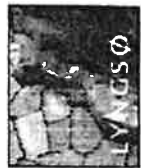
EXHIBIT A SCOPE OF WORK

Consumers use the online directory tool to find and patronize Certified Green Businesses.



Category: Computers, Science & Technology

LiveOps, Inc.
LiveOps is the global leader in cloud contact center and customer service solutions. More than 300 companies around the world trust LiveOps' technology to enable effective multichannel, social and mobile interactions with their customers. With 10+ years of cloud experience, LiveOps is the partner of choice for migrating to the cloud. Headquartered in Redwood City, CA, LiveOps supports a range of industries like financial, healthcare, insurance, retail and high tech. Visit www.LiveOps.com.
[Read more](#)



Category: Home & Building
Maintenance

Lyngso Garden Materials
Garden supplies retailer to homeowners and contractors of living soil mixes, a huge variety of beautiful stone and sculptural boulders, compost tea, dozens of hardscape materials, ready-mix concrete, great customer service, deliveries, even rental dump trucks.
[Read more](#)

The State of California previously assisted with funding the development of the database, and its operation and maintenance is paid for by the local cities, counties, and utilities in California that use it. It is also licensed by other States with Green Business Programs. Maintaining the system Statewide has become critical to the operation of local green business programs.

GreenBizTracker is the web-based platform created and owned by CAGBN to track businesses through the green business process while also collecting environmental metric outcomes. The system will be optimized and maintained to meet the growing demands within California and to expand throughout the State. New and updated metrics will be incorporated.

The following tasks will be completed:

1. Fees for servers, domains, SSL, and Backups.
2. Build in new metrics and performance standards.
3. Enhance metric reports.
4. Enhance with new efficiencies, i.e. Base checklists auto populate all sectors.
5. Enhance with more resources for businesses to be self-serve.
6. Technical support for users.

Task 6 Deliverables: CAGBN shall provide the CalEPA Project Manager with substantiated proof that the GreenBizTRACKER database software and website improvements and functionality have been performed. An updated report will be provided to the CalEPA Project Manager for comparison to the original baseline report as verification and inclusion in the Final Report.

**EXHIBIT A
SCOPE OF WORK**

Task 7: Reporting

Contractor shall provide quarterly reports to the CalEPA. A draft final report will be provided at least forty five (45) days prior to contract end date to the CalEPA Project Manager. The CalEPA Project Manager will review and provide feedback on draft Final report at least thirty (30) days prior to contract end date. CAGBN will provide the Final Report incorporating CalEPA comments and recommendations two (2) weeks prior to contract end date. The Final Report will be in the format provided in Exhibit F – Final Report Format. In the event that all goals are met prior to contract end date CAGBN will provide a final report in accordance with the above timeline with CalEPA Project Manager coordination and approval.

Task 7 Deliverables: Quarterly reports will be provided to the CalEPA in accordance with Exhibit - E Quarterly Report Format.

C. CONTRACT REPRESENTATIVES

Project Managers during the term of this Agreement shall be:

Agency: California Environmental Protection Agency	Contractor: California Green Business Network
Division: Office of the Secretary	Unit: n/a
Attention: Ashlyne Poston	Attention: Julianne Rhodes
Address: 1001 I Street Sacramento, CA 95814	Address: 901 Center Street Santa Cruz, CA 60018
Phone: (916) 323-2345	Phone: (831) 431-3485
Email: ashlyne.poston@calepa.ca.gov	Email: jrhodes@environmentalin.com

Direct all inquiries to the Project Managers. The parties may change their Contract Representative(s) upon providing ten (10) days written notice to the other party's Contract Representative(s). The notifying party shall provide complete contact information for the replacement Contract Representative(s) to include the information provided above.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

A. INVOICING AND PAYMENT

1. For services satisfactorily rendered, upon receipt and approval of an invoice(s), for each completed task, the State agrees to compensate the Contractor for costs specified in Exhibit B, Attachment 1 - Contractor's Cost Sheet.
2. To be approved the invoice must include a quarterly invoice report of the work performed up until that point, with the same level of detail described in the Exhibit B, Attachment 1 - Contractor Cost Sheet, for each task. Further, the invoice must be easily comparable by CalEPA staff to the Budget contained herein. Payment will be made upon approval of the quarterly reports.
3. Contractor shall submit one (1) original and one (1) copy of each invoice. Invoices must include the Agreement Number and must be submitted not more frequently than quarterly in arrears to:

California Environmental Protection Agency c/o California Air Resources Board
Accounting Section
P.O. Box 1436
Sacramento, California 95812

B. PROGRESS PAYMENTS

Progress payments are permitted for work performed under this contract. Ten percent (10%) of each invoiced amount shall be withheld pending final completion of the contract, and receipt and acceptance by the State Project Representative of any final reports required under the contract. A final invoice must be submitted for the remainder of the balance.

C. BUDGET CONTINGENCY CLAUSE

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

C. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

D. TRAVEL AND PER DIEM

There shall be no reimbursement for travel or per diem.

**EXHIBIT B, ATTACHMENT 1
 CONTRACTOR'S COST SHEET**

Task	Task Description	Cost
1	Subcontract with 27 existing programs (\$20k each)	\$540,000
Subtotal Task 1		\$540,000
2	Determine cultural focus	\$100
	Select materials for translation	\$100
	Translate materials and make available	\$4,800
Subtotal Task 2		\$5,000
3	Develop selection criteria for new programs	\$200
	Solicit new programs to complete questionnaire and receive them	\$200
	Rate and select 6 new programs by committee (CAGBN Board)	\$400
	Subcontract with new programs (\$30k each)	\$180,000
	Management, mentorship, stakeholders, training and set up	\$89,200
Subtotal Task 3		\$270,000
4	Network Branding	\$7,900
	Business self-promotion toolkit	\$5,200
	Social media presence	\$4,800
	Website maintenance	\$6,000
	Google AdWords	\$12,000
	E-Communications	\$6,000
	Key Business Outlets	\$4,600
	Leverage "Innovator" tier	\$4,000
	Manage Marketing Committee/oversight	\$4,500
Subtotal Task 4		\$55,000
5	Create essential criteria in the top utilized sectors	\$15,000
	Update existing sectors that are most out of date	\$10,000
Subtotal Task 5		\$25,000
6	Build in new metrics and performance standards	\$10,000
	Enhance metric reports	\$20,000
	Enhance with new efficiencies	\$30,000
	Enhance with more resources for businesses to be self-serve.	\$15,000
Subtotal Task 6		\$75,000
7	Produce Quarterly Reports	\$20,000
	Produce a Final Report	\$5,000
	Administrative	\$5,000
Subtotal Task 7		\$30,000
Grand Total (Tasks 1-7)		\$1,000,000

**EXHIBIT D
SPECIAL TERMS AND CONDITIONS**

A. Excise Tax

The State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California, local sales, or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another state.

B. Settlement of Disputes

1. In the event of a dispute, Contractor shall file a "Notice of Dispute" with CalEPA within ten (10) days of discovery of the problem. Within ten (10) days, CalEPA shall meet with the Contractor and Project Manager for purposes of resolving the dispute.
2. Any dispute concerning a question of fact arising under the terms of this Agreement which is not disposed of within a reasonable period of time by Contractor and State employees normally responsible for the administration of this Agreement shall be brought to the attention of the Executive Officer or designated representative of each organization for resolution. The decision of the State Executive Officer or designated representative shall be final.
3. In the event of a dispute, the language contained within this Agreement shall prevail over any other language.
4. The existence of a dispute not fully resolved shall not delay Contractor to continue with the responsibilities under this Agreement which is not affected by the dispute.

C. Potential Subcontractors

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

D. Stop Work Order

State reserves the right to issue an order to stop work in the event that a dispute should arise, or in the event that State gives Contractor a notice that the Agreement will be terminated. The stop work order will be in effect until the dispute has been resolved or the Agreement has been terminated.

E. Termination

1. In addition to the rights under Exhibit C of the Standard Agreement, State reserves the right to terminate this Agreement at its sole discretion at any time upon thirty (30) days prior written notice to Contractor.
2. In the case of early termination, Contractor shall submit one (1) original and one (1) copy of the invoice covering services to termination date, following the invoice requirements of this Agreement. A copy and description of any data collected up to termination date shall also be provided to State.

**EXHIBIT D
SPECIAL TERMS AND CONDITIONS**

3. Upon receipt of the invoice, progress report, and data, a final payment will be made to Contractor. This payment shall be for all State-approved costs that in the opinion of State are justified, and shall include labor, and materials purchased or utilized (including all non-cancellable commitments) to termination date, and pro rata indirect costs as specified in the proposal budget.

F. Amendments

1. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.
2. CalEPA reserves the right to amend this Agreement through a formal written amendment, signed by the parties, for additional time and/or funding.

G. Insurance Requirements

1. Commercial General Liability

Contractor must furnish to the State a certificate of insurance to remain in effect at all times during the term of this Agreement. Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy must include coverage for liabilities arising out of premises operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy must include:

California Environmental Protection Agency/Air Resources Board, State of California, its officers, agents, and employees are included as additional insured, but only with respect to work performed under this Agreement.

This endorsement must be supplied under a form acceptable to the Office of Risk and Insurance Management.

In the case of Contractor's utilization of subcontractors to complete the contracted scope of work, Contractors shall include all subcontractors as insured under Contractor's insurance or supply evidence of insurance to the State equal to policies, coverage and limits required of Contractor.

2. Automobile Liability

Contractor must furnish to the State a certificate of insurance to remain in effect at all times during the term of this Agreement. Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles. The policy must include:

California Environmental Protection Agency/Air Resources Board, State of California, its officers, agents, and employees are included as additional insured, but only with respect to work performed under this Agreement.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

3. Workers' Compensation and Employers' Liability

Contractor must furnish to the State a certificate of insurance to remain in effect at all times during the term of this Agreement. Contractor shall maintain statutory workers' compensation and employers' liability for all its employees who will be engaged in the performance of the Agreement. Employers' liability limits of \$1,000,000 are required. The policy must include:

When work is performed on State owned or controlled property the Workers' Compensation policy shall contain a waiver of subrogation in favor of the State. The waiver of subrogation endorsement shall be provided.

4. General Provisions Applying to all Policies

- a. **Coverage Term:** Coverage needs to be in force for the complete term of the Agreement. If insurance expires during the term of the Agreement, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the Agreement.
- b. **Policy Cancellation or Termination and Notice of Non-Renewal:** Contractor shall provide to the State within five (5) business days following receipt by Contractor a copy of any cancellation or non-renewal of insurance required by this Agreement. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event, subject to the provisions of this Agreement.
- c. **Deductible:** Contractor is responsible for any deductible or self-insured retention contained within their insurance program.
- d. **Primary Clause:** Any required insurance contained in the Agreement shall be primary, and not excess or contributory to any other insurance carried by the State.
- e. **Insurance Carrier Required Rating:** All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Contractor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- f. **Endorsements:** Any required endorsement must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- g. **Inadequate Insurance:** Inadequate or lack of insurance does not negate the Contractor's obligations under the Agreement.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

H. Force Majeure

Except for defaults of subcontractors, neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts shall include but shall not be limited to acts of God, fire, flood, earthquake, other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, public regulated utility, or governmental statutes or regulations superimposed after the fact. If a delay or failure in performance by the Contractor arises out of a default of its subcontractor, and if such default of its subcontractor, arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for damages of such delay or failure, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

I. Registration With State and Local Jurisdictions

All business entities doing business within the State must be registered with the appropriate State and local jurisdictions and maintain applicable licenses as required by law. All businesses who do not possess active licenses required to perform the contract services in the scope of work, or who are not registered with the appropriate jurisdictions as required by law during the Agreement term may have their Agreement terminated at the discretion of CalEPA.

J. Tax Delinquencies

Public Contract Code Section 10295.4 provides that a State agency shall not enter into any contract for goods or services with a contractor whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. FTB and BOE will post and periodically update lists of the 500 largest tax delinquencies on their websites as required by law. If CalEPA determines that the Contractor or any of its subcontractors are on either the FTB or BOE list at any time before or during the contract term, this will be grounds for termination of the contract.

EXHIBIT E
QUARTERLY REPORT FORMAT

Project Title:	
Contractor:	
Contract Number:	
Date Submitted:	

Progress Made During Latest Current Reporting Period:	
Scheduled Activities By Task:	
Issues Or Problems Encountered:	

EXHIBIT E
QUARTERLY REPORT FORMAT

Statistics		
Green Business Statistics	Quantity	Metric
Funding of existing 27 programs completed		Percent
Recruitment Card language translation		Percent
Website "en español" option		Percent
New Program startups (6)		Percent
Businesses certified during the quarter		Number
Increase in enrollment		Percent
Increase in certification		Percent
New sectors added		Number
Businesses served in new sectors (enrolled and certified)		Number
New metrics added		Number
% to 1000 new certified businesses		Percent
Marketing Statistics		
Google adwords conversions (60)		Number
Google analytics website visitors on Homepage (9000)		Number
Google analytics website visitors on enrollment page (1500)		Number
Google analytics website visitors on Directory Listing (3000)		Number
Phone application use numbers (300)		Number
Social media followers increase across platforms		Number
Marketing and Branding program		Percent
Website maintenance and updates		Percent
Performance Standards and Checklists	Quantity	Metric
Development of essential criteria for top existing sectors (10)		Percent
Out of date checklist updates (5)		Percent
Development of criteria for (2) new sectors		Percent

EXHIBIT E
QUARTERLY REPORT FORMAT

GreenBizTRACKER Database Optimize and Maintain	Quantity	Metric
Fees for servers, domains, SSL, and Backups.		Percent
Build in new metrics and performance standards		Percent
Enhance metric reports		Percent
Enhance with new efficiencies		Percent
Enhance with more resources for businesses to be self-serve		Percent
Technical support for users		Percent
Environmental Statistics	Quantity	Metric
GHG Emissions Saved		Tons
Solid Waste Diverted from Landfill		Pounds
Energy Saved		kWh
Water Saved		Gallons
Hazardous Waste Reduced		Gallons
Mercury Reduced		Milligrams
Fuel Saved		Gallons
Grease Recycled		Gallons
Air Pollution: VOC Reduced		Pounds
Hazardous Waste Reduced		Pounds

EXHIBIT F FINAL REPORT FORMAT

The Report is a record of the project and its results, and is used in several ways. Therefore, the Report must be well organized and contain certain specific information. The CalEPA reviews all draft Final Reports, paying special attention to the Abstract and Executive Summary. If the CalEPA finds that the Report does not fulfill the requirements stated in this Appendix, the document will not be approved for release, and final payment for the work completed may be withheld. This Appendix outlines the requirements that must be met when producing the Report. A draft report will be compiled and CalEPA will have two weeks to provide feedback, then CAGBN will have a further two weeks to edit, for a month total.

Note: In partial fulfillment of the Final Report requirements, the Contractor shall submit a copy of the Report on a CD in PDF format and in a word-processing format, preferably in Word - Version 6.0 or later. This is in addition to the submission of any paper copies required. The diskette shall be clearly labeled with the Agreement title, CalEPA Agreement number, the words "Final Report," and the date the report was submitted.

Legibility. Each page of the approved Final Report must be legible and camera-ready.

Binding. The draft Report, including its appendices, must be either spiral bound or stapled, depending on size. The revised Report and its appendices should be spiral bound, except for two (2) unbound, camera-ready originals.

Cover. Do not supply a cover for the Report. CalEPA will provide its standard cover.

One-sided vs. two-sided. To conserve paper, both the draft Report and the revised Report, except for the unbound camera-ready copies, should be printed on both sides of the page. The unbound camera-ready copies must be printed on only one (1) side of the page.

Title. The title of the Report should exactly duplicate the title of the Agreement unless a change is approved in writing by the contract manager.

Spacing. In order to conserve paper, copying costs, and postage, please use single or one (1)-line spacing.

Page size. All pages should be of standard size (8 1/2" x 11") to allow for photo-reproduction.

Large tables or figures. Foldout or photo-reduced tables or figures are not acceptable because they cannot be readily reproduced. Large tables and figures should be presented on consecutive 8 1/2" x 11" pages, each page containing one portion of the larger chart.

Color. Color presentations are not acceptable; printing shall be black on white only.

Corporate identification. Do not include corporate identification on any page of the Final Report, except the title page.

Unit notation. Measurements in the Reports should be expressed in metric units. However, for the convenience of engineers and other scientists accustomed to using the British system, values may be given in British units as well in parentheses after the value in metric units. The expression of measurements in both systems is especially encouraged for engineering reports.

**EXHIBIT F
FINAL REPORT FORMAT**

Section order. The Report should contain the following sections, in the order listed below:

Title page
Disclaimer
Acknowledgment
Table of Contents
List of Figures
List of Tables
Abstract
Executive Summary
Body of Report
References
List of inventions reported and copyrighted materials produced
Glossary of Terms, Abbreviations, and Symbols
Appendices

Page numbering. Beginning with the body of the Report, pages shall be numbered consecutively beginning with "1," including all appendices and attachments. Pages preceding the body of the Report shall be numbered consecutively, in ascending order, with small Roman numerals.

Title page. The title page should include, at a minimum, the Agreement number, Agreement title, name of the principal investigator, contractor organization, date, and this statement: "Prepared for the California Air Resources Board and the California Environmental Protection Agency."

Disclaimer. A page dedicated to this statement must follow the Title Page:

The statements and conclusions in this Report are those of the contractor and not necessarily those of the California Air Resources Board. The mention of commercial products, their source, or their use in connection with material reported herein is not to be construed as actual or implied endorsement of such products.

Acknowledgment. Only this section should contain acknowledgments of key personnel and organizations who were associated with the project. The last paragraph of the acknowledgments must read as follows:

This Report was submitted in fulfillment of CalEPA 17EPA014 by California Green Business Network under the sponsorship of the California Environmental Protection Agency. Work was completed as of December 31, 2019.

Table of Contents. This should list all the sections, chapters, and appendices, together with their page numbers. Check for completeness and correct reference to pages in the Report.

List of Figures. This list is optional if there are fewer than five (5) illustrations.

List of Tables. This list is optional if there are fewer than five (5) tables.

Abstract. The abstract should tell the reader, in nontechnical terms, the purpose and scope of the work undertaken, describe the work performed, and present the results obtained and conclusions. The purpose of the abstract is to provide the reader with useful information and a means of determining whether the complete document should be obtained for study. The length of the abstract should be no more than about 200 words. Only those concepts that are addressed in the executive summary should be included in the abstract.

**EXHIBIT F
FINAL REPORT FORMAT**

Example of an abstract:

A recently developed ground-based instrument, employing light detecting and ranging (lidar) technology, was evaluated and found to accurately measure ozone concentrations at altitudes of up to 3,000 meters. The novel approach used in this study provides true vertical distributions of ozone concentrations aloft and better temporal coverage of these distributions than other, more common methods, such as those using aircraft and ozonesonde (balloon) techniques. The ozone and aerosol measurements from this study, in conjunction with temperature and wind measurements, will provide a better characterization of atmospheric conditions aloft and the processes involved in the formation of unhealthful ozone concentrations than can be achieved with traditional ground-based monitors.

Executive Summary. The function of the executive summary is to inform the reader about the important aspects of the work that was done, permitting the reader to understand the research without reading the entire Report. It should state the objectives of the research and briefly describe the experimental methodology(ies) used, results, conclusions, and recommendations for further study. All of the concepts brought out in the abstract should be expanded upon in the Executive Summary. Conversely, the Executive Summary should not contain concepts that are not expanded upon in the body of the Report.

The Executive Summary will be used in several applications as written; therefore, please observe the style considerations discussed below.

Limit the Executive Summary to two (2) pages, single spaced.

Use narrative form. Use a style and vocabulary level comparable to that in Scientific American or the New York Times.

Do not list agreement tasks in lieu of discussing the methodology.

Discuss the results rather than listing them.

Avoid jargon.

Define technical terms.

Use passive voice if active voice is awkward.

Avoid the temptation to lump separate topics together in one sentence to cut down on length.

The Executive Summary should contain four (4) sections: Background, Methods, Results, and Conclusions, described below:

THE BACKGROUND SECTION. For the Background, provide a one (1)-paragraph discussion of the reasons the research was needed. Relate the research to the Board's regulatory functions, such as establishing ambient air quality standards for the protection of human health, crops, and ecosystems; the improvement and updating of emissions inventories; and the development of air pollution control strategies.

EXHIBIT F FINAL REPORT FORMAT

THE METHODS SECTION. At the beginning of the Methods section, state what was done in general, in one (1) or two (2) sentences.

The methodology should be described in general, nontechnical terms, unless the purpose of the research was to develop a new methodology or demonstrate a new apparatus or technique. Even in those cases, technical aspects of the methodology should be kept to the minimum necessary for understanding the project. Use terminology with which the reader is likely to be familiar. If it is necessary to use technical terms, define them. Details, such as names of manufacturers and statistical analysis techniques, should be omitted. Specify when and where the study was performed, if it is important in interpreting the results.

The findings should not be mentioned in the Methods section.

THE RESULTS SECTION. The Results section should be a single paragraph in which the main findings are cited and their significance briefly discussed. The results should be presented as a narrative, not a list. This section must include a discussion of the implications of the work for the Board's relevant regulatory programs.

THE CONCLUSIONS SECTION. The Conclusions section should be a single short paragraph in which the results are related to the background, objectives, and methods. Again, this should be presented as a narrative rather than a list. Include a short discussion of recommendations for further study, adhering to the guidelines for the Recommendations section in the body of the Report.

BODY OF REPORT. The body of the Report should contain the details of the research, divided into the following sections:

INTRODUCTION. Clearly identify the scope and purpose of the project. Provide a general background of the project. Explicitly state the assumptions of the study.

Clearly describe the hypothesis or problem the research was designed to address. Discuss previous related work and provide a brief review of the relevant literature on the topic.

MATERIALS AND METHODS. Describe the various phases of the project, the theoretical approach to the solution of the problem being addressed, and limitations to the work. Describe the design and construction phases of the project, materials, equipment, instrumentation, and methodology. Describe quality assurance and quality control procedures used. Describe the experimental or evaluation phase of the project.

RESULTS. Present the results in an orderly and coherent sequence. Describe statistical procedures used and their assumptions. Discuss information presented in tables, figures and graphs. The titles and heading of tables, graphs, and figures, should be understandable without reference to the text. Include all necessary explanatory footnotes. Clearly indicate the measurement units used.

DISCUSSION. Interpret the data in the context of the original hypothesis or problem. Does the data support the hypothesis or provide solutions to the research problem? If appropriate, discuss how the results compare to data from similar or related studies. What are the implications of the findings? Identify innovations or development of new techniques or processes. If appropriate, discuss cost projections and economic analyses.

EXHIBIT F FINAL REPORT FORMAT

SUMMARY AND CONCLUSIONS. This is the most important part of the Report because it is the section that will probably be read most frequently. This section should begin with a clear, concise statement of what, why, and how the project was done. Major results and conclusions of the study should then be presented, using clear, concise statements. Make sure the conclusions reached are fully supported by the results of the study. Do not overstate or over interpret the results. It may be useful to itemize primary results and conclusions. A simple table or graph may be used to illustrate.

RECOMMENDATIONS. Use clear, concise statements to recommend (if appropriate) future research that is a reasonable progression of the study and can be supported by the results and discussion.

REFERENCES. Use a consistent style to fully cite work referenced throughout the Report and references to closely related work, background material, and publications that offer additional information on aspects of the work. Please list these together in a separate section, following the body of the Report. If the Report is lengthy, you may list the references at the end of each chapter.

LIST OF INVENTIONS REPORTED AND PUBLICATIONS PRODUCED. If any inventions have been reported, or publications or pending publications have been produced as a result of the project, the titles, authors, journals or magazines, and identifying numbers that will assist in locating such information should be included in this section.

GLOSSARY OF TERMS, ABBREVIATIONS, AND SYMBOLS. When more than five (5) of these items are used in the text of the Report, prepare a complete listing with explanations and definitions. It is expected that every abbreviation and symbol will be written out at its first appearance in the Report, with the abbreviation or symbol following in parentheses [i.e., carbon dioxide (CO₂)]. Symbols listed in table and figure legends need not be listed in the Glossary.

APPENDICES. Related or additional material that is too bulky or detailed to include within the discussion portion of the Report shall be placed in appendices. If a Report has only one (1) appendix, it should be entitled "APPENDIX." If a Report has more than one (1) appendix, each should be designated with a capital letter (APPENDIX A, APPENDIX B). If the appendices are too large for inclusion in the Report, they should be collated, following the binding requirements for the Report, as a separate document. The contract manager will determine whether appendices are to be included in the Report or treated separately. Page numbers of appendices included in the Report should continue the page numbering of the Report body. Pages of separated appendices should be numbered consecutively, beginning at "1."