

**CALIFORNIA ALTERNATIVE ENERGY AND  
ADVANCED TRANSPORTATION FINANCING AUTHORITY**

***Consideration of Interagency Agreement with State Treasurer’s Office for  
Executive and Support Services in an Amount Not to Exceed \$367,024.00***

**Tuesday, March 17, 2020**

Prepared by: *Jessica Arceo*

**REQUEST**

Staff requests approval of the Fiscal Year (FY) 2019/20 Interagency Agreement (“IA”) with the State Treasurer’s Office (“STO”) to provide executive and administrative support to the Authority in the amount of \$367,024.00 during the term July 1, 2019 through June 30, 2020.

**SUMMARY**

**Background.** Through annual IAs, the STO provides legislative, budgeting, personnel, accounting, information systems, and other administrative support services for the Boards, Commissions, and Authorities (“BCAs”) chaired by the State Treasurer. The total cost is allocated among the BCAs based on each agency’s personnel-years. Since FY 2015/16, the increased overall support cost is primarily attributable to the expansion and modernization of the STO information technology division, to facilitate its mission of delivering more efficient and effective technology support and procurement services to all STO divisions and BCAs. The IA for FY 2015/16 included a greater cost due to the information technology division’s initial purchase of new equipment; these initial upgrade purchases were completed and subsequent executive and administrative support IA costs for have not increased as substantially. Expansion of the California Hub for Energy Efficiency Financing (“CHEEF”) programs and establishment of additional positions in FY 2017/18 slightly increased the cost allocation for that year. Prior contract amounts for the FY 2010/11 through FY 2017/18, as well as the current contemplated agreement amount, are listed below. The decrease in cost for this current fiscal year (FY 2019/20) is due to the expiration of the Data and Government Transparency Unit (DAGT) positions in the Information Technology (IT) Department.

<b>Contract Term (Fiscal Year)</b>	<b>Contract Amount</b>
07/01/2010 – 06/30/2011	\$108,763
07/01/2011 – 06/30/2012	\$115,918
07/01/2012 – 06/30/2013	\$119,820
07/01/2013 – 06/30/2014	\$192,141
07/01/2014 – 06/30/2015	\$262,804
07/01/2015 – 06/30/2016	\$490,367
07/01/2016 – 06/30/2017	\$473,469
07/01/2017 – 06/30/2018	\$477,542
07/01/2018 – 06/30/2019	\$477,543
<b>07/01/2019 – 06/30/2020</b>	<b>\$367,024</b>

The Executive Director has delegated authority under a resolution passed by the Board to approve contracts in amounts up to \$300,000.00. As the proposed Executive and Support Services IA for the

current fiscal year exceeds this amount, the Board’s approval is required, and staff is requesting Board approval of the new IA.

**Recommendation.** Staff recommends approval of the attached Resolution to authorize the Executive Director to execute an IA with the STO for Executive and Support Services for Fiscal Year 2019/20.

**ATTACHMENTS**

Attachment A: Proposed Interagency Agreement with State Treasurer’s Office for Executive and Support Services (CAEATFA02-19)

**RESOLUTION OF THE CALIFORNIA ALTERNATIVE ENERGY AND ADVANCED TRANSPORTATION FINANCING AUTHORITY AUTHORIZING THE EXECUTION OF AN INTERAGENCY AGREEMENT WITH THE STATE TREASURER’S OFFICE FOR EXECUTIVE AND SUPPORT SERVICES**

March 17, 2020

**WHEREAS**, the California Alternative Energy And Advanced Transportation Financing Authority (the “Authority”), a public instrumentality of the State of California, is authorized and empowered by the provisions of the California Alternative Energy And Advanced Transportation Financing Authority Act (Division 16 (commencing with Section 26000) of the California Public Resources Code) (the “Act”); and

**WHEREAS**, the Authority wishes to enter into an Interagency Agreement with the State Treasurer’s Office for the provision of executive and support services including, but not limited to, accounting, budgeting, legal services, information technology services, information security office, personnel, and business services; and

**WHEREAS**, the State Treasurer’s Office has the ability and expertise to provide executive and support services for the Authority.

**NOW, THEREFORE, BE IT RESOLVED** by the Authority, as follows:

**Section 1.** The Authority hereby authorizes the execution of an Interagency Agreement with the State Treasurer’s Office for the provision of Executive and Support Services, in an amount not to exceed \$367,024.00.

**Section 2.** The term of the contract shall begin on July 1, 2019 and shall continue through June 30, 2020.

**Section 3.** The Executive Director shall execute and submit the Interagency Agreement to the Department of General Services for approval.

**Section 4.** This resolution shall take effect immediately upon its approval.

**Agenda Item - 4.G  
Attachment A**

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER <b>CAEATFA02-19</b>	PURCHASING AUTHORITY NUMBER (If Applicable)
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Alternative Energy and Advanced Transportation Financing Authority

CONTRACTOR NAME

State Treasurer's Office

2. The term of this Agreement is:

START DATE

July 1, 2019

THROUGH END DATE

June 30, 2020

3. The maximum amount of this Agreement is:

\$367,024.00 (three hundred sixty-seven thousand twenty-four dollars and zero 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.

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	1
Exhibit B	Budget Detail and Payment Provisions	1
Exhibit C *	General Terms and Conditions for Interagency Agreements (GIA - 610)	1
Exhibit D	Special Terms and Conditions	1

*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 <https://www.dgs.ca.gov/OLS/Resources>*

**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.**

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

State Treasurer's Office

CONTRACTOR BUSINESS ADDRESS

915 Capitol Mall, Room 538

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Rebecca Grajski

TITLE

Director, Administration Division

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

California Alternative Energy and Advanced Transportation Financing Authority

CONTRACTING AGENCY ADDRESS

801 Capitol Mall, 2nd Floor

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Deana Carrillo

TITLE

Executive Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

SCM Vol. 1, Ch. 4.04.A.5

**EXHIBIT A  
SCOPE OF WORK**

1. This is an Interagency Agreement between the State Treasurer's Office (hereafter referred to as STO) and the California Alternative Energy and Advanced Transportation Financing Authority (hereafter referred to as CAEATFA).
2. STO agrees to provide services including but not limited to: Accounting, Budgeting, Legal Services, Information Technology Services, Information Security, Personnel, Business Services, Executive Office (policy direction and guidance) and Reporting Services to CAEATFA, where applicable. This contract is necessary as the services identified above cannot be performed by CAEATFA staff and must be performed by STO staff.
3. The project representatives during the term of this agreement will be:

State Agency: California Alternative Energy and Advanced Transportation Financing Authority	Contractor: State Treasurer's Office
Name: Deana Carrillo, Executive Director	Name: Rebecca Grajski, Director, Administration
Phone: (916) 651-5102	Phone: (916) 653-3100
Fax: (916) 589-2855	Fax: (916) 653-3259

Direct all inquiries to:

State Agency: California Alternative Energy and Advanced Transportation Financing Authority	Contractor: State Treasurer's Office
Section/Unit:	Section/Unit: Administration Division
Attention: Deana Carrillo, Executive Director	Attention: Rebecca Grajski, Director, Administration
Address: 801 Capitol Mall, 2 <sup>nd</sup> Floor	Address: 915 Capitol Mall, Room 538
Phone: (916) 651-5102	Phone: (916) 653-3100
Fax: (916) 589-2855	Fax: (916) 653-3259

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. **Invoicing**

- A. The California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) agrees to compensate the State Treasurer's Office (STO) a lump sum payment in the amount of \$367,024.00 due no later than 30 days after contract approval.
- B. Invoice shall include Agreement Number CAEATFA02-19 and shall be submitted for a one time lump sum payment to:

California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA)  
P.O. Box 942809  
Sacramento, California 94209-0001

2. **Budget Contingency Clause**

- A. 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.
- B. 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.

3. **Payment**

- A. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.
- B. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.

State Treasurer's Office  
CAEATFA02-19  
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**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS FOR INTERAGENCY AGREEMENTS**

Exhibit C to this Agreement, the General Terms and Conditions for Interagency Agreements (GIA - 610), is hereby incorporated by reference and made part of this Agreement as if attached hereto. The General Terms and Conditions for Interagency Agreements may be viewed and downloaded at:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

1. **Dispute Resolution Clause**

- A. If for any reason CAEATFA and STO cannot reach a mutual agreement, then CAEATFA may refer the dispute to the Chief Deputy Treasurer.