

FINALIZING CONTRACTS FOR YOUR MOBILITY PROJECT

Once you have been awarded funds for your Mobility Project, and the voucher is executed, you will need to finalize agreements and contracts with your subcontractors. Here are a few key considerations for finalizing these contracts.

The Mobility Project's timeline should be accurately reflected in contracts

The Mobility Project Vouchers issued by CMO are based on a multi-year model, as illustrated in the below graphic (**from the IM**). The Voucher Agreement Term and the Voucher Funding Term for Mobility Project Vouchers are defined as following: a. Voucher Agreement Term is minimum 5 years from the date Voucher Agreement is executed. This includes up to 15 months for project design, planning and construction (Planning and Construction Period), and minimum of 4 years of service operation (Project Operation Period).

Note that the Voucher Agreement Term lasts 5 years from the execution date. This means that programs are required to operate for a full year after CMO funding ends. For this year ("Year 4 of service operation" in the chart below), only administrative costs are reimbursable through CMO sources, not operations costs. When developing a contract, it is recommended to explore contractual contingencies in the event that a mobility operator or other contractor moves to terminate an agreement after the CMO-funded

period. Lead Applicants (Awardees) are encouraged to use the first 3 years of service operation to secure other funding opportunities to continue operations beyond the CMO-funded period.

Voucher Agreement Term								
Voucher Agreement Execution	Project Kick-off Meeting	Up to 15 months for Planning & Construction Period	Operation Launch Date*	Year 1 of service operation	Year 2 of service operation	Year 3 of service operation	Year 4 of service operation	
				All eligible costs incurred during this time can be reimbursed by CMO Voucher (Planning and Construction Period + first 3 years of Project Operation Period)				Project Operation Period (minimum of 4 years)
	During this time and until the end of Voucher Agreement term only administrative costs are reimbursable							
	Data Reporting Period (minimum of 5 years)							
*Operation Launch may begin at any time during the first year of the Voucher Agreement period but must occur no later than 15 months <u>from the date of project kick-off meeting.</u>								

Figure 1: Mobility Project Voucher Agreement Timeline

Maintaining financial sustainability over the life of the voucher agreement can be challenging. Establishing clear duties and responsibility for funding and financing is also recommended to be agreed upon prior to entering into a contract. For more guidance on costing out mobility programs within the constraints of the Mobility Project Voucher, CMO has provided a [Guide to Calculate Costs](#) to manage budgeting expectations across the different relevant project modes. In general, awardees should seek funding sources in addition to service fares to support the last 2 years of the voucher agreement term. The Shared-Use Mobility Center has also published a more general learning module on [Shared Mobility Funding Strategies](#) that can provide broad guidance.

Understand Which Capital Costs Are Reimbursable

When negotiating a contract, ensure awareness on all sides that there are maximum allowable costs for vehicles and infrastructure. The full list of maximum reimbursements for all available vehicle types and charging/fueling infrastructure can be found here ([full list](#)). Purchase or development of software for reservation and payment of the mobility service also qualifies as a capital cost. In addition to vehicles and infrastructure, the IM also [defines](#) warranties, repair labor, helmets for bicycle/scooter services and parking spaces as eligible capital expenses. Please see the [Calculate Costs Guide](#) for more details.

Understand Maximum Reimbursable Costs

The IM also outlines the maximum reimbursable amount for certain capital costs. When negotiating a contract, ensure awareness on all sides that there are maximum reimbursement costs associated with the CMO Program. Subcontractors can submit their own reimbursement requests directly to CALSTART, which reduces payment request timing and improves cash flow for Lead Applicants (Awardees).

Confirm Availability of Required Documentation for Reimbursement

In many cases, supporting documents are required for each reimbursement, [with the full list available in the IM](#). Some of these supporting documents include:

Proof of costs incurred for vehicles, infrastructure, and other approved costs.

- These can include contractors/subcontractors, staff labor, and other fees associated with the new program. Please note that the IM includes a detailed list of eligibility requirements for CMO vehicles as well as eligibility and required documents for approved infrastructure.

Solar Photovoltaic (PV) Infrastructure documentation (in addition to previously described infrastructure documents).

- [From the IM](#), these include: “A copy of the official Permission to Operate (PTO) notification from the local electric utility, AND a signed compliance affidavit that the solar PV system complies with all program regulations or, Alternatively, if the solar PV system is receiving funding from the Solar on Multifamily Affordable Housing (SOMAH) Program, a copy of the submitted SOMAH Incentive Claim Form (ICF-V1-2019) along with all required attachments and affidavits.”
- Please note that separate from CARB, the State of California provides guidelines for solar contractors through its C-46 License. These guidelines are available in [this study guide](#) for C-46 license applicants.

Status reports and supplemental documents (as required).

- These must be kept up to date in order for programs to receive reimbursements. This includes timely submission of quarterly project status reports, responses to any outstanding survey information or responses to special requests for information by the Program Administrator or CARB, and/or other documents as required. Awardees must complete and submit a project status report at least on a quarterly basis, including contents described in [the IM Section N](#).

Other potentially required documents for reimbursement

- This could include site locations or site agreements, community input on services and infrastructure from outside the planned service area, insurance information for vehicles and equipment, along with additional documents requested from service providers by local Project Administrators.