

# Administrative Procedure # 784

## Form 100E: Expenditure Request of Low Carbon Fuel

### Standard (LCFS) Program Funds – Port Projects

**Purpose:** The purpose of this procedure is to create a standardized process for requesting the expenditure of LCFS funds to fund qualified projects. Form 100E will be reviewed by a committee of Staff and Officers to ensure that the request meets the State guidance and is within the District’s LCFS budget and supports district electrification priorities.

#### **Procedure Objective:**

The purpose of this procedure is to explain the process for consideration of projects that request the expenditure of LCFS funds to pay for all or part of the project given that The District’s limited LCFS funds must be optimally allocated to meet District goals and State regulations. It also serves to ensure that funds received are recorded correctly and follow Generally Accepted Accounting Principles. The available funds are in two accounts at the District: One account has funds from Cruise and Tenant Partnerships while the other account has funds from the US Navy. The second account, called the “Port Split” account has some predetermined expenses related to engineering. The District may comingle funds from both accounts to pay for District projects.

**1. Additional Notes/Definitions: N/A**

**2. Department(s) Affected (Stakeholders):**

Maritime, Finance, Strategy and Policy, Engineering-Construction, General Services, Harbor Police, Guest Services, and others that may request funds.

**3. How to Achieve the Procedure Objective:**

Accurate completion of Form 100E will achieve the procedure’s objective.

**4. Criteria:**

To be used for all “Form 100E Request to Expend LCFS Funds,” which will be submitted to the Review Teams (defined below) for review and approval.

**5. Responsibility/Action:**

RESPONSIBILITY	ACTION
Requester	Completes Form 100E and routes via District approved electronic signature.
Director (of requestor)	Reviews and approves Form 100E for submittal.
Staff Review Team	<ul style="list-style-type: none"> <li>Reviews Form 100E and works with Requester to finalize request and scope.</li> <li>Provide a budget summary of LCFS.</li> <li>Make recommendation to Executive Team.</li> </ul>
Executive Team	The Executive team approves, rejects, or suggests improvements and reapplication. Provide regular summary of LCFS budget and expenditure to ELG.

#### 6. Related Documents:

Board of Port Commissioners' Policy No. regarding the Low Carbon Fuel Standard Program.

Administrative Procedure No. – Expenditure Request for Low Carbon Fuel Standard Program Funds – Navy Projects

Administrative Procedure - Revenue Processing for Low Carbon Fuel Standard Program Funds

#### Document Information:

<b>Created On:</b>	
<b>Responsible Dept.:</b>	
<b>Used by:</b>	All District Staff
<b>Biennial Review:</b> <i>(Assigned by ODC)</i>	January even year(s)

#### 7. Document History:

Date of Update	Editor	Change(s) Made	Previous DOCS #

**APPROVED (Director):**

\_\_\_\_\_  
**Thomas Maclean**  
Program Director, Energy and Policy

\_\_\_\_\_  
**Date**

**APPROVED (CEO, CFO, VP, AVP):**

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**Job Nelson**  
Vice President, Strategy and Policy

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**Date**

DRAFT

## FORM 100E

### EXPENDITURE REQUEST OF LCFS PROGRAM FUNDS

#### BACKGROUND

In accordance with District Policy No. Form 100E provides a means whereby project managers can request additional funds from the Low Carbon Fuel Standard program. The Preparer of the Form 100E, starting below, needs to provide an overview of the project, a specific budget itemizing the need for the funds, and an explanation of why and when the funds are needed to achieve success.

Successful use of funds has previously been to leverage already-funded projects. That is, the LCFS funds have been used to get a project started or finished, but not to pay for the entire project.

#### PARTICIPANTS DEFINED

**Requestor** – Can be any member of Port Staff. Typically, the Project Manager or their supervisor, who is intimately familiar with the project and expenses.

**Director** – Form 100E must first be approved by the Director of the Requestor to ensure transparency on the request and process.

**Staff Review Team** – Will consist of representatives from Finance, Maritime, and Strategy & Policy, and Engineering who are intimately familiar with the LCFS program, its operational rules from CARB, and the District's relationship with its marketing consultant.

**Executive Team** – Will consist of the Vice President of Maritime, Vice President of Financial Services, and the Vice President of Strategy & Policy.

**FORM 100E: TO BE COMPLETED BY REQUESTOR, APPROVED BY  
DIRECTOR, AND RETURNED TO STAFF REVIEW TEAM:**

Name of Requester	
Amount of Request	
Date of Request	
Name of Director	

### BACKGROUND

- Please provide background and scope of the project.

### DEFINE THE WORK

- What is the purpose of the project?
- What results or deliverables will be achieved?
- What is the total estimated cost for this project?
- What is the current source of funding?
- How much are you requesting of LCFS funds?

### STRATEGIC ANALYSIS

- Which District strategy does this support? (e.g., MCAS, CERP, PMPU)
- Which tenant or key stakeholder does this project serve?
- If the project includes construction, explain where it is in the DSD and Engineering process?
- If this request is not approved, what will happen with the project?
- Which departments are involved and what are the staffing needs?

### ITEMIZATION OF REQUESTED FUNDS

- Please provide a breakdown of the expenses including capital, labor, and outside services.

APPROVAL

Date	Name	Approval
	Michael La Fleur, VP of Maritime and Facilities	
	Job Nelson, VP of Strategy and Policy	
	Tracy Largent, Chief Financial Officer	
	Ernesto Medina, Chief Engineer	

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