

GRANTS/CONTINGENT AWARD REQUEST



To: Grants and Loans Office

Date: 11 / 30 / 2011

Project Manager: Leslie Baroody

Phone Number: (916) 654-4417 ext.

Office: EFTO

Division: FTD

MS- 27

Project Title: Energy Commission Specialist II

Type of Request: (check one)

[X] New Agreement: (include items A-F from below) Agreement Number: Assigned by the G&L Office
Program: Alternative and Renewable Fuel and Vehicle Technology Program
Solicitation Name and/or Number: PON 10-602
Legal Name of Recipient: Bay Area Air Quality Management District
Recipient's Full Mailing Address: 939 Ellis Street
San Francisco, CA 94109
Recipient's Project Officer: Damian Breen Phone Number: (415) 749-5041 ext.
Agreement Start Date: 02 / 15 / 2012 Agreement End Date: 07 / 1 / 2013

[ ] Amendment: (Check all that apply) Agreement Number: \_\_\_\_\_
[ ] Term Extension - New End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
[ ] Work Statement Revision (include Item A from below)
[ ] Budget Revision (include Item B from below)
[ ] Change of Scope (include Items A - F as applicable from below)
[ ] Other: (Specify) \_\_\_\_\_

ITEMS TO ATTACH WITH REQUEST:

- A. Work Statement
B. Budget
C. Recipient Resolution, if applicable. (Resolution may be requested in Special Conditions if not currently available.)
D. Special Conditions, if applicable.
E. CEQA Compliance Form
F. Other Documents as applicable
• Copy of Score Sheets
• Copy of Pre-Award Correspondence
• Copy of All Other Relevant Documents

California Environmental Quality Act (CEQA)

[ ] CEC finds, based on recipient's documentation in compliance with CEQA:
[ ] Project exempt: Section \_\_\_\_\_ NOE filed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
[ ] Environmental Document prepared: Type \_\_\_\_\_ NOD filed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
[X] Other: Not a project under CEQA
[ ] CEC has made CEQA finding described in CEC-280, attached

Funding Information:

\*Source #1: ARFVTP Amount: \$ 200,000.00 Statute: 2010 FY: 10-11 Budget List #: 601.118C
\*Source #2: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Statute: \_\_\_\_\_ FY: \_\_\_\_\_ Budget List #: \_\_\_\_\_
\*Source #3: \_\_\_\_\_ Amount: \$ 0.00 Statute: \_\_\_\_\_ FY: \_\_\_\_\_ Budget List #: \_\_\_\_\_

If federally funded, specify federal agreement number: \_\_\_\_\_
\* Source Examples include ERPA, PIER-E, PIER-NG, FED, GRDA, ARFVT, OTHER.

Business Meeting Approval: (refer to Business Meeting Schedule)

Proposed Business Meeting Date: 02 / 08 / 2012 [ ] Consent [X] Discussion
Business Meeting Participant: Leslie Baroody Time Needed: (5 minutes)

Agenda Notice Statement: (state purpose in layperson terms)

Possible approval of a [X] Grant / [ ] Contingent Award to...
for agreement number ARV-11-005 for \$200,000 to the Bay Area Air Quality Management District to produce a comprehensive Plug-in electric Vehicle (PEV) Readiness Plan for the Bay Area that is adopted by its regional agencies and implemented by cities, counties and private entities, to support the mass adoption of electric vehicles over the next ten years.

**EXHIBIT A**  
**WORK STATEMENT**

**TASK LIST**

<b>Task #</b>	<b>Task Name</b>
1	Administration
2	Review of Pertinent Documents/Literature Search and Data Collection
3	Public Outreach
4	Compilation of Data – Begin Drafting Plan
5	Internal Review of Draft Plan
6	Release Draft Plan to Public for Comment and Conduct Workshops
7	Incorporate Public Comments and Prepare Final Plan
8	Conduct Workshops on Final Plan
9	Adoption of Plan by Regional Agencies

**GLOSSARY**

*Specific terms and acronyms used throughout this scope of work are defined as follows:*

<b>Term/ Acronym</b>	<b>Definition</b>
ABAG	Association of Bay Area Governments
BAAQMD	Bay Area Air Quality Management District
CEQA	California Environmental Quality Act
Committee	Bay Area EV Strategic Council's Planning Committee
Council	Bay Area Electric Vehicle Strategic Council
CPR	Critical Project Review
Energy Commission	California Energy Commission
EVSE	Electric vehicle supply equipment
FTD	Fuels and Transportation Division
MTC	Metropolitan Transportation Commission
OEM	Original equipment manufacturer
PEV	Plug-in electric vehicle
PEVCC	Plug-in Electric Vehicle Coordinating Council
PEV Plan or the Plan	Comprehensive PEV Readiness Plan for the Bay Area
RFP	Request for proposals

**Background**

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVT Program). The statute, subsequently amended by AB 109 (Núñez, Chapter 313, Statutes of 2008), authorizes the California Energy Commission (Energy Commission) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change policies. The Energy Commission has an annual program budget of approximately \$100 million and provides financial support for projects that:

- Develop and improve alternative and renewable low-carbon fuels;
- Optimize alternative and renewable fuels for existing and developing engine technologies;
- Produce alternative and renewable low-carbon fuels in California;
- Decrease, on a full fuel cycle basis, the overall impact and carbon footprint of alternative and renewable fuels and increase sustainability;
- Expand fuel infrastructure, fueling stations, and equipment;
- Improve light-, medium-, and heavy-duty vehicle technologies;
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets;
- Expand infrastructure connected with existing fleets, public transit, and transportation corridors; and
- Establish workforce training programs, conduct public education and promotion, and create technology centers.

The Energy Commission issued solicitation PON-10-602 to provide funding opportunities under the ARFVT Program to help regions develop plug-in electric vehicle (PEV) strategic plans for electric vehicle supply equipment (EVSE), establish best practices for “PEV-ready” building and public works guidelines, and help to streamline EVSE permitting, installation, and inspection processes. To be eligible for funding under PON-10-602, the projects must also be consistent with the Energy Commission’s ARFVT Program Investment Plan updated annually. In response to PON-10-602, Recipient submitted application #4, which was proposed for funding in the Energy Commission’s Notice of Proposed Awards posted September 26, 2011, and is incorporated by reference to this Agreement in its entirety.

The San Francisco Bay Area Region includes nine counties surrounding the San Francisco Bay— including Sonoma, Marin, Napa, Solano, San Francisco, Alameda, Contra Costa, San Mateo, and Santa Clara Counties. This region is home to 7 million Californians and 101 cities. This population is expected to expand by up to 1 million people by the year 2035. In light of this growth and the need to reduce emissions of greenhouse gases and criteria pollutants, enhance regional prosperity, ensure electrical grid stability and strengthen energy security a strategic PEV Plan is necessary. The PEV Plan will develop a roadmap to ensure investment, infrastructure and vehicle deployment by private and public entities are coordinated and mutually supportive to ensure the mass adoption of PEVs in the Bay Area without impacting the stability of California's electrical grid.

The Bay Area Strategic Council will serve as the Plug-in Electric Vehicle Coordinating Council (PEVCC) for the San Francisco Bay Area Region. The Council was created in early 2011 with a mission to establish the greater San Francisco Bay Area as “EV Capital of the United States” – as measured by the proportion of Electric Vehicles (EVs) deployed in the region. To advance this mission, the Council strategically aligns policies, programs, and resources to accelerate mass EV adoption, with a special emphasis on the 2011-2013 timeframe as a critical “tipping point” in the transition to electrified transportation. The current membership of the Council, a brief statement of their qualifications, and their roles and responsibilities is contained in Table 1 below:

**Table 1: Bay Area EV Strategic Council Membership**

Organization	Roles & Responsibilities
<b>REGIONAL &amp; LOCAL AGENCIES</b>	
Association of Bay Area Governments	<ul style="list-style-type: none"> <li>▪ Co-lead agency for SB 375 Sustainable Communities Plan</li> <li>▪ Lead for EV Corridor Project -- \$4M EVSE project supported by CEC, BAAQMD, &amp; local partners</li> </ul>
Bay Area Air Quality Management District	<ul style="list-style-type: none"> <li>▪ Lead agency for DOE-funded EV planning process</li> <li>▪ Invested \$12M+ in EV infrastructure in 2010-2012</li> </ul>
Metropolitan Transportation Commission	<ul style="list-style-type: none"> <li>▪ Invested \$15M+ in EV projects as part of Climate Initiatives grant program</li> <li>▪ Co-lead agency for SB 375 Sustainable Communities Plan</li> </ul>
San Francisco County Transportation Authority	<ul style="list-style-type: none"> <li>▪ Establishes policy for roadway and public transportation networks</li> </ul>
Transportation Authority of Marin	<ul style="list-style-type: none"> <li>▪ Establishes policy for roadway and public transportation networks</li> </ul>
Sonoma County Transportation & Climate Protection Authority	<ul style="list-style-type: none"> <li>▪ Establishes policy for roadway and public transportation networks</li> </ul>

Organization	Roles & Responsibilities
<b>COUNTIES &amp; CITIES</b>	
City of San Francisco	<ul style="list-style-type: none"> <li>▪ Regional leader in investing in EV infrastructure, including chargers, EV taxi project, EV fleets, EV car share</li> </ul>
City of San Jose	<ul style="list-style-type: none"> <li>▪ San Jose has made EV a centerpiece of its Green Plan, and invested in EV chargers and fleets</li> </ul>
City of Oakland	<ul style="list-style-type: none"> <li>▪ The Oakland Climate Action Plan features EV fleet and charging initiatives</li> </ul>
City of Berkeley	<ul style="list-style-type: none"> <li>▪ Berkeley has embraced EVs in the municipal fleet, and EV car sharing integration with the municipal fleet</li> </ul>
Marin County	<ul style="list-style-type: none"> <li>▪ Marin is positioning as an EV leader with low-carbon electricity supplied by the public Marin Energy Authority, and EV chargers included in local transportation funding</li> </ul>
<b>INDUSTRY</b>	
Silicon Valley Leadership Group	<ul style="list-style-type: none"> <li>▪ The Leadership Group has co-sponsored annual EV conferences, an executive PEV demo program, and the development of BACC to help drive the low-carbon transition</li> </ul>
Kleiner Perkins Caulfield Byers	<ul style="list-style-type: none"> <li>▪ KPCB is the leading venture fund in Silicon Valley and has sponsored a large portfolio of EV related companies, including Fisker Automotive and others</li> </ul>
Pacific, Gas & Electric (PG&E)	<ul style="list-style-type: none"> <li>▪ PG&amp;E has a robust EV and clean fuel vehicle program and is preparing to integrate EVs on the smart grid</li> </ul>
Itron	<ul style="list-style-type: none"> <li>▪ Itron is a global leader in Smart Grid infrastructure and services, including EV-related metering and software</li> </ul>

Organization	Roles & Responsibilities
Coulomb Technology	<ul style="list-style-type: none"> <li>▪ Coulomb has deployed 5000 chargers globally including the Chargepoint America program in California &amp; beyond</li> </ul>
ECOtality	<ul style="list-style-type: none"> <li>▪ Lead for \$100M DOE-funded EV Project, now in Bay Area, San Diego, L.A.</li> </ul>
Tesla	<ul style="list-style-type: none"> <li>▪ Building BEV factory in Fremont for upcoming Model S and drivetrain for Toyota vehicles</li> </ul>
<b>Non-Governmental Organizations</b>	
Bay Area Climate Collaborative (BACC)	<ul style="list-style-type: none"> <li>▪ Project manager for <i>Ready, Set, Charge</i> EV Guidelines               <ul style="list-style-type: none"> <li>▪ Project manager for \$2.8M MTC-funded EV fleet demonstration project</li> </ul> </li> </ul>
EV Communities Alliance	<ul style="list-style-type: none"> <li>▪ Lead facilitator of ABAG EV Corridor Project</li> <li>▪ Developed <i>Ready, Set, Charge</i> EV Readiness Project</li> </ul>
CityCar Share	<ul style="list-style-type: none"> <li>▪ Developing \$1.7M EV Car Share project with MTC funding</li> </ul>
Plug-in America	<ul style="list-style-type: none"> <li>▪ Publishes leading resources on EV products</li> <li>▪ Advocates for EV-friendly legislation and policy</li> </ul>
Bay Area Clean Cities Coalitions	<ul style="list-style-type: none"> <li>▪ Actively driving PEV adoption in fleets region-wide</li> </ul>

**Problem Statement:**

At present while significant progress is being made in the San Francisco Bay Area region towards the deployment of PEV and infrastructure, further coordination and planning are needed to ensure mass adoption of PEV in the future. Principal barriers, key unresolved issues and knowledge gaps that hindered this process include:

- Lack of distinct roles for public/private entities
- Lack of standard guidelines on zoning, permitting and deployment

- Lack of seamless process for consumers surrounding EVSE pre-inspection and installation
- Lack of public/industry/fleets understanding of the benefits, costs, and requirements for PEV
- Lack of coordination with utilities to minimize grid impacts
- Lack of coherent funding policy to address gaps in PEV deployment
- Lack of coherent roadmap that identifies gaps in PEV deployment
- Lack of PEV planning in the 1 to 2, 3 to 5, and 5 to 10 year time frames
- Lack of coherent policy to address future construction and multifamily dwellings

**Goal of the Agreement:**

The goal of this Agreement is to produce a comprehensive PEV Readiness Plan for the Bay Area that is adopted by its regional agencies, and implemented by cities and counties and private entities, to support the mass deployment of PEV over the next 10 years.

**Objectives of the Agreement:**

The objective of this Agreement is to produce a comprehensive PEV Readiness Plan for the San Francisco Bay Area region.

**TASK 1 ADMINISTRATION**

**Task 1.1 Attend Kick-off Meeting**

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

**The Recipient shall:**

- Attend a “Kick-Off” meeting with the Commission Project Manager, the Grants Officer, and a representative of the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the Commission Project Manager to this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting. Prior to the kick-off meeting, the Commission Project Manager will provide an agenda to all potential meeting participants.

The administrative portion of the meeting shall include, but not be limited to, discussion of the following:

- Terms and conditions of the Agreement
- Critical Project Review (Task 1.2)
- Match fund documentation (Task 1.6) No work may be done until this documentation is in place.
- Permit documentation (Task 1.7)

- Subcontracts needed to carry out project (Task 1.8)

The technical portion of the meeting shall include, but not be limited to, a discussion of the following:

- The Commission Project Manager's expectations for accomplishing tasks described in the Scope of Work
- An updated Schedule of Products
- Progress Reports (Task 1.4)
- Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
- Final Report (Task 1.5)

The Commission Project Manager shall designate the date and location of this meeting.

**Recipient Products:**

- Updated Schedule of Products
- Updated List of Match Funds
- Updated List of Permits

**Commission Project Manager Product:**

- Kick-Off Meeting Agenda

**Task 1.2 Critical Project Review (CPR) Meetings**

The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule or budget.

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. The Commission Project Manager may schedule CPRs as necessary, and CPR costs will be borne by the Recipient.

Participants include the Commission Project Manager and the Recipient and may include the Commission Grants Officer, the Fuels and Transportation Division (FTD) team lead, other Energy Commission staff and Management as well as other individuals selected by the Commission Project Manager to provide support to the Energy Commission.

**The Commission Project Manager shall:**

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the Energy Commission, but they may take place at another location.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.

- Conduct and make a record of each CPR meeting. One of the outcomes of this meeting will be a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (please see section 8 of the Terms and Conditions). If the Commission Project Manager concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.
- Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

**The Recipient shall:**

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Recipient shall submit these documents to the Commission Project Manager and any other designated reviewers at least 15 working days in advance of each CPR meeting.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

**Commission Project Manager Products:**

- Agenda and a list of expected participants
- Schedule for written determination
- Written determination

**Recipient Product:**

- CPR Report(s)

**Task 1.3 Final Meeting**

The goal of this task is to closeout this Agreement.

**The Recipient shall:**

- Meet with Energy Commission staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement. This meeting will be attended by, at a minimum, the Recipient, the Commission Grants Office Officer, and the Commission Project Manager. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the Commission Project Manager.

- Present at the technical portion of the meeting an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements.
- Discuss with the Commission Project Manager and the Grants Officer the following Agreement closeout items at the administrative portion of the meeting:
  - What to do with any equipment purchased with Energy Commission funds (Options)
  - Energy Commission's request for specific "generated" data (not already provided in Agreement products)
  - Need to document Recipient's disclosure of "subject inventions" developed under the Agreement
  - "Surviving" Agreement provisions
  - Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

The Commission Project Manager will determine the appropriate meeting participants.

**Recipient Products:**

- Written documentation of meeting agreements
- Schedule for completing closeout activities

**Task 1.4 Monthly Progress Reports**

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the research objectives of this Agreement on time and within budget.

The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

**The Recipient shall:**

- Prepare a Monthly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Project Manager within 10 days of the end of the reporting period. The recommended specifications for each progress

report are contained in Section 6 of the Terms and Conditions of this Agreement.

**Product:**

- Monthly Progress Reports

**Task 1.5 Final Report**

The goal of the Final Report is to assess the project's success in achieving its goals and objectives, advancing science and technology, and providing energy-related and other benefits to California.

The objectives of the Final Report are to clearly and completely describe the project's purpose, approach, activities performed, results, and advancements in science and technology; to present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements to the FTD project management processes.

The Final Report shall be a public document. If the Recipient has obtained confidential status from the Energy Commission and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

**The Recipient shall:**

- Prepare an Outline of the Final Report.
- Prepare a Final Report following the approved outline and the latest version of the Final Report guidelines which will be provided by the Commission Project Manager. The Commission Project Manager shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
- Submit one bound copy of the Final Report with the final invoice.

**Products:**

- Draft Outline of the Final Report
- Final Outline of the Final Report
- Draft Final Report
- Final Report

**Task 1.6 Identify and Obtain Matching Funds**

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the Energy Commission budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds shall be spent concurrently or in advance of Energy Commission funds for each task during the term of this Agreement. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

**The Recipient shall:**

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the Commission Project Manager at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
  - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
  - Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Project Manager if during the course of the Agreement additional match funds are received.
- Notify the Commission Project Manager within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR.

**Products:**

- A letter regarding match funds or stating that no match funds are provided
- Copy(ies) of each match fund commitment letter(s) (if applicable)

- Letter(s) for new match funds (if applicable)
- Letter that match funds were reduced (if applicable)

### **Task 1.7 Identify and Obtain Required Permits**

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Although the Energy Commission budget for this task will be zero dollars, the Recipient shall budget match funds for any expected expenditures associated with obtaining permits. Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

#### **The Recipient shall:**

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Project Manager at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
  - A list of the permits that identifies the:
    - Type of permit
    - Name, address and telephone number of the permitting jurisdictions or lead agencies
  - The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the Commission Project Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Project Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Project Manager within 5 working days. Either of these events may trigger an additional CPR.

#### **Products:**

- Letter documenting the permits or stating that no permits are required
- A copy of each approved permit (if applicable)

- Updated list of permits as they change during the term of the Agreement (if applicable)
- Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)

### **Task 1.8 Obtain and Execute Subcontracts**

The goal of this task is for Recipients to identify any subcontracts required to carry out the tasks under this Agreement and to procure them consistent with the terms and conditions of this Agreement and the Recipient's own procurement policies and procedures. It will also provide the Energy Commission an opportunity to review the subcontracts to ensure that the tasks are consistent with this Agreement, that the budgeted expenditures are reasonable and consistent with applicable cost principles.

#### **The Recipient shall:**

- Prepare a letter documenting the subcontracts required to conduct this Agreement, and submit it to the Commission Project Manager at least 2 working days prior to the kick-off meeting. If there are no subcontracts required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that subcontracts will be required during the course of the Agreement, provide in the letter:
  - A list of the subcontracts that describes the anticipated maximum budget and general scope of work for each,
  - A description of the procurement process to be used, and
  - The schedule the Recipient will follow in applying for and obtaining these subcontracts
- Submit a draft of the subcontract that will include a budget with the information required in the budget details to the Commission Project Manager for review.
- Submit a final copy of the executed subcontract.

#### **Products:**

- Letter describing the subcontracts needed, or stating that no subcontracts are required
- Draft subcontracts
- Final subcontracts
- Budget details for subcontractor

## **TECHNICAL TASKS**

### **TASK 2 - REVIEW OF PERTINENT DOCUMENTS/LITERATURE SEARCH AND DATA COLLECTION**

The goal of this task is to conduct research on other planning, zoning, guideline, policy, education, outreach, permitting, siting, and deployment efforts to determine a roadmap for the PEV Plan.

**The Recipient shall:**

- Conduct research on PEV deployment at the local, regional, state and national levels and also review international efforts to assist with the planning of PEV deployment.
- Conduct research on similar deployment of new technologies and strategies to streamline adoption of these strategies.
- Collect any available existing PEV consumer charging behavior data.
- Prepare an annotated bibliography from sources of information that may be referred to in the preparation of the Plan. Much of the research will most likely be conducted on the internet and the bibliography shall contain links to pertinent sites.
- Prepare a roadmap for PEV Plan that includes :
  - Existing PEV deployment and consumer PEV charging behavior data;
  - Existing PEV planning, zoning, guideline, policy, education, outreach, permitting and siting efforts;
  - Annotated bibliography with sources of information;
  - Identification of gaps between existing resources and efforts and those needed to ensure a successful rollout of PEVs in the San Francisco Bay Area over the next 10 years.

(Before this task begins all relevant subcontracts must be executed. See Task 1.8 for details.)

**Products:**

- Roadmap Report for PEV Plan

**TASK 3 - PUBLIC OUTREACH**

The goal of this task is to conduct outreach on the Roadmap for PEV Plan prepared in Task 3 and to introduce the planning process to the public.

**The Recipient shall:**

- Prepare workshop materials on the Roadmap for PEV Plan
- Notice and conduct 4-6 outreach and educational workshops for building inspectors, utilities, facilities public works personnel, members of the public, employers, cities and counties and OEMs.
- Notice and conduct up to 6 general public workshops to solicit input on the Roadmap for PEV Plan
- Prepare and submit minutes, significant comments, and key action items resulting from each workshop.

(Before this task begins all relevant subcontracts must be executed. See Task 1.8 for details.)

**Products:**

- Workshop materials

- Workshop notice(s)
- Minutes, comments, and action items for each workshop

#### **TASK 4 - COMPILATION OF DATA – BEGIN DRAFTING PLAN**

The goal of this task is to compile information gathered in Tasks 3 and 4 and commence with the preparation of the internal draft Plan.

##### **The Recipient shall:**

- Prepare the internal draft Plan which shall address the following issues:
  - Issues to be considered in the deployment of infrastructure guidelines
  - Need for regional plan in light of other regional ongoing efforts toward PEV readiness.
  - Guidelines for PEV infrastructure deployment, for residential single- and multi-dwelling units, workplace, fleets, commercial and public sites, and fast charging units in strategic locations.
  - Collection of consumer charging behavior data.
  - Survey of potential workplace installations and fleet users.
  - Regional charge port infrastructure location identification, quantity, and investment required to install the infrastructure beginning in 2014, including a map of proposed infrastructure sites and a timeline for infrastructure deployment.
  - Planning data to support infrastructure deployment, including previous studies, employer/workplace engagement, transportation studies, and estimates of PEV deployment.
  - Survey of potential workplace and fleet EVSE opportunities.
  - Educational events for building inspectors, utilities, facilities public works personnel and OEMs.
  - Mitigation of “on-peak” PEV charging, including the use of battery storage and renewable energy such as wind or solar.
  - Maximizing the use of public funds for PEV charging while reducing stranded EVSE.
  - Method for estimating PEV deployment within the region.
  - Deployment of common pre-purchase EVSE installation inspection processes for PEV buyers and “hand-raisers” including:
    - Pre-installation checklist with OEMs and utilities.
    - Deployment plan for pre-installation checklists with auto dealers and utilities.
    - Streamlined and uniform EVSE inspection processes in collaboration with associations of building inspectors and other regional PEVCC stakeholders.

- Deployment of post-commitment streamlining for local EVSE permitting, installation and inspection process of PEV infrastructure by:
  - Local collaboration of OEMs, utilities, installers and inspectors to accelerate residential EVSE installations and meet PEV customers' expectations.
  - Outreach and education for building inspectors, utilities, facilities public works personnel and OEMs to address EVSE functions and product types, safety issues and code, inspection and compliance issues and installation process streamlining and trouble-shooting.
- Accelerating PEV adoption in workplaces and private and public fleets.
- Develop PEV-friendly policies and incentives, such as parking or road access (toll), price differentials and other measure as appropriate.
- Estimate greenhouse gas emissions reductions based on estimate of region's shift to PEVs.
- Integration of PEV readiness and promotion policies with Sustainable Community Strategies developed under SB 375 (Steinberg, Chapter 728, Statutes of 2008).
- Attracting PEV manufacturing, production, infrastructure and services of PEV development in region.
- Sharing existing best practices for PEV infrastructure deployment and inspection, installation and permitting guidelines as well as Americans with Disabilities Act compliance and consistent PEV charger signage with other regions of California.
- Sources of information or models used.
- Research to be conducted.
- Existing level of public awareness of the benefits of PEVs and the potential strategies to build public awareness.
- Steps involved in carrying out a 1-2 year, 3-5 year and 5-10 year plan in terms of estimating future PEV ecosystem development needs.

**Product:** Internal Draft Plan

### **TASK 5 - INTERNAL REVIEW OF DRAFT PLAN**

The goal of this task is to evaluate and refine the internal draft Plan and prepare for release of the final draft Plan to the public.

**The Recipient shall:**

- Route the internal draft plan to the sub-consultant and the members of the PEVCC for their comments and edits.
- Revise the internal draft based on the comments/edits received by the sub-consultant and PEVCC.
- Route the revised draft Plan to sub-consultant and PEVCC for their final review.
- Prepare the final draft plan based on additional comments by the sub-consultant and PEVCC.

**Product:** Final Draft Plan

**TASK 6 - RELEASE DRAFT PLAN TO PUBLIC FOR COMMENT AND CONDUCT WORKSHOPS**

The goal of this task is to share the final draft plan with the public and receive comments on the final draft Plan.

**The Recipient shall:**

- Prepare presentation materials on the final draft Plan.
- Notice and conduct up to six workshops on the final draft Plan to obtain input from building inspectors, utilities, facilities public works personnel, OEMs and other interested stakeholders.
- Up to 6 general public workshops will be conducted to present the Draft Plan.
- Receive public comments on the final draft Plan. Oral comments will be recorded at the workshops and a prescribed deadline for written comments will be allowed after the final workshop to receive public comment on the final draft Plan. Comments will be compiled for easy reference.
- Prepare minutes of each workshop.

**Products:**

- Presentation materials
- Workshop notice(s)
- Compilation of public comments
- Minutes from workshop(s)

**TASK 7 - INCORPORATE PUBLIC COMMENTS AND PREPARE FINAL PLAN**

The goal of this task is to respond to and incorporate input from Task 7 into the final draft Plan for preparation of the final Plan.

**The Recipient shall:**

- Organize, review and consider for inclusion in the preparation of the final Plan comments received in Task 7.
- Draft the Final Plan

**Product:**

- Final Plan

**TASK 8 - CONDUCT WORKSHOPS ON FINAL PLAN**

The goal of this task is to present the Final Plan to the public.

**The Recipient shall:**

- Prepare presentation materials for the workshops on the Final Plan.
- Conduct up to six workshops on the Final Plan to obtain additional input from building inspectors, utilities, facilities public works personnel, OEMs and other interested stakeholders.
- Up to 6 general public workshops will be conducted to present the Final Plan.
- Oral comments will be recorded at the workshops and a prescribed deadline for written comments will be allowed after the final workshop to receive public comment on the Plan.
- Organize, review and consider for inclusion in the preparation of the Final Plan comments received on the Final Plan.

**Products:**

- Presentation materials
- Workshop notice(s)
- Minutes from workshop(s)
- Public comments on Final Plan

**TASK 9 - ADOPTION OF PLAN BY REGIONAL AGENCIES**

The goal of this task is to present the final Plan to the Board of Directors for MTC, ABAG and the BAAQMD for their adoption.

**The Recipient shall:**

- Prepare a staff report explaining the background and purpose for the preparation of the Plan and attach a copy of the Final Plan and a proposed resolution to adopt the plan.
- Provide public notice of the hearing on adoption of the Plan by the respective regional agencies.
- Conduct hearing by the respective regional Board of Directors at which time the Boards will consider adoption of the Plan
- Prepare minutes from the hearings and actions taken by the Boards
- If adopted, submit a copy of the Adopted Plan.

**Products:**

- Staff Report, Proposed Resolution and Proposed Final Plan to Board
- Public Notice of Board Hearing
- Minutes from Board Hearings
- Copy of Adopted Plan