

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)

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: Ventura County Air Pollution Control District

Recipient's Full Mailing Address: 669 County Squire Drive, Second Floor
Ventura, CA 93003

Recipient's Project Officer: Stan Cowan Phone Number: (805) 645-1400 ext.

Agreement Start Date: 02 / 14 / 2012 Agreement End Date: 7 / 19 / 2013

Amendment: (Check all that apply) Agreement Number: ARV-11-002

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: / /

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: 01/11/2012 ~~02/08/2012~~ BRM Consent Discussion

Business Meeting Participant: Leslie Baroody Time Needed: (5 minutes)

Agenda Notice Statement: (state purpose in layperson terms)

Possible approval of a Grant / Contingent Award to...
to produce a comprehensive Plug-in electric Vehicle (PEV) Readiness Plan for the tri-county Central Coast Region, including Ventura, Santa Barbara and San Luis Obispo Counties, to support the mass deployment of electric vehicles. This Plan will include plans for PEV infrastructure deployment, streamlining of permitting, installation and inspection processes and consumer education and outreach.

Leslie Baroody 12/1/11 Project Manager Date

[Signature] 12/1/11 Office Manager Date

[Signature] 12/1/11 Deputy Director Date

EXHIBIT A WORK STATEMENT

TECHNICAL TASK LIST

Task #	Task Name
1	Administration
2	Establish Guidelines for the Central Coast PEV Coordinating Council
3	Develop Draft PEV-Friendly Policy Guidelines (for review by PCC jurisdictions)
4.	Develop Workplan and Outreach Material for Public Workshops
5.	Conduct Public Workshops and Develop a Summary Report
6.	Develop Plug-in Central Coast PEV Readiness Plan – Draft version1
7.	Revise and Finalize Plug-in Central Coast PEV Readiness Plan
8.	Present PEV Readiness Plan to Local Government and Other Key Stakeholders

GLOSSARY

Term/ Acronym	Definition
ARFVT	
Energy Commission	California Energy Commission
CCSE	California Center for Sustainable Energy
CPR	Critical Project Review
EVSE	Electric Vehicle Supply Equipment
FTD	Fuels and Transportation Division
OEM	Original Equipment Manufacturer
PEV	Plug-In Electric Vehicle
PCC	Plug-in Central Coast
PEVCC	Plug-in Electric Vehicle Coordinating Council

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 # 1, 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.

Plug-in Central Coast (PCC) is a PEV coordinating council (PEVCC) that embraces the tri-county region of Ventura, Santa Barbara, and San Luis Obispo Counties. The Central Coast is forecasted by utilities to be a strong PEV early adopter market. Given its diverse and decentralized pattern of development, the Central Coast needs a well-coordinated region-wide planning effort to develop PEV-ready infrastructure and implement best practices among the many medium-sized and smaller cities, and unincorporated communities in the tri-county Central Coast area. Additionally, as the Central Coast forms a key transportation corridor along Highway 101 between Northern and Southern California, planning efforts are needed to ensure the growth of a strong "electric connection" between communities and to facilitate ease of travel on Highway 101 and other vital corridors.

The mission of PCC is to promote the mass adoption of PEVs in the tri-county area. To advance this mission, PCC is bringing together a public-private collaborative network of senior leaders from counties, cities, public agencies, community organizations, private industry, higher education, and utilities. PCC will strategically align policies, programs, and resources to develop “PEV-ready” infrastructure and “PEV-friendly policies” throughout the diverse communities of the Central Coast.

The full Plug-in Central Coast coordinating council is currently being organized in the three-county region by a Steering Committee consisting of the following key organizations and individuals.

Table 2: Plug-in Central Coast Membership	
Steering Committee	
Organization	Roles
Ventura County Air Pollution Control District (VCAPCD)	<ul style="list-style-type: none"> ▪ Lead public entity and fiscal agent for CEC grant
Community Environmental Council	<ul style="list-style-type: none"> ▪ Liaison to <i>Plug-in Santa Barbara</i> ▪ Coordination Lead for <i>Plug-in Central Coast</i>
San Luis Obispo County Air Pollution Control District (APCD)	<ul style="list-style-type: none"> ▪ San Luis Obispo APCD representative
Central Coast Clean Cities Coalition	<ul style="list-style-type: none"> ▪ Central Coast Clean Cities Coalition (C5) representative
Santa Barbara County APCD	<ul style="list-style-type: none"> ▪ Santa Barbara County APCD representative
MEMBER ORGANIZATIONS	
COUNTIES	<ul style="list-style-type: none"> ▪ Ventura County, Santa Barbara County, San Luis Obispo County
TRANSPORTATION & PLANNING AGENCIES	<ul style="list-style-type: none"> ▪ Ventura County Transportation Commission (VCTC) ▪ Santa Barbara County Association of Governments (SBCAG)
CITIES	<ul style="list-style-type: none"> ▪ Grover Beach, Arroyo Grande, Ventura, Oxnard Thousand Oaks, Simi Valley, Ojai
UTILITIES	<ul style="list-style-type: none"> ▪ Southern California Edison (SCE), Pacific Gas & Electric (PG&E)

Problem Statement:

The Central Coast PEV Readiness Planning Project seeks to address the principal barriers that may otherwise impede rapid mass adoption of PEVs, including:

- 1) Inadequate PEV charging infrastructure
- 2) Insufficient public and leadership awareness of PEV benefits
- 3) Barriers to rapid installation of EV chargers (in residential, public, and workplace settings) , and
- 4) Negative grid impacts

Goals of the Agreement:

The goals of this Agreement are to facilitate and encourage rapid adoption of PEVs, as measured by PEV sales in Ventura, Santa Barbara, and San Luis Obispo counties.

Objectives of the Agreement:

The objectives of the Agreement are to produce a PEV Readiness Plan that catalyzes rapid deployment of PEV charging stations throughout the region (as measured by EVSE charge points deployed), and to encourage adoption of PEV-friendly policies and practices, as measured by PEV-friendly building code amendments and other policy changes adopted from a list of Recommended Policies to be developed and disseminated by the PEVCC.

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

- 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

TECHNICAL TASKS

TASK 2 Establish Guidelines for the Central Coast PEV Coordinating Council

The goal of this task is to provide clear participatory, operating and communication guidelines for the PEVCC. The goal is to ensure that within the grant timeframe all PEV Readiness domain areas have been reviewed and discussed at PEVCC meetings and

that adequate time has been allotted for the dissemination of a draft PEV readiness plan for review by the PEVCC.

The Recipient shall:

- Provide clear direction and guidelines for PEVCC participants including agendas, schedules, dissemination of information, public access and comments, and Roberts Rules of Order.
- Develop a 24 month plan to address all domain areas.
- Prepare a schedule of PEVCC meetings and list of agenda topics.
- Provide minutes of PEVCC meetings.

Products:

- Meeting schedules and agenda topics for each of the PEVCC meetings.
- 24 month plan.
- Guidelines for PEVCC participants.
- Minutes of PEVCC meetings.

TASK 3 Develop Draft PEV-Friendly Policy Guidelines

The goal of this task is to develop draft PEV-Friendly Policy Guidelines in collaboration with PEVCC stakeholders.

The Recipient shall:

- Prepare draft and final PEV Friendly Policy Guidelines, taking into account the Ready, Set, Charge California guidelines and other relevant guidelines.

Products:

- Draft PEV Friendly Policy Guidelines.
- Final PEV Friendly Policy Guidelines.

TASK 4: Develop Workplan and Outreach Materials for Public Workshops

The goal of this task is to develop a Workplan and Outreach Materials for Public Workshops that will inform and engage stakeholders in PEVCC PEV readiness planning processes. The workplan will assemble information on planning logistics and best approaches to workshop organization in order to attract participants, encourage potential consumers and fleets to purchase or lease electric vehicles and present EVSE deployment plans.

The Recipient shall:

- Prepare workplan and outreach materials for public workshops.

Products:

- Workplan and outreach materials for public workshops.

TASK 5: Conduct Public Workshops and Develop a Summary Report

The goal of this task is to deliver workshops to obtain public input in the Central Coast PEV Readiness Planning process and summarize public input.

The Recipient shall:

- Provide notice and an agenda for at least 3 public workshops.
- Conduct at least three public workshops,
- Produce a summary report of public input after each workshop.

Products:

- Notices and agendas .
- Summary reports on public input.

TASK 6: Develop PCC PEV Readiness Plan – Draft v.1

The goal of this task is to develop a comprehensive PEV Readiness Plan draft and hold public workshops for review of the draft.

The Recipient shall:

- Draft the PEV Readiness Plan as components are agreed upon by the PEVCC. The plan shall include but is not limited to addressing the following:
 - Issues to be considered in the deployment of infrastructure guidelines
 - Need for a regional plan in light of other regional ongoing efforts toward PEV readiness
 - Region-specific 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 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
 - Region-specific planning data to support infrastructure deployment, including the use of previous studies, employer/workplace engagement, transportation studies, and estimates of PEV deployment

- Survey potential workplace and fleet EVSE opportunities and conduct educational “EV 101” events
- Mitigation of “on-peak” PEV charging, including the use of battery storage and renewable energy such as wind or solar.
- Ways to maximize the use of public funds for PEV charging while reducing stranded EVSE
- Methods for estimating PEV deployment within the region
- The 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, and
 - Streamlined and uniform EVSE inspection processes in collaboration with associations of building inspectors and other regional PCC stakeholders
- Deployment of post-commitment streamlining for local EVSE permitting, installation and inspection process of PEV infrastructure by:
 - Local collaborative of OEMs, utilities, installers and inspectors to accelerate residential EVSE installations and meet PEV customers’ expectations, and
 - 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
- Developing PEV-friendly policies and incentives, such as parking or road access (toll), price differentials and other measures as appropriate.
- Estimation of GHG 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.
- Attracting PEV manufacturing, production, infrastructure and services of PEV development in region.
- Sharing of existing best practices for PEV infrastructure deployment and inspection, installation and permitting guidelines as well as ADA 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.
- Make available the draft PEV Readiness Plan on the Ventura APCD, Central Coast Clean Cities Coalition, and CCSE Websites for a 30 day comment period. Provide a hard copy of the draft PEV Readiness Plan.
- Host a workshop on the draft plan and accept public comments.
- Disseminate and present a working draft of the PEV Readiness Plan to the Ventura APCD Board.
- Review comments collected and consider for inclusion in the final PEV Readiness Plan.
- Prepare and submit a sheet summarizing public comments

Products:

- Draft PEV Readiness Plan
- Summary sheet of public comments

TASK 7: Revise and Finalize PEV Readiness Plan

The goal of this task is to develop a comprehensive PEV Readiness Plan Final Draft that integrates any revisions based on input from the public comment period.

The Recipient shall:

- Address comments received through public outreach and other stakeholders.
- Present comments to PEVCC for consideration in final plan.
- Prepare final draft based on direction from PEVCC.
- Present final draft for recommendation by the PEVCC to the Ventura APCD Board.
- Present final plan for consideration by the APCD Board.
- Disseminate final PEV Readiness Plan to all stakeholders and publish on the Ventura APCD, Central Coast Clean Cities Coalition, and CCSE Websites.

Products:

- Final PEV Readiness Plan

TASK 8: Present PEV Readiness Plan to Local Government and Other Key Stakeholders

The goal of this task is to inform local government leaders and other key stakeholders, including business and community leaders, of the content of the PEV Readiness Plan

and to encourage adoption of key elements by means of a minimum of three meetings with targeted stakeholders (in each of the three Counties).

The Recipient shall:

- Prepare notice and meeting agendas.
- Present a Final Draft Readiness Plan at three public meetings.
- Prepare a brief summary of meeting outcomes.

Products:

- Notice and meeting agendas.
- Summary of meeting outcomes.