

STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: BAY AREA AIR QUALITY MANAGEMENT  
DISTRICT

**RESOLVED**, that the State Energy Resources Conservation and Development Commission (Energy Commission) approves Agreement ARV-11-003 for a grant of \$200,000 to the Bay Area Air Quality Management District to produce a comprehensive plug-in electric vehicle readiness plan for the Monterey Bay Area region to support the mass adoption of electric vehicles over the next ten years. (ARFVTP funding.)

**FURTHER BE IT RESOLVED**, that this document authorizes the Executive Director to execute the same on behalf of the Energy Commission.

**CERTIFICATION**

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on February 8, 2012.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

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Harriet Kallemeyn,  
Secretariat

**EXHIBIT A  
SCOPE OF WORK**

**TASK LIST**

<b>Task #</b>	<b>Task Name</b>
1	Administration
2	Development of PEVCC Guidelines and Roles
3	PEV Infrastructure Deployment
4	Develop Workplan and Outreach Materials for Public Workshops
5	Deliver Public Workshops and Develop a Summary Report
6	Develop Plan
7	Present Plan to Local Government and other Key Stakeholders

**GLOSSARY**

<b>Term/ Acronym</b>	<b>Definition</b>
AMBAG	Association of Monterey Bay Area Governments
ARFVT Program	Alternative and Renewable Fuel and Vehicle Technology Program
BAAQMD	Bay Area Air Quality Management District
CPR	Critical Project Review
Energy Commission	California Energy Commission
EV	Electric Vehicle
EVSE	Electric Vehicle Supply Equipment
FTD	Fuels and Transportation Division
GHG	Greenhouse Gas
MBEVA	Monterey Bay Electric Vehicle Alliance
PEV	Plug-in Electric Vehicle
PEVCC	Monterey Bay Electric Vehicle Alliance Plug-in Electric Vehicle Coordinating Council
Plan	Monterey Bay Electric Vehicle Alliance Plug-in Electric Vehicle Readiness Plan
PON	Program Opportunity Notice
Recipient	Bay Area Air Quality Management District

**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 Program Opportunity Notice (PON)-10-602 to provide funding opportunities under the ARFVT Program 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 # 2, 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 Monterey Bay Electric Vehicle Alliance (MBEVA) is a California grass-roots, public-private partnership comprised of diverse stakeholders in the tri-county region of Monterey, San Benito, and Santa Cruz counties whose overall goal is to assure the region is electric vehicle (EV)-ready. MBEVA is committed to working with the region to develop a network of EV charging stations that is strategically designed to relieve potential "range anxiety" that EV owners may experience and spur the adoption of EVs.

Because the Monterey Bay Area has been a strong early-adopting community for hybrid vehicles, it is also anticipated to be a strong PEV early adopter market. Northern California in general has been identified as having a high per capita hybrid ownership rate and PEV installation rate. Given its diverse and decentralized pattern of development, the Monterey Bay needs a well-coordinated region-wide planning effort to develop PEV-ready infrastructure and implement best practices amongst the many medium-sized and smaller cities, and unincorporated communities in the tri-county

MBEVA area. Additionally, as the Monterey Bay area is 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 travel on Highway 101 and other vital corridors. In addition, the Santa Cruz area is directly connected via Highway 17 to Silicon Valley and is an integral part of that commute route. The Monterey Bay region is also a regional tourist destination, with several prominent natural and cultural attractions, including: the scenic coastal drive of Highway 1, Pebble Beach Golf Course, the Monterey Bay Aquarium, the Santa Cruz Beach Boardwalk and many others, drawing millions of visitors every year.

MBEVA is the formally established PEV Coordinating Council of Monterey, Santa Cruz, and San Benito Counties. The mission of MBEVA is to promote rapid adoption of PEVs in the tri-county area. To advance this mission, MBEVA is bringing together a public-private collaborative network of key leaders and staff from counties, cities, public agencies, community organizations, private industry, universities, and utilities as the Monterey Bay Electric Vehicle Alliance Plug-in Electric Vehicle Coordinating Council (PEVCC) . Through the PEVCC, MBEVA will strategically align policies, programs, and resources to develop “EV-ready” infrastructure and “EV-friendly policies” throughout the diverse communities of the Monterey Bay through the activities described in objectives of this agreement – by developing resources, coordinating stakeholders, developing and implementing an Monterey Bay Electric Vehicle Alliance Plug-In Electric Vehicle Readiness Plan (Plan), fostering development of the regional PEV charging network, developing PEV friendly policies, and building public and leadership awareness of PEV benefits.

### **Problem Statement**

The Monterey Bay Plug-in Electric Vehicle Readiness Planning Project seeks to address the principal barriers that may otherwise impede rapid mass adoption of PEVs, including inadequate PEV charging infrastructure, insufficient public and leadership awareness of PEV benefits, regulatory obstacles to rapid installation of PEV chargers (in residential, public, and workplace settings), and negative grid impacts.

### **Goals of the Agreement**

The goals of this Agreement are to facilitate and encourage rapid adoption of PEVs in the Monterey Bay region. Also, to create a regionally-accepted comprehensive Plan which leverages initial PEV Readiness/EVSE planning and addresses emerging barriers and complexities through clear and easy-to-read best practices and recommendations across all domain areas.

### **Objectives of the Agreement:**

The objective of this Agreement is to complete a Plan for the Monterey Bay region. It will develop through the following activities:

- Bi-monthly public meetings to broaden participation in regional PEV planning efforts.
- Consideration of all facets of PEV Readiness, including EVSE deployment in residential, commercial, multi-unit dwelling, and workplace and siting of DC Fast Charging stations; commercial fleet outreach, and consumer education of available incentives.
- Formation of an electronic distribution list to PEVCC members and interested stakeholders.
- Development and publication of comprehensive agenda packets prior to each PEVCC meeting.
- Create and publish background/briefing and issue reports on all aspects of regional PEV readiness, which will include but is not limited to public-access charging, DC Fast Charging deployment, and greenhouse gas (GHG) emission reductions opportunities.
- For each PEVCC Readiness domain area create and publish a timely set of recommendations and best practices through on-line information sheets to help guide on-going region-specific transportation planning efforts through Association of Monterey Bay Governments (AMBAG), Bay Area Air Quality Management District (BAAQMD) and MBEVA websites. Accordingly, the MBEVA will coordinate its PEV charging network infrastructure planning with the Bay Area EV Strategic Council.
- Conduct outreach to adjacent regional border entities (i.e. Santa Cruz and Santa Clara counties and sovereign Tribal Nations) regarding PEV readiness to transportation corridors.
- Share regional lessons at state and national level.
- Facilitate and make available additional research including:
  - a) Cost of EVSE installations.
  - b) Time to install EVSEs.
  - c) Forecast of trends beyond initial “first wave” adopters.
  - d) Environmental benefits including air quality, petroleum and GHG emission reductions.
  - e) Smart grid integration including demand response and renewable generation.
- Publish the final Plan for approval by AMBAG and BAAQMD Board of Directors.

## **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 Energy 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 Energy 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 Energy 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 Energy 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 Energy 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.

**Energy 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 Energy Commission Project Manager may schedule CPRs as necessary, and CPR costs will be borne by the Recipient.

Participants include the Energy 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 Energy Commission Project Manager to provide support to the Energy Commission.

### **The Energy 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 Energy 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 review 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 Energy 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.

**Energy 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 Energy 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 Energy 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 Energy 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 Energy Commission Project Manager will determine the appropriate meeting participants.

**Recipient's 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, partners, or subcontractors 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 Energy Commission Project Manager within 10 calendar 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.

**Recipient's 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 and submit it to the Energy Energy Commission Project manager for approval.
- Prepare a Final Report following the approved outline and the latest version of the Final Report guidelines which will be provided by the Energy Commission Project Manager. The Energy 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 calendar days before the end of the Agreement Term.
- Submit one bound copy of the Final Report with the final invoice.

**Recipient's 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

**The Recipient shall:**

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the Energy 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 Energy Commission Project Manager if during the course of the Agreement additional match funds are received.
- Notify the Energy Commission Project Manager within 10 calendar 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.

**Recipient's 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 Energy 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 Energy Commission Project Manager.
- As permits are obtained, send a copy of each approved permit to the Energy Commission Project Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Energy Commission Project Manager within 5 working days. Either of these events may trigger an additional CPR.

**Recipient's 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 Energy 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 detailed budget to the Energy Commission Project Manager for review.
- Submit a final copy of the executed subcontract.

**Recipient's Products:**

- Letter describing the subcontracts needed, or stating that no subcontracts are required.
- Draft subcontracts.
- Final subcontracts.

**TECHNICAL TASKS**

**TASK 2 DEVELOPMENT OF PEVCC GUIDELINES AND ROLES**

The goals of this task are to develop the guidelines and roles of the PEVCC, establish clear communication channels among all local stakeholders throughout the project and establish a framework for future collaboration for ongoing regional PEV efforts following project completion.

**The Recipient shall:**

- Prepare and submit PEVCC mission statement, charter including roles for each PEVCC member, and goals.
- Provide clear direction, guidelines and summarize roles for PEVCC members and participants.
- Disseminate agendas, schedules, public access instructions, and comments via PEVCC member websites.
- Establish and submit clear direction and guidelines for PEVCC members and participants.

- Develop and submit guidelines for conducting PEVCC meetings, including working groups.
- Develop and submit a funding and sustainability document to maintain the PEVCC after grant period is completed.

**Recipient's Products:**

- Final PEVCC mission statement, charter, and goals.
- PEVCC guidelines and member roles.
- Guidelines for PEVCC meetings.
- Funding and sustainability document.

**TASK 3 PEV INFRASTRUCTURE DEPLOYMENT**

**TASK 3.1 PEV Planning Data Development**

The goal of this task is to develop region-specific planning data, including the use of previous studies, workplace and fleet data, transportation studies, and estimates of PEV deployment, to support infrastructure deployment.

**The Recipient shall:**

- Survey potential workplace installations and fleet users.
- Collection of consumer charging behavior data.
- 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, and planning data to support the proposed infrastructure deployment, including the use of previous studies, employer/workplace engagement, transportation studies, estimates of PEV deployment, and survey data of potential workplace and fleet EVSE opportunities.
- Method for estimating PEV deployment within the region.
- Cite sources of information or models used.
- Conduct research.
- Prepare and submit a report summarizing AMBAG region specific planning data.

**Recipient's Product:**

- Report summarizing AMBAG region specific planning data.

**TASK 3.2 Identify Regional EVSE Infrastructure Locations**

The goal of this task is to develop regional charge port infrastructure location identification, quantity and investment required to implement the installation of the

infrastructure beginning in 2014. Locations will include public access on public property, commercial property, highway corridors, and workplaces.

**The Recipient shall:**

- Use the results from task 3.1 to conduct surveys, and consult with local jurisdictions and Pacific Gas & Electric to identify the best location and quantities for EVSE for optimal charging capacity.
- Prepare a map showing the locations and type of EVSE to be deployed based on the results of the surveys and consultations.
- Identify ways to maximize the use of public funds for PEV charging locations and to reduce stranded EVSE assets.
- Prepare and submit a report discussing: the investment required to install the infrastructure beginning; the timeline for infrastructure deployment beginning in 2014; ways to maximize the use of public funds for PEV charging locations and to reduce stranded EVSE assets; and the planning data to support the proposed infrastructure deployment including the use of previous studies, employer/workplace engagement, transportation studies, estimates of PEV deployment, and survey data of potential workplace and fleet EVSE opportunities.
- Prepare and submit a map to accompany the report.

**Recipient's Product:**

- Report and map.

**TASK 3.3 Develop Regional Specific Guidelines**

The goal of this task is to develop regionally specific guidelines for PEV infrastructure deployment, for residential single- and multi-dwelling units, commercial, and public areas, and fast charging units in strategic locations.

**The Recipient shall:**

- Identify issues to be considered in the deployment of infrastructure guidelines and the need for regional guidelines in light of other regional ongoing efforts towards PEV readiness.
- Identify steps involved in carrying out a 1-2 year, 3-5 year and 5-10 year increments in terms of estimating future PEV ecosystem development and needs.
- Prepare AMBAG region-specific guidelines for PEV infrastructure deployment for residential single- and multi-dwelling units, commercial, and public areas, and fast charging units in strategic locations. Deployment of post-commitment streamlining for local EVSE permitting, installation and inspection process of PEV infrastructure by a local collaboration of OEMs, utilities, installers and inspectors

to accelerate residential EVSE installations and meet PEV customers' expectations.

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

**Comment [kmd1]:** What will these Guidelines address? building regulations? Inspection policies? Funding measures? Parking rates? Reduced tolls?

**Recipient's Product:**

- AMBAG Region Guidelines for PEV infrastructure deployment.

**TASK 3.4 Estimate GHG Emission Reductions from PEV Adoption**

The goal of this task is to estimate GHG emissions reductions from PEVs in the AMBAG region.

**The Recipient shall:**

- Prepare and submit a report on estimated GHG emission reductions including:
  - A baseline analysis of transportation energy consumption and emissions generation (GHG emissions, criteria pollutants and toxic air emissions) for the existing and expected vehicle fleet for the proposed study region.
  - An estimate of GHG emission reductions based on estimate of AMBAG region's shift to PEVs.

**Recipient's Product:**

- Report on estimated Greenhouse Gas emission
- reductions.

**TASK 3.5 Mitigation of "On Peak" PEV Charging**

The goal of this task is to examine the likely impact of PEV charging on the local grid and to identify measures for reducing 'on peak' utility loading due to PEV charging.

**The Recipient shall:**

- Assess the impact to the local grid and the need for mitigation.
- Identify methods for mitigating or deterring on-peak charging, including pricing options, the use of battery storage, and use of renewable energy.
- Develop and submit mitigation measures to address "On Peak" PEV charging including the impact of PEV charging on the local grid, the need for mitigation, and mitigation options.

**Recipient's Product:**

- Mitigation measures to address "On Peak" PEV charging.

### **TASK 3.6 Streamlining EVSE Permitting, Installation, and Inspection**

The goal of this task is to develop guidance for developing PEV-friendly buildings and public works, including pre-installation checklists and streamlining of EVSE permitting, installation, and inspection processes.

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

- Develop common pre-purchase EVSE installation inspection processes for PEV buyers and “hand-raisers” including:
  - Pre-installation checklist with OEMs and utilities;
  - Deployment guidance 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.
- Streamline 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 as appropriate to address EVSE functions and product types, safety issues and code, inspection and compliance issues and installation process streamlining and trouble-shooting.
- Develop and deliver an “EV101” educational workshop for regional code and permitting officials covering EVSE functions, options, codes and standards, inspection and compliance, and installation processes. Submit outlines for workshop.
- Develop, distribute and submit an EVSE permitting and installation guide that includes streamlined permitting and installation processes that best fit the region.

#### **Recipient’s Products:**

- MBEVA EVSE Permitting and Installation Guide.
- Outlines for “EV101” workshop presentation for regional code and permitting officials and a list of “EV101” workshop participants.

### **TASK 3.7 Strategies to Accelerate PEV Adoption in Fleets and Other Incentives**

The goal of this task is to develop strategies to accelerate PEV adoption into public and private fleets.

**The Recipient shall:**

- Develop strategies to accelerate PEV adoption into public and private fleets, including outreach to fleet managers and agency decision makers to solicit participation in fleet PEV opportunity evaluations.
- Facilitate information exchange and collaboration of fleet managers through the PEVCC.
- Develop set of potential incentives including, but not limited to; price differentials, preferred parking, and free charging, that can be employed by municipalities, utilities and others to promote the use of PEVs.
- Develop strategies to integrate PEV readiness and promotion policies into Sustainable Community Strategies developed under SB 375.
- Develop strategies to attract and develop manufacturing, production, infrastructure jobs and economic opportunities in the form of PEV infrastructure and services.
- Prepare and submit a report which documents all strategies to accelerate PEV adoption, including a list of identified regional public and private vehicle fleets and a summary of fleet-manager outreach activities, fleet PEV opportunities, and adopted fleet PEV acquisition strategies.

**Recipient's Products:**

- Report of strategies.

**TASK 3.8 PEV Education and Outreach**

The goal of this task is to develop PEV education and outreach strategies to promote the benefits of PEV adoption.

**The Recipient shall:**

- Research what other communities and PEV coordinating councils have done regarding PEV education and outreach.
- Develop education and outreach materials and tools, which will include a website and a promotional brochure.
- Compile material on EV and EV charging infrastructure safety, codes, standards and emergency response.
- Publicize the activities of the EV readiness project and associated local successes, including adoption of new EV fleet vehicles and installation of new EV charging infrastructure.
- Build public awareness on the benefits and potential strategies of PEVs.
- Prepare and submit a report describing the development and implementation of all PEV education and outreach strategies.

**Recipient's Products:**

- Report on PEV education and outreach strategies.

- URL to live public website.
- Promotional brochure.

### **TASK 3.9 Share Project Results with Other Communities**

The goal of this task is to share best practices with other regions for PEV infrastructure permitting, installation, deployment, maintenance, and inspection.

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

Prepare and submit a workplan to share best practices with other regions for PEV infrastructure permitting, installation, deployment, maintenance, and inspection, as well as compliance with the Americans with Disabilities Act, and consistent PEV charger signage with other regions of California. This workplan shall include interaction with other communities and PEV coordinating councils who are promoting EVs and EV infrastructure development and share results and lessons learned.

#### **Recipient's Products:**

- Workplan to share best practices

**Comment [k2]:** Kevyn., update schedule of products.

### **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 PEV readiness planning processes.

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

- Prepare and submit workplan for developing and delivering public workshops. The workplan will identify informational needs of the public.
- Prepare and submit outreach materials for public workshops on PEV Readiness.

#### **Recipient's Products:**

- Public Workshops Workplan.
- Copy of outreach materials for public workshops.

### **TASK 5 DELIVER PUBLIC WORKSHOPS AND DEVELOP A SUMMARY REPORT**

The goal of this task is to deliver workshops engaging public input on PEV Readiness Planning processes and summarize public input.

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

- Prepare workshops agendas.

- Notice and deliver at least three public workshops according to the Public Workshops Workplan.
- Produce a summary report that compiles public comments and input on the Plan.

**Recipient's Products:**

- Workshop Agendas.
- Notice(s) of public workshop.
- Summary report on public input.

**TASK 6 DEVELOP PLAN**

The goal of this task is to develop a draft comprehensive Plan containing all of the elements identified in Task 3.

**The Recipient shall:**

- Prepare and submit a detailed timeline for drafting the Plan, including a 24 month workplan to address all geographic domain areas.
- Establish PEVCC working groups to provide ongoing support and input on specific project tasks and activities. Create list of working groups and members.
- Organize a minimum of four bi-annual coordination meetings over the two-year term of this agreement. Recipient shall prepare and submit meeting minutes from all PEVCC meetings.
- Provide bi-monthly project updates via email to all PEVCC members, and submit them.
- Prepare and submit meeting schedule and agenda topics for each of the 12 PEVCC meetings.
- Prepare, publicize and submit meeting materials and information related to PEV readiness via ABAG, AMBAG, and MBEVA Websites.
- Prepare and submit a draft of the Plan based on the Outline approved in Task 3. The Energy Commission Project Manager will provide written comments on the draft Plan.
- Submit the draft Plan to the PEVCC for review and comment. Prepare and submit a memorandum summarizing key comments from the PEVCC on the draft Plan.
- Prepare and submit a final Plan based on the comments received from the Energy Commission Project Manager, the PEVCC, and the public.

**Recipient's Products:**

- Timeline report and summary of all technical tasks and PEVCC meetings.
- Minutes from all PEVCC meetings.
- Copies of bi-monthly PEVCC updates.
- Draft Plan.

- Key comments memorandum.
- Final Plan.

## **TASK 7 PRESENT 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 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 and submit an agenda and staff report on the Final Plan.
- Present the final Plan to local government, business, and community leaders at three public meetings.
- Prepare and submit a report summarizing the outcome of each of the public meetings, comments on the final Plan, and any proposed next steps.

### **Recipient's Products:**

- Agenda and staff report for public meetings
- Summary reports on outcome of the meetings.

## EXHIBIT B

### Schedule of Products and Due Dates

<i>Task Number</i>	<i>Task Name</i>	<i>Product(s)</i>	<i>Due Date</i>
<b>1</b>	<b>ADMINISTRATION</b>		
<b>1.1</b>	<b>Attend Kick-off Meeting</b>		
		Updated Schedule of Products	2 days prior to the Kickoff Meeting
		Updated List of Match Funds	2 days prior to the Kickoff Meeting
		Updated List of Permits	2 days prior to the Kickoff Meeting
		Kick-Off Meeting Agenda (CEC)	TBD by Energy Commission
<b>1.2</b>	<b>Critical Project Review Meetings</b>		
		CPR Report	TBD by Energy Commission
		Agenda and a list of expected participants (CEC)	TBD by Energy Commission
	1st CPR Meeting	Schedule for written determination (CEC)	TBD by Energy Commission
		Written determination (CEC)	TBD by Energy Commission
<b>1.3</b>	<b>Final Meeting</b>		
		Written documentation of meeting agreements	4/4/2014
		Schedule for completing closeout activities	4/11/2014
<b>1.4</b>	<b>Monthly Progress Reports</b>		
		Monthly Progress Reports	The 10th calendar day after each month during the approved term of this Agreement
<b>1.5</b>	<b>Final Report</b>		
		Draft Outline of Final Report	10/4/2013
		Final Outline of the Final Report	11/1/2013
		Draft Final Report	12/27/2013
		Final Report	2/28/2014
<b>1.6</b>	<b>Identify and Obtain Match Funds</b>		
		A letter regarding match funds or stating that no match funds are provided	2 days prior to the Kickoff Meeting
		Copy(ies) of each match fund commitment letter(s) (if applicable)	2 days prior to the Kickoff Meeting
		Letter(s) for new match funds (if applicable)	Within 10 days of identifying new match funds
		Letter that match funds were reduced (if applicable)	Within 10 days of identifying new match funds
<b>1.7</b>	<b>Identify and Obtain Required Permits</b>		
		Letter documenting the permits or stating that no permits are required	2 days prior to the Kickoff Meeting
		A copy of each approved permit (if applicable)	Within 10 days of receiving each permit
		Updated list of permits as they change during the term of the Agreement (if applicable)	Within 10 days of change in list of permits

	Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)	Within 10 days of change in schedule for obtaining permits
<b>1.8 Obtain and Execute Subcontracts</b>		
	Letter describing the subcontracts needed, or stating that no subcontracts are required	2 days prior to the Kickoff Meeting
	Draft subcontracts	15 days before the schedule date of the execution
	Final subcontracts	Within 10 days of execution
<b>2 DEVELOPMENT OF MBEVA PEV COORDINATING COUNCIL GUIDELINES AND ROLES</b>		
	Final PEVCC mission statement, charter, and goals.	6/15/2012
	PEVCC guidelines, PEVCC member roles, and working groups summary.	6/22/2012
	Guidelines for PEVCC meetings.	6/29/2012
	Funding and sustainability document.	3/7/2014
<b>3 PLUG-IN ELECTRIC VEHICLE (PEV) INFRASTRUCTURE DEPLOYMENT</b>		
<b>3.1 PEV Planning Data Development</b>		
	Report summarizing Association of Monterey Bay Area Governments (AMBAG) region specific planning data.	9/28/2012
<b>3.2 Identify Regional Electric Vehicle Supply Equipment (EVSE) Infrastructure Locations</b>		
	Report and map.	10/30/2012
<b>3.3 Develop Regional Specific Guidelines</b>		
	AMBAGs Region Guidelines for PEV infrastructure deployment.	11/15/2012
<b>3.4 Estimate Greenhouse Gas Emission Reductions from PEV Adoption</b>		
	Report on estimated Greenhouse Gas emission reductions.	11/29/2012
<b>3.5 Mitigation of "On Peak" PEV Charging</b>		
	Mitigation measures to assess "On Peak" PEV charging.	12/28/2012
<b>3.6 Streamlining EVSE Permitting, Installation, and Inspection</b>		
	Monterey Bay Electric Vehicle Alliance EVSE Permitting and Installation Guide.	2/1/2013
	Outlines for "EV101" workshop presentation for regional code and permitting officials and a list of "EV101" workshop participants.	2/28/2013
<b>3.7 Strategies to Accelerate PEV Adoption in Fleets and Other Incentives</b>		
	Report of strategies.	5/31/2013
<b>3.8 PEV Education and Outreach</b>		
	Report on PEV education and outreach strategies.	6/28/2013
	URL to live public website.	6/28/2013
	Promotional brochure.	6/28/2013

## EXHIBIT B

<b>3.9 Share Project Results with Other Communities</b>		
	Workplan to share best practices.	8/2/2013
<b>4 DEVELOP WORKPLAN AND OUTREACH MATERIALS FOR PUBLIC WORKSHOPS</b>		
	Public Workshops Workplan.	9/27/2013
	Copy of outreach materials for public workshops.	10/25/2013
<b>5 DELIVER PUBLIC WORKSHOPS AND DEVELOP A SUMMARY REPORT</b>		
	Workshop Agendas, notices of public workshops, and summary reports on public input.	11/29/2013
<b>6 DEVELOP PLAN</b>		
	Timeline report and summary of all technical tasks and PEVCC meetings.	12/27/2013
	Minutes from all PEVCC meetings.	1/31/2014
	Copies of bi-monthly PEVCC updates.	1/31/2014
	Draft Plan.	1/31/2014
	Key comments memorandum.	2/14/2014
	Final Plan.	2/28/2014
<b>7 PRESENT PLAN TO LOCAL GOVERNMENT AND OTHER KEY STAKEHOLDERS</b>		
	Agenda and staff report on public meetings.	3/28/2014
	Summary reports on outcome of the meetings.	3/28/2014

## EV Community Alliance (EVCA), Richard Schorske lead Subcontractor Budget

TASKS	Products	EV Alliance	
		Hours	Cost*
<b>Administrative Tasks</b>			
<b>1.1. Attend kick-off Meeting</b> (including prep time)	Meeting notes	6	900
<b>1.2. Attend Critical Project Review (CPR) Meetings</b> (2 anticipated)	Meeting notes	10	1,500
<b>1.3. Attend Final Meeting</b>	Meeting notes	6	900
<b>1.4. Complete Monthly Progress Reports</b> (16 reports x 3 hrs. each)	Monthly reports	48	7,200
<b>1.5. Complete Final Report</b>	Final report	20	3,000
<b>Technical Tasks</b>			
<b>2. Develop Initial EV Readiness Plan Outline</b>	EV Readiness Plan Outline	20	3,000
<b>3. Develop Draft EV-Friendly Policy Guidelines</b>	EV-Friendly Policy Guidelines draft	30	4,500
<b>4. Develop Workplan and Outreach Materials for Public Workshop</b>	Workplan & outreach materials	20	3,000
<b>5. Deliver Public Workshops and Develop Summary Report</b>	Agendas & report on workshops	60	9,000
<b>6. Develop MBEVA EV Readiness Plan - DRAFT v. 1**</b>	Draft MBEVA EV Readiness Plan	240	36,000
<b>7. Develop MBEVA EV Readiness Plan - FINAL DRAFT</b>	Final Draft MBEVA EV Readiness Plan	177	26,500
<b>8. Present Readiness Plan to Local Government &amp; Other Stakeholders</b>	Agendas & report on workshops	30	4,500
<b>TOTAL</b>		<b>667</b>	<b>100,000</b>

\* EVCA is charging a flat \$150/hour rate, no fringe benefits or overhead fees.

\*\*EV Readiness Plan development tasks include the following: 1) 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; 2) Collect available existing plug-in PEV consumer charging behavior data; 3) Develop a planning concepts document to introduce the PEV planning process to the public; 4) Prepare the draft Plan which shall address the following issues (per CEC guidelines): a) Need for regional plan in light of other regional ongoing efforts toward PEV readiness.; b) 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; c) Collection of consumer charging behavior data; d) Survey of potential workplace installations and fleet users; e) Integration of data and recommendations regarding 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, and planning data to support the proposed infrastructure deployment, including the use of previous studies, employer/workplace engagement, transportation studies, estimates of PEV deployment, and survey data of potential workplace and fleet EVSE opportunities; f) Educational events for building inspectors, utilities, facilities public works personnel and OEMs; g) Mitigation of “on-peak” PEV charging, including the use of battery storage and renewable energy such as wind or solar; h) Maximizing the use of public funds for PEV charging while reducing

stranded EVSE; i) Method for estimating PEV deployment within the region; j) 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; k) Deployment of post-commitment streamlining for local EVSE permitting, installation and inspection process of PEV infrastructure by a local collaboration of OEMs, utilities, installers and inspectors to accelerate residential EVSE installations and meet PEV customers’ expectations; l) 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; m) Accelerating PEV adoption in workplaces and private and public fleets; n) Develop PEV-friendly policies and incentives, such as parking or road access (toll), price differentials and other measure as appropriate; o) Estimate GHG emissions reductions based on estimate of region’s shift to PEVs; p) Integration of PEV readiness and promotion policies with Sustainable Community Strategies developed under SB 375; q) Attracting PEV manufacturing, production, infrastructure and services of PEV development in region; r) 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; s) Sources of information or models used; t) Research to be conducted.