

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: COACHELLA VALLEY ASSOCIATION OF
GOVERNMENTS

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) approves Agreement ARV-11-011 for a grant of \$200,000 to the Coachella Valley Association of Governments to produce a comprehensive plug-in electric vehicle readiness plan for the Coachella Valley 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]

Harriet Kallemeyn,
Secretariat

EXHIBIT A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	Task Name
1	Administration
2	Guidelines
3	Market Assessment and Needs Requirements
4	PEV Infrastructure Deployment Plan
5	Workshops
6	CVAG PEV Readiness Plan
7	Present Readiness Plan to Local Governments and Other Key Stakeholders

GLOSSARY

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

Term/ Acronym	Definition
ARFVT Program	Alternative and Renewable Fuel and Vehicle Technology Program
CVPEVCC	Coachella Valley Plug-In Electric Vehicle Coordinating Council
CPI	Charge Port Infrastructure
CPR	Critical Project Review
CVAG	Coachella Valley Association of Governments
Energy Commission	California Energy Commission
EVSE	Electric Vehicle Supply Equipment
FTD	Fuels and Transportation Division, CA Energy Commission
GHG	Greenhouse Gas
PEV	Plug-In Electric Vehicle, including Neighborhood Electric Vehicles
Plan	Regional PEV Readiness Plan
PON	Program Opportunity Notice
Recipient	Coachella Valley Association of Governments
SB 375	California Senate Bill 375, Steinberg, Chapter 728, Statutes of 2008
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCE	Southern California Edison

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.
- 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: 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 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. In response to PON-10-602, Recipient submitted application number 11, 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 core partners of the Coachella Valley Plug-In Electric Vehicle Coordinating Council (CVPEVCC) include the cities of; Blythe, Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs, and Rancho Mirage, along with the County of Riverside, the Agua Caliente Band of Cahuilla Indians, and the Cabazon Band of Mission Indians. We will also collaborate with Southern California Edison (SCE) which provides electricity for the western portion of our region, and Imperial Irrigation District which provides electricity for the eastern part of our region. This partnership will work together to develop and oversee the regional PEV readiness plan, share findings and best practices, ensure projects are relevant and timely, and provide guidance on the approach and methodology of planning efforts. Further, the CVPEVCC will ensure that our efforts consistently reflect the Energy Commission's policy objectives to encourage off-peak electric charging of vehicles, reduce

greenhouse gas emissions and displace petroleum fuels, maximize the use of renewable sources of electricity, reduce electric charge and installation costs and not deter electric grid safety and reliability.

The Coachella Valley is a region in central Riverside County which includes nine incorporated cities as well as a number of unincorporated communities and Native American tribal lands. This desert valley is known for its beautiful scenery and warm winters making it a major tourist and retirement destination. Agriculture is the other major component of the local economy. The majority of the populated area in the Coachella Valley lies between Interstate 10 and State Route 111, which generally traverse diagonally through eastern Riverside from the southeastern borders and the Salton Sea northwest to the cities of Palm Springs and Desert Hot Springs. Within the Coachella Valley there are also vast, unpopulated natural lands including the Santa Rosa and San Jacinto Mountains National Monument and the southern portion of Joshua Tree National Park.

In addition to the geographic boundaries of the Coachella Valley, there are other unifying characteristics of this region. The cities generally form a discrete urbanized area surrounded by natural lands. The area has its own media market and a strong sense of regional identity among its residents. This has created a political climate that is conducive to cooperation among the local governments within the Coachella Valley. This cooperation is coordinated by the Coachella Valley Association of Governments (CVAG), which has long been a leader in developing innovative solutions to valley-wide issues such as habitat protection, transportation, energy, and homelessness. The City of Blythe lies on the easternmost border of Riverside County, and while not physically part of the Coachella Valley, it is a member of CVAG.

The Coachella Valley is a complex region of over 430,000 permanent residents, a winter influx of an additional 100,000 part time residents (“snowbirds”) and millions of visitors. The area also has a diverse development pattern ranging from dense urban areas, rural subdivisions, sparsely populated rural areas and agricultural lands. To assess PEV readiness, the proposed plan will address this diversity and will evaluate several representative areas in order to understand travel and commute patterns. The PEV Readiness Plan will also evaluate opportunities to serve disadvantaged and environmental justice communities. The Coachella Valley, despite its resort reputation, has over 55% of the households with what is characterized by the State as “Low” or “Very Low” household incomes. This is an important element to several of our partner cities.

Purpose

The purpose of the project is to develop a Regional PEV Readiness Plan (Plan) that advances strategies for the accelerated and streamlined deployment of PEV EVSE, establishes best practices for “EV-ready” building and public works guidelines, and helps streamline PEV EVSE permitting, installation, and inspection processes. This project will accelerate the deployment of the PEV infrastructure so that residents and visitors to this region can access EVSE. Through collaboration with our member

agencies, electric utilities, and stakeholders, the CVAG will identify best practices and ways to streamline the permitting, installation, and inspection process for PEV infrastructure. Furthermore, this Plan would become part of a larger push, through its outreach and consultation task, to establish support for the growth in PEVs throughout California while promoting economic development within the green technology sector.

Problem Statement

The significant market influx of electric vehicles in the Coachella Valley and the Southern California region is projected to begin in 2014. In order to accommodate this increase, an expansion in the number of charging facilities and available equipment is needed. To accurately determine the necessary infrastructure demand and develop a consistent deployment strategy, CVAG, in collaboration with multiple stakeholders will prepare the Plan.

Goal of the Agreement

The goal of this Agreement is to accelerate and streamline the deployment of PEVs in the Coachella Valley. To meet this goal, the project will complete the Plan. This goal will also be met through extensive collaboration and education, which will be facilitated by the CVPEVCC. The Plan will also address emerging barriers and complexities through clear and easy-to-read best practices and give recommendations across all domain areas.

Objectives of the Agreement

The objectives of this Agreement are to:

- Identify the market forces that will impact the quantity and cost of a regional charge port infrastructure (CPI) system. Market forces include vehicle and electric vehicle service equipment types, quantity, charging specifications, launch date, and projected quantities.
- Complete a thorough review of available data and best practices resources to determine what information is still needed for a regional infrastructure plan. Analyze and incorporate available driver behavioral information, including appropriate recommendations, in the development of a final infrastructure level and budget.
- Analyze region-specific travel patterns in the Coachella Valley area and prepare model plans describing these analyses. The Coachella Valley is a complex region that includes diverse development patterns, including dense urban infill areas, rural subdivisions, agricultural uses and sparsely populated desert regions. This necessitates the study of several representative areas in order to understand travel patterns. Use existing data in the model and share the results. Conduct bi-monthly public meetings to broaden participation in regional PEV planning efforts.
- Conduct meaningful education and outreach to support the successful deployment of regional CPI.
- Develop region-specific guidelines for PEV infrastructure deployment for single and multi-family unit housing stock, workplaces, fleets, commercial and public

sites, recreational areas and siting of DC fast charging units in strategic locations.

- Develop guidelines and rules for the CVPEVCC using the existing CVAG Energy and Environmental Resources Committee.
- Complete the Plan, including a CPI map.
- Hold at least four educational “EV 101” events throughout the region.
- Integrate the PEV readiness and promotion policies into Southern California Association of Governments (SCAG) Sustainable Communities Strategy developed under SB 375.
- Calculate Greenhouse Gas (GHG) emission benefits based on the region’s shift to PEVs, using data from CVAG GHG emission inventories already underway.
- Conduct outreach to adjacent regional border entities (i.e. Los Angeles, Imperial and Orange 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 final Plan for approval by CVAG Executive Committee.

Comment [rwh1]: Is this the same Plan? Is the CPI map a component of the Plan, or in addition to?

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 (CPR) (Task 1.2).
- Match fund.
- 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.
- Monthly 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 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 Energy 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 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.

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 revise one or more product(s) that were included in the CPR.

Recipient Product:

- CPR Report(s)

Energy Commission Project Manager Products:

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

Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement. The Energy Commission Project Manager will determine the appropriate meeting participants.

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 Energy 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.
- Discussion with the Energy Commission Project Manager and the Grants Officer about 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.

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 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 a draft Outline of the Final Report and submit it to the Energy Commission Project manager for approval.
- Prepare a draft 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.
- Prepare a Final Report incorporating the Energy Commission Project manager's comments. 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 will request reimbursement.

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 Recipient 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 budget with the information required in the budget details 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 GUIDELINES**

Task 2.1 Development of CVPEVCC Guidelines and Roles

The goal of this task is to provide clear participatory, operating, and communication guidelines for the CVPEVCC, and define roles for each member of the CVPEVCC. This task will also include staffing for the CVPEVCC to provide oversight for the project and create a forum to share information. The CVPEVCC will guide the development of the Plan. Following completion of this grant agreement, the CVPEVCC may continue to meet in order to help produce subsequent plans and assist others in developing detailed CPI plans.

The Recipient shall:

- Finalize CVPEVCC mission statement and charter, including roles for each CVPEVCC member, and goals.
- Provide clear direction, guidelines and summarize roles for CVPEVCC participants
- Disseminate agendas, schedules, public access, instructions, and comments via CVAG, SCAG, South Coast Air Quality Management District (SCAQMD), SCE websites.
- Develop guidelines for conducting CVPEVCC meetings.
- Develop and submit a funding and sustainability plan to maintain the CVPEVCC after the grant is finished.

[Before this task begins, all relevant subcontracts must be executed. See Task 1.8 for details.]

Recipient's Products:

- Final CVPEVCC mission statement, charter, and goals.
- CVPEVCC guidelines and CVPEVCC member roles.
- Funding and sustainability plan for CVPEVCC.

Task 2.2 Develop PEV Policy Guidelines

The goal of this task is to develop PEV Policy Guidelines in collaboration with key stakeholders, including the CVPEVCC. These will include recommendations on best practice guidelines across all PEV Regional readiness components to optimize future regional investments in infrastructure deployment, PEV-friendly buildings, consumer incentives, environmental benefits to the region, and EVSE installations along interregional transportation corridors. These guidelines will form the basis for the Plan.

The Recipient shall:

- Document and share lessons learned from other communities and PEV coordinating councils who are promoting PEV planning efforts and share all research conducted to date with the CVPEVCC and other regions.

Comment [c2]: Remove language and add to task 8

Comment [c3]: Add to new task 8

Comment [c4]: Add to new task 8

- Identify issues to be considered in the deployment of infrastructure guidelines and the need for a regional plan in light of other regional ongoing efforts towards PEV readiness.
- Create recommendations based on CVPEVCC input for all PEV readiness elements, including 1) EVSE installation in residential, commercial, multi-unit dwellings, workplace areas, and fast charging, 2) EVSE impacts to workforce and economic development, use of incentives to drive consumer demand, and 3) the evaluation of environmental benefits throughout the region.
- Prepare CVAG 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.
- Prepare a plan to share best practices with other regions for PEV infrastructure permitting, installation, deployment, maintenance, and inspection, as well as Americans with Disability Act compliance and consistent PEV charger signage with other regions of California.
- Prepare and submit PEV Policy Guidelines Report, taking into account the “Ready, Set, Charge, California! A Guide to EV-Ready Communities” guidelines and other relevant guidelines.

Recipient’s Products:

- Best practices summaries for all readiness elements as they are approved at CVPEVCC meetings and publish on CVAG, SCAG, SCAQMD, and SCE websites.
- PEV Policy Guidelines Report.
- CVAG Region Guidelines for PEV infrastructure deployment

Comment [rwh5]: Is this draft to be reviewed by CEC? If so, do we need to include procedure for submitting it and for CEC’s review?

TASK 3 MARKET ASSESSMENT AND NEEDS REQUIREMENTS

The goal of this task is to develop a projection of the size of the electric vehicle market.

The Recipient shall:

- Utilize SCE market projections (which include public and private sector market analyses), recent UCLA studies and the California PEV Collaborative numbers, since this data has been reviewed by industry stakeholders.
- Review various vehicle specifications, range and charge requirements.
- Document the assumptions used to project market penetration for PEVs.
- Identify vehicles projected for a California market launch, including the number and type based on public documents.
- Evaluate the accuracy of existing data and assumptions.
- Prepare and submit a market penetration report which includes documentation and evaluation for all collected data and assumptions.

Recipient’s Product:

- Report of market penetration of PEVs in the Coachella Valley.

TASK 4 PEV INFRASTRUCTURE DEPLOYMENT

Comment [rwh6]: Don't want to confuse this with the "Plan" which is the main deliverable of the grant.

Task 4.1 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 and fleet EVSE opportunities.
- Collect data on consumer charging behavior data.
- Region-specific planning data to support infrastructure deployment, including previous studies, employer/workplace engagement, transportation studies, and estimates of PEV deployment.
- Method for estimating PEV deployment within the region.
- Cite sources of information or models used.
- Conduct research.
- Prepare and submit a report summarizing CVAG region specific planning data.

Recipient's Product:

- Report summarizing CVAG region specific planning data.

Task 4.2 Identify Regional PEV Charge Port Infrastructure Locations

The goal of this task is to develop regional charge port infrastructure (CPI) 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 4.1 to conduct surveys, and consult with local jurisdictions and SCE 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, and a timeline for deployment beginning in 2014. The map will include regional CPI location identification, quantity, and proposed infrastructure sites.

Comment [a7]: These items appear to be the results of Task 3.3. Practically, don't we have to identify EVSE locations (current 3.3) prior to issuing guidelines (current 3.2)?

- Prepare an accompanying report which discusses: the investment required to install the infrastructure beginning in 2014; the timeline for infrastructure deployment; 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.
 - Identify ways to maximize the use of public funds for PEV charging locations and to reduce stranded EVSE assets.
 - Identify 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 and needs.
- Submit map and report proposing rollout of CPIs.

Recipient's Product:

- Map and report proposing CPI rollout.

Task 4.3 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 CVPEVCC.
- 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.

Recipient's Products:

- Report of 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 plans.

Task 4.4 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 measures for mitigating or deterring on-peak charging, including pricing options, the use of battery storage, and use of renewable energy.
- Develop and submit guidelines to mitigate "On Peak" PEV charging, including the impact of PEV charging on the local grid, the need for mitigation, and mitigation measures.

Recipient's Product:

- Guidelines to mitigate "On Peak" PEV charging.

Task 4.5 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 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 CVPEVCC 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 our region.

Recipient's Products:

- CVAG EVSE Permitting and Installation Guide.
- Outlines for "EV101" educational workshops for regional code and permitting officials and lists of "EV101" workshop participants.

Task 4.6 Estimate GHG Emission Reductions from PEV Adoption

The goal of this task is to estimate GHG emission reductions from PEVs in the CVAG 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 emission, criteria pollutants and toxic air emissions) for the existing and expected vehicle fleet for the proposed study region.
 - Estimate GHG emission reductions based on estimate of CVAG region's shift to PEVs.

Recipient's Product:

- Report on estimated GHG emission reductions.

Task 4.7 PEV Education and Outreach

The goal of this task is to develop and implement 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 PEV and PEV charging infrastructure safety, codes, standards and emergency response.
- Publicize the activities of the PEV readiness project and associated local successes, including adoption of new PEV fleet vehicles and installation of new PEV 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 5 WORKSHOPS

Task 5.1 Develop Work Plan and Outreach Materials for Public Workshops

The goal of this task is to develop a work plan and outreach materials for public workshops that will inform and engage stakeholders in PEV readiness planning processes.

The Recipient shall:

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

Recipient's Products:

- Public workshops work plan.
- Copy of outreach materials for public workshops.

Task 5.2 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 and submit workshop agendas.
- Notice and deliver at least three regional public workshops according to the public workshops work plan.
- Prepare and submit a summary report that compiles public comments and input on the PEV Readiness Plan.

Recipient's Products:

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

TASK 6 CVAG PEV READINESS PLAN

The goal of this task is to develop a comprehensive PEV Readiness Plan containing all of the elements identified in Task 4 for the PEV Readiness Plan.

The Recipient shall:

- Develop a 24 month work plan to address all geographic domain areas.
- Provide a detailed timeline for drafting the Plan.

- Establish CVPEVCC 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 meeting minutes from all CVPEVCC meetings.
- Provide bi-monthly project updates via email to all CVPEVCC members.
- Prepare and submit a draft of the CVAG PEV Readiness Plan based on the Outline approved in Task 4. The Energy Commission Project Manager will provide written comments on the draft CVAG PEV Readiness Plan.
- Submit the draft CVAG PEV Readiness Plan to the CVPEVCC for review and comment. Prepare a memorandum summarizing key comments from the CVPEVCC on the draft plan.
- Prepare and submit a Final CVAG PEV Readiness Plan based on the comments received from the Energy Commission Project Manager, the CVPEVCC, and the public.

Recipient's Products:

- Working groups summary.
- Meeting schedule and agenda topics for each of the 12 CVPEVCC meetings.
- Minutes from all CVPEVCC meetings.
- Copies of bi-monthly CVPEVCC updates.
- Meeting materials and information related to PEV readiness via CVAG, SCAG, SCAQMD, and SCE websites.
- Timeline report and summary of all technical tasks and CVPEVCC meetings.
- PEVCC final documents.
- Monthly recommendation reports on PEV readiness elements from working groups and policy committees.
- Draft CVAG PEV Readiness Plan.
- Key comments memorandum.
- Final CVAG PEV Readiness Plan.

Comment [c8]: Add to new task 8

Comment [c9]: Add to new task 8

Comment [c10]: Move to task 8

TASK 7 PRESENT CVAG PEV READINESS PLAN TO LOCAL GOVERNMENTS 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 CVAG PEV Readiness Plan and to encourage adoption of key elements, by means of a minimum of three meetings with targeted stakeholders by the CVAG's Executive Committee.

The Recipient shall:

- Prepare and submit an agenda and staff report on the final CVAG PEV Readiness Plan.
- Present a final CVAG PEV Readiness Plan to local government, business, and community leaders at three public meetings.
- Present final Plan to CVPEVCC for recommendation.

- Present final Plan for consideration and adoption by CVAG Executive Committee.
- Prepare and submit a report summarizing the outcome of each of the public meetings, comments on the final CVAG PEV Readiness Plan, and any proposed next steps.
- Disseminate adopted PEV Readiness Plan to all stakeholders and publish on CVAG, SCAG, SCAQMD, and SCE websites.

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

Task Number	Task Name	Product(s)	Due Date
1	ADMINISTRATION		
1.1	Attend Kick-off Meeting		
		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
1.2	Critical Project Review Meetings		
		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
1.3	Final Meeting		
		Written documentation of meeting agreements	3/28/2014
		Schedule for completing closeout activities	3/28/2014
1.4	Monthly Progress Reports		
		Monthly Progress Reports	The 10th calendar day after each month during the approved term of this Agreement
1.5	Final Report		
		Draft Outline of Final Report	10/4/2013
		Final Outline of the Final Report	11/1/2013
		Draft Final Report	2/14/2014
		Final Report	3/28/2014
1.6	Identify and Obtain Match Funds		
		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
1.7	Identify and Obtain Required Permits		
		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

EXHIBIT B

	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
1.8 Obtain and Execute Subcontracts		
	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
2 GUIDELINES		
2.1 Development of CVPEVCC Guidelines and Roles		
	Final CVPEVCC mission statement, charter, and goals.	6/15/2012
	CVPEVCC guidelines and member roles.	6/15/2012
	Funding and sustainability plan for CVPEVCC.	7/20/2012
2.2 Develop PEV Policy Guidelines		
	Best practices summaries for all readiness elements as they are approved at CPEVCC meetings and publish on CVAG, SCAG, SCAQMD, and SCE websites.	1/18/2013
	PEV Policy Guidelines Report.	4/19/2013
	CVAG Region Guidelines for PEV infrastructure deployment.	5/17/2013
3 MARKET ASSESSMENT AND NEEDS REQUIREMENTS		
	Report of market penetration of PEVs in the Coachella Valley.	1/18/2013
4 PEV INFRASTRUCTURE DEPLOYMENT PLAN		
4.1 PEV Planning Data Development		
	Report summarizing CVAG region specific planning data.	5/17/2013
4.2 Identify Regional EV Charging Infrastructure Locations		
	Map and report proposing CPI rollout.	6/14/2013
4.3 Plans to Accelerate PEV Adoption in Fleets and Other Incentive		
	Report of 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 plans.	8/23/2013
4.4 Plan to Mitigate "On Peak" PEV Charging		
	Guidelines to mitigate "On Peak" PEV charging.	9/13/2013
4.5 Plans for Streamlining EVSE Permitting, Installation, and Inspection		
	CVAG EVSE Permitting and Installation Guide.	9/27/2013
	"EV101" educational workshops for regional code and permitting officials and provide a list of "EV101" workshop participants.	10/18/2013

EXHIBIT B

4.6 Estimate Greenhouse Gas Emission Reductions from PEV Adoption		
	Report on estimated Greenhouse Gas emission reductions.	11/15/2013
4.7 PEV Education and Outreach Plan		
	Report on PEV Education and Outreach strategies.	9/6/2013
	URL to live public website.	9/20/2013
	Promotional brochure.	9/20/2013
5 WORKSHOPS		
5.1 Develop Work Plan and Outreach Materials for Public Workshops		
	Public workshops work plan.	10/4/2013
	Copy of outreach materials for public workshops.	10/18/2013
5.2 Deliver Public Workshops and Develop a Summary Report		
	Workshop Agendas.	11/1/2013
	Notice(s) of public workshop.	11/1/2013
	Summary report on public input.	1/20/2014
6 CVAG PEV READINESS PLAN		
	Meeting schedule and agenda topics for each of the 12 CVPEVCC meetings	7/3/2012
	Minutes from all CVPEVCC meetings and copies of bi-monthly CVPEVCC updates.	12/28/2012
	Timeline report and summary of all technical tasks and CVPEVCC meetings	12/28/2012
	PEVCC final documents.	12/28/2012
	Meeting materials, and information related to PEV readiness via CVAG, SCAG, SCAQMG, and SCE Web sites	1/24/2014
	Monthly recommendation reports on PEV readiness elements from working groups and policy committees.	1/24/2014
	Draft CVAG PEV Readiness Plan.	1/24/2014
	Key comments memorandum.	2/7/2014
	Final CVAG PEV Readiness Plan.	3/28/2014
7 PRESENT READINESS PLAN TO LOCAL GOVERNMENTS AND OTHER KEY STAKEHOLDERS		
	Agenda and staff report for public meetings.	4/18/2014
	Summary reports on outcome of the meetings.	4/18/2014

EXHIBIT C

BUDGET DETAILS

Direct Labor, Unloaded Hourly Rates (Please provide Name and Title OR Job Classification)

Name and Title / Job Classification	Maximum Rate to be Billed* (\$ / Hr)	Number of Hours	CEC Share	Match Share	Total Cost
Tom Kirk, Executive Director	\$ 89.09	40	\$ -	\$ 3,564	\$ 3,564
Katie Barrows, Director of Environmental Resources	\$ 55.34	150	\$ -	\$ 8,301	\$ 8,301
Jim Sullivan, GIS Program Director	\$ 51.94	30	\$ -	\$ 1,558	\$ 1,558
Michael Shoberg, Transportation Program Director	\$ 36.89	75	\$ -	\$ 2,767	\$ 2,767
Jacob Alvarez, Management Analyst	\$ 32.93	50	\$ -	\$ 1,647	\$ 1,646
Linda Rogers, Program Assistant II	\$ 24.37	150	\$ -	\$ 3,656	\$ 3,656
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
Total Direct Labor			\$ -	\$ 21,492	\$ 21,492

* Maximum salary rates are caps: Energy Commission will not reimburse at a higher rate over the term of the project.

Fringe Benefits

(Name and Title OR Job Classification copied from above.)

Title / Job Classification	Maximum % Rate to be Billed*	Base (Typically Total Direct Labor)	CEC Share	Match Share	Total Cost
Executive Director	35%	\$3,563.60	\$ -	\$ 1,247	\$ 1,247
Director of Environmental Resources	35%	\$8,301.00	\$ -	\$ 2,905	\$ 2,905
GIS Program Director	35%	\$1,558.20	\$ -	\$ 545	\$ 545
Transportation Program Director	35%	\$2,766.75	\$ -	\$ 968	\$ 968
Management Analyst	35%	\$1,646.50	\$ -	\$ 576	\$ 576
Program Assistant II	35%	\$3,655.50	\$ -	\$ 1,279	\$ 1,279
	0%		\$ -	\$ -	\$ -
	0%		\$ -	\$ -	\$ -
	0%		\$ -	\$ -	\$ -
	0%		\$ -	\$ -	\$ -
	0%		\$ -	\$ -	\$ -
Total Fringe Benefits			\$ -	\$ 7,520	\$ 7,520

* Maximum fringe benefit rates are caps: Energy Commission will not reimburse at a higher rate over the term of the project.

Travel**

Location	Purpose	Number of Trips	People per Trip	CEC Share*	Match Share	Total Cost
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Total Travel				\$ -	\$ -	\$ -

* CECShare: Travel is reimbursed at State rates. Higher travel costs can count as Match Share.

** Trips listed as "to be determined (TBD)" require advanced written approval from Commission Project Manager.

EXHIBIT C

BUDGET DETAILS

Equipment

Item	Quantity	Unit Cost	CEC Share	Match Share	Total Cost
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Total Equipment			\$ -	\$ -	\$ -

Materials, Supplies

Item	Quantity	Unit Cost	CEC Share	Match Share	Total Cost
Reproduction of draft and final reports	100	\$ 25.00	\$ -	\$ 2,500	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Total Materials and Supplies			\$ -	\$ 2,500	\$ -

Subcontracts

Subcontractor Name	Purpose	CECShare	Match Share	Total Cost
TBD	Development of PEV Readiness Plan and supporting Information - to include regional Charge Port Infrastructure Deployment Plan, regional Planning Study Analysis, market assessment, consumer behavior analysis	\$ 200,000	\$ 20,000	\$ 220,000
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Total Contractual		\$ 200,000	\$ 20,000	\$ 220,000

Miscellaneous

Item	Purpose	CEC Share	Match Share	Total Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Total Miscellaneous		\$ -	\$ -	\$ -

EXHIBIT C

BUDGET DETAILS

Overhead

Name of Overhead	Overhead Base*	Maximum % Rate to be Billed**	Base Cost	CEC Share	Match Share	Total Cost
		0%	\$ -	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -	\$ -
Total Overhead				\$ -	\$ -	\$ -

* Base: Define cost categories used to charge Overhead rate, e.g., Total Labor, Total Direct Cost, Materials, Subcontracts, etc.

** Maximum Overhead rates are caps: Energy Commission will not reimburse at higher rates over the term of the project.