



To: Grants and Loans Office

Date: September / 21 / 2012

Project Manager: Isaiah Larsen Phone Number: (916) 653-6010 ext. _____
Office: Emerging Fuels & Technology Division: Fuels & Transportation MS- 27
Project Title: North Coast Plug-in Electric Vehicle Infrastructure Project

Type of Request: (check one)

New Agreement: (include items A-F from below) Agreement Number: Assigned by the G&L Office
Program: Alternative and Renewable Fuel and Vehicle Technology
Solicitation Name and/or Number: PON-11-602
Legal Name of Recipient: OurEvolution Energy & Engineering
Recipient's Full Mailing Address: 1821 Buttermilk Lane
Arcata, CA 95521
Recipient's Project Officer: Andrew Sorter Phone Number: (360) 791-3259 ext. _____
Agreement Start Date: 11 / 14 / 2012 Agreement End Date: 07 / 31 / 2015

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

ITEMS TO ATTACH WITH REQUEST:

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

California Environmental Quality Act (CEQA)

CEC finds, based on recipient's documentation in compliance with CEQA:
 Project exempt: Class 2 - Sec. 15302 NOE filed: March / 15 / 2012
 Environmental Document prepared: _____ NOD filed: _____ / _____ / _____
 Other: Explain
 CEC has made CEQA finding described in CEC-280, attached

Funding Information:

*Source #1: ARFVT Amount: \$ 30,124.00 Statute: _____ FY: 11-12 Budget List #: _____
*Source #2: _____ Amount: \$ _____ Statute: _____ FY: _____ Budget List #: _____
*Source #3: _____ Amount: \$ 0.00 Statute: _____ FY: _____ Budget List #: _____

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

Business Meeting Approval: (refer to Business Meeting Schedule)

Proposed Business Meeting Date: November / 14 / 2012 Consent Discussion
Business Meeting Participant: Isaiah Larsen Time Needed: (5 minutes)

Agenda Notice Statement: (state purpose in layperson terms)

Possible approval of a Grant / Contingent Award to...
OurEvolution Energy & Engineering for \$30,124 to construct, maintain and operate 2 workplace Level II electric vehicle charging stations in Arcata and Eureka, CA, Humboldt County.

Project Manager _____ Date _____ Office Manager _____ Date _____ Deputy Director _____ Date _____

Scope of Work

TECHNICAL TASK LIST

Task #	CPR	Task Name
1	N/A	Agreement Management
2		Complete final coordination and development of proposed project sites
3	x	Complete final construction designs and specifications
4		Complete project construction and implementation
5		Data collection and analyses

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Andrew Sorter - OurEvolution		
2	Andrew Sorter - OurEvolution, Terrence Williams - GHD	GHD Engineering	City of Arcata, City of Eureka, GHD, RCEA, SERC, HEVA
3	Andrew Sorter - OurEvolution, Terrence Williams - GHD	GHD Engineering, Coulomb Technologies	City of Arcata, City of Eureka, Coulomb Technologies,
4	Andrew Sorter – OurEvolution, Terrence Williams – GHD, Steven Bohner – Alchemy Construction	GHD Engineering, Alchemy Construction, Inc., Coulomb Technologies	City of Arcata, City of Eureka
5	Andrew Sorter – OurEvolution, Terrence Williams – GHD	GHD Engineering	City of Arcata, City of Eureka

GLOSSARY

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

Acronym	Definition
CPR	Critical Project Review
ARFVT	Alternative and Renewable Fuel and Vehicle Technology
FTD	Fuels and Transportation Division
GHG	Greenhouse Gas
SERC	Schatz Energy Research Center
RCEA	Redwood Coast Energy Authority
PEV	Plug-in Electric Vehicle
HEVA	Humboldt Electric Vehicle Association
CEQA	California Environmental Quality Act
EVSE	Electric Vehicle Supply Equipment

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 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 California Energy Commission issued solicitation PON-11-602 to provide funding opportunities under the ARFVT Program for projects which develop infrastructure necessary to store, distribute, and dispense electricity, E-85, propane, diesel substitutes, and natural gas. To be eligible for funding under PON-11-602, the projects must also be consistent with the Energy Commission's ARFVT Investment Plan updated annually. In response to PON-11-602, the Recipient submitted application #41,

which was proposed for funding in the Energy Commission's Notice of Proposed Awards on August 16, 2012 and is incorporated by reference to this Agreement in its entirety.

Problem Statement:

The commercial introduction of plug-in electric vehicles (PEVs) into California communities is just now beginning. The state is poised to be a market leader, and successful development of a robust PEV market will bring numerous environmental, energy security and economic benefits to state residents. While much of the focus on early market development is in the state's metropolitan areas, there is also a need to provide collaboration and education and outreach efforts in the state's rural communities. With limited existing PEV charging infrastructure, the first and likely most important education and outreach efforts include the installation of highly visible PEV charging stations. This type of exposure will increase the visibility of such technology as well as provide early adopters with the security that local municipalities are actively developing the necessary infrastructure to support widespread adoption of PEV technology.

Humboldt County citizens are among the most environmentally aware in the nation and act on their principles. Despite the fact that the county is the third poorest in California, residents have adopted solar electric systems at a per capita rate 3.5 times higher than the rest of the state. Residents have also adopted hybrid vehicles at a rate among the highest in the nation. This commitment to environmental protection and sustainability will likely result in the early and accelerated adoption of plug-in electric vehicles (PEVs). Currently, a local multi-disciplinary team is working to develop a PEV Readiness Plan for the Humboldt Bay Region. This coalition includes the Schatz Energy Research Center (SERC), Redwood Coast Energy Authority (RCEA), GHD Engineering, Pacific Gas & Electric (PG&E), the City of Eureka and the City of Arcata. This project, funded through the California Energy Commission (CEC), will support the development of a PEV infrastructure in Humboldt County. As part of this task, the group is developing a PEV infrastructure deployment plan, studying the permitting and installation process and developing education programs related to PEV adoption. The project proposed under this funding opportunity supports the local planning effort by allowing project proponents and regulators the opportunity and real world experience of siting, permitting and completing PEV infrastructure installation projects. Additionally, these initial PEV charging stations proposed under this application will provide real-world data which will allow the planning team to make informed decisions regarding siting, traffic, permitting, construction, usage, and associated costs.

Goals of the Agreement

The goal of this Agreement is to support the existing coordinated effort throughout the North Coast region that supports the successful introduction of plug-in electric vehicles and the development of a robust PEV market. This will be facilitated by deploying PEV charging infrastructure at central locations within the local community. This early infrastructure development will provide the existing PEV planning effort with access to

critical, real-world benefits including: 1) “lessons learned” associated with siting, permitting and construction efforts, 2) usage, frequency and cost data, 3) highly visible infrastructure tailored for education and outreach efforts. In addition to the benefits provided to the existing PEV planning efforts, these early charging stations will provide early adopters and potential fleet operators a sense of confidence that the local municipalities and community are supportive of the PEV technology and is intent on supporting its growth within our community.

Objectives of the Agreement:

The objectives of this Agreement are to:

- Promote early adoption of PEVs and promote these successful infrastructure development projects.
- Provide data to the existing PEV infrastructure planning effort for the successful deployment of EVSE infrastructure into the local electric grid.
 - Provide local stakeholders and permitting agencies with real world experience permitting and implementing PEV infrastructure.
- Promote the adoption of PEVs in the region by providing state of the art PEV charging stations at central locations while demonstrating local and state agencies’ commitment to supporting PEV technology in rural regions.
- Provide early adopters the necessary infrastructure to support unencumbered use of their existing electric personal or fleet vehicles.
- Support existing education and outreach activities that create awareness throughout the region about PEVs and the benefits they offer, highlights local PEV success stories, and publicizes local efforts that support PEV adoption, and
- Collaborate with other communities to share lessons learned and publicize the North Coast region’s successful PEV promotion efforts as a potential model for other rural communities.

TASK 1 ADMINISTRATION

Task 1.1 Attend Kick-off Meeting

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

The Recipient shall:

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

The administrative portion of the meeting shall include a discussion of the following:

- The 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 a discussion of the following:

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

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

Recipient Products:

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

Commission Project Manager Product:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

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

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. CPRs generally take place at key, predetermined points in the Agreement, as determined by the Commission Project Manager and as shown in the Technical Task List above. However, the Commission Project Manager may schedule additional CPRs as necessary, and any additional costs will be borne by the Recipient.

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

selected by the Commission Project Manager to provide support to the Energy Commission.

The Commission Project Manager shall:

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the Energy Commission, but they may take place at another location.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. One of the outcomes of this meeting will be a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (see the Terms and Conditions, Section 8). If the Commission Project Manager concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation activities for his or her concurrence.
- Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

The Recipient shall:

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

Commission Project Manager Products:

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

Recipient Product:

- CPR Report(s)

Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement.

The Recipient shall:

- Meet with Energy Commission staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.

This meeting will be attended by, at a minimum, the Recipient, the Commission Grants Office Officer, and the Commission Project Manager. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the Commission Project Manager.

The technical portion of the meeting shall present 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. The Commission Project Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Project Manager and the Grants Officer about the following Agreement closeout items:

- 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)
- "Surviving" Agreement provisions
- Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

Products:

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

Task 1.4 Monthly Progress Reports

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

The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that

may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

The Recipient shall:

- Prepare a Monthly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Project Manager within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 the Terms and Conditions of this Agreement.

Product:

- Monthly Progress Reports

Task 1.5 Final Report

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

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

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

The Recipient shall:

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

Products:

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

Task 1.6 Identify and Obtain Matching Funds

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

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

The Recipient shall:

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

applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.

- Provide the appropriate information to the Commission Project Manager if during the course of the Agreement additional match funds are received.
- Notify the Commission Project Manager within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR.

Products:

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

Task 1.7 Identify and Obtain Required Permits

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

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

The Recipient shall:

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

- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the Commission Project Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Project Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Project Manager within 5 working days. Either of these events may trigger an additional CPR.

Products:

- Letter documenting the permits or stating that no permits are required
- A copy of each approved permit (if applicable)
- Updated list of permits as they change during the term of the Agreement (if applicable)
- Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)

Task 1.8 Obtain and Execute Subcontracts

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

The Recipient shall:

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

Products:

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

TECHNICAL TASKS**Task 2** Complete final coordination and development of proposed project sites

The goal of this task is to ensure that all proposed locations and stakeholders have been thoroughly vetted, that owner/operators are trained on their respective long term responsibilities and that any site constraints are addressed prior to development of final construction plans.

The Recipient shall:

- Organize and facilitate a project kickoff meeting with stakeholders. This meeting will detail the proposed project locations, provide information regarding the owner/operators responsibilities in terms of the proposed equipment, and detail any permitting or site constraints that must be addressed prior to development of construction plans.
- Organize a site visit with project stakeholders. This site visit will allow stakeholders the opportunity to provide any site specific feedback as to the installation configuration, constraints or design criteria necessary for successful project implementation.
- Provide a summary technical memorandum to project stakeholders detailing the main findings of the project kickoff meeting and site visit.

Products:

- Kickoff Meeting Agenda
- Site Visit Agenda
- Summary Technical Memorandum

Task 3 Complete final construction designs and specifications

The goal of this task is to complete the necessary engineering design and specification required to permit and implement the proposed construction project.

The Recipient shall:

- Work with identified subcontractors to complete engineering construction designs and specification packages for each of the proposed PEV infrastructure installation sites. These plans will be completed to a level necessary to facilitate permitting and final construction.

Products:

- Engineering Construction Plans and Specifications

Task 4 Complete project construction and implementation

The goal of this task is to complete all required construction, configuration, testing, commissioning and training work necessary to deploy EVSE at the proposed locations.

The Recipient shall:

- Coordinate and schedule field effort with identified subcontractors and stakeholders
- Procure two (2) Coulomb Level II Commercial EVSE with 2 year warranty
- Develop and execute an agreement with Coulomb for a five year ChargePoint network plan for communication and data collection.
- Manage onsite construction activities including:
 - Install one new Coulomb Level II Commercial EVSE at each site location.
 - Photograph installation of equipment and submit to the Commission Agreement Manager.
 - Documentation of all materials brought on site
 - Documentation of working hours and operations
 - Verification and documentation of safe workplace practices
 - Verification and documentation of compliance with project permits and CEQA requirements
 - Documentation and verification of compliance with engineering designs and specifications
 - Inspect and provide approval of any construction materials provided by subcontractor.
- Manage product testing and commissioning processes and verification of adherence to manufacturer guidelines
- Manage fundamental operations and maintenance training of owner/operator staff
- Prepare a technical memorandum for project stakeholders that provides a summary of the construction process, any unforeseen issues that were met, how they were mitigated and recommendations for future projects.

Products:

- Construction log book
- Testing and Commissioning log book
- Training log book
- Construction Process Summary Technical Memorandum
- Photographs showing each completed installation at each site location.
- Copy of commercial ChargePoint network 5 year plan.
- Copy of Coulomb Level II commercial EVSE warranty agreements.
- List of EVSE serial numbers

[CPR will occur during this Task. See Task 1.2 for details.]

Task 5 DATA COLLECTION AND ANALYSIS

The goal of this task is to collect operational data from the station, to analyze that data for economic and environmental impacts, and to include the data and analysis in the Final Report.

The Recipient shall:

- Develop data collection test plan.
- Troubleshoot any issues identified.
- Collect 6 months of throughput, usage, and operations data from the project including, but not limited to:
 - Number of vehicles charged per day per station
 - Electricity usage data at each station on a daily basis
 - Average charging time and electricity consumed per customer visit
 - Number of days or hours per year that each station was inoperative
 - Maximum capacity of the new charging system
 - Gallons of gasoline and/or diesel fuel displaced by using electricity (with associated mileage information)
 - Expected air emissions reduction, for example:
 - Non-methane hydrocarbons
 - Oxides of nitrogen
 - Non-methane hydrocarbons plus oxides of nitrogen
 - Particulate Matter
 - Formaldehyde
 - Duty cycle of the current fleet and the expected duty cycle of future vehicle acquisitions
 - Specific jobs and economic development resulting from this project
- Identify any current and planned use of renewable energy at the facility.
- Identify the source of the alternative fuel.
- Describe any energy efficiency measures used in the facility that may exceed Title 24 standards in Part 6 of the California Code Regulations.
- Provide data on potential job creation, economic development, and increased state revenue as a result of expected future expansion.
- Provide a quantified estimate of the project's carbon intensity values for life-cycle greenhouse gas emissions.
- Compare any project performance and expectations provided in the proposal to Energy Commission with actual project performance and accomplishments.

Products:

- Data collection and Analysis Report



Award Number: ARV-12-012

Date: 10 / 25 / 2012

Note: The Energy Commission Project Managers Manual includes detailed instructions on how to complete this section, with examples of grants that are “Projects” and are not “Projects”. When the Project Manager is completing this section, if questions arise as to the appropriate answers to the questions below, please consult with the Energy Commission attorney assigned to review grants or loans for your division.

1. Is grant/loan considered a “Project” under CEQA? Yes (skip to question #2) No (continue with question #1)

Please complete the following: [Public Resources Code (PRC) 21065 and 14 California Code of Regulations (CCR) 15378]:

Explain why the grant/loan is **not** considered a “Project”? The grant/loan will not cause a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because grant/loan involves:

2. If grant/loan is considered a “Project” under CEQA: (choose either **IS** or **IS NOT**)

Grant/loan **IS** exempt:

Statutory Exemption: (List PRC and/or CCR section numbers) _____

Categorical Exemption: (List CCR section number) Sections 15301 and 15303

Common Sense Exemption. (14 CCR 15061(b)(3))

Explain reason why the grant/loan is exempt under the above section:

The project proposes an upgrade to existing Electric Vehicle Supply Equipment (EVSE) in Arcata, CA and installation of an additional EVSE for a previously approved building permit project in Eureka, CA. The work at both sites includes installations of wiring, electrical connections and mounting equipment without requiring any increase in electrical system capacity. The project consists of minor alteration of existing facility equipment involving no expansion of use beyond that existing; including small new construction at existing facilities.

Please attach draft Notice of Exemption (NOE). Consult with the Energy Commission attorney assigned to your division for instructions on how to complete the NOE.

Grant/loan **IS NOT** exempt. The Project Manager needs to consult with the Energy Commission attorney assigned to your division and the Siting Office regarding a possible initial study.