

# GRANTS/CONTINGENT AWARD REQUEST



To: Grants and Loans Office

Date: 09 / 10 / 2012

Project Manager: Aida Escala

Phone Number: (916) 654-4726 ext.

Office: EFTO

Division: FTD

MS- 27

Project Title: Upgrade Electric Vehicle Charging Infrastructure at the Sacramento State Garage

### Type of Request: (check one)

**New Agreement:** (include items A-F from below) Agreement Number: Assigned by the G&L Office

Program: Alternative and Renewable Fuel and Vehicle Technology Program

Solicitation Name and/or Number: PON 11-602

Legal Name of Recipient: California Department of General Services Office of Fleet and Asset Management

Recipient's Full Mailing Address: 1700 National Drive, Sacramento, CA 95834

Recipient's Project Officer: Brent Jamison Phone Number: (916) 928-9863 ext.

Agreement Start Date: 12/01/2012 12/15/12 Agreement End Date: 11/30/2013 1/30/2014

**Amendment:** (Check all that apply) Agreement Number: ARV-12-011

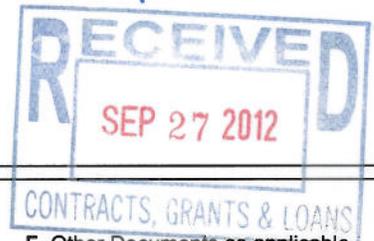
Term Extension – New End Date:  / /

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 3, Section 15303 (d) NOE filed: 09 / 12 / 2012

Environmental Document prepared: Type NOD filed:  / /

Other: \_\_\_\_\_

CEC has made CEQA finding described in CEC-280, attached

### Funding Information:

\*Source #1: ARFVTP Amount: \$ 41,475.00 Statute: 2012 FY: 11/12 Budget List #: 601.118 D

\*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: Aida Escala Time Needed: (5 minutes)

### Agenda Notice Statement: (state purpose in layperson terms)

Possible approval of a  Grant /  Contingent Award to...

The California Department of General Services (DGS) Office of Fleet and Asset Management (OFAM) for \$41,475 to upgrade the existing electrical system and install nine (9) level 2 electric charging stations at the State Garage in Sacramento.

[Signature] 9/18/2012 [Signature] 9/24/12 [Signature] 9/25/12  
 Project Manager Date Office Manager Date Deputy Director Date

dj

## Attachment D Scope of Work Template

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Agreement Management
2		Procure nine (9) level 2 chargers with 2-year data access agreement
3	<b>X</b>	Upgrade existing electrical infrastructure and install 9 level 2 chargers
4		Procure Electric Vehicles
5		Data Collection and Analysis

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Richard Shedd	N/A	N/A
2	Brent Jamison	N/A	N/A
3	Victoria Luzzi	N/A	N/A
4	Richard Shedd	N/A	N/A
5	Richard Shedd	N/A	N/A

### 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
DGS	Department of General Services
OFAM	Office of Fleet and Asset Management
EV	Electric Vehicle
BEV	Battery Electric Vehicle
PHEV	Plug-in Hybrid Electric Vehicle
PRC	Public Resources Code
SAE	Society of Automotive Engineers
UL	Underwriters Laboratory
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 solicitation PON-11-602, the Recipient submitted application number 182, which was proposed for funding in the Energy Commission's Notice of Proposed Awards, dated August 16, 2012. Both solicitation PON-11-602 and the Recipient's proposal #182 are incorporated herein by reference to this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient's Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient's Application and the terms of Commission's Award, the Commission's Award shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Recipient's Application, the terms of this Agreement shall control.

**Problem Statement:** The Department of General Services (DGS) Office of Fleet and Asset Management's (OFAM's) strategic plan calls for incorporating plug-in hybrid electric vehicles (PHEVs) and battery electric vehicles (BEVs) in the OFAM fleet to

assist in reducing the fleet's petroleum consumption and greenhouse gas (GHG) emissions. This plan requires the installation of the necessary electric charging infrastructure to support electric vehicle charging.

The OFAM rents alternative fuel vehicles to State agencies/employees from the State Garage in Sacramento, and electric vehicles will be added to the State's rental pool fleet. However, to do so requires electrical infrastructure upgrades and the installation of new electric charging stations. The State Garage has an existing electrical backbone that was installed to support nine (9) level 2 electric charging stations during the EV Sacramento demonstration project of the 1990s. Electrical upgrades to the facility are necessary as well as the purchase of 9 new level 2 chargers with the new standard SAE J1772 coupler to charge the next generation of electric vehicles that OFAM desires to acquire for its rental pool fleet.

**Goals of the Agreement:** The goals of this project are to upgrade the electric charging infrastructure at the State Garage, procure and install nine (9) next generation electric charging stations, and acquire ten new electric vehicles for the State's rental car fleet. This agreement will assist the State in reducing the fleet's consumption of petroleum and lowering GHG emissions. This agreement will also expose other State agencies to electric vehicles through the DGS rental car program with the anticipated result of those agencies becoming familiar with the technology and acquiring electric vehicles for their fleets.

**Objectives of the Agreement:** The objectives of this project are to:

1. Expand the network of electric charging infrastructure throughout State-owned parking facilities in Sacramento. Through OFAM's partnership with Coulomb Technology and their State and federal grants, OFAM recently upgraded its electric charging infrastructure and replaced 24 legacy charging stations with next generation level 2 chargers at five DGS parking facilities (four in Sacramento and one in West Sacramento). This charging network is connected via Coulomb's Charge Point Network that allows OFAM to collect data, control access, regulate charging, and develop robust reports from a remote location. OFAM desires to build upon this synergy and expand its charging network to include the State Garage so that the State can acquire and rent electric vehicles to State agencies/employees. OFAM will upgrade its electric charging infrastructure and purchase and install 9 next generation electric chargers at the State Garage, increasing OFAM's network of electric charging stations in Sacramento from 24 to 33.
2. Even though the Nissan Leaf battery electric vehicle (BEV) and the Chevrolet Volt plug-in hybrid electric vehicle (PHEV) were both on the State's 2011 master vehicle contracts list, not a single unit was purchased. One reason was due to the price of the newer technology and the need for support infrastructure to charge these vehicles. OFAM desires to acquire electric vehicles as part of the

State's alternative fuel strategy. OFAM expects to acquire 10 new BEVs to use in its daily rental car fleet at the State Garage.

3. Broaden the acceptance of electric vehicles by State agencies and the public. Acceptance of new technology requires early adopters to demonstrate its feasibility and value. OFAM historically uses its rental car fleet to infuse new vehicle technology into the consciousness of State employees and, in turn, the public. Over the past twenty years, OFAM has led the introduction of methanol, propane, battery-electric, compressed natural gas, plug-in hybrid electric, hydrogen fuel-cell, and ethanol vehicles into the State fleet. OFAM desires to continue this tradition and re-introduce electric vehicles to the fleet. OFAM will provide high visibility for electric vehicles by renting them to State employees from the State Garage for local business trips.
4. Provide charging access for electric vehicles. A charging network is vital to acceptance of electric vehicles by State agencies and the public. With the OFAM/Coulomb partnership, OFAM has reintroduced electric vehicle charging at five DGS parking facilities in Sacramento and West Sacramento. These stations can be used to recharge electric vehicles belonging to the public, State employees, and/or State agencies. OFAM desires to expand this opportunity at the State Garage for State fleet vehicles as well as State employees. OFAM will offer State agencies and State employees the opportunity to charge their electric vehicles at the Sacramento State Garage.
5. Reduce the State fleet's petroleum consumption and GHG emissions and measure results. Fueling vehicles with electricity rather than petroleum offers many advantages such as less criteria pollutants, reduced petroleum consumption, reduced GHG emissions, and energy security. The Coulomb electric chargers with the Charge Point data network service provides OFAM with the ability to measure the amount of electricity, charging intervals, access controls, payment options, and robust reporting to effectively manage all the chargers throughout OFAM's Sacramento network. OFAM will begin reporting on the amount of electric energy being used by the electric vehicles accessing the 9 charging stations at the State Garage as well as the commensurate amount of petroleum and GHG emissions being reduced as a result of this transition to electric fuel.

## **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 Agreement Manager, the Commission Agreement 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 Agreement 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 Agreement 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 Agreement 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 Agreement 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 Agreement Manager and as shown in the Technical Task List above. However, the Commission Agreement Manager may schedule additional CPRs as necessary, and any additional costs will be borne by the Recipient.

Participants include the Commission Agreement Manager and the Recipient and may include the Commission Agreement 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 Agreement 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 Agreement 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 Agreement 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 Agreement Officer, and the Commission Agreement 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 Agreement 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 Agreement Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Agreement Manager and the Commission Agreement 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 Agreement 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.
- In the first Monthly Progress Report and first invoice, document and verify match expenditures and provide a synopsis of project progress, if match funds have been expended or if work funded with match share has occurred after the notice of proposed award but before execution of the grant agreement. If no match funds have been expended or if no work funded with match share has occurred before execution, then state this in the report. All pre-execution match expenditures must conform to the requirements in 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 Agreement 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 Agreement 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 Agreement 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 Agreement 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 Agreement Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Agreement Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Agreement 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 to ensure quality products and to procure subcontracts required to carry out the tasks under this Agreement 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:**

- Manage and coordinate subcontractor activities.
- Submit a draft of each subcontract required to conduct the work under this Agreement to the Commission Agreement Manager for review.
- Submit a final copy of the executed subcontract.
- If Recipient decides to add new subcontractors, it shall notify the Commission Agreement Manager.

**Products:**

- Draft subcontracts
- Final subcontracts

**TECHNICAL TASKS**

**Task 2 Procure Electric Chargers**

The goal of this task is to procure nine (9) Coulomb level 2 chargers with a 2-year Charge Point Network agreement.

**The Recipient shall:**

- Procure nine (9) level 2 chargers
- Develop and execute an agreement with Coulomb Technologies to purchase 9 level 2 chargers with a 2-year Charge Point Network plan.
- Obtain copies of the 2-year Charge Point Network plan and submit to Commission Agreement Manager.

**Products:**

- List of charger serial numbers
- Copy of nine (9) Charge Point Network 2-year access plans.

**Task 3 Upgrade Electrical Infrastructure and Install Chargers**

The goal of this task is to upgrade (as necessary) electrical service panels; install conduit, wiring and support hardware; and install and make operational the electric charging stations.

**The Recipient shall:**

- Install all necessary electrical conduit, wiring, service panels and support hardware.

- Install nine (9) new level 2 electric chargers
- Photograph installation of equipment and submit to Commission Agreement Manager

**[CPR WILL OCCUR DURING THIS TASK. See Task 1.2 for details.]**

**Products:**

- Photographs showing installation completion.

**Task 4 Procure Electric Vehicles**

The goal of this task is to purchase ten (10) battery electric vehicles that will be rented to State agencies in Sacramento and refueled by the electric charging stations in this grant proposal.

**The Recipient shall:**

- Using Match Share funding, purchase 4 door sedans, capable of using the SAE J1772 coupler to recharge their batteries.
- Photograph vehicles and submit to Commission Agreement Manager.
- Obtain list of Vehicle Identification Numbers (VIN) and submit to Commission Agreement Manager.

**Products:**

- Photographs of electric vehicles.
- List of VINs.

**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 a minimum of 6 months of throughput, usage, and operations data from the project including, but not limited to:
  - Number of vehicles fueled per day per station
  - Number of days per year vehicles are fueled per station
  - Maximum capacity of the new fueling system
  - Gallons of gasoline and/or diesel fuel displaced by using electric vehicles (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

## NOTICE OF EXEMPTION

**To:** Office of Planning and Research  
1400 – 10<sup>th</sup> Street, First Floor  
Sacramento, CA 95814

**From:** California Department of General Services  
Office of Fleet and Asset Management  
1700 National Drive  
Sacramento, CA 95834-1965

**Project Title:** Upgrade EV Charging Infrastructure at the Sacramento State Garage

**Project Location – Specific:** 1416 Tenth Street, Sacramento, CA 95814

**Project Location – City:** Sacramento

**Project Location – County:** Sacramento

**Description of Nature, Purpose, and Beneficiaries of Project:** The project includes installation of electrical conduit, wiring, and up to nine electric vehicle charging equipment inside an existing State parking garage to service electric vehicles in Sacramento. The Office of Fleet and Asset Management (OFAM) rents alternative fuel vehicles to State agencies/employees from Sacramento State Garage and OFAM would like to add electric vehicles to the rental pool fleet. However, to do so requires electrical infrastructure upgrades and the installation of new electric charging stations. The Sacramento State Garage has an existing electrical backbone that was installed to support nine (9) level 2 electric charging stations during the EV Sacramento demonstration project of the 1990's. Electrical upgrades to the facility are necessary as well as the purchase of nine new level 2 chargers with the new standard SAE J1772 coupler to charge the next generation of electric vehicles that OFAM desires to acquire for its rental pool. The California Energy Commission (CEC) has awarded OFAM project funding under CEC's Alternative and Renewable Fuel and Vehicle Technology Program.

**Name of Public Agency Approving Project:** California Department of General Services

**Name of Person or Agency Carrying Out Project:** Richard Shedd, Assistant Chief  
Office of Fleet and Asset Management, Department of General Services

**EXEMPT STATUS:** Categorical Exemption Class 3, Section 15303(d) New Construction or Conversion of Small Structures

**Reason Why Project Is Exempt:**

This exemption allows for limited number of small new equipment install in existing structures where only minor modifications are made to the structure including electrical utility of reasonable length to serve such installed equipment. The project includes installation of electrical conduit, wiring and electric vehicle charging equipment inside an existing parking garage to service electric vehicles. The project involves negligible or no expansion of an existing use and review by DGS confirmed that no exceptions apply which would preclude the use of a Notice of Exemption for this project.

**Contact Person:** Daniel O'Brien, Chief, (916) 376-1603

Environmental Services Section, Professional Services Branch, Real Estate Services Division, Department of General Services

**Date Received For Filing:**



**Richard Shedd, Assistant Chief**  
Office of Fleet and Asset Management  
California Department of General Services



Award Number: CA Dept. of General Services

Date: 09 / 11 / 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) Class 3 Section 15303(d)

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

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

This section- New Construction or Conversion of Small Structures allows for limited number of small new equipment in existing structures where only minor modifications are made to the structure including electrical utility of reasonable length to serve such installed equipment. The project includes installation of electrical conduit, wiring and electric vehicle charging equipment inside an existing parking garage to service electric vehicles. The project involves negligible or no expansion of an existing use, and review by DGS confirmed that no exceptions apply which would preclude the use of a Notice of Exemption for this project.

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.