

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-13-015 (To be completed by CGL Office)

Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Juan Garcia	27	916-654-3915

Recipient's Legal Name	Federal ID Number
City of Davis	94-6000319

Title of Project
Davis Alternative Fuel Readiness Plan

Term and Amount	Start Date	End Date	Amount
	4 / 30 / 2014	4 / 30 / 2016	\$ 200,000

Business Meeting Information
 ARFVTP agreements under \$75K delegated to Executive Director.

Proposed Business Meeting Date	3 / 12 / 2014	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Juan Garcia	Time Needed:	5 minutes

Please select one list serve. Altfuels (AB118- ARFVTP)

Agenda Item Subject and Description

DAVIS ALTERNATIVE FUEL READINESS PLAN. Possible approval of Agreement ARV-13-015 with the City of Davis for a \$200,000 grant to develop a comprehensive plan to determine the most effective way to increase the charging infrastructure in the Davis area that would allow the Davis area to be well prepared for an increase in the usage of plug-in electric vehicles. (ARFVTP Funding). Contact: Juan Garcia

California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?
 Yes (skip to question 2) No (complete the following (PRC 21065 and 14 CCR 15378)):
 Explain why Agreement is not considered a "Project":
 Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because .
2. If Agreement is considered a "Project" under CEQA:
 a) Agreement **IS** exempt. (Attach draft NOE)
 Statutory Exemption. List PRC and/or CCR section number:
 Categorical Exemption. List CCR 15262 section number:
 Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why Agreement is exempt under the above section:
 The Agreement involves only feasibility or planning studies with no significant direct effects on the environment. The research and studies contemplated by this Agreement do not have a legally binding effect on later activities by the City of Davis.
- b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)
 Check all that apply
 Initial Study Environmental Impact Report
 Negative Declaration Statement of Overriding Considerations
 Mitigated Negative Declaration

List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)

Legal Company Name:	Budget
University of California, Davis	\$ 120,000
Valley Climate Action Center	\$ 50,000
Cool Davis	\$ 20,000

List all key partners: (attach additional sheets as necessary)

Legal Company Name:

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Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	12/13	601.118E	\$200,000
Funding Source			\$
R&D Program Area:	N/A	TOTAL:	\$200,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Recipient's Administrator/ Officer				Recipient's Project Manager			
Name:	Mitch Sears			Name:	Mitch Sears		
Address:	23 Russell Blvd			Address:	23 Russell Blvd		
City, State, Zip:	Davis, CA 95616			City, State, Zip:	Davis, CA 95616		
Phone:	530-757-5610	Fax:	530-757-0204	Phone:	530-757-5610	Fax:	530-757-0204
E-Mail:	msears@cityofdavis.org			E-Mail:	msears@cityofdavis.org		

Selection Process Used	
<input type="checkbox"/> Competitive Solicitation	Solicitation #: PON-13-603
<input checked="" type="checkbox"/> First Come First Served Solicitation	

The following items should be attached to this GRF	
1. Exhibit A, Scope of Work	<input checked="" type="checkbox"/> Attached
2. Exhibit B, Budget Detail	<input checked="" type="checkbox"/> Attached
3. CEC 105, Questionnaire for Identifying Conflicts	<input checked="" type="checkbox"/> Attached
4. Recipient Resolution	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
5. CEQA Documentation	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached

Agreement Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

Exhibit A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Model Plug-in Electric Passenger and Fleet Vehicle Demand in the Davis area
3		Model Alternative Fueling Needs and Locations
4	X	Project Collaboration and Coordination with Community Stakeholders
5		Regulatory Process Streamlining – Public and Private Charging Infrastructure
6		Plan

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Mitch Sears, City of Davis		
	Mark Braly	Valley CAC	
2	Gil Tal	UC Davis ITS	
3	Gil Tal	UC Davis ITS	
4	Mark Braly	Valley CAC	Cool Davis
5	Gil Tal	UC Davis ITS	
6	Mark Braly	Valley CAC	
	Gil Tal	UC Davis ITS	

GLOSSARY

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

Term/ Acronym	Definition
AB	Assembly Bill
AF	Alternative Fuel
AFI	Alternative Fuel Infrastructure
AFV	Alternative Fuel Vehicle
ARFVTP	Alternative Renewable Fuel and Vehicle Technology
BEV	Battery Electric Vehicle
CAM	Commission Agreement Manager
CEC	California Energy Commission
CPR	Critical Project Review
Energy Commission	California Energy Commission
FTD	Fuels and Transportation Division
GHG	Greenhouse Gas
PEV	Plug-In Electric Vehicles

Term/ Acronym	Definition
PHEV	Plug-In Hybrid Electric Vehicles
Plan	Alternative Fuel Readiness Plan
Recipient	City of Davis
Valley CAC	Valley Climate Action Center
UC Davis ITS	University of California, Davis Institute for Transportation Studies

BACKGROUND

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). The statute 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. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the ARFVTP through January 1, 2024, and specifies that the Energy Commission allocate up to \$20 million per year (or up to 20 percent of each fiscal year’s funds) in funding for hydrogen station development until at least 100 stations are operational.

The ARFVTP has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California’s use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

The statute requires the Energy Commission to adopt and update annually an investment plan to determine funding priorities and opportunities and describe how program funding will be used to complement other public and private investments. The Energy Commission adopted its most recent investment plan on May 08, 2013. A link to the 2013-2014 Investment Plan Update for the Alternative and Renewable Fuel and Vehicle Technology Program (CEC-600-2012-008-CMF) can be found at <http://www.energy.ca.gov/2012publications/CEC-600-2012-008/CEC-600-2012-008-CMF.pdf>.

On August 12, 2013, the Energy Commission issued Solicitation PON-13-603 entitled “Alternative Fuel Readiness Plans” under the ARFVT Program. This grant solicitation was issued to prepare California for commercialization of alternative transportation fuels in the marketplace and expand alternative fueling infrastructure and deployment of alternative fuel vehicles. To be eligible for funding under PON-13-603, the projects must also be consistent with the Energy Commission’s ARFVTP Investment Plan updated annually. In response to PON-13-603, the City of Davis (Recipient) submitted application #11 which was proposed for funding in the Energy Commission’s Notice of Proposed Awards on January 14, 2014, and is incorporated by reference in this Agreement in its 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 Recipient has carbon neutrality goals that, if achieved, can serve as a model for other California communities. More than 50% of local GHG emissions in Davis come from the transportation sector¹. The development of a comprehensive plan to determine the most effective way to increase the charging infrastructure in the Davis area would allow the Davis area to be well prepared for an increase and usage of plug-in electric vehicles.

Goals of the Agreement:

The goal of this project is to create an Alternative Fuel Readiness Plan (Plan) to determine the most effective way to increase the charging infrastructure in the Davis area that would allow the Davis area to be well prepared for an increase and usage of plug-in electric vehicles.

Objectives of the Agreement:

The objectives of this Agreement are to:

- Identify the necessary increase in the availability of public chargers to maximize plug-in vehicle miles traveled.
- Identify the projected increase of the number of plug-in vehicles sold and used in the city for private and public applications.
- Plan for the reduction of local GHG emissions and air pollution from the transportation sector.

¹ City of Davis Community GHG Emissions Inventory, 2012

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’s Commission Agreement Manager (CAM), Grants Officer, and a representative from the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the CAM to this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting. Prior to the kick-off meeting the CAM will provide an agenda to all potential meeting participants.
- Include in the administrative portion of the meeting, but will not limit to, the following:
 - Discussion of the terms and conditions of the Agreement.
 - Discussion of 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).
 - Discussion of subcontracts needed to carry out project (Task 1.8).
- Include in the technical portion of the meeting, but will not limit to, the following:
 - The CAM’s expectations for accomplishing tasks described in the Scope of Work.
 - An updated Schedule of Products.
 - Discussion of Progress Reports (Task 1.4).
 - Discussion of Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions).
 - Discussion of the Final Report (Task 1.5).

Recipient Products:

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

CAM 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. A CPR is planned for Task 4 and others may occur as needed.

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. As previously stated, the CAM may schedule CPR meetings as necessary, and meeting costs will be borne by the Recipient.

Meeting participants include the CAM and the Recipient and may include the Energy Commission Grants Officer, Fuels and Transportation Division (FTD) staff, as well as other individuals selected by the CAM to provide support to the Energy Commission.

The CAM 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. Prepare 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 CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.
- Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

The Recipient shall:

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Recipient shall submit these documents to the CAM 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.

Recipient Product:

- CPR Report(s).

CAM 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 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 CAM. 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 CAM.

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 CAM will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the CAM 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).
- 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 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 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 CAM within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 of the Terms and Conditions of this Agreement.
- Include 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.

Recipient Product:

- Monthly Progress Reports.

Task 1.5 Final Report

The goal of the Final Report is to assess the project's success in achieving the Agreement's 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 Draft Final Report.
- Prepare a Final Report following the latest version of the Final Report guidelines which will be provided by the CAM. The CAM 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.

Recipient Products:

- 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 CAM 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, and 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. 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 CAM if during the course of the Agreement additional match funds are received.
- Notify the CAM 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 meeting.

Recipient 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 CAM 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.

- Include, if applicable, permits as a line item in the Progress Reports and will be a topic at CPR meetings.
- Provide the appropriate information on each permit and an updated schedule to the CAM if during the course of the Agreement additional permits become necessary.
- Send a copy of each approved permit to the CAM as permits are obtained.
- Notify the CAM within 5 working days if during the course of the Agreement permits are not obtained on time or are denied. Either of these events may trigger an additional CPR.

Recipient 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 subcontractors required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions 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:

- Manage and coordinate subcontractor activities.
- Submit a draft of each subcontract required to conduct the work under this Agreement to the CAM for review.
- Submit a final copy of the executed subcontract.
- Notify the CAM if the Recipient decides to add new subcontractors.

Recipient Products:

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

TECHNICAL TASKS

TASK 2 MODEL PLUG-IN ELECTRIC PASSENGER AND FLEET VEHICLE DEMAND IN THE DAVIS AREA

The goal of this task is to create future scenarios of the number and type of passenger, trucks, and utility PEVs and PHEVs in the Davis area over the next 20 years. The forecast will differentiate between PHEVs and BEVs. These scenarios of private, small and large fleets of PEVs will be important in assessing the number of chargers needed to support the vehicles.

The Recipient shall:

- Conduct an analysis of the current light duty PEVs and large PEVs available in the Davis area and also the projected future technologies available over the next 20 years.
- Review the publicly available studies on:
 - The private and fleet demand for passenger PEVs and PHEVs, and
 - The potential demand for large PEVs and PHEVs including those used in public transit.
- Review current and potential policies to include possible incentives that have the potential to impact the market.
- Develop a model on the potential demand for PEVs and PHEVs in the Davis area for private, fleet, and public transit.
- Develop a City of Davis Future PEV and PHEV Market Scenario Report.
- Develop a City of Davis PEV and PHEV Fleet Demand Report.
- Develop briefing materials for stakeholder meetings on future passenger and fleet vehicles in Davis for public use.

Recipient Products:

- Model of potential demand for PEV and PHEV's for private, fleet, and public transit in the Davis area.
- Future Davis PEV and PHEV Market Scenario Report.
- City of Davis PEV and PHEV Fleet Demand Report.
- Briefing materials for stakeholder meetings on future passenger vehicles in Davis in a PowerPoint format for public use.
- Briefing materials for stakeholder meetings on future fleet vehicles in Davis in a PowerPoint format for public use

TASK 3 MODEL ALTERNATIVE FUELING NEEDS AND LOCATIONS

The goal of this task is to create future scenarios of the number and type of chargers needed for PEVs and PHEVs in the Davis area owned by private owners, public organizations, and businesses over the next 20 years. The forecast will differentiate between PHEVs and BEVs of all sizes including trucks and buses. These scenarios of private and fleet PEVs will be important in assessing the cost of installations and

operating the chargers estimating the business case of charging, the electricity demand and the potential GHG and local emissions benefits.

The Recipient shall:

- Conduct and report upon an analysis of the current PEV and PHEV charging infrastructure available in the Davis area.
- Review the publicly available studies modeling the demand for PEV and PHEV charging infrastructure in the Davis area.
- Provide a report on the Charging Infrastructure Scenario Modeling in the Davis area.
- Analyze and report upon the spatial and temporal demand for the projected future availabilities of the charging infrastructure in the Davis area by charger type over the next 20 years.
- Develop briefing materials for future charging needs in the Davis area for public use.

Recipient Products:

- Report on current EV charging capabilities in the Davis area.
- Charging Infrastructure Scenario Modeling Report in the Davis area.
- Report on future charging infrastructure availabilities in the Davis area.
- Briefing Materials for Future Charging Needs in the Davis area in a PowerPoint format for public use.

TASK 4 PROJECT COLLABORATION AND COORDINATION WITH COMMUNITY STAKEHOLDERS

The goal of this task is to engage key stakeholders in the Davis EV Readiness planning process, gather critical information for the placement, access, charging characteristics, and price/methodology of payment for plug-in vehicle charging, and also to provide information for marketing analysis and recommendations for outreach materials and strategies.

The Recipient shall:

- Conduct multi-media outreach to announce activities and engage stakeholders.
- Host interactive planning forums with stakeholders and community organizations.
- Conduct on-site outreach and interactive planning at targeted sites with high trip usage by cars.
- Collect additional data utilizing multiple methodologies (i.e. surveys, interviews, observations, preliminary strategy testing, etc.), through on-line, on-site and/or door to door outreach.

Recipient Products:

- Output from interactive planning forum(s) to include:

- Agenda(s).
 - Multimedia outreach schedule and messages.
 - Survey questions & interactive tool(s) used.
 - Summary of data and responses collected at forum.
- Output from on-site outreach and interactive planning at targeted sites to include:
 - Outreach event schedule.
 - Multimedia outreach schedule and messages.
 - Survey questions & interactive tool(s) used.
 - Summary of data and responses collected at forum.
 - Summary of additional data collected utilizing multiple methodologies (i.e. surveys, interviews, observations, preliminary strategy testing, etc.), through on-line, on-site, and door to door outreach.

[CPR will be held upon completion of this task per Task 1.2]

TASK 5 REGULATORY PROCESS STREAMLINING – PUBLIC AND PRIVATE CHARGING INFRASTRUCTURE

The goal of this task is to reduce local regulatory barriers for PEV and PHEV charging infrastructure installation in both public and private settings.

The Recipient shall:

- Assemble current City of Davis permitting requirements for public and private PEV and PHEV charging infrastructure installations.
- Research permitting and processing requirements for other jurisdictions in California and compare/contrast with City of Davis.
- Convene meetings with City Building Official and City Electrician to develop permit process guidelines and identify process streamlining opportunities.
- Identify opportunities to streamline City process related to the installation of public and private PEV and PHEV charging infrastructure.
- Recommend modifications to City process requirements related to the installation of public and private alternative fuel infrastructure as necessary.

Recipient Product:

- Briefing materials for Permit Process modifications in Davis in PowerPoint format for public use.

TASK 6 PLAN

The goal of this task is to create the Plan based on activities conducted within Task 2 through Task 4.

The Recipient shall:

- Create outline of Plan and send to the Energy Commission.

- Create the Draft Plan with all the required elements as they are developed and approved and send to the Energy Commission.
- Make the Plan available for public review and comment.
- Address comments to the Draft Plan received through the public review process.
- Publish accepted Plan on City of Davis website.

Recipient Products:

- Draft Plan.
- Final Plan.

Exhibit A-1

Schedule of Products and Due Dates

Task Number	Task Name	Product(s)	Due Date
1.1	Attend Kick-off Meeting	Updated Schedule of Products	5/6/2014
		Updated List of Match Funds	5/6/2014
		Updated List of Permits	5/6/2014
		Kick-Off Meeting Agenda (CEC)	4/29/2014
1.2	Critical Project Review Meetings	1st CPR Meeting	TBD Commission
		CPR Report Written determination (CEC)	TBD Commission
1.3	Final Meeting	Written documentation of meeting agreements	3/1/2016
		Schedule for completing closeout activities	3/1/2016
1.4	Monthly Progress Reports		The 10th calendar day of each month during the approved term of this Agreement
		Monthly Progress Reports	
1.5	Final Report	Outline of the Final Report	10/1/2015
		Draft Final Report (no less than 60 days before the end term of the agreement)	11/20/2015
		Final Report	1/29/2016
1.6	Identify and Obtain Match Funds	A letter regarding match funds or stating that no match funds are provided	5/6/2014
		Copy(ies) of each match fund commitment letter(s) (if applicable)	5/6/2014
		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 reduced funds
1.7	Identify and Obtain Required Permits	Letter documenting the permits or stating that no permits are required	5/6/2014
		A copy of each approved permit (if applicable)	Within 10 days of receiving each permit
		Updated list of permits as they change during the term of the Agreement (if applicable)	Within 10 days of change in list of permits
		Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)	Within 10 days of change in schedule for obtaining permits

Exhibit A-1

Schedule of Products and Due Dates

Task Number	Task Name	Product(s)	Due Date
1.8	Obtain and Execute Subcontracts	Letter describing the subcontracts needed, or stating that no subcontracts are required	5/6/2014
		Draft subcontracts	15 days prior to the scheduled execution date
		Final subcontracts	Within 10 days of execution
2	Model Plug-in Electric Passenger And Fleet Vehicle Demand in Davis	Model of potential demand for PEV and PHEV's for private, fleet, and public transit in the Davis area	8/31/2015
		Future Davis PEV and PHEV Market Scenario Report	8/31/2015
		City of Davis PEV and PHEV Fleet Demand report	2/27/2015
		Briefing materials for stakeholder meetings on future passenger vehicles in PowerPoint format for public use	8/31/2015
		Briefing materials for stakeholder meetings on future fleet vehicles in PowerPoint format for public use	2/27/2015
3	Model Alternative Fueling Needs And Locations	Report on current EV charging capabilities in the Davis area	8/31/2015
		Charging Infrastructure Scenario Modeling in the Davis area	8/31/2015
		Report on future charging infrastructure availabilities in the Davis area	8/31/2015
		Briefing Materials for Future Charging Needs in the Davis area in PowerPoint format	8/31/2015
4	Project Collaboration And Coordination with Community Stakeholders	Output from interactive planning forum(s) to include: <ul style="list-style-type: none"> •Agenda(s), •Multimedia outreach schedule and messages, •Survey questions & interactive tool(s) used, and •Summary of data and responses collected at forum. 	11/20/2015
		Output from on-site outreach and interactive planning at targeted sites to include: <ul style="list-style-type: none"> •Outreach event schedule, •multimedia outreach schedule and messages, •survey questions & interactive tool(s) used, and •summary of data and responses collected at forum. 	11/20/2015
		Summary of additional data collected utilizing multiple methodologies (i.e. surveys, interviews, observations, preliminary strategy testing, ect.), through on-line, on-site and door to door outreach.	11/20/2015

Exhibit A-1

Schedule of Products and Due Dates

<i>Task Number</i>	<i>Task Name</i>	<i>Product(s)</i>	<i>Due Date</i>
5	Regulatory Process Streamlining - Public and Private Charging Infrastructure	Briefing materials for Permit Process modifications in Davis in PowerPoint format.	3/30/2015
6	Plan	Draft Plan	11/20/2015
		Final Plan	1/27/2016

Notice of Exemption

Form D

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: Juan Garcia, Energy Analyst
Fuels and Transportation Division
California Energy Commission
1516 9th Street, MS-27
Sacramento, CA 95814

Project Title: Davis Alternative Fuel Readiness Plan

Project Applicant: City of Davis

Project Location - Specific:

The project location is in the area around and including the City of Davis.

Project Location - City: Davis Project Location - County: Yolo

Description of Nature, Purpose and Beneficiaries of Project:

Develop a comprehensive plan to deploy public charging infrastructure in the most effective way possible to prepare the area for alternative fuel usage and alternative fuel vehicle adoption.

Name of Public Agency Approving Project: California Energy Commission

Name of Person or Agency Carrying Out Project: City of Davis

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Feasibility and Planning Studies: _____
- Statutory Exemptions. State code number: 15262

Reasons why project is exempt:

The project involves only feasibility or planning studies for possible future actions which have not been approved, adopted, or funded. The research and studies contemplated by the project do not have a legally binding effect. There are no significant direct effects on environmental factors related to the feasibility and planning studies for the development of a preliminary plan for alternative fuel infrastructure.

Lead or Responsible Agency

Contact Person: Juan Garcia Area Code/Telephone/Extension: (916) 654-3915

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: Energy Analyst

- Signed by Responsible Agency
- Signed by Lead Agency Date received for filing at OPR: _____
- Signed by Applicant

**STATE OF CALIFORNIA
STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION REGARDING:
GRANT AWARD to the City of Davis
PON-13-603

WHEREAS, the City of Davis (City) seeks a grant from the State Energy Resources Conservation and Development Commission (Energy Commission) to create an alternative fuel readiness plan (Plan) through coordinated efforts in the Davis Area; and

WHEREAS, the Plan will determine the most effective way to increase the electric charging infrastructure in the Davis area that would allow the Davis area to be well prepared for an increase and usage of electric passenger and fleet vehicles; and

WHEREAS, the Energy Commission finds that the project involves only feasibility or planning studies for possible future actions which have not been approved, adopted, or funded; that the research and studies contemplated by the project do not have a legally binding effect; and that there are no significant direct effects on environmental factors related to the feasibility and planning studies for the development of the preliminary Plan for alternative fuel infrastructure;

THEREFORE, BE IT RESOLVED, that the Energy Commission has determined that the proposed project is a feasibility and/or planning study statutorily exempt pursuant to the California Environmental Quality Act (CEQA), Guideline 15262 (California Code of Regulations, Title 14, Chapter 3, Section 15262).

BE IT FURTHER RESOLVED, that Energy Commission approves **Grant Award # ARV-13-015** to the City, in the amount of **\$200,000.00**, to create the above-described Plan through coordinated efforts in the Davis Area.

BE IT FURTHER RESOLVED, that this document authorizes the Executive Director or his/her designee to execute the grant agreement 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 April 22, 2014:

AYE: [*List Commissioners*]

NAY: [*List Commissioners*]

ABSENT: [*List Commissioners*]

ABSTAIN: [*List Commissioners*]

Harriet Kallemeyn,
Secretariat