

**GRANT REQUEST FORM (GRF)**

CEC-270 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-13-016 (To be completed by CGL Office)

Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Patrick Brecht	27	916-654-4084

Recipient's Legal Name	Federal ID Number
Monterey Bay Unified Air Pollution Control District	94-2301821

Title of Project
Monterey Bay Alternative Fuel Ecosystem Project

Term and Amount	Start Date	End Date	Amount
	04 / 30 / 2014	06 / 30 / 2016	\$ 300,000

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

Proposed Business Meeting Date	04 / 22 / 2014	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Patrick Brecht	Time Needed:	5 minutes

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

**Agenda Item Subject and Description**

THE MONTEREY BAY ALTERNATIVE FUEL ECOSYSTEM PROJECT. Proposed resolution approving Agreement ARV-13-016 with the Monterey Bay Unified Air Pollution Control District for a \$300,000 grant to develop a Monterey Bay Alternative Fuel Readiness Plan to establish the existing conditions and identify the key needs in the Monterey Bay region to prepare for the deployment of alternative fuels. Toolkits with alternative fuel readiness resources will be provided to key sectors such as fleet owners/operators, local government staff, fuel provider/retailers, and vehicle dealers. (ARFVTP Funding). Contact: Patrick Brecht

**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 section number: \_\_\_\_\_  
 Common Sense Exemption. 14 CCR 15061 (b) (3)  
 Explain reason why Agreement is exempt under the above section:  
 the project is to develop a plan that provides an assessment of the challenges and opportunities for the adoption of alternative fuels and implementation of outreach programs.
- 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
See attached list	\$
	\$
	\$

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

Legal Company Name:

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<b>Budget Information</b>			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	13/14	601.118E	\$300,000
Funding Source			\$
R&D Program Area:	N/A	TOTAL:	\$300,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

<b>Recipient's Administrator/ Officer</b>				<b>Recipient's Project Manager</b>			
Name:	Alan Romero			Name:	Alan Romero		
Address:	Monterey Bay Unified APCD 24580 Silver Cloud Court			Address:	Monterey Bay Unified APCD 24580 Silver Cloud Court		
City, State, Zip:	Monterey, CA 93940			City, State, Zip:	Monterey, CA 93940		
Phone:	831-647-9411	Fax:	831-647-8501	Phone:	831-647-9411	Fax:	831-647-8501
E-Mail:	ARomero@mbuapcd.org			E-Mail:	ARomero@mbuapcd.org		

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

<b>The following items should be attached to this GRF</b>	
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

Grant Request Form (GRF) CEC-270 -additional sheet

<b>List all subcontractors (major and minor) and equipment vendors:</b>	
Legal Company Name:	Budget
Ecology Action	\$170,000
EV Communities Alliance	\$100,000
Plug-in America	\$0

## Exhibit A SCOPE OF WORK

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Inventory and Assessment
3		Alternative Fuel Vehicle Readiness Task Force
4	X	Best Practices
5		Training and Outreach
6		Alternative Fuels Readiness Plan

### KEY NAME LIST

Task#	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Alan Romero- Monterey Bay Unified Air Pollution Control District		
2	Richard Schorske	EV Communities Alliance	
	Piet Canin and Emily Glanville	Ecology Action	
3	Richard Schorske	EV Communities Alliance	
	Piet Canin and Emily Glanville	Ecology Action	
4	Richard Schorske	EV Communities Alliance	
	Piet Canin and Emily Glanville	Ecology Action	
5	Richard Schorske	EV Communities Alliance	Kirk Brown with Plug-in America  Kevin Wood and Mike Ferry with the Center for Sustainable Energy
	Piet Canin and Emily Glanville	Ecology Action	
6	Alan Romero- Monterey Bay Unified Air Pollution Control District		
	Richard Schorske	EV Communities Alliance	
	Piet Canin and Emily Glanville	Ecology Action	

## GLOSSARY

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

<b>Term/ Acronym</b>	<b>Definition</b>
AF	Alternative Fuel
AFI	Alternative Fuel Infrastructure
AFV	Alternative Fuel Vehicle
ARFVTP	Alternative and Renewable Vehicle and Technology Program
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CPR	Critical Project Review
FTD	Fuels and Transportation Division
LCFS	Low Carbon Fuel Standard
MBUAPCD	Monterey Bay Unified Air Pollution Control District
Plan	Alternative Fuel Readiness Plan

## 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. 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 compliment 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” (Plans) under the ARFVT Program. This “first-come, first-served” grant solicitation was an offer to cost-share the development of Plans that will provide strategies for the deployment of alternative fuel infrastructure (AFI) and encourage the adoption of alternative fuel vehicles (AFV’s). 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 Monterey Bay Unified Air Pollution Control District (MBUAPCD) submitted application #7 which was proposed for funding in the Energy Commission’s Notice of Proposed Awards on December 16, 2013, 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 State of California has set ambitious goals to reduce greenhouse gas (GHG) emissions. However, the AFI and markets necessary to achieve GHG reductions must be developed in a way that recognizes local and regional geography, as well as, the opportunities and challenges of different alternative fuel (AF) pathways.

Public investment into regional and local planning is required to assist market adoption of AFV and increased usage of AF.

#### **Goals of the Agreement:**

The goal of this project is to create an alternative fuel readiness plan (Plan) through coordinated efforts in the tri-County Monterey Bay area. The Plan will include a strategic assessment of the challenges and opportunities for the adoption of AF and implementation of targeted outreach programs. The AF types that will be addressed in the Plan include electricity, natural gas, hydrogen, and biofuels.

## **Objectives of the Agreement:**

The objectives of this Agreement are to:

- Produce the Plan.
- Assess the potential challenges and opportunities to AFI deployment.
- Develop training and outreach materials and strategies that coordinate and engage stakeholders.
- Promote and sustain AF usage.

## **TASK 1 ADMINISTRATION**

### **Task 1.1 Attend Kick-off Meeting**

The goal of this kick-off meeting is to establish the lines of communication and procedures for implementing this Agreement. The Commission Agreement Manager (CAM) shall designate the date and location of this meeting and provide an agenda to the Recipient prior to the meeting.

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

- Attend a “Kick-Off” meeting with the CAM, the Commission Grants Officer (CAO), and a representative of the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the CAM to this meeting.
- Discuss the following administrative and technical aspects of this Agreement:
  - The CAM’s expectations for accomplishing tasks described in the Scope of Work
  - A Schedule of Products and Due Dates
  - Agreement Terms and Conditions
  - Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
  - Attend Kick-off Meeting (Task 1.1)
  - Critical Project Review (Task 1.2)
  - Final Meeting (Task 1.3)
  - Monthly Progress Reports (Task 1.4)
  - Final Report (Task 1.5)
  - Match fund documentation (Task 1.6) No reimbursable work may be done until this documentation is in place.
  - Permit documentation (Task 1.7)
  - Subcontracts needed to carry out project (Task 1.8)

#### **Recipient Products:**

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

## **Commission Agreement Manager Product:**

- Kick-Off Meeting Agenda

### **Task 1.2 Critical Project Review (CPR) Meetings**

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. 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.

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 Commission Grants Officer, the Fuels and Transportation Division (FTD) lead, other Energy Commission staff and Management 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.

**CAM 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 CAO, 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.

**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.
- 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 (NOPA) 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 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, if requested by the CAM.
- 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.

**Products:**

- Outline of the Final Report, if requested
- 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, 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 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.

**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. 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 CAM.
- As permits are obtained, send a copy of each approved permit to the CAM.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM 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 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
- If Recipient decides to add new subcontractors, then the Recipient shall notify the CAM

**Products:**

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

**TECHNICAL TASKS**

**TASK 2 INVENTORY AND ASSESSMENT**

The goal of this task is to develop a region-wide inventory and assessment of AFV and AFI utilization.

**The Recipient shall:**

- Survey current AFV trends from all vehicle and user sectors.
- Survey future AFV trends from all vehicle and user sectors.
- Consult with AFV stakeholders and partners on current and future AFV trends, and challenges and opportunities to accelerate AFV/AFI deployment. Prepare document on findings.
- Utilize document on findings to inform recommendations on AFV/AFI readiness policies and incentives development, and effective outreach, education, and training activities.

**Products:**

- Survey of AFV/AFI utilization in tri-county area
- Progress report with findings
- Final Report with task recommendations

**TASK 3 AFV READINESS TASK FORCE**

The goal of this task is to convene an AFV Readiness Task Force.

The AFV Readiness Task Force is comprised of key stakeholders in the project region that will provide input and guidance on the development of the Plan.

**The Recipient shall:**

- Recruit diverse stakeholders to serve on the AFV Readiness Task Force
- Prepare and conduct eight (8) AFV Readiness Task Force meetings
- Prepare and distribute publicly available AFV Readiness Task Force meeting notices, schedule, agendas, and meeting summaries
- Prepare and provide an Alternative Fuel Working Group Membership List

**Products:**

- List of AFV Readiness Task Force members with affiliations
- Alternative Fuel Working Group Membership List
- Progress Reports that include meeting notices, agendas, and summaries

**TASK 4 BEST PRACTICES**

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

The goal of this task is to identify best practices in the areas of AFV/AFI policy, finance, deployment, and marketing and outreach. Best practices will be incorporated into the Plan and used in communications with stakeholders.

**The Recipient shall:**

- Identify regional, state, national, and international best practices
- Incorporate best practices into the Plan and related documents and initiatives

**Products:**

- Plan Progress Report that lists all best practices and source(s) of information

**TASK 5 TRAINING AND OUTREACH**

The goal of this task is to provide training and outreach to stakeholders that will impact increased AF awareness, usage, and vehicle adoption.

**The Recipient shall:**

- Incorporate best practices findings into training and outreach initiatives.
- Develop training presentations and materials for fleet operators, planners, first responders, and decision makers regarding AFI and AFV's.
- Conduct one training session per targeted group (fleet operators, planners, first responders, and decision makers) for a total of four (4) trainings.
- Develop marketing and outreach plan and materials for the following targeted stakeholders: public and private fleet owners/operators, employers, local governments, and other key market groups.
- Implement marketing and outreach plan throughout the region utilizing print and electronic media, social media, targeted community events, workplaces, and fleet operator meetings/events.

- Conduct three (3) consumer-oriented “AFV 101” workshops, in addition to the fleet focused training activities that will be led by the California Center for Sustainable Energy (CCSE). AFV 101 events will be led by Ecology Action and Plug-in America, will last approximately three hours each, and will address the full spectrum of AFV and AFI issues, included will be the types of AFVs and alternative fuels now in the marketplace and forthcoming soon, the operating characteristics and advantages of alternative fuel types, the economics of AFV/AFI ownership, fueling infrastructure, safety and environmental risks and benefits. These workshops will also promote and link directly to the five Ride and Drive events developed by Plug-in America, to *specifically include and highlight all AFV types*.

Workshops will target the general public (not fleet operators, which will have their own specialized presentations developed by CCSE). Workshops will be held in each of the three Monterey Bay regional counties in well known, accessible public locations such as Hollister Community Center, Monterey Main Library and the Santa Cruz Community Conference Center in downtown Santa Cruz.

- Conduct six (6) green car shows with AFV’s. Display AFVs at existing regional car shows such as the Pebble Beach Concours d'Elegance, Santa Cruz Woodies on the Wharf, Pacific Grove Little Car Show, Capitola Rod & Custom Classic Car Show, Hollister Car Show, Surf City Classic car show, and at the large, heavily-promoted used car sales (such as Capitola and Cabrillo College) that attract buyers in the appropriate demographic segments.
- Conduct six (6) alternative fuel rides and drive events enabling consumers and fleet operators to experience the benefits and operating capabilities of AFV’s. Ride and Drive events will be provided in conjunction with at least two of the Green Car Shows listed above with the balance being held at targeted large employers in the Monterey Bay Area. Options include (in Santa Cruz County): Plantronics, Fox Racing Shox, Dominican Hospital, Palo Alto Medical Foundation, Watsonville Community Hospital, West Marine, and the University of California at Santa Cruz. In Monterey County: Pebble Beach Company, Community Hospital of Monterey Peninsula, Natividad Medical Center, Salinas Valley Memorial Healthcare, McGraw-Hill Company, Naval Postgraduate School. San Benito County: Hazel Hawkins Medical Center and Corbin Motorcycle.

**Products:**

- Progress Report(s) that contain all training and outreach materials
- Progress Reports(s) that contain list(s) of training participants without identification of personal information (ie., names addresses or social security numbers)
- Training presentation content in format usable by the public such as web publishing software that is readable with web browsers.

- Print advertisements, articles, and online posting materials marketing six Green Car Shows with AFV's, six alternative fuel rides and drives events, and three AFV workshops
- Evidence, possibly photographs, that six Green Car Shows with AFV's, six alternative fuel rides and drives events, and three AFV workshops have taken place
- Presentations to elected officials, public/private entities, and employers

## **TASK 6 ALTERNATIVE FUELS READINESS PLAN**

The goal of this task is to create the Plan based in part on activities conducted in tasks 2 through 5.

### **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 the Monterey Bay Unified Air Pollution Control District website.

### **Products:**

- Draft Plan
- Final Plan

**Exhibit A-1**

***Schedule of Products and Due Dates***

<b>Task Number</b>	<b>Task Name</b>	<b>Product(s)</b>	<b>Due Date</b>
<b>1.1</b>	<b>Attend Kick-off Meeting</b>	Updated Schedule of Products	6/30/2014
		Updated List of Match Funds	6/30/2014
		Updated List of Permits	6/30/2014
		Kick-Off Meeting Agenda (CEC)	5/15/2014
<b>1.2</b>	<b>Critical Project Review Meetings</b>	1st CPR Meeting	10/1/2014
		CPR Report Written determination (CEC)	10/15/2014
<b>1.3</b>	<b>Final Meeting</b>	Written documentation of meeting agreements	6/1/2016
		Schedule for completing closeout activities	6/10/2016
<b>1.4</b>	<b>Monthly Progress Reports</b>	Monthly Progress Reports	The 10th calendar day of each month during the approved term of this Agreement
<b>1.5</b>	<b>Final Report</b>	Outline of the Final Report	3/1/2016
		Draft Final Report (no less than 60 days before the end term of the agreement)	4/15/2016
		Final Report	5/16/2016
<b>1.6</b>	<b>Identify and Obtain Match Funds</b>	A letter regarding match funds or stating that no match funds are provided	5/15/2014
		Copy(ies) of each match fund commitment letter(s) (if applicable)	5/15/2014
		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
<b>1.7</b>	<b>Identify and Obtain Required Permits</b>	Letter documenting the permits or stating that no permits are required	5/15/2014
		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**

<b>Task Number</b>	<b>Task Name</b>	<b>Product(s)</b>	<b>Due Date</b>
<b>1.8</b>	<b>Obtain and Execute Subcontracts</b>	Letter describing the subcontracts needed, or stating that no subcontracts are required	5/15/2014
		Draft subcontracts	15 days prior to the scheduled execution date
		Final subcontracts	Within 10 days of execution
<b>2</b>	<b>INVENTORY AND ASSESSMENT</b>	Survey of AFV/AFI utilization in tri-county area	12/1/2014
		Progress report with findings	1/15/2015
		Final Report with task recommendations	3/13/2015
<b>3</b>	<b>READINESS TASK FORCE</b>	Alternative Fuel Working Group Membership List	9/1/2014
		List of AFV Readiness Task Force members with affiliations	Quarterly
		Progress Reports that include meeting notices, agendas, and summaries	Quarterly
<b>4</b>	<b>BEST PRACTICES</b>	Progress Report that list all best practices and source information	9/30/2014
<b>5</b>	<b>TRAINING AND OUTREACH</b>	Training Workshop Promotional Material	11/30/2014
		Training Presentation Content	12/30/2014
		Progress Repots that contain all training and outreach materials	Quarterly
		Progress Reports that contain lists of training participants	Quarterly
		Evidence of six Green Car Shows with AFV's	Quarterly beginning 2/27/2015
		Evidence of Six AFV ride and drives	Quarterly beginning 2/27/2015
		Evidence of three AFV workshops	Quarterly beginning 2/27/2015
		Evidence of presentations to elected officials, public entities, and employees	TBD
<b>6</b>	<b>ALTERNATIVE READINESS PLAN</b>	Draft Plan	1/29/2016
		Final Plan	2/29/2016

# Notice of Exemption

## Appendix E

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

County Clerk  
County of: Sacramento

**From:** (Public Agency): California Energy Commission  
1516 Ninth Street  
Sacramento, CA 95814

(Address)

Project Title: Monterey Bay Alternative Fuel Ecosystem Project

Project Applicant: Monterey Bay Unified Air Pollution Control District

Project Location - Specific:

Counties of Santa Cruz, Monterey, and San Benito

Project Location - City: \_\_\_\_\_ Project Location - County: Monterey

Description of Nature, Purpose and Beneficiaries of Project:

Produce an Alternative Fuel Readiness Plan to establish conditions and identify the key needs in the tri-county Monterey Bay region to prepare for the deployment of alternative fuels and adoption of alternative fuel vehicles.

Name of Public Agency Approving Project: California Energy Commission

Name of Person or Agency Carrying Out Project: Monterey Bay Unified Air Pollution Control District

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: "Common Sense" 14 CCR 15061(b)(3)
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

The activity will not have a significant effect on the environment because the project is to develop a plan that provides an assessment of the challenges and opportunities for the adoption of alternative fuels and implementation of outreach programs.

Lead Agency  
Contact Person: Patrick Brecht Area Code/Telephone/Extension: 916-654-4084

**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: \_\_\_\_\_

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_

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

RESOLUTION - RE: GRANT AWARD  
TO  
MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT  
UNDER PON-13-603

**WHEREAS**, the Monterey Bay Unified Air Pollution Control District seeks a grant from the State Energy Resources Conservation and Development Commission (Energy Commission) to create an alternative fuel readiness plan to encourage the adoption of alternative fuel vehicles; and

**WHEREAS**, the plan will include a strategic assessment of the challenges and opportunities for the adoption of alternative fuels and implementation of targeted outreach programs;

**THEREFORE BE IT RESOLVED**, that the Energy Commission approves Agreement ARV-13-016 with **Monterey Bay Unified Air Pollution Control District** for **\$300,000**, to develop a Monterey Bay Alternative Fuel Readiness Plan to establish the existing conditions and identify the key needs in the Monterey Bay region to prepare for the deployment of alternative fuels. Toolkits with alternative fuel readiness resources will be provided to key sectors such as fleet owners/operators, local government staff, fuel provider/retailers, and vehicle dealers.

**FURTHER BE IT RESOLVED**, that the Energy Commission determines that the activities funded by this grant are a “project” under the California Environmental Quality Act (CEQA) and are exempt from further environmental review pursuant to the “Common Sense” exemption under CEQA Guidelines, Title 14, California Code of Regulations section 15061(b)(3) because the plan involves data collection, analysis, and implementation of outreach for the adoption of alternative fuel vehicles and it can be seen with certainty that there is no possibility that the plan may have a significant effect on the environment.

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

**CERTIFICATION**

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on April 22, 2014.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

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Harriet Kallemeyn,  
Secretariat