

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-13-017 (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
County of Santa Barbara	95-6002833

Title of Project
Central Coast Alternative Fuel Ecosystem Project

Term and Amount	Start Date	End Date	Amount
	04 / 30 / 2014	06 / 30 / 2016	\$ 299,910

Business Meeting Information			
<input type="checkbox"/> 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 Central Coast Alternative Fuel Ecosystem Project: Proposed resolution approving Agreement ARV-13-017 with the County of Santa Barbara for a \$299,910 grant to develop an Alternative Fuels Readiness Plan to establish the existing conditions and identify the key needs in the three Air Pollution Control Districts of Santa Barbara, Ventura, and San Luis Obispo Counties 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? <input checked="" type="checkbox"/> Yes (skip to question 2) <input type="checkbox"/> 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: <input type="checkbox"/> a) Agreement IS exempt. (Attach draft NOE) <input type="checkbox"/> Statutory Exemption. List PRC and/or CCR section number: _____ <input type="checkbox"/> Categorical Exemption. List CCR section number: _____ <input checked="" type="checkbox"/> 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.
<input type="checkbox"/> b) Agreement IS NOT exempt. (Consult with the legal office to determine next steps.) Check all that apply <input type="checkbox"/> Initial Study <input type="checkbox"/> Environmental Impact Report <input type="checkbox"/> Negative Declaration <input type="checkbox"/> Statement of Overriding Considerations <input type="checkbox"/> Mitigated Negative Declaration

List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)	
Legal Company Name:	Budget
see additional list	\$
	\$
	\$

List all key partners: (attach additional sheets as necessary)	
Legal Company Name:	
see additional list	

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Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	13/14	601.118E	\$299,910
Funding Source			\$
R&D Program Area: N/A		TOTAL:	\$299,910
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Recipient's Administrator/ Officer				Recipient's Project Manager			
Name:	David Lackie			Name:	David Lackie		
Address:	County of Santa Barbara 123 E Anapamu Street			Address:	County of Santa Barbara 123 E Anapamu Stree		
City, State, Zip:	Santa Barbara, CA 93101			City, State, Zip:	Santa Barbara, CA 93101		
Phone:	805-884-6836	Fax:	- -	Phone:	805-884-6836	Fax:	- -
E-Mail:	dlackie@countyofsb.org			E-Mail:	dlackie@countyofsb.org		

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

Grant recipient:	
Legal Company Name:	Budget
County of Santa Barbara	\$199,910

List all major subcontractors:	
Legal Company Name:	Budget
EV Communities Alliance	\$100,000

List all minor subcontractors:	
Legal Company Name:	Budget
Community Environmental Council of Santa Barbara	\$73,010
Central Coast Clean Cities Coalition	\$29,900
Plug-in America	\$45,000

Exhibit A SCOPE OF WORK

TASK LIST

Task #	CPR	Task Name
1		Administration
2		Inventory and Assessment
3		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	David Lackie and Rachel Lipman, County of Santa Barbara		Michael Chiacos with Community Environmental Council of Santa Barbara
	Richard Schorske	EV Communities Alliance	
2	David Lackie and Rachel Lipman, County of Santa Barbara		Michael Chiacos with Community Environmental Council of Santa Barbara
	Richard Schorske	EV Communities Alliance	
3	David Lackie and Rachel Lipman, County of Santa Barbara		Michael Chiacos with Community Environmental Council of Santa Barbara; Melissa Guise with Central Coast Clean Cities Coalition
	Richard Schorske	EV Communities Alliance	
4	Richard Schorske	EV Communities Alliance	
5	David Lackie and Rachel Lipman, County of Santa Barbara		Michael Chiacos with Community Environmental Council of Santa Barbara; Kirk Brown with Plug-in America
	Richard Schorske	EV Communities Alliance	

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
6	David Lackie and Rachel Lipman, County of Santa Barbara		
	Richard Schorske	EV Communities Alliance	

GLOSSARY

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

Term/ Acronym	Definition
AF	Alternative Fuel
AFI	Alternative Fuel Infrastructure
AFV	Alternative Fuel Vehicle
ARFVTP	Alternative and Renewable Vehicle and Technology Program
CAM	Commission Agreement Manager
CPR	Critical Project Review
FTD	Fuels and Transportation Division
LCFS	Low Carbon Fuel Standard
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 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” (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, Santa Barbara County submitted application #8 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 the Plan through coordinated efforts in the County of Santa Barbara. The Plan will include a strategic assessment of the challenges and opportunities for the adoption of AF and implementation of targeted outreach programs. The alternative fuel types that will be addressed in the Plan include electricity, natural gas, propane, 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, outreach materials, strategies that coordinate and engage stakeholders.
- Promote and sustain AF usage.

TASK 1 ADMINISTRATION

Task 1.1 Attend Kick-off Meeting

The goal of the 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 Grants Officer, and a representative of the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the 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
 - Agreement Terms and Conditions
 - Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
 - A Schedule of Products and Due Dates
 - 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 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.

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 Fuel and Transportation Division 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:

- Draft subcontracts
- Final subcontracts

TASK TECHNICAL TASKS

TASK 2 INVENTORY AND ASSESMENT

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, including CNG, biofuels, hydrogen, electric, and propane. Survey municipal and private fleet operators regarding current fleet inventories and prospective fleet procurement of all types of AFVs indicated above. Information resources on fleet operators include existing databases maintained by the Monterey Bay Unified APCD, Ecology Action, and the California Center for Sustainable Energy.
- Survey future AFV trends from all vehicle and user sectors. Regional projections of consumer adoption of AFV types will be developed based on a literature review of historic data on AFV sales in the region and government and industry projections of future sales per each AFV type. This review will be supplemented by the fleet survey data referenced above.

- Consult with AFV stakeholders and partner entities on current and future AFV trends, and challenges and opportunities to accelerate AFV/AFI deployment. Partners to be consulted include the California Center for Sustainable Energy, California PEV Collaborative, California Fuel Cell Collaborative, California Natural Gas Vehicle Coalition, and the California Biodiesel Alliance. Prepare document on findings to identify effective, regionally actionable strategies to accelerate deployment of economically and environmentally sustainable AFVs.

Products:

- 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

Products:

- List of AFV Readiness Task Force members with affiliations
- 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:

- 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 AFI development 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 and will last approximately three hours each, and will address the full spectrum of AFV and AFI issues, including 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; and 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). Potential locations will include the meeting rooms of the Santa Barbara Metropolitan Transportation District, UC Santa Barbara, the Ventura County Air Pollution Control District, and Cal Poly San Luis Obispo.

- Conduct six (6) green car shows with AFV's. Green car show venues include Earth Day in Santa Barbara, the San Luis Obispo Green Car Show in downtown San Luis Obispo, and the Fourth of July Street Fair in Ventura. Shows will be held once each year during the two year project period.

- Conduct six (6) alternative fuel ride and drive events enabling consumers and fleet operators to experience the benefits and operating capabilities of AFV's. The six ride and drive events will include at least three held in conjunction with the Green Car Shows. Other potential venues include the largest workplaces in the region, e.g. UC Santa Barbara, Cal Poly, CSU Channel Islands, and the County of Ventura.

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
- Training presentation content in format usable by the public
- 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 were held
- 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 County of Santa Barbara Long Range Planning website.

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	5/30/2014
		Updated List of Match Funds	5/30/2014
		Updated List of Permits	5/30/2014
		Kick-Off Meeting Agenda (CEC)	5/15/2014
1.2	Critical Project Review Meetings	1st CPR Meeting	10/1/2014
		CPR Report Written determination (CEC)	10/15/2014
1.3	Final Meeting	Written documentation of meeting agreements	6/1/2016
		Schedule for completing closeout activities	6/10/2016
1.4	Monthly Progress Reports	Monthly Progress Reports	The 10th calendar day of each month during the approved term of this Agreement
1.5	Final Report	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
1.6	Identify and Obtain Match Funds	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
1.7	Identify and Obtain Required Permits	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

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	5/15/2014
		Draft subcontracts	15 days prior to the scheduled execution date
		Final subcontracts	Within 10 days of execution
2	INVENTORY AND ASSESMENT	Survey of AFV/AFI utilization in tri-county area	11/28/2014
		Progress report with findings	1/15/2015
		Final Report with task recommendations	3/13/2015
3	AFV READINESS TASK FORCE	List of AFV Readiness Task Force members with affiliations	8/29/2014
		Meeting Agendas	Quarterly
4	BEST PRACTICES	Progress Reports that list all best practices and source(s) of information	9/30/2014
5	TRAINING AND OUTREACH	Progress Report(s) that contain all training and outreach materials	Quarterly
		Progress Report(s) that contain list(s) of training participants	Quarterly
		Six Green Car Shows with AFV's	TBD
		Six AFV ride and drives	TBD
		Three AFV workshops	TBD
		Presentations to elected officials, public entities, and employees	TBD
6	ALTERNATIVE FUELS REASINESS PLAN	Draft Plan	3/29/2016
		Final Plan	4/29/2016

Notice of Exemption

Form D

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

County Clerk Sacramento
County of: _____

From: (Public Agency): California Energy Commission

1516 Ninth Street

Sacramento, CA 95814

(Address)

Project Title: Central Coast Alternative Fuel Ecosystem Project

Project Applicant: County of Santa Barbara

Project Location - Specific:

Counties of Santa Barbara, Ventura, and San Luis Obispo

Project Location - City: _____ Project Location - County: Santa Barbara

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 Santa Barbara 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: County of Santa Barbara

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 Exemption. State type and section number: 14 CCR 15061 (b) (3)
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The project is to develop a plan that 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.

Lead or Responsible 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 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 COUNTY OF SANTA
BARBARA UNDER PON-13-603

WHEREAS the State Energy Resources Conservation and Development Commission (“Energy Commission”) is considering whether to approve agreement ARV-13-017 with the County of Santa Barbara to develop an Alternative Fuels Readiness Plan to establish the existing conditions and identify the key needs in the three Air Pollution Control Districts of Santa Barbara, Ventura, and San Luis Obispo Counties to prepare for the deployment of alternative fuels; and

WHEREAS the proposed project involves development of a plan and not construction or implementation of that plan;

THEREFORE BE IT RESOLVED that the Energy Commission determines that there is no possibility that the proposed activity will have significant effect on the environment and falls within the common sense exemption of CEQA Guidelines, Title 14 of California Code of Regulations, section 15061(b)(3); and

BE IT FURTHER RESOLVED that the Energy Commission approves Agreement ARV-13-017 with the **COUNTY OF SANTA BARBARA** for **\$299,910.00**; and

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 of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Harriet Kallemeyn,
Secretariat