

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-13-018 (To be completed by CGL Office)

Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Sharon Purewal	27	916-654-4637

Recipient's Legal Name	Federal ID Number
City/County Association of Governments of San Mateo County	91-3157181

Title of Project
Alternative Fuel Readiness Plan for San Mateo County

Term and Amount	Start Date	End Date	Amount
	5 / 1 / 2014	3 / 31 / 2017	\$ 275,810

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

Proposed Business Meeting Date	4 / 22 / 2014	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Sharon Purewal	Time Needed:	5 minutes

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

Agenda Item Subject and Description

Proposed resolution approving Agreement ARV-13-XXX with the City/County Association of Governments of San Mateo County for a \$275,810 grant to develop a Alternative Fuel Readiness Plan for San Mateo County and 20 cities therein for the commercialization of alternative transportation fuels in the marketplace. (ARFVTP Funding).
Contact: Sharon Purewal

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: _____
- 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
Life Cycle Associates	\$ 275,810
	\$ 0
	\$ 0

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	\$275,810
Funding Source			\$
R&D Program Area:	N/A	TOTAL:	\$275,810
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Recipient's Administrator/ Officer				Recipient's Project Manager			
Name:	John Hoang			Name:	John Hoang		
Address:	555 County Center, 5 th Floor			Address:	555 County Center, 5th Floor		
City, State, Zip:	Redwood City, CA 94063			City, State, Zip:	Redwood City, CA 94063		
Phone:	650-363-4105	Fax:	650-361-8227	Phone:	650-363-4105	Fax:	650-361-8227
E-Mail:	jhoang@smcgov.org			E-Mail:	jhoang@smcgov.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 checked="" type="checkbox"/> N/A <input 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		Evaluate Current and Potential Incentives
3		Evaluate Infrastructure Development Challenges
4	X	Develop Training Program
5		Develop Increased Procurement Strategies
6		Develop Communication Strategies
7		Develop Assistance Strategies

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	John Hoang-C/CAG	Life Cycle Associates, LLC	
2	John Hoang-C/CAG	Life Cycle Associates, LLC	
3	John Hoang-C/CAG	Life Cycle Associates, LLC	
4	John Hoang-C/CAG	Life Cycle Associates, LLC	
5	John Hoang-C/CAG	Life Cycle Associates, LLC	
6	John Hoang-C/CAG	Life Cycle Associates, LLC	
7	John Hoang-C/CAG	Life Cycle Associates, LLC	

GLOSSARY

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

Term/ Acronym	Definition
AFI	Alternative fuel infrastructure
AFV	Alternative fuel vehicle
ARFVTP	Alternative And Renewable Fuel And Vehicle Technology Program
CAM	Commission Agreement Manager
C/CAG	City/County Association of Governments of San Mateo County
CNG	Compressed natural gas
FTD	Fuels and Transportation Division
GHG	Greenhouse gas

Term/ Acronym	Definition
LNG	Liquefied natural gas
LPG	Liquefied petroleum gas
Recipient	City/County Association of Governments of San Mateo County

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” (Plan) 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 Recipient submitted application #15 which was proposed for funding in the Energy Commission’s Notice of Proposed Awards on March 12, 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 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. In Northwest California, existing challenges include the lack of fuel infrastructure, knowledge gaps surrounding AF, regulatory hurdles, and AFI costs.

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 Agreement is to develop a Plan for San Mateo County that will prepare the county and the cities therein for the increased use and commercialization of alternative transportation fuels in the marketplace. The Plan will address electricity, natural gas, hydrogen, and biofuels as alternative fuel types for the project.

Objectives of the Agreement:

The objectives of this Agreement are to:

- analyze existing and potential incentives for increased usage of alternative fuels;
- identify challenges and opportunities for sharing best practices for planning, permitting, deployment, maintenance, and inspection of AFI;
- develop, or revise as necessary, training materials or classes for fleet operators, planners, first responders, and decision-makers regarding AFI development;
- develop strategies and best practices to increase procurement of alternative fuels;

- develop marketing analyses, marketing materials, and outreach strategies that communicate the benefits of alternative fuel usage to targeted groups such as fleet owners/operators; and
- Develop strategies to assist alternative fuel wholesalers/retailers, with the intent of increasing the availability and/or reducing the cost of alternative fuels.

Achieving these objectives will be realized by their documentation as corresponding sections of the project final report.

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 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 Commission Agreement Manager, the Grants Officer, and a representative of the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the Commission Agreement Manager to this meeting.
- Discuss the following administrative and technical aspects of this Agreement:
 - Agreement Terms and Conditions
 - Critical Project Review (Task 1.2)
 - 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)
 - The CAM’s expectations for accomplishing tasks described in the Scope of Work
 - An updated Schedule of Products and Due Dates
 - Monthly Progress Reports (Task 1.4)
 - Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
 - Final Report (Task 1.5)

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 Commission Agreement Manager 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 Commission Agreement Manager. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the Commission Agreement Manager.

The technical portion of the meeting shall present an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements. The Commission Agreement Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Agreement Manager and the 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 Commission Agreement Manager within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 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 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 Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, 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. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Agreement Manager if during the course of the Agreement additional match funds are received.
- Notify the Commission Agreement Manager within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR 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 Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies the:
 - Type of permit
 - Name, address and telephone number of the permitting jurisdictions or lead agencies
 - The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the Commission Agreement Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Agreement Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Agreement Manager within 5 working days. Either of these events may trigger an additional CPR.

Products:

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

Task 1.8 Obtain and Execute Subcontracts

The goal of this task is to ensure quality products and to procure 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 Commission Agreement Manager 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

TECHNICAL TASKS

TASK 2 EVALUATE CURRENT AND POTENTIAL INCENTIVES

The goal of this task is to evaluate existing, planned, and innovative incentives for alternative transportation fuels use.

The Recipient shall:

- Document existing California state, federal, and regional alternative incentive programs.
- Develop a catalog the existing PEV and other alternative fuel incentives for increasing alternative fuel usage.
- Identify potential future policies that could be adopted by San Mateo County and/or the cities in the county to incentivize fuel suppliers and/or vehicle operators to increase countywide availability of alternative fuels.
- Produce a draft Plan that analyses potential policy options, feasible local incentives, and increases alternative fuel availability .
- Produce the final Plan that analyses potential policy options, feasible local incentives, and increases alternative fuel availability. .

Products:

- Draft section of the project final report (Readiness Plan)
- Final section of the project final report (Readiness Plan)

TASK 3 EVALUATE INFRASTRUCTURE DEVELOPMENT CHALLENGES

The goal of this task is to identify issues that may hinder or delay the planning, permitting, installing, maintaining, and/or inspection of AFI in San Mateo County.

The Recipient shall:

- Identify the specific issues associated with zoning and parking policies, local building codes, permitting and inspection processes, training and education programs, and public outreach, and list information gaps and deficiencies.
- Make recommendations for county and city government agencies that will resolve each issue.
- Draft a section of the Plan that discusses the challenges to AFI development presented by zoning and parking policies, local building codes, permitting and inspection processes, training and education programs, and public outreach.
- Draft a section of the Plan that lists specific actions to make incorporating AFVs and their fueling infrastructure accommodation uniform, transparent, open to ideas from many stakeholders in San Mateo County.
- Produce the final section of the Plan that discusses the challenges to AFI development presented by zoning and parking policies, local building codes, permitting and inspection processes, training and education programs, and public outreach.
- Produce the final section of the Plan that lists specific actions to make incorporating AFVs and their fueling infrastructure accommodation uniform, transparent, open to ideas from many stakeholders in San Mateo County.

Products:

- Draft section of the project final report (Readiness Plan)
- Final section of the project final report (Readiness Plan)

TASK 4 DEVELOP TRAINING PROGRAM

The goal of this task is to develop informational courses and classes with associated training materials for persons, companies and/or regional entities including fleet operators, planners, first responders, and decision-makers regarding processes, mechanisms, impediments, and issues involved in AFI development.

The Recipient shall:

- Tailor existing training materials stakeholder training and education for electric vehicle operation and installation to San Mateo County.
- Develop analogous training materials specific to San Mateo County audiences for compressed natural gas (CNG), liquid natural gas (LNG), liquefied petroleum gas (LPG), and hydrogen vehicle operation and AFI installation.

Products:

- Training materials referenced in the Bay Area PEV Readiness Plan for specific use in San Mateo County
- Training materials for CNG, LNG, LPG, and hydrogen fuel readiness for specific use in San Mateo County

[CPR WILL BE HELD IN THIS TASK. See Task 1.2 for details]

TASK 5 DEVELOP INCREASED PROCUREMENT STRATEGIES

The goal of this task is to develop recommended strategies and best practices to increase procurement and use of alternative fuels in San Mateo County.

The Recipient shall:

- Recommend changes to local zoning, parking, and other policies that can be used to incentivize AFV use and alternative fuel purchases in San Mateo County.
- Make recommendations to increase government AFV fleets sizes and AFI facilities and to increase alternative fuel purchases by the public via private AFI installation incentives and alternative fuel pricing incentives.
- Produce a draft section of the Plan that identifies recommendations for county and city government agencies within C/CAG to adopt regarding incentives, AFI installation, and procurement practices.
- Produce the final section of the Plan that identifies recommendations for county and city government agencies within C/CAG to adopt regarding incentives, AFI installation, and procurement practices.

Products:

- Draft section of the project final report (Readiness Plan)
- Final section of the project final report (Readiness Plan)

TASK 6 DEVELOP COMMUNICATION STRATEGIES

The goal of this task is to develop marketing analyses, marketing materials, and outreach strategies that communicate the benefits of alternative fuel usage to targeted groups such as fleet owners/operators.

The Recipient shall:

- Develop a catalog of the consumer education and outreach efforts of the local organizations in San Mateo County that focus on alternative fuel use in transportation applications.
- Develop strategies to communicate alternative fuel use benefits to current and potential user communities in San Mateo County.

- Catalog the consumer education and outreach efforts of local San Mateo County organizations that could impact alternative fuel use.
- Produce a draft section of the Plan that recommends strategies to communicate alternative fuel use benefits to current and potential user communities in San Mateo County.
- Produce the final section of the Plan that recommends strategies to communicate alternative fuel use benefits to current and potential user communities in San Mateo County.

Products:

- Catalog of the consumer education and outreach efforts of local San Mateo County organizations.
- Draft section of the project final report (Readiness Plan)
- Final section of the project final report (Readiness Plan)

TASK 7 DEVELOP ASSISTANCE STRATEGIES

The goal of this task is to develop strategies to assist alternative fuel wholesale/retail sellers to increase the availability and/or reduce the cost of alternative fuels they provide.

The Recipient shall:

- Study countywide travel and commute patterns.
- Decide where to best add AFI to best serve current and potential users.
- Develop a San Mateo County AFI siting plan in coordination with members of C/CAG.
- Develop a draft fueling/charging station siting plan for San Mateo County documented in the project final report (Readiness Plan).
- Develop a final fueling/charging station siting plan for San Mateo County documented in the project final report (Readiness Plan).

Products:

- Draft AFI siting plan for San Mateo County
- Final AFI plan for San Mateo County

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)	6/3/2014
1.2	Critical Project Review Meetings		
		1st CPR Meeting CPR Report	7/25/2014
		Written determination (CEC)	7/25/2014
1.3	Final Meeting		
		Written documentation of meeting agreements	8/28/2015
		Schedule for completing closeout activities	8/28/2015
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		
		Final Outline of the Final Report	6/12/2015
		Draft Final Report (no less than 60 days before the end term of the agreement)	7/24/2015
		Final Report	8/28/2015
1.6	Identify and Obtain Match Funds		
		A letter regarding match funds or stating that no match funds are provided	5/30/2014
		Copy(ies) of each match fund commitment letter(s) (if applicable)	5/30/2014
		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	5/30/2014
		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
		A copy of each approved final permit (if applicable)	Within 10 days of receiving each final permit

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	5/30/2014
		Draft subcontracts	15 days prior to the scheduled execution date
		Final subcontracts	Within 10 days of execution
2	Evaluate Current and Potential Incentives	Draft section of the project final report (Readiness Plan)	11/18/2014
		Final section of the project final report (Readiness Plan)	11/5/2015
3	Evaluate Infrastructure Development Challenges	Draft section of the project final report (Readiness Plan)	8/1/2014
		Final section of the project final report (Readiness Plan)	6/19/2015
4	Develop Training Program	Training materials referenced in the Bay Area PEV Readiness Plan for specific use in San Mateo County	9/12/2014
		Training materials for CNG, LNG, LPG, and hydrogen fuel readiness for specific use in San Mateo County	11/7/2014
5	Develop Commercialization Strategies	Draft section of the project final report (Readiness Plan)	2/6/2015
		Final section of the project final report (Readiness Plan)	6/26/2015
6	Develop Communication Strategies	Catalog of the consumer education and outreach efforts of local San Mateo County organizations	3/13/2015
		Draft section of the project final report (Readiness Plan)	5/8/2015
		Final section of the project final report (Readiness Plan)	7/3/2015
7	Develop Assistance Strategies	Draft AFI siting plan for San Mateo County	6/5/2015
		Final AFI siting plan for San Mateo County	7/10/2015

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: Alternative Fuel Readiness Plan for San Mateo County

Project Applicant: City/County Association of Governments of San Mateo County

Project Location - Specific:

County of San Mateo and 20 cities therein

Project Location - City: _____ Project Location - County: San Mateo

Description of Nature, Purpose and Beneficiaries of Project:

Produce an Alternative Fuel Readiness Plan to establish conditions and identify the key needs of San Mateo County and 20 cities therein for the commercialization of alternative fuels in the marketplace.

Name of Public Agency Approving Project: California Energy Commission

Name of Person or Agency Carrying Out Project: City/County Assoc. of Governments of San Mateo County

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

Reasons why project is exempt:

Project is exempt under CEQA because the Project will not cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

Lead Agency
Contact Person: Sharon Purewal Area Code/Telephone/Extension: 916-654-4637

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 REGARDING GRANT AWARD TO
City/County Association of Governments of San Mateo County
(PON-13-603)

WHEREAS the City/County Association of Governments of San Mateo County (C/CAG) plans to create an alternative fuel readiness plan (Plan) through coordinated efforts in San Mateo County and the 20 cities therein; 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 for fuels which include hydrogen, biofuels, natural gas, and electricity; and

WHEREAS the Plan encourages adoption of alternative fuel vehicles;

WHEREAS the Energy Commission has found that the project consists of the preparation of an Alternative Fuel Readiness Plan that will not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

THEREFORE, BE IT FURTHER RESOLVED that the Energy Commission has determined that the proposed agreement is exempt under the “Common Sense” exemption of the California Environmental Quality Act (CEQA) per 14 CCR 15061 (b) (3).

THEREFORE, BE IT FURTHER RESOLVED that the Energy Commission approves **Grant Award # ARV-13-018** with C/CAG, for **\$275,810**, with the accompanying grant agreement, to create a Plan through coordinated efforts in San Mateo County.

THEREFORE, 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 hereby certifies that the foregoing is a full, true, and correct copy of a RESOLUTION duly and regularly adopted at a meeting of the Energy Commission held on April 22, 2014:

AYE: [List Commissioners]

NAY: [List Commissioners]

ABSENT: [List Commissioners]

ABSTAIN: [List Commissioners]

Harriet Kallemeyn,
Secretariat