

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-13-022 (To be completed by CGL Office)

Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Larry Rillera	27	916-651-6178

Recipient's Legal Name	Federal ID Number
Clean Fuel Connection, Inc.	95-4759288

Title of Project
Workplace Charging at Five Kaiser Permanente Locations

Term and Amount	Start Date	End Date	Amount
	6 / 1 / 2014	12 / 31 / 2016	\$ 200,000

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

Proposed Business Meeting Date	5 / 14 / 2014	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Larry Rillera	Time Needed:	5 minutes

Please select one list serve. **Altfuels (AB118- ARFVTP)****Agenda Item Subject and Description**

Proposed resolution approving Agreement ARV-13-022 with Clean Fuel Connection, Inc. for a \$200,000 grant to install fifty electric vehicle chargers at five Kaiser Permanente locations within California.

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 Sections: 15301; 15302; 15303; 15304
 section number:
 Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why Agreement is exempt under the above section:
 This project funds Clean Fuel Connection, Inc. to deploy fifty exterior networked charging stations that are pedestal or wall-mounted units, in order to increase accessibility to electric vehicle charging by Kaiser Permanente employees. The proposed project will be constructed at five Kaiser Permanente medical facility locations which are fully developed and operational. This project will install fifty exterior networked charging stations; new exterior concrete pads to support the charging stations; and underground electrical and data conduit from existing buildings to the charger locations. This work will have no significant effects on the environment and is therefore exempt under 14 C.C.R. sections 15301, 15302, 15303, and 15304.
- 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
	\$
	\$
	\$

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

**Exhibit A
SCOPE OF WORK**

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2	X	Site Assessments
3		Construction
4	X	Networking and Commissioning of Level 2 Chargers
5		Operations and Maintenance
6		Training and Marketing
7		Data Collection and Analysis

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner
1	Enid Joffe		
2	Brian Picanza, George Bent	.	
3	Brian Picanza, George Bent		
4	Brian Picanza, George Bent		
5	Brian Picanza		

GLOSSARY

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

Term/ Acronym	Definition
ARFVTP	Alternative and Renewable Fuel and Vehicle Technology Program
CAM	Commission Agreement Manager
CPR	Critical Project Review
EVSE	Electric Vehicle Supply Equipment
FTD	Fuels and Transportation Division

Term/ Acronym	Definition
CFCI	Clean Fuel Connection, Inc.
KP	Kaiser Permanente
PEV	Plug-in Electric Vehicles
Recipient	Clean Fuel Connection, Inc.

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>.

The Energy Commission issued Solicitation PON-13-606 entitled “Electric Vehicle Charging Infrastructure” under the ARFVT Program on December 18, 2013. This competitive grant solicitation was an offer to fund electric vehicle (EV) charging infrastructure installation across a range of categories. The resulting projects would support growth of EVs as a conventional method of transportation and adoption of plug-in electric vehicles (PEV) over a wide range of California’s population and socio-economic classes. To be eligible for funding under PON-13-606, the projects must also be consistent with the Energy Commission’s ARFVTP Investment Plan updated annually. In response to PON-13-606, the Recipient submitted application #41, which was proposed for funding in the Energy Commission’s Notice of Proposed Awards on April 4, 2014. PON-13-606 is hereby incorporated by reference into 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 the Energy Commission’s Award, the Energy 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:

Kaiser Permanente (KP) has experienced a steady increase in the number of EVs among its physicians, staff and members. As a result, KP is receiving frequent requests to install charging facilities for employees and members. Recent random surveys of parking facilities at several KP campuses revealed 3 to 6 PEV parked at each site without the ability to charge. Unfortunately, due to budget constraints and the nature of the capital budgeting for health care construction, KP is unable to fund the current and near-term demand for EV charging.

Goals of the Agreement:

The goal of the project is to provide a scalable, affordable option for KP employees to access 50 EV charging stations at five KP sites.

Objectives of the Agreement:

The objectives of the project are to:

- Test the viability of installing charging that is primarily targeted at employees but also accessible to members and visitors.
- Use the data collected from the five sites to develop a charging master plan.
- Test financial models for self-funding future charging installations.
- Assess the impact of charging behavior on Kaiser employees.

TASK 1 ADMINISTRATION

Task 1.1 Attend Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Recipient shall:

- Attend a “Kick-Off” meeting with the Commission Agreement Manager (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. The administrative and technical aspects of this Agreement will be discussed at the meeting. Prior to the kick-off meeting the CAM will provide an agenda to all potential meeting participants.
- The administrative portion of the meeting shall include, but not be limited to, the following:
 - o Discussion of the terms and conditions of the Agreement
 - o Discussion of Critical Project Review (Task 1.2)
 - o Match fund documentation (Task 1.6) No work may be done until this documentation is in place.
 - o Permit documentation (Task 1.7)
 - o Discussion of subcontracts needed to carry out project (Task 1.8)
- The technical portion of the meeting shall include, but not be limited to, the following:
 - o The CAM’s expectations for accomplishing tasks described in the Scope of Work
 - o An updated Schedule of Products
 - o Discussion of Progress Reports (Task 1.4)
 - o Discussion of Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
 - o Discussion of the Final Report (Task 1.5)

Recipient Products:

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

CAM Product:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule or budget.

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

Meeting participants include the CAM and the Recipient and may include the Energy Commission Grants Officer, the Fuels and Transportation Division (FTD), 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 Energy Commission Grants Office Officer, and the CAM. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the CAM.

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

The administrative portion of the meeting shall be a discussion with the CAM and the Grants Officer about the following Agreement closeout items:

- What to do with any equipment purchased with Energy Commission funds (Options)
- Energy Commission's request for specific "generated" data (not already provided in Agreement products)
- Need to document Recipient's disclosure of "subject inventions" developed under the Agreement
- "Surviving" Agreement provisions
- Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

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 but before execution of the grant agreement. If no match funds have been expended or if no work funded with match share has occurred before execution, then state this in the report. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.

Recipient Product:

- Monthly Progress Reports

Task 1.5 Final Report

The goal of the Final Report is to assess the project's success in achieving the Agreement's goals and objectives, advancing science and technology, and providing energy-related and other benefits to California.

The objectives of the Final Report are to clearly and completely describe the project's purpose, approach, activities performed, results, and advancements in science and technology; to present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements to the FTD project management processes.

The Final Report shall be a public document. If the Recipient has obtained confidential status from the Energy Commission and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

The Recipient shall:

- Prepare an Outline of the Final Report.
- Prepare Draft Final Report.
- Prepare a Final Report following the latest version of the Final Report guidelines which will be provided by the CAM. The CAM shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
- Submit one bound copy of the Final Report with the final invoice.

Products:

- Outline of the Final Report.
- Draft Final Report
- Final Report

Task 1.6 Identify and Obtain Matching Funds

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the Energy Commission budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds shall be spent concurrently or in advance of Energy Commission funds for each task during the term of this Agreement. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, and then state such in the letter. If match funds were a part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
 - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
 - Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.

- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. Match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the CAM if during the course of the Agreement additional match funds are received.
- Notify the CAM within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR meeting.

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

TECHNICAL TASKS

TASK 2 SITE ASSESSMENTS

The goal of this task is to select the exact location of each EVSE, provide construction plans, and cost estimates for each charging station.

The Recipient shall:

- Assess power availability at local electric panel.
- Coordinate with utilities as needed to determine if a new service or upgrade is necessary.
- Select parking spaces to be designated as charging spaces.
- Assess electrical conduit needs and evaluate trenching and backfill logistics.
- Provide design specifications and site plan.
- Provide cost estimate for project site.

Products:

- Load study or similar assessment for each EVSE.
- Utility communication documentation.
- Plan for charging layout.
- Single line drawing for installation with measurements of conduit and trenching.
- Cost estimate for each EVSE installation.

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

TASK 3 CONSTRUCTION

The goal of this task to construct and install all infrastructure necessary to enable installation of fifty (50) Level 2 (L2) EVSE at five KP locations.

The Recipient shall:

- Prepare each site for installation of EVSEs.
- Perform required work to electrical supply panel(s) including installation of new electrical supply panels and equipment as needed.
- Install forty (40) amp single phase branch circuit(s) with new conduit and wire to each EVSE.
- Install single phase service disconnect switch(es) at new EVSE location(s).
- Install five (5) dual EVSE charger mounts as needed.
- Install 10 L2 EVSE.
- Install protective structures such as vehicle wheel stops or protective bollards as needed to protect new EVSE.
- Install signage as needed.
- Trench and patch/repair concrete and landscaping as required.
- Install lighting and supplement with additional lighting installation if needed.

Products:

- Installation manual.
- Photographs of each site before and after completed EVSE installation.

TASK 4 NETWORKING AND COMMISSIONING OF EVSE

The goal of this task is to network EVSE and commission fifty new L2 EVSE.

The Recipient shall:

- Integrate network system hardware between site controller and customer care center through a cellular communications network.
- Integrate network system hardware between site controller and EVSE.
- Bring EVSE online and validate operations through customer care center to insure communication with network.
- Call customer care center during field installation to confirm communication with network. Recipient shall confirm and demonstrate consistent communication with network.
- Complete and test integrated network.

Products:

- Copy of integration procedures.
- Screen shot of chargers on network.

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

TASK 5 OPERATIONS AND MAINTENANCE

The goal of this task is provide ongoing operations and maintenance support for the EVSE and the network system through the term of the Agreement.

The Recipient shall:

- Provide ongoing operations, maintenance, and repair support for the EVSE and the network system to keep EVSEs running optimally.
- Repair damaged and malfunctioning EVSE units. Recipient shall remedy issues within three (3) business days.
- Maintain hardware, software, network systems, and connectivity.
- Monitor and respond to all customer care center errors, alerts, and notices regarding charging, network communication issues, or other issues, within 24 hours. Upon error identification, Recipient shall alert field team to assess issue and take appropriate action. Recipient shall remedy issues within three (3) business days.

Products:

- Operations and maintenance plan.

- Reports of operations and maintenance support including service calls and software/hardware fixes and upgrades.
- Quarterly usage reports from network system activity.
- Copy of manufacturer's warranty with dates of applicability.

TASK 6 TRAINING AND MARKETING

The goal of this task is ensure a high level of community engagement, facilitate ease of customer use, and maximize EVSE usage.

The Recipient shall:

- Provide annual on-site training and information sessions for all hospital staff on EV and EVSE usage.
- Market the availability of charging stations to KP staff, members, and community through email campaigns, printed material, website, and on-site signage.
- Disseminate press releases promoting partnership between KP and the Energy Commission in facilitating EV and EVSE support and viability.

Products:

- Copies of all material used in training and marketing noting EVSE location, pricing, and sign-up instructions.

Task 7 DATA COLLECTION AND ANALYSIS

The goal of this task is to collect operational data from the project and analyze the data for economic and environmental benefits that shall be included in the Final Report.

The Recipient shall:

- Troubleshoot any issues identified.
- Collect throughput, usage, and operations data from the project including, but not limited to:
 - Gallons of gasoline and/or diesel fuel displaced (with associated mileage information);
 - Capacity and actual use of the new charging system (including number of charging sessions and energy use in kilowatt-hours per driven time period);
 - Expected air emissions reduction, for example:
 - Non-methane hydrocarbons.
 - Oxides of nitrogen.
 - Non-methane hydrocarbons plus oxides of nitrogen.
 - Particulate Matter.
- Specific jobs and economic development resulting from this project.
- Revenue collected.
- Identify any current and planned use of renewable energy at the facility.
- Describe any energy efficiency measures used in the facility that may exceed standards in Title 24 of the California Code of Regulations, Part 6.

- Provide data on potential job creation, economic development, and increased state revenue as a result of expected future expansion.
- Provide a quantified estimate of the project's carbon intensity values for life-cycle greenhouse gas emissions.
- Compare any project performance and expectations provided in the proposal to the Energy Commission with actual project performance and accomplishments.
- Collect data, information, and analysis described above and include in the Final Report.

Products:

- Final Report, including data collection information and analysis.

Exhibit A-1

Schedule of Products and Due Dates

Task Number	Task Name	Product(s)	Due Date
1.1	Attend Kick-off Meeting		est. 7/15/14
		Updated Schedule of Products	7/10/2014
		Updated List of Match Funds	7/10/2014
		Updated List of Permits	7/10/2014
		Kick-Off Meeting Agenda (CEC)	7/10/2014
1.2	Critical Project Review Meetings		
		1st CPR Meeting	9/16/2014
		CPR Report Written determination (CEC)	10/1/2014
		2nd CPR Meeting	1/15/2015
		CPR Report Written determination (CEC)	1/30/2015
1.3	Final Meeting		
		Written documentation of meeting agreements	4/1/2016
		Schedule for completing closeout activities	5/2/2016
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		
		Final Outline of the Final Report	4/1/2016
		Draft Final Report (no less than 60 days before the end term of the agreement)	6/1/2016
		Final Report	9/30/2016
1.6	Identify and Obtain Match Funds		
		A letter regarding match funds or stating that no match funds are provided	7/1/2014
		Copy(ies) of each match fund commitment letter(s) (if applicable)	7/1/2014
		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	7/1/2014
		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

1.8	Obtain and Execute Subcontracts	
	Letter describing the subcontracts needed, or stating that no subcontracts are required	9/1/2014
	Draft subcontracts	15 days prior to the scheduled execution date
	Final subcontracts	Within 10 days of execution
2	SITE ASSESSMENTS	
	Load Study or Similar Assessment	12/1/2014
	Utility communication documentation	12/1/2014
	Site Plan and charger layout	12/1/2014
	Single line drawing for installation	12/1/2014
	Installation Quote	12/1/2014
3	CONSTRUCTION	
	Lite-on EVSE Level 2 Charger Specifications	12/1/2014
	Installation Manual	12/1/2015
	Photographs of completed installations	8/31/2015
4	NETWORKING AND COMMISSIONING OF LEVEL 2 CHARGERS	
	Copy of Integration Procedures	8/31/2015
	Screen shot of chargers on network	8/31/2015
5	OPERATIONS AND MAINTENANCE	
	Operations and Maintenance Plan	4/1/2015
	Reports of operations and maintenance support including service calls, software fixes or upgrades	quarterly starting 4/1/2015
	Quarterly usage reports from network Copy of Warranty	quarterly starting 4/1/2015 4/1/2015
6	TRAINING AND MARKETING	
	Physical information packets denoting EV charging locatin pricing and sign-up instructions	6/15/2015
	Digital content for email campaigns denoting EV charging location, pricing and sign-up instructions	9/1/2015
7	DATA COLLECTION AND ANALYSIS	
	Data collection plan	9/1/2015
	Sample data collection report	9/15/2015
	Monthly data collection reports included in monthly updates	monthly starting 9/1/15

Exhibit A-1

Exhibit A-1

RESOLUTION NO: 14-0514-18a

STATE OF CALIFORNIA

**STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION REGARDING: GRANT AWARD TO CLEAN FUEL CONNECTION, INC.
UNDER PON-13-606

WHEREAS the State Energy Resources Conservation and Development Commission (“Energy Commission”) is considering whether to approve agreement ARV-13-022 with Clean Fuel Connection, Inc., to construct fifty electric vehicle charging stations at five Kaiser Permanente medical facility locations; and

WHEREAS installation of electric vehicle charging stations would provide a scalable, affordable option for Kaiser Permanente employees to access electric vehicle charging stations, as well as provide access to such stations to members and visitors;

THEREFORE BE IT RESOLVED that the Energy Commission determines that the proposed project constitutes operation or minor alteration of existing facilities falling within the categorical exemption of CEQA Guidelines, Title 14 California Code of Regulations (“C.C.R.”), section 15301; replacement or reconstruction of existing structures and facilities falling within the categorical exemption of 14 C.C.R. section 15302; new construction or conversion of small structures falling within the categorical exemption of 14 C.C.R. section 15303; and minor alterations to land falling within the categorical exemption of 14 C.C.R. section 15304; and

BE IT FURTHER RESOLVED that the Energy Commission approves Agreement #ARV-13-022 with **Clean Fuel Connection, Inc.** for **\$200,000.00**, to install fifty electric vehicle chargers at five Kaiser Permanente locations within California; and

BE IT FURTHER RESOLVED, that this document authorizes the Executive Director or his/her designee 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 May 14, 2014.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Harriet Kallemeyn,
Secretariat