STATE OF CALIFORNIA

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 02/13) CALIFORNIA ENERGY COMMISSION

New Agreement ARV-13-029 (To be completed by CGL Office)

Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Brian Fauble	27	916-654-3974

Recipient's Legal Name	Federal ID Number
Redwood Coast Energy Authority	74-3104616

Title of Project
North Coast Plug-In Electric Vehicle Charging Network

Term and Amount	Start Date	End Date	Amount
	6 / 1 / 2014	12 / 31 / 2017	$ 293,843

Business Meeting Information

☐ ARFVTP agreements under $75K delegated to Executive Director.

Proposed Business Meeting Date	5 / 14 / 2014	☒ Consent	☐ Discussion
Business Meeting Presenter	Brian Fauble	Time Needed:	5 minutes

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

Agenda Item Subject and Description

Proposed Resolution approving Agreement ARV-13-029 with Redwood Coast Energy Authority for a $293,843 grant to install ten publicly-accessible Level 2 charging stations at nine destination and workplace sites in the Humboldt County region.

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: Article 19: Sections 15301(b), 15304(f)
   ☐ Common Sense Exemption. 14 CCR 15061 (b) (3)
   Explain reason why Agreement is exempt under the above section:
   All power will be provided from the existing electrical panel and the work includes installations of conduit, wiring, electrical connections and mounting equipment. Minor trenching may be required to bring power from local sources to proposed charging stations. Thus, the project consists of minor alteration of existing facilities and/or mechanical equipment involving negligible or no expansion of use beyond that existing; including replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity and/or minor alterations to land, including minor trenching and backfilling where surface is restored.
   ☐ 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
GHD	$ 45,700
Schatz Energy Research Center	$ 20,431
	$

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		$293,843
Funding Source			$
Funding Source			$
Funding Source			$
Funding Source			$
R&D Program Area: Select Program Area		TOTAL:	$293,843
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Recipient's Administrator/ Officer				Recipient's Project Manager			
Name:	Matthew Marshall			Name:	Dana Boudreau		
Address:	633 3rd Street			Address:	633 3rd Street		
City, State, Zip:	Eureka, CA 95501			City, State, Zip:	Eureka, CA 95501		
Phone:	707-269-1700	Fax:	707-269-1777	Phone:	707-269-1700	Fax:	707-269-1777
E-Mail:	mmarshall@redwoodenergy.org			E-Mail:	dboudreau@redwoodenergy.org		

Selection Process Used

☒ Competitive Solicitation
☐ First Come First Served Solicitation

Solicitation #: PON-13-606

The following items should be attached to this GRF

1. Exhibit A, Scope of Work		☒ Attached
2. Exhibit B, Budget Detail		☒ Attached
3. CEC 105, Questionnaire for Identifying Conflicts		☒ Attached
4. Recipient Resolution	☐ N/A	☒ Attached
5. CEQA Documentation	☐ N/A	☒ Attached

Agreement Manager	Date	Office Manager	Date	Deputy Director	Date

Exhibit A
SCOPE OF WORK

***TECHNICAL TASK LIST*Task #**	**1st CPR Meeting**	**Task Name**
1		Administration
2	X	Regional Charging Network Final Planning and Design
3	X	Regional Charging Network Construction and Start-Up Operations
4		Data Collection and Analysis

KEY NAME LIST

Task #	**Key Personnel**	**Key Subcontractor(s)**	**Key Partner(s)**
1	Matthew Marshall – RCEA, Dana Boudreau - RCEA		
2	Matthew Marshall - RCEA, Dan Boudreau - RCEA, David Carter - GHD	GHD, SERC	City of Trinidad, L&A Enterprises/Pierson Company, Willow Creek Community Services District, Arcata Technology Center Partners, LLC, North Coast Unified Air Quality Management District, City of Fortuna, City of Ferndale, City of Rio Dell.
3	Matthew Marshall - RCEA, Dan Boudreau - RCEA, David Carter PE - GHD, Jim Zoellick - SERC, Colin Sheppard - SERC	GHD, SERC	City of Trinidad, L&A Enterprises/Pierson Company, Willow Creek Community Services District, Arcata Technology Center Partners, LLC, North Coast Unified Air Quality Management District, City of Fortuna, City of Ferndale, City of Rio Dell, Streetline.
4	Jim Zoellick - SERC, Colin Sheppard - SERC	SERC	

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
FTD	Fuels and Transportation Division
RCEA	Redwood Coast Energy Authority
GHD	Gutteridge, Haskins and Davey, and engineering and environmental science consulting firm with a local office in Eureka CA.
SERC	Schatz Energy Research Center
PEV	Plug-In Electric Vehicle
EVSE	Electric Vehicle Supply Equipment
PEVI	Plug-In Electric Vehicle Infrastructure Model completed by the Schatz Energy Research Center as part of the North-Coast Plug-In Electric Vehicle Readiness Plan.
PG&E	Pacific Gas & Electric Company
CEC	California Energy Commission
PON	Program Opportunity Notice
Level 1 EVSE	Electric Vehicle Chargers that operate on 120 volts and can deliver up to 20 amps of electrical current
Level 2 EVSE	Electric Vehicle Chargers that operate on 240 Volts and can deliver up to 80 amps of electric current as specified under the Society of Automotive Engineers Standard J1772.
Level 3 EVSE	Electric Vehicle Chargers that operate on industrial power, typically 480 Volts, three phase, and up to 400 amps. These chargers, also referred to as DC fast chargers, rectify alternating current to direct current that is supplied directly to the car's battery allowing for short charge durations
GHG	Greenhouse gases such as carbon dioxide, methane, and nitrous oxide
Network	North Coast Plug-In Electric Vehicle Charging Network
Network Administrator	The Administrator of the North Coast Plug-In Electric Vehicle Charging Network is the Redwood Coast Energy Authority

BACKGROUND

Assembly Bill 118 (Nùñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology (ARFVT) Program. The statute, subsequently amended by AB 109 (Nùñez Chapter 313, Statutes of 2008), 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. The Energy Commission has an annual program budget of approximately $100 million and provides financial support for projects that:

- Develop and improve alternative and renewable low-carbon fuels;
- Optimize alternative and renewable fuels for existing and developing engine technologies;
- Produce alternative and renewable low-carbon fuels in California;
- Decrease, on a full fuel cycle basis, the overall impact and carbon footprint of alternative and renewable fuels and increase sustainability;
- Expand fuel infrastructure, fueling stations, and equipment;
- Improve light-, medium-, and heavy-duty vehicle technologies;
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets;
- Expand infrastructure connected with existing fleets, public transit, and transportation corridors; and
- Establish workforce training programs, conduct public education and promotion, and create technology centers.

The Energy Commission issued solicitation PON-13-606 to fund electric vehicle charging infrastructure in several categories that will support growth of electric vehicles as a conventional method of transportation and adoption of plug-in electric vehicles 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 ARFVT Investment Plan updated annually. In response to PON-13-606, the Recipient submitted application number 5, 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

Mass-produced Plug-In Electric vehicles (PEVs) are expected to arrive on California's North Coast in significant numbers. To support existing PEV drivers and encourage continued adoption of PEVs locally, funding is needed to construct a local network of publically accessible Electric Vehicle Supply Equipment (EVSE) to address a critical barrier to market demand for EVSE services. This barrier is a "cart before the horse" issue where the market-driven supply of PEV charging stations requires market demand of EVSE services, while a publically accessible supply of charging stations is critical to facilitate PEV adoption and initiate market demand. This project addresses this market barrier by kickstarting the supply of publically accessible EVSE.

By installing publically accessible EVSE in the region, this project addresses three additional critical barriers. The first is a socioeconomic barrier created by the geographically isolated, economically disadvantaged nature of the North Coast. The second barrier is a lack of institutional experience with permitting the installation of EVSE, and with regulating and enforcing the unique parking requirements of PEV drivers. The third critical barrier is a lack of experience in administering and maintaining a network of EVSE. This project will directly impact the lack of institutional and administrative experience, and will make a significant step towards tackling the socioeconomic barrier.

Goals of the Agreement:

The goal of this project is to implement ten (10) Level 2 EVSE installations at nine (9) different sites in the North Coast Region as Phase 1 of building out the North Coast Plug-In Electric Vehicle Charging Network (Network). This objective will be met by finalizing arrangements between site hosts and the Network Administrator (RCEA); completing final design, bidding, and construction for the selected sites; and completion of other related PEV charging, parking policies and systems, and network startup activities.

Objectives of the Agreement:

The objectives of this project are to:

- Increase PEV travel in the North Coast region and thereby reduce greenhouse gas (GHG) emissions from vehicle miles travelled;
- Establish the first phase of a well-planned, locally controlled, affordable, and economically sustainable, network of EVSE installations in the North Coast Region;
- Demonstrate a non-profit EVSE network administrator business model that includes:
    - cost recovery for site hosts providing electricity for EVSE,
    - maintenance of a network administration and operations fund to ensure network reliability, and

- a reasonable pricing structure aimed at offering lower local "fuel" costs for PEVs as compared to non-PEVs on a dollar per mile basis;

- Develop a novel hardware/software application designed to address the issue of fairness for PEV charging and non-PEV parking in an environment of parking scarcity.

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 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:
  - 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's Products:

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

CAM's Product:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

A CPR meeting is planned at the completion of Tasks 2.3 & 3.4 and others may be scheduled as needed.

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) electric 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 and submit 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 and submit 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's Products:

- Agenda and a list of expected participants
- Schedule for written determination
- Written determination

Recipient's 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:

  o 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 and submit a schedule for completing the closeout activities for this Agreement.

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

Recipient's 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 and submit 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. 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.

Recipient's 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 and submit 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.

Recipient's 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)
- A copy of each final approved permit (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.

Recipient Products:

- Draft subcontracts
- Final subcontracts

TECHNICAL TASKS

TASK 2 REGIONAL CHARGING NETWORK FINAL PLANNING AND DESIGN

Task 2.1 Finalize Agreements Between Site Hosts & RCEA as the Network Administrator

The goal of this task is to finalize the agreements between the owners of the sites included in the project and RCEA, and obtained executed contracts for each site. The contracts should include the site owners' commitments to act as the site hosts and provide electricity for the EVSE. RCEA has agreed to act as the Network Administrator and own, operate, maintain, and collect data from the EVSE network.

The Recipient shall:

- Draft a contract defining the relationship between the site hosts and RCEA.
- Meet with site hosts to review the contract term.
- Revise the contract as needed for specific sites.
- Obtain signed contracts from all participating site hosts.

Recipient's Product:

- List of final site addresses
- Executed contracts between Recipient and site owners

Task 2.2 Final Selection of EVSE

The goal of this task is to select the manufacturer and model of the EVSE to be installed under the project.

The Recipient shall:

- Work with EVSE manufacturers to develop a matrix of available EVSE and their features to aid in identifying a shortlist of EVSE with the desired features. Examples include:
  - Meets open standard protocols.
  - Has pay-by-credit capabilities.
  - Does not require a subscription fee or membership.
  - Is capable of logging consumer data.

- Develop an economic model to evaluate the Network Administrator's continual costs for operating a network based on each type of EVSE on the shortlist. The continual costs will include software subscription fees, network maintenance fees, code maintenance and update fees, warranty fees, cellular modem fees, and other reoccurring fees that are required to administer the network.
- Make a final selection and procure Level 2 EVSE for the project. The EVSE will be provided to the contractor, who will be selected by competitive bid, for installation as part of the construction project.

Recipient's Products:

- Printout of matrix of available EVSE showing available features
- Resulting shortlist of EVSEs selected from the matrix
- Printout of economic model evaluating the continual operating costs for the EVSE on the shortlist from the matrix
- Summary memo explaining final EVSE selection
- Proof of competitive bid, installation contract award

Task 2.3 Final Civil and Electrical Engineering

The goal of this task is to finalize the civil and electrical engineering design for each of the sites shown in the preliminary plan set.

The Recipient shall:

- Meet with site hosts to revisit preliminary site plan and verify that the layout meets the needs of the site host.
- Finalize the civil engineering drawings and plan details, including signage and specifications for all sites.
- Update the Engineer's Opinion of Probable Costs for each site to track potential changes against the granted budget for each site.
- Prepare civil engineering specifications.
- Prepare civil engineering details.
- Conduct a load calculation for each service panel proposed to supply EVSE under the project.
- Coordinate with utility provider's (e.g., PG&E's) engineering department regarding requirements for new transformer taps where needed.
- Provide construction-ready design drawings and specifications stamped by a registered electrical engineer for each of the project locations.

- Provide additional drawings, information, and documentation as needed for utility and local permitting officials.

Recipient's Products:

- 90% civil and electrical engineering plans, specifications, and cost estimates for each installation
- Final, stamped civil and electrical engineering plans, specifications, and cost estimates for each site that take into account the comments provided on the 90% submittal
- Final construction specifications

[CPR to be held at the completion of this task. See Task 1.2]

TASK 3 REGIONAL CHARGING NETWORK CONSTRUCTION & START-UP OPERATIONS

Task 3.1 Construction Contract Administration

The goal of this task is to administer the construction project to ensure that the project proceeds to a successful conclusion following the requirements of the construction contract documents, The Engineer with responsibility for the project will administer the construction contract from the Notice to Proceed through the Notice of Completion.

The Recipient shall:

- Manage construction contract costs including:
  - Review progress payment requests from the contractor for conformance with work completed and make a recommendation to the RCEA for payment of an appropriate amount for the work completed.
  - Negotiate any requests for contract change orders submitted by the contractor in a fair and timely manner.
- Recommend that the RCEA submit a Notice of Completion for the project after all of the work has been confirmed by the Engineer, in writing as defined below, to be completed in accordance with the contract documents. The Notice of Completion package will include a form for each site with the site owner's signature and the Engineer in charge's signature indicating that the project is complete.

Recipient's Products:

- Copies of all submittals and responses
- Copies of any contract change order requests

- Copies of progress payment requests from the contractor
- Copy of the Notice of Completion Package
- Copy of the signed Waiver and Release of Liability Form

Task 3.2 Construction Observation

The goal of this task is to provide quality assurance and control during the construction of the EVSE installations through the presence of a construction observer.

The Recipient shall:

- Verify by visual observation that the installations are built according to the design plans and specifications.
- Check that products brought onsite by the contractor for installation match those in the submittals that have been reviewed by the Engineer.
- Document the construction by completing a construction observation log daily and through photographic documentation.
- Facilitate the timely resolution of complications that arise during construction, including but not limited to complications such as unforeseen site conditions, utility conflicts, errors and/or omissions in the contract documents.
- Verify contractor conformance with permit conditions.

Recipient's Product:

- Copy of construction log and photographic documentation of _____.

Task 3.3 Set Pricing for EV Charging on the Network

The goal of this task is to set up the pricing structure for each site as the EVSE comes online.

The Recipient shall:

- Obtain the electricity rate schedule for each host site.
- Interview the site host and record any specific desires of the site host for subsidized charging for employees or other special rate groups.
- Analyze the predicted utilization for that site based on the PEVI model results generated under the North Cost Plug In Electric Vehicle Readiness Plan.
- Determine the percentage markup on the site specific cost of electricity such that the cost recovery is adequate to maintain an operations fund for the Network. The goal is to set the price below the cost per mile to drive a typical gasoline fueled passenger car.

- Set the price of charging through cloud-based software for each location using the data described above.
- Periodically check station utilization, revisit the pricing model, and adjust the cost to charge to strike a balance between providing affordable charging rates and cost recovery for the site host and Network Administrator as necessary.
- Develop a quarterly reporting template to provide to the site hosts during the agreement period, showing station usage metrics and electricity consumption totals
- During the term of the agreement, provide site hosts with a check to reimburse the site host for the electricity consumed by EVSE usage.
- In cases where a separate utility electricity meter has been requested, RCEA will set up an account with the appropriate utility (e.g., PG&E) for that site that will be billed directly to RCEA.

Recipient's Products:

- Summary of pricing methodology for the nine sites
- Copies of quarterly reports provided to site hosts during the grant period
- Copies of checks provided to site hosts during the grant period
- Updated summary of pricing methodology when pricing changes at a given site

Task 3.4 Upload New EVSE Installations To Internet Sites, Navigation Systems, and Apps

The goal of this task is to confirm that each of the new EVSE appears and is accurately represented on EVSE locator websites, smartphone applications, and vehicle navigation systems.

The Recipient shall:

- Upon completion of each new EVSE installation, compile relevant details and photos for each site and publish them to websites such as CarStations, the US Department of Energy Alternative Fuels Data Center Station Locator, and Plug Share, among others.
- Set up links to station locator websites on the RCEA website page that describes the North Coast Plug-In Electric Vehicle Charging Network Project.
- Periodically check the websites and apps to monitor comments from users as a way of improving the Network.
- Update the content of the websites where the Network's EVSE are shown

as changes to the Network occur such as pricing and usage policy changes, upgrades of EVSE, addition of new EVSE at the same location due to high demand, etc.

Recipient Products:

- Printouts of web pages showing EVSE details for each of the sites in the Network that are funded by the grant
- Printout of the RCEA webpage that describes the North Coast Plug-In Electric Vehicle Charging Network Project

  [CPR to be held upon completion of this task. See Task 1.2]

Task 3.5 Develop, implement, and evaluate a PEV Charging Parking Management Policy/System

The goal of this task is to develop a fair PEV parking and charging management policy for the EVSE installed at St. Joseph's Hospital under the grant. The policy will fairly balance the needs of employee PEV drivers, PEV-driving public visitors, and non-PEV drivers in a climate of parking scarcity at the hospital. The parking management company will support the policy development activities, which will include collaboration between the project team and parking management company to develop a novel hardware/software application to provide fair and adequate PEV charging at the site. The concept will be designed to be applicable to other locations where parking scarcity is an issue.

The Recipient shall:

- Develop a PEV parking and charging management policy.
- Develop a white paper describing a novel hardware/software application designed to address the issue of fairness for PEV charging and non-PEV parking in an environment of parking scarcity.

Recipient Products:

- PEV parking and charging management policy
- White paper describing a novel hardware/software application designed to address the issue of fairness for PEV charging and non-PEV parking in an environment of parking scarcity
- Letter report evaluating the results of implementing the parking policy/system

TASK 4 DATA COLLECTION AND ANALYSIS

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

The Recipient shall:

- Develop data collection test plan.
- Troubleshoot any issues identified.
- Collect 6 months of throughput, usage, and operations data from the project including, but not limited to:
  - Capacity and actual use of the new charging system (including number of charging sessions and energy use in kilowatt-hours per given time period).
  - Gallons of gasoline and/or diesel fuel displaced (with associated mileage information).
  - Expected air emissions reduction, including:
    - Non-methane hydrocarbons,
    - Oxides of nitrogen,
    - Non-methane hydrocarbons plus oxides of nitrogen, and
    - Particulate matter.
  - Specific jobs and economic development resulting from this project.
- Identify any current or planned use of renewable energy at the facility.
- 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.

Recipient's Product:

- 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**		
		Updated Schedule of Products	2 days before the kick-off meeting
		Updated List of Match Funds	2 days before the kick-off meeting
		Updated List of Permits	2 days before the kick-off meeting
		Kick-Off Meeting Agenda (CEC)	2 days before the kick-off meeting
1.2	**Critical Project Review Meetings**		
	1st CPR Meeting	CPR Report	5/15/2015
		Written determination (CEC)	TBD Commission
	2nd CPR Meeting	CPR Report	11/28/2016
		Written determination (CEC)	TBD Commission
1.3	**Final Meeting**		
		Written documentation of meeting agreements	5/15/2017
		Schedule for completing closeout activities	5/15/2017
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	10/28/2016
		Draft Final Report (no less than 60 days before the end term of the agreement)	1/27/2017
		Final Report	4/28/2017
1.6	**Identify and Obtain Match Funds**		
		A letter regarding match funds or stating that no match funds are provided	6/30/2014
		Copy(ies) of each match fund commitment letter(s) (if applicable)	6/30/2014
		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

Exhibit A-1

1.7	**Identify and Obtain Required Permits**	
	Letter documenting the permits or stating that no permits are required	6/30/2014
	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
1.8	**Obtain and Execute Subcontracts**	
	Letter describing the subcontracts needed, or stating that no subcontracts are required	6/30/2014
	Draft subcontracts	15 days prior to the scheduled execution date
	Final subcontracts	Within 10 days of execution
2.1	**Finalize Agreements Between Site Hosts & RCEA as the Network Administrator**	
	List of final site addresses	12/1/2014
2.2	**Final Selection of EVSE**	
	Printout of matrix of available EVSE showing available features and the resulting shortlist	12/1/2014
	Printout of economic model evaluating the continual operating costs for the EVSE on the shortlist from the matrix	2/2/2015
	Summary memo explaining final EVSE selection	3/2/2015
2.3	**Final Civil and Electrical Engineering**	
	90% civil and electrical engineering plans, specifications, and cost estimates for each installation.	3/10/2015
	Final, stamped civil and electrical engineering plans, specifications, and cost estimates for each site that takes into account the comments provided on the 90% submittal	5/15/2015
	Final construction specifications	5/15/2015
3.1	**Construction and Contract Administration**	
	Copies of all submittals and responses	12/1/2015
	Copies of any contract change orders	12/1/2015
	Copies of progress pay requests from the contractor	12/1/2015
	Copy of the Notice of Completion Package	12/1/2015
	Copy of the signed Waiver and Release of Liability Form	12/1/2015

Exhibit A-1

3.2	**Construction Observation**	
	Copy of construction log and photographic documentation	12/1/2015
3.3	**Set Pricing for EV Charging on Network**	
	Summary of pricing methodology for the nine sites	10/31/2016
	Copies of quarterly reports provided to site hosts during the grant period	The end of the following month after each quarter starting Q3 2016 through Q1 2017
	Updated summary of pricing methodology when pricing changes at a given site	Within 60 days of change in pricing
3.4	**Upload New EVSE Installations To Internet Sites, Navigation Systems, and Apps**	
	Printouts of webpages showing EVSE details for each of the sites in the Network that are funded by the grant	11/28/2016
	Printout of the RCEA webpage that describes the North Coast Plug-In Electric Vehicle Charging Network Project	11/28/2016
3.5	**Develop, implement, and Evaluate a PEV Charging Parking Management Policy/System**	
	PEV parking and charging management policy	9/30/2015
	White Paper describing a novel hardware/software application designed to address the issue of fairness for PEV charging and non-PEV parking in an environment of parking scarcity	9/30/2016
	Letter report evaluating the results of implementing the parking policy/system	3/30/2017
4	**Data Collection and Analysis**	
	Data collection information and analysis will be included in the Final Report	N/A

Notice of Exemption

Appendix E

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

From: (Public Agency): CA Energy Commission
Fuels and Transportation Division
Emerging Fuels and Technology Office

County Clerk
County of: _____
_____
_____

(Address)
1516 Ninth Street
Sacramento, CA 95814

Project Title: North Coast Plug-In Electric Vehicle Charging Network

Project Applicant: Redwood Coast Energy Authority

Project Location –
Trinidad Cultural Center Public Parking Lot, Main Street and Trinidad Scenic Dr, Trinidad, Ca 95570
McKinleyville Shopping Center, City Center Road, McKinleyville, CA 95519
Bigfoot Musuem and Visitor Center Public Parking Lot, Willow Creek, CA 95573
Arcata Technology Center Public Parking, Arcata, CA 95521
Downtown Eureka, Air District Office Parking Lot, 2300 Myrtle Ave, Eureka, CA 95501
St. Joseph Hospital Public/Staff Parking Lot, 2700 Dolbeer Street, Eureka, Ca 95501
Fortuna Downtown Business District, Public Parking Lot, Fortuna, CA 95540
Ferndale Downtown Business District, Public Parking Lot, Ferndale, Ca 95536
Rio Dell Downtown Business District, Public Parking Lot, Rio Dell, CA 95562

Description of Nature, Purpose and Beneficiaries of Project:
The Redwood Coast Energy Authority will install ten publicly-accessible Level 2 charging stations at nine destination and workplace sites.

The transportation sector is the biggest contributor to California's GHG emissions and accounts for approximately 40 percent of these emissions. As documented throughout numerous California policy and regulatory materials, increased use of zero-emission vehicles (ZEV) provide multiple benefits in addition to reducing GHG emissions, such as reducing conventional pollutants, operating quietly and cleanly, allowing home refueling and lowering operating and fuel costs. As such, California Governor's Executive Order B-16-2012 orders that the California Air Resources Board, the California Energy Commission, the Public Utilities Commission and other relevant agencies work with the Plug-in Electric Vehicle Collaborative and the California Fuel Cell Partnership to achieve, among other benchmarks, the following:

By 2015, the State's major metropolitan areas will be able to accommodate ZEVs, each with infrastructure plans and streamlined permitting; and
By 2020, the State's infrastructure will be able to support up to one million ZEVs.

Name of Public Agency Approving Project: CA Energy Commission
Name of Person or Agency Carrying Out Project: Redwood Coast Energy Authority

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));
x Categorical Exemption. State type and section number: Article 19: Section 15301(b) and 15304(f).
☐ Statutory Exemptions. State code number: _____

Reasons why project is exempt: All power will be provided from the existing electrical panel and the work includes installations of conduit, wiring, electrical connections and mounting equipment. Minor trenching may be required to bring power from local sources to proposed charging stations. Thus, the project consists of minor alteration of existing facilities and/or mechanical equipment involving negligible or no expansion of use beyond that existing; including replacement or reconstruction of existing utility systems and/or facilities involving

negligible or no expansion of capacity and/or minor alterations to land, including minor trenching and backfilling where surface is restored.

Lead Agency: CA Energy Commission
Contact Person: Lindsee Tanimoto Area Code/Telephone/Extension: 916-654-4566

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 Applicant Date Received for filing at OPR: _____

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

RESOLUTION NO: 14-514-18d

STATE OF CALIFORNIA
STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION REGARDING: GRANT AWARD
to
Redwood Coast Energy Authority UNDER PON-13-606

WHEREAS the State Energy Resources Conservation and Development Commission (Energy Commission) is considering whether to approve Grant Award ARV-13-029 to the Redwood Coast Energy Authority, to deploy ten publicly-accessible Level 2 charging stations at nine destination and workplace sites in the North Coast Unified Air District; and

WHEREAS the proposed electric vehicle charging stations would expand the electric vehicle charging network in the North Coast Unified Air District, helping to extend the range of plug-in electric vehicles and zero emission mile driven, and further support the adoption and growth of plug-in electric vehicles in the North Coast Unified Air District;

THEREFORE BE IT RESOLVED that the Energy Commission determines that the proposed project falls within the categorical exemptions of CEQA Guidelines, Title 14 California Code of Regulations sections 15301 and 15304; and

BE IT FURTHER RESOLVED that the Energy Commission approves **Grant Award ARV-13-029** with the Redwood Coast Energy Authority, for **$293,843.00**; 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 May 14, 2014:

AYE: [*List Commissioners*]
NAY: [*List Commissioners*]
ABSENT: [*List Commissioners*]
ABSTAIN: [*List Commissioners*]

_____
Harriet Kallemeyn,
Secretariat