

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-13-056 (To be completed by CGL Office)

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

Recipient's Legal Name	Federal ID Number
South Coast Air Quality Management District	95-3099419

Title of Project
Hydrogen Readiness in Early Market Communities

Term and Amount	Start Date	End Date	Amount
	06 / 30 / 2014	06 / 30 / 2016	\$ 297,460

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

Proposed Business Meeting Date	06 / 18 / 2014	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Patrick Brecht	Time Needed:	5 minutes

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

HYDROGEN READINESS IN THE EARLY MARKET COMMUNITIES. Proposed resolution approving Agreement ARV-13-056 with the South Coast Air Quality Management District (SCAQMD) for a \$297,460 grant to develop an Alternative Fuels Readiness Plan specific to hydrogen used as a fuel. The plan will address the following communities: Berkeley, South San Francisco, Santa Monica and West LA, Torrance and nearby coastal communities, Irvine and southern Orange County, Sacramento, Long Beach, San Diego, and the Central Valley (e.g., Bakersfield, Fresno). (ARFVTP Funding). Contact Patrick Brecht

California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?
 Yes (skip to question 2) No (complete the following (PRC 21065 and 14 CCR 15378)):
 Explain why Agreement is not considered a "Project":
 Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because the project is to develop a plan that provides an assessment of the challenges and opportunities for the adoption of alternative fuels and implementation of outreach programs.
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
see additional attached list	\$
	\$
	\$

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

Legal Company Name:

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CALIFORNIA ENERGY COMMISSION



Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	13/14	601.118E	\$297,460
Funding Source			\$
R&D Program Area:	N/A	TOTAL:	\$297,460
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Recipient's Administrator/ Officer				Recipient's Project Manager			
Name:	Larry Watkins			Name:	Larry Watkins		
Address:	21865 Copley Drive			Address:	21865 Copley Drive		
City, State, Zip:	Diamond Bar, CA 91765			City, State, Zip:	Diamond Bar, CA 91765		
Phone:	909-396-3246	Fax:	909-396-3879	Phone:	909-396-3246	Fax:	909-396-3879
E-Mail:	lwatkins@aqmd.gov			E-Mail:	lwatkins@aqmd.gov		

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

The following items should be attached to this GRF	
1. Exhibit A, Scope of Work	<input checked="" type="checkbox"/> Attached
2. Exhibit B, Budget Detail	<input checked="" type="checkbox"/> Attached
3. CEC 105, Questionnaire for Identifying Conflicts	<input checked="" type="checkbox"/> Attached
4. Recipient Resolution	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
5. CEQA Documentation	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached

Agreement Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

Grant Request Form (GRF) CEC-270 -additional sheet for South Coast Air Quality Management District

List all subcontractors (major and minor) and equipment vendors:	
Legal Company Name:	Budget
Bevilacqua-Knight, Inc.	\$228,957
Energy Independence Now	\$20,000
Servstra	\$0 (funded through match)
HAMMER	\$20,000
ImageX	\$7,000
TNS Automotive	\$6,500

SCOPE OF WORK

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2	X	Potential Policy Proposals, Incentives, and Financing Options
3	X	Challenges and Best Practices
4		Training
5		Procurement Best Practices and Strategies
6		Market Analysis and Outreach
7		Hydrogen Readiness in Early Market Communities Plan

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Larry Watkins – Program Supervisor, Chris White	BKi, Inc.	California Fuel Cell Partnership
2	Larry Watkins – Program Supervisor, Chris White	Energy Independence Now	California Fuel Cell Partnership
3	Larry Watkins – Program Supervisor, Chris White	BKi, Inc.	California Fuel Cell Partnership, Governor’s Office of Planning & Research
4	Larry Watkins – Program Supervisor, Chris White	BKi, Inc.	California Fuel Cell Partnership, HAMMER, NFPA, Orange County Fire Authority
5	Larry Watkins – Program Supervisor, Chris White	BKi, Inc.	California Fuel Cell Partnership
6	Larry Watkins – Program Supervisor, Chris White	BKi, Inc.	California Fuel Cell Partnership
7	Larry Watkins – Program Supervisor, Chris White	BKi, Inc.	California Fuel Cell Partnership, Caliber Consulting, CIOMA, Fuels Institute

GLOSSARY

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

Term/ Acronym	Definition
AFV	Alternative Fuel Vehicle
AFI	Alternative Fuel Infrastructure
ARFVTP	Alternative and Renewable Fuel and Vehicle Technology Program
CaFCP	California Fuel Cell Partnership
CAM	Commission Agreement Manager
CPR	Critical Project Review
FTD	Fuels and Transportation Division
FCEV	Fuel cell electric vehicle
HAMMER	Hazardous Materials Management and Emergency Response
MAG	Market Assurance Grants
NFPA	National Fire Protection Association
NREL	National Renewable Energy Lab
Recipient	South Coast Air Quality Management District
SCAQMD	South Coast Air Quality Management District
ZEV	Zero emission vehicle

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 Energy Commission has an annual program 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.

On August 12, 2013, the Energy Commission issued Solicitation PON-13-603 entitled “Alternative Fuel Readiness Plans” (Plans) under the ARFVT Program. This “first-come, first-served” grant solicitation was an offer to cost-share the development of Plans that will provide strategies for the deployment of alternative fuel infrastructure (AFI) and encourage the adoption of alternative fuel vehicles. 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 South Coast Air Quality Management District (SCAQMD) submitted application #13 which was proposed for funding in the Energy Commission’s Notice of Proposed Awards on December 16, 2013. Solicitation PON-13-603, Recipient’s application, and the Notice of Proposed Awards for PON-13-603 are 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:

Fuel cell electric vehicles (FCEVs) are coming to the commercial market and California needs hydrogen refueling stations and readiness plans. A concern about the lack of available fuel is a barrier to bringing FCEVs to the commercial market. The key issue is the need for planning and frameworks for permitting and education. Providing publicly available readiness plans is imperative to a successful fuel and vehicle rollout.

Goals of the Agreement:

The goals of the agreement include developing an Alternative Fuel Readiness Plan: “Hydrogen Readiness in Early Market Communities Plan” (Plan). The Plan will cover:

- Berkeley
- South San Francisco
- Santa Monica and West LA
- Sacramento
- Long Beach
- San Diego
- Torrance and nearby coastal communities
- Irvine and southern Orange County
- Central Valley (e.g., Bakersfield, Fresno)

Further, the other goals are to provide education and outreach in the above region and to increase the potential pool of customers of FCEVs—those in fleets and also individual drivers—by providing targeted information about FCEVs and fuel.

Objectives of the Agreement:

The objectives of this Agreement are to:

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

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 CAM, the Grants Officer, and a representative of the Accounting Office. The Recipient shall bring its Program Supervisor, 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 Products:

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

Commission Agreement Manager Product:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule or budget.

The CAM may schedule CPR meetings as necessary, and meeting costs will be borne by the Recipient.

Meeting participants include the CAM and the Recipient and may include the Commission Grants Officer, the Fuels and Transportation Division (FTD) lead, other Energy Commission staff and Management as well as other individuals selected by the CAM to provide support to the Energy Commission.

The CAM shall:

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the Energy Commission, but they may take place at another location.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. Prepare a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (please see section 8 of the Terms and Conditions). If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.

- Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

The Recipient shall:

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Recipient shall submit these documents to the CAM and any other designated reviewers at least 15 working days in advance of each CPR meeting.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

CAM Products:

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

Recipient Product:

- CPR Report(s)

Task 1.3 Final Meeting

The goal of this task is to close out this Agreement.

The Recipient shall:

- Meet with Energy Commission staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.

This meeting will be attended by, at a minimum, the Recipient, the Commission Grants Office Officer, and the CAM. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the CAM.

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

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

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

Products:

- Written documentation of meeting agreements
- Schedule for completing closeout activities

Task 1.4 Monthly Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement on time and within budget. The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

The Recipient shall:

- Prepare a Monthly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the CAM within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 of the Terms and Conditions of this Agreement.
- In the first Monthly Progress Report and first invoice, document and verify match expenditures and provide a synopsis of project progress, if match funds have been expended or if work funded with match share has occurred after the notice of proposed award 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 Final Report shall 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 Final Report shall accompany the Plan.

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

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

The Recipient shall:

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

Products:

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

Task 1.6 Identify and Obtain Matching Funds

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

The Recipient shall:

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
 - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
 - Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the CAM if during the course of the Agreement additional match funds are received.
- Notify the CAM within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR meeting.

Products:

- A letter regarding match funds or stating that no match funds are provided
- Copy(ies) of each match fund commitment letter(s) (if applicable)
- Letter(s) for new match funds (if applicable)
- Letter that match funds were reduced (if applicable)

Task 1.7 Identify and Obtain Required Permits (if applicable)

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 (if applicable) 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 (if applicable) 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 POTENTIAL POLICY PROPOSALS, INCENTIVES, AND FINANCING OPTIONS

The goal of this task is to assess potential new policies, incentives, and new sources of match funding and financing approaches that lead to increased hydrogen infrastructure and vehicle adoption.

The Recipient shall:

- Assess and analyze potential new policy, funding, and incentives.
- Conduct industry interviews on the impact of Market Assurance Grants (MAG) on various business models.
- Conduct industry interviews, research, and analysis on environmental/financial credits for renewable hydrogen at future refueling stations.
- Assess alternative hydrogen costs and revenue streams for stations.
- Engage private investors and lenders and provide them with information about hydrogen fuel and vehicle funding, incentives, and financial and business models.
- Identify potential actions to improve hydrogen infrastructure funding models, to identify financing mechanisms, to identify changes to policies or regulations, to evaluate the role public financing entities, and to leverage private investment.

Products:

- Financial models with assumptions
- Report on analysis and findings of challenges to private investment
- Meeting summaries
- Draft and final presentations
- Draft and final report on potential actions

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

TASK 3 CHALLENGES AND BEST PRACTICES

The goal of this task is to reduce the time it takes to plan, permit, and build a hydrogen fueling station.

The Recipient shall:

- Assess the time required to plan, permit, deploy, maintain, and inspect hydrogen refueling stations in the SCAQMD region.
- Identify specific stakeholders and conduct workshops with the purpose of identifying challenges and best practices for planning, permitting, deploying, maintaining, and inspecting hydrogen fueling infrastructure.
- Identify target communities and stakeholders to provide education and information about the National Fire Protection Association (NFPA) 2 codes and permitting guidelines.
- Integrate the NFPA 2 codes and permitting guidelines with the State Fire Marshal's office (CalFire).
- Develop a best practices template and guidelines for the planning, permitting, inspecting, and building of hydrogen fueling stations for use by authorities having jurisdiction, fleet managers, and station developers. The Recipient shall also make the template available to the public online.
- Develop interactive website for hydrogen infrastructure planning and permitting guidelines and templates.

Products:

- Workshop presentation materials
- Interactive website with guidelines and templates for hydrogen infrastructure planning and permitting guidelines and templates

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

TASK 4 TRAINING

The goal of this task is to develop and conduct training for emergency response personnel.

The Recipient shall:

- Assess the existing work in emergency response training needs.
- Work with the Office of the State Fire Marshal, State Fire Training to identify active-duty fire fighters response personnel in the communities with hydrogen refueling stations that are in the planning phase or are under construction.

- Conduct training sessions using, but not limited to, the HAMMER flame prop, with active-duty fire fighters and emergency response personnel in the communities with hydrogen refueling stations that are in the planning phase or are under construction.
- Document the dates, times, location and participants for each training session.

Products:

- Documentation of each training session (including agenda and list of participants).

TASK 5 PROCUREMENT BEST PRACTICES AND STRATEGIES

The goals of this task are to develop fuel procurement best practices and strategies for hydrogen fuel and station availability for AFV and FCEV.

The Recipient shall:

- Identify public fleets (e.g., local government, municipal utilities, transit agencies) that are in fuel cell vehicle early market.
- Develop fleet procurement template language to enable the purchase of FCEVs, and that can be used for State, or local government agencies.
- Disseminate the template language to identified fleet operators and provide support for consideration.
- Document best practices to share with other communities and fleet programs.
- Complete hydrogen refueling use survey among automakers, drivers, fleet operators, station operators and other stakeholders (e.g. National Renewable Energy Laboratory, UC Irvine) to determine information and data collection needs.
- Survey, analyze, and model existing monitoring systems used at gasoline and natural gas stations to determine how to integrate/apply this monitor hydrogen refueling stations.

Products:

- Template language for public fleet procurement (e.g., local government, municipal utilities, transit agencies).
- Report on the application of existing fuel station monitoring systems to hydrogen fueling stations

TASK 6 MARKET ANALYSES, EDUCATION, AND OUTREACH

TASK 6.1 Conduct Market Research and Survey Consumers on the Adoption of AFVs and FCEVs

The goal of this task is to measure awareness and assess early adopters of AFVs and FCEVs by industry, by vehicle type, and by regions within California; and to understand the motivating factors for adopting AFVs and FCEVs.

The Recipient shall:

- Obtain the contact information for light- and medium-duty vehicle fleet operators.
- Develop and conduct a survey to identify the current use, barriers, opportunities, and issues with AFV and FCEV adoption. The Recipient shall survey licensed drivers in California across a range of demographics.
- Conduct focus groups in person or online to explore motivations, barriers and knowledge about adopting AFVs in general and FCEVs in particular.
- Analyze the data and prepare report of survey and focus group results.

Products:

- List of identified vehicle fleet operators.
- Survey
- Transcripts from focus groups
- Report on survey and focus group results

TASK 6.2 Develop and Disseminate Outreach Materials

The goals of this task are to develop education and outreach materials for dissemination: 1) to target hydrogen consumers (fleet operators, individual drivers), 2) to safety professionals and decision-makers, and 3) to consumers to understand motivating factors that lead to the adoption of fuel cell electric vehicles.

The Recipient shall:

- Target audiences that are most likely to adopt FCEVs by type of buyer (public fleet, private fleet, individual).

- Reach each audience with information they need to know before they can recommend or purchase an FCEV that will potentially include:
 - Availability of vehicles
 - Access to fuel
 - Cost of vehicle, fuel and ownership
 - Maintenance and reliability
 - Driving range and performance
 - Government regulation and mandates
 - Available incentives and rebates
 - Public benefit
- Carry out strategies and messaging to increase awareness and inform purchase decisions. Strategies potentially include:
 - Traditional advertising
 - Local public relations and media
 - Dealership point-of-sale advertising
 - Social media
 - Vehicle loaner program
 - Podcasts or other digital media
- Deliver the educational materials in workshops and meetings at hydrogen station ground-breaking and prior to station grand opening events.
- Develop materials and communicate to station owners/operators the opportunity to provide hydrogen fuel.
- Develop materials for education, training and outreach within the fuel industry, including distributors, technicians, suppliers and construction firms with the intent of increasing the pool of skilled labor for hydrogen station construction.
- Conduct a study of non-traditional retailing such as card lock stations, retail stores or co-located stations that could help deploy hydrogen stations within regions of California.
- Communicate findings to other groups and organizations active in outreach for FCEVs.
- Make materials available to community and transportation stakeholder groups.

Products:

- Communications strategies and materials including, but not limited to, station diagrams and schematics, emergency response procedures, videos of tank testing and hydrogen release at a station, and first responder protocols.
- Recommendations on non-traditional retail locations for installing hydrogen stations

TASK 7 HYDROGEN READINESS IN EARLY MARKET COMMUNITIES PLAN

The goal of this task is to create the Plan based on activities in the above tasks.

The Recipient shall:

- Create outline of Plan and send to the Energy Commission.
- Create the Draft Plan with all the required elements as they are developed and approved and send to the Energy Commission.
- Required elements for the Plan are as follows:
 - Analyze existing and potential incentives for increased usage of alternative fuels.
 - Identify challenges and sharing best practices for planning, permitting, deployment, maintenance, and inspection of AFI.
 - Develop or make use of existing training materials or classes for fleet operators, planners, first responders, and decision-makers regarding AFI development. Describe how the materials or classes will support the use of alternative fuels and alternative fuel vehicles.
 - Develop strategies and best practices to increase procurement and commercialization of alternative fuels, and describe ways to evaluate implementation of potential strategies and how the best practices information will be available to the public.
 - Develop marketing analysis, materials, and outreach strategies that communicate the benefits of alternative fuel usage to targeted groups such as fleet owners/operators.
 - Develop strategies to assist alternative fuel wholesalers/retailers, with the intent of increasing the availability and/or reducing the cost of alternative fuels.
- Make the Plan available for public review and comment.

- Address comments to the Draft Plan received through the public review process and incorporate into the Final Plan.

Products:

- Draft Plan
- Final Plan

RESOLUTION NO:

STATE OF CALIFORNIA

**STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION - RE: SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) adopts the staff CEQA findings contained in the CEC 94 Contract Request Form or CEC 270 Grant Request Form (as applicable).

RESOLVED, that the Energy Commission approves Agreement ARV-13-056 with **South Coast Air Quality Management District** for a \$297,460 grant to develop an Alternative Fuels Readiness Plan specific to hydrogen used as a fuel. The plan will address the following communities: Berkeley, South San Francisco, Santa Monica and West LA, Torrance and nearby coastal communities, Irvine and southern Orange County, Sacramento, Long Beach, San Diego, and the Central Valley (e.g., Bakersfield, Fresno).

FURTHER BE IT RESOLVED, that the Executive Director shall 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 June 18, 2014.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Harriet Kallemeyn,
Secretariat