

**GRANT REQUEST FORM (GRF)**

CEC-270 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-14-014 (To be completed by CGL Office)

Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Lindsee Tanimoto	27	916-954-4566

Recipient's Legal Name	Federal ID Number
ADOPT A CHARGER	45-1608783

Title of Project
Adopt-A-Charger, the California State Parks and the CEC: 61 EV Chargers at 12 State Parks

Term and Amount	Start Date	End Date	Amount
	07 / 22 / 2014	12 / 29 / 2017	\$ 491,342

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

Proposed Business Meeting Date	07 / 22 / 2014	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Lindsee Tanimoto	Time Needed:	5 minutes

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

Proposed resolution approving Agreement ARV-14-014 with Adopt A Charger for a \$491,342 grant to install up to 61 electric vehicle chargers at up to 12 California State Parks. (ARFVTF funding) Contact: Lindsee Tanimoto (5 minutes)

**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: §15301 "Existing Facilities," Section 15303 "New Construction or Conversion of Small Structures," §15304 "Minor Alterations to Land"  
 Common Sense Exemption. 14 CCR 15061 (b) (3)  
 Explain reason why Agreement is exempt under the above section:  
 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.  
 All power will be provided from the existing electrical panel and the work includes installation of conduit, wiring, electrical connections and mounting equipment. Minor trenching may be required to bring power from local sources to proposed charging stations.
- 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 attached	\$ 0
	\$ 0
	\$ 0

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

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CALIFORNIA ENERGY COMMISSION



Legal Company Name:
See attached

Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	13/14	601.118F	\$491,342
Funding Source			\$
R&D Program Area:	Select Program Area	TOTAL:	\$491,342
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Recipient's Administrator/ Officer				Recipient's Project Manager			
Name:	Kitty Adams			Name:	Kitty Adams		
Address:	22714 Gaycrest Avenue			Address:	22714 Gaycrest Avenue		
City, State, Zip:	Torrance, CA 90505			City, State, Zip:	Torrance, CA 90505		
Phone:	310-766-7160	Fax:	- -	Phone:	310-766-7160	Fax:	- -
E-Mail:	kity.adams@adoptacharger.org			E-Mail:	kitty.adams@adoptacharger.org		

Selection Process Used	
<input checked="" type="checkbox"/> Competitive Solicitation	Solicitation #: PON-13-606
<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
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**CEC-270 attachment**

**Subcontractor list:**

Legal Company Name:	Budget:
Sustainable Solutions (includes match funds)	\$378,360
Los Angeles Department of Water and Power (match funds only)	\$15,000
Google (match funds only)	\$15,100
Clipper Creek (includes match funds)	\$91,650
California State Parks (includes match funds)	\$27,720
Plugshare Plug Insights (includes match funds)	\$30,000

**List of all key partners:**

California State Parks
Monterey Bay Unified Air Pollution Control District
Los Angeles Department of Water and Power
Southern California Edison
Pomo Tribe

**EXHIBIT A  
SCOPE OF WORK**

**TECHNICAL TASK LIST**

<b>Task #</b>	<b>CPR</b>	<b>Task Name</b>
1		Administration
2	X	Engineering and Design
3		Installation and Maintenance
4		Public Outreach
5		Data Collection and Analysis

**KEY NAME LIST**

<b>Task #</b>	<b>Key Personnel</b>	<b>Key Subcontractor(s)</b>	<b>Key Partner(s)</b>
1	Kitty Adams		Adopt A Charger
2	Sam Allsop		California State Parks
2	Mark Gellar, Chelsea Sexton, Marian Stith, Paul Stith		Adopt A Charger
2	William Korthof	Sustainable Solutions	
2	Sean Woods		California State Parks, Los Angeles State Historic Park
3	Fred Carr		Pomo Tribe
3	Marvin Moon		Los Angeles Department of Power and Water
3	Alan Romero		Monterey Bay Unified Air Pollution Control District
3	Edward Kjaer		Southern California Edison
3	Bill Williams	Clipper Creek	
4	TBD		
5	TBD		

## GLOSSARY

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

Term/ Acronym	Definition
ARFVTP	Alternative and Renewable Vehicle and Technology Program
CAM	Commission Agreement Manager
CPR	Critical Project Review
EV	Electric Vehicle
EVSE	Electric Vehicle Service Equipment
FC	Fast Charger
Energy Commission	California Energy Commission
FTD	Fuels and Transportation Division
PEV	Plug-in Electric Vehicle
PHEV	Plug-in Hybrid Electric Vehicle
Recipient	ADOPT A CHARGER

## 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:

- 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 (EV) charging infrastructure in several categories that will 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 ARFVT Investment Plan updated annually. In response to PON-13-606, ADOPT A CHARGER (Recipient) submitted application number 9, which was proposed for funding in the Energy Commission's Notice of Proposed Awards on April 4, 2014, and is incorporated by reference to 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**

Today's PEV drivers typically refuel their vehicles at home, but chargers are also starting to be installed in multiple urban venues and workplaces, in part to accommodate multi-family dwelling residents and/or those who can not otherwise charge at home. These locations serve a visible psychological purpose toward increasing PEV sales; the range anxiety of those considering a PEV purchase is alleviated by the idea that charging is "everywhere". But what urban charging cannot do is substantially increase actual EV miles travelled by PEVs.

Most PEVs are fully charged upon departing from home, so their greatest charging need is not the urban charger a few miles from home, but the "destination charger" located at the midpoint of a day's roundtrip. This is especially true for PHEVs, whose EV range of ~10-40 miles could automatically be doubled or more by appropriately placed public charging. Budget-constrained State parks are especially attractive for this approach; they are a highly-desirable destination among both current PEV drivers and those who share similar values and could become PEV drivers. But, they are among the hardest to "commercialize" and this makes them low on the priority list of the EVSE providers.

## **Goal of the Agreement**

The goal of this agreement is to install and maintain at least 50, up to 61 EV chargers. This goal supports the “Cool Parks” Initiative and the State Parks’ Road Map.

## **Objectives of the Agreement**

The objectives of this agreement are to have all installed EV chargers posted on Recargo website, collect data and analyze it for environmental benefits, and inform the public on the EV chargers.

## **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 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) electric lead, other Energy Commission staff and Management, as well as other individuals selected by the CAM that 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 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:

- 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, 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.
- Prepare and submit a draft of each subcontract required to conduct the work under this Agreement to the CAM for review.
- Prepare and submit a final copy of the executed subcontract.
- If Recipient decides to add new subcontractors, then the Recipient shall notify the CAM.

#### **Recipient's Products:**

- Draft subcontracts
- Final subcontracts

## **TECHNICAL TASKS**

### **TASK 2 ENGINEERING AND DESIGN**

The goal of this task is to finalize the project design for up to 12 EV charger installation sites, determine all necessary parts, tools and, equipment, and to procure the required EV charger equipment and schedule delivery of equipment to each site. The 12 potential EV charger sites identified are located at:

1. 19005 Coast Highway, Jenner, CA 95450
2. 3095 Highway 1, Bodega Bay, CA 94923
3. 1 New Years Creek Road, Pescadero, CA 94060
4. 1500 Cloverdale Road, Pescadero, CA 94060
5. 101 N. Big Trees Park Road, Felton, CA 95018
6. 750 Hearst Castle Road, San Simeon, CA 93452
7. 1501 Will Rogers State Park Road, Los Angeles, CA 90272
8. 1245 North Spring Street, Los Angeles, CA 90012

9. Bolsa Chica State Beach, Pacific Coast Highway, Huntington Beach, CA 92648
10. 21601 Pacific Coast Highway, Huntington Beach, CA 92646
11. 8471 N. Coast Highway, Laguna Beach, CA 92651
12. 4002 Wallace Street, San Diego, CA 92110

**Site changes.** Any change of one or more of the above-identified EV charger sites to a new or different proposed site must be effectuated through a mutually-acceptable agreement amendment.

**The Recipient shall:**

- Perform site visits of all 12 potential installation sites.
- Develop the final list of equipment needed for the project and place an order for all equipment and parts needed to install the EV fast charger at each of the 12 potential locations.
- Draft and finalize the project design for each location.
- Develop an installation schedule for the order of installations for each location.

**Recipient's Products:**

- Copies of completed equipment and parts order forms
- Final Project Designs for each of the 12 potential locations
- Installation Schedule for each of the 12 potential locations

**[CPR will be held at the end of this task. See Task 1.2 for details.]**

### **TASK 3 INSTALLATION AND MAINTENANCE**

The goal of this task is to complete the installation of up to 8 EV chargers at each site location.

**The Recipient shall:**

- Develop the final list of equipment needed for the project and place an order for all equipment and parts needed to install the EV chargers.
- Conduct all work necessary to complete installation of EV charger equipment and signage at each approved site.
- Perform necessary checks of the equipment prior to start-up, address any findings and take corrective actions.
- Troubleshoot any issues identified.
- Perform start-up and commission EV chargers into service.
- Ensure that the charging stations are in working order.
- Report any problems to the subcontractor for service and follow up with subcontractor to confirm that service has been completed.

- Maintain records of service requests.

**Recipient's Products:**

- Final list of equipment
- Photographs showing each complete installation at each site location
- Record of service requests and outcome

**TASK 4 PUBLIC OUTREACH**

The goal of this task is to educate employees and visitors about the availability of the EV chargers and the benefits of using EVs.

**The Recipient shall:**

- Develop and install signage on each EV charger with any appropriate educational content.
- Install appropriate signage at each location to help visitors locate the charging stations.
- Generate media content for distribution.
- Develop web content for the park's website.

**Recipient's Products:**

- Photographs showing each complete signage installation for each site location
- Copies of distributed media content
- Printout of web pages showing EV charger details

**TASK 5 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 Energy Commission with actual project performance and accomplishments.
- Collect data, information, and analysis described above and include in the Final Report.

**Recipient's Product:**

- Data collection information and analysis will be included in the Final Report

STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: ADOPT A CHARGER

**RESOLVED**, that the State Energy Resources Conservation and Development Commission (Energy Commission) adopts the staff CEQA findings contained in the Agreement Request Form; and

**RESOLVED**, that the Energy Commission approves Agreement ARV-14-014 from PON-13-606 with **Adopt a Charger** for a **\$491,342** grant to install up to 61 electric vehicle chargers at up to 12 California State Parks; and

**FURTHER BE IT RESOLVED**, that the Executive Director or his/her designee 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 July 22, 2014.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

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Harriet Kallemeyn,  
Secretariat