

**GRANT REQUEST FORM (GRF)**New Agreement ARV-14-035 (To be completed by CGL Office)

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

Recipient's Legal Name	Federal ID Number
South Bay Cities Council Of Governments	68-0632320

Title of Project
EVCS Siting and Installation Process in the South Bay Cities

Term and Amount	Start Date	End Date	Amount
	2 / 23 / 2015	6 / 30 / 2016	\$ 199,559

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

Proposed Business Meeting Date	2 / 25 / 2014	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Sharon Purewal	Time Needed:	5 minutes

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

**Agenda Item Subject and Description**

Proposed resolution approving Agreement ARV-14-035 with the South Bay Cities Council Of Governments for a \$199,559 grant to conduct outreach to multi-unit dwelling owners and homeowners' associations with the 15 cities in the Southern California Edison territory as specified in the South Bay Cities Plug-In Electric Vehicle Deployment Plan.(ARFVTP Funding). Contact: Sharon Purewal

**California Environmental Quality Act (CEQA) Compliance**

1. Is Agreement considered a "Project" under CEQA?  
 Yes (skip to question 2)  No (complete the following (PRC 21065 and 14 CCR 15378)):  
 Explain why Agreement is not considered a "Project":  
 Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because .
2. If Agreement is considered a "Project" under CEQA:  
 a) Agreement **IS** exempt. (Attach draft NOE)  
 Statutory Exemption. List PRC and/or CCR section number: Public Resources Code -Section 21065  
 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
Jacki Bacharach and Associates	\$ 2,250
Siembab Corporation	\$ 43,000
University of California, Los Angeles (Project Partner)	\$ 111,425

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

Legal Company Name:

**GRANT REQUEST FORM (GRF)**

CEC-270 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION



Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF			\$199,559
Funding Source			\$
R&D Program Area:	N/A	TOTAL:	\$199,559
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Recipient's Administrator/ Officer				Recipient's Project Manager			
Name:				Name: Lena Luna			
Address:				Address: 20285 S. Western Avenue, Suite 100			
City, State, Zip:				City, State, Zip: Torrance, CA 90501			
Phone: - -		Fax: - -		Phone: 310-371-7222		Fax: 310-437-8977	
E-Mail:				E-Mail: lena@southbaycities.org			

Selection Process Used	
<input checked="" type="checkbox"/> Competitive Solicitation	Solicitation #: PON-14-603
<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 \_\_\_\_\_

**Exhibit A  
SCOPE OF WORK**

**TECHNICAL TASK LIST**

<b>Task #</b>	<b>CPR</b>	<b>Task Name</b>
1		Administration
2	<b>X</b>	Prioritizing MUD EVCS Siting in the South Bay Cities
3		EVCS Installation Process: A Toolkit for the MUD Owner

**KEY NAME LIST**

<b>Task #</b>	<b>Key Personnel</b>	<b>Key Subcontractor(s)</b>	<b>Key Partner(s)</b>
1	Lena Luna and Suzanne Charles – SBCCOG	Jacki Bacharach - Jacki Bacharach and Associates; Walter Siembab - Siembab Corporation	George DeShazo and Alex Turek - University of California, Los Angeles
2	Not applicable	Walter Siembab – Siembab Corporation	George DeShazo and Alex Turek - University of California, Los Angeles
3	Not applicable	Walter Siembab – Siembab Corporation	George DeShazo and Alex Turek - University of California, Los Angeles

**GLOSSARY**

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

<b>Term/ Acronym</b>	<b>Definition</b>
ARFVTP	<i>Alternative and Renewable Vehicle and Technology Program</i>
CAM	<i>Commission Agreement Manager</i>
CPR	<i>Critical Project Review</i>
EVCS	<i>Electric-Vehicle Charging Station</i>
FTD	<i>Fuels and Transportation Division</i>
MUD	<i>Multi-Unit Dwelling</i>
PEV	<i>Plug-In Electric Vehicle</i>
Recipient	<i>South Bay Cities Council of Governments</i>
SBCCOG	<i>South Bay Cities Council of Governments</i>

**BACKGROUND**

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). The statute authorizes the California Energy Commission (Energy Commission) to develop and deploy alternative and renewable fuels and advanced transportation technologies to

help attain the state's climate change policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the ARFVTP through January 1, 2024, and specifies that the Energy Commission allocate up to \$20 million per year (or up to 20 percent of each fiscal year's funds) in funding for hydrogen station development until at least 100 stations are operational.

The ARFVTP has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California's use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

The statute requires the Energy Commission to adopt and update annually an investment plan to determine funding priorities and opportunities and describe how program funding will be used to complement other public and private investments. The Energy Commission adopted its most recent investment plan on April 22, 2014. A link to the 2014-2015 Investment Plan Update for the Alternative and Renewable Fuel and Vehicle Technology Program (CEC-600-2013-003-CMF) can be found at <http://www.energy.ca.gov/2013publications/CEC-600-2013-003/CEC-600-2013-003-CMF.pdf>.

On September 9, 2014, the California Energy Commission (Energy Commission) released a Grant Solicitation and Application Package entitled "Zero Emission Vehicle (ZEV) Readiness" under the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). This first-come, first-served grant solicitation was an offer to fund projects that support new and existing planning efforts for plug-in electric vehicles (PEV's) and fuel cell electric vehicles (FCEV's). To be eligible for funding under PON-14-603, the projects must also be consistent with the Energy Commission's ARFVTP Investment Plan updated annually. In response to PON-14-603, the Recipient submitted application #4 which was proposed for funding in the Energy Commission's Notice of Proposed Awards on November 21, 2014, and is incorporated by reference in this Agreement in its entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient's Application, the Solicitation shall control. In the event of any

conflict or inconsistency between the Recipient's Application and the terms of Commission's Award, the Commission's Award shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Recipient's Application, the terms of this Agreement shall control.

### **Problem Statement**

Over half of all prospective PEV drivers in California's urban areas live in multi-unit dwellings (MUDs) (Dubin, et al., 2011). Meeting Governor Jerry Brown's executive order to bring 1.5 million zero-emission vehicles to California's roadways by 2025, the Air Resources Board GHG reduction goals and the CEC's AB 118 Programmatic goals will require the expansion of the PEVs into MUDs. Yet, this important majority of prospective PEV drivers face a number of challenges to refueling at home. First, some MUDs lack on-site parking, which effectively precludes on-site residential charging. Second, the cost of installing charging stations in MUDs can vary tremendously and is often two to four times greater than the costs associated with that of single-family homes. Third, when installation costs are high, building managers will likely need to recover these costs through new fee systems which must be devised and implemented. Fourth, adapting the parking assignment systems within MUDs to create access to charging can be challenging.

Current planning efforts such as the Southern California Plug-in Electric Vehicle Readiness Plan represent an important first step for MUD PEV charging, but it is now necessary to heed the Plan's recommendations and continue to advance MUD charging station implementation research. Currently, policy makers do not have the PEV planning tools needed to characterize the magnitude of these MUD challenges for their jurisdictions and devise solutions. Planners do not know how the cost of charging station installations varies across building types and vintages within their jurisdiction. Thus, they cannot identify the lowest cost opportunities and how many drivers would be supported by them. And without knowing how the characteristics of local MUD building stock influence the installation costs of infrastructure, policymakers cannot craft solutions that might lower these costs. Nor can they anticipate how many PEV drivers will benefit from these solutions. Additionally, MUD owners remain in the dark when it comes to PEV charging implementation and lack the problem solving tools necessary to respond to a growing chorus of tenants who desire PEV access. Effective integration of PEVs into MUDs, for both the planner and the owner, is central to advancing the state's lofty PEV adoption goals and associated environmental targets.

### **Goals of the Agreement**

The goal of this Agreement is to conduct outreach to MUD owners and homeowners' associations (HOAs) with the greatest potential for tenant demand in EVCS installation with the 15 cities within the Southern California Edison (SCE) territory as specified in the South Bay Cities Plug-In Electric Vehicle Deployment Plan ("SB PEV Plan"). Another goal of the agreement is to make accessible a MUD Installation Tool Kit ("Tool Kit"), and share the results of these two goals with SCE to improve the EVCS installation process. Lastly, the compiled data will also be analyzed for economic and environmental impacts.

### **Objectives of the Agreement**

The objectives of this project are to understand 1) how EVCS installation costs vary across distinct MUD types and how these varying costs and additional burdens are precluding MUD owners from installing EVCS; 2) identify where demand of PEV is highest among MUD residents, 3) identify high priority MUDs for EVCS siting and installation demonstration or pilot projects based on locations that exhibit high PEV demand and low EVCS installation costs among other conditions; 4) Conduct outreach to those MUDs identified as top priority; and 5) provide an education tool kit for MUD owners to install EVCS and provide tenants an effective PEV charging environment.

## **TASK 1 ADMINISTRATION**

### **Task 1.1 Attend Kick-off Meeting**

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement. The CAM shall designate the date and location of this meeting and provide an agenda to the Recipient prior to the meeting.

#### **The Recipient shall:**

- Attend a “Kick-Off” meeting with the Commission Agreement Manager, the Grants Officer, and a representative of the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the Commission Agreement Manager to this meeting.
- Discuss the following administrative and technical aspects of this Agreement:
  - Agreement Terms and Conditions
  - Critical Project Review (Task 1.2)
  - Match fund documentation (Task 1.6) No reimbursable work may be done until this documentation is in place.
  - Permit documentation (Task 1.7)
  - Subcontracts needed to carry out project (Task 1.8)
  - The CAM’s expectations for accomplishing tasks described in the Scope of Work
  - An updated Schedule of Products and Due Dates
  - Monthly Progress Reports (Task 1.4)
  - Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
  - Final Report (Task 1.5)

#### **Recipient Products:**

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

#### **Commission Agreement Manager Product:**

- Kick-Off Meeting Agenda

### **Task 1.2 Critical Project Review (CPR) Meetings**

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

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

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

**The CAM shall:**

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

**The Recipient shall:**

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

**CAM Products:**

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

**Recipient Product:**

- CPR Report(s)

### **Task 1.3 Final Meeting**

The goal of this task is to closeout this Agreement.

#### **The Recipient shall:**

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

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

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

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

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

#### **Products:**

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

### **Task 1.4 Monthly Progress Reports**

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement on time and within budget.

The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

**The Recipient shall:**

- Prepare a Monthly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Agreement Manager within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 of the Terms and Conditions of this Agreement.
- In the first Monthly Progress Report and first invoice, document and verify match expenditures and provide a synopsis of project progress, if match funds have been expended or if work funded with match share has occurred after the notice of proposed award but before execution of the grant agreement. If no match funds have been expended or if no work funded with match share has occurred before execution, then state this in the report. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.

**Product:**

- Monthly Progress Reports

**Task 1.5 Final Report**

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

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

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

**The Recipient shall:**

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

**Products:**

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

**Task 1.6 Identify and Obtain Matching Funds**

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

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

**The Recipient shall:**

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

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

**Products:**

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

**Task 1.7 Identify and Obtain Required Permits**

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Although the Energy Commission budget for this task will be zero dollars, the Recipient shall budget match funds for any expected expenditures associated with obtaining permits. Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

**The Recipient shall:**

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
  - A list of the permits that identifies the:
    - Type of permit
    - Name, address and telephone number of the permitting jurisdictions or lead agencies

- The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the Commission Agreement Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Agreement Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Agreement Manager within 5 working days. Either of these events may trigger an additional CPR.

**Products:**

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

**Task 1.8 Obtain and Execute Subcontracts**

The goal of this task is to ensure quality products and to procure subcontractors required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient's own procurement policies and procedures. It will also provide the Energy Commission an opportunity to review the subcontracts to ensure that the tasks are consistent with this Agreement, and that the budgeted expenditures are reasonable and consistent with applicable cost principles.

**The Recipient shall:**

- Manage and coordinate subcontractor activities.
- Submit a draft of each subcontract required to conduct the work under this Agreement to the Commission Agreement Manager for review.
- Submit a final copy of the executed subcontract.
- If Recipient decides to add new subcontractors, then the Recipient shall notify the CAM.

**Products:**

- Draft subcontracts
- Final subcontracts

## **TECHNICAL TASKS**

### **TASK 2 PRIORITIZING MUD EVCS SITING IN THE SOUTH BAY CITIES**

#### **TASK 2.1 EVCS INSTALLATION CASE STUDIES: ESTIMATING COSTS AND OTHER BARRIERS**

The goal of this task is to identify specific categories of MUDs within the SBCCOG and describe the EVCS installation cost characteristics and other unique EVCS installation burdens across these categories. Ultimately, Task 2.1 will capture any installation cost and additional barrier themes that emerge across MUD types and inform the MUD EVCS siting goals.

##### **The Recipient shall:**

- Group different types of MUDs within SBCCOG into specific identifiable categories.
- Determine the cost characteristics of each MUD category. The Recipient shall obtain permission to visit 3 to 4 MUD sites for each MUD category and estimate the cost of EVCS installation with a standard EVCS installer upon each site visit.
- Estimate the cost of scaling the EVCS service for each MUD category.
- Identify additional EVCS installation burdens for MUD property owners. The Recipient shall interview 3 to 4 MUD property owners for each MUD category.

##### **Products:**

- Task 2.1 sections of the “Prioritizing EVCS Siting in the South Bay Cities” draft report
- Task 2.1 sections of the “Prioritizing EVCS Siting in the South Bay Cities” final report

#### **TASK 2.2 IDENTIFYING MUD RESIDENTS WITH HIGH PEV DEMAND**

The goal of this task is to identify specific census tracts with MUD residents who are most likely to be purchasers of PEVs. Ultimately, Task 2.2 will identify locational and socioeconomic attributes that characterize MUD residents in high PEV demand areas and will also inform the MUD EVCS siting goals.

##### **The Recipient shall:**

- Identify high demand MUD residents using two methods:
  - By census tracts that currently have high PEV adoption among adjacent single family residents
  - By census tracts that are predominantly MUD but have the same socioeconomic profile as PEV purchasers in single family residents
- Identify MUDs who encounter a low supply of EVCS access

**Products:**

- Task 2.2 sections of the “Prioritizing EVCS Siting in the South Bay Cities” draft report
- Task 2.2 sections of the “Prioritizing EVCS Siting in the South Bay Cities” final report

**TASK 2.3 IDENTIFYING HIGH PRIORITY MUDS**

The goal of this task is provide planners for the cities of South Bay a resource that describes the MUD landscape and ultimately allows for the identification of high priority MUDs for outreach and/or demonstration or pilot projects. Prioritization will be based on lowest cost of EVCS installation as determined by Task 2.1, and highest demand for PEVs and lowest supply of EVCS as determined by Task 2.2, and the South Bay Cities PEV Deployment Plan.

**The Recipient shall:**

- Identify the location, number, and spatial concentrations of MUDs without on-site parking within each city where alternative refueling strategies such as workplace or MUD-adjacent solutions will be needed.
- Identify the frequency distribution (i.e., percentages) of the different types of MUDs by building type, age, and location within each city.
- Identify the frequency distribution of the different types of MUDs based on the cost categories in Task 2.1. The recipient shall also map the MUDs based on different cost categories.
- Characterize for each city the:
  - Most prevalent MUD building types,
  - MUD building types that house the largest share of residents, and
  - MUD building types with lowest likely costs of supplying charging infrastructure based on Task 2.1
- Identify top priority MUDs within the SBCCOG for outreach and/or potential demonstration or pilot projects. The Recipient shall use three primary evaluation criteria based on data from Task 2.1 and Task 2.2 including: (1) MUDs where PEV demand is highest; (2) MUDs where charging supply is lowest; and, (3) MUDs where EVCS installation costs and other burdens are lowest.
- Prepare the “Prioritizing MUD EVCS Siting in the South Bay Cities” Report. This Task Report shall include, but is not limited to:
  - The goal of the task
  - The description of the approach used
  - List of activities performed
  - Description of the results and to what degree the goal was achieved;
  - Significant issues encountered and how they were addressed;
  - A discussion of the implications regarding the success or failure of the results, and the effect on the budget and the overall objectives of the project

## **Products:**

- Task 2.3 sections of the “Prioritizing EVCS Siting in the South Bay Cities” draft report
- Task 2.3 sections of the “Prioritizing EVCS Siting in the South Bay Cities” final report
- “Prioritizing EVCS Siting in the South Bay Cities” will be made available on the South Bay Cities Council of Governments website

## **TASK 2.4 DATA COLLECTION AND ANALYSIS**

Operational data from the project will also be collected to analyze that data for economic and environmental impacts, and data and analysis will be included in Final Report.

- 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:
  - Maximum capacity of the new fueling system
  - Gallons of gasoline and/or diesel fuel displaced (with associated mileage information)
  - Expected air emissions reduction, for example:
    - Non-methane hydrocarbons
    - Oxides of nitrogen
    - Non-methane hydrocarbons plus oxides of nitrogen
    - Particulate Matter
    - Formaldehyde
  - Duty cycle of the current fleet and the expected duty cycle of future vehicle acquisitions
  - Specific jobs and economic development resulting from this project
- Identify any current and planned use of renewable energy at the facility.
- Identify the source of the alternative fuel.
- Describe any energy efficiency measures used in the facility that may exceed Title 24 standards in Part 6 of the California Code Regulations.
- 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.

**Products:**

- Task 2.4 sections for “data collection information and analysis” for draft final report
- Task 2.4 sections for “data collection information and analysis” for final report

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

**TASK 3 EVCS INSTALLATION PROCESS: A TOOLKIT FOR THE MUD OWNER**

The goal of this task is provide MUD owners within the SBCCOG an education resource that describes the array of costs for MUD EVCS installation and provides recommendations for those MUD owners interested in providing tenants charging access. The results of this resource will also be shared and discussed at a MUD EVCS workshop hosted by the SBCCOG.

**The Recipient shall:**

- Characterize the financial costs and management burden to owners of supplying infrastructure across different types of MUDs.
- Characterize the costs to PEV drivers of charging in MUDs (under different cost-recovery systems) and how they will compare to charging at single-family homes.
- Describe the best practices for multi-PEV-tenant charging scenarios including different cost-recovery schemes and parking assignment systems.
- Identify and analyze successful MUD EVCS installation cases where property owners have responded and installed adequate EVCS.
- Interview MUD property owners from each MUD category to identify the greatest concerns and outstanding questions.
- Interview MUD residents from each MUD category to identify the greatest concerns, largest barriers to ownership and outstanding questions.
- Interview EVCS installers to help clarify and identify best practices and significant gaps in the installation process.
- Host a MUD EVCS workshop to discuss toolkit and allow MUD property owners to discuss concerns, questions and opportunities.
- Prepare the PEV Charging for MUD Owners Report. This Task Report shall include, but is not limited to:
  - The goal of the task
  - The description of the approach used
  - List of activities performed
  - Description of the results and to what degree the goal was achieved;
  - Significant issues encountered and how they were addressed;
  - A discussion of the implications regarding the success or failure of the results, and the effect on the budget and the overall objectives of the project

**Products:**

- Draft PEV Charging for MUD Owners Task Report
- Final PEV Charging for MUD Owners Task Report
- “SBCCOG PEV Charging for MUD Owners” report will be made available on the South Bay Cities Council of Governments website
- MUD EVCS Workshop

STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

**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-14-035 with the South Bay Cities Council of Governments for a \$199,559 grant to conduct outreach to multi-unit dwelling owners and homeowners' associations within the 15 cities in the Southern California Edison territory as specified in the South Bay Cities Plug-In Electric Vehicle Deployment Plan; 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 February 25, 2015.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

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Harriet Kallemeyn,  
Secretariat