

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-14-057 (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
City of Palo Alto	94-6000389

Title of Project
Palo Alto EV Scale Project

Term and Amount	Start Date	End Date	Amount
	6 / 1 / 2015	12 / 01 / 2017	\$ 53,000

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

Proposed Business Meeting Date	5 / 13 / 2015	<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**

Possible approval of Agreement ARV-14-057 with the City of Palo Alto for a \$53,000 grant to promote the adoption of electric vehicles through education and outreach to over fifty commercial and multi-family property owners and two or more green car show events regarding electric vehicle charging station siting issues and opportunities.

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 14 CCR 15306 information collection section number:
 Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why Agreement is exempt under the above section:
 The project involves no construction or other activities that would have the potential for causing a significant effect on the environment. This project involves only information collection, information dissemination, public outreach and data analysis. The goals of the project are to accelerate the adoption of electric vehicles via electric vehicle (EV) awareness and education. This project is therefore exempt from CEQA because it will not cause a direct physical change in the environment and there is no possibility that the activity in question will have a significant effect on the environment.
- b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)
 Check all that apply
- | | |
|---|---|
| <input type="checkbox"/> Initial Study | <input type="checkbox"/> Environmental Impact Report |
| <input type="checkbox"/> Negative Declaration | <input type="checkbox"/> Statement of Overriding Considerations |
| <input type="checkbox"/> Mitigated Negative Declaration | |

List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)

Legal Company Name:	Budget
See attached	\$
	\$
	\$

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

Legal Company Name:

GRANT REQUEST FORM (GRF)

Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF			\$53,000
Funding Source			\$
R&D Program Area:	Select Program Area	TOTAL:	\$53,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Recipient's Administrator/ Officer				Recipient's Project Manager			
Name:	Gil Friend			Name:	Gil Friend		
Address:	250 Hamilton Ave			Address:	250 Hamilton Ave		
City, State, Zip:	Palo Alto, CA, 94301			City, State, Zip:	Palo Alto, CA, 94301		
Phone:	650-329-2447	Fax:	- -	Phone:	650-329-2447	Fax:	- -
E-Mail:	Gil.Friend@CityofPaloAlto.org			E-Mail:	Gil.Friend@CityofPaloAlto.org		

Selection Process Used	
<input type="checkbox"/> Competitive Solicitation	Solicitation #: PON-14-607
<input checked="" 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 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 _____

Subcontractors

1. Thesen & Associates

\$14,400 CEC

\$5,236 Match

2. Plug In America

\$28,000 CEC

3. Reach Strategies

\$20,000 CEC

\$408 Match

Exhibit A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2	X	EVCS Fast Charge Siting Outreach
3		PEV Awareness
4		Data Collection and Analysis

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Gil Friend	Thesen & Associates, Plug In America, REACH Strategies	
2	Gil Friend	Thesen & Associates	
3	Gil Friend, Kirk Brown	Plug In America, REACH Strategies	
4	Gil Friend	Thesen & Associates, Plug In America, REACH Strategies	

GLOSSARY

Term/ Acronym	Definition
ARFVTP	Alternative and Renewable Vehicle and Technology Program
CAM	Commission Agreement Manager
COPA	City of Palo Alto
CPR	Critical Project Review
EV	Electric Vehicle
EVCS	Electric Vehicle Charging Station
FTD	Fuels and Transportation Division
ICE	Internal Combustion Engine
PEV	Plug-In Electric Vehicle
Recipient	City of Palo Alto

Background:

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology (ARFVT) Program. The statute, subsequently

amended by AB 109 (Núñez Chapter 313, Statutes of 2008), authorizes the Energy Commission to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change policies. The Energy Commission has an annual program budget of approximately \$100 million and provides financial support for projects that:

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

The Energy Commission issued solicitation PON-14-607 to fund Zero Emission Vehicle Readiness activities. To be eligible for funding under PON-14-607, the projects must also be consistent with the Energy Commission's ARFVT Investment Plan updated annually. In response to PON-14-607, the Recipient submitted application number 1, which was proposed for funding in the Energy Commission's Notice of Proposed Awards on March 17, 2015, 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:

Under AB 32, California is required to reduce carbon emissions by 80% compared to 1990 levels by 2050. Here in the Bay Area, ~60% of our emissions are transport related. To meet our 2050 target, it is critical we electrify our transportation system while simultaneously reducing the carbon footprint of the electrical grid. Palo Alto has successfully done just that and supplies carbon free electricity. Hence, one powerful leverage point to reduce our carbon footprint, is switching from the internal combustion engine (ICE) powered car to the electric one. Unfortunately, there are a number of impediments to this transition including:

- **Scientific and Technological:** There is a perception that EVs are not ready for the mass market that the batteries provide only short range, are short lived, catch on fire, etc.;
- **Market:** Limited understanding of the benefits (economic, environmental and ease of use/ performance) of EVs;
- **Environmental:** There is a perception that as EVs are fueled by the grid, they have a larger carbon footprint than ICE vehicles; furthermore it is thought that the negative impacts of mining and manufacturing EV batteries more than outweighs any advantage;
- **Institutional:** Obtaining permits to install EV charging stations can be expensive and laborious;
- **Cost and Financial Hurdles:** The upfront cost of an EV is typically greater than the comparable ICE; however, the total cost of EV ownership is typically less than an ICE version. Further, installing EV charging stations (Level 2 and 3) can be expensive particularly in the case of retrofitting versus new construction.

Goal of the Agreement:

The goal of this Agreement is to Accelerate the adoption of electric vehicles and electric vehicle infrastructure via EV awareness and education, and increasing the density of fast charging stations.

Objectives of the Agreement:

The objectives of this Agreement are to:

- 1) Conduct outreach to at least 50 potential site hosts for EV fast chargers with the intent to increase the number of fast chargers by at least one;
- 2) Conduct EV awareness and education events by holding at least two green car show ride and drive events including one event specifically for key civic and elected leaders

ADMINISTRATIVE TASKS

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 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

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: EVCS FAST CHARGE SITING OUTREACH

The goal of this task is to conduct direct outreach to over fifty commercial and multi-family property owners and managers to encourage them to site and host EV fast charging stations, thereby accelerating the adoption of electric vehicles in Palo Alto.

The Recipient shall:

- Utilize the Bay Area EV Readiness Plan plus other inputs to develop a prioritized list of potential host sites for EV fast chargers as described in Attachment 1a.
- Conduct outreach regarding serving as a host site for fast charging based on the above list.
- Detail the importance and advantages of hosting an EV fast charger and provide information on incentives and grants plus the city permitting process.

Products:

- List of potential host sites
- Outreach results by host site

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

TASK 3: PEV AWARENESS

The goal of this task is to raise EV awareness through the hosting of educational activities, thereby accelerating the adoption of electric vehicles.

The Recipient shall:

- Secure 2 or more sites for Green Car Show and Ride-and-Drive events.
- Plan and host said events.
- Compile and/or create promotional materials for said events.
- Secure EV auto manufacturer partners to participate in said events and provide EVs for the events. .
- Prepare event venues including, food, refreshments, signage, and informational materials.
- Manage all legal requirements, promotional and staffing.
- Introduce employees and corporate hosts to resources such as the Clean Vehicle Rebate Program.
- Compile all Green Car Show and Ride-and-Drive data in a per event final report.

Products:

- Site host commitment letters
- Event informational and promotional materials
- Two (2) final reports

Task 4 DATA COLLECTION AND ANALYSIS

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

The Recipient shall:

- Develop data collection test plan.
- Troubleshoot any issues identified.
- 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:

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

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CITY OF PALO ALTO

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-14-057 from PON-14-607 with the **City of Palo Alto** for a **\$53,000** grant to promote the adoption of electric vehicles through education and outreach to over fifty commercial and multi-family property owners and two or more green car show events regarding electric vehicle charging station siting issues and opportunities; 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 May 13, 2015.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Harriet Kallemeyn,
Secretariat