

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 02/13)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-14-058 (To be completed by CGL Office)

Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Thanh Lopez	27	916-654-3929

Recipient's Legal Name	Federal ID Number
City of Mt. Shasta	94-6000378

Title of Project
Plug-in Electric Vehicle Readiness Glenn-Colusa Planning & Upstate Implementation Project

Term and Amount	Start Date	End Date	Amount
	06 / 15 / 2015	03 / 31 / 2019	\$ 300,000

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

Proposed Business Meeting Date	05 / 13 / 2015	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Thanh Lopez	Time Needed:	5 minutes

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

Proposed resolution approving Agreement ARV-14-058 with the City of Mt. Shasta for a \$300,000 grant to produce a comprehensive plug-in electric vehicle (PEV) readiness plan to support the deployment of electric vehicles in Glenn and Colusa counties. The project will include plans for PEV infrastructure deployment, streamlined permitting, installation and inspection processes. The project will also implement core elements of the Upstate Region PEV Readiness Plan to facilitate rapid PEV adoption throughout the entire Upstate region. (ARFVTP funding) Contact: Thanh Lopez. (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 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:
 This project will not cause any direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because funding will only be used for planning and analysis activities and will not involve any construction, improvements, or enactment of zoning ordinances.
- 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
Siskiyou County Economic Development Council	\$ 74,529
Schatz Energy Research Center	\$ 225,000
	\$

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	13/14	601.118	\$300,000
Funding Source			\$
R&D Program Area:	Select Program Area	TOTAL:	\$300,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Recipient's Administrator/ Officer				Recipient's Project Manager			
Name:	Muriel Terrell			Name:	Logan Smith		
Address:	305 N. Mt. Shasta Blvd.			Address:	1512 S. Oregon Street		
City, State, Zip:	Mt. Shasta, CA 96067			City, State, Zip:	Yreka, CA 96097		
Phone:	530-926-7510	Fax:	- -	Phone:	530-842-1638	Fax:	530-842-2685
E-Mail:	terrell@mtshastaca.gov			E-Mail:	logan@siskiyoucounty.org		

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

Task #	CPR	Task Name
1	N/A	Administration
2	X	Glenn and Colusa County PEV Readiness Plan Development
3	N/A	Upstate Region PEV Readiness Plan Implementation

KEY NAME LIST

Task #	Key Personnel	Key Subcontractors(s)	Key Partner(s)
1	Muriel Howarth Terrell, Logan Smith	Siskiyou County Economic Development Council	
2	James Zoellick, David Carter, Logan Smith	Schatz Energy Research Center, Siskiyou County Economic Development Council	
3	James Zoellick, David Carter, Logan Smith	Schatz Energy Research Center, Siskiyou County Economic Development Council	

GLOSSARY

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

Term/ Acronym	Definition
ARFVTP	Alternative and Renewable Fuel and Vehicle Technology Program
CAM	Commission Agreement Manager
CPR	Critical Project Review
Energy Commission	California Energy Commission
DC Fast Charger	Direct Current Fast Charger
EV	Electric Vehicle
EVCS	Electric Vehicle Charging Station
FTD	Fuels and Transportation Division
PEVCC	Plug-in Electric Vehicle Coordination Council
PEV	Plug-in Electric Vehicle
SERC	Schatz Energy Research Center
Upstate Region	Tahama, Shasta, Siskiyou Counties

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 City of Mount Shasta submitted application number 5, 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:

The Upstate Region Plug-in Electric Vehicle (PEV) Readiness Plan was recently completed, putting Tehama, Shasta, and Siskiyou Counties in prime position to move forward with PEV infrastructure installment. The plan outlines detailed strategies for the successful rollout of electric vehicle charging infrastructure (EVCS) in the Upstate region, including streamlining permitting and inspection processes for EVCS, siting and installing EVCS, and conducting public outreach campaigns.

One of the barriers preventing the implementation of the PEV Readiness Plan is the current lack of resources available to implement the Upstate Region PEV Readiness Plan and continue the components of the plan (such as micro-siting) that are critical to the successful installation and use of EVCS in the Upstate region.

Another barrier impeding the region from accelerated PEV adoption is the rural nature of the region. Many commercial electric vehicle charging infrastructure companies have been contacted and none have expressed interest in developing in the region due to the relative small and rural population base. The Upstate region currently includes Siskiyou, Shasta and Tehama Counties, but does not currently include the rural counties of Glenn and Colusa directly to the South. Without planning efforts in Glenn and Colusa Counties, there is a remaining significant gap in PEV infrastructure along this portion of the California Interstate 5 (I-5) corridor. This is recognized as being extremely problematic in creating connectivity between California's urban population centers and Oregon and Washington by the West Coast Electric Highway.

Goals of the Agreement:

The goals of this Agreement are to:

- Develop a PEV Readiness Plan covering the counties of Glenn and Colusa, to be modeled off of the work completed in the Upstate Region PEV Readiness Plan.
- Implement the Upstate Region PEV Readiness Plan in the counties of Tehama, Shasta, and Siskiyou Counties

Objectives of the Agreement:

The objectives of this Agreement for the Glenn and Colusa Counties PEV Readiness Plan are:

- Involve local stakeholders from Glenn and Colusa Counties in the existing Upstate PEV Coordination Council.
- Develop an infrastructure deployment plan.
- Develop a plan to collect data on consumer charging behavior.
- Create an estimate of greenhouse gas reductions from PEV adoption.
- Develop a plan to mitigate on-peak charging
- Develop a plan for streamlining EVCS permitting, installation, and inspection.
- Develop a plan to accelerate PEV adoption in fleets and other incentives.
- Develop an education and outreach plan.
- Develop a plan to share project results.

The objectives of this Agreement for the Upstate Region PEV Readiness Plan Implementation are:

- Encourage PEV adoption and increase public awareness of PEVs in the Upstate region (Tehama, Shasta, and Siskiyou Counties)

- Conduct detailed site assessments and work with potential site hosts to support installation of EVCS.
- Work with municipalities to streamline permitting and inspection of residential, commercial, and public EVCS.

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 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 Energy Commission Grants Officer, the Fuels and Transportation Division (FTD) electric vehicle (EV) team 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 Energy Commission Grants Office Officer, and the CAM. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the CAM.

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

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

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

Products:

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

Task 1.4 Monthly Progress Reports

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

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

The Recipient shall:

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

Product:

- Monthly Progress Reports

Task 1.5 Final Report

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

match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.

- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the CAM if during the course of the Agreement additional match funds are received.
- Notify the CAM within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR meeting.

Products:

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

Task 1.7 Identify and Obtain Required Permits

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

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

The Recipient shall:

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies the:
 - Type of permit
 - Name, address and telephone number of the permitting jurisdictions or lead agencies
 - The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. The implications to the

Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.

- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the CAM.
- As permits are obtained, send a copy of each approved permit to the CAM.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 working days. Either of these events may trigger an additional CPR.

Products:

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

Task 1.8 Obtain and Execute Subcontracts

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

The Recipient shall:

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

Products:

- Letter describing the subcontracts needed, or stating that no subcontracts are required
- Draft subcontracts
- Final subcontracts

TECHNICAL TASKS

TASK 2 Glenn and Colusa Counties PEV Readiness Plan

The goal of this task is to develop a PEV readiness plan for Glenn and Colusa Counties modeled after the work completed in the Upstate PEV Readiness Plan and to develop a coordinated effort throughout the two counties that supports the successful introduction of PEVs and the development of a robust PEV market. To complete this task, the following subtasks shall be performed.

TASK 2.1 Coordinate Participation in the Upstate PEVCC

The goal of this task is to organize and coordinate participation of Glenn and Colusa Counties with the already-existing Upstate PEV Coordination Council (PEVCC) so as to maintain clear and consistent communications among all regional stakeholders throughout the project, integrate Glenn and Colusa Counties into the larger framework of PEV adoption in the Upstate region, and glean project tips from the group.

The Recipient shall:

- Recruit local government, non-profit, and business stakeholders from Glenn and Colusa Counties in participate in the PEVCC.
- Organize and attend all coordination meetings.
- Participate in PEVCC workgroups.
- Develop and/or contribute towards long term sustainability for the Upstate PEVCC after grant period is complete.

Products:

- Minutes from all PEVCC meetings
- Copies of bi-monthly PEVCC updates
- Funding and sustainability plan for PEVCC

TASK 2.2 Infrastructure Deployment Plan

The goal of this task is develop an infrastructure deployment plan. To complete this task, the following subtasks shall be performed.

Products:

- Draft Infrastructure Deployment Plan
- Final Infrastructure Deployment Plan

TASK 2.2.1 Data Development

The goal of this task is to develop region-specific planning data to support infrastructure deployment by utilizing transportation studies and estimates of PEV deployment.

The Recipient shall:

- Procure transportation demand data as well as geographic information system (GIS) road network and relevant United States (US) Census data for Glenn and Colusa Counties.
- Research PEV adoption projections including the split between electric

- vehicles (EV) and plug-in hybrid electric vehicle types.
- Update cost data for Level 1, Level 2, and DC fast charging technologies from the Upstate PEV Readiness Plan.

Product:

- Report on summary of data development activities and results

TASK 2.2.2 Regional Guidelines for EVCS Deployment

The goal of this task is to develop macro-level guidelines regarding the location and type of PEV infrastructure deployment in Glenn and Colusa Counties including the I-5 corridor and commercial public areas.

The Recipient shall:

- Develop a set of PEV adoption scenarios for use in subsequent analyses based on PEV penetration estimates developed for other studies and input from potential near-term PEV fleet vehicle operators.
- Develop an agent-based PEV transportation model for the two counties.
- Apply the transportation model to identify infrastructure configurations that enable connectivity along the I-5 corridor and between regional population centers. Use optimization to explore how support for PEV adoption can be maximized under cost constraints.
- Develop timeline recommendations on infrastructure development for the various adoption scenarios.
- Prepare a report on Glenn and Colusa PEV Development Guidelines that will include a map showing proposed EVCS infrastructure locations, proposed quantities for installation, and a timeline for deployment beginning in 2017. The report will document the development recommendations and modeling methodology.

Product:

- Report on Glenn and Colusa PEV Development Guidelines

TASK 2.2.3 Identify Preferred EVCS Deployment Locations

The goal of this task is to translate the macro-level guidelines from above into more specific preferred locations for deploying EVCS in Glenn and Colusa counties. This will include recommendations on location and quantity of EVCS, as well as installation cost estimates. Locations will include the West Coast Electric Highway corridor, public property, commercial property, and workplaces.

The Recipient shall:

- Conduct on-the-ground surveys and consultations with local jurisdictions and utilities to identify the best locations to furnish with EVCS using results from Task 2.2.2.
- Prepare a map showing the locations and type of EVCS to be deployed based on the results of the on-the-ground surveys.
- Prepare preliminary designs and engineer's cost estimates for installation

of up to 10 EVCS including a mixture of Level 1, Level 2, and DC fast chargers as appropriate based on Task 2.2.2 results and input from stakeholders.

- Prepare a report on Preferred EVCS Deployment Locations that documents the proposed near-term EVCS rollout with preliminary engineering plans showing specific locations of EVCS for each location and engineer's cost estimates for installation of EVCS.

Product:

- Report on Preferred EVCS Deployment Locations

TASK 2.3 Data Collection on Consumer Charging Behavior

The goal of this task is to develop a plan to collect data on consumer charging behavior in Glenn and Colusa Counties.

The Recipient shall:

- Update the Upstate PEV Readiness Plan analysis on available technology and the effectiveness of that technology to capture driver charging behavior.
- Make recommendations for the various municipalities regarding the need for, value, and availability of various levels of data acquisition technology.
- Develop a rollout plan for integrating data acquisition with the planned charging stations.
- Prepare a Data Collection Plan that will include an assessment of available data acquisition technology, consumer acceptance of the technology, and value of the collected data, as well as a data acquisition rollout plan.

Product:

- Data Collection Plan

TASK 2.4 Estimate Greenhouse Gas Reductions from PEV Adoption

The goal of this task is to estimate greenhouse gas (GHG) emission reductions from PEVs in Glenn and Colusa Counties.

The Recipient shall:

- Generate a baseline analysis of transportation energy consumption and emissions (GHG, criteria pollutants and toxic air emissions) for the existing and expected vehicle fleet for the proposed study region.
- Generate a fuel cycle analysis for the PEV vehicles (pump to wheels) that are expected to replace the existing conventional vehicles.
- Generate a fuel cycle analysis for the electricity sold in Glenn and Colusa Counties.
- Generate a fuel cycle analysis for the potential regional grid mix given expected levels of renewable energy development.

- Prepare a GHG Reductions report that provides an estimate of greenhouse gas reductions associated with various PEV adoption rates and renewable energy percentages on the grid.

Product:

- GHG Reductions Report

TASK 2.5 Plan to Mitigate on Peak Charging

The goal of this task is to examine the likely impact of PEV charging on the local grid and to identify measures for reducing on-peak utility loading due to PEV charging in Glenn and Colusa Counties.

The Recipient shall:

- Assess the peak demand due to PEV charging associated with various PEV penetrations and charging scenarios.
- Assess the impact on the local grid and the need for mitigation.
- Identify methods for mitigating and/or deterring on peak charging, including pricing options and use of renewable energy.
- Prepare a report on PEV Charging Impacts that includes an assessment of impact of PEV charging on the local grid, the need for mitigation, and mitigation options.

Product:

- PEV Charging Impacts Report

TASK 2.6 Plan for Streamlining EVCS Permitting, Installation, and Inspection

The goal of this task is to develop a plan for streamlining EVCS permitting, installation, and inspection processes in Glenn and Colusa Counties, including methods to streamline building and planning department review processes and to reduce fees for typical EVCS installations.

The Recipient shall:

- Develop a summary of existing permitting pathways for PEV charging infrastructure for select jurisdictions.
- Develop a summary of PEV friendly ordinances, codes, and standards completed by jurisdictions outside of the region.
- Summarize permitting process for each participating jurisdiction and develop a comparison matrix.
- Develop and deliver an “EV101” educational workshop for local code and permitting officials. The workshop will:
 - Cover EVCS functions, options, codes and standards, inspection and compliance, and installation process.
 - Discuss permitting process and help officials understand the importance of assisting the public in adopting new electric vehicle technologies.

- Identify ways to homogenize and streamline the permitting process for PEV charging infrastructure across the region.
- Review existing community plans and report out regarding the presence or absence of language that supports electric vehicle transportation.
- Develop and distribute an EVCS Permitting and Installation Guide that will include streamlined permitting and installation processes that best fit the region and a permitting and pre-installation checklist for purchasers of EVCS.

Products:

- “EV101” presentation for local code and permitting officials
- List of “EV101” workshop participants
- Regional EVCS Permitting and Installation Guide

TASK 2.7 Plan to Accelerate PEV Adoption in Fleets

The goal of this task is to develop a plan to accelerate PEV adoption in public and private fleets in Glenn and Colusa Counties.

The Recipient shall:

- Develop a list of public and private entities in the region with vehicle fleets.
- Conduct outreach to fleet managers and agency decision makers to solicit participation in fleet PEV-opportunity evaluations.
- Work with fleet managers to assess PEV opportunities within their fleets, taking into consideration: vehicle types, duty cycles, procurement schedules, and life-cycle operational costs.
- Work with vehicle and EVCS manufacturers and vendors to provide fleet managers with detailed information on the range of equipment options available to meet specific fleet needs.
- Work with at least two fleet managers to develop individualized strategies to acquire PEVs and install supporting EVSE.
- Prepare a report on Fleet Outreach Activities that will include a summary of fleet manager outreach activities, fleet PEV opportunity assessments, and adopted fleet PEV acquisition plans.

Products:

- List of identified regional public and private vehicle fleets
- Report on Fleet Outreach Activities

TASK 2.8 PEV Education and Outreach

The goal of this task is to develop PEV education and outreach plans to promote the benefits of PEV adoption in Glenn and Colusa Counties.

The Recipient shall:

- Research what other communities have done regarding PEV education and outreach.
- Compile existing education and outreach resources.

- Develop a PEV education and outreach plan that addresses the following sectors: general public, local government, emergency first responders, and potential fleet vehicle operators.
- Develop education and outreach materials and tools, which will include web-based materials and a promotional brochure.
- Compile materials on electric vehicle and EV charging infrastructure safety, codes, standards and emergency response.
- Identify and begin to foster partnerships and collaborations for promoting EVs and EV infrastructure. Partnering organizations may include, but not be limited to: PEVCC members, Pacific Power, Pacific Gas & Electric, Redding Electric Utility, local cities and counties, local auto dealerships, Siskiyou County Economic Development Council, Air Resources Board, Regional Transportation Planning Agencies, and Caltrans. This effort will be coordinated via the PVECC.
- Publicize the activities of the PEV readiness project and associated local successes, including adoption of new EV fleet vehicles and installation of new EV charging infrastructure.

Products:

- Education and Outreach Plan
- Website information and promotional brochure

TASK 2.9 Plan to Share Project Results with other Communities

The goal of this task is to share best practices with other regions for PEV infrastructure permitting, installation, deployment, maintenance, and inspection in Glenn and Colusa Counties.

The Recipient shall:

- Make available, via the web, project results, reports, and promotional materials.
- Participate in group forums and share project results. Group forums may include, but not be limited to: Rocky Mountain Institute's Project Get Ready and the California Plug-in Electric Vehicle Collaborative.
- Interact with other communities who are promoting EVs and EV infrastructure development and share results and lesson learned.

Product:

- List of group forums that are participated in

TASK 2.10 PEV Readiness Plan Adoption

The goal of this task is to provide a plan designed for review and adoption by the regional jurisdictions involved in the process in Glenn and Colusa Counties.

The Recipient shall:

- Develop a Glenn and Colusa Counties PEV Readiness plan with project team.

Product:

- Glenn and Colusa Counties PEV Readiness Plan

[CPR WILL OCCUR DURING THIS TASK. SEE TASK 1.2 FOR DETAILS]

TASK 3 Implement Upstate PEV Readiness Plan Training and Streamlining

The goal of this task is to implement the recently adopted training and streamlining strategies identified in the Upstate PEV Readiness Plan. To complete this task, the following subtasks shall be performed.

TASK 3.1 Permitting and Inspection Process

The goal of this task is to engage with regional permitting entities to encourage the adoption of standardized and streamlined permitting and inspection process and fee structures.

The Recipient shall:

- Draft a model zoning ordinance based on the template developed by the Office of Planning and Research, which lists EV charging as a permitted use.
- Draft a streamlined permitting process and fee structure.
- Meet with senior staff in planning and building departments at all ten regional jurisdictions (Counties of Tehama, Shasta, Siskiyou and the Cities of Corning, Red Bluff, Redding, Dunsmuir, Mount Shasta, Weed, and Yreka) to:
 - Introduce and discuss the model zoning ordinance.
 - Introduce and discuss draft permitting process.
 - Where applicable, make presentations to city councils and county boards of supervisors. Up to five presentations will be delivered.
 - Maintain regular contact with relevant jurisdictions to support the adoption of ordinances and processes.
 - Produce a report including a summary of all activities and engagements with all jurisdictions as well as attachments including model ordinances, draft permitting processes, and any official ordinances or processes adopted by jurisdictions as a result of this task.

Product:

- Report summarizing task activities

TASK 3.2 Identify EVCS Installation Criteria

The goal of this task is to produce a streamlined set of EVCS criteria to assist potential charging station owners/operators in choosing what equipment to install and to assist contractors with adopting best practices and understand regional permitting requirements.

The Recipient shall:

- Develop and make public a comparative specification sheet of available charging station equipment features.
- Update the equipment specifications sheet quarterly.
- Produce a contractor's checklist, including equipment specifications and a list of permitting requirements throughout the region.
- Engage with building exchanges to promote consistent and compatible equipment purchasing practices and to distribute information about regional permitting requirements.

Products:

- Report summarizing task activities
- Equipment specification sheet
- Contractor's Checklist

TASK 3.3 EVCS Siting

The goal of this task is to engage with potential site hosts for EVCS in the Upstate Region and produce preliminary engineering designs and cost estimates for 10 sites.

The Recipient shall:

- Visit site hosts previously contacted under the Upstate PEV readiness planning activities to further explore the potential for hosting future EVCS.
- Conduct outreach to new potential site hosts based on the 99 sites assessed during the Upstate readiness planning project and additional sites identified in Tehama, Shasta, and Siskiyou Counties.
- If necessary, conduct additional site visits and site evaluations to assess more potential locations for EVCS.
- Engage with all potential site hosts as necessary to inform them about their options and to negotiate terms for future agreement between the EVCS owner/administrator and site host.
- Develop preliminary engineering designs, drawings, and cost estimates for sites with the highest favorability and most willing site hosts.

Products:

- Report summarizing task activities
- Detailed engineering designs, drawings, and cost estimates for 10 sites

TASK 3.4 PEV Awareness

The goal of this task is to promote PEV adoption through public and fleet operator outreach and education campaigns in the Upstate Region.

The Recipient shall:

- Conduct 3 or more public ride and drive events with local auto dealers.
- Conduct PEV education and outreach through tabling at public events and festivals.

- Publish periodic newsletters that include PEV consumer information, local PEV owner testimonials, local successes such as fleet adoption or new EVCS, and other updates.
- Leverage established media relationships to garner television, radio, print, and on-line media coverage.
- Maintain an online presence through the SCEDC webpage and social media that includes:
 - Media section with press releases, photos of events and activities, links to radio spots, past and current newsletters.
 - Information about locally available PEVs, existing infrastructure and local resources.
 - Links to other organizations and resources such as vehicle buyer's guides.
- Provide presentations to community organizations such as Chambers of Commerce, Rotary Clubs, and large employers.
- Make presentations to elected officials and city staff.
- Provide technical assistance to municipal and commercial fleet operators to evaluate vehicle options using the Plug-In Electric Vehicle Fleet Evaluation Tool (PEV FleET) developed by the North Coast PEV Project and adapted by the Upstate PEV project.
- Work with municipalities to adopt green fleet policies and include green fleet activities in their climate action plans.
- Publicize and promote local green fleet activities.

Products:

- Report summarizing task activities
- List of all events, publications, media coverage, presentations, and consulting services achieved

TASK 3.5 Code Adoption and Training

The goal of this task is to educate and support regional municipalities on the potential to adopt local building codes that promote PEV adoption in the Upstate Region.

The Recipient shall:

- Work with at least eleven regional jurisdictions within the Upstate Region to educate senior staff on California Green Building Standards Code voluntary measures A4.106.8 for residential PEV charging and A5.106.5.3 for non-residential PEV charging and encourage adoption of these codes.
- Support jurisdictions interested in pursuing code adoption by:
 - Providing technical guidance to staff.
 - Presenting to city councils and county boards of supervisors.
 - Conduct outreach to engage contractors and developers to garner support.

Products:

- Report summarizing task activities
- Documentation of meetings, presentations, and outcomes of the engagement with each jurisdiction

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CITY OF MT. SHASTA

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-14-058 from PON-14-607 with the **City of Mt. Shasta** for a **\$300,000** grant to produce a comprehensive PEV readiness plan to support the deployment of electric vehicles in Glenn and Colusa counties. The project will include plans for PEV infrastructure deployment, streamlined permitting, installation and inspection processes. The project will also implement core elements of the Upstate Region PEV Readiness Plan to facilitate rapid PEV adoption throughout the entire Upstate region; 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