

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 10/2015)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-17-051 (To be completed by CGL Office)

600 Fuels and Transportation Division	Shaun Ransom	6	916-654-4217
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Contra Costa Transportation Authority	94-3348123
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Electric Vehicle Ready Communities Challenge Phase 1 - Blueprint Plan Development

7 / 01 / 2018	9 / 30 / 2019	\$ 200,000
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☐ ARFVTP agreements \$75K and under delegated to Executive Director.

Proposed Business Meeting Date	6 / 13 / 2018	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
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Business Meeting Presenter	Shaun Ransom	Time Needed:	5 minutes
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Please select one list serve. Altfuels (AB118- ARFVTP)

Agenda Item Subject and Description

Proposed resolution approving Agreement ARV-17-051 with Contra Costa Transportation Authority for a \$200,000 grant to develop an electric vehicle readiness blueprint which will provide a comprehensive strategy for a responsible, replicable and responsive acceleration to a zero-emissions mobility community.

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)

<input checked="" type="checkbox"/> Statutory Exemption. List PRC and/or CCR section number:	Pub. Resources Code section 21102 and 14 CCR 15262.
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<input checked="" type="checkbox"/> Categorical Exemption. List CCR section number:	14 CCR 15306
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☒ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why Agreement is exempt under the above section:

This project will create a plan to help communities advance the installation of electric vehicle infrastructure; however, it will not include approval of construction of such infrastructure. The project includes information gathering and analysis, public outreach, and preparing documents. It involves no physical construction. This project is at most a non-binding planning study for possible future actions that no agency, board, or commission has yet approved, adopted, or funded. Under California Code of Regulations, title 14, section 15262, no EIR or negative declaration is required under these circumstances. This project is therefore exempt under 14 CCR 15262 as a feasibility or planning study, exempt under 14 CCR 15306 as a basic data collection activity, and exempt under 14 CCR 15061(b)(3) as a common sense exemption and will have no significant effect on the environment.

☐ 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

Legal Company Name:	Budget
TBD	\$ 200,000
	\$
	\$

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

Legal Company Name:

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
Funding Source	17/18	601.118	\$200,000
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$
R&D Program Area:	Select Program Area		\$200,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Name:	Randall Carlton	Name:	Peter Engel
Address:	Contra Costa Transportation Authority 2999 Oak Road, Suite 100	Address:	Contra Costa Transportation Authority 2999 Oak Road, Suite 100.
City, State, Zip:	Walnut Creek, CA 94597	City, State, Zip:	Walnut Creek, CA 94597
Phone:	925-256-4725	Fax:	925-256-4701
E-Mail:	Rcarlton@ccta.net	E-Mail:	pengel@ccta.net

☒ Competitive Solicitation☐ First Come First Served Solicitation

Solicitation #: GFO-17-604

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 checked="" type="checkbox"/> N/A <input 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		Administration
2		Stakeholder Engagement
3	X	Online GIS Maps
4		Shared Mobility Centers
5	X	Best Practices Tool Box
6		Electricity Demand Analysis
7	X	Workforce Training Initiative
8		EV Readiness Blueprint

GLOSSARY

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

Term/ Acronym	Definition
511CC	511 Contra Costa
ARFVTP	Alternative and Renewable Fuel and Vehicle Technology Program
AV	Autonomous Vehicle
CAP	Climate Action Plan
CAM	Commission Agreement Manager
CMA	Congestion Management Agency
CV	Connected Vehicle
CCTA	Contra Costa Transportation Authority
CPR	Critical Project Review
DMU	Diesel Multiple Unit
EV	Electric Vehicle
EVSE	Electric Vehicle Supply Equipment
FTD	Fuels and Transportation Division
GIS	Geographic Information System
MaaS	Mobility as a Service

PUSD	Pittsburg Unified School District
Recipient	Contra Costa Transportation Authority
SAV	Shared Autonomous Vehicle
TDM	Transportation Demand Management
TFCA	Transportation Fund for Clean Air
WDB	Workforce Development Board

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.

On December 14, 2017, the California Energy Commission (Energy Commission) released a Grant Solicitation and Application Package entitled "Electric Vehicle (EV) Ready Communities Challenge Phase I- Blueprint Plan Development Solicitation" under the ARFVTP. This competitive grant solicitation was for Phase I of an expected two phase effort for EV ready communities. Phase I planning blueprints will identify the actions and milestones needed to proceed towards implementation of an EV ready community. In response to GFO-17-604, the Recipient submitted application #3 which was proposed for funding in the Energy Commission's Notice of Proposed Awards on June 1, 2018. GFO-17-604 and Recipient's application are hereby incorporated by reference into this Agreement in their 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:

The transportation sector is the second largest source of greenhouse gas emissions in Contra Costa County (the largest source is industrial facilities), with 47-percent of all emissions coming from on-road transportation. Reducing greenhouse gas emissions from the transportation sector is critically important to the health and well-being of Contra Costa County residents. In December 2015, Contra Costa County adopted its first Climate Action Plan (CAP). The CAP calls for the County to expand the use of alternative fuels in vehicle travel and deploy more renewable energy resources, with specific attention to locating alternative fuel infrastructure of high visibility and easy access. It also directs staff to pursue grant funding opportunities to install public EV chargers or other alternative fuel charging stations. Disadvantaged communities must share the benefits of electrification of the transportation sector (70 Contra Costa census tracts fall within the top 50-percent of CalEnviroScreen 3.0; 25 census tracts are in the top 75-percent).

The Contra Costa Electric Vehicle (EV) Readiness Blueprint will provide Contra Costa with the data, goals, timelines, and strategies to engender a broad transition to electric vehicles across the County. The Blueprint will help reduce greenhouse gas emissions from the transportation sector and ensure shared benefits of electrification for all communities within the County.

Goals of the Agreement:

The goal of this Agreement is to provide a blueprint for efficient and effective deployment of EV charging capital and equipment, position Contra Costa County for current and upcoming funding opportunities to leverage local funding, and facilitate effective mode choices to reduce congestion and improve air quality in all parts of Contra Costa County, particularly those communities identified as "disadvantaged" under CalEnviroScreen 3.0.

Objectives of the Agreement:

The objectives of this Agreement are to develop a web-based mapping tool available to agencies and the public that identifies current EV charging facilities and opportunities for further deployment; establish programs to support access and job training to EV's among the disadvantaged communities; identify potential locations for shared mobility centers across the County; develop a tool box with best practices, model ordinances, and rate structures; identify improvements needed to the electricity grid; and develop a workforce training initiative.

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

Recipient Products:

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

Commission Agreement Manager Product:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

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

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

Meeting participants include the CAM and the Recipient and may include the Commission Agreement Officer, the Fuels and Transportation Division (FTD) program 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)
- A copy of each final approved permit (if applicable)

Task 1.8 Obtain and Execute Subcontracts

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

The Recipient shall:

- Manage and coordinate subcontractor activities.
- 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:

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

TECHNICAL TASKS

TASK 2 STAKEHOLDER ENGAGEMENT & PUBLIC OUTREACH

The goal of this task is to solicit input from key partners, stakeholders, and the public to allow the project team to collaborate with potential partners, supporters, and contributors. Stakeholder engagement will ensure coordination and uniform policy for the countywide EV Readiness Blueprint.

The Recipient shall:

- Identify interested cities, special districts, community leaders, transit agencies, industry participants, utilities, and other stakeholders that represent a diverse range of disciplines and interests throughout the County to serve as a Steering Committee.
- Convene bi-monthly steering committee meetings to collectively discuss and guide the efforts of the consultant and stakeholders to ensure the EV Readiness Plan is comprehensive of the electrification needs of all forms of mobility and all sectors of the population.
- Use the Steering Committee's input to help balance priorities and resources, provide guidance on the project's outputs, and ensure that the EV Readiness Blueprint supports current and future EV efforts of each stakeholder.
- Prepare a copy of the meeting minutes/meeting summary and circulate to all members.
- Conduct public outreach through community workshops and internet based communication channels.
- Hold workshops in each of the four sub-regions in Contra Costa to cover barriers to EV adoption, EV charging station locations, and shared mobility hub locations.
 - The East Contra Costa workshop will also include a focus on the Workforce Training Initiative.

Products:

- Steering Committee Meeting Summaries
- Public Outreach/Community Workshop Summaries

TASK 3 Online GIS Maps

The goal of this task is to develop an interactive, web-based GIS mapping platform that will be available to the general public, local jurisdictions, and other stakeholders. The GIS map will serve as a living document that can be updated regularly to show the current location of EV charging facilities by type, owner, and accessibility. It will also show current personal use EV penetration throughout the County. Finally, it will show land uses and/or locations which demonstrate prime opportunities for Electric Vehicle Supply Equipment (EVSE) installation, to guide the installation of EV equipment both by CCTA-led initiatives and other independent projects by local jurisdictions or the private sector.

The Recipient shall:

- Collect EV charging facility data from municipalities, private vendors, and utility companies.
- Collect EV auto registration data for Contra Costa County from the California Department of Motor Vehicles.
- Collect land use, population, employment, and demographic data from the County and/or the Metropolitan Transportation Commission.
- Process collected data and create a database summarizing data collected from various sources.
- Use data collected to evaluate map land uses and/or locations which demonstrate prime opportunities for Electric Vehicle Supply Equipment (EVSE) installation.
- Develop an interactive, web-based GIS mapping platform that will be available to the general public, local jurisdictions, and other stakeholders.

Products:

- Outline of data to be collected, data sources, and proposed map layers
- Draft web-based GIS map
- Final online GIS map to display the data collected, using Esri ArcGIS Online or a similar platform.

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

Task 4 SHARED MOBILITY HUBS

The goal of this task is to identify potential locations for shared mobility hubs that could host electric vehicle charging centers. The shared mobility hubs will be in heavily traveled and/or visited areas that can serve a range of County residents and visitors. Shared mobility hubs will be identified to optimize service of personal vehicles, commercial fleet vehicles, car share, bike share, and public transit vehicles.

The Recipient shall:

- Collect land use, population, employment, and transportation data, including origin-destination data, traffic volumes, and goods movement data.
- Analyze data to determine preliminary locations for shared mobility hubs.
- Work with electric utilities to understand the implications that a shared mobility hub may have for the electrical grid.
- Refine the list of locations for shared mobility hubs based on discussions with the electric utilities.
- Prepare a report outlining existing conditions and adjacent land uses, intended use and customers served (personal, commercial, public agency fleets, etc.), and potential implications for the electricity grid.

Products:

- Map of potential shared mobility hub locations
- Report describing conditions at each of the identified shared mobility hub locations

Task 5 BEST PRACTICES TOOL BOX

The goal of this task is to develop consistent standards and policies that can be adopted across all jurisdictions in Contra Costa County to create uniform expectations and guidelines regarding EV charging infrastructure for residents, developers, property owners, and municipalities. The tool box will identify best practices to maximize deployment efficiency and deployment of EV infrastructure within Contra Costa County. Sample policy language will be drafted that local jurisdictions can easily adopt into their municipal codes.

The Recipient shall:

- Research best practices to encourage EV station charging port turnover and prevent vehicles from remaining parked at chargers once they have finished charging. Potential tools to be researched include pricing strategies, parking policies, and enforcement procedures.
- Research EV charging rates and models for both personal use EVs and heavy duty vehicles to maximize cost savings and reduce demand charges.
- Research best practices, including number of chargers, location of chargers in new or retrofitted developments, and EV charging requirements as part of building codes for multi-family and commercial development.
- Research opportunities for joint public agency procurement of electric fleet vehicles and/or EV chargers and equipment, including maintenance, public works, police/sheriff, and transit uses. Joint procurement may help agencies realize cost savings through bulk discounts when purchasing EVs and related equipment.
- Review operation and maintenance models developed by other California jurisdictions for best practices of operations and maintenance management and pricing models.
- Develop a resource of electric plug-in vehicles on the market and EV charging station vendors.
- Draft an easy to read, visual tool box document that will serve as a guide to local jurisdictions, developers, and other private sector partners for adopting EV policy and for installing EV infrastructure.

Products:

- Draft Best Practices Tool Box
- Final Best Practices Tool Box

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

Task 6 ELECTRICITY DEMAND ANALYSIS

The goal of this task is to evaluate countywide demand for electricity for EV charging and what weaknesses, if any, there are in the transmission and distribution grids to meet current and future demand.

The Recipient shall:

- Estimate future countywide demand for EVs and estimate the associated increase in electricity demand.
- Work with transit operators to understand their electricity storage and charging requirements, to ensure proper electricity supply at both bus storage facilities and on route.
- Evaluate charging technologies and identify the most appropriate technologies for given uses or settings.
- Model impacts to grid under various load management/demand response scenarios that lessen peak electricity demand and, therefore, reduce the impact to the electrical grid.
- Draft sample policy and/or standards based on the outputs of the model related to demand management practices that local jurisdictions, property owners, and other partners can adopt to help reduce impacts to the electrical grid.

Products:

- Electricity Demand Summary Report

Task 7 WORKFORCE TRAINING INITIATIVE

The goal of this task is to develop the framework for a workforce development and training initiative within Contra Costa County to provide residents, particularly those in the automotive industry, with the skills and knowledge required for the transition to an electric fleet. Outside of the automotive sector, the workforce training initiative will facilitate the development of a skilled workforce to support the large-scale deployment of EV infrastructure, which will require local electrical contractors who are trained and knowledgeable about the installation and maintenance of EV charging stations. This initiative will draw on the expertise and resources of the Pittsburg Unified School District, whose adult education program offers a range of workforce training courses, and the Contra Costa County Workforce Development Board, as well as other partners such as the Contra Costa Community College District and other K-12 school districts.

The Recipient shall:

- Research existing EV workforce training programs offered in other jurisdictions, to understand how they are structured, what the curriculum entails, and any partnerships that are in place.
- Identify local partners, including private sector companies and local educational institutions, who will provide the workforce development program(s).
- Identify the target audience for the program and ways to reach out to and engage with these individuals.
- Research skills and knowledge that will be required to support the large-scale deployment of EV infrastructure.

- Develop a training program curriculum(s) for automotive workers and electrical contractors.

Products:

- Workforce Training Program Framework & Strategic Plan

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

Task 8 EV Readiness Blueprint

The goal of this task is to develop the EV Readiness Blueprint to provide Contra Costa with the data, goals, timelines, and strategies to engender a broad transition to electric vehicles across the County. This task will compile the findings and outputs from the previous tasks into a single, visual, and easy-to-read guide that will be accessible to policy makers, the public, and private and public sector partners.

The Recipient shall:

- Compile the findings and outputs from the previous tasks into a single, visual, and easy-to-read guide that will be accessible to policy makers, the public, and private and public sector partners.
- Solicit feedback on the draft plan. Hold review meetings and/or a workshop with the Steering Committee and other partners.
- Complete the final plan, incorporating any revisions agreed upon by CCTA and the County, informed by the Steering Committee, and that addresses the comments given from the plan review and workshops.

Products:

- Draft EV Readiness Blueprint
- Final EV Readiness Blueprint

Recipient must submit a complete Electric Vehicle Ready Communities Challenge Phase 1 to the CAM by July 1, 2019 to be eligible for funding under the planned Phase II solicitation. The July 1, 2019 due date may be extended if the Energy Commission, and not the Recipient, caused a delay in execution of this Agreement past July 1, 2018.

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CONTRA COSTA TRANSPORTATION AUTHORITY

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

RESOLVED, that the Energy Commission approves Agreement ARV-17-051 with Contra Costa Transportation Authority for a \$200,000 grant to develop an electric vehicle readiness blueprint which will provide a comprehensive strategy for responsible, replicable and responsive acceleration to a zero-emissions mobility community; 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 June 13, 2018.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Cody Goldthrite,
Secretariat