

GRANT REQUEST FORM (GRF)



Legal Company Name:
 Schatz Energy Research Center

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
Funding Source			\$
R&D Program Area:	Select Program Area		\$ 0
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

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Competitive Solicitation
 First Come First Served Solicitation

Solicitation #: GFO-16-601

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		Administration
2	X	ZEV Readiness Plan Implementation

KEY NAME LIST

Task #	Key Subcontractor(s)	Key Partner(s)
	N/A	N/A

GLOSSARY

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

Term/ Acronym	Definition
ARFVTP	Alternative and Renewable Vehicle and Technology Program
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CPR	Critical Project Review
Energy Commission	California Energy Commission
EVCS	Electric Vehicle Charging Station
FTD	Fuels and Transportation Division
PEVCC	Plug-in Electric Vehicle Coordination Council
PEV FleET	Plug-In Electric Vehicle Fleet Evaluation Tool
OPR	Office of Planning and Research
PEV	Plug-in Electric Vehicle
RCEA	Redwood Coast Energy Authority
SERC	Schatz Energy Research Center
ZEV	Zero Emission Vehicle

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 October 17, 2016, the California Energy Commission (Energy Commission) released a Grant Solicitation and Application Package entitled "Zero Emission Vehicle (ZEV) Regional Readiness and Planning Solicitation" under the ARFVTP. This first-come, first-served grant solicitation was an offer to fund projects that support new and existing planning efforts for zero-emission vehicles (battery-electric vehicles and hydrogen fuel cell electric vehicles, and including plug-in hybrid electric vehicles). In response to GFO-16-601, the Recipient submitted application #1 which was proposed for funding in the Energy Commission's Notice of Proposed Awards on January 12, 2017. GFO-16-601 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:

In July 2014 the North Coast Plug-in Electric Vehicle Coordinating Council's North Coast PEV Readiness Plan was completed, developed by Redwood Coast Energy Authority (RCEA) in partnership with Schatz Energy Research Center (SERC) and other regional stakeholders. The plan calls for a variety of implementation measures to encourage uptake of PEVs including streamlining permitting and inspection processes for Electric Vehicle Charging Station (EVCS), siting and installing EVCS, and conducting public outreach and education campaigns. Through ARV-14-046, the California Energy Commission (Energy Commission) provided RCEA with funding to implement measures identified in the Plug-in Electric Vehicle (PEV) Readiness Plan. In order to maintain current momentum, bridge funding is needed to support Zero Emission Vehicle (ZEV) adoption efforts until RCEA's Community Choice Aggregation program provides sustained financial support.

Goals of the Agreement:

The goal of this Agreement is to continue ZEV outreach and assistance implemented through ARV-14-046 in the counties of Humboldt, Del Norte, and Trinity. As the lead agency for the North Coast PEVCC, RCEA is ideally positioned to support ZEV adoption.

Objectives of the Agreement:

The objectives of this Agreement are listed in the following table along with quantitative and measurable outcomes against which the success of the proposed project can be measured.

Objective	Anticipated Action and Potential Outcome
Promote ZEV adoption through profile raising campaigns.	<ul style="list-style-type: none">▪ Conduct at least 5 ride and drive and ZEV expo events to promote the latest ZEVs on the market.▪ Develop and deliver at least 4 seminars on ZEV topics.▪ Participate in 6 or more public events.▪ Publish at least 6 newsletter editions.▪ Achieve at least 4 media spots highlighting regional ZEV activities.▪ Make at least 6 presentations to community organizations and/or fleet operators.
Create an Ombudsman position to support assistance and liaison activities.	<ul style="list-style-type: none">▪ Organize a “group buy” of ZEVs to provide significant price discounts.▪ Provide consultation for at least 6 fleet managers and public officials.▪ Provide consultation for at least 6 ZEV fuel station site hosts.▪ Coordinate and host at least 4 meetings of a “ZEV enthusiasts” group.▪ Update the current version of the EVCS guide.▪ Develop at least 2 dealer sales resources toolkits for area dealerships.

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 (CAM), the Commission Agreement Officer (CAO), 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 CAO, 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 CAO, 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:

- Draft subcontracts
- Final subcontracts

TECHNICAL TASKS

TASK 2 ZEV Readiness Plan Implementation

The goal of this task is to implement core elements of the existing North Coast PEV Readiness Plan.

Task 2.1 ZEV Awareness

The goal of this task is to promote ZEV adoption through public and fleet operator outreach and education campaigns.

The Recipient shall:

- Conduct at least five public ride and drive and ZEV expo events.
- Conduct ZEV education and outreach through tabling at at least six public events and festivals.
- Deliver and promote a series of seminars on ZEVs, including topics on emerging technology, available incentives and testimonials from current owners.
- Publish at least six periodic newsletters that include ZEV consumer information, local ZEV owner testimonials, local successes such as fleet adoption or new EVCS, and other updates.
- Leverage established media relationships to garner TV, radio, print, and on-line earned-media coverage to achieve at least four media spots highlighting regional ZEV activities.
- Maintain an online presence through the RCEA webpage and social media including, but not limited to, the following examples:
 - Media section with press releases, photos of events and activities, links to radio spots, past and current newsletters.
 - Information about locally available ZEVs, existing infrastructure and local resources.
 - Links to other organizations and resources such as vehicle buyer guides.
- Provide at least six presentations to fleet operators and/or community organizations such as Chambers of Commerce, service 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.
- Work with municipalities to adopt green fleet policies and include green fleet activities in their climate action plans.

- Provide scholarships for two regional fleet managers to attend NAFA's Sustainable Fleet Training or equivalent training.
- Publicize and promote local green fleet activities.

Products:

- Summary documentation of all task activities including, but not limited to, a listing of all events, publications, media coverage, presentations, and consulting services achieved
- Inclusion of all activities and documentation in the Final Report

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

Task 2.2 Ombudsman

The goal of this task is to support ZEV drivers and ongoing ZEV projects, as well as promote increased ZEV adoption, by dedicating a portion of the current Transportation Program Coordinator's time to Ombudsman activities.

The Recipient shall:

- Help the general public and fleet owners to learn about and use ZEVs and associated infrastructure.
- Build on established relationships outside of the tri-county region, coordinating with the upstate region on ZEV projects.
- Organize the offering of a community-wide "group buy" of ZEVs partner with local dealerships to provide significant price discounts, and promote the opportunity to community members.
- Facilitate access to currently available ZEV maps, guidelines, and FAQs, and develop additional relevant resources.
- Promote and facilitate a group of "ZEV enthusiasts", coordinating and hosting at least four regular meetings at RCEA.
- Act as a resource for at least six site hosts evaluating charging stations or other ZEV infrastructure. Beyond routine questions, consult on specific challenges such as ADA compliance, site selection, and rebates and incentives.
- Walk interested site hosts through the EVCS guide developed through ARV-14-046, helping with station selection and feature comparison.
- Respond to interest in alternative fuel vehicles from the general public with relevant, up-to-date information. Solicit interest through messaging on current charging infrastructure, collateral, and at outreach events.

- Provide technical assistance to at least six fleet managers and public officials considering alternative fuels; continue providing fleet analysis and outreach. Improve fleet outreach by compiling testimonials and developing more promotional materials.
- Build on relationships with local government agencies developed through ARV-14-046, continuing to provide assistance with permitting, fleet development, and training.
- Update the current version of the EVCS guide.
- Complement manufacturer training on alternative fuel vehicles for local dealerships by developing dealer sales resources toolkits.
- Enhance and expand transportation activities arising out of Clean Cities Coalition participation (submission pending at time of this application).

Products:

- Summary of documentation of all task activities including, but not limited to, a listing of all events, assistance statistics, results from group buy, and consulting services achieved
- Inclusion of all activities and documentation in the Final Report

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: REDWOOD COAST ENERGY AUTHORITY (RCEA)

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-16-012 from GFO-16-601 with RCEA for a \$109,651 grant to provide PEV outreach and assistance activities called for in the North Coast Plug-in Electric Vehicle Readiness Plan. RCEA will facilitate accelerated ZEV adoption in the region including disadvantaged communities; 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 March 8, 2017.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Cody Goldthrite,
Secretariat