



STATE OF CALIFORNIA

**GRANT REQUEST FORM (GRF)**

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

**A) New Agreement # ARV-20-008 (to be completed by CGL office)**

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Sharon Purewal	6	916-897-3616

C) Recipient's Legal Name	Federal ID #
Contra Costa Transportation Authority	94-3348123

D) Title of Project
From Roadmap to Reality: Securing Contra Costa's Electric Mobility Future

**E) Term and Amount**

Start Date	End Date	Amount
3 / 17 / 2021	3 / 31 / 2024	\$ 2,467,067

**F) Business Meeting Information**

☐ ARFVTP agreements \$75K and under delegated to Executive Director

Proposed Business Meeting Date 3 / 17 / 2021 ☐ Consent ☒ Discussion

Business Meeting Presenter Sharon Purewal Time Needed: 5 minutes

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

**Agenda Item Subject and Description:**

CONTRA COSTA TRANSPORTATION AUTHORITY. Proposed resolution approving Agreement ARV-20-008 with Contra Costa Transportation Authority (CCTA) for a \$2,467,067 grant to implement key strategies outlined in CCTA's Electric Vehicle (EV) Readiness Blueprint adopted by the CCTA Board in 2019, and adopting staff's determination that this action is exempt from CEQA. Key strategies include: expanded access to EV chargers at multi-unit dwellings and public locations to improve health and welfare of residents who face barriers to zero emission mobility options; workforce development programs that train local residents in underserved communities to repair EVs and install/maintain EV supply equipment; and implementing car share programs to provide reliable transportation options in underserved communities. (Clean Transportation Program funding) Contact: Sharon Purewal. (Staff Presentation: 5 minutes)

**G) 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.

☐ Statutory Exemption. List PRC and/or CCR section number:

☒ Categorical Exemption. List CCR section number: Cal. Code Regs., tit. 14, sec. 15301, 15303, 15311



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☐ Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section:

This project includes installation of electric vehicle (EV) chargers at multi-unit dwellings. EV chargers and associated equipment will be installed at approximately 45 existing sites in the cities of Concord, Pittsburg, and Richmond. The chargers will be installed in existing paved parking lots. The chargers are approximately the size of a parking meter. Minor trenching may be needed to connect the charging equipment to electrical panels at the sites. Some minor modifications to electrical panels at certain sites may also be required.

Other project activities include implementation of a workforce development program to train local residents to repair EVs and install and maintain EV supply equipment, implementation of an electric car share program, implementation of an electric bike rebate program, and outreach to educate residents about these project activities. It is clear from the nature of these activities that they will not have a significant impact on the environment.

This project as a whole is therefore categorically exempt from environmental review pursuant to CEQA Guidelines section 15301 as minor alterations to existing facilities that involve negligible or no expansion of an existing or former use at the sites. The project is also categorically exempt pursuant to CEQA Guidelines section 15303 as the installation of small new equipment and construction and location of new, small structures. The project is also categorically exempt pursuant to CEQA Guidelines section 15311 as the construction of minor structures appurtenant to existing facilities. The project does not involve any unusual circumstances, will not result in damage to any scenic resources within a highway officially designated as a state scenic highway, none of the installation sites are included on any list compiled pursuant to Government Code section 65962.5, and the project will not cause a substantial adverse change in the significance of a historical resource. Therefore, none of the exceptions to exemptions listed in CEQA Guidelines section 15300.2 apply to this project and the project, when considered as a whole, will not result in a cumulative impact that is significant on the environment.

b) ☐ Agreement **IS NOT** exempt. (consult with the legal office to determine next steps)

Check all that apply

- ☐ Initial Study  
☐ Negative Declaration  
☐ Mitigated Negative Declaration  
☐ Environmental Impact Report  
☐ Statement of Overriding Considerations

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

<b>Legal Company Name:</b>	<b>Budget</b>
MCE – Community Choice Aggregation Program	\$ 1,504,500.00
RichmondBUILD	\$ 154,949.00
City of Richmond/Mobility Development	\$ 400,000.00

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



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**Legal Company Name:**

Contra Costa County

City of Concord

**J) Budget Information**

<b>Funding Source</b>	<b>Funding Year of Appropriation</b>	<b>Budget List Number</b>	<b>Amount</b>
ARFVTP	FY 18/19	601.118K	\$2,467,067
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&amp;D Program Area: Select Program Area TOTAL: \$

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

**K) Recipient's Contact Information****1. Recipient's Administrator/Officer**

Name: Brian Kelleher

Address: 2999 Oak Rd, Ste 100

City, State, Zip: Walnut Creek, CA  
94597

Phone: (925) 256-4733

E-Mail: bkelleher@ccta.net

**2. Recipient's Project Manager**

Name: Peter Engel

Address: 2999 Oak Rd, Ste 100

City, State, Zip: Walnut Creek, CA  
94597

Phone: (925) 256-4741

E-Mail: pengel@ccta.net

**L) Selection Process Used**☒ Competitive Solicitation Solicitation #: GFO-19-603☐ First Come First Served Solicitation Solicitation #: - -**M) The following items should be attached to this GRF**

1. Exhibit A, Scope of Work
2. Exhibit B, Budget Detail
3. CEC 105, Questionnaire for Identifying Conflicts
4. Recipient Resolution
5. CEQA Documentation

☒ N/A☒ N/A☒ Attached☒ Attached☒ Attached☐ Attached☐ Attached\_\_\_\_\_  
**Agreement Manager**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Office Manager**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Deputy Director**\_\_\_\_\_  
**Date**

<b>Legal Company Name:</b>	<b>Budget:</b>
City of Pittsburgh/Future Build	\$180,000.00
Advanced Mobility Group	\$97,812.00
Richmond Community Foundation	\$75,000
Mobility Development Operations, LLC	\$76,000
NET Electric Inc.	\$30,000
TBD- EV charging technical assistance	\$108,750.00
TBD- Mechanics instruction	\$90,010.00

## Exhibit A SCOPE OF WORK

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		OUTREACH
3	X	EVSE DEPLOYMENT
4		EBIKE PROGRAM OUTREACH
5		WORKFORCE DEVELOPMENT
6		ELECTRIC VEHICLE CAR SHARE

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Peter Engel		
2	Kirsten Riker, Brett Wiley, Creighton Randall, Gloria Huerte, Denee Evans, Sara Bellafronte	Advanced Mobility Group, MCE, Mobility Development, City of Richmond, City of Pittsburg	Contra Costa County
3	Brett Wiley, Denee Evans, Sara Bellafronte	MCE, City of Richmond, City of Pittsburg	City of Concord
4	Kirsten Riker	Advanced Mobility Group	
5	Denee Evans, Sal Vaca, Sara Bellfronte, Gerry Dunbar	City of Richmond, Richmond BUILD, City of Pittsburg, Future Build	
6	Creighton Randall, Gloria Huerte, James Becker, Denee Evans	Mobility Development/Miocar, Richmond Community Foundation, City of Richmond	

## GLOSSARY

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

Term/ Acronym	Definition
CAM	Commission Agreement Manager
Clean Transportation Program	Formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program
CPR	Critical Project Review
eBike	Electric Bicycle
EVSE	Electric Vehicle Supply Equipment
FTD	Fuels and Transportation Division
Recipient	Contra Costa Transportation Authority

## Background

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program, formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). The statute authorizes the California Energy Commission (CEC) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change, clean air, and alternative energy policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the Clean Transportation Program through January 1, 2024. The Clean Transportation Program 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 August 12, 2020, the CEC released a Grant Solicitation and Application Package entitled “Electric Vehicle Ready Communities Phase II- Blueprint Implementation” under the Clean Transportation Program. This competitive grant solicitation was for Phase II of a two-phase effort to implement projects developed and identified in Phase I, Blueprint Development, of the Electric Vehicle Ready Communities Challenge. In response to GFO-19-603, the Recipient submitted application #3 which was proposed for funding in the CEC’s Notice of Proposed Awards on January 8, 2021. GFO-19-603 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 CEC’s Award, CEC’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 lack of access to electric vehicle charging stations continues to be a principal barrier to the utilization of electric vehicles among individuals who rent or lease housing, including low-income communities. The knowledge gaps around electric modes of transportation and costs continue to hinder the development and widespread use of zero emission transportation modes in Contra Costa communities. The market barriers such as inadequate consumer knowledge and limited supply of EVSEs further the social injustice for low-income individuals. The communities targeted for this Agreement are noted to have greater H2S emissions, excessive noise, and health and safety issues.

Barriers need to be addressed now. The funding from GFO-19-603 will make electric vehicle charging an option in multi-dwelling units in low-income communities and will provide access to zero emission transportation, marketing and education of the technology, and workforce training of EV technology. Markets are slow to provide electrification and equality to low-income communities. This grant will help provide the much needed EVSE infrastructure and electric transportation in the form of all electric carshare, and electric bike share.

## Goals of the Agreement:

The goal of this Agreement is to implement strategies from the Blueprint including acceleration of the use of zero-emission vehicles (ZEVs), all-electric car share, workforce training of electric vehicle (EV) technicians, educational outreach, and the installation of Level 1 and Level 2 electric vehicle supply equipment (EVSE) in multifamily dwellings and public locations in underserved communities in Contra Costa County. The Agreement will also provide rebates to low-income residents for electric-assist bicycles and leverage an existing electric bike-share program in Richmond.

## Objectives of the Agreement:

The objectives of this Agreement are to reduce GHG by the implementation of EVSEs, electric car share, and electric bicycle owners and electric bike share. A methodology has been developed to determine emissions reductions calculations.

### Technical and Economic Objectives

Job Training	Having a skilled workforce in EVSE installation and maintenance and EV technicians will have a direct impact on local economies and widespread deployment of electric vehicles.
Access to EV charging	This Agreement will directly benefit renters in low-income communities, improving economic equity.
Access to electric car sharing	This Agreement will benefit low-income individuals in some neighborhoods in Richmond where mobility options are limited providing greater access to zero emission mobility options and fewer health impacts resulting from internal combustion engine emissions.
Access to electric bicycles	This Agreement will improve zero emission mobility access to individuals who can't afford a car, as a bicycle is the most affordable form of transportation. Electric bicycles offer more range to allow for necessary trips (work, medical, education, shopping) increasing the opportunity for economic security.

## TASK 1 ADMINISTRATION

### Task 1.1 Attend Kick-off Meeting

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



**The Recipient shall:**

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

**Recipient Products:**

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

**Commission Agreement Manager Product:**

- Kick-Off Meeting Agenda

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

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

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

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

**The CAM shall:**

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the CEC, 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 CEC 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 CEC funds (Options)
- CEC'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 CEC 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 CEC 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 CEC 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 CEC 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 CEC 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 CEC 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 CEC an opportunity to review the subcontracts to ensure that the tasks are consistent with this Agreement, and that the budgeted expenditures are reasonable and consistent with applicable cost principles.

**The Recipient shall:**

- Manage and coordinate subcontractor activities.

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

**Products:**

- Draft subcontracts
- Final subcontracts

## **TECHNICAL TASKS**

### **TASK 2 OUTREACH**

The goal of this task is to reach multifamily building owners, community stakeholders and low-income residents with educational opportunities to learn about EVSE, electric car share, workforce development training, and electric bicycle rebates and electric bikeshare.

**The Recipient shall:**

- Identify target communities and create an *Outreach Schedule and Plan*. Submit a copy to the CAM.
- Conduct multimedia marketing and outreach using communication tools such as social media, press releases, and flyers for print and electronic distribution. Summarize marketing and outreach efforts in a *Multimedia Marketing Pieces* document. Submit a copy to the CAM.
- Coordinate with CEC for possible joint media releases and events.
- Conduct virtual community meetings.
- Write articles for city newsletters, local papers, and on-line bulletins.
- Summarize Task 2 activities in *Documentation of Outreach Activities*. Submit a copy to the CAM.

**Products:**

- Outreach Schedule & Plan
- Multimedia Marketing Pieces
- Documentation of Outreach Activities

### **TASK 3 EVSE DEPLOYMENT**

The goal of this task is to conduct EVSE installations in low-income communities.



**The Recipient shall:**

- Conduct community assessments in conjunction with staff from three identified low-income communities and report the results in a *Community Assessment Memo*. Submit a copy of the memo to CAM.
- Conduct EVSE digital marketing outreach and postcard mailings in at least three identified low-income communities. Submit *Copy of Outreach Materials* to CAM.
- Conduct EVSE site assessments in conjunction with staff from the three or more identified low-income communities and report the results in a *Site Assessment Memo* for each site selected. Submit a copy of each memo to CAM.
- Provide technical assistance for installation and obtain permits.
- Provide supporting materials such as welcome packets to site hosts.
- Develop rebate system and provide incentive rebates to site hosts. Compile List of Incentive Rebates and submit to CAM.
- Ensure the installation of a minimum of 261 Level 2 ports and 524 Level 1 ports at a minimum of 45 sites.
- Submit an AB 841 Certification that certifies the project has complied with all AB 841 (2020) requirements specified in Exhibit C or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient's authorized representative.
- Submit EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program certified electrician that installed electric vehicle charging infrastructure or equipment. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.
- Conduct program follow-up surveys. Summarize results in a *Rebate and Survey Summary* and submit to CAM.

**Products:**

- Community Assessment Memo
- Copy of Outreach Material(s) sent to site hosts
- Site Assessment Memos
- List of Incentive Rebates provided to site hosts
- AB 841 Certification signed by Recipient's authorized representative
- EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program certified electrician
- Rebate and Survey Summary

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

#### **TASK 4 E-BIKE REBATE PROGRAM**

The goal of this task is to reach multifamily building owners, community stakeholders and low-income residents with educational opportunities to learn about EVSE, electric car share, workforce development training, and electric bicycle rebates and electric bikeshare.

**The Recipient shall:**

- Create *Web and Print Rebate Application Form and FAQs* (in Spanish and English). Submit copies to CAM.
- Conduct multimedia marketing and outreach using communication tools such as social media, press releases, and flyers for print and electronic distribution. Summarize marketing and outreach efforts in a *Multimedia Marketing Pieces* document. Submit copy to CAM.
- Write articles for city newsletters, local papers, and on-line bulletins.
- Manage rebate applications and disseminate a minimum of 100 rebate awards.
- Survey rebate recipients within six months of rebate approval.
- Develop an *Annual E-Bike Program Report* summarizing the results of the surveys and submit to CAM.

**Products:**

- Web and Print Rebate Application Forms and FAQs
- Multimedia Marketing Pieces
- Annual E-Bike Program Report

#### **TASK 5 WORKFORCE DEVELOPMENT**

The goal of this task is to provide EVSE installation and maintenance training to disadvantaged individuals in Richmond, CA, and electric vehicle technician training to disadvantaged individuals in Pittsburg, CA.

**The Recipient shall:**

- Create course curriculum and schedules for EVSE installation, EVSE maintenance training, and electric vehicle technician training. Summarize in a *Curriculum Outline and Schedule* document and submit a copy to CAM.
- Obtain necessary instructors and class materials.
- Conduct outreach to the Richmond and Pittsburg communities.
- Conduct a minimum of eight courses at no cost to students and train a

minimum of 50 students.

- Assist students with job placement and share job placement opportunities with students. Summarize opportunities in a *List of Job Placement Opportunities* document and provide a copy to CAM.
- Track job placement opportunities and jobs secured by students.
- Develop an *Annual Workforce Development Report* summarizing efforts and results. Submit to CAM.

**Products:**

- Curriculum Outline and Schedule
- List of Job Placement Opportunities shared with students
- Annual Workforce Development Report

**TASK 6 ELECTRIC VEHICLE CAR SHARE**

The goal of this task is to provide residents of low-income housing flexible access to electric vehicles by developing and operating an electric vehicle car sharing service in Richmond, CA.

**The Recipient shall:**

- Conduct a community assessment in conjunction with staff from Richmond and Richmond Community Foundation, and report the results in a *Community Assessment Memo*.
- Develop a carsharing program, including deploying a smartphone app and all other necessary billing, tracking, and other software. Any personal information as defined under the Information Practices Act (California Civil Code section 1798 et seq.) that is collected by Recipient shall not be sent to the CEC. Recipient shall also ensure that it complies with all applicable laws concerning personal information, including but not limited to the Information Practices Act.
- Conduct community outreach in English and Spanish, and report the results in an *Outreach Activities Memo*.
- Obtain required permits from the City of Richmond and any other permitting authority, as required by law.
- Ensure that electric vehicle charging is available and adequate to operate the service before any electric vehicles are procured.
- Acquire a minimum of ten electric vehicles, and ensure they are equipped with telematics and any other devices or software necessary to operate the service.
- Insure, register, and maintain the vehicles.
- Promote the community car share.

- Operate an electric vehicle car sharing service in Richmond, CA for a minimum of 32 months.
- Operate the carsharing service with a minimum of five cars for a minimum of 32 months..
- Operate the carsharing service with a minimum of ten cars for a minimum of 20 months within the 32-month service period..
- Track usage and report results in an *Annual EV Car Share Report* and submit to CAM.

**Products:**

- Community Assessment Memo
- Outreach Materials and Outreach Activities Memo
- Annual EV Car Share Report

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 (CEC) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

**RESOLVED**, that the CEC approves Agreement ARV-20-008 with Contra Costa Transportation Authority (CCTA) for a \$2,467,067 grant to implement key strategies outlined in CCTA's EV Readiness Blueprint adopted by the CCTA Board in 2019. Key strategies include: expanded access to EV chargers at multiunit dwellings and public locations to improve health and welfare of residents who face barriers to zero emission mobility options; workforce development programs that train local residents in underserved communities to repair EVs and install/maintain EV supply equipment; and implementing car share programs to provide reliable transportation options in underserved communities; and

**FURTHER BE IT RESOLVED**, that the Executive Director or his/her designee shall execute the same on behalf of the CEC.

**CERTIFICATION**

The undersigned Secretariat to the CEC 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 CEC held on March 17, 2021.

AYE:

NAY:

ABSENT:

ABSTAIN:

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Patricia Carlos  
Secretariat

