



STATE OF CALIFORNIA

# GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

**A) New Agreement #** ARV-20 -007 (to be completed by CGL office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Kyle Corrigan	6	916-776-7195

C) Recipient's Legal Name	Federal ID #
City of Sacramento	94-6000410

D) Title of Project
Sacramento Electric Vehicle (EV) Blueprint Phase 2 - Implementation

### E) Term and Amount

Start Date	End Date	Amount
3 / 17 / 2021	3 / 30 / 2024	\$ 1,825,418

### 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 Kyle Corrigan Time Needed: 5 minutes  
 Please select one list serve. Altfuels (AB118- ARFVTP)

### Agenda Item Subject and Description:

CITY OF SACRAMENTO. Proposed resolution approving Agreement ARV-20-007 with the City of Sacramento for a \$1,825,418 grant to implement various projects to support the adoption of EVs identified in the City's EV Ready Communities Challenge Blueprint, and adopting staff's determination that this action is exempt from CEQA. Under this agreement, the City of Sacramento will install EV charging infrastructure, implement an E-bike pilot program, and conduct activities and outreach to ensure projects benefit disadvantaged and low-income communities.

### G) California Environmental Quality Act (CEQA) Compliance

- 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 .
- If Agreement is considered a "Project" under CEQA:
  - Agreement **IS** exempt.
    - Statutory Exemption. List PRC and/or CCR section number:
    - Categorical Exemption. List CCR section number: Cal. Code Regs., tit. 14, §§ 15301, 15303, 15311
    - Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section: This project involves installation of electric vehicle (EV) chargers and associated equipment. Approximately 34 EV chargers and associated equipment will be installed at 13 existing sites in the City of Sacramento. The chargers are approximately the size of a parking meter. The chargers will be installed



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in existing paved parking lots and connected to existing electrical panels. Minor trenching may be needed to lay two-inch conduit from the electrical panels to the charging equipment, totaling approximately 2 cubic feet per foot of distance from the electrical panel. The trenching will take place on currently paved ground, will not involve the removal of any trees, and the surfaces will be restored.

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>
Sacramento Air Quality Management District	\$ 500,000.00
UC Davis Institute of Transportation Studies	\$ 99,898.00
TBD (multiple companies)	\$ 740,720.00

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

<b>Legal Company Name:</b>
UC Davis Institute of Transportation Studies
Sacramento Air Quality Management District

**J) Budget Information**



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Funding Source	Funding Year of Appropriation	Budget List Number	Amount
AREVTP	18-19	601.118k	\$1,825,418
Funding Source			\$

R&D Program Area: N/A TOTAL: \$

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

K) Recipient's Contact Information

1. Recipient's Administrator/Officer

Name: Jose LEdesma  
 Address: 915 I Street  
 City, State, Zip: Sacramento, CA 95814  
 Phone: (916) 808-8195  
 E-Mail: jledesma@cityofsacramento.org

2. Recipient's Project Manager

Name: Jennifer Venema  
 Address: 915 I Street  
 City, State, Zip: Sacramento, CA 95814  
 Phone: (916) 808 1859  
 E-Mail: jvenema@cityofsacramento.org

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                         | <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

3/10/2021  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Office Manager

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Deputy Director

\_\_\_\_\_  
 Date

## Exhibit A SCOPE OF WORK

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Monitoring and Equity Strategy
3		Engagement and Relationship Building With Disadvantaged and Low-Income Communities
4	X	Mobility Program
5		EV Infrastructure Installations
6		E-Bike Pilot
7		Evaluation of EV Awareness and Adoption

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Jennifer Venema – City of Sacramento Jenna Hahn – City of Sacramento		
2	Jennifer Venema – City of Sacramento Jenna Hahn – City of Sacramento Aimee Barnes – City of Sacramento	Subcontractor (TBD)	SacPEV Collaborative Disadvantaged Communities Subcommittee, Environmental Justice Collaborative Governance Advisory Committee, Capital Region Climate Readiness Collaborative, SacRT, SacEV Association

<b>Task #</b>	<b>Key Personnel</b>	<b>Key Subcontractor(s)</b>	<b>Key Partner(s)</b>
3	<p>Jennifer Venema - City of Sacramento</p> <p>Jenna Hahn – City of Sacramento</p> <p>Lynette Hall – City of Sacramento</p> <p>Dana Mahaffey – City of Sacramento</p> <p>Brianna Moland – City of Sacramento</p> <p>Aimee Barnes – City of Sacramento</p> <p>Donald Gensler – City of Sacramento</p> <p>Judy Robinson – SacPEV Collaborative</p> <p>Bill Boyce – SMUD</p> <p>Jaime Lemus – SMAQMD</p> <p>Raef Porter – SMAQMD</p> <p>Dahlia Garas – UC Davis, ITS</p> <p>Judy Robinson – SacPEV Collaborative</p>	<p>Subcontractor (TBD)</p> <p>Translation Service (TBD)</p> <p>Artist subcontractor (TBD)</p> <p>Printing (TBD)</p>	<p>Office of Arts &amp; Culture; Youth, Parks, &amp; Community Enrichment Department; Sacramento Library; Environmental Justice Collaborative Governance Committee, SacPEV Collaborative, SMUD, SMAQMD, Breathe California, UC Davis ITS, SacEV Association, Center for Sustainable Energy, Capital Region Climate Readiness Collaborative, assorted local community and business groups</p>
4	<p>Jennifer Venema - City of Sacramento</p> <p>Jenna Hahn – City of Sacramento</p> <p>Steffani Charkiewicz – SMAQMD</p> <p>Gina O’Neal – SMAQMD</p> <p>Mike Neuenberg – SMAQMD</p> <p>Raef Porter – SMAQMD</p>	<p>SMAQMD</p>	<p>Gig; Zipcar; Breathe California; SacPEV Collaborative; Sacramento County; Legal Services of Northern California; Sacramento Library Authority; Youth, Parks, &amp; Community Enrichment Department; SacRT</p>

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
	Jaime Lemus – SMAQMD Sloane Morgan – GIG Car Share Dana Mahaffey – City of Sacramento Brianna Moland – City of Sacramento Lynette Hall – City of Sacramento Judy Robinson – SacPEV Collaborative		
5	Jennifer Venema - City of Sacramento Jenna Hahn – City of Sacramento Joseph Gluvers – City of Sacramento Dana Mahaffey – City of Sacramento Brianna Moland – City of Sacramento Mike Neuenberg – SMAQMD Raef Porter – SMAQMD Jaime Lemus – SMAQMD Lynette Hall – City of Sacramento Kriztina Palone – City of Sacramento Cathy Crosthwaite– Sacramento Library David Hillier – Sacramento Library Travis McCleary – California Conservation Corps	ChargePoint (Vendor) Subcontractor (TBD)	California Conservation Corps; Youth, Parks, & Community Enrichment Department; Sacramento Library; California Mobility Center; GRID Alternatives; SacPEV Collaborative,

<b>Task #</b>	<b>Key Personnel</b>	<b>Key Subcontractor(s)</b>	<b>Key Partner(s)</b>
6	Jennifer Venema - City of Sacramento Jenna Hahn – City of Sacramento Joseph Gluvers – City of Sacramento Andrew Hart – City of Sacramento Valerie Hermanson – City of Sacramento Cathy Crosthwaite – Sacramento Library Lynette Hall – City of Sacramento	Maintenance contractor (TBD)	Sacramento Library Authority, SacPEV Collaborative
8	Jennifer Venema - City of Sacramento Jenna Hahn – City of Sacramento Dahlia Garas – UC Davis, ITS Scott Hardman – UC Davis, ITS Judy Robinson – SacPEV Collaborative	UC Davis ITS	SMAQMD; Breathe California; Sacramento Public Library; SacPEV Collaborative; SacRT, SMUD; Youth, Parks, & Community Enrichment Department

## **GLOSSARY**

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

<b>Term/ Acronym</b>	<b>Definition</b>
CAM	Commission Agreement Manager
CCC	California Conservation Corps
City	City of Sacramento
Clean Transportation Program	Formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program
CPR	Critical Project Review
DAC	Disadvantaged Communities

<b>Term/ Acronym</b>	<b>Definition</b>
E-Bike	Pedal assisted electrical bicycle
ESR	SMUD's Electric Service Requirement
EV	Electric vehicle
EVSE	EV supply equipment (chargers)
FTD	Fuels and Transportation Division
ITS	UC Davis Institute of Transportation Studies
LIC	Low-Income Communities
Recipient	City of Sacramento
SacEV	Sacramento EV Association
SacPEV Collaborative	Sacramento Area Plug-In Electric Vehicle Collaborative
SacRT	Sacramento Regional Transit
SMAQMD	Sacramento Metropolitan Air Quality Management District
SMUD	Sacramento Municipal Utility District
ZEV	Zero-emission vehicle

## **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 #1 which was proposed for funding in the CEC’s Notice of Proposed Awards on January 8, 2020. 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 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:**

Despite momentum towards goals established in the City of Sacramento’s EV Strategy, continued investment is critical to achieve transformative progress in EV equity, access, and infrastructure. In addition, the City has opportunity to expand community-based engagement efforts and deepen the benefits of zero-emission technologies for Sacramento’s communities. To date, the majority of EV programs and infrastructure have been located in the City’s Downtown core, largely due to density of development and jobs. Public investment is key to address the gaps in geographic and programmatic implementation and advance equitable ZEV investments. Phase I planning, analysis, and outreach confirmed the desire to expand beyond the existing approach and services, which tend to benefit early adopters or visitors from outside the City. Further investment is needed to serve the City’s diverse businesses and residents more equitably, placing special focus on disadvantaged and low-income communities and neighborhoods that have had a history of underinvestment in clean mobility options, and are challenged to utilize other privately operated infrastructure or programs. Phase II investment, via this Agreement, will address market gaps in the ZEV ecosystem.

ZEV technologies offer cleaner air, more affordable and reliable transportation, and new workforce opportunities. Funding from this Agreement will help the City achieve these outcomes. By leveraging collective investments, the City, together with both public and private partners, can realize a carbon-neutral mobility system that is clean, affordable, and accessible, with economic benefits for people of all abilities, incomes, and characteristics. Inadequate consumer knowledge about EVs, their benefits, supportive programs, and opportunities persists. Often, EVs are perceived as expensive vehicle alternatives, unreliable, or reserved for the elite. Dispelling myths about EV mobility and increasing understanding of the connection to local public health outcomes and climate change, requires intentional relationship building, education, and engagement. Communities need to have access to EV infrastructure, supportive programs, and tailored participation in order to have local buy-in.

### **Goals of the Agreement:**

The goal of this Agreement is to implement high-impact EV programs, outreach, and evaluation, including to increase public charging infrastructure at community facing facilities; build relationships and implement highly localized outreach, education, and engagement activities around zero-emissions transportation access; increase equity and address frontline community needs with ZEV technologies; and identify and test technologies, partnership models, programs, and processes that can serve as templates for other entities to approach similar mobility issues.

### **Objectives of the Agreement:**

The objectives of this Agreement are to install at least 34 EV chargers (66 EV connectors) across 13 public libraries and community centers, with at least two thirds of connectors located in disadvantaged communities. In addition, the City will procure 30 e-bikes for a pilot lending program operated by the Library, and the AQMD will offer incentives for at least 150 eligible car share members in project neighborhoods for a minimum of 18 months. The California Conservation Corp will engage at least 10 Corps members consisting of local youth for job training and installation support. An equity-based evaluation will yield further metrics to evaluate the Agreement project's impact on equity, EV adoption, and other community indicators to be developed through Agreement project tasks. UC Davis ITS will evaluate performance and present findings on the impact of the Agreement project strategies on EV adoption and equity. Importantly, the Agreement project will also focus on building meaningful relationships with community members and groups to increase education, awareness, and community input. New information will be available regarding the success of E-mobility hub and EV ecosystem elements such as E-bike lending, car share, connection to transit and active transportation, and workforce training.

## **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 – MONITORING AND EQUITY STRATEGY**

The goal of this task is to develop a results-based accountability approach for ongoing monitoring, reporting, and equity that will appropriately track key metrics from projects implemented under this Agreement to determine if milestones, goals, and objectives have been met, as well as provide key data for communication materials. This task will establish a monitoring and equity strategy, tracking tool, and an equity baseline understanding as it relates to Agreement implementation to ensure unique community dynamics and equity considerations continue to be integrated appropriately throughout the entire implementation process.

**The Recipient shall:**

- Establish and deliver a *Report summarizing key project metrics, including milestones, goals, and objectives*
- Establish monitoring and equity strategies, a tracking tool, and equity baseline
- Quantify key project metrics of success
- Update and track metrics regularly and as information becomes available
- Advise and engage project partners in establishing and quantifying equity metrics
- Write *Monitoring and reporting framework summary*
- Develop monitoring and reporting tool or dashboard
- Write *Report summarizing monitoring and reporting tool or dashboard*
- Involve the City’s Diversity and Equity Manager to confirm and evaluate project approach to equity and performance
- Engage and collaborate with the SacPEV Collaborative Committee as a steering committee, including the SacPEV Collaborative Disadvantaged Community Subcommittee, and collaborate with the Environmental Justice Collaborative Governance Committee and other local community-based organizations and partners for guidance and input
- Write *Report summarizing equity baseline analysis and strategy*
- Write *Report summarizing equity evaluation of projects*

**Products:**

- Report summarizing key project metrics, including milestones, goals, and objectives
- Monitoring and reporting framework summary
- Report summarizing monitoring and reporting tool or dashboard
- Report summarizing equity baseline analysis and strategy
- Report summarizing equity evaluation of projects

**TASK 3 ENGAGEMENT AND RELATIONSHIP BUILDING WITH DISADVANTAGED COMMUNITIES (DAC) AND LOW-INCOME COMMUNITIES (LIC)**

The goal of this task is to implement a comprehensive, replicable model for inclusive, community-informed, highly localized outreach, education, and engagement activities around zero-emissions transportation access and equity in low-income and disadvantaged communities. This task aims to develop and strengthen relationships with community members and organizations, increase awareness of – and access to – EV technologies with disadvantaged and low-income residents, increase feedback opportunities and processes, and share lessons learned with other organizations and municipalities. Education and outreach efforts, tools, and materials aim to use diverse and creative approaches in order to reach a wide audience for engagement.

**The Recipient shall:**

- Perform community-driven, place-based outreach around ZEV transportation to help residents access pilots and programs
- Collaborate with project partners to coordinate various outreach efforts and strategize for cross-agency messaging, including coordination for any program launches or planned events
- Translate materials in several languages, as appropriate and to incorporate the languages of Sacramento’s diverse communities
- Develop an *Engagement Strategy*, which shall include, but is not limited to the following:
  - Purpose and goals
  - Stakeholder (individual, group, and organization) list
  - A list of community panels, committees, and working groups to participate in, support, and leverage
  - Tailored educational materials
  - Facilitation/listening/learning techniques to gather input

- Appropriate incentives for community participation
- Engage with related efforts in the community to amplify impact, including environmental justice initiatives and community-based organization efforts
- Attend events (virtual or in person) as determined by the engagement strategy
- Facilitate introductions and relationship building
- Coordinate with the City's Community Engagement Manager and the City's Diversity and Equity Manager to determine appropriate strategies and opportunities to align with or leverage existing outreach activities.
- Distribute incentives for participation, time, and local expertise to community members.
- Support for launch of other project elements
- Organize *Outreach Materials*, including recruiting/procuring local artist(s) and developing EV art/education content (*EV/carbon-neutral comic publication*)
- Leverage *Outreach Materials* for online engagement, events, and outreach opportunities
- Write *Engagement and Relationship building summary, including description of online engagement, events, and outreach materials*

**Products:**

- Engagement Strategy
- Outreach Materials
- EV/carbon-neutral comic publication (print and digital content)
- Engagement and Relationship building summary (description of online engagement, events, and outreach materials)

**TASK 4 MOBILITY PROGRAM**

The goal of this task is to expand access to EV car share and alternative mobility options, including trip subsidies and programs that provide transportation options.

**The Recipient shall:**

- Launch a new site for all-electric Our Community CarShare expansion in an LIC and/or DAC area, for a minimum of 18 months of operation.
- Develop and provide program funding that supports car share, transit ridership, and other forms of innovative, zero-emission mobility
- Recruit, engage, and educate car share drivers, providing translated materials or services as needed

- Subsidize outreach and carshare Our Community CarShare trips for at least 150 eligible members for at least 18 months. Write *Quarterly car share reports* which shall include, but not be limited to:
  - Membership counts and demographics
  - Performance metrics for car share and related mobility programs
- Write *Car share program outreach summary*, which shall include materials from the car share program recruitment and engagement
- Support members of the community with expired or suspended driver's licenses and/or registrations by providing them with alternative mobility options and access to regional EV programs

**Products:**

- Quarterly car share reports
- Car share program outreach summary report

**[CPR WILL BE HELD IN THIS TASK. SEE TASK 1.2 FOR DETAILS]**

**TASK 5 EV INFRASTRUCTURE INSTALLATIONS**

The goal of this task is to install at least 34 Level 2 networked EV chargers (for a minimum of 66 EV connectors) across 13 libraries and community centers located within the City. Two thirds of connectors shall be located within disadvantaged communities.

**Recipient shall:**

- Procure, operate a minimum of 34 Level 2 EV chargers
- Install a minimum of 34 Level 2 EV Chargers, at least 21 of which shall be located within census tracts at or above the 50<sup>th</sup> percentile in CalEnviroScreen 3.0
- Procure and install EV wayfinding signage for the 13 Phase II sites and at least nine other City-owned locations with existing Level 2 charging infrastructure
- Coordinate with site hosts throughout the process from design through launch
- Design project details
- Obtain any required permits and comply with all applicable federal, state and municipal laws, rules, codes, and regulations, and including an applicable wiring configuration as defined in [SMUD's Electric Service Requirement \(ESR\)](#) document for Commercial EVs, including EV Meter Socket, as specified in Sections 7 and 11 of ESR

- Ensure charger installation is performed and overseen by a qualified and licensed contractor in accordance with all local, state, and federal codes as well as permitting and inspection requirements
- 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.
- Ensure that California Conservation Corps members (CCC) participate in training and in preparation of the charger sites. Oversee on-the-job training of CCC members for EV charger installation support
- Ensure the chargers shall remain in service at the project sites for at least 5 years after installation
- Maintain a network service agreement
- Make chargers and sites available for inspection if requested by the CEC
- Write *Report summarizing CCC training, including outcomes, lessons learned, and job-training materials*
- Deliver *Proof of operational charging equipment and installed signage*, which shall include but not be limited to:
  - Photos of each site
  - Proof of charger availability via the Alternative Fuels Data Center Station Locator tool
- Write *Semi-annual EVSE usage report*

**Products:**

- AB 841 Certification
- EVITP Certification Numbers
- Report summarizing CCC training, including outcomes, lessons learned, and job-training materials (as relevant)
- Proof of operational charging equipment and installed signage
- Semi-annual EVSE usage report

**TASK 6 E-BIKE PILOT**

The goal of this task is to introduce more diverse, affordable clean mobility options by

launching an E-Bike lending program. This program will serve low-income and disadvantaged communities.

**The Recipient shall:**

- Develop pilot E-bike program to serve low-income and disadvantaged communities
- Procure a minimum of 20 standard E-Bikes and 10 cargo E-Bikes and related equipment
- Procure supportive equipment for the E-Bike program, such as any necessary helmets, bike pumps, bike chargers, bike locks, and related program needs
- Streamline bike parking and charging infrastructure siting, design, and installation with EV charging infrastructure developed in Task 5
- Operate E-Bike lending on at least one priority library site, and other site(s) as appropriate
- Recruit, engage, and educate E-Bike riders, providing translated materials or services as needed
- Store, maintain, manage E-Bike rentals for at least two years
- Prioritize outreach among transit and active-transportation-dependent households
- Deliver *Proof of operational, installed bike infrastructure, including photos of each site*
- Write *Semi-annual E-Bike usage report*
- Write *Report summarizing E-Bike lending pilot, including outcomes and lessons learned*

**Products:**

- Proof of operational, installed bike infrastructure, including photos of each site
- Semi-annual E-Bike usage report (through 2023)
- Report summarizing E-Bike lending pilot, including outcomes and lessons learned

**TASK 7 EVALUATION OF EV AWARENESS AND ADOPTION**

The goal of this task is to evaluate the impact of previous tasks on consumer awareness of EVs, including E-Bikes and general electric mobility in Sacramento, in addition to the related impacts of recent EV investment in the community. The task will include an updated, targeted study focused on consumer awareness and engagement in the

transition to electric vehicles, and provide a benchmark to understand the impacts of projects implemented under this Agreement and recent EV investments in Sacramento. The task will build on UC Davis ITS' 2018 baseline study of EV adoption in Sacramento.

**The Recipient shall:**

- Design and program a questionnaire survey
- Develop and conduct interview questions
- Submit a *Study design inclusive of survey and interview questions*
- Administer the questionnaire survey to the sample populations using contact information provided by the City and project partners
- Clean and merge the survey data with previous survey data from the 2018 Sacramento study
- Analyze the data to understand changes since 2018, the impact of the project on EV awareness, EV adoption, and electric mobility, and the direct impact of the project on the populations targeted, including impacts on disadvantaged communities
- Prepare a *Findings report* detailing the evaluation findings which shall summarize (at a minimum): research, survey results, and interview takeaways for project impacts on EV awareness, EV adoption and electric mobility and equity

**Products:**

- Study design inclusive of survey and interview questions
- Findings report

STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CITY OF SACRAMENTO

**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-20-007 with the City of Sacramento for a \$1,825,418 grant to implement various projects to support the adoption of EVs identified in the City's EV Ready Communities Challenge Blueprint. Under this agreement, the City of Sacramento will install EV charging infrastructure, implement an E-bike pilot program, and conduct activities and outreach to ensure projects benefit disadvantaged and low-income 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