



STATE OF CALIFORNIA

# GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

## A) New Agreement # ARV-20-009 (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 #
Ventura County Regional Energy Alliance	80-0093933

D) Title of Project
Ready, Set, Go Electric Ventura County

## E) Term and Amount

Start Date	End Date	Amount
4 / 14 / 2021	6 / 30 / 2024	\$ 2,500,000

## F) Business Meeting Information

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

Proposed Business Meeting Date 4 / 14 / 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:

Ventura County Regional Energy Alliance. Proposed resolution approving Agreement ARV-20-009 with Ventura County Regional Energy Alliance for a \$2,500,000 grant to implement various projects to support the adoption of EVs that were identified in their EV Ready Communities Challenge Blueprint, and adopting staff's determination that this action is exempt from CEQA. (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, §§15301, 15303, 15311

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

This project includes (1) the installation of an electric vehicle (EV) charging station to charge a plug-in hybrid minivan, (2) the purchase of at least nine autonomous, solar powered transportable EV charging stations, and (3) the purchase of EVs, buses and a hybrid electric minivan. To accommodate the EV charging station to charge the plug-in hybrid minivan, an existing parking lot will require a



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slurry seal, new striping for parking spaces, handicap signage, and the installation of up to four bollards to protect the charging station.

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>
County of Ventura General Services Agency	\$ 1,052,890.00
Gold Coast Transit District	\$ 622,000.00
MICOP	\$ 99,960.00

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

<b>Legal Company Name:</b>
Ventura County Community College District

**J) Budget Information**



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Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTP	FY 18/19	601.118K	\$2,500,000
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&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: Heather Allen  
Address: 800 South Victoria Avenue,  
#L 1940  
City, State, Zip: Ventura, Ca 93009  
Phone: 805-654-2871  
E-Mail: Heather.Allen@ventura.org

#### 2. Recipient's Project Manager

Name: Heather Allen  
Address: 800 South Victoria Avenue,  
#L 1940  
City, State, Zip: Ventura, Ca 93009  
Phone: 805-654-2871  
E-Mail: Heather.Allen@ventura.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**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

<b>Legal Company Name:</b>	<b>Budget:</b>
City of Thousand Oaks	\$177,087.00
MV Transportation	\$483,000.00
Coverly Professional Services	Match only

**Exhibit A  
SCOPE OF WORK**

**TECHNICAL TASK LIST**

<b>Task #</b>	<b>CPR</b>	<b>Task Name</b>
1		Administration
2		EV Coach
3		Community Electric Vanpool
4		Workforce Education and Training (WET)
5	<b>X</b>	GOnow Microtransit
6		City of Thousand Oaks Electric Bus Accelerator
7		County of Ventura Electric Remote Motor Pool Transition

**KEY NAME LIST**

<b>Task #</b>	<b>Key Personnel</b>	<b>Key Subcontractor(s)</b>	<b>Key Partner(s)</b>
1	Heather Allen and Kelly Cattanach (VCREA)		
2	EV Coach TBD and Heather Allen (VCREA)		
3	EV Coach TBD (VCREA), Victor Espinosa, Chris Melton	MICOP	Ventura County General Services Agency
4	EV Coach TBD		VCCCD, TBD
5	Margaret Schoep and James Beck	GCTD	
6	John Brooks	City of Thousand Oaks	
7	Chris Melton	Ventura County General Services Agency	

**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
CEC	California Energy Commission
Clean Transportation Program	Formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program

## Ventura County Regional Energy Alliance

<b>Term/ Acronym</b>	<b>Definition</b>
CPR	Critical Project Review
FTD	Fuels and Transportation Division
GHG	Greenhouse Gas
MICOP	Mixteco Indígena Community Organizing Project
Recipient	Ventura County Regional Energy Alliance, also VCREA
VCCCD	Ventura County Community College District
WET	Workforce Education and Training

### **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. 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 #8 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, the 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:**

California has an ambitious goal to reach 5 million Zero Emission Vehicles (ZEV) by 2030. To reach this goal, significant barriers need to be overcome, particularly in deploying chargers at workplaces, multi-family housing, and in Low-income and Disadvantaged Communities. While adding EV chargers to single family residences is relatively straightforward, providing charging opportunities is much more complicated for potential EV drivers who park on-street or are unable to access charging at multi-family housing.

Lack of charging opportunities at home, at workplaces, or convenient fast charging availability causes potential EV drivers to not purchase an EV. Condo associations may not allow potential EV drivers to charge at commonly owned carports or assigned parking. Additionally, electrical rooms can be full or difficult to add new circuits or meters. Rental property owners face these issues as well and have little incentive to add charging infrastructure. Even if owners or renters are interested in adding chargers, lack of knowledge and finances holds back projects. Low-income and Disadvantaged Communities face all the above problems as well as much higher transportation costs as a percentage of income.

Five million ZEVs statewide equates to more than one-eighth of the vehicles in a community being ZEVs. According to Department of Motor Vehicle data, Ventura County currently has approximately 9,437 pure battery electric vehicles (BEV) or plug-in hybrid electric vehicles (PHEV), or 1.2% of Ventura County's 723,425 registered vehicles. To achieve the region's share of California's 5 million ZEVs by 2030, Ventura County will need 35,307 ZEVs by 2025, and 116,777 ZEVs by 2030. The good news is that recent ZEV sales across California have reached nearly 10% of new vehicles sales, but steady increases to 30 to 40% of new vehicles sales by 2030 will be needed to achieve the 2030 goal. As of January 2020, the County hosted 54 Level 1 chargers, 324 Level 2 chargers, and 100 DC Fast Chargers. To achieve California's charging infrastructure goals Ventura County will also need to develop a network of more than 3,240 EV charging stations at or near multifamily residential properties, workplaces, and public destinations by 2025. We need to develop a robust regional charging network to ensure EV drivers that they will have access to convenient charging options.

**Goals of the Agreement:**

The goal of this Agreement is to accelerate and support the deployment of electrified transportation and charging infrastructure through EV awareness, outreach, and education; by providing reliable and clean electric mobility services; and by supporting workforce engagement and training.

**Objectives of the Agreement:**

The objectives of this Agreement are to:

- Provide multilingual resources and focused outreach for Low-income and Disadvantaged Communities.
- Produce an Outreach Plan that will provide consumer assistance on EV options and information for successful EV charging infrastructure deployment and usage.

## *Ventura County Regional Energy Alliance*

- Provide reliable and clean electric mobility services to Low-income and Disadvantaged Communities and educate community members on these services.
- Develop and support EV training curriculum and courses for local colleges and universities and apprenticeship programs to create career connections, especially for educationally disadvantaged individuals through Ventura Community College District.
- Provide electric public transit buses for Thousand Oaks Transit and plans to transition their fleet to all EVs ahead of state timelines.
- Begin the transition of the County of Ventura General Services Agency's motor pool to electric vehicles.

### **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

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- 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

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- 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)

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- 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 EV COACH**

The goal of this task to help accelerate and support EV and charging infrastructure deployment throughout Ventura County and increase the number of registered EVs registered and charging stations deployed in Ventura County. This will be achieved through EV-related outreach with a special focus on multilingual outreach to Low-income and Disadvantaged Communities, hosting EV 101s and Ride and Drive events, technical assistance and support for sources of available funding, grant capacity building, creating workforce education and training (WET) opportunities with VCCCD, and assisting the Mixteco/Indígena Community Organizing Project(MICOP) with implementing a community electric vanpool

#### **The Recipient shall:**

- Establish an EV Coach for a minimum of three years to provide direct consumer assistance; serve as a resource for Ventura community and businesses; and be primary liaison for the staff of the City of Ventura and partner agencies. The EV Coach will perform the following activities, at minimum:
  - Coordinate EV education and outreach activities.

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- Develop multilingual resources such as informational brochures and media campaigns to increase awareness of EVs for distribution at EV 101s, EV Ride and Drives, as well as County Health and Wellness fairs, and Earth Day events.
  - Summarize multilingual resources and media campaign materials and disbursement plans in a *Multilingual Resource and Media Campaign Materials Summary Document*.
  - Coordinate all activities to enable VCREA to host at least two EV Ride and Drives a year for a minimum of two years for the Ventura County community.
  - Coordinate all activities to enable VCREA to host at least five EV 101s a year for three years for the Ventura County community.
  - Write and submit an *Annual Activities Report* on the EV Ride and Drives and EV 101s hosted.
  - Write *AB 1236 Permit Streamlining Report*.
  - Write *Final Outreach Report* describing all outreach and activities, information on the target communities, and including photographs.
  - Respond to requests for information, identify transport requirements, and assist with appropriate EV options, including funding opportunities, for Ventura County community members, businesses, and fleet managers to facilitate possible EV adoption.
  - Provide the EV Coach's contact information and be responsive to all communication from the Ventura County community, City staff, and partner agencies inquiring about EVs, charging stations, and available incentives.
  - Track EV pricing and related costs such as local utility rates.
  - Summarize activities conducted and submit in a *Quarterly EV Coach Report*.
- Host at least two EV Ride and Drives a year for a minimum of two years for the Ventura County community.
  - Host at least five EV 101s a year for three years for the Ventura County community.
  - Any personal information as defined under the Information Practices Act (California Civil Code section 1798 et seq.) that is collected by Recipient under 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.

### Products:

- Multilingual Resource and Media Campaign Materials Summary Document
- Annual Activities Report
- AB 1236 Permit Streamlining Report
- Final Outreach Report
- Quarterly EV Coach Report

### TASK 3 COMMUNITY ELECTRIC VANPOOL

The goal of this task is to provide reliable and clean mobility services to Low-income and Disadvantaged Community(ies). A plug-in hybrid electric minivan will be used to transport

community program participants and community leaders to and from meetings, events, appointments, and activities.

**The Recipient shall:**

- Identify Low-Income and Disadvantaged community(ies) to receive reliable and clean mobility services and submit *list of Low-Income and Disadvantaged community(ies)* identified.
- Procure and install a solar BEAM EV Arc to service the purchased plug-in hybrid minivan, and ensure that service is adequate before the vehicle is procured.
- Procure a plug-in hybrid minivan or equivalent vehicle. Recipient must use its own established procurement procedures while adhering to all applicable state and local laws and the terms and conditions of this Agreement.
- 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.
- Utilize a plug-in hybrid minivan or equivalent vehicle to provide transportation services to various meetings, events, and activities, including, but not limited to, the following:
  - Transport community members to EV 101s
  - Transport members of Tequio Youth Group between their home or school to meetings and activities offered by MICOP facilities as well as community events, including college tours and events.
  - Transport community members to EV related educational opportunities, community gatherings, public meetings and workshops.
- Write *Community Electric Vanpool Management & Operations Plan* describing the communities that will be serviced, the planned transportation services and activities over a specified period of time, and the hybrid minivan or equivalent vehicle that will be purchased based on the community requirements.
- Write *Community Electric Vanpool Final Report on Operations and Long-Term Plan* including specifications and pictures of the purchased vehicle, operational data, usage, supported services and activities, and a plan for long-term operation of the vehicle and associated services.

**Products:**

- Document listing Low-Income and Disadvantaged community(ies) identified to receive reliable and clean mobility services
- AB 841 Certification signed by Recipient's authorized representative
- EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program certified electrician
- Community Electric Vanpool Management & Operations Plan



- Community Electric Vanpool Final Report on Operations and Long-Term Plan

#### **TASK 4 WORKFORCE EDUCATION & TRAINING (WET)**

The goal of this task is to develop EV training curriculum and create career connections for educationally disadvantaged individuals by working with Ventura County Community College District (VCCCD), Union apprenticeship programs, other local colleges/universities, such as California State University, Channel Islands, to support EV training curriculum development based on regional needs and job opportunities, including courses covering EV infrastructure development.

##### **The Recipient shall:**

- Develop EV training curriculum and offer an EV-related training course approved by the Workforce Development Board, Port of Hueneme, 3C-REN, Clean Power Alliance, Ventura Community College District, and the Clean Power Alliance.
- Teach an EV-related training course at least once a semester for three years.
- Include information on internship opportunities and soft skills training, such as resume development and interviewing best practices, in the EV training curriculum.
- Write *Workforce Education and Training Report* on the EV training curriculum and offerings, including information on the EV-related training courses, value of the courses to students, and internship opportunities.

##### **Products:**

- Final Workforce Education and Training Report

#### **TASK 5 GONOW MICROTRANSIT**

The goal of this task is to increase and enhance the availability of transportation to those living in Low-income and Disadvantaged Community(ies) by providing a new clean mobility solution with the purchase of a light duty electric bus (E-bus) while accelerating the electrification of a public paratransit light-duty fleet.

##### **The Recipient shall:**

- Conduct outreach to targeted Low-Income and Disadvantaged communities and the local Neighborhood Councils through brochures, community meetings, marketing, and outreach to introduce microtransit services.
- Procure an appropriate electric bus based on analysis of requirements developed from community outreach. Recipient must use its own established procurement procedures while adhering to all applicable state and local laws and the terms and conditions of this Agreement.
- Ensure the availability of charging infrastructure is adequate to serve the bus before the vehicle is procured.
- Provide transportation services and operations to targeted communities. for three

years.

- Initiate reservation, dispatch, and reporting software.
- Write *Microtransit Management & Operations Plan* describing targeted communities, outreach materials, results of outreach used to analyze requirements and develop specifications for an electric bus, and planned services and operations over the three-year period.
- Write *Final Report on Microtransit Operations and Long-Term Plan* describing the microtransit operations to the targeted communities, including pictures; information and data on usage and costs; charger and electricity usage; route information; reservation and dispatching information; and plans for long-term operations of the microtransit service.

**Products:**

- Microtransit Management & Operations Plan
- Final Report on Microtransit Operations a

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

**TASK 6 CITY OF THOUSAND OAKS ELECTRIC BUS ACCELERATOR**

The goal of this task is to accelerate the electrification of a public transit fleet with the upgrade from two CNG cutaway buses to 100% E-buses.

**The Recipient shall:**

- Procure electric buses to replace two Compressed Natural Gas buses. Recipient must use its own established procurement procedures while adhering to all applicable state and local laws and the terms and conditions of this Agreement.
- Ensure the availability of charging infrastructure needed to serve the buses before the vehicles are procured.
- Introduce Thousand Oaks Transit staff to E-buses and facilitate a transition to an all EV fleet ahead of the state mandated timeline.
- Write *Final Report on E-bus Operations and Long-Term Plan* including information on the electric buses (with pictures), training for Thousand Oaks Transit staff for the buses, operational costs, bus routes, types of communities serviced, and plans for long-term operations.

**Products:**

- Final Report on E-bus Operations and Long-Term Plan

## **TASK 7 COUNTY OF VENTURA ELECTRIC REMOTE MOTOR POOL TRANSITION**

The goal of this task is to implement the County of Ventura General Services Agency's Strategy for Electric Vehicle Transition and quickly deploy electric vehicles into the highest utilization locations in a cost-effective fashion.

### **The Recipient shall:**

- Procure and install at least nine dual connector chargers with solar canopies capable of supporting dual connector chargers adequate to serve the vehicles based on needs and site assessments, and in conformance with all applicable laws and regulations, including obtaining any necessary permits, prior to vehicle procurement.
- Procure a minimum of eighteen appropriate electric vehicles to transition Ventura motor pool. Recipient must use its own established procurement procedures while adhering to all applicable state and local laws and the terms and conditions of this Agreement.
- 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.
- Utilize vehicle telematics and reports to monitor the utilization of the vehicles and charging infrastructure.
- Write *County Outreach Plan* describing how County staff will be trained in use of the electric vehicles and the chargers, as well as how the telematics will be used to monitor vehicles and chargers.
- Conduct outreach to County staff introducing them to the new EVs and chargers and their benefits.
- Write *Final Utilization Report*.

### **Products:**

- AB 841 Certification signed by Recipient's authorized representative
- EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program certified electrician
- County Outreach Plan
- Final Utilization Report

STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: VENTURA COUNTY REGIONAL ENERGY ALLIANCE

**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-20-009 with Ventura County Regional Energy Alliance for a \$2,500,000 grant to implement various projects to support the adoption of EVs that were identified in their EV Ready Communities Challenge Blueprint; 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 April 14, 2021.

AYE:

NAY:

ABSENT:

ABSTAIN:

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Patricia Carlos  
Secretariat