



STATE OF CALIFORNIA

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

A) New Agreement # EPC-21-007 (to be completed by CGL office)

B) Division	Agreement Manager:	MS-	Phone
ERDD	Ben Wender	43	916-776-0823

C) Recipient's Legal Name	Federal ID Number
EIQ MOBILITY, INC.	83-2444925

D) Title of Project
Building a Scalable and Repeatable School Bus Electrification Business (BuSy Bees)

E) Term and Amount

Start Date	End Date	Amount
10/30/2021	3/31/2025	\$ 2,192,175

F) Business Meeting Information

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

Proposed Business Meeting Date 10/13/2021 ☐ Consent ☒ Discussion

Business Meeting Presenter Ben Wender Time Needed: 5 minutes

Please select one list serve. EPIC (Electric Program Investment Charge)

Agenda Item Subject and Description:**eIQ Mobility**

Proposed resolution approving agreement EPC-21-007 with eIQ Mobility for a \$2,192,175 grant to fund demonstration and deployment of bi-directional charging technologies for electric school buses to minimize charging costs and provide backup power or grid export from a school bus depot located in Richmond, and adopting staff's determination that this action is exempt from CEQA. (EPIC funding) Contact: Ben Wender.

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":

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, § 15303 ; Cal. Code Regs., tit. 14, § 15304

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why Agreement is exempt under the above section: Cal. Code Regs., tit. 14, sec. 15303 provides that projects which consist of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of

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existing small structures from one use to another where only minor modifications are made in the exterior of the structure, are categorically exempt from the provisions of CEQA. This project consists of installation of new electric vehicle charging stations that will not result in serious or major disturbance to an environmental resource. Therefore, the project falls within section 15303 and will not have a significant effect on the environment.

Cal. Code Regs., tit. 14, sect. 15304 provides that projects which consist of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry and agricultural purposes are categorically exempt from the provisions of CEQA. In this project, eIQ Mobility Inc. will trench and backfill to extend electrical lines and conduit to the new electric vehicle charging stations. The trenching will occur in an existing asphalt parking lot, which will not include the removal of healthy, mature, or scenic trees. Therefore, the project falls within section 15304 and will not have a significant effect on the environment.

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

Check all that apply

- ☐ Initial Study
☐ 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)

Legal Company Name:	Budget
FIRST STUDENT, INC.	\$ 510,002 (98,030 match)
TBD - installation of chargers and equipment	\$ 400,000
BREATHE SOUTHERN CALIFORNIA	\$ 78,000
BREATHE CALIFORNIA OF THE BAY AREA, GOLDEN GATE, AND CENTRAL COAST	\$ 21,000
TBD - engineering	\$ 14,633
TBD - grid communications integration	\$ 100,000
PACIFIC GAS AND ELECTRIC COMPANY	\$ 50,000
	\$
	\$
	\$



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

Legal Company Name:

J) Budget Information

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
EPIC	20-21	301.001H	\$2,192,175
			\$
			\$
			\$
			\$
			\$

R&D Program Area: EGRO: Transportation

TOTAL: \$ 2,192,175

Explanation for "Other" selection

Reimbursement Contract #: Federal Agreement #:

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

Name: Chelle Izzi

Address: 1 California St Ste 1610

City, State, Zip: San Francisco, CA
94111-5401

Phone:

E-Mail:

chelle.izzi@nexteraenergy.com

2. Recipient's Project Manager

Name: Chelle Izzi

Address: 1 California St Ste 1610

City, State, Zip: San Francisco, CA
94111-5401

Phone:

E-Mail:

chelle.izzi@nexteraenergy.com

L) Selection Process Used

- ☒ Competitive Solicitation Solicitation #: GFO-20-304
- ☐ First Come First Served Solicitation Solicitation #:
- ☐ Non-Competitive Bid Follow-on Funding (SB 115)

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 |



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5. CEQA Documentation

☒ N/A

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☐ Attached

Agreement Manager

Date

Office Manager

Date

Deputy Director

Date

Exhibit A Scope of Work eIQ Mobility

I. TASK ACRONYM/TERM LISTS

A. Task List

Task #	CPR ¹	Task Name
1		General Project Tasks
2	X	Final System Design
3		Site Construction, Interconnection, and Commissioning
4		Development of Software Requirements and Initial Dashboards
5		Testing and Commissioning the System on Site
6	X	Demonstration of Use Cases and Measurement and Verification
7		Final Business Cases
8	X	Development of an Electrification Roadmap for Schools in California
9		Evaluation of Project Benefits
10		Technology/Knowledge Transfer Activities

B. Acronym/Term List

Acronym/Term	Meaning
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC/Energy Commission	California Energy Commission
CPR	Critical Project Review
GHG	Green House Gas
M&V	Measurement and Verification
MVP	Minimum Viable Product
RFP	Request for Proposals
TAC	Technical Advisory Committee

II. PURPOSE OF AGREEMENT, PROBLEM/SOLUTION STATEMENT, AND GOALS AND OBJECTIVES

A. Purpose of Agreement

The purpose of this Agreement is to fund the design and development of managed and bi-directional charging technologies for electric school buses that support a scalable and repeatable business model. This demonstration will collect data on several vehicle-grid integration use cases including cost management and provision of resilient back-up power to a school bus depot located in a disadvantaged community. The data, expertise, and integrated fleet scheduling and charger management technologies developed through this project will support the Recipient's goal of deploying over 3000 electric buses in California by 2030.

¹ Please see subtask 1.3 in Part III of the Scope of Work (General Project Tasks) for a description of Critical Project Review (CPR) Meetings.

Exhibit A

Scope of Work

eIQ Mobility

B. Problem/ Solution Statement

Problem

Transportation service providers and school districts adopting electric school buses face higher upfront purchase costs and operational challenges related to scheduling vehicle use, monitoring battery capacity, and optimizing charging. Existing software for school bus management needs improvement to include in-use data such as battery state of charge and maintenance and operation of charging systems. While there are opportunities to optimize charging and discharging of electric school buses to minimize total costs and provide back-up power, there is a lack of data from field operations related to the financial benefits or battery degradation impacts.

Solution

The Recipient will develop integrated electric school bus fleet scheduling and charger management software and demonstrate its performance with a deployment of a minimum of 10 and up to 20 electric school buses. The demonstration will collect data and evaluate performance in specific use cases to quantify the costs and benefits and inform a scalable and repeatable business model for electric school bus replacement.

C. Goals and Objectives of the Agreement

Agreement Goals

The goals of this Agreement are to:

1. Develop integrated school bus scheduling and charger management software that includes bi-directional capabilities;
2. Demonstrate the software developed using up to 20 electric school buses, and collect operational and performance data for a minimum of one year; and
3. Provide public information on the costs and benefits of bi-directional charging of electric school buses to inform a replicable and scalable business case for school bus electrification.

Ratepayer Benefits:² This Agreement will result in the ratepayer benefits of greater electricity reliability and lower costs by supporting the replacement of conventional school buses with electric versions and managing the charging and discharging of the vehicle batteries to provide a flexible resource for the electric grid. For example, the demonstration will reduce peak charging power demand at the site by approximately 100kW while providing back up power for local site resilience.

Technological Advancement and Breakthroughs:³ This Agreement will lead to technological advancement and breakthroughs to overcome barriers to the achievement of the State of California's statutory energy goals by: 1) developing software that enables connectivity with buses, chargers, and on-site loads, collects data from all hardware devices, and develops advanced analytics, and 2) demonstrating use of the software to optimize bi-directional school bus charging

² California Public Resources Code, Section 25711.5(a) requires projects funded by the Electric Program Investment Charge (EPIC) to result in ratepayer benefits. The California Public Utilities Commission, which established the EPIC in 2011, defines ratepayer benefits as greater reliability, lower costs, and increased safety (See CPUC "Phase 2" Decision 12-05-037 at page 19, May 24, 2012, http://docs.cpuc.ca.gov/PublishedDocs/WORD_PDF/FINAL_DECISION/167664.PDF).

Exhibit A

Scope of Work

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to minimize fleet fueling cost and improve performance of the overall energy system on site by providing back-up power to facility loads using bus batteries.

Agreement Objectives

The objectives of this Agreement are to:

- Design and procure a bi-directional charger system, complete with hardware and software to support operations.
- Deploy software that optimizes operations for various grid services using system simulations.
- Demonstrate the software using up to 20 electric school buses and optimizing for specific use cases.
- Collect data from operations including but not limited to vehicle, charger, and building load data, and quantify the value of various grid services.
- Quantify the marginal cost of participating in grid services and evaluate costs and benefits.
- Develop a strategy to replicate and scale the system to replace 3,500 school buses by 2030.
- Create awareness in the community of the benefits of electrification by organizing or participating in community events and outreach activities.
- Disseminate electrification roadmap for schools in California.
- Communicate with key stakeholders on the need for workforce development to support maintenance of new vehicles and chargers.

III. TASK 1 GENERAL PROJECT TASKS

PRODUCTS

Subtask 1.1 Products

The goal of this subtask is to establish the requirements for submitting project products (e.g., reports, summaries, plans, and presentation materials). Unless otherwise specified by the Commission Agreement Manager (CAM), the Recipient must deliver products as required below by the dates listed in the **Project Schedule (Part V)**. All products submitted which will be viewed by the public, must comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations. All technical tasks should include product(s). Products that require a draft version are indicated by marking “**(draft and final)**” after the product name in the “Products” section of the task/subtask. If “(draft and final)” does not appear after the product name, only a final version of the product is required. With respect to due dates within this Scope of Work, “**days**” means working days.

The Recipient shall:

For products that require a draft version, including the Final Report Outline and Final Report

- Submit all draft products to the CAM for review and comment in accordance with the Project Schedule (Part V). The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt, unless otherwise specified in the task/subtask for which the product is required.

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- Consider incorporating all CAM comments into the final product. If the Recipient disagrees with any comment, provide a written response explaining why the comment was not incorporated into the final product.
- Submit the revised product and responses to comments within 10 days of notice by the CAM, unless the CAM specifies a longer time period, or approves a request for additional time.

For products that require a final version only

- Submit the product to the CAM for acceptance. The CAM may request minor revisions or explanations prior to acceptance.

For all products

- Submit all data and documents required as products in accordance with the following:

Instructions for Submitting Electronic Files and Developing Software:

- **Electronic File Format**

- Submit all data and documents required as products under this Agreement in an electronic file format that is fully editable and compatible with the California Energy Commission's (CEC, Energy Commission) software and Microsoft (MS)-operating computing platforms, or with any other format approved by the CAM. Deliver an electronic copy of the full text of any Agreement data and documents in a format specified by the CAM, such as memory stick.

The following describes the accepted formats for electronic data and documents provided to the Energy Commission as products under this Agreement, and establishes the software versions that will be required to review and approve all software products:

- Data sets will be in MS Access or MS Excel file format (version 2007 or later), or any other format approved by the CAM.
- Text documents will be in MS Word file format, version 2007 or later.
- Project management documents will be in Microsoft Project file format, version 2007 or later.

- **Software Application Development**

Use the following standard Application Architecture components in compatible versions for any software application development required by this Agreement (e.g., databases, models, modeling tools), unless the CAM approves other software applications such as open source programs:

- Microsoft ASP.NET framework (version 3.5 and up). Recommend 4.0.
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5.
- Visual Studio.NET (version 2008 and up). Recommend 2010.
- C# Programming Language with Presentation (UI), Business Object and Data Layers.
- SQL (Structured Query Language).
- Microsoft SQL Server 2008, Stored Procedures. Recommend 2008 R2.

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- Microsoft SQL Reporting Services. Recommend 2008 R2.
- XML (external interfaces).

Any exceptions to the Electronic File Format requirements above must be approved in writing by the CAM. The CAM will consult with the Energy Commission's Information Technology Services Branch to determine whether the exceptions are allowable.

MEETINGS

Subtask 1.2 Kick-off Meeting

The goal of this subtask is to establish the lines of communication and procedures for implementing this Agreement.

The Recipient shall:

- Attend a "Kick-off" meeting with the CAM, the Commission Agreement Officer (CAO), and any other Energy Commission staff relevant to the Agreement. The Recipient will bring its Project Manager and any other individuals designated by the CAM to this meeting. The administrative and technical aspects of the Agreement will be discussed at the meeting. Prior to the meeting, the CAM will provide an agenda to all potential meeting participants. The meeting may take place in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.

The administrative portion of the meeting will include discussion of the following:

- Terms and conditions of the Agreement;
- Invoicing and auditing procedures;
- Administrative products (subtask 1.1);
- CPR meetings (subtask 1.3);
- Match fund documentation (subtask 1.7);
- Permit documentation (subtask 1.8);
- Subcontracts (subtask 1.9); and
- Any other relevant topics.

The technical portion of the meeting will include discussion of the following:

- The CAM's expectations for accomplishing tasks described in the Scope of Work;
 - An updated Project Schedule;
 - Technical products (subtask 1.1);
 - Progress reports (subtask 1.5);
 - Final Report (subtask 1.6);
 - Technical Advisory Committee meetings (subtasks 1.10 and 1.11); and
 - Any other relevant topics.
- Provide *Kick-off Meeting Presentation* to include but not limited to:
 - Project overview (i.e. project description, goals and objectives, technical tasks, expected benefits, etc.)
 - Project schedule that identifies milestones
 - List of potential risk factors and hurdles, and mitigation strategy

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- Provide an *Updated Project Schedule*, *Match Funds Status Letter*, and *Permit Status Letter*, as needed to reflect any changes in the documents.

The CAM shall:

- Designate the date and location of the meeting.
- Send the Recipient a *Kick-off Meeting Agenda*.

Recipient Products:

- Kick-off Meeting Presentation
- Updated Project Schedule (*if applicable*)
- Match Funds Status Letter (subtask 1.7) (*if applicable*)
- Permit Status Letter (subtask 1.8) (*if applicable*)

CAM Product:

- Kick-off Meeting Agenda

Subtask 1.3 Critical Project Review (CPR) Meetings

The goal of this subtask is to determine if the project should continue to receive Energy Commission funding, and if so whether any modifications must be made to the tasks, products, schedule, or budget. CPR meetings provide the opportunity for frank discussions between the Energy Commission and the Recipient. As determined by the CAM, discussions may include project status, challenges, successes, advisory group findings and recommendations, final report preparation, and progress on technical transfer and production readiness activities (if applicable). Participants will include the CAM and the Recipient and may include the CAO and any other individuals selected by the CAM to provide support to the Energy Commission.

CPR meetings generally take place at key, predetermined points in the Agreement, as determined by the CAM and as shown in the Task List on page 1 of this Exhibit. However, the CAM may schedule additional CPR meetings as necessary. The budget will be reallocated to cover the additional costs borne by the Recipient, but the overall Agreement amount will not increase. CPR meetings generally take place at the Energy Commission, but they may take place at another location, or may be conducted via electronic conferencing (e.g., WebEx) as determined by the CAM.

The Recipient shall:

- Prepare and submit a *CPR Report* for each CPR meeting that: (1) discusses the progress of the Agreement toward achieving its goals and objectives; and (2) includes recommendations and conclusions regarding continued work on the project.
- Attend the CPR meeting.
- Present the CPR Report and any other required information at each CPR meeting.

The CAM shall:

- Determine the location, date, and time of each CPR meeting with the Recipient's input.
- Send the Recipient a *CPR Agenda* with a list of expected CPR participants in advance of the CPR meeting. If applicable, the agenda will include a discussion of match funding and permits.

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- Conduct and make a record of each CPR meeting. Provide the Recipient with a schedule for providing a Progress Determination on continuation of the project.
- Determine whether to continue the project, and if so whether modifications are needed to the tasks, schedule, products, or budget for the remainder of the Agreement. If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Deputy Director of the Energy Research and Development Division.
- Provide the Recipient with a *Progress Determination* on continuation of the project, in accordance with the schedule. The Progress Determination may include a requirement that the Recipient revise one or more products.

Recipient Products:

- CPR Report(s)

CAM Products:

- CPR Agenda
- Progress Determination

Subtask 1.4 Final Meeting

The goal of this subtask is to complete the closeout of this Agreement.

The Recipient shall:

- Meet with Energy Commission staff to present project findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement. This meeting will be attended by the Recipient and CAM, at a minimum. The meeting may occur in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.

The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be divided into two separate meetings at the CAM's discretion.

- The technical portion of the meeting will involve the presentation of findings, conclusions, and recommended next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
- The administrative portion of the meeting will involve a discussion with the CAM and the CAO of the following Agreement closeout items:
 - Disposition of any procured equipment.
 - The Energy Commission's request for specific "generated" data (not already provided in Agreement products).
 - Need to document the Recipient's disclosure of "subject inventions" developed under the Agreement.
 - "Surviving" Agreement provisions such as repayment provisions and confidential products.
 - Final invoicing and release of retention.

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- Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Recipient and Commission staff during the meeting.
- Prepare a *Schedule for Completing Agreement Closeout Activities*.
- Provide copies of *All Final Products* on a USB memory stick, organized by the tasks in the Agreement.

Products:

- Final Meeting Agreement Summary (*if applicable*)
- Schedule for Completing Agreement Closeout Activities
- All Final Products

REPORTS AND INVOICES

Subtask 1.5 Progress Reports and Invoices

The goals of this subtask are to: (1) periodically verify that satisfactory and continued progress is made towards achieving the project objectives of this Agreement; and (2) ensure that invoices contain all required information and are submitted in the appropriate format.

The Recipient shall:

- Submit a monthly *Progress Report* to the CAM. Each progress report must:
 - Summarize progress made on all Agreement activities as specified in the scope of work for the preceding month, including accomplishments, problems, milestones, products, schedule, fiscal status, and an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. See the Progress Report Format Attachment for the recommended specifications.
- Submit a monthly or quarterly *Invoice* that follows the instructions in the “Payment of Funds” section of the terms and conditions, including a financial report on Match Funds and in-state expenditures.

Products:

- Progress Reports
- Invoices

Subtask 1.6 Final Report

The goal of this subtask is to prepare a comprehensive Final Report that describes the original purpose, approach, results, and conclusions of the work performed under this Agreement. When creating the Final Report Outline and the Final Report, the Recipient must use the Energy Commission Style Manual provided by the CAM.

Subtask 1.6.1 Final Report Outline

The Recipient shall:

- Prepare a *Final Report Outline* in accordance with the *Energy Commission Style Manual* provided by the CAM.

Recipient Products:

- Final Report Outline (draft and final)

Exhibit A

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CAM Product:

- Energy Commission Style Manual
- Comments on Draft Final Report Outline
- Acceptance of Final Report Outline

Subtask 1.6.2 Final Report

The Recipient shall:

- Prepare a *Final Report* for this Agreement in accordance with the approved Final Report Outline, Energy Commission Style Manual, and Final Report Template provided by the CAM with the following considerations:
 - Ensure that the report includes the following items, in the following order:
 - Cover page (**required**)
 - Credits page on the reverse side of cover with legal disclaimer (**required**)
 - Acknowledgements page (optional)
 - Preface (**required**)
 - Abstract, keywords, and citation page (**required**)
 - Table of Contents (**required**, followed by List of Figures and List of Tables, if needed)
 - Executive summary (**required**)
 - Body of the report (**required**)
 - References (if applicable)
 - Glossary/Acronyms (If more than 10 acronyms or abbreviations are used, it is required.)
 - Bibliography (if applicable)
 - Appendices (if applicable) (Create a separate volume if very large.)
 - Attachments (if applicable)
- Submit a draft of the Executive Summary to the TAC for review and comment.
- Develop and submit a *Summary of TAC Comments* received on the Executive Summary. For each comment received, the recipient will identify in the summary the following:
 - Comments the recipient proposes to incorporate.
 - Comments the recipient does propose to incorporate and an explanation for why.
- Submit a draft of the report to the CAM for review and comment. The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt.
- Incorporate all CAM comments into the *Final Report*. If the Recipient disagrees with any comment, provide a *Written Responses to Comments* explaining why the comments were not incorporated into the final product.
- Submit the revised *Final Report* electronically with any Written Responses to Comments within 10 days of receipt of CAM's Written Comments on the Draft Final Report, unless the CAM specifies a longer time period or approves a request for additional time.

Products:

- Summary of TAC Comments
- Draft Final Report
- Written Responses to Comments (*if applicable*)
- Final Report

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CAM Product:

- Written Comments on the Draft Final Report

MATCH FUNDS, PERMITS, AND SUBCONTRACTS

Subtask 1.7 Match Funds

The goal of this subtask is to ensure that the Recipient obtains any match funds planned for this Agreement and applies them to the Agreement during the Agreement term.

While the costs to obtain and document match funds are not reimbursable under this Agreement, the Recipient may spend match funds for this task. The Recipient may only spend match funds during the Agreement term, either concurrently or prior to the use of Energy Commission funds. Match funds must be identified in writing, and the Recipient must obtain any associated commitments before incurring any costs for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, then state this in the letter.

If match funds were a part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter:

- A list of the match funds that identifies:
 - The amount of cash match funds, their source(s) (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied.
 - The amount of each in-kind contribution, a description of the contribution type (e.g., property, services), the documented market or book value, the 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 must identify its owner and provide a contact name, address, telephone number, and the address where the property is located.
 - If different from the solicitation application, provide a letter of commitment from an authorized representative of each source of match funding that the funds or contributions have been secured.
- At the Kick-off meeting, discuss match funds and the impact on the project if they are significantly reduced or not obtained as committed. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide a *Supplemental Match Funds Notification Letter* to the CAM of receipt of additional match funds.
- Provide a *Match Funds Reduction Notification Letter* to the CAM if existing match funds are reduced during the course of the Agreement. Reduction of match funds may trigger a CPR meeting.

Exhibit A

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Products:

- Match Funds Status Letter
- Supplemental Match Funds Notification Letter *(if applicable)*
- Match Funds Reduction Notification Letter *(if applicable)*

Subtask 1.8 Permits

The goal of this subtask 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, with the exception of costs incurred by University of California recipients. Permits must be identified and obtained before the Recipient may incur any costs related to the use of the permit(s) for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If no permits are required at the start of this Agreement, then state this in the letter. If permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies: (1) the type of permit; and (2) the name, address, and telephone number of the permitting jurisdictions or lead agencies.
 - The schedule the Recipient will follow in applying for and obtaining the permits.

The list of permits and the schedule for obtaining them will be discussed at the Kick-off meeting (subtask 1.2), and a timetable for submitting the updated list, schedule, and copies of the permits will be developed. The impact on the project 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 progress reports and will be a topic at CPR meetings.

- If during the course of the Agreement additional permits become necessary, then provide the CAM with an *Updated List of Permits* (including the appropriate information on each permit) and an *Updated Schedule for Acquiring Permits*.
- Send the CAM a *Copy of Each Approved Permit*.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 days. Either of these events may trigger a CPR meeting.

Products:

- Permit Status Letter
- Updated List of Permits *(if applicable)*
- Updated Schedule for Acquiring Permits *(if applicable)*
- Copy of Each Approved Permit *(if applicable)*

Subtask 1.9 Subcontracts

The goals of this subtask are to: (1) procure subcontracts required to carry out the tasks under this Agreement; and (2) ensure that the subcontracts are consistent with the terms and conditions of this Agreement.

The Recipient shall:

- Manage and coordinate subcontractor activities in accordance with the requirements of this Agreement.

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- Incorporate this Agreement by reference into each subcontract.
- Include any required Energy Commission flow-down provisions in each subcontract, in addition to a statement that the terms of this Agreement will prevail if they conflict with the subcontract terms.
- If required by the CAM, submit a draft of each *Subcontract* required to conduct the work under this Agreement.
- Submit a final copy of each executed subcontract.
- Notify and receive written approval from the CAM prior to adding any new subcontractors (see the discussion of subcontractor additions in the terms and conditions).

Products:

- Subcontracts (*draft if required by the CAM*)

TECHNICAL ADVISORY COMMITTEE

Subtask 1.10 Technical Advisory Committee (TAC)

The goal of this subtask is to create an advisory committee for this Agreement. The TAC should be composed of diverse professionals. The composition will vary depending on interest, availability, and need. TAC members will serve at the CAM's discretion. The purpose of the TAC is to:

- Provide guidance in project direction. The guidance may include scope and methodologies, timing, and coordination with other projects. The guidance may be based on:
 - Technical area expertise;
 - Knowledge of market applications; or
 - Linkages between the agreement work and other past, present, or future projects (both public and private sectors) that TAC members are aware of in a particular area.
- Review products and provide recommendations for needed product adjustments, refinements, or enhancements.
- Evaluate the tangible benefits of the project to the state of California, and provide recommendations as needed to enhance the benefits.
- Provide recommendations regarding information dissemination, market pathways, or commercialization strategies relevant to the project products.
- Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
- Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.
- Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
- Advocate, to the extent the TAC members feel is appropriate, on behalf of the project in its effort to build partnerships, governmental support and relationships with a national spectrum of influential leaders.
- Ask probing questions that insure a long-term perspective on decision-making and progress toward the project's strategic goals.

The TAC may be composed of qualified professionals spanning the following types of disciplines:

- Researchers knowledgeable about the project subject matter;

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- Members of trades that will apply the results of the project (e.g., designers, engineers, architects, contractors, and trade representatives);
- Public interest market transformation implementers;
- Product developers relevant to the project;
- U.S. Department of Energy research managers, or experts from other federal or state agencies relevant to the project;
- Public interest environmental groups;
- Utility representatives;
- Air district staff; and
- Members of relevant technical society committees.

The Recipient shall:

- Prepare a *List of Potential TAC Members* that includes the names, companies, physical and electronic addresses, and phone numbers of potential members. The list will be discussed at the Kick-off meeting, and a schedule for recruiting members and holding the first TAC meeting will be developed.
- Recruit TAC members. Ensure that each individual understands member obligations and the TAC meeting schedule developed in subtask 1.11.
- Prepare a *List of TAC Members* once all TAC members have committed to serving on the TAC.
- Submit *Documentation of TAC Member Commitment* (such as Letters of Acceptance) from each TAC member.

Products:

- List of Potential TAC Members
- List of TAC Members
- Documentation of TAC Member Commitment

Subtask 1.11 TAC Meetings

The goal of this subtask is for the TAC to provide strategic guidance for the project by participating in regular meetings, which may be held via teleconference.

The Recipient shall:

- Discuss the TAC meeting schedule with the CAM at the Kick-off meeting. Determine the number and location of meetings (in-person and via teleconference) in consultation with the CAM.
- Prepare a *TAC Meeting Schedule* that will be presented to the TAC members during recruiting. Revise the schedule after the first TAC meeting to incorporate meeting comments.
- Prepare a *TAC Meeting Agenda* and *TAC Meeting Back-up Materials* for each TAC meeting.
- Organize and lead TAC meetings in accordance with the TAC Meeting Schedule. Changes to the schedule must be pre-approved in writing by the CAM.

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- Prepare *TAC Meeting Summaries* that include any recommended resolutions of major TAC issues.

The TAC shall:

- Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
- Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.
- Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
- Advocate on behalf of the project in its effort to build partnerships, governmental support and relationships with a national spectrum of influential leaders.
- Ask probing questions that insure a long-term perspective on decision-making and progress toward the project's strategic goals.
- Review and provide comments to proposed project performance metrics.
- Review and provide comments to proposed project Draft Technology Transfer Plan.

Products:

- TAC Meeting Schedule (draft and final)
- TAC Meeting Agendas (draft and final)
- TAC Meeting Back-up Materials
- TAC Meeting Summaries

Subtask 1.12 Project Performance Metrics

The goal of this subtask is to identify key performance targets for the project. The performance targets should be a combination of scientific, engineering, techno-economic, and/or programmatic metrics that provide the most significant indicator of the research or technology's potential success.

The Recipient shall:

- Complete and submit the draft *Project Performance Metrics Questionnaire* to the CAM prior to the Kick-off Meeting.
- Present the draft *Project Performance Metrics Questionnaire* at the first TAC meeting to solicit input and comments from the TAC members.
- Develop and submit a *TAC Performance Metrics Summary* that summarizes comments received from the TAC members on the proposed project performance metrics. The *TAC Performance Metrics Summary* will identify:
 - TAC comments the recipient proposes to incorporate into the final *Project Performance Metrics Questionnaire*.
 - TAC comments the recipient does not propose to incorporate with and explanation why.
- Submit a final *Project Performance Metrics Questionnaire* with incorporated TAC feedback.
- Develop and submit a *Project Performance Metrics Results* document describing the extent to which the recipient met each of the performance metrics in the final *Project Performance Metrics Questionnaire*.

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- Discuss the final *Project Performance Metrics Questionnaire* and *Project Performance Metrics Results* at the Final Meeting.

Products:

- Project Performance Metrics Questionnaire (draft and final)
- TAC Performance Metrics Summary
- Project Performance Metrics Results

IV. TECHNICAL TASKS

TASK 2 FINAL SYSTEM DESIGN

The goal of this task is to determine the fleet's energy requirements as well as site power availability and to complete design and procurement of engineering services for the deployment at the demonstration site. This Task will also produce a flexible software tool that can be used by other school bus fleet managers to inform charger selection and scheduling.

The Recipient shall:

- Develop a *Report and Demonstration of Charger Scheduling and Sizing Software* that includes
 - School bus fleet transportation energy requirements, operational schedule, and preliminary charging schedules
 - Charging hardware sizing requirements and options that meet operational needs
 - Estimates of charging flexibility in kWh and kW for representative days
 - Demonstration of software tools capable of optimizing charger sizing and scheduling for school bus fleet operators
- Develop a *Charging Hardware and Electric School Bus Availability and Procurement Report* that will include
 - Commercially available bi-directional chargers considered
 - Vendor and model selection criteria and quotes for charging equipment
 - Communications and hardware compatibility evaluation
 - Minimum school bus usage requirements
 - Commercially available electric school buses considered
 - Specifications of selected buses including charging and communications standards
- Develop a *Site Engineering Plan* (draft and final) that includes
 - Design and engineering of the system to perform the use cases; including but not limited to smart charging, demand response, and bi-directional discharge to on-site facilities.
 - Electrical plans for submission to local permitting authorities
 - Site plans for submission to local permitting authorities
- Develop an *Interconnection Plan and Schedule*
 - Coordinate with the utility providing service to evaluate interconnection options and requirements
 - Develop and agree upon plan to meet all interconnection requirements

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- Issue a competitive request for proposals for contracting work and select an engineering firm. Develop an *Engineering Vendor Selection Report* that includes:
 - Vendor selection criteria
 - Quotes from at least two vendors for installation services
 - Final vendor selection rationale and explanation
- Participate in the CPR meeting and prepare a *CPR Report #1* in accordance with subtask 1.3 (CPR Meetings)

Products:

- Report and Demonstration of Charger Scheduling and Sizing Software
- Charging Hardware and Electric School Bus Availability and Procurement Report
- Site Engineering Plan (draft and final)
- Interconnection Plan and Schedule
- Engineering Vendor Selection Report
- CPR Report #1

TASK 3 SITE CONSTRUCTION, INTERCONNECTION, AND COMMISSIONING

The goal of this task is to complete all procurement, construction, and deployment of the bi-directional chargers, electric school buses, and other hardware at the demonstration site. This Task includes testing connectivity between deployed assets as well as receiving permission to operate bi-directional chargers from the utility providing service.

The Recipient shall:

- Procure all equipment and services identified in Task 2 and complete all construction at the demonstration site. Provide a *System Installation and Commissioning Report* that includes the following
 - Final stamped site and electrical plans
 - Delivery receipts for major equipment
 - Receipts for contracted electrical services performed
 - Final inspection and utility verification for interconnection and permission to operate
 - Relevant interconnection agreement with utility
- Prepare on-site *Photographs of Installed and Procured Equipment*
- Submit an *AB 841 Certification* that certifies the project has complied with all AB 841 (Ting, Chapter 372, Statutes of 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. Although AB 841 becomes effective January 1, 2022, as a policy matter the CEC is applying the EVITP certification requirements to project work funded under this Agreement, regardless of whether it might be performed prior to January 1, 2022, unless an exception applies
- Submit *Electric Vehicle Infrastructure Training Program (EVITP) Certification Numbers of Each EVITP-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

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Products:

- System Installation and Commissioning Report
- Photographs of Installed and Procured Equipment
- AB 841 Certification
- Electric Vehicle Infrastructure Training Program (EVITP) Certification Numbers of Each EVITP-Certified Electrician

TASK 4 DEVELOPMENT OF SOFTWARE REQUIREMENTS AND INITIAL DASHBOARDS

The goal of this task is to build the software that will optimize operations and support user interaction with the system. The software will rely on open standards to connect with the buses and chargers, test communications, verify data integrity, and provide a user dashboard summarizing key analytics.

The Recipient shall:

- Develop a *Software Requirements Document* for a school bus manager, energy manager, and financier dashboards, including
 - Interview at least 10 and up to 30 school districts to understand their requirements from a monitoring and management system
 - Interview facility managers and/or district energy managers to understand their requirements from a monitoring and management system
 - Interview project financiers to understand their requirements from a monitoring and management system
 - Summarize the key findings of the interviews and design implications for each dashboard
- Develop and build a *Minimum Viable Product (MVP) Dashboards* for a school bus manager, energy manager, and financier including
 - Monitoring data and analytics for each dashboard based on the requirements identified
 - Performance metrics and analytics for each dashboard based on the requirements identified
- Develop a *Final Software Product Report* that documents improvements made based on feedback from school bus managers, energy managers, and financiers

Products:

- Software Requirements Document (final and draft)
- Minimum Viable Product
- Final Software Product Report

TASK 5 TESTING AND COMMISSIONING THE SYSTEM ON SITE

The goal of this task is to test the software and control system on site to ensure its safe and reliable operation and to verify that all data for conducting measurement and verification (M&V) are collected at the required granularity.

The Recipient shall:

- Create an *Initial System Test Plan*
 - Outline all components that will be connected and tested in the system
 - Outline all data that will be collected from installed assets

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- Identify how data will be communicated and stored
- Describe the testing procedure and scenarios
- Create an *Initial System Test Results Report*
 - Test connectivity among the platform and all assets
 - Review all data being collected and compare them against the System Test Plan
 - Testing of all communications between bi-directional chargers, school buses, local and networked controllers, and any other assets on site
 - Listing of all data collected, units, and time intervals including but not limited to bus battery state of charge, power delivered to and from bus, and energy delivered to and from bus
 - Summarize the results of testing and any iterations/adjustments made to the system
 - Evaluate the functionality of the MVP and report findings and needs for improvement
- Continually update to improve system operations with updates throughout project duration and create a *Final System Description*
 - Report on the improvements as compared to the MVP functionality

Products:

- Initial System Test Plan
- Initial System Test Results Report
- Final System Description

TASK 6 DEMONSTRATION OF USE CASES AND MEASUREMENT AND VERIFICATION

The goal of this task is to demonstrate the software performance in cost minimization and vehicle-to-building and/or grid export use cases, collect data for measurement and verification, and to report findings on the performance of the system. Additional grid services and use cases may be analyzed but will only be developed and demonstrated if there is a viable business case or community benefit.

The Recipient shall:

- Create an *Initial Use Cases Document* (draft and final) that
 - Describes each use case that will be demonstrated, including but not limited to charging cost optimization and vehicle-to-building back-up power and/or export to the distribution grid
 - Documents testing that will be conducted prior to demonstrating the use case
 - Outlines a priori business case including expected value and cost of the use case
 - Identifies the assumptions for cost and value of each use case demonstrated and developed as a business case
 - Conduct iterations on any use case
- Develop a *Measurement and Verification Plan* for evaluating the performance of the system in the identified use cases
 - Describe all data that will be collected, how frequently it will be sampled, and how it will be stored, including but not limited to:
 - Electric bus charging and discharging data such as: electric bus battery state of charge (%), charge session duration and location; energy delivered

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to vehicle (kWh) and power level (kW); cost of electricity during charging session (\$/kWh); PEV battery degradation over time; and energy delivered to facility circuits, the grid, or other end loads (kWh) and power level (kW)

- System cost savings, including development of appropriate baselines, such as: equipment and installation costs, estimates of operation and maintenance savings, and avoided costs of facility or distribution system upgrades
- Create a *Use Cases Performance Summary Document* (draft and final) to:
 - Summarize findings on performance of the system in the use cases and quantified benefits provided to site host and community
 - Outline the changes made to the initial system and resulting changes in performance
 - Outline a posteriori business case based on the demonstration from the use case
- Participate in the CPR meeting and prepare a *CPR Report #2* in accordance with subtask 1.3 (CPR Meetings)

Products:

- Initial Use Cases Document (draft and final)
- Measurement and Verification Plan
- Use Cases Performance Summary Document (draft and final)
- CPR Report #2

TASK 7 FINAL BUSINESS CASE

The goal of this task is to develop a viable business case and scale-up strategy for applying the technology developed in Tasks 2-6 to begin electrifying 3,500 electric school buses in California building toward 42,000 in the United States.

The Recipient shall:

- Conduct interviews with potential adopters and other key industry leaders, including but not limited to the initial school district fleet and facility managers interviewed in Task 4
- Develop a build-own-operate business model to replace school buses and create a *Final Business Case Review* (draft and final) that will:
 - Summarize the project
 - Summarize the lessons learned
 - Outline the final product including software, hardware components, open standards, and build-own-operate business model
 - Describe a pathway and timeline to replace 3,500 diesel school buses with electric alternative by 2030, including identifying priority sites
 - Describe the expected benefits including energy savings, emissions reductions, cost reductions, grid benefits, etc.
 - Develop collateral materials including workforce training and staffing needs plans

Products:

- Final Business Case Review (draft and final)

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TASK 8 DEVELOPMENT OF ELECTRIFICATION ROADMAP FOR SCHOOLS IN CALIFORNIA

The goals of this task are to engage the local community, create awareness of project findings and benefits, and develop a guide for school districts to utilize while transitioning to electric school buses.

The Recipient shall:

- Create a *Community Engagement and Awareness Plan* (draft and final) that includes details on
 - Coordinating with community-based organizations and hosting community townhall(s) with local school districts throughout the project to understand needs and input on project
 - Describing how project activities will be responsive to community feedback
 - Conducting surveys to collect rider and driver feedback
 - Visiting classrooms to deliver educational materials related to electric transportation
 - Coordinating with school districts to communicate environmental and health benefits of electric
- Work with community-based organizations to develop an *Electrification Roadmap for Schools in California* (draft and final) that includes:
 - Summary of greatest challenges faced by schools adopting electric buses as described by interviewees
 - Summary of technology and financing solutions including alternative business models
 - Strategies to lower upfront and operating costs when adopting electric school buses including but not limited to information about utility programs as well as other local, state, and federal incentives
 - Benefits and costs of enabling electric school buses in providing charging cost management and back-up power use cases
 - Prioritization of locations by feasibility, community input, and emissions reductions.
- Participate in the CPR meeting and prepare a *CPR Report #3* in accordance with subtask 1.3 (CPR Meetings)

Products:

- Community Engagement and Awareness Plan (draft and final)
- Electrification Roadmap for Schools in California (draft and final)
- CPR Report #3

TASK 9 EVALUATION OF PROJECT BENEFITS

The goal of this task is to report the benefits resulting from this project.

The Recipient shall:

- Complete three Project Benefits Questionnaires that correspond to three main intervals in the Agreement: (1) *Kick-off Meeting Benefits Questionnaire*; (2) *Mid-term Benefits Questionnaire*; and (3) *Final Meeting Benefits Questionnaire*.
- Provide all key assumptions used to estimate projected benefits, including targeted market sector (e.g., population and geographic location), projected market penetration, baseline

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and projected energy use and cost, operating conditions, and emission reduction calculations. Examples of information that may be requested in the questionnaires include:

- For Product Development Projects and Project Demonstrations:
 - Published documents, including date, title, and periodical name.
 - Estimated or actual energy and cost savings, and estimated statewide energy savings once market potential has been realized. Identify all assumptions used in the estimates.
 - Greenhouse gas and criteria emissions reductions.
 - Other non-energy benefits such as reliability, public safety, lower operational cost, environmental improvement, indoor environmental quality, and societal benefits.
 - Data on potential job creation, market potential, economic development, and increased state revenue as a result of the project.
 - A discussion of project product downloads from websites, and publications in technical journals.
 - A comparison of project expectations and performance. Discuss whether the goals and objectives of the Agreement have been met and what improvements are needed, if any.
 - Additional Information for Product Development Projects:
 - Outcome of product development efforts, such copyrights and license agreements.
 - Units sold or projected to be sold in California and outside of California.
 - Total annual sales or projected annual sales (in dollars) of products developed under the Agreement.
 - Investment dollars/follow-on private funding as a result of Energy Commission funding.
 - Patent numbers and applications, along with dates and brief descriptions.
 - Additional Information for Product Demonstrations:
 - Outcome of demonstrations and status of technology.
 - Number of similar installations.
 - Jobs created/retained as a result of the Agreement.
- For Information/Tools and Other Research Studies:
 - Outcome of project.
 - Published documents, including date, title, and periodical name.
 - A discussion of policy development. State if the project has been cited in government policy publications or technical journals, or has been used to inform regulatory bodies.
 - The number of website downloads.
 - An estimate of how the project information has affected energy use and cost, or have resulted in other non-energy benefits.
 - An estimate of energy and non-energy benefits.
 - Data on potential job creation, market potential, economic development, and increased state revenue as a result of project.

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- A discussion of project product downloads from websites, and publications in technical journals.
- A comparison of project expectations and performance. Discuss whether the goals and objectives of the Agreement have been met and what improvements are needed, if any.
- Respond to CAM questions regarding responses to the questionnaires.

The Energy Commission may send the Recipient similar questionnaires after the Agreement term ends. Responses to these questionnaires will be voluntary.

Products:

- Kick-off Meeting Benefits Questionnaire
- Mid-term Benefits Questionnaire
- Final Meeting Benefits Questionnaire

TASK 10 TECHNOLOGY/KNOWLEDGE TRANSFER ACTIVITIES

The goal of this task is to ensure the technological learning that resulted from the demonstration(s) is captured and disseminated to the range of professions that will be responsible for future deployments of this technology or similar technologies.

The Recipient Shall:

- Develop and submit a *Project Case Study Plan (Draft/Final)* that outlines how the Recipient will document the planning, construction, commissioning, and operation of the technology or system being demonstrated. The *Project Case Study Plan* should include:
 - An outline of the objectives, goals, and activities of the case study.
 - The organization that will be conducting the case study and the plan for conducting it.
 - A list of professions and practitioners involved in the technology's deployment.
 - Specific activities the recipient will take to ensure the learning that results from the project is disseminated to those professions and practitioners.
 - Presentations/webinars/training events to disseminate the results of the case study.
- Present the *Draft Project Case Study Plan* to the TAC for review and comment.
- Develop and submit a *Summary of TAC Comments* that summarizes comments received from the TAC members on the *Draft Project Case Study Plan*. This document will identify:
 - TAC comments the recipient proposes to incorporate into the *Final Technology Transfer Plan*.
 - TAC comments the recipient does not propose to incorporate with and explanation why.
- Submit the *Final Project Case Study Plan* to the CAM for approval.
- Execute the *Final Project Case Study Plan* and develop and submit a *Project Case Study (Draft/Final)*
- When directed by the CAM, develop presentation materials for an Energy Commission- sponsored conference/workshop(s) on the project.

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- When directed by the CAM, participate in annual EPIC symposium(s) sponsored by the California Energy Commission.
- Provide at least (6) six *High Quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) of pre and post technology installation at the project sites or related project photographs.

Products:

- Project Case Study Plan (Draft/Final)
- Summary of TAC Comments
- Project Case Study (Draft/Final)
- High Quality Digital Photographs

V. PROJECT SCHEDULE

Please see the attached Excel spreadsheet.

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: EIQ MOBILITY, INC.

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 EPC-21-007 with eIQ Mobility, Inc. for a \$2,192,175 grant to fund demonstration and deployment of bi-directional charging technologies for electric school buses to minimize charging costs and provide backup power or export from a school bus depot located in Richmond; and

FURTHER BE IT RESOLVED, that the Executive Director or their 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 October 13, 2021.

AYE:

NAY:

ABSENT:

ABSTAIN:

Liza Lopez
Secretariat