



STATE OF CALIFORNIA

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

A) New Agreement # ZVI-21-006 (to be completed by CGL office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Phil Cazel	6	916-897-3619

C) Recipient's Legal Name	Federal ID #
CALSTART, Inc.	95-4375022

D) Title of Project
Communities in Charge

E) Term and Amount

Start Date	End Date	Amount
12 / 08 / 2021	12 / 31 / 2025	\$ up to \$250,000,000

F) Business Meeting Information

- ARFVTP agreements \$75K and under delegated to Executive Director
- Proposed Business Meeting Date 12 / 08 / 2021 Consent Discussion
- Business Meeting Presenter Brian Fauble Time Needed: 5 minutes
- Please select one list serve. SelectAltfuels (AB 118 – ARFVTP)

Agenda Item Subject and Description:

CALSTART, Inc. Proposed resolution approving Agreement ZVI-21-006 with CALSTART, Inc. for an up to \$250,000,000 block grant to design, implement, and fund, with CEC oversight, various light-duty EV charger incentive projects throughout California, and adopting staff's determination that this action is exempt from CEQA. This agreement provides \$980,231 in grant funds for startup costs. Additional funding, up to the \$250,000,000 total, will require approval from the Executive Director of the CEC through an amendment. Additional funds may be added up to \$250,000,000 total to design and implement incentive projects, subject to future appropriations and Clean Transportation Program Investment Plan funding allocations. (Clean Transportation Program Funding and General Fund Funding) Contact: Phil Cazel (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: 14 CCR 15301, 15303

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

Under this Agreement, CALSTART will develop and implement financial incentive projects solely to fund the purchase and installation of electric vehicle charging infrastructure. The electric vehicle charging



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infrastructure will only involve commercially available products being installed predominantly in existing facilities such as commercial or multi-unit residential parking areas.

California Code Regulations (CCR) Title 14 Section 15301 provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alterations of existing public or private structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of existing or former, are categorically exempt from the provisions of CEQA. This project meets the requirements of 14 CCR 15301 because installation of the electric vehicle chargers and associated equipment will only involve minor alterations and no expansion of existing or former use since the installations will occur predominantly in existing facilities such as parking areas.

CCR Title 14 Section 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 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 meets the requirements of 14 CCR 15303 because only a limited number of new small equipment in the form of electric vehicle chargers and associated equipment will be added to existing facilities such as commercial or multi-unit residential parking areas. This work will only require minor modifications, such as small amounts of trenching, extending electrical lines to the equipment, securing the electric vehicle chargers in place, and adding signage. Therefore, the project falls within section 15303 and will not have 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
Tetra Tech, Inc.	\$ 85,000
TBD Community Partner	\$ 150,000
TBD Website Developer	\$ 150,000
TBD IPC Developer	\$ 80,000
TBD Logo & Branding Consultant	\$ 15,000

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

Legal Company Name:

J) Budget Information



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Funding Source	Funding Year of Appropriation	Budget List Number	Amount
Other	FY 21/22 ZVI	601.129ZEV	\$980,231
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&D Program Area: Select Program Area TOTAL: \$ 980,231

Explanation for "Other" selection ZVI General Fund funding

Reimbursement Contract #: Federal Agreement #:

K) Recipient's Contact Information

1. Recipient's Administrator/Officer

Name: Jasna Tomic
 Address: 48 S. Chester Ave.
 Pasadena, CA
 City, State, Zip: Pasadena, CA
 91106
 Phone: (626) 744-5695
 E-Mail: jtomic@calstart.org

2. Recipient's Project Manager

Name: Alycia Gilde
 Address: 48 S. Chester Ave.
 City, State, Zip: Pasadena, CA
 91106
 Phone: (626) 744-5600
 E-Mail: agilde@calstart.org

L) Selection Process Used

- Competitive Solicitation Solicitation #: GFO-20-607
- 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 checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |

Agreement Manager

Date

Office Manager

Date

Deputy Director

Date

Exhibit A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Block Grant Internal Controls, Processes and Procedures
3		Website Design, Development, Maintenance, and Implementation
4	X	Overall Project Plan Development
5		Targeted Incentive Project Development
6	X	Overall Incentive Project Implementation
7		Data Collection, Feedback, and Improvements
8		Overall Project Fact Sheets

GLOSSARY

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

Term/ Acronym	Definition
AB	Assembly Bill
California Native American Tribe	A Native American Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of Chapter 905 of the Statutes of 2004.
California Tribal Organization	A corporation, association, or group controlled, sanctioned, or chartered by a California Native American tribe that is subject to its laws, the laws of the State of California, or the laws of the United States.
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
Clean Transportation Program	Formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program
CPR	Critical Project Review
EV	Electric Vehicle
EVI	Electric Vehicle Infrastructure
FTD	Fuels and Transportation Division

Incentive Project	Electric Vehicle Charger Incentive Project
Recipient	CALSTART, Inc.
SOP	Standard Operating Procedure
Tribal Communities	A group of people living within reservation or allotment boundaries, living on land that otherwise falls under the ownership or jurisdiction of a California Native American Tribe, or that is served by a California Native American tribe or other California Tribal Organization, regardless of whether or not those people are tribal members of one or another tribe or are not tribal members.

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 policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorized the Clean Transportation 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.

The Budget Act of 2021 (AB 128, Ting, Chapter 21, Statutes of 2021, as amended by Senate Bill (SB) 129, Skinner, Chapter 69, Statutes of 2021 and SB 170, Skinner, Chapter 240, Statutes of 2021) appropriated \$785,000,000 from the General Fund to support infrastructure deployments and manufacturing projects for zero-emission light-duty and medium- and heavy-duty vehicles.

On April 5, 2021, the CEC released a Grant Solicitation and Application Package entitled “Second Block Grant for Light-Duty Electric Vehicle Charger Incentive Projects” under the Clean Transportation Program. This competitive grant solicitation was to seek block grant

implementer(s) to design and implement up to \$500 million or more in grant funds for various light-duty electric vehicle charger incentive projects throughout California. In response to GFO-20-607, the Recipient submitted application #1 which was proposed for funding in the CEC's Notice of Proposed Awards on September 3, 2021. GFO-20-607 and Recipient's application are hereby incorporated by reference into this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient's Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient's Application and the terms of CEC's Award, CEC's Award shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Recipient's Application, the terms of this Agreement shall control.

Problem Statement

Executive Order B-48-18 calls for 5 million zero-emission vehicles on California roadways by 2030 and sets a goal of having 250,000 EV chargers (including 10,000 direct current fast chargers) by 2025. In September 2020, Governor Newsom issued Executive Order N-79-20, which sets the state goal that 100 percent of in-state sales of new passenger cars and trucks will be zero-emission vehicles by 2035; 100 percent of operating medium- and heavy-duty vehicles will be zero-emission vehicles by 2045; and 100 percent of drayage trucks and off-road vehicles and equipment will be zero-emission vehicles by 2035.

The *Assembly Bill (AB) 2127 Electric Vehicle Charging Infrastructure Assessment* examines charging needs to support California's plug-in electric vehicles in 2030 and expanded ZEV adoption targets identified in Executive Order N-79-20. The report projects 968,000 chargers are needed to support 5 million plug-in electric vehicles, and 1.5 million to support the nearly 8 million plug-in electric vehicles required under the Executive Order.¹ California has over 67,000 public and shared private chargers installed. The report finds that an additional 121,000 are planned (as of September 2020), leaving a gap of installations to meet the state's goals.

Goals of the Agreement

The goal of this Agreement is to quickly and efficiently deploy incentives for the installation of EV chargers within California to help meet the State's zero-emission vehicle goals.

Objectives of the Agreement

The operational objectives are to:

- Establish written internal controls, processes, and procedures to efficiently implement and manage all aspects of the overall incentive project, including how to minimize errors, fraud, waste, and abuse.
- Design, develop and implement a robust, user-friendly public-facing website that will provide users with quick and reliable access to project information,

¹ Crisostomo Noel, Wendell Krell, Jeffrey Lu, and Raja Ramesh. January 2021. *Assembly Bill 2127 Electric Vehicle Charging Infrastructure Assessment: Analyzing Charging Needs to Support Zero-Emission Vehicles in 2030*. California Energy Commission. Publication Number: CEC-600-2021-001 Available at: <https://efiling.energy.ca.gov/getdocument.aspx?tn=236237>

resources, and allow for applications to be submitted and managed.

- Develop an *Overall Project Plan* that covers all work under the Agreement and is accessible to CEC staff on a continuous basis.
- Design, in consultation with the CEC, and submit targeted incentive project concepts that will provide incentive funding for the purchase and installation of EV chargers.
- Implement and manage CEC approved targeted incentive projects.
- Collect data, obtain feedback, and develop recommendations on how to improve project implementation.

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

Recipient Products:

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

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 CAM may schedule CPR meetings as necessary, and meeting costs will be borne by the Recipient.

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

The CAM shall:

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the CEC, but they may take place at another location.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. Prepare a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (please see section 8 of the Terms and Conditions). If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.
- Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

The Recipient shall:

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include

recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Recipient shall submit these documents to the CAM and any other designated reviewers at least 15 working days in advance of each CPR meeting.

- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

CAM Products:

- Agenda and a list of expected participants
- Schedule for written determination
- Written determination

Recipient Product:

- CPR Report(s)

Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement.

The Recipient shall:

- Meet with CEC staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement. This meeting will be attended by, at a minimum, the Recipient, the Commission Grants Office Officer, and the Commission Agreement Manager. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the Commission Agreement Manager.

The technical portion of the meeting shall present an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements. The Commission Agreement Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Agreement Manager and the Grants Officer about the following Agreement closeout items:

- What to do with any equipment purchased with CEC funds (Options)
- CEC's request for specific "generated" data (not already provided in Agreement products)
- Need to document Recipient's disclosure of "subject inventions" developed under the Agreement
- "Surviving" Agreement provisions

- Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

Recipient Products:

- Written documentation of meeting agreements
- Schedule for completing closeout activities

Task 1.4 Quarterly 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 Quarterly 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 Quarterly 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:

- Quarterly Progress Reports

Task 1.5 Final Report

The goal of the Final Report is to assess the project’s success in achieving the Agreement’s goals and objectives, advancing science and technology, and providing energy-related and other benefits to California.

The objectives of the Final Report are to clearly and completely describe the project’s purpose, approach, activities performed, results, and advancements in science and technology; to

present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements to the FTD project management processes.

The Final Report shall be a public document. If the Recipient has obtained confidential status from the CEC and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

The Recipient shall:

- Prepare an Outline of the Final Report, if requested by the CAM.
- Prepare a Final Report following the latest version of the Final Report guidelines which will be provided by the CAM. The CAM shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
- Submit one bound copy of the Final Report with the final invoice.

Products:

- Outline of the Final Report, if requested
- Draft Final Report
- Final Report

Task 1.6 Identify and Obtain Matching Funds

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the CEC budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds shall be spent concurrently or in advance of CEC funds for each task during the term of this Agreement. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a part of the proposal that led to the CEC awarding this Agreement, then provide in the letter a list of the match funds that identifies the:

- Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
- Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Agreement Manager if during the course of the Agreement additional match funds are received.
- Notify the Commission Agreement Manager within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR meeting.

Products:

- A letter regarding match funds or stating that no match funds are provided
- Copy(ies) of each match fund commitment letter(s) (if applicable)
- Letter(s) for new match funds (if applicable)
- Letter that match funds were reduced (if applicable)

Task 1.7 Identify and Obtain Required Permits

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Although the CEC budget for this task will be zero dollars, the Recipient shall budget match funds for any expected expenditures associated with obtaining permits. Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

The Recipient shall:

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies the:
 - Type of permit
 - Name, address and telephone number of the permitting jurisdictions or lead agencies
 - The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the Commission Agreement Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Agreement Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Agreement Manager within 5 working days. Either of these events may trigger an additional CPR.

Products:

- Letter documenting the permits or stating that no permits are required
- A copy of each approved permit (if applicable)
- Updated list of permits as they change during the term of the Agreement (if applicable)
- Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)
- A copy of each final approved permit (if applicable)

Task 1.8 Obtain and Execute Subcontracts

The goal of this task is to ensure quality products and to procure subcontractors required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient's own procurement policies and procedures. It will also provide the CEC an opportunity to review the subcontracts to ensure that the tasks are consistent with this

Agreement, and that the budgeted expenditures are reasonable and consistent with applicable cost principles.

The Recipient shall:

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

Products:

- Letter describing the subcontracts needed, or stating that no subcontracts are required
- Draft subcontracts
- Final subcontracts

TECHNICAL TASKS

TASK 2 – BLOCK GRANT INTERNAL CONTROLS, PROCESSES, AND PROCEDURES

The goal of this task is to establish the written internal controls, processes, and procedures to receive, handle, and account for block grant funding; receive and evaluate incentive requests; effect payment for valid incentive payment requests; and provide monthly fiscal accounting and reporting to the CAM.

The Recipient shall:

- Develop and submit written *Internal Controls, Processes, and Procedures* to implement internal control processes and documentation standards to minimize errors, fraud, waste, and abuse for review and written approval by the CAM, which shall include but not be limited to:
 - Develop standard operating procedures (SOPs) and written workflows for all block grant management tasks.
 - Prepare and submit a *Policies and Procedures Compendium* that includes all SOPs along with an overview of staffing resources in the form of an organizational chart with delineated roles and responsibilities and reporting structure.
 - Ensure that the Compendium clearly outlines the process taken to minimize errors, fraud, waste and abuse.
 - Develop processes and procedures to mitigate or negate actual or perceived conflicts of interest with potential incentive project applicants.

- As necessary, no less than annually, update and submit *Policies and Procedures Compendium* that describes, at minimum, written *Internal Controls, Processes and Procedures* for review and written approval by the CAM.
- Establish and implement procedures to separate, accept, track, disburse, and report on funding from sources other than the CEC, which shall include but not be limited to:
 - Applying Generally Accepted Accounting Principles (GAAP) to set up operation of the block grant accounting system and ensuring that funding sources are kept separate.
 - Setting up a general ledger account to track and report block grant funding separately from other project funding.
 - Establishing tracking of monthly expenditures, detailing all administration and voucher spending.
 - Setting up an internal reconciliation process between records kept by the Recipient's project management staff and the records reviewed/processed by the Recipient's accounting staff to ensure consistency.

Products:

- Internal Controls, Processes, and Procedures Report
- Policies and Procedures Compendium
- Updated Internal Controls, Processes, and Procedures (as needed)
- Updated Policies and Procedures Compendium (as needed)

TASK 3 – WEBSITE DESIGN, DEVELOPMENT, MAINTENANCE, AND IMPLEMENTATION

The goal of this task is to design, develop and implement a robust, user-friendly public-facing website. The website will provide users with quick and reliable access to project information, resources, and allow for applications to be submitted and managed.

The Recipient shall:

- Design a robust, user-friendly, secure website compliant with Web Content Accessibility Guidelines version 2.1 or later, that will include, but not be limited to:
 - Multi-lingual (English and Spanish at the minimum), and culturally appropriate informational resources, tools, and guidance.
 - How to contact the project team for support.
 - The status of incentive projects, including the amount of funding available, in progress, and paid out for each active incentive project.
 - Information about the Targeted Incentive Projects and how to participate, including instructions and forms to parties interested in participating in the incentive projects.
 - The ability for interested parties to submit required documents to participate in incentive projects including application forms, payment

- requests, and appropriate documentation.
- The capability for incentive participants to access, in real time, the status of their incentive applications and payments.
- Information on disbursements, such as heat map representations of where the funds are being disbursed.
- The ability for individuals to sign up for Email/Notification subscriptions.
- Develop and submit *Website Design and Content* for review and written approval by the CAM.
- In coordination with the CEC staff, develop branding and a *Branding Guidelines Report* that shall include, but not be limited to, a logo(s), color scheme, tag line, and details on how to place and utilize branding in a variety of marketing mechanisms.
- Regularly update, maintain, protect, and ensure the security of the entire website. Keep information current including adding new incentive projects as they are developed and implemented.
- Implement the website design once approved by the CAM in writing.
- Take all steps necessary to transfer and deliver the website domain, name, and associated content to CEC ownership and control, including but not limited to the <https://calevip.org/> domain and California Electric Vehicle Infrastructure Project (CALeVIP) and/or other project name, logos, and branding. Associated content does not include the CALSTART Software and Code, as further described in Exhibit D, Section 6.

Products:

- Website Design and Content, including the <https://calevip.org/> domain and CALeVIP and/or other project names, logos, and branding
- Domain transfer to CEC for <https://calevip.org/> and any other domain names used for this project
- Branding Guidelines Report

TASK 4 – OVERALL PROJECT PLAN DEVELOPMENT

The goal of this task is to develop and regularly update an *Overall Project Plan*.

The Recipient shall:

- Develop and submit, for CAM written approval, a *Overall Project Plan* that covers all work under the Agreement and is accessible to CEC staff on a continuous basis. The *Overall Project Plan* shall include, but not be limited to:

- Timeline that details milestones, key performance indicators, metrics, and actions or decisions by the Recipient, CEC, and/or potential project partners.
- A schedule detailing all phases of each incentive project from planning through closing.
- A platform development schedule that includes the major tasks and milestones (e.g., requirements, development, testing, go/no-go, launch), the order of these tasks, and a general description of the work to be performed within each of these tasks.
- The resource budget of the overall development
- Planned outreach and engagement activities including workshops.
- Recipient’s plan to quickly scale if additional incentive funds become available.
- Recipient’s approach in managing multiple incentive projects and scaling of resources.
- Update the *Overall Project Plan* at least quarterly. Some portions of the *Overall Project Plan* will be updated more regularly as projects become more defined.
- Submit the updated *Overall Project Plan* for review and written approval by the CAM.

Products:

- Overall Project Plan
- Updates to Overall Project Plan

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

TASK 5 – TARGETED INCENTIVE PROJECT DEVELOPMENT

The goal of this task is to design, in consultation with CEC staff, and submit targeted incentive projects to the CAM for review and written approval. As available funding permits, multiple incentive project designs may be developed.

The Recipient shall:

- Research and analyze EV charger incentive project opportunities and submit to the CAM *Incentive Project Recommendations*.
- Engage zero-emission vehicle automakers, infrastructure/technology providers, infrastructure manufacturers, electric utilities, public entities, private entities, regional community-based organizations (CBOs), community leaders, California Native American Tribes and tribal corporations, air districts, local governments, small businesses, low-income, and disadvantaged communities, as appropriate in

the planning process of Targeted Incentive Projects.

- Plan, host/attend, and conduct workshops to:
 - Identify future project, equipment, and other technical requirements.
 - Seek feedback on incentive project designs.
- Develop a *Community Engagement Strategy Plan* that may include, but is not limited to:
 - Equity strategies that benefit disadvantaged and low-income communities.
 - Infrastructure projects to be implemented within communities.
 - Workforce development and training.
 - Community outreach activities.
- Develop an *Advisory Council Strategic Plan* that includes goals and objectives for subgroups that may include a Community Advisory Workgroup, Funding Advisory Workgroup, and Technology Advisory Workgroup.
- In consultation with the CAM, create a *Targeted Incentive Project Design for each individual Incentive Project* that shall include, but is not limited to:
 - Goals and objectives of the incentive project
 - Geographic region
 - Location requirements (e.g., destination, workplace, multi-family housing, corridors, disadvantaged communities, low-income communities)
 - Eligible applicants
 - Types of eligible EV charger equipment and minimum technical requirements
 - Quantity of EV chargers targeted
 - Incentive amount(s)
 - Type of funding mechanism (e.g., lottery, competitive, reverse auction, first-come, first-served, etc.)
 - Total funding (administrative and incentive) required to complete the proposed project
 - Key performance indicators and metrics
 - Assessment strategy and data collection and analysis methods
 - Strategies to leverage private funding to supplement public funds
- Work with the CAM to amend this Agreement to incorporate each CAM-approved Targeted Incentive Project Design Package including key performance indicators and metrics into this Agreement.

Products:

- Targeted Incentive Project Recommendations
- Community Engagement Strategy Plan
- Advisory Council Strategic Plan
- Targeted Incentive Project Designs

TASK 6 – OVERALL INCENTIVE PROJECT IMPLEMENTATION

The goals of this task are to fully implement and manage individual targeted incentive projects that are approved under Task 5.

The Recipient shall:

- Develop and submit to the CAM for review and written approval, an *Outreach and Advertisement Plan for the Overall Project*, including development of appropriate outreach materials to reach targeted markets and areas, in the languages needed by the community.
- Conduct outreach in accordance with CAM approved *Outreach and Advertisement Plan for the Overall Project*.
- Develop and implement technical assistance focused on disadvantaged communities and low-income communities to help ensure that applicants with the least resources have the support they need to fully participate in these incentives. Offerings may include hands-on application assistance; in-depth technical support to evaluate project feasibility from an eligibility, design and deployment standpoint; and programmatic support to help equity applicants pair charging infrastructure with robust access to vehicle incentives for low-income households to maximize community benefits and participation.
- Prepare and submit to the CAM on a quarterly basis a *Technical Assistance Offering Report* which includes, but is not limited to, a summary of applicants assisted, type of technical assistance offered, disadvantaged communities and low-income communities served, project outcomes, barriers and how they were overcome, and lessons learned.
- Upon CAM request, submit *Incentive Project Records*, including, but not limited to financial records, incentive payment documentation (e.g., completed incentive request forms, EVITP Certification Numbers for each EVITP certified electrician, photographs of installed chargers, and other appropriate documentation to confirm compliance with project requirements), problems/issues experienced, and how identified problems/issues were resolved.
- Upload incentive project information, Implementation Manuals, and relevant documents to website developed under Task 3.
- Upon approval of an Incentive Project by the CAM, develop and institute a system to ensure incentive funds are available in the Recipient's account to pay for the approved incentives.

- Prepare and submit to the CAM an *Incentive Funds Forecast Report* with each invoice that will request an advancement of funds to pay for approved incentive payments to applicants.
- Receive, evaluate, and process incentive requests. For each incentive applicant that is a business, the Recipient's evaluation will include confirming that the applicant is currently licensed to do business in California, and if required to register with the California Secretary of State is also currently listed as "active" in the Secretary of State's records, prior to issuing an incentive payment to the applicant.
- Implement Incentive Projects in a fair and impartial manner. This includes providing information publicly and in a manner that does not give one or more potential applicants an advantage over others.
- Not allow incentive applicants to submit information marked as confidential. The CEC is a public agency, and as such is subject to the Public Records Act.

Products:

- Outreach and Advertisement Plan for the Overall Project
- Technical Assistance Offering Report
- Incentive Funds Forecast Reports
- Incentive Project Records, Upon CAM Request

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

TASK 7 – DATA COLLECTION, FEEDBACK, AND IMPROVEMENTS

The goal of this task is to collect operational data from the project, to analyze that data for economic and environmental impacts, and to include the data and analysis in the Final Report.

The Recipient shall:

- Collect and provide the following data:
 - Number, type, date, and location of chargers installed.
 - Nameplate capacity of the installed equipment, in kW for chargers.
 - Number and type of outlets per charger.
 - Location type, such as street, parking lot, hotel, restaurant, or multi-unit housing.
 - Total cost per charger or refueling station, the subsidy from the CEC per charger or refueling station, federal subsidy per charger or refueling station, utility subsidy per charger or refueling station, and privately funded share per charger or refueling station.
- Collect and provide at least 12 months of throughput, usage, and operations data from each Targeted Incentive Project including, but not limited to:

- Number of charging sessions
 - Average charger station downtime
 - Peak power delivered (kW)
 - Duration of active charging, hourly
 - Duration of charging session, hourly (e.g., vehicle parked but not actively charging)
 - Average session duration
 - Energy delivered (kWh)
 - Average kWh dispensed
 - Applicable price or price structure for charging
 - Payment method for public charging
 - Energy delivered back to grid or facility if a bidirectional charging use case (kWh), hourly
 - Normal operating hours, up time, downtime, and explanations of variations
 - Expected gallons of gasoline and/or diesel fuel displaced (with associated mileage information)
 - Expected air emissions reduction, for example:
 - Non-methane hydrocarbons
 - Oxides of nitrogen
 - Particulate Matter
 - Formaldehyde
- Describe any energy efficiency measures used in the facility that may exceed Title 24 standards in Part 6 of the California Code Regulations.
 - Provide data on potential job creation, economic development, and increased state revenue as a result of expected future expansion.
 - Provide a quantified estimate of the project's carbon intensity values for life-cycle greenhouse gas emissions.
 - Compare any project performance and expectations provided in the proposal to CEC with actual project performance and accomplishments.
 - Collect, analyze, and compile data on each Targeted Incentive Project which may include, but not be limited to, the type of organizations receiving incentives, incentive recipient timelines to complete incentive projects, and timeframes associated with EV charger installations.
 - Obtain and analyze feedback from incentive recipients via surveys or other means which may include, but not be limited to, issues and barriers facing incentive funding recipients, solutions/strategies to overcome issues/barriers, and incentive project participation experience.

- Use the collected data from each Targeted Incentive Project to create and submit to the CAM a Data Collection Report for Each Targeted Incentive Project.
- Establish, in coordination with the CEC, key performance indicators (KPIs) for the Overall Project and each Targeted Incentive Project.
- Prepare and submit a *KPI Report for Each Targeted Incentive Project* to the CAM which will include, but not be limited to comparing the goal KPI's to the actual results. Update quarterly.
- Evaluate project progress and outcomes and compare them to the goals and objectives of each Targeted Incentive Project.
- Prepare and submit a Final Report for each Targeted Incentive Project to the CAM to allow the CEC to release the associated retention funds, following CAM approval, for each Targeted Incentive Project prior to the agreement's completion.
- Prepare and submit Process and Implementation Improvements Recommendations for review and approval by the CAM after each Targeted Incentive Project launch.
- Implement CAM approved process improvement changes as needed.

Products:

- Data Collection Report for each Targeted Incentive Project
- KPI Reports
- Final Report for each Targeted Incentive Project
- Process Improvement Recommendations

TASK 8 – OVERALL PROJECT FACT SHEETS

The goal of this task is to develop an initial and final project fact sheet for the Overall Project that describes the CEC-funded project and the benefits resulting from the project for the public and key decision makers.

The Recipient shall:

- Prepare and submit to the CAM an *Initial Overall Project Fact Sheet* at the start of the overall project that describes the project and the expected benefits. Use the format provided by the CAM.
- Prepare and submit to the CAM a *Final Overall Project Fact Sheet* at the project's conclusion that describes the project, the actual benefits resulting from the project, and lessons learned from implementing the project. Use the format provided by the CAM.

- Provide *at least (6) six High Quality Digital Photographs* (minimum resolution of 1300x400 pixels in landscape ratio) of post technology installation at the incentive project sites or related project photographs.

Products:

- Initial Overall Project Fact Sheet
- Final Overall Project Fact Sheet
- At least six (6) High Quality Digital Photographs

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: CALSTART, 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 ZVI-21-006 with CALSTART, Inc. for an up to \$250,000,000 block grant to design, implement, and fund, with CEC oversight, various light-duty EV charger incentive projects throughout California, and adopting staff's determination that this action is exempt from CEQA. This agreement provides \$980,231 in grant funds for startup costs. Additional funding, up to the \$250,000,000 total, will require approval from the Executive Director of the CEC through an amendment. Additional funds may be added up to \$250,000,000 total to design and implement incentive projects, subject to future appropriations and Clean Transportation Program Investment Plan funding allocations; and

RESOLVED, SB 170 (2021) authorized the CEC to administer new funds, which in part make up the funds in this Agreement, in accordance with Health and Safety Code section 44272. Under the authority in Health and Safety Code section 44272(b), the CEC delegates to the Executive Director or their designee the full authority allowed to approve amendments to this Agreement; 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 December 8, 2021.

AYE:

NAY:

ABSENT:

ABSTAIN:

RESOLUTION NO: 21-1208-7a

Liza Lopez
Secretariat