



STATE OF CALIFORNIA

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

A) New Agreement # ARV-21-045 (to be completed by CGL office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Patrick Brecht	6	916-805-7484

C) Recipient's Legal Name	Federal ID #
San Francisco Department of the Environment	94-6000417

D) Title of Project
Implementing San Francisco's Community EV Blueprint and Accelerating EV Adoption

E) Term and Amount

Start Date	End Date	Amount
01 / 26 / 2022	06 / 30 / 2024	\$ 2,384,797

F) Business Meeting Information

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

Proposed Business Meeting Date 1 / 26 / 2022 ☐ Consent ☒ Discussion

Business Meeting Presenter Patrick Brecht Time Needed: 5 minutes

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

Agenda Item Subject and Description:

San Francisco Department of the Environment. Proposed resolution approving agreement ARV-21-045 with the San Francisco Department of the Environment for a \$2,384,797 grant to implement three strategies from their EV Ready Community Blueprint, and adopting staff's determination that this action is exempt from CEQA. Under this agreement, the recipient will increase public awareness of EVs, expand charging infrastructure, and accelerate mode shift by getting delivery-app workers out of cars and onto e-bikes to make deliveries.

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:

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 use, are categorically exempt from the provisions of CEQA. Under this agreement, 100 L2 chargers and 25 DC fast chargers will be installed in San Francisco. Specifically, the chargers will be installed in existing commercial and multi-unit parking lots. This work will only require minor

**GRANT REQUEST FORM (GRF)**

modifications to the existing facilities, such as small amounts of trenching, extending electrical lines to the equipment, securing the electric vehicle chargers in place, and adding signage. For these reasons, this project will have no significant impact on the environment and fits within section 15301.

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. The L2 chargers are each approximately the size of a gas pump. The 25 DCFCs will be installed at 3 charging plazas, with each plaza being approximately the size of a gas station. Therefore, the project will not have no significant impact on the environment and falls within section 15303.

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

- 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
GRID Alternatives Bay Area, Inc.	\$ 469,686.00
EVgo Services LLC	\$ 526,142.00
Driver's Seat Cooperative	\$ 80,000.00

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

Legal Company Name:
Driver's Seat Cooperative
EVgo Services LLC
Google

J) Budget Information



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CALIFORNIA ENERGY COMMISSION

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTP	20-21	601.118M	\$2,384,797
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$

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

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

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

Name: Joseph Salem

Address: 1455 Market, 12th floor

City, State, Zip: San Francisco, CA
94103

Phone: 415-355-3721

E-Mail: joseph.salem@sfgov.org

2. Recipient's Project Manager

Name: Lowell Chu

Address: 1455 Market, 12th floor

City, State, Zip: San Francisco, CA
94103

Phone: 415-355-3700

E-Mail: lowell.chu@sfgov.org

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

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

☒ N/A
☐ N/A

☒ Attached
☒ Attached
☒ Attached
☐ Attached
☒ Attached

Agreement Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

CEC-270 Additional Sheet

ARV-21-045 San Francisco Department of the Environment

H) List all subcontractors (major and minor) and equipment vendors (additional sheet):

Legal Company Name:	Budget
San Francisco Bicycle Coalition	\$6,500
TBD: Community-based Organization(s)	\$150,000

I) List all key partners: (additional sheet):

GRID Alternatives
San Francisco Local Agency Formation Commission
Pacific Gas & Electric
San Francisco Municipal Transportation Authority
San Francisco Public Utilities Commission

Exhibit A

SCOPE OF WORK

San Francisco Department of the Environment

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Add Additional Datasets and Functionalities to Mapping Tool
3	X	Establish the EV-Ombudsperson
4		Open 3 New Public Fast Charging Plazas
5		Electric Bike Program for App-Based Delivery Workers
6		Outreach and Dissemination

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Lowell Chu – SFE	-	-
2	Nicole Appenzeller – SFE		Google & SFPUC
3	Lowell Chu – SFE	-	EVgo, SFPUC
4	Lowell Chu – SFE	EVgo	EVgo, PG&E & SFPUC
5	Suzanne Loosen – SFE	GRID Alternatives Driver's Seat Cooperative	SFMTA, SFPUC, GRID Alternatives, Driver's Seat Cooperative
6	Lowell Chu, Suzanne Loosen, Nicole Appenzeller -SFE	GRID Alternatives,	Google, SFPUC. SF Clean Cities

GLOSSARY

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

Term/ Acronym	Definition
App-based Delivery	A service by which a consumer can order food or goods delivered via an application hosted by a third-party company.
API	Application Program Interface
Beta-testing	Field testing of the beta version of a software by testers outside of the company developing it and conducted prior to commercial release.
BEV	Battery Electric Vehicle
Caltrans	California Department of Transportation
CAM	Commission Agreement Manager
CARB	California Air Resources Board
CBO	Community Based Organization
CCA	Community Choice Aggregator
CEQA	California Environmental Quality Act – In San Francisco, environmental impact documents, agendas, and notices are filed with the Office of the County Clerk and are posted for 30 calendar days.
CleanPowerSF	CleanPowerSF is San Francisco's community choice aggregator, and it is a program of the SFPUC.
CTP	Clean Transportation Program
CPR	Critical Project Review

CPUC	California Public Utilities Commission
CVRP	Clean Vehicle Rebate Project promotes clean vehicle adoption in California by offering rebates of up to \$7,000 for the purchase or lease of new, eligible zero-emission vehicles, including electric, plug-in hybrid electric and fuel cell vehicles.
DAC	Disadvantaged Communities are defined as communities scoring in the 50 th and greater percentile according to CalEnviroScreen 3.0.
DPW	Department of Public Works is a public agency with many responsibilities including sidewalk and sidewalk vault maintenance and public street signage production and installation.
E-Bike	Battery-electric Bicycle
EIE	Environmental Insights Explorer
EV	Electric Vehicle
FCEV	Fuel Cell Electric Vehicle is a type of EV that primarily uses high pressure hydrogen stored in a fuel cell, instead of fuel tank, to power the vehicle's electric motor. A fuel cell has higher bursting capacity than a fuel tank.
FTD	Fuels and Transportation Division
GO-Biz	California Governor's Office of Business and Economic Development
ICA	Integration Capacity Analysis is a digital map designed, maintained and updated by PG&E to assist contractors, developers and other stakeholders to find information on potential project sites for distributed energy resources, including EV-charging. The ICA map shows hosting capacity, grid needs, and other information about PG&E's electric distribution grid.
ICCT	International Council on Clean Transportation is an independent nonprofit organization that provides technical and scientific analysis to environmental regulators and select local governments.
ICE	Internal Combustion Engine
LAFCO	Local Agency Formation Commission is an independent regulatory body that oversees changes to the boundaries of cities and special districts in San Francisco. LAFCO's primary functions are to provide oversight and research on forming a community choice aggregator and to conduct special studies regarding municipal services.
LD	Light Duty – LD vehicles include cars, vans, and trucks (classes 1 to 2a).
Mapping Tool	Blueprint Mapping Tool developed in Phase 1 of the EV-Ready Community Blueprint.
MHDEV	Medium- (classes 2b to 6) and Heavy-Duty (classes 7 and 8) Electric Vehicles
Phase 1 Community EV Blueprint	San Francisco's Phase 1 Electric Vehicle Ready Community Blueprint, July 2019 (ARV-17-047)
PG&E	Pacific Gas and Electric is San Francisco's investor-owned utility.
Recipient	San Francisco Department of the Environment
RCA	
SF Clean Cities	San Francisco Clean Cities Coalition, housed at the San Francisco Department of the Environment
SFCTA	San Francisco County Transportation Authority is a public agency, chartered by the State of California to provide sub-regional transportation planning and

	programming for San Francisco County. The agency primarily works to reduce congestion.
SFDBI	San Francisco Department of Building Inspections is the public regulatory building safety agency responsible for overseeing the effective and efficient enforcement of building, electrical, plumbing, disability access, and housing codes for the City and County of San Francisco.
SFMTA	San Francisco Municipal Transportation Authority – It is a public agency created by consolidation of the San Francisco Municipal Railway, the Department of Parking and Traffic, and the Taxicab Commission. The agency oversees public transport, taxis, bicycle infrastructure, pedestrian infrastructure, and paratransit for the City and County of San Francisco.
SFO	San Francisco International Airport
SFPUC	San Francisco Public Utilities Commission is a public agency of the City and County of San Francisco that provides water, wastewater, and electric power services to the city and an additional 1.9 million customers within three San Francisco Bay Area counties.
SFE	SF Environment - Also known as the San Francisco Department of the Environment, SFE is responsible for drafting the City's Climate Action Plan, including the strategies, objectives, and tactics, as well as for tracking emissions and ensuring environmental justice is served.
The City	City & County of San Francisco
TNC	Transportation Network Companies, typically known as Lyft and Uber, but there are others
UAT	User Acceptance Testing is the last phase of software testing to ensure that the software conforms to the engineering specifications, and prior to beta-testing.
Vehicle	A vehicle is a thing that transports people and goods from one location to another on land, such as a car, truck, motorcycle, scooter, motor-driven cycle, or bicycle.
Working Group	A committee or group appointed to study and report on a particular question and make recommendations based on its findings.
ZEV	A zero-emission vehicle is one which produces no emissions from the on-board source of power (e.g., an electric vehicle).

Background

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program. The statute authorizes the California Energy Commission (CEC) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change, clean air, and alternative energy policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the Clean Transportation Program through January 1, 2024. The Clean Transportation Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California's use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.

- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

On August 12, 2020, the CEC released a Grant Solicitation and Application Package entitled “Electric Vehicle Ready Communities Phase II-Blueprint Implementation” under the Clean Transportation Program. This competitive grant solicitation was to grant funds for projects that will implement projects developed and identified in Phase I, Blueprint Development, of the Electric Vehicle (EV) Ready Communities Challenge. In response to GFO-19-603, the Recipient submitted application #2 under Group 1, which was proposed for funding in the CEC’s Revised Notice of Proposed Awards on September 13, 2021. GFO-19-603 and Recipient’s application are hereby incorporated by reference into this Agreement in their entirety.

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

Problem Statement:

In 2019, under grant ARV-17-047, the Recipient completed *San Francisco’s Phase 1 Electric Vehicle Ready Community Blueprint* (“the Phase 1 Community EV Blueprint”). As stated in the Phase 1 Community EV Blueprint, transportation electrification is primarily hindered by a lack of access to convenient public charging. Moreover, Transportation Network Company (TNC) vehicles are causing major congestion and increasing emissions in San Francisco.

The Public Fast Charging Problem – EV adoption is hindered by a lack of access to convenient public charging infrastructure. San Francisco is falling behind in expanding public charging infrastructure, particularly fast-chargers. The International Council on Transportation (ICCT) published a report in September 2020 that indicates that San Francisco needs 156 fast-chargers in order to meet its 2030 EV goal of 100% of new passenger vehicle registrations. To date, San Francisco has 39 public fast-chargers, averaging three new charging installations per year. In high density cities, like San Francisco, private charging options are limited, and EV-drivers must rely on public charging.

- **INSTITUTIONAL** - The construction of public fast chargers is slowed by myriad institutional issues. Zoning and permitting add significant costs and time delay to proposed projects. Currently, charging providers do not have a single point of contact with the City, and must engage with multiple staff, across several agencies, many of whom are new to the world of EVs.
- **GRID**- The construction of public fast-chargers can be complicated by various grid-related issues. A developer may lack critical information about grid hosting

capacity for potential charging sites and must rely on the utility technicians to determine available capacity. Where capacity is insufficient, upgrades may be necessary, increasing developer costs. The process for applying for utility interconnections can also be complicated by the fact that San Francisco's grid is managed by both Pacific Gas and Electric (PG&E) and San Francisco Public Utilities Commission (SFPUC), adding delays to a project schedule that result in mounting soft costs for developers. Finally, fast-charger projects have a high-potential of unexpected issues, not only because of their power-demand, but also because the chargers and ancillary equipment require a large amount of space thereby impacting land-use.

- **ECONOMICS** - The construction of public fast-chargers is expensive because of their upfront costs. Prospecting for land and a site host is a tedious, time-consuming and expensive process. Once the site is identified, the charging provider is faced with a protracted process to evaluate electrical capacity and to identify interconnection issues such as moratorium on street excavation and right-of-way disputes. Until institutional challenges are addressed, public fast charging costs will remain prohibitively high, delaying implementation by businesses who would otherwise be interested in participating.

The Emerging Mobility Problem - The operation of TNC and food delivery vehicles is a major cause of congestion in San Francisco. In 2018, the San Francisco County Transportation Authority (SFCTA) found that TNC vehicles accounted for approximately 50% of the rise in congestion in San Francisco between 2010 and 2016. TNCs also caused the greatest increases in congestion in the densest parts of the city - up to 73% in the downtown financial district - and along many of the city's busiest corridors.

Further, as the number of TNC and food delivery vehicles and their miles driven on city streets increase, emissions and the likelihood for traffic accidents will rise. Emissions from the transportation sector increased 1% from 2017 to 2018. Overall, this sector was responsible for nearly half of San Francisco's 2018 emissions. Additionally, increased TNC and food delivery operations increase the potential for accidents. This is because the vehicle accident rate calculation is dependent on mileage driven for a given period plus the number of vehicles.

- **MARKET** - Few app-based delivery workers know about the benefits of e-bikes. E-bikes have many innovative and practical characteristics that benefit gig-workers: thoughtfully integrated batteries and drivetrain to supplement human motive power, avoidance of congestion and parking, and reduction in expenditure, including maintenance. According to a recent report by UC Santa Cruz, few app-based delivery drivers are aware of these benefits, however, once they learn more, are interested in the potential.
- **ECONOMICS** - E-bikes are too expensive for many app-based delivery workers. A report in 2019 found that an app-based delivery worker earned an average of \$624 per month. This low wage forces many to work multiple gigs in order to maintain their livelihoods. With new e-bike prices ranging from \$1,000 to \$10,000, despite the interest, even at the low end of the price spectrum, e-bikes are cost-prohibitive to many app-based delivery workers.

Goals of the Agreement:

The goal of this Agreement is to successfully implement three strategies from the Phase 1 Community EV Blueprint—Increase Public Awareness, Expand Charging Infrastructure and accelerate Mode Shift. More specifically, San Francisco will facilitate the opening of three public fast-charging plazas [one in or adjacent to a Disadvantaged Community (DAC)], find additional sites for more plazas and installations, get delivery-app workers out of cars and onto e-bikes to make app-deliveries, and create processes to streamline development of infrastructure while increasing public awareness and participation.

Objectives of the Agreement:

The objectives of this Agreement are to:

- A. Reduce time spent on siting public fast-charger installations and capacity analysis by up to 20% and their associated costs by up to 10%.
- B. Reduce time spent on permitting, planning, and interconnection by up to 20%, and their associated costs by up to 10%.
- C. Facilitate the installation of a minimum of 100 Level 2 and 25 Direct Current Fast Charger (DCFC) across San Francisco, with a focus on underutilized sites and underserved communities.
- D. Open three public fast-charging plazas, with one located near or in a DAC.
- E. Identify and recruit under-utilized or vacant lots and petroleum stations for more public fast-charging plazas and installations, prioritizing those near Multi-Unit Dwellings (MUDs) and DAC/DAC-adjacent and major thoroughfares.
- F. Establish a pilot program to shift app-based workers, particularly those driving for TNCs, from vehicles to e-bikes for deliveries, to determine if e-bike operation improves efficiency, improves worker safety, reduces demand on the curb, reduces greenhouse gas (GHG) emissions, Vehicle Miles Traveled (VMT), and vehicle congestion, and creates workforce development opportunities.
- G. Update the “EV-Ready Community Blueprint Playbook” with new best practices, findings, analysis, and Mapping Tool. The Playbook will instruct Bay Area jurisdictions and beyond, on how to replicate and scale the implementation of transportation electrification initiatives.
- H. Disseminate information about the project to stakeholders, including other municipalities.

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 California Energy Commission (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.
- Provide a written statement of project activities that have occurred after the notice of proposed awards but prior to the execution of the agreement using match funds. If none, provide a statement that no work has been completed using match funds prior to the execution of the agreement. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.
- Discuss the following administrative and technical aspects of this Agreement:
 - Agreement Terms and Conditions
 - Critical Project Review (Task 1.2)
 - Match fund documentation (Task 1.7) No reimbursable work may be done until this documentation is in place.
 - Permit documentation (Task 1.8)
 - Subawards needed to carry out project (Task 1.9)
 - The CAM's expectations for accomplishing tasks described in the Scope of Work
 - An updated Schedule of Products and Due Dates
 - Monthly Calls (Task 1.4)
 - Quarterly Progress Reports (Task 1.5)
 - Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
 - Final Report (Task 1.6)

Recipient Products:

- Updated Schedule of Products
- Updated List of Match Funds
- Updated List of Permits
- Written Statement of Match Share Activities

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 Energy Commission 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 CAO, 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 or remotely.
- 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 and the CAM. 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 CAM.

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 CAM will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the CAM about the following Agreement closeout items:

- What to do with any equipment purchased with CEC funds (Options)
 - CEC request for specific “generated” data (not already provided in Agreement products)
 - Need to document Recipient’s disclosure of “subject inventions” developed under the Agreement
 - “Surviving” Agreement provisions
 - Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

Products:

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

Task 1.4 Monthly Calls

The goal of this task is to have calls at least monthly between CAM and Recipient to 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 verbally 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, to verify match funds are being proportionally spent concurrently or in advance of CEC funds or are being spent in accordance with an approved Match Funding Spending Plan, to form the basis for determining whether invoices are consistent with work performed, and to answer any other questions from the CAM. Monthly calls might not be held on those months when a quarterly progress report is submitted, or the CAM determines that a monthly call is unnecessary.

The CAM shall:

- Schedule monthly calls.
- Provide questions to the Recipient prior to the monthly call.
- Provide call summary notes to Recipient of items discussed during call.

The Recipient shall:

- Review the questions provided by CAM prior to the monthly call
- Provide verbal answers to the CAM during the call.

Product:

- Email to CAM concurring with call summary notes.

Task 1.5 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. Progress reports are due to the CAM the 10th day of each January, April, July, and October. The Quarterly Progress Report template can be found on the ECAMS Resources webpage available at <https://www.energy.ca.gov/media/4691>.

Product:

- Quarterly Progress Reports

Task 1.6 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 1.7 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 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 CAM 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 CAM if during the course of the Agreement additional match funds are received.
- Notify the CAM 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 1.8 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 may 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 CAM 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 CAM.
- As permits are obtained, send a copy of each approved permit to the CAM.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM 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 1.9 Obtain and Execute Subawards

The goal of this task is to ensure quality products and to procure subrecipients 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.

The Recipient shall:

- Manage and coordinate subrecipient activities.
- If requested by the CAM, submit a draft of each subaward required to conduct the work under this Agreement to the CAM for review.
- If requested by the CAM, submit a final copy of the executed subaward.
- If Recipient intends to add new subrecipients or change subrecipients, then the Recipient shall notify the CAM.

Products:

- Letter describing the subawards needed, or stating that no subawards are required
- Draft subcontracts (if requested)

- Final subcontracts (if requested)

TECHNICAL TASKS

TASK 2 – ADD ADDITIONAL DATASETS, FUNCTIONALITIES, AND FEATURES TO MAPPING TOOL

The goal of this task is to add new datasets and functionalities to the Blueprint Mapping Tool to inform Tasks 3 and 4.

The Recipient shall:

- Evaluate and scrub electrical grid, traffic, socio-economic and under-utilized/vacant lots datasets for integration into the mapping tool.
- Integrate clean datasets into the Blueprint Mapping Tool and establish a process and intervals to refresh data.
- Develop and enable new functionalities:
 - a. Enable public users to nominate and upvote sites or locations for EV charging via uploading photographs, location description, or address.
 - b. Enable business and property owners to express interest in becoming a site-host for EV charging by uploading contact and locational information for follow-up.
- Establish open data-sourcing model to bridge connection with EV charging providers to direct inbound site-leads from public and business/property owners and establish a process for following up.
- Test the Blueprint Mapping Tool prototype for functionality and accuracy.
- Develop a Product-to-Market Plan to bring the Blueprint Mapping Tool to the public and submit to the CAM.
- Launch the Blueprint Mapping Tool to the public.

Products:

- A link to the Blueprint Mapping Tool prototype
- Product-to-Market Plan
- A link to the public-facing version of the Blueprint Mapping Tool

TASK 3 – ESTABLISH THE EV-OMBUDSPERSON

The goal of this task is to increase public awareness, eliminate institutional barriers to developing public fast-charger installation and identify new sites and hosts for additional fast-chargers so that a *minimum* of 100 Level 2 and 25 DCFC are installed or in construction by the end of the grant.

The Recipient shall:

- Recruit and fill a full-time ombudsperson position.
- Represent public and charging provider interests and facilitate efficient communication among all relevant stakeholders such as utilities, charging provider, and other City agencies.
- Draft a “Challenges Summary Analysis” and submit to the CAM. The analysis includes a baseline of challenges confronted by charging providers in a dense urban environment, such as San Francisco. It will include the following for each challenge identified.
 1. Description of the Challenge
 2. Impact Level (on project advancement)
 3. Identify Root Cause and Other Causal Factors
 4. Identify Responsible Parties
 5. Recommend Solution / Pathway
 6. Measure of Success
 7. Implementation Plan and Timeline
- Collaborate with relevant stakeholders to conduct beta-testing of the Blueprint Mapping Tool by creating a Citywide Fast-charging Site Plan. The Site Plan includes, but is not limited to, the following:
 1. Geo-location Data - address, parcel block and lot identifications
 2. Electrical Capacity and Interconnection Accuracy
 3. Hardware Upgrades Required
 4. Quantity of Charging Stations and Ports
 5. Develop a process to follow-up with sites upvoted by the public and businesses and properties interested in becoming charging site-host
 6. Field validate the sample results from the Mapping Tool
- Secure private funding for the installation and commissioning of 100 Level 2 chargers throughout the city of San Francisco.
- Develop a system to track public EV-charging installation projects to document that a minimum of 100 Level 2 and 25 DCFC are installed or in construction by the end of the grant. Results will be provided as a Summary Report and included in the final report. The tracking system includes, but is not limited to, the following:
 1. Geo-location – address, block, and lot
 2. Project Milestone to indicate the various phases of the project, from project development to completion
 3. Quantity of Charging Stations and Ports
 4. Project Lead and Team Members and Contact Information
 5. Issues Log and Follow-up Date(s)
 6. Anticipated Completion Date

7. Estimated Initial and Final Project Costs, where available – installation labor, engineering, legal, admin, permitting, material (hardware), software, and signage
- Identify additional site hosts and provide as-needed support to San Francisco International Airport (SFO) and the Port of San Francisco in an effort to initiate fast-charging projects at those locations.
 - Implement feedback from charging station providers to improve permitting processes.
 - Provide as-needed technical assistance to charging-providers to facilitate California Environmental Quality Act (CEQA)-compliance and notices.
 - Liaise between the SFPUC, PG&E, EV charging providers and other stakeholders to explore a smart charging pilot program that informs tactics to balance the electrical grid.
 - Develop a “Guidebook for City Stakeholders” and submit to the CAM. This internal, dynamic document will guide city officials with advice, information, and contact information to effectuate EV charging projects.
 - Develop and maintain a “one-stop shop” website to assist charging providers and the public with EV charging project development. Submit link to the CAM.

Products:

- Challenges Summary Analysis Report
- One-stop Shop Website Link
- Guidebook for City Stakeholders
- Summary Report with Tracking System Documentation

TASK 4 - OPEN 3 PUBLIC FAST-CHARGING PLAZAS AND INSTALL 100 L2 CHARGERS THROUGHOUT THE CITY OF SAN FRANCISCO

The goal of this task is to open three public fast-charging plazas, with one installed within a DAC.

The Recipient shall:

- Deploy, test, and refine the EV ombudsperson program (Task 3)
- Follow the “Public Engagement Plan” from the Phase 1 Community EV Blueprint and conduct three community meetings to engage stakeholders prior to project development phase to bring in community organizations, residents, and businesses potentially impacted by the plazas.
- Collaborate with at least one community-based organization or the San Francisco Clean Cities Coalition (SF Clean Cities) to assist with outreach and engagement.
- Incorporate stakeholder feedback into planning.

- Use the Blueprint Mapping Tool to assist in developing a list of selected sites that will result in the development and installation of 100 L2 and 25 fast-chargers. Conduct field verifications and disseminate the list to electric vehicle charging providers. Use Task 3 to facilitate project initiations.
- Use processes as described in the “Guidebook for City Stakeholders” and One-stop Shop Website from Task 3 to expedite permitting, zoning, interconnection processes.
- Use the Blueprint Mapping tool and grant funding to construct and commission at least two (2) public fast-charging plazas in the city of San Francisco and install in the two plazas a total of 17 fast-chargers.
- Use the Blueprint Mapping tool and grant funding to develop, construct, and commission 1 public fast-charging plaza in or adjacent to San Francisco’s DAC, Bayview Hunters Point, consisting of 8 public fast-chargers.
- Use the Blueprint Mapping tool to construct and commission 100 Level 2 chargers throughout the city of San Francisco.
- Develop a Summary Report demonstrating how products from Tasks 2 and 3 improved charging plaza development in cost and time reductions and submit to the CAM.
- Submit an AB 841 Certification that certifies the project has complied with all AB 841 (2020) requirements specified in Exhibit C or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient’s authorized representative and submitted to the CAM.
- Submit EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program (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.

Products:

- Documentation of Community Meetings – Attendance list, summary of meetings notes, stakeholder comments and feedback, and presentation materials.
- List and description of selected sites and follow-up documentation to affirm outreach to public electric vehicle charging providers.
- Summary Report documenting Charging Plaza Development
- AB 841 Certification
- EVITP Certification Number(s), if applicable

TASK 5 – ELECTRIC BIKE PROGRAM FOR APP-BASED DELIVERY WORKERS

The goal of this task is to design and then implement a program to get electric bikes to delivery workers. The program will collect data from delivery workers on how the bikes are used and the capabilities of electric bikes for completing local food deliveries. For local governments, the findings will inform policies and incentives to decarbonize last-mile delivery services. For app-

based delivery companies, the findings will inform strategies to incentivize the use of electric bikes for their delivery contractors.

The Recipient shall:

- Finalize program design and implementation plan with key partners and submit to the CAM. The plan shall include:
 - Coordinating committee schedule and communications plan
 - Procurement and asset management program for e-bikes and participant safety equipment
 - Participant recruitment plan and participation agreements
 - Data collection and participant survey elements and schedule
 - Recruitment of local bike shop to provide maintenance services
 - Bike safety training plan and schedule
- Recruit Program participants for Cohorts #1 and #2. Each cohort will have 30 total participants. 50% of participants will use e-bikes and 50% of participants will use car. Recipient shall collect and compare data from both modes.
- Launch Cohort #1
 - Host kick off meeting for participants
 - Compile agenda, meeting summary, and attendee list and submit to the CAM.
 - Provide bike safety training and two-week test period for participants
 - Administer pre-program survey
 - Data collection period using Driver's Seat app for cohort #1
 - Administer participant surveys at 6 months
 - Prepare summary of pre-program and 6-month participant surveys and submit to the CAM
 - Evaluate and adjust data collection
 - Administer participant surveys at 12 months
- Launch Cohort #2
 - Host kick off meeting for participants
 - Compile agenda, meeting summary, and attendee list and submit to the CAM.
 - Provide bike safety training and two-week test period for participants
 - Administer pre-program survey
 - Data collection period using Driver's Seat app for cohort #2
 - Administer participant surveys at 6 and 12 months
- Transfer title of bikes to participants upon completion of surveys
- Complete E-Bike Program Report and Case Study and submit to the CAM. The E-Bike Program Report and Case Study should:
 - Review, analyze, synthesize study results
 - Identify challenges and best practices
 - Recommend incentive levels for future programs

Products:

- Implementation Plan
- Summary of Cohort #1 Pre-Program and 6-Month Participant Surveys

- Documentation of Cohort Kick off Meetings (agenda, notes, attendees)
- E-Bike Program Report and Case Study

TASK 6 – OUTREACH AND DISSEMINATION

The goal of this task is to ensure that results from this project are shared to assist other cities throughout the San Francisco Bay Area and State. This task will ensure knowledge transfer among stakeholders, professionals, and municipal colleagues. This task is the vehicle to glean best practices and transmit shared learning with a vision to scale up to other California cities.

The Recipient shall:

- Increase public awareness of EVs and mode shift and disseminate information about the project to a range of stakeholders.
- Conduct outreach via SF Clean Cities to continue to promote EVs and mode shift, including organizing or hosting educational workshops. Compile agenda, meeting summary, and attendee list and submit to the CAM.
- Promote the use of the Blueprint Mapping Tool's crowd-sourcing feature by the public through SF Environment's robust social media network, as well as through partners.
- Work with the Greenstacks program, a collaboration between SF Environment and SF Public Libraries, to promote the Mapping Tool and provide webinars and other activities to increase awareness of the accessibility of EVs to all residents of the city.
- Update San Francisco's EV Ready Playbook and submit to the CAM. Playbook will include:
 - The updated Mapping Tool
 - Guidelines for implementing an Ombudsperson process to streamline charging station installations and promote EVs, focusing on replicating processes (since some municipalities may not have the resources or inclination to create a new position, the focus is on how to replicate the process rather than the position).
 - Findings from research, reports, and studies conducted.
- Develop case study and presentation to disseminate information about the project and ensure that other municipalities access the Mapping Tool and submit to the CAM.
- Develop case study and presentation on e-bike pilot results to help public- and private-sector actors improve and scale bike delivery programs and submit to the CAM.
- Organize at least three webinars to share case studies and results with California local governments and community choice aggregators, individually and through networks such as the Clean Cities Coalitions, Green Cities CA, Urban Sustainability Directors Network, C40, and California Community Choice Association. Compile agenda, slide deck, and attendee list for each and submit to the CAM

Products:

- Documentation of Educational Workshops (agenda, notes, attendees)

- Final, Updated EV Ready Playbook
- Case study and presentation for Blueprint Mapping Tool
- Case study and presentation for e-bike program
- Documentation of Three Webinars presenting Case Studies and Results (agenda, slide deck, attendees)

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: SAN FRANCISCO DEPARTMENT OF THE ENVIRONMENT

RESOLVED, that the State Energy Resources Conservation and Development Commission (CEC) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

RESOLVED, that the CEC approves Agreement ARV-21-045 with the San Francisco Department of the Environment for a \$2,384,797 grant to implement three strategies from their EV Ready Community Blueprint. Under this agreement, the recipient will increase public awareness of EVs, expand charging infrastructure, and accelerate mode shift by getting delivery-app workers out of cars and onto e-bikes to make deliveries; 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 January 26, 2022.

AYE:

NAY:

ABSENT:

ABSTAIN:

Liza Lopez
Secretariat