



STATE OF CALIFORNIA

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

A) New Agreement # 600-21-008 (to be completed by CGL office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Jennifer Masterson	27	916 897 3614

C) Contractor's Legal Name	Federal ID #
Governor's Office of Business and Economic Development	38-3872936

D) Title of Project
Zero-Emission Vehicle Unit Specialist Position

E) Term and Amount

Start Date	End Date	Amount
05/11/ 2022	05 /31/ 2024	\$ 246.636

F) Business Meeting Information

☐ Operational agreement (see CAM Manual for list) to be approved by Executive Director

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

Proposed Business Meeting Date 05 / 11 / 2022 ☒ Consent ☐ Discussion

Business Meeting Presenter Time Needed:

Please select one list serve. Fuels and Transportation

Agenda Item Subject and Description:

GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-Biz). Proposed resolution approving Agreement 600-21-008 with GO-Biz for a \$246,636 contract to fund a Zero-Emission Vehicle (ZEV) Permitting and Development Specialist for two years to streamline the ZEV infrastructure permitting process which will help accelerate ZEV infrastructure deployment across the state; and adopting staff's determination that this action is exempt from California Environmental Quality Act (CEQA). (General Fund Funding) Contact: Jennifer Masterson

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 the Scope of Work involves consultation, analyses, and reporting.

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:

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

because work under the proposed contract will involve office work conducted over



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computer, telephone, and in-person meetings. Work will not involve any physical construction and will have no impact 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
None	\$ 0.00
	\$ 0.00
	\$ 0.00

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

Legal Company Name:
Governor's Office of Business and Economic Development

J) Budget Information

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
General Fund	FY 21/22		\$246.636
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&D Program Area: Select Program Area TOTAL: \$

Explanation for "Other" selection

Reimbursement Contract #: Federal Agreement #:

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

Name: Gia Vacin
Address: 1325 J Street, Ste 1800
City, State, Zip: Sacramento, CA 95814
Phone: 916 319-9968
E-Mail: gia.vacin@gobiz.ca.gov

2. Contractor's Project Manager

Name: Gia Vacin
Address: 1325 J Street, Ste 1800
City, State, Zip: Sacramento, CA 95814
Phone: 916 319-9968
E-Mail: gia.vacin@gobiz.ca.gov

**CONTRACT REQUEST FORM (CRF)****L) Selection Process Used**

- ☐ Solicitation Select Type Solicitation #: - - # of Bids: Low Bid ☐ No ☐ Yes
- ☐ Non Competitive Bid (Attach DGS-GSPD-09-007 <https://www.dgs.ca.gov/PD/Forms>)
- ☒ Exempt Interagency

M) Contractor Entity Type

- ☐ Private Company (including non-profits)
- ☒ CA State Agency (including UC and CSU)
- ☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

N) Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

If yes, check appropriate box(es): ☐ SB ☐ MB ☐ DVBE

O) Civil Service Considerations

- ☒ Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)
- ☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
- ☐ The Services Contracted:
- ☐ are not available within civil service
 - ☐ cannot be performed satisfactorily by civil service employees
 - ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- ☐ The Services are of such an:
- ☐ urgent
 - ☐ temporary, or
 - ☐ occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

Justification:**P) Payment Method**

1. ☐ Reimbursement in arrears based on:
 - ☐ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time
2. ☒ Advanced Payment
3. ☐ Other, explain:

Q) Retention

Is Agreement subject to retention? ☒ No ☐ Yes

If Yes, Will retention be released prior to Agreement termination? ☐ No ☐ Yes

R) Justification of Rates

N/A

S) Disabled Veteran Business Enterprise Program (DVBE)

**CONTRACT REQUEST FORM (CRF)**

1. ☒ Exempt (Interagency/Other Government Entity)
2. ☐ Meets DVBE Requirements DVBE Amount:\$ 0 DVBE %:
 - a. ☐ Contractor is Certified DVBE
 - b. ☐ Contractor is Subcontracting with a DVBE: Name of DVBE Company
3. ☐ Contractor selected through CMAS or MSA with no DVBE participation
4. ☐ Requesting DVBE Exemption (attach CEC 95)

T) Miscellaneous Agreement Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
2. Is the Contractor providing confidential information? ☒ No ☐ Yes
3. Is the contractor going to purchase equipment? ☒ No ☐ Yes
4. Check frequency of progress reports
☐ Monthly ☒ Quarterly ☐ Other...
5. Will a final report be required? ☐ No ☒ Yes
6. Is the Agreement, with amendments, longer than three years? If yes, why? ☒ No ☐ Yes

U) The following items should be attached to this CRF (as applicable)

- | | | |
|---|---|--|
| 1. Exhibit A, Scope of Work | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 2. Exhibit B, Budget Detail | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 3. DGS-GSPD-09-007, NCB Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEQA Documentation | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Resumes | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. CEC 105, Questionnaire for Identifying Conflicts | <input checked="" type="checkbox"/> N/A | <input checked="" 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		Streamline ZEV Infrastructure Permitting and Development
3	x	ZEV Infrastructure Permitting Communications and Outreach
4		ZEV Permitting and Development Research and Analysis

Background: Contract 600-21-008 provides a total of \$246,636 to the California Governor's Office of Business and Economic Development (GO-Biz) to fund a Zero-Emission Vehicle (ZEV) Permitting and Development Specialist (Specialist) over a two-year period ending May 31, 2024.

To achieve the state's ambitious ZEV and climate neutrality goals, California must accelerate the pace and scale of market development and penetration. Success depends on implementation at the local level, supported by the state's strong policy landscape and funding from the public and private sectors. Numerous efforts are underway, yet unique local-level challenges and knowledge gaps remain, and availability of infrastructure remains a limiting factor for market acceleration. California's Comeback Plan (2021-22) and Governor Newsom's proposed California Blueprint (2022-23), coupled with funding available from the federal Infrastructure Investment and Jobs Act (IIJA) offer a once in a generation opportunity to rapidly accelerate and advance the state's ZEV transition. Now more than ever, the state must expand collaboration with cities and counties as well as other key stakeholders and provide the tools needed to successfully utilize funding and make informed decisions that will carry the state into its ZEV future. By working directly with local officials and agencies, the Specialist will provide customized ZEV infrastructure permitting assistance to accelerate deployment in local jurisdictions across California. The Specialist will also use knowledge and lessons learned from on-the-ground experiences to identify themes of reoccurring challenges and barriers among jurisdictions and then develop and deploy tools and resources to help address them at a broader scale.

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 Contractor prior to the meeting.

The Contractor 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 Contractor shall bring their Project Manager, Agreement Administrator, Accounting Officer, and any others determined necessary by the Contractor 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)
 - The CAM’s expectations for accomplishing tasks described in the Scope of Work
 - An updated Schedule of Products and Due Dates
 - Quarterly Progress Reports (Task 1.4)
 - Final Report (Task 1.5)

Contractor Deliverables:

- Updated Schedule of Products
- Updated list of match funds (if applicable)
- Updated list of permits and copies of any permits received thus far (if applicable)

CAM Deliverable:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

CPRs provide the opportunity for frank discussions between the CEC and the Contractor. 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, deliverables, schedule, or budget.

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

Meeting participants include the CAM and the Contractor 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 Contractor. These meetings generally take place at the CEC, but they may take place at another location or remotely.
- Send the Contractor the agenda and a list of expected participants in advance of each CPR.

- 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, deliverables, 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 Contractor with a written determination in accordance with the schedule. The written response may include a requirement for the Contractor to revise one or more deliverable(s) that were included in the CPR.

The Contractor 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 deliverables identified in this scope of work. The Contractor 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 Deliverables:

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

Contractor Deliverable:

- CPR Report(s)

Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement.

The Contractor 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 Contractor 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, as appropriate:

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

Contractor Deliverables:

- 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 Contractor shall:

- Prepare a Quarterly Progress Report which summarizes all Agreement activities conducted by the Contractor 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 recommended specifications for each progress report are contained in Section 6 of the Public/Governmental Entity Special Terms and Conditions of this Agreement.

Contractor Deliverables:

- 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 to 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 FTD project management processes.

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

In addition to any other applicable requirements, the Final Report must comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability; all applicable regulations and guidelines issued pursuant to the ADA; Cal. Gov. Code sects. 7405 and 11135; and Web Content Accessibility Guidelines 2.0, or a subsequent version, as published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

The Contractor shall:

- Prepare an Outline of the Final Report, if requested by the CAM.
- Prepare a Final Report complying with ADA requirements and 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.

Contractor Deliverables:

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

TASK 2 STREAMLINE ZEV INFRASTRUCTURE PERMITTING AND DEVELOPMENT

The goal of this task is to help streamline the ZEV infrastructure permitting process and accelerate the development of EV charging and hydrogen fueling infrastructure across the state. This process includes expanding work with local jurisdictions and other stakeholders to adopt the streamlined permitting processes, developing tools to collect data that will help track progress of infrastructure permitting, maintaining active

communication with state agencies to ensure alignment and two-way communication between the local and state levels, helping to identify and solve existing and emerging infrastructure permitting challenges, and answering questions and providing technical support to the public, businesses, and local governments.

The Contractor shall:

- Work with local jurisdictions and other stakeholders to streamline and accelerate ZEV infrastructure permitting (e.g., implementation of Assembly Bill (AB) 1236 and AB 970, and adoption of voluntary building codes).
- Conduct project specific problem solving by working directly with station developers and authorities having jurisdiction.
- Develop and utilize tools to collect and track ZEV infrastructure permitting status and development data.
- Update the ZEV streamlining map.
- Maintain active communication with state agency staff partners.
- Track and communicate ZEV infrastructure progress at local and state levels.
- Answer questions and provide technical support to the public, businesses, and local governments, including during webinars hosted by GO-Biz.
- Develop fact sheets and other resources to provide to stakeholders to assist in obtaining timely permits.

Contractor Deliverables:

- A summary to be included in the Quarterly Report of the following:
 - Updates to the [ZEV streamlining map](#)
 - Number of new cities and counties engaged, and percentage streamlined
 - Number of station developers who were assisted and highlights describing key challenges encountered and outcomes, including solutions that GO-Biz assisted in providing
 - Number of new EV charging and hydrogen stations
 - Number of cities that adopted voluntary building codes helping to enable ZEV infrastructure development
- Fact sheets and other resources provided to stakeholders to assist in obtaining timely permits
- Copy of webinar notices and list of attendees

TASK 3 ZEV INFRASTRUCTURE PERMITTING COMMUNICATIONS AND OUTREACH

The goal of this task is to improve outreach and understanding of ZEV permitting policies, processes, and procedures to assist key target audiences and help inform broader stakeholder groups by providing educational materials and tools through handouts, website content, and webinars and other presentations.

The Contractor shall:

- Develop and maintain permitting content for the GO-Biz ZEV readiness webpages and coordinate with GO-Biz IT team to implement updates and changes.

- Develop ZEV infrastructure permitting and development tools and resources (e.g., update of the [EV Charging Station Permitting Guidebook](#), [fact sheets](#), [best practices](#), etc.)
- Track and communicate ZEV market progress at local and state levels.
- Prepare materials and represent the ZEV Market Development team at various events related to ZEV infrastructure permitting and development, including public speaking opportunities (webinars, conferences, public meetings, etc.). Provide copies of materials to the CAM quarterly.

Contractor Deliverables:

- A summary to be included in the Quarterly Report of the following:
 - o Percent increase toward state infrastructure goals
 - o Number of participants at relevant events at which the Specialist presented
 - o Number of website hits, mailing list analytics, and downloads of ZEV permitting tools, resources, and information
- List of links to the GO-Biz ZEV readiness webpages
- Digital copies of ZEV infrastructure permitting and development tools and resources developed
- Electronic handout that identifies market progress of ZEV infrastructure at the local and state levels
- List of events participated in and digital copies of presentation materials, if applicable

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

TASK 4 ZEV PERMITTING AND DEVELOPMENT RESEARCH AND ANALYSIS

The goal of this task is to collect and summarize ZEV infrastructure permitting and development documents, white papers, and lessons learned from on-the-ground experience for audiences including local authorities having jurisdiction, station developers, agency partners, non-governmental organizations (NGOs), and others.

The Contractor shall:

- Research topics related to ZEV permitting and development and develop digestible summaries. Utilize information gathered to inform development of resources and tools described in Task 3.

Contractor Deliverables:

- Summary included in Final Report of how many tools and resources informed by research and analysis
- A copy included in Final Report of internal and external reports, documents, and other materials that summarizes ZEV permitting research topics
- Summary included in Final Report of recommendations for areas of collaboration across agencies that can improve ZEV permitting

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC
DEVELOPMENT

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 600-21-008 with Governor's Office of Business and Economic Development (GO-Biz) for a \$246,636 contract to fund a Zero-Emission Vehicle (ZEV) Permitting and Development Specialist for two years to streamline the ZEV infrastructure permitting process, which will help accelerate ZEV infrastructure deployment in California; 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 May 11, 2022.

AYE:

NAY:

ABSENT:

ABSTAIN:

Liza Lopez
Secretariat