



STATE OF CALIFORNIA

**GRANT REQUEST FORM (GRF)**

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

**A) New Agreement # ARV-21-069 (to be completed by CGL office)**

<b>B) Division</b>	<b>Agreement Manager:</b>	<b>MS-</b>	<b>Phone</b>
600 Fuels and Transportation Division	Larry Rillera	06	916-903-4295

<b>C) Recipient's Legal Name</b>	<b>Federal ID #</b>
The Latino Equity Advocacy & Policy Institute, The LEAP Institute	82-3403967

<b>D) Title of Project</b>
LEAP Statewide EV Training

**E) Term and Amount**

<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>
06/08/2022	05/30/2025	\$499,957

**F) Business Meeting Information**

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

Proposed Business Meeting Date: 06/08/2022 ☐ Consent ☒ Discussion

Business Meeting Presenter: Larry Rillera Time Needed: 5 minutes

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

**Agenda Item Subject and Description:**

The Latino Equity Advocacy & Policy Institute (The LEAP Institute). Proposed resolution approving Agreement ARV-21-069 with The LEAP Institute for a \$499,957 grant to develop and conduct EV and electric vehicle supply equipment assessment, training, and outreach, and adopting staff's determination that this action is exempt from CEQA. (Clean Transportation Program funding) Contact: Larry Rillera (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":

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 section 15306 – Information Collection. Cal. Code Regs, tit. 14, §15306, Information Collection, provides that projects which consist of basic data collection, research and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource are categorically exempt from the provisions of CEQA. This project consists of, research, developing training, and conducting outreach for training on zero-emission vehicles (ZEV) and electric vehicle charging infrastructure (EVCI). The project will not cause direct physical changes

**GRANT REQUEST FORM (GRF)**

to the environment, and there will be no physical construction. This project involves research, data collection, public outreach, administrative coordination efforts, planning, training, and similar activities. Therefore, the proposed project will have no significant effect on the environment and is categorically exempt under section 15306. Therefore, the proposed project will have no significant effect on the environment and is categorically exempt under section 15306.

Cal. Code Regs, tit. 14, §15322 Training Programs Involving No Physical Changes, provides that projects which consist of the development of or changes in curriculum or training methods which do not result in a serious or major disturbance to an environmental resource are categorically exempt from the provisions of CEQA. This project involves the development of curriculum, education, and training programs. The project will not cause direct physical changes to the environment, and there will be no physical construction. Therefore, the proposed project will have no significant effect on the environment and is categorically exempt under section 15322.

☐ Common Sense Exemption.

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

Check all that apply

☐ Initial Study

☐ Negative Declaration

☐ Mitigated Negative Declaration

☐ Environmental Impact Report

☐ Statement of Overriding Considerations

**H) List all subcontractors (major and minor) and equipment vendors:** (attach additional sheets as necessary)

<b>Legal Company Name:</b>	<b>Budget</b>
Tzunu Strategies LLC	\$50,000
Cerritos Community College	\$50,000
Chicano Park Museum	\$8,000
ChargerHelp!	\$99,000
(To Be Determined)	\$20,000

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

<b>Legal Company Name:</b>
GRID Alternatives

**J) Budget Information**



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<b>Funding Source</b>	<b>Funding Year of Appropriation</b>	<b>Budget List Number</b>	<b>Amount</b>
ARFVTP	FY 19/20	601.118L	\$10,331
ARFVTP	FY 20/21	601.118M	\$489,626
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&amp;D Program Area: Select Program Area TOTAL: \$499,957

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

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

Name: Russell Teall

Address: 426 Donze Ave.

City, State, Zip: Santa Barbara, CA,  
93101

Phone: (805) 689-9008

E-Mail: [rteall@theleapinstitute.org](mailto:rteall@theleapinstitute.org)**2. Recipient's Project Manager**

Name: Rey Leon

Address: 1710 Apple Ave.

City, State, Zip: Huron, CA 93234

Phone: (559) 269-9563

E-Mail: [leon@theleapinstitute.org](mailto:leon@theleapinstitute.org)**L) Selection Process Used**☒ Competitive Solicitation Solicitation #: GFO-21-602☐ 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

☒ Attached☒ Attached☒ Attached☐ Attached☐ Attached☒ N/A☒ N/A\_\_\_\_\_  
**Agreement Manager**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Office Manager**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Deputy Director**\_\_\_\_\_  
**Date**

**Exhibit A  
SCOPE OF WORK**

**TECHNICAL TASK LIST**

Task #	CPR	Task Name
1		Administration
2		Electric Vehicle (EV) Training Plan
3		Electric Vehicle Supply Equipment (EVSE) Assessment
4		EV Training Video Production
5		Outreach and Engagement
6		Program Trainers
7	X	Training
8		Data Collection and Analysis
9		Project Fact Sheet

**KEY NAME LIST**

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	TBD	Cerritos Community College; Tzunu Strategies LLC	
2	TBD	Cerritos Community College; Tzunu Strategies LLC	
3	TBD	ChargerHelp!	
4	TBD	Cerritos Community College; Tzunu Strategies LLC	
5	TBD	Cerritos Community College; Tzunu Strategies LLC	GRID Alternatives
6	TBD	Cerritos Community College	
7	TBD	ChargerHelp!	GRID Alternatives
8	TBD		
9	TBD		

**GLOSSARY**

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

Term/ Acronym	Definition
ATL	Advanced Transportation and Logistics
CAM	Commission Agreement Manager

<b>Term/ Acronym</b>	<b>Definition</b>
CAO	Commission Agreement Officer
CEC	California Energy Commission
CTP	Clean Transportation Program
COACH	Community Outreach Advisory Council
CPR	Critical Project Review
FTD	Fuels and Transportation Division
EV	Electric Vehicle
EVSE	Electric Vehicle Charging Supply Equipment
FamCamp	Program at California State Parks to conduct leadership training for individuals from low-income communities
Program	EV Training Program
Recipient	The LEAP Institute
ZEV	Zero-Emission 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 October 1, 2021, the CEC released a Grant Funding Opportunity entitled "IDEAL ZEV Workforce Pilot." This competitive grant solicitation was to support training in zero-emission vehicle (ZEV) industries and in priority communities. In response to GFO-21-602, the Recipient submitted application #10 which was proposed for funding in the CEC's Notice of Proposed

Awards on February 22, 2022. GFO-21-602 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:**

Electric vehicles (EV) and electric vehicle supply equipment (EVSE) are emerging markets in California and state policies incentivize EV and EVSE purchases. The automotive industry has established diagnostic and repair standards for EVs as well as workforce training and development certification programs. However, the same is not true for EVSE service. There is still much analysis to be done regarding EVSE service and workforce needs in California. This EVSE assessment is essential to understanding and supporting the workforce needed to provide requisite EVSE repairs and to inform policy makers about the deleterious impacts of inoperable EVSEs and the consequences of the same for EV adoption. EVSE service technicians are needed in California, especially in communities like Huron that are rural, disadvantaged/low-income communities (DACs/LICs), and where Spanish is the dominant language. The EV sector needs an inclusive workforce in all communities for EV adoption to be successful.

### **Goals of the Agreement:**

The goals of this Agreement are to establish the EV Training Program (Program) in English and Spanish, develop rural partnership networks, provide training, assess EVSE service needs, replicate the Program in rural communities, and create a pathway for jobs in EV and EVSE markets.

### **Objectives of the Agreement:**

The objectives of this Agreement are to:

- Develop and implement the Program in English and Spanish.
- Conduct outreach and engagement.
- Recruit project partners.
- Assess EVSEs in the Greater Fresno Region, including Huron, with respect to multiple factors, including, but not limited to, availability, performance, level of community needs/usage, etc..
- Develop performance metrics and data collection and analysis for the results of the EVSE training created and conducted pursuant to this Agreement.

## **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.
- 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 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 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 10<sup>th</sup> 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.

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 Recipient 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.

**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 EV TRAINING PLAN**

The goal of this task is to develop an EV Training Plan.

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

- Develop a draft and final *EV Training Plan*, for CAM review and approval, that shall include, but is not limited to:

- Consultation with project partners and subject matter experts (SME).
- Curriculum, lessons, and training modules in English and Spanish.
- EV Training Workbook in English and Spanish.
- Outreach and Engagement plan.
- Post-training and outreach event surveys in English and Spanish.
- Storyboards and script needed to produce a 20 minute EV Training Video in English and Spanish.
- Strategy to recruit Program trainers and project partners.
- Identification of publicly available resources and activities supporting EVs.
- Development of the Community Outreach Advisory Council (COACH) program that will facilitate Program and project success.
- Development and coordination of the EV Training Plan at the State's Family Camp Program (FamCamp).
- Public advocacy campaign.
- Training elements for trainers.
- Work with the CAM to secure CEC approval for the use of the CEC logo that will be used on all materials.

**Products:**

- Draft EV Training Plan
- Final EV Training Plan
- 
- CEC Approval

**TASK 3 EVSE ASSESSMENT**

The goal of this task is to assess the status of EVSEs in the Greater Fresno Region, including Huron.

**The Recipient shall:**

- Develop a draft and final *EVSE Assessment* with respect to EVSE assets and operations in Huron and the Greater Fresno Region, that shall include, but is not limited to, the following:

- Assessment methodology, including, but not limited to, availability, operations, and readiness of EVSEs in the area, level of community usage of EVSEs, etc.. The assessment shall be provided to the CAM for review and approval.
- Develop, issue, and administer EVSE surveys to site hosts.
- Develop list of survey recipients in the Greater Fresno Region including Huron.
- Collect and analyze data and survey results.
- Provide an assessment of the workforce skills gaps, training, and any certifications needed for EVSE technicians.
- Recommendations, strategies, and actions needed to address assessment findings.

**Products:**

- Draft EVSE Assessment
- Final EVSE Assessment

#### **TASK 4 EV TRAINING VIDEO PRODUCTION**

The goal of this task is to produce *EV Training Videos* that will be used for EV training.

**The Recipient shall:**

- Develop a request for proposal (RFP), select a vendor, and procure equipment needed to produce Program video and provide a copy of the RFP to the CAM for review and approval.
- Produce 20 minute EV Training Videos based on the content of the EV Training Plan from Task 2 in both English and Spanish.
- Edit the EV Training Videos and include all applicable titles, credits, and segments consistent with the EV Training Workbook.
- Provide the draft EV Training Videos for review and approval by the CAM before the final EV Training Video is produced.
- Conduct beta-tests of the videos, document feedback, and incorporate changes, where required, and document feedback in Quarterly Progress Reports.
- Provide Final EV Training Videos in English and Spanish.

**Products:**

- Copy of RFP
- Quarterly Progress Reports containing the feedback described above.
- Draft EV Training Videos
- Final EV Training Videos

#### **TASK 5 OUTREACH AND ENGAGEMENT**



The goal of this task is to develop Program outreach and engagement.

**The Recipient shall:**

- Produce a *List of Regions* identifying five (5) regions of the state that are similar in demographics to Huron for outreach and engagement in English, Spanish, or both, and provide the list to the CAM for review and approval.
- Implement the COACH program developed in Task 2 in the regions approved by the CAM.
- Recruit COACH members and provide information in Quarterly Progress Reports.
- Conduct quarterly COACH meetings with meeting locations, agenda, and meeting notes, and provide in Quarterly Progress Reports.
- Require COACH help facilitate Program trainee recruitment in their respective subject areas.
- Require COACH members participate in outreach and engagement events.
- Produce a *List of FamCamp Locations* identifying five (5) suitable locations for FamCamps in the five demographic regions approved by the CAM, and conduct the EV Training Program at a FamCamp in each of those locations, in English, Spanish, or both.
- Require all COACH members to complete the training course (either in-person or by video), and then, after training, to attend one FamCamp event, conduct outreach, and document the results in Quarterly Progress Reports.
- Conduct local and regional Program outreach and engagement in addition to the FamCamps, either in-person or via online/video.
- Provide the information regarding the other local/regional Program outreach/engagement activities in Quarterly Progress Reports.
- Implement the public advocacy campaign and provide physical and social media event information in Quarterly Progress Reports.

**Products:**

- List of 5 regions in the state
- List of 5 FamCamp locations
- Quarterly Progress Reports

**TASK 6 PROGRAM TRAINERS**

The goal of this task is to recruit, hire, and train Program trainers.

**The Recipient shall:**

- Recruit Program trainers and provide a *List of Trainers* in Quarterly Progress Reports.
- Train the trainers in the areas specified in the approved EV Training Plan from Task 2, including, but not limited to:

- Develop lessons plans for Program curriculum and instruction.
- How to teach and implement the lesson plans.
- How to record video footage and place online.
- Data entry into the State's CalJOBS website.
- Develop scripts and story boards for each Program class to be recorded.
- Administer post-training surveys and analyze results.
- Provide feedback on improvements to the Program curriculum and training.
- Require Program trainees that complete the course to attend train-the-trainer sessions and document in Quarterly Progress Reports.
- Provide training to Program trainers in the use and care of video equipment.
- Record Program training by trainers.
- Place recorded videos online at the Recipient's website and provide a *Weblink* to these videos in the Quarterly Progress Reports.

**Products:**

- List of trainers and
- Weblink to recorded training videos, to be provided in the Quarterly Progress Reports

**TASK 7 TRAINING**

The goal of this task is to recruit and train Program trainees.

**The Recipient shall:**

- Develop online Program trainee registration through the LEAP website in both English and Spanish.
- Recruit and train registered Program trainees using the materials developed in Tasks 2, 3, and 4.
- Administer a *Post-Training Survey* and collect the information obtained therefrom in English and Spanish and provide the results in the Quarterly Progress Reports.
- Require Program trainees attend at least one FamCamp outreach event and document in Quarterly Progress Reports.
- Facilitate EV careers after Program trainees complete training.
- Develop and provide *Certificates of Completion* for the training provided by The LEAP Institute. Create a *List of Certificate Holders* documenting all those who successfully completed the training.
- Provide training and certification for EVSE Technicians through the existing ChargerHelp! training program.

**Products:**

- Post-Training Survey, with results documented in the Quarterly Progress Reports.
- Certificates of Completion, and a List of Certificate Holders.

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

## **TASK 8 DATA COLLECTION AND ANALYSIS**

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 at least 12 months of throughput, usage, and operations data from the project including, but not limited to:
  - Draft and final *Data Collection Plan Outline*.
  - Performance metrics including, but not limited to course baseline data, attendance, training agenda, total time trained, training topics, duration of training sessions, tests and exams, surveys, job placement, outreach objectives and outcomes, completion rates, participation rates, and certificates of completion.
  - Qualitative and quantitative information including, but not limited to, photographs, testimonials, videos, spreadsheets, data, and modeling.
  - Key workforce and training issues encountered and describe the resolution of the issues.
  - Trainee, participant, and attendee demographic and ethnicity information.
  - Jobs, employment, and economic impact as a direct result of the project.
  - Trainee occupations, skills, and wage rates.
  - Job market(s) that support ZEV technologies. Compare the job market and status from the time of the original project proposal to the time of the project's completion.
  - Baseline data.
  - Job placement.
  - List of SME, industry partners, project partners, key stakeholders, and other project collaborators.
  - DAC/LIC participation and results.
- Collect data, information, and analysis described above and include in the Final Report.
- Compare any project performance and expectations provided in the proposal to CEC with actual project performance and accomplishments.
- Discuss recommendations.

**Products:**

- Draft Data Collection Plan Outline
- Final Data Collection Plan Outline
- Final Report

**TASK 9 PROJECT FACT SHEET**

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

**The Recipient shall:**

- Prepare an *Initial Project Fact Sheet* at start of the project that describes the project and the expected benefits. Use the format provided by the CAM.
- Prepare a *Final 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 1300x500 pixels in landscape ratio) of pre- and post-technology installation/project efforts at the project sites or related project photographs.

**Products:**

- Initial Project Fact Sheet
- Final Project Fact Sheet
- High Quality Digital Photographs

STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: THE LATINO EQUITY ADVOCACY & POLICY INSTITUTE

**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-21-069 with The Latino Equity Advocacy & Policy Institute for a \$499,957 grant to develop and conduct EV and electric vehicle supply equipment assessment, training, and outreach; 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 June 8, 2022.

AYE:

NAY:

ABSENT:

ABSTAIN:

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Liza Lopez  
Secretariat