



STATE OF CALIFORNIA

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

A) New Agreement # ZVI-22-002 (to be completed by CGL office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Akasha Kaur Khalsa	6	916-891-9128

C) Recipient's Legal Name	Federal ID #
Zeco Systems, Inc. dba Shell EV Charging Solutions Americas	80-0825581

D) Title of Project
Los Angeles TNC Charging Hub Project

E) Term and Amount

Start Date	End Date	Amount
7/13/2022	3/31/ 2026	\$2,000,000

F) Business Meeting Information

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

Proposed Business Meeting Date 07 / 13 / 2022 ☐ Consent ☒ Discussion

Business Meeting Presenter: TBD Time Needed: 5 minutes

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

Agenda Item Subject and Description:

Zeco Systems, Inc. dba Shell EV Charging Solutions Americas. Proposed resolution approving Agreement ZVI-22-002 with Zeco Systems, Inc. dba Shell EV Charging Solutions Americas for a \$2,000,000 grant, and adopting staff's determination that this action is exempt from CEQA. The purpose of this project is to design, build and operate two EV charging hubs dedicated to accelerating electrification among drivers for TNCs in the Los Angeles region. (General Fund funding.) Contact: Akasha Kaur Khalsa. (Staff Presentation: 5 minutes)

G) California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?

☒ Yes (skip to question 2)

☐ No (complete the following (PRC 21065 and 14 CCR 15378)):

Explain why Agreement is not considered a "Project":

Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because .

2. If Agreement is considered a "Project" under CEQA:

a) ☒ Agreement **IS** exempt.

☐ Statutory Exemption. List PRC and/or CCR section number:

☒ Categorical Exemption. List CCR section number: 15301, 15303 & 15304

☐ Common Sense Exemption. 14 CCR 15061 (b)

b) Explain reason why Agreement is exempt under the above section:

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Cal. Code Regs., title 14, sec. 15301 provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of use beyond that existing at the time of the lead agency's determination, are categorically exempt from the provisions of the California Environmental Quality Act. This project involves installation of electric vehicle charging stations, including at an existing parking facility. The electric vehicle charging station will be installed on an existing paved parking lot or on the sidewalk parking meter area, connect to existing electrical panels, and will involve negligible or no expansion of use. Therefore, the project falls within section 15301 and will not have a significant effect on the environment.

Cal. Code Regs., title 14, sec. 15303 provides that projects which consist of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure, are categorically exempt from the provisions of CEQA. This project consists of installation of new, small equipment to an existing site. Specifically, the fast-charging equipment to be installed is approximately the size of a gas station gasoline pump and the level two charging equipment is the size of a parking meter. The equipment will be installed in an existing, paved parking lot or on the sidewalk parking meter area. Therefore, the project falls within section 15303 and will not have a significant effect on the environment.

Cal. Code Regs., title 14, sect. 15304 provides that projects which consist of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry and agricultural purposes are categorically exempt from the provisions of CEQA. In this project, minor trenching may be necessary to lay two-inch conduit from the existing electrical panel to the charging equipment, totaling approximately two cubic feet per foot of distance from the electrical panel, to connect the proposed new electric vehicle charging station equipment to an existing electrical supply panel. The trenching will take place on currently paved ground or sidewalk, will not involve the removal of any trees, and surface will be restored. Therefore, the project falls within section 15304 and will not have a significant effect on the environment.

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

Check all that apply

- ☐ Initial Study
☐ Negative Declaration
☐ Mitigated Negative Declaration
☐ Environmental Impact Report
☐ Statement of Overriding Considerations

H) List all subcontractors (major and minor) and equipment vendors, including those listed in the grant application: (attach additional sheets as necessary)



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Legal Company Name:	Budget
Los Angeles Dept. Water & Power (Current Budget)	\$ 400,000
TBD Site 1 Installation Contractor (Current Budget)	\$ 810,345
TBD Site 2 Installation Contractor (Current Budget)	\$ 485,116
TBD Site 1 (High power charging hardware) (Current Budget)	\$ 0
TBD Site 2 (High power charging hardware) (Current Budget)	\$ 304,539

I) List all key partners, including those listed in the grant application: (attach additional sheets as necessary)

Legal Company Name:
Uber Technologies, Inc.
Los Angeles Cleantech Incubator (LACI)
EV Noire
Housing Authority of the City of Los Angeles (HACLA)

J) Budget Information

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
General Funding	FY 21/22	601.129ZEV	\$2,000,000
Funding Source			\$
Funding Source			\$

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

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

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

Name: Mark Smit

Address: 767 S Alameda, Suite 200

City, State, Zip: Los Angeles, CA 90021

Phone: (424) 389 -5730

E-Mail: msmit@shellrecharge.com**2. Recipient's Project Manager**

Name: Mark Smit

Address: 767 S Alameda, Suite 200

City, State, Zip: Los Angeles, CA 90021

Phone: (424) 389 -5730

E-Mail: msmit@shellrecharge.com



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L) Selection Process Used

☒ Competitive Solicitation Solicitation #: GFO-21-601 CARTS

☐ First Come First Served Solicitation Solicitation #: - -

M) The following items should be attached to this GRF

- | | | |
|---|---|--|
| 1. Exhibit A, Scope of Work | <input checked="" type="checkbox"/> | Attached |
| 2. Exhibit B, Budget Detail | <input checked="" type="checkbox"/> | Attached |
| 3. CEC 105, Questionnaire for Identifying Conflicts | <input checked="" type="checkbox"/> | Attached |
| 4. Recipient Resolution | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEQA Documentation | <input 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		Design Stations
3	X	Construction, Installation and Commissioning
4		Marketing, Education and Outreach
5	X	Operation and Management of All Sites
6		Data Collection and Analysis
7		Project Fact Sheet

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Mark Smit, Shell Recharge Solutions John Mason, Shell Recharge Solutions Joe Dowling, Shell Recharge Solutions	TBD	TBD
2	George Johnson, Shell Recharge Solutions Chad Muller, Shell Recharge Solutions Neil Patel, Shell Recharge Solutions	TBD	TBD, Housing Authority of the City of Los Angeles (HACLA)
3	George Johnson, Shell Recharge Solutions Tom Bartholet, Shell Recharge Solutions Neil Patel, Shell Recharge Solutions	TBD	EV Noire, HACLA
4	Mark Smit, Shell Recharge Solutions Anastasia Kornilova, Shell Recharge Solutions	TBD	Adam Gromis, Sustainability, Central Policy - Uber
5	Doug Merritt, Shell Recharge Solutions	TBD	TBD

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
	Ryan Trambley, Shell Recharge Solutions Josh Koppenjan, Shell Recharge Solutions		
6	Mark Smit, Shell Recharge Solutions Doug Merritt, Shell Recharge Solutions Keerthi Shankar Ravikkumar, Shell Recharge Solutions	Michelle Kinman, LACI Jose Hernandez, LACI Jesse Clark, LACI Kyersten Siebenaler, EV Noire Shelley Francis, EV Noire Vanessa Morelan, EV Noire	Adam Gromis, Sustainability, Central Policy - Uber
7	Mark Smit, Shell Recharge Solutions John Mason, Shell Recharge Solutions Joe Dowling, Shell Recharge Solutions	TBD	TBD

GLOSSARY

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

Term/ Acronym	Definition
AC	Alternating Current
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
CES	CalEnviroScreen
CPR	Critical Project Review
CTP	Clean Transportation Program
DC	Direct Current
DCFC	Direct Current Fast Charger(s)
EV	Electric Vehicle
EVSE	Electric Vehicle Supply Equipment
FTD	Fuels and Transportation Division

Term/ Acronym	Definition
HACLA	Housing Authority of the City of Los Angeles
kW	kilowatt
LACC	Los Angeles Convention Center
LACI	Los Angeles Cleantech Incubator
LADWP	Los Angeles Department of Water and Power
LATCH	Los Angeles Charging TNC Charging Hub Project
Recipient	Zeco Systems, Inc. dba Shell EV Charging Solutions Americas
Shell Recharge Solutions	Zeco Systems, Inc. dba Shell EV Charging Solutions Americas
TNC	Transportation Network Company
Uber	Uber Technologies, Inc,

Background

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

On August 31, 2021, the California Energy Commission (CEC) released a Grant Funding Opportunity entitled “Charging Access for Reliable On-Demand Transportation Services (CARTS).” This competitive grant solicitation was to support electric vehicle (EV) charging infrastructure for high mileage on-demand transportation services including services such as ride-hailing, taxis, and meal and grocery delivery. In response to GFO-21-601, the Recipient submitted application #8 which was proposed for funding in the CEC’s Notice of Proposed Awards on February 14, 2022. GFO-21-601 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

One of the biggest barriers to transportation network company (TNC) drivers purchasing EVs is lack of access to charging infrastructure. Approximately 61% of respondents to a 2018 Volvo/Harris poll¹ stated that a lack of charging infrastructure was preventing TNC drivers from purchasing an EV. The Los Angeles TNC Charging Hub Project (LATCH) takes a two-pronged approach at targeting TNC drivers in the Los Angeles area: it builds upon an existing and popular origin and destination charging location (Los Angeles Convention Center), and it locates charging infrastructure in housing communities that are accessible to the income of many

¹ <https://efiling.energy.ca.gov/GetDocument.aspx?tn=235787&DocumentContentId=68742>

rideshare drivers, thus supporting an area that is otherwise not economically viable currently in the market.

Goal of the Agreement

The goal of this Agreement is to design, build, maintain and operate at least two EV charging hubs near disadvantaged community (DAC) residents in Central Los Angeles and promote the charging hubs to Uber drivers.

Objectives of the Agreement

The objectives of this Agreement are to:

- Design, build and operate at least two EV charging hubs in the central Los Angeles area, one at the Los Angeles Convention Center (LACC), and one in Pico Gardens, a residential neighborhood.
- Install at least four high power direct current fast charging (DCFC) stations at the LACC.
- Install at least two high power DCFC stations in Pico Gardens.
- Conduct marketing and outreach efforts dedicated to accelerating EV use among drivers for TNCs in the Los Angeles region.
- Coordinate with Uber's broader TNC electrification efforts.
- Coordinate site acquisition with the dedicated zero emission carshare pilot at Pico Gardens between the Housing Authority of the City of Los Angeles and Los Angeles Cleantech Incubator (LACI).
- Provide routine maintenance at the charging hubs.

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 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.

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 DESIGN STATIONS****Task 2.1 Site Selection**

The goal of this task is to establish key charging infrastructure sites with public access that are available for the on-demand transportation services (Uber) driver base 24 hours a day and seven days a week.

The Recipient Shall:

- Contract for appropriate sites.
- Coordinate site acquisition with the dedicated zero emission carshare pilot at Pico Gardens between the Housing Authority of the City of Los Angeles and LACI.
- Submit to CAM a LATCH Location Site Report that includes the following information for each site:
 - Site address for driving purposes
 - Electric meter service address
 - Name of site owner
 - Signature page of agreement documents
 - Total parking spaces before the project
 - Name of charging hub owner
 - Name of charging hub operator
 - Map of local freeway offramps with site marked

Products:

- Los Angeles Convention Center (LACC) LATCH Location Site Report
- PICO Gardens LATCH Location Site Report

Task 2.2 Equipment Selection

The goal of this task is to select the combination of 180 kW and 350 kW DCFC for each site while planning for multiple charging options for past, current, and future vehicle models.

The Recipient Shall:

- Select a draft list of charging equipment brand(s) and power.
- Submit to CAM a *LATCH EV Charging Equipment List Report* that provides the following information for each site, including, but not limited to:
 - Number of chargers of each model number
 - Types of connectors
 - Peak power capacity (kW)
 - Number of vehicles that can charge simultaneously
 - Charging payment management software name
 - Charger device management software name
 - Proposed manufacturing lead time(s)
- Select building trades contractors for each site.

Products:

- LACC LATCH EV Charging Equipment List Report
- Pico Gardens LATCH EV Charging Equipment List Report

Task 2.3 Engineering Design

The goal of this task is to draft and complete engineering design. Have signed and sealed by professional engineer(s) licensed to practice in the State of California all necessary civil and architectural engineering designs for each proposed site.

The Recipient Shall:

- Finalize equipment specifications for all sites
- Create schedule for design delivery
- Order and produce civil and architectural designs
- Order and produce electrical engineering designs
- Review and approve civil, architectural and electrical designs
- Submit an *Engineering Design Report* for each site that includes but is not limited to:
 - Timeline
 - Summary pages from the stamped civil engineering design

- Summary pages from the stamped architectural engineering design
- Summary pages from the stamped electrical engineering design

Products:

- LACC Engineering Design Report
- Pico Gardens Engineering Design Report

Task 2.4 Electric Vehicle Supply Equipment (EVSE) Procurement and Site Preparation

The goal of this task is to purchase all EVSE chargers. At least six DC fast chargers will be purchased from an electric charger manufacturer. Plan facility improvements to prepare the charging hubs for electrification of the sites.

The Recipient shall:

- Complete site preparation, including, but not limited to, coordinate utility upgrades, initial applications, and site permitting.
- Finalize charger specifications.
- Place orders for at least six DC fast chargers.
- Submit to CAM an *EVSE Construction Timeline* for each site, including, but not limited to, a charger delivery schedule and a utility final energization date estimate.

Products:

- LACC EVSE Construction Timeline
- Pico Gardens EVSE Construction Timeline

TASK 3 CONSTRUCTION, INSTALLATION AND COMMISSIONING

The goal of this task is to install the EVSE, construct and commission the charging hubs, and manage the building trades contractors selected.

The Recipient Shall:

- Review and update all designs to final versions, if needed.
- Finalize equipment specification
- Review and confirm all site-specific electrical needs with Los Angeles Department of Water and Power (LADWP)
- Ready the local electrical grid for the addition of DCFC at each site
- Physically prepare the charging hub sites for electrification and install facility improvements
- Finalize EVSE delivery schedule
- Receive shipment of site-specific equipment at LACC site.

- Receive shipment of site-specific equipment at Pico Gardens site.
- Inspect and test EVSE and networking software with a charging event
- Electrify the chargers
- Complete and submit to CAM an *EVSE Installation Report* for each site that includes but is not limited to:
 - Narrative.
 - High-quality photos of each component of the EVSE including the dispenser ID number.
 - Copies of completed *Notices of Electric Service*
- 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.
- Submit EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program 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:

- LACC EVSE Installation Report
- Pico Gardens EVSE Installation Report
- AB 841 Certification
- EVITP Certification Numbers

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

TASK 4 MARKETING, EDUCATION AND OUTREACH

The goal of this task is to create the materials and establish the procedures for communication, outreach, customer service, and marketing to promote TNC drivers' use of the charging stations.

The Recipient Shall:

- Coordinate outreach to surrounding communities, with specific focus on low-income residents, to encourage public utilization of the chargers.
- Convene at least 8 EV educational events or online meetings where the LATCH program is promoted, and lessons are shared.
- Add EVSE charger information to the driver's end of the Uber app.
- Encourage Uber driver participation in:
 - Shell Recharge Solutions' app for the sites

- Outreach events
- EV educational meetings
- Price discount at the new LATCH chargers
- Hold a ribbon cutting event.
- Submit to CAM by *Email Invitations* to educational events and online meetings for outreach.
- Submit to CAM a draft and final *Marketing, Education and Outreach Report* that includes but is not limited to the following documentation:
 - Invitations to educational events or online meetings
 - Press releases and a Ribbon Cutting Event overview for each site
 - Outreach activity materials
 - Overview of marketing to promote built-in app feature
 - Screenshots of the EVSE charger information on the driver's end of the Uber app
 - Metrics that measure outreach success.

Products:

- Email invitations to educational and outreach events
- Marketing, Education and Outreach Report Draft
- Marketing, Education and Outreach Report Final

TASK 5 OPERATION AND MANAGEMENT OF ALL SITES

The goal of this task is to maintain constant operation of the charging infrastructure and handle all maintenance of the charging infrastructure to keep all sites operational 24 hours a day seven days a week. The project team will complete routine maintenance at the charging sites and will complete any planned and unplanned maintenance required by charging sites to ensure charger downtime is kept to a minimum.

The Recipient shall:

- Develop and submit to the CAM a *Charger Maintenance Plan* for each site that documents:
 - Planned maintenance procedures for specific site
 - Unplanned maintenance procedures
- Complete quarterly functionality tests on charging infrastructure.
- Complete planned and unplanned maintenance of charging infrastructure at LACC and Pico Gardens sites.
- Include feedback from staff who implement the Charger Maintenance Plans for each charging site into an *Updated Charger Maintenance Plan* for each site and provide a copy to the CAM.

Products:

- LACC Charger Maintenance Plan
- LACC Updated Charger Maintenance Plan
- Pico Gardens Charger Maintenance Plan
- Pico Gardens Updated Charger Maintenance Plan

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

TASK 6 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 and a monthly progress report for the final 12 months of the data collection period.

The Recipient shall:

- Collect and provide a minimum of 12 months of data on deployed charging equipment, submitted electronically each month in a *Monthly Operational Data Progress Report*. Data on charging events for deployed infrastructure shall include, but is not limited to:
 - Number of charging or refueling sessions
 - Average charger or refueling station downtime
 - Peak power delivered (kW)
 - Duration of active charging, hourly
 - Duration of charging session, hourly (e.g., vehicle parked but not actively charging)
 - Average session duration
 - Energy delivered (kWh)
 - Average kWh or kg dispensed
 - Types of vehicles using the charging equipment
 - Applicable price to the driver or user for charging
 - Payment method for public charging
 - Energy delivered back to grid or facility if a bidirectional charging use case (kWh)
 - Normal operating hours, up time, downtime, and explanations of variations
- Collect and provide the following data to be included in the Final Report:
 - Number, type, date and location of chargers or hydrogen refueling stations installed.

- Nameplate capacity of the installed equipment, in kW for chargers and kg/day for hydrogen.
- Number and type of outlets per charger.
- Location type, such as street, parking lot, hotel, restaurant or multi-unit housing.
- Total cost per charger or refueling station, the subsidy from the CEC per charger or refueling station, federal subsidy per charger or refueling station, utility subsidy per charger or refueling station, and privately funded share per charger or refueling station.
- Gallons of gasoline and/or diesel fuel displaced (with associated mileage information)
- Expected air emissions reduction, for example:
 - Non-methane hydrocarbons
 - Oxides of nitrogen
 - Particulate Matter
 - Formaldehyde
- Identify any current and planned use of renewable energy at the facility.
- Describe any energy efficiency measures used in the facility that may exceed Title 24 standards in Part 6 of the California Code Regulations.
- Provide data on potential job creation, economic development, and increased state revenue as a result of expected future expansion.
- Provide a quantified estimate of the project's carbon intensity values for life-cycle greenhouse gas emissions.
- Compare any project performance and expectations provided in the proposal to CEC with actual project performance and accomplishments.

Products:

- Monthly Operational Data Progress Report
- Data collection information and analysis will be included in the Final Report

TASK 7 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 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: Zeco Systems, Inc. dba Shell EV Charging Solutions Americas

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

RESOLVED, that the CEC approves Agreement ZVI-22-002 with Zeco Systems, Inc. dba Shell EV Charging Solutions Americas for a \$2,000,000 grant. The purpose of this project is to design, build and operate two EV charging hubs dedicated to accelerating electrification among drivers for TNCs in the Los Angeles region; 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 July 13, 2022.

AYE:

NAY:

ABSENT:

ABSTAIN:

Liza Lopez

Secretariat