



STATE OF CALIFORNIA

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

A) New Agreement # ZVI-22-021 (to be completed by CGL office)

B) Division	Agreement Manager:	MS-	Phone
Fuels and Transportation	Esther Odufuwa	27	916-897-3612

C) Recipient's Legal Name	Federal ID #
City of Gonzales	94-6000341

D) Title of Project
Gonzales Community EV Charging

E) Term and Amount

Start Date	End Date	Amount
12/14/2022	3/31/2026	\$1,052,480

F) Business Meeting Information

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

Proposed Business Meeting Date 12 / 14 / 2022 ☒ Consent ☐ Discussion

Business Meeting Presenter: Esther Odufuwa Time Needed: N/A

Please select one list serve. Select Altfuels (CEC Clean Transportation Program)

Agenda Item Subject and Description:

City of Gonzales. Proposed resolution approving Agreement ZVI-22-021 with City of Gonzales for a \$1,052,480 grant to deploy 18 publicly accessible EV chargers that would consist of 6 direct current fast chargers and 12 Level 2 dual-port chargers distributed across three locations in the City of Gonzales and adopting staff's determination that this action is exempt from CEQA. (General Fund Funding) Contact: Esther Odufuwa (Staff Presentation: 5 minutes)

G) California Environmental Quality Act (CEQA) Compliance

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

☒ Yes (skip to question 2) ☐ No (complete the following (PRC 21065 and 14 CCR 15378)):

Explain why Agreement is not considered a "Project":

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

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

a) ☒ Agreement **IS** exempt.

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

☒ Categorical Exemption. List CCR section number: 14 CCR 15301, 15303, 15332

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

Under this Agreement, City of Gonzales will purchase and install electric vehicle charging infrastructure. The electric vehicle charging infrastructure will involve commercially available products being installed at the City Hall, the Gonzales Shopping Center and a new Community Center Complex that will be built by the city.

**GRANT REQUEST FORM (GRF)**

The City of Gonzales is the CEQA Lead Agency for the EV installation project. On October 25, 2022, the City (through its Public Works Director/City Engineer) issued a Notice of Exemption for the EV project, based on the CEQA exemption (section 15302(c)) for Replacement or Reconstruction. The City also stated, "The Community Center has a separate NOE filed based on CEQA and NEPA studies in April 2022."

Regarding the EV chargers to be added to the Gonzales Community Center Complex, the City of Gonzales plans to design and construct an approximately 23,000 square foot Community Center on an infill parcel. The Center will have a County Library, Teen Center, community building and outdoor auditorium, and at some future time, a 12,000 square foot gym. On March 30, 2022, the City (through its Public Works Director/City Engineer) issued a Notice of Exemption for the project, based on the CEQA exemption (section 15332) for in-fill development. The City found that the Community Center Complex fits within General Plan designations and policies; conforms to zoning; would be on a site of less than five acres within City limits surrounded by urban uses; has no value for endangered or threatened species; would not cause any significant impacts to traffic, noise, air quality, or water quality; and can be adequately served by utilities and public services. Supporting these conclusions, the Environmental Report by the City of Gonzales for the Gonzales Community Center Complex, dated September 2022, provides a CEQA analysis and technical reports. This includes a technical memorandum regarding "CEQA Compliance - Categorical Exemption Findings" by EMC Planning Group Inc., dated March 10, 2022.

The California Energy Commission's reasoning is as follows:

Regarding the EV chargers at City Hall and the Gonzales Shopping Center, California Code Regulations (CCR), Title 14, Section 15301 provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alterations of existing public or private structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of existing use beyond that existing at the time of the lead agency's determination, are categorically exempt from the provisions of CEQA. The EV chargers would be installed at City Hall (147 Fourth Street) and Gonzales Shopping Center (851 Fifth Street), both of which have existing parking lots. The EV project at these two existing sites meets the requirements of 14 CCR 15301, because installation of the electric vehicle chargers and associated equipment will only involve minor alterations and no expansion of existing or former use.

Regarding the EV chargers at the future Community Center Complex, CCR Title 14, Section 15332, provides that projects which are in-fill development within city limits under less than five acres in size and fitting certain conditions, are categorically exempt from the provisions of CEQA. As described above, the City found that the Community Center fulfills the Section 15332 conditions. For the same reasons, the EV chargers as part of the Community Center fall within Section 15332 and will not have significant effect on the environment.

CCR Title 14 Section 15303 provides that projects which consist of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure, are categorically exempt from the provisions of CEQA. The EV charger installations meet the requirements of 14 CCR 15303, because only a limited number of new, small equipment in the form of electric vehicle



STATE OF CALIFORNIA

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

chargers and associated equipment will be added. This work will only require minor modifications, such as small amounts of trenching, extending electrical lines to the equipment, securing the electric vehicle chargers in place, and adding signage. Therefore, the project falls within section 15303 and will not have significant effect on the environment.

The project will not impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies; does not involve any cumulative impacts of successive projects of the same type in the same place that might be considered significant; does not involve unusual circumstances that might have a significant effect on the environment; will not result in damage to scenic resources within a highway officially designated as a state scenic highway; the project sites are not included on any list compiled pursuant to Government Code section 65962.5; and the project will not cause a substantial adverse change in the significance of a historical resource. Therefore, none of the exceptions to categorical exemptions listed in CEQA Guidelines section 15300.2 apply to this project, and this project 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: (attach additional sheets as necessary)

Legal Company Name:	Budget
TBD - Administrative Contractor	\$ 25,000
TBD - EVSE Selection & Procurement Consultant	\$ 15,000
TBD – Engineering and Design EVSE Infrastructure Contractor	\$ 142,000
TBD - Technical Consultant	\$ 15,000
TBD - EVSE Installation & Commissioning Contractor	\$ 448,580 (\$131,020 match)
TBD - Operations and Maintenance Contractor	\$ 20,000
TBD - Data Collection Contractor	\$ 62,400 (\$15,600 match)
TBD - Level 2 Dual-Port EVSE Vendor	\$ 106,100
TBD - Level 3 (DC) EVSE Vendor [OE1][DW2]	\$ 218,400
TBD - Permits	(\$46,800 match)
TBD - EVSE Network Service	(\$69,700 match)

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



STATE OF CALIFORNIA

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

Legal Company Name:
SWINERTON BUILDERS, d.b.a. Swinerton Management & Consulting
Sage Renewable Energy Consulting, Inc., d.b.a. Sage Energy Consulting [OE3][DW4][OE5]
SALINAS VALLEY MEMORIAL HOSPITAL FOUNDATION
Monterey County Free Libraries
Pacific Gas and Electric Company

J) Budget Information

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
General Funds	FY 21/22	601.129ZEV	\$1,052,480
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&D Program Area: Select Program Area TOTAL: \$1,052,480

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

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

Name: Carmen Gill

Address: PO Box 647/ 147 Fourth Street

City, State, Zip: Gonzales CA 93926

Phone: (831) 675-5000

E-Mail: CGil@ci.gonzales.ca.us

Name: Patrick Dobbins

Address: PO Box 647/ 147 Fourth Street

City, State, Zip: Gonzales, CA 93926

Phone: (831) 675-5000

E-Mail:

PDobbins@ci.gonzales.ca.us**2. Recipient's Project Manager****L) Selection Process Used**☒ Competitive Solicitation Solicitation #: GFO-21-604☐ 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 | Attached |
| 5. CEQA Documentation | <input type="checkbox"/> N/A | Attached |



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CALIFORNIA ENERGY COMMISSION

Esther Odufuwa

Agreement Manager

9/28/2022

Date

Corey Permann

Office Manager

9/28/2022

Date

Melanie Vail

Deputy Director

10/4/2022

Date

Exhibit A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Charging Infrastructure: Utility Company Coordination
3	X	Charging Infrastructure: Engineering and Design
4		Charging Infrastructure: Purchase Equipment
5	X	Charging Infrastructure: Installation, Implementation & Community Outreach
6		Operations and Maintenance
7		Data Collection and Analysis
8		Project Fact Sheet

KEY NAME LIST

Task #	Key Personnel
1	Patrick Dobbins
2	Patrick Dobbins
3	Patrick Dobbins
4	Patrick Dobbins
5	Patrick Dobbins
6	Patrick Dobbins
7	Patrick Dobbins
8	Patrick Dobbins

GLOSSARY

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

Term/ Acronym	Definition
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
CTP	Clean Transportation Program
CPR	Critical Project Review

DCFC	Direct Current Fast Charger
EV	Electric Vehicle
FTD	Fuels and Transportation Division
Recipient	An applicant awarded a grant under a CEC solicitation

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 December 14, 2021, the California Energy Commission (CEC) released a Grant Funding Opportunity (GFO) entitled “Rural Electric Vehicle (REV) Charging.” This competitive grant solicitation was to demonstrate replicable and scalable business and technology models for deployment of public electric vehicle (EV) charging infrastructure capable of maximizing access and EV travel for rural residents. In response to GFO-21-604, the Recipient submitted application #12 which was proposed for funding in the CEC’s Notice of Proposed Awards on June 24, 2022. GFO-21-604 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:

The lack of EV charging infrastructure in rural areas of California is one of the most significant barriers to rural EV adoption. Additionally, lack of accessible charging stations along major routes of travel can hinder EV adoption. The City of Gonzales is well-situated to address both of these barriers to help meet California’s statewide EV adoption goals.

Goals of the Agreement:

The goal of this Agreement is to provide EV charging infrastructure in a rural and underserved community to increase adoption of EVs. Additionally, this project will support wider EV adoption as it will provide publicly accessible charging along the HWY-101 corridor between San Francisco and Los Angeles. This Agreement also supports the State’s overall energy goals such as the Low Carbon Fuel Standard target for 2030 and the SB 32 target goal to reduce greenhouse gas emissions 40 percent below the 1990 level by 2030.

Objectives of the Agreement:

The objectives of this Agreement are to procure and install at least eighteen (18) EV charging stations across three centrally located sites in the City of Gonzales: six (6) 50 kW direct current fast chargers (DCFC) and 12 Level 2 dual-port chargers (24 ports).

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 CHARGING INFRASTRUCTURE: UTILITY COMPANY COORDINATION

Note: Match funding will be provided by the City of Gonzales's general fund, and specifically from Measure K, which is a \$0.05 sales tax. The City also plans to apply for PG&E funding through the EV Charge program, if and when those funds become available again. If successful, the Pacific Gas and Electric Company (PG&E) funding may be substituted dollar-for-dollar for City match, if pre-approved by the CAM.

The goals of this task are to (1) determine if Recipient's utility company PG&E has an electric charging infrastructure program and determine if the project qualifies for the program; and (2) coordinate and administer utility work to provide new service for each of the sites.

The Recipient shall:

- Contact electric utility company (PG&E) to inquire about electric vehicle infrastructure program.
- Determine if electric utility company offers an electric vehicle infrastructure program that is open and has available funds.
- Determine if the project qualifies to receive funding.
- If the project does qualify, apply to receive funding and coordinate funding with CEC award to ensure grant requirements regarding match share are met.
- Prepare and provide a Written Notification of Electric Utility Funds to the CAM. The Written Notification will include:
 - The date(s) of Recipient inquiry to the electric utility company about an electric vehicle infrastructure program
 - A short description of electric vehicle infrastructure program(s) offered by the electric utility company
 - Whether the project qualifies to receive funding
 - If the project does qualify to receive funding, the date Recipient applied to receive funding
 - If the Recipient did apply, a description of the status of the application
- Coordinate new service equipment and construction with electric utility company.

Products:

- Written Notification of Electric Utility Funds

TASK 3 CHARGING INFRASTRUCTURE: ENGINEERING AND DESIGN

The goal of this task is to complete all required design and engineering work for successful construction of EV charging infrastructure at each site.

The Recipient shall:

- Inspect facility location and determine necessary design and planning work.
- Complete engineering, design, and construction plans for facility, including the following requirements:
 - DCFC sites must have at least one Level 2 charger with SAE standard J1772 connector.
 - For DCFC sites, at least 50% of connectors per site must be Combined Charging System (CCS).
 - At least 50% of Level 2 connectors must be SAE standard J1772.
- Complete utility engineering and grid field work for new service at each site.
- Prepare and provide an Engineering and Design Plan for each site to the CAM. The Engineering and Design Plan(s) will include, but is not limited to:
 - Final engineering documents
 - Final design documents^[OE1]
- Prepare and provide an Installation and Upgrade Schedule to the CAM. The Installation and Upgrade Schedule will include, but is not limited to:
 - The order of installations for each site
 - A list of installation milestones
 - A timeline for completion of milestones
 - An update, as necessary, to the milestones and timeline

Products:

- Engineering and Design Plan(s)
- Installation and Upgrade Schedule

[CPR WILL BE HELD IN THIS TASK, see Task 1.2 for details]

TASK 4 CHARGING INFRASTRUCTURE: PURCHASE EQUIPMENT

The goal of this task is to procure the EV charging equipment needed for charging infrastructure installation.

The Recipient shall:

- Prepare and submit to the CAM an Equipment List that includes a list of all equipment and service agreements necessary to complete Task 6.
- Procure equipment. Submit Copy of Purchase Order for EV Chargers to the CAM

Products:

- Equipment List
- Copy of Purchase Order for EV Chargers

TASK 5 CHARGING INFRASTRUCTURE: INSTALLATION, IMPLEMENTATION & COMMUNITY OUTREACH

The goal of this task is to conduct site preparation, construct necessary infrastructure, and install and commission the EV charging equipment and associated electrical infrastructure. Additionally, the City of Gonzales will conduct outreach activities to increase infrastructure awareness and promote EV adoption. Outreach will be conducted after charging sites are activated to bring community attention to the availability of new EV charging.

The Recipient shall:

- Implement Engineering and Design Plan(s) and Installation and Upgrade Schedule (Task 3) to prepare site for equipment installation.
- Coordinate with electric utility company.
- Install EV charging station(s) at sites.
- Inspect and verify that equipment complies with all applicable safety regulations and meets all equipment specification requirements. Prepare and provide Written Notification of Inspection Completion to the CAM.
- Perform commissioning and final inspections to verify that installation meets the design intent and requirements.
- Ensure that all charging stations are set up on the network via cellular, Wi-Fi, or another communication protocol.^{[OE2][DW3]}
- Provide training to site hosts.
- Ensure the proper operations of each charging station.
- Provide Photographs of Completed Installation to the CAM.
- Submit an AB 841 Certification that certifies the project has complied with all AB 841 (2020) requirements specified in the Agreement Terms and Conditions 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.
- Engage the community and increase awareness of EV charging locations, pricing, operation hours, and how they are to be used, including how residents can make payments. Prepare and submit a Community Input and Outreach Report to CAM.
- Promote EV charging use through social media and the City of Gonzales' website, as well as share media materials with partners to also promote the EV chargers. Take a screenshot of the social media post and submit to CAM.
- Hold a grand opening event to showcase EV charging and create excitement within the community. Prepare and submit a Grand Opening Event Summary Report to CAM.

Products:

- Written Notification of Inspection Completion
- Photographs of Completed Installation
- Written Notification of EV Chargers in Use
- AB 841 Certification
- EVITP Certification Numbers
- Community Input and Outreach Report
- Social Media Post Screenshot
- Grand Opening Event Summary Report

[CPR WILL BE HELD IN THIS TASK, see Task 1.2 for details]

TASK 6 OPERATIONS AND MAINTENANCE

The goal of this task is to ensure that the chargers installed in the project are operational at least 97 percent of a charging site's standard hours of operation for five (5) years after commissioning. [OE4][DW5]

Task 6.1 Operations

The Recipient shall:

- Operate the installed charging stations during the term of this agreement.
- Ensure that the chargers installed in the project are operational at least 97 percent of a charging site's standard hours of operation for five (5) years after commissioning. Without limitation to other rights and remedies which the CEC may have, including but not limited to survival provisions specified in the Terms and Conditions of this agreement, this requirement to ensure operability for five years after commissioning shall survive the completion or termination date of this agreement. In addition to other requirements in the Terms and Conditions of this agreement, all CEC-reimbursable expenditures must be incurred within the agreement term.

Task 6.2 Maintenance

The Recipient shall:

- Perform regular preventive maintenance, including visual inspection, performance testing, functional validation, and reporting.
- Monitor network performance.
- Dispatch maintenance technicians in a timely manner and address malfunctions and repairs within 48 hours of initial notice.
- Provide charging station users with 24/7 call center service that will assist users with any technical issues encountered at the stations.
- Prepare a *Stations Operations Report* for each project site sent quarterly to the CAM after station commissioning through the term of this agreement. The report will include a summary of uptime measures, calculation of uptime, and number of dispatch events needed during the quarter.

Product:

- Stations Operations Reports delivered with the Quarterly Progress Reports described in Task 1.5

Task 6.3 Recordkeeping and Reporting

The Recipient shall:

- Keep and maintain a record of the standard hours of operation for each site, including any changes over the operational period.
- Keep and maintain detailed records of maintenance and repairs. Records shall include:
 - Whether the maintenance was scheduled preventive maintenance or response to an identified issue
 - Date and time the need for corrective maintenance was reported, if applicable
 - Date and time maintenance began
 - Date and time maintenance was completed
 - Narrative describing nature of maintenance required
 - Any component failures / replacements
- Keep and maintain a record of the operative status of each connector from the time the equipment is commissioned until the end of the operational period defined by this agreement.
 - The record shall include any time the Recipient knows or is notified that a connector is incapable of delivering a charge, for example by observation, by receipt of a service call, by notice of power outage or telecommunications outage, or other means.
 - For any networked chargers, Recipient shall record the time and the operative status of each connector every 15 minutes.
 - For example, a central system using OCPP 1.6 could send TriggerMessage.req, 'requestedMessage' = 'StatusNotification' and record both the TriggerMessage.conf and StatusNotification.req sent by the charge point in response.
 - Excluded downtime shall be recorded, including any supporting documentation from an independent party, e.g., notice from an electric utility of a power outage or police report of vandalism. The record shall include an explanation of the cause of the downtime, why it should be considered excluded downtime, and the efforts made to minimize the downtime.
- Make these records available, in a standard electronic format of the CEC's choosing, to the CEC within 10 business days of a written request by the CEC.
- Without limitation to other rights and remedies which the CEC may have, including but not limited to survival provisions specified in the Terms and Conditions of this agreement, the requirements for recordkeeping and reporting under this Task shall remain in effect for five years after commissioning and shall survive the completion or termination date of this agreement. In addition to other requirements in the Terms and Conditions of this agreement, all CEC-reimbursable expenditures must be incurred within the agreement term.

- The requirements for recordkeeping and reporting under this Task are in addition to requirements specified in this Agreement's Terms and Conditions, section 18.b, Retention of Records, and any other applicable Terms and Conditions.

Products:

- Record of standard hours of operation
- Record of the operative status of each connector
- Records of maintenance and repairs

Task 6.4 Definitions

- a) Central System: The central system that communicates with one or more chargers, for example, to authorize users, monitor charger status, and/or collect, transmit, record, and manage other information.
- b) Connector: A connector is what is plugged into a vehicle to charge it.
- c) Charging Site: A physical location with one or more chargers.
- d) Charger: A device that safely supplies electrical power to an electric vehicle through connectors. Where a device has multiple connectors or can serve multiple parking spaces, the number of chargers is equal to the number of vehicles that can be simultaneously charged.
- e) Downtime: Any period of time within the standard hours of operation in which a charger is not operational. For networked chargers, a period in which the charge point's response to the central system's request for notification of operative status indicates that the connector or charge point is in an inoperative state is downtime.
 - For example, in OCPP 1.6 intervals when **StatusNotification.req** protocol data unit **Status Field** = 'Unavailable' or 'Faulted' OR **error Code Field** = 'ConnectorLockFailure', 'Ground Failure', 'High Temperature', 'Internal Error', 'OverCurrentFailure', 'Overvoltage', 'PowerMeterFailure', 'PowerSwitchFailure', 'ReaderFailure', 'ResetFailure', or 'UnderVoltage' are "downtime."
- f) Excluded downtime: A period of downtime, within the standard hours of operation, caused by any of the following:
 - **Electric Grid Power Loss:** Power supplied by the electric utility for a site is not supplied at levels required to for minimum function of chargers / station. This may include, but is not limited to, service outages due to utility equipment malfunction or public safety power shut offs.
 - **Accident, Vandalism or Theft:** Physical damage to the charger for events such as vehicle collision with a charger, theft of charging cables, damage to connectors from mishandling, and damage to screens. Excluded downtime is limited to a maximum of 5 days for each event.
 - **Telecommunication Network Outages:** Loss of communication between a charger and a central system due to cellular or internet service provider system outages that are beyond the control of the Recipient.
 - **Planned Outage for Maintenance or Upgrade:** Any planned maintenance indicated in the funding Recipient's Operations and Maintenance Plan, submitted with application for funding, or an updated Plan approved by the CAM in advance of the planned outage.
 - **Extraordinary Events:** Unforeseeable events that would have been impossible to plan for using commercially reasonable methods.

g) Operational: A charging port is considered operational when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity as expected.

h) Uptime: Uptime is defined as the total time (often expressed as a percentage) when the system is operational. Uptime is calculated as:

$$\text{Uptime} = \frac{\text{Total Standard Hours of Operation} - \text{Downtime} + \text{Excluded Downtime}}{\text{Total Standard Hours of Operation}} * 100\%$$

TASK 7 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 regular progress reports and the Final Report.

The Recipient shall:

- Develop data collection plan for deployed charging equipment.
- Troubleshoot any issues identified.
- Collect and provide the following data:
 - Number, type, date, and location of chargers installed.
 - Nameplate capacity of the installed equipment, in kW for chargers.
 - Number and type of outlets per charger.
 - Location type, such as street, parking lot, hotel, restaurant, or multi-unit housing.
 - Total cost per charger, the subsidy from the CEC per charger, federal subsidy per charger, utility subsidy per charger, and privately funded share per charger.
- Collect and provide 12 months of throughput, usage, and operations data from the project including, but not limited to:
 - Number of charging sessions
 - Average charger downtime
 - Peak power delivered (kW)
 - Duration of active charging, hourly
 - Duration of charging session, hourly (e.g., vehicle parked but not actively charging)
 - Average session duration
 - Energy delivered (kWh)
 - Average kWh dispensed
 - Types of vehicles using the charging equipment
 - Applicable price for charging, including but not limited to electric utility tariff, electric vehicle service provider (EVSP) service contract, or public charger price.

- Payment method for public charging
- Energy delivered back to grid or facility if a bidirectional charging use case (kWh)
- Normal operating hours, uptime, downtime, and explanations of variations
- 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.
- Describe any energy efficiency measures used that may exceed Title 24 standards in Part 6 of the California Code of Regulations.
- Provide data on potential job creation, economic development, and increased state revenue as a result of the project and any 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.
- Submit the data described above electronically in a quarterly progress report throughout the duration of the agreement.
- Collect data, information, and analysis described above and include in the Final Report.

Products:

- Data on charger installations and charging events will be submitted electronically in Quarterly Progress Reports.
- Data collection information and analysis will be included in the Final Report.

TASK 8 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: City of Gonzales

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-22-021 with the City of Gonzales for a \$1,052,480 grant to deploy 18 publicly accessible EV chargers consisting of six direct current fast chargers (DC/FC) and 12 Level 2 dual-port chargers distributed across three locations in the City; and

FURTHER BE IT RESOLVED, that the Executive Director or their designee shall execute the same on behalf of the CEC.

CERTIFICATION

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the CEC held on December 14, 2022.

AYE:
NAY:
ABSENT:
ABSTAIN:

Dated:

Liza Lopez
Secretariat