



GRANT REQUEST FORM (GRF)

A. New Agreement Number

IMPORTANT: New Agreement # to be completed by Contracts, Grants, and Loans Office.

New Agreement Number: ZVI-22-024

B. Division Information

1. Division Name: 600 Fuels and Transportation Division
2. Agreement Manager: Marc Arenas
3. MS-: 6
4. Phone Number: 916-908-7497

C. Recipient's Information

1. Recipient's Legal Name: Bay Area Air Quality Management District
2. Federal ID Number: 94-1622746

D. Title of Project

Title of project: Expanding Equitable EV Charging Access in the Bay Area

E. Term and Amount

1. Start Date: 1/25/2023
2. End Date: 03/30/2026
3. Amount: \$2,994,574

F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 1/25/2023
3. Consent or Discussion? Discussion
4. Business Meeting Presenter Name: Marc Arenas
5. Time Needed for Business Meeting: 5 minutes.
6. The email subscription topic is: Altfuels (AB118-ARFVTP)

Agenda Item Subject and Description:

BAY AREA AIR QUALITY MANAGEMENT DISTRICT. Proposed resolution approving Agreement ZVI-22-024 with Bay Area Air Quality Management District (BAAQMD) for a \$2,994,574 grant to design, build and operate electric vehicle charging devices, and adopting staff's determination that this action is exempt from CEQA. The project will leverage BAAQMD and Marin Clean Energy incentives to minimize out-of-pocket costs for property owners to install and operate Level 1, Level 2 and direct current fast chargers, with solar power, that support affordable multi-family residential buildings solely in disadvantaged and low-income communities. (General Fund funding.) Contact: Marc Arenas (Staff Presentation: 5 minutes)

G. California Environmental Quality Act (CEQA) Compliance

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

Yes



2. If Agreement is considered a “Project” under CEQA answer the following questions.

a) Agreement **IS** exempt?

Yes

Statutory Exemption?

Yes, Public Resource Code section 21080.35

Categorical Exemption?

Yes

CCR section number: 14 CCR 15303, 15304

This project will involve the installation of a 2.83kV PV solar system at up to eleven sites on existing building roofs and existing parking lots. Equipment associated with each solar PV system will not occupy more than 500 square feet of ground surface and will be located on the same parcels as the solar panels. The project does not involve offsite federal Clean Water Act permit; waste discharge requirements pursuant to the Porter-Cologne Water Quality Control Act; incidental take permit for species protected under the federal Endangered Species Act or the California Endangered Species Act; streambed alteration permit pursuant to the California Fish and Game Code; or removal of protected or native plants and trees. For these reasons, the PV portion of the project is statutorily exempt from CEQA under Public Resources Code, section 21080.35, provided for installation of a solar energy system on the roof of an existing building or at an existing parking lot.

Cal. Code Regs., tit. 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 involves the installation of a limited number of new small equipment consisting of electric vehicle chargers and associated equipment at twelve existing facilities such as commercial or multi-unit residential parking areas. This work will only require minor modifications, such as small amounts of trenching, extending electrical lines to the equipment, and securing the electric vehicle chargers in place. Therefore, the project falls within section 15303 and will not have a significant effect on the environment.

Cal. Code Regs., tit. 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. This project may involve minor trenching and directional boring necessary to lay conduit from the existing or new electrical infrastructure (transformer, switchgear, etc.) to the charging equipment. The trenching/boring will take place on currently paved ground, and surface will be restored. Therefore, the project falls within section 15304 and will not have a significant effect on the environment.

Common Sense Exemption? 14 CCR 15061 (b) (3)

No



b) Agreement **IS NOT** exempt.
No

Additional Documents	Applies
Initial Study	No
Negative Declaration	No
Mitigated Negative Declaration	No
Environmental Impact Report	No
Statement of Overriding Considerations	No
None	Yes

H. Subcontractors

Subcontractor Legal Company Name	CEC Funds	Match Funds
GRID Alternatives Bay Area, Inc	\$ 2,477,346	\$ 637,632
Marin Clean Energy	\$ 379,201	\$ 207,032
		te

I. Vendors and Sellers for Equipment and Materials/Miscellaneous

Vendor/Seller Legal Company Name	CEC Funds	Match Funds
No vendors or sellers to report	\$ 0	\$ 0

J. Key Partners

Key Partner Legal Company Name

K. Budget Information

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
General Fund	FY 21/22	601.129ZEV	\$2,994,574

TOTAL Amount: \$2,994,574

R&D Program Area: N/A

Explanation for "Other" selection Enter explanation for "Other"

Reimbursement Contract #: N/A

Federal Agreement #: N/A

L. Recipient's Contact Information



1. Recipient’s Administrator/Officer

Name: Anthony Fournier
Address: 375 Beale St., Suite 600
City, State, Zip: San Francisco, CA 94105
Phone: (415) 749-4961
E-Mail: afournier@baaqmd.gov

2. Recipient’s Project Manager

Name: Anthony Fournier
Address: 375 Beale St., Suite 600
City, State, Zip: San Francisco, CA 94105
Phone: (415) 749-4961
E-Mail: afournier@baaqmd.gov

M. Selection Process Used

There are three types of selection process. List the one used for this GRF.

Selection Process	Additional Information
Competitive Solicitation #	GF-21-603
First Come First Served Solicitation #	Not Applicable
Other	Not Applicable

N. Attached Items

1. List all items that should be attached to this GRF by entering “Yes” or “No”.

Item Number	Item Name	Attached
1	Exhibit A, Scope of Work/Schedule	Yes
2	Exhibit B, Budget Detail	Yes
3	CEC 105, Questionnaire for Identifying Conflicts	Yes
4	Recipient Resolution	No
5	Awardee CEQA Documentation	Yes



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

Grant Request Form
CEC-270 (Revised 10/2022)

Approved By

Individuals who approve this form must enter their full name and approval date in the MS Word version.

Agreement Manager: Sharon Purewal

Approval Date: 11/22/2022

Office Manager: Mark Wenzel

Approval Date: 12/1/22

Deputy Director: Melanie Vail

Approval Date: 12/1/2022

Exhibit A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Outreach and Community Engagement
3	X	Site Partnership and Technical Assistance
4		Vendor Selection and Equipment Procurement
5	X	Engineering, Construction, and Installation
6		Operations and Maintenance
7		Data Collection and Analysis
8		Project Fact Sheet

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Anthony Fournier, Tin Le, Ada Truong (BAAQMD)	GRID and MCE	
2	Anthony Fournier, Tin Le, Ada Truong (BAAQMD)	GRID, MCE, and StopWaste	
3	Anthony Fournier, Tin Le, Ada Truong (BAAQMD)	GRID and MCE	
4	Anthony Fournier, Tin Le, Ada Truong (BAAQMD)	GRID and MCE	
5	Anthony Fournier, Tin Le, Ada Truong (BAAQMD)	GRID and MCE	
6	Anthony Fournier, Tin Le, Ada Truong (BAAQMD)	GRID and MCE	
7	Anthony Fournier, Tin Le, Ada Truong (BAAQMD)	GRID and MCE	
8	Anthony Fournier, Tin Le, Ada Truong (BAAQMD)		

GLOSSARY

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

Term/ Acronym	Definition
BAAQMD	Bay Area Air Quality Management District
CalEPA	California Environmental Protection Agency
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CARB	California Air Resources Board
CEC	California Energy Commission
CPR	Critical Project Review
CTP	Clean Transportation Program
EV	Electric Vehicle
EVSE	Electric Vehicle Supply Equipment
EVSE operator	The business operator of the EVSE at a certain site, whose duties include, but are not limited to: collecting revenue from EVSE charging fees billed on site, pay for expenses, such as electricity, and coordinate with site host and EVSE owner, customers, employees, contractors, bookkeeping, repairs, stakeholders, etc.
EVSE owner	The owner of the exact EVSE by manufacturer, model and serial number, including the wiring, supplies, software license, and cloud storage installed on a certain site for which project money was disbursed.
FTD	Fuels and Transportation Division
GRID	GRID Alternatives Bay Area
MCE	Marin Clean Energy
Project team	BAAQMD, GRID and MCE
PV	Photovoltaic
Recipient	An applicant awarded a grant under a CEC solicitation (BAAQMD)
Site host	The owner of a site where EVSE funded by this grant is installed, or a management company.
Site lighting owner	The owner of the light sources impacting the nighttime illumination of the charging dispensers which includes but is not limited to: light fixtures on parking gate, parking kiosk, streetlamps, and light posts, but not neighboring building outdoor light fixtures with no contract to this project.

Background

The Budget Act of 2021 (Assembly Bill (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 November 24, 2021, the California Energy Commission (CEC) released a Grant Funding Opportunity (GFO) entitled “Reliable, Equitable, and Accessible Charging for multi-family Housing (REACH).” This competitive grant solicitation was to demonstrate replicable and scalable business and technology models for large-scale deployment of electric vehicle (EV) charging infrastructure capable of maximizing access and EV travel for multi-family housing (MFH) residents. In response to GFO-21-603, the Recipient submitted application #13 which was proposed for funding in the CEC’s Notice of Proposed Awards on May 11, 2022. GFO-21-603 and Recipient’s application are hereby incorporated by reference into this Agreement in their entirety.

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

Problem Statement:

Environmental pollutant exposure risk comes from a number of sources, such as industrial operations, port and freight facilities, and traffic congestion, with tailpipe emissions from light-duty vehicles accounting for approximately 28 percent of greenhouse gas emissions in the Bay Area. Environmental justice communities are disproportionately impacted by air pollution and are exposed to unhealthy levels of ozone and particulate matter, in addition to toxic air contaminants that pose cancer risk. These impacted communities often consist of low-income residents and communities of color, where many reside in affordable housing and multi-family properties. Multi-family buildings make up over one-third of the Bay Area region's housing stock, and house about 30 percent of the Bay Area's 7.6 million residents. Low-income communities experience higher rates of chronic disease and have lower life expectancies and fewer resources to prepare for the impacts of climate change. Access to clean transportation is one of many priorities to improve the quality of life in these communities, however, financial burden is often a hindrance to implementing clean transportation projects.

Goals of the Agreement:

The goal of this Agreement is to install EV charging infrastructure to support more than 1,000 multi-family housing units located solely in disadvantaged or low-income areas, while prioritizing affordable and public housing. Twelve sites were selected based on two criteria: 1) affordable or public housing, and 2) California Environmental Protection Agency (CalEPA) CalEnviroScreen 4.0 environmental burden score. By utilizing incentive funds from several public agencies (e.g., BAAQMD, CARB, and CEC), the cost of installing and operating EV chargers will be significantly reduced. BAAQMD, GRID, and MCE ('project team') will streamline the EV charger implementation process and manage the operations to create a seamless experience for the multi-family housing properties and residents, from developing the EVSE implementation plan ('EVSE Blueprint') with residents and community members, to building a framework for maintaining the operation and use of the chargers over time. Some project sites will have photovoltaic electricity generation and battery storage. The project team will also assist residents with applying for BAAQMD's Clean Cars for All Program, which provides grant funding for EVs.

The project has an equity-centered framework that engages communities to assess their needs and gather input to inform the design and development of EV charger deployment in order to meet the needs of the respective communities and residents, while creating long-term benefits through education, outreach, and workforce development. By supporting the region's disadvantaged and low-income communities, the project will support the Bay Area's transition to a clean transportation economy and provide long-term economic, environmental, and health benefits.

Objectives of the Agreement:

The project team will expand EV charging access to multi-family housing residents in the Bay Area, with specific objectives to:

- Install and commission at least 80 single-port Level 1 chargers, at least 62 dual-port Level 2 chargers, and at least six direct current (DC) fast chargers across twelve project sites.
 - Install at least 75 percent of the EV chargers in areas that score within the top 25th percentile of CalEPA CalEnviroScreen 4.0.
 - Install at least 50 percent of EV chargers in areas that specifically serve affordable housing and public housing residents.

- Assist at least 10 percent of participating site residents in transitioning from internal combustion engine vehicles to EVs using available incentives.
- Choose at least 12 sites which together sum up to at least 1,000 multi-family housing units.
 - Prioritize disadvantaged and low-income communities, including but not limited to: Oakland, Richmond/San Pablo, and Vallejo.
 - Encourage EV ownership in communities.
- Install a solar photovoltaic (PV) system for at least five sites to support the EV charging infrastructure.
- Convene an ‘EVs for Everyone Group’ at each site to encourage resident and community participation, and to provide education on EVs and EV charger usage.
- Develop *EVSE Blueprints* with residents, communities, and other stakeholders.
- Manage EVSE and solar engineering, procurement, and construction, in addition to long-term operation and maintenance of EV charging stations.
- Provide air quality benefits in disadvantaged and low-income communities in the Bay Area.

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 and is limited to 25 pages. 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 Final Report in Microsoft Word format or similar electronic format as approved by the CAM.
-

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 OUTREACH AND COMMUNITY ENGAGEMENT

The goals of this task are to conduct outreach and community engagement specifically to multi-family housing residents, property owners, and community groups to increase awareness and encourage support for clean transportation.

The Recipient shall:

- Prepare and submit a *Community Engagement Strategy Plan* to CAM that includes, but is not limited to:
 - Listing prioritized metrics of success for site hosts, residents, and overall project.
 - Prioritize census tracts that score within the top 25th percentile of CalEPA CalEnviroScreen 4.0 in the nine-county Bay Area (i.e., BAAQMD's jurisdiction) including, but not limited to: Oakland, Richmond/San Pablo, and Vallejo.
 - Prioritize affordable and public housing.
 - Proposed stakeholder/community engagement and EV driver recruitment strategies and implementation timeline.
- Implement the *Community Engagement Strategy Plan* and document in Quarterly Progress Reports how specific project activities will include community and stakeholder input.
 - Identify community leaders and key stakeholders who will be instrumental in influencing residents on the benefits of EVs and on-site charging stations.

- Establish and convene a group of stakeholders and residents encouraging EVs and EV charging ('EVs for Everyone Group') at each site to build need and to inform the design and development of the project.
 - Contract with community-based organizations to assist with outreach efforts and to mobilize the EVs for Everyone Groups.
 - Development a statement of goals for the EVs for Everyone Group, including, but not limited to: a list of members, expectations for members, anticipated meeting schedule, and description of how member input will inform project activities.
 - Emphasize benefits for the site, Bay Area, and California.
- Schedule and hold at least two informational sessions (virtual or in-person depending on COVID situation) for residents per site.
- Provide one-on-one multilingual and multicultural support for residents interested in applying for EV incentive programs (e.g., Clean Cars for All Program).
 - Assist at least 10 percent of participating site residents with purchasing or leasing a new EV through incentives programs.
 - Report the following metrics in the Quarterly Progress Report for residents that successfully switched to EV ownership:
 - The number of residents engaged
 - How many were eligible for the Clean Cars for All Program
 - Demographics (e.g., gender, ethnicity, income)
 - Baseline vehicle make, model, year, and fuel type
 - Replacement vehicle make, model, year, and technology
- Provide at least one hands-on EV charging training for residents, including how to pay for charging sessions, how to track usage and costs, how to reserve the parking space, how to maintain EVSE, and other relevant information specific to each site.
- Develop plan to coordinate and hold at least one workforce development event for multi-family residents.
- Evaluate and determine potential EV charging sites.
- Discuss parking administration strategies to ensure continued equitable access to charging.
- Discuss safety and security strategies.
- Discuss resident displacement prevention strategies for publicly accessible charging stations.
- Discuss EVSE costs and fiscal responsibilities transparently.
- Discuss options for charging station equipment and feasibility.
- Discuss scalability and replicability.
- Prepare and submit a *Community Engagement Report* to CAM, which will include, but is not limited to:
 - How stakeholder input contributed to the development of training content.

- Details about which charging equipment was selected for each site.
- Summary of community engagement activities conducted.
- Feedback received from the community.
- Lessons learned and recommendations for future projects.
- How community engagement informed the project and its execution.
- Develop and submit to CAM a *Community Outreach Material Report* that includes but is not limited to:
 - Resources to inform stakeholders of project goals, objectives, intended benefits, and opportunities to share input.
 - Samples of materials disseminated.
 - A survey to distribute to site residents.
- Provide credit to CEC for funding the project on publicly accessible and published items, including the “funded by CEC” logo.

Products:

- *Community Engagement Strategy Plan.*
- *Community Outreach Material Report.*
- *Community Engagement Report.*

Survey Data and Metrics delivered with the Quarterly Progress Reports described in Task 1.5.

● **TASK 3 SITE PARTNERSHIP AND TECHNICAL ASSISTANCE**

The goal of this task is to formalize and finalize the locations where the EV chargers will be installed. The project team will execute agreements with site hosts, EVSE operators, and site EVSE owners, which will outline responsibilities for equipment costs, maintenance, and operation.

The Recipient shall:

- Identify multi-family properties and determine which sites are invited to participate.
- Connect with the site hosts or management teams.
- Confirm feasibility and costs of installing EVSE at specific sites.
 - Electric vehicle charging infrastructure must be installed at already disturbed or paved property such as existing parking lots. Any minor trenching or directional boring that may be necessary to lay conduit from the existing or new electrical infrastructure (transformer, switchgear, etc.) to the charging equipment must take place on currently paved or disturbed ground, and the surface must be restored.

- Solar PV systems must be installed on roofs of existing building or at existing parking lots consistent with Public Resources Code section 21080.35. Any associated equipment for the solar PV systems shall not occupy more than 500 square feet of ground surface. The site of the associated equipment must not involve plants protected by the Native Plant Protection Act, individual take permits for species protected by the federal or California Endangered Species Act, a streambed alteration permit, Section 401 or 404 Clean Water Act permits or water discharge requirements under Porter-Cologne Water Quality Control Act.
 - An existing parking lot means an area that is designated and used for parking of vehicles for the previous two years. The installation of the solar PV system at an existing parking lot must not involve the removal of a native tree over 25 years old or the removal of a tree required to be planted, maintained or protected pursuant to local, state, or federal requirements.
- Provide technical assistance to EVs for Everyone Groups, residents, property owners, and stakeholders, guiding them through the EVSE implementation process and options.
- Engage EVs for Everyone Groups, residents, property owners, and stakeholders in productive conversations to plan for EVSE implementation and determine:
 - EVSE location.
 - EVSE technology type, advantages and disadvantages.
 - Deployments scenarios based on parking availability, electrical capacity, cost, and budget.
 - EV charging payment methods.
 - Operation and maintenance plans and customer support.
 - Solar array and battery storage plans for at least five sites.
- Develop and finalize *EVSE Blueprint* with EVs for Everyone Groups, residents, property owners, and stakeholders.
- Submit an *EVSE Blueprint* for each site, which will include:
 - Site name/nickname.
 - Site host information.
 - Site EVSE owner information.
 - Site EVSE operator information.
 - Site lighting owner information, where necessary.
 - Information on the contracts executed.
 - EVSE to be installed.
 - Description and specifications.
 - Quantity.
 - Power levels.
 - Solar PV to be installed, if any.
 - Safety and security measures (e.g., lighting).
 - Aerial image and diagram of where EVSE will be installed specific to each site.
 - Site photos.
 - Site amenities.
 - Explanation and confirmation of how installation of EV chargers, any solar PV systems and any associated equipment will comply with the site installation requirements above.

- Finalize project sites and execute agreements with all necessary parties (e.g., EVSE operator, EVSE owner, site host) for at least twelve project sites, serving at least 1,000 multi-family housing units. Write and submit a *Project Site Summary* showing that all necessary agreements have been executed.

Products:

- *EVSE Blueprint* for each site.
- *Project Site Summary*

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

TASK 4 VENDOR SELECTION AND EQUIPMENT PROCUREMENT

The goal of this task is to search for vendors to determine the best option(s) for purchasing EVSE across all selected sites and execute agreements with chosen vendors.

The Recipient shall:

- Develop a project plan and timeline for vendor selection.
- Determine appropriate vendor(s) to select for various project sites – vendors and equipment may vary between sites.
 - Review equipment specifications.
 - Review prices.
 - Discuss timeline for equipment delivery.
 - Discuss rates and subsidized rates, if applicable.
 - Discuss pricing structures and payment plans.
 - Discuss charger uptime and maintenance, and customer support.
 - Review warranty plans.
- Execute all necessary agreements with selected vendor(s).
- Send an *Email Notification* to CAM when a vendor is accepted for each site.
- Place orders for EVSE and solar PV systems, and coordinate with installers.
- Write and submit an *Equipment Procurement Summary* with timelines, vendor information, and executed agreements with EVSE vendors.

Products:

- *Equipment Procurement Summary*.
- *Email Notification* to CAM for when vendor is accepted for each site.

TASK 5 ENGINEERING, CONSTRUCTION, AND INSTALLATION

The goal of this task is to design, engineer, permit, and install EVSE and solar PV systems at selected sites.

The Recipient shall:

- Design and install EV charging infrastructure, adequate lighting, and solar PV systems (solar for at least five sites), providing full-service engineering, procurement, and construction.

- Gather necessary permits.
- Complete drawings and designs for each project site.
 - Ensure compliance with all relevant local, state, and federal electrical and building codes.
 - Install and commission at least 80 single-port Level 1 chargers, at least 62 dual-port Level 2 chargers, and at least six DC fast chargers across at least twelve project sites, serving at least 1,000 multi-family housing units.
- Prepare and submit *EVSE Implementation Summary* to CAM which will include, but is not limited to:
 - Projected implementation timeline.
 - Summary of construction plans.
- Prepare and 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.
- Prepare and 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.
- Prepare and submit an *EVSE Installation Report* to CAM, which will include, but is not limited to:
 - Actual implementation timeline.
 - Finalized construction plans and drawings.
 - Equipment specifications.
 - Photos of equipment.
 - Challenges faced and lessons learned.
- E-mail the CAM a *Site Activation List* within 30 days of commissioning to provide information regarding:
 - Date that the charging stations were commissioned.
 - Photos of stations.
 - Confirmation from the Alternative Fuels Data Center that all public charging station data were submitted.

Products:

- *EVSE Implementation Summary.*
- AB 841 Certification.
- EVITP Certification Numbers.
- *EVSE Installation Report.*
- *Site Activation List.*

[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 place the installed charging stations into service and 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 years after commissioning.

Task 6.1 Operations & Maintenance

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 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.
- 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.
- Develop *EVSE Operation & Maintenance Plan* for each site, which will include the costs and plans for the first five years after commissioning, as well as resources to plan for continued long-term use.
 - Identify and contract a third-party vendor to maintain the chargers and to troubleshoot errors.
 - Work with property management/staff to create a long-term operational and maintenance plan to ensure charger uptime and reliability.
 - Create a schedule for routine functionality tests.

Products:

- *EVSE Operation & Maintenance Plan*.
- *Stations Operations Report* delivered with the Quarterly Progress Reports described in Task 1.5.

Task 6.2 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 CAM.
- 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 6.3 Definitions

The Recipient shall:

- 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 errorCode Field** = 'ConnectorLockFailure', 'GroundFailure', 'HighTemperature', 'InternalError', '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 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 quarterly progress reports

The Recipient shall:

- For all electric vehicle chargers and charging stations installed on or after January 1, 2024:
 - Comply with recordkeeping and reporting standards as described in CEC's regulations. These requirements are not applicable to those electric vehicle chargers and charging stations installed at residential real property containing four or fewer dwelling units.
 - Comply with all industry best practices and charger technology capabilities that are demonstrated to increase reliability, as described in CEC's regulations.
 - Without limitation to other requirements in this grant agreement, Recipient shall comply with any other regulatory requirements, including but not limited to uptime requirements and operation and maintenance requirements. Such regulatory requirements may, but will not necessarily, be enacted after execution of this grant agreement. Once regulations are final, they will apply to work under this grant agreement irrespective of when finalized. Any updates to regulations may also be applicable to work under this grant agreement.
 - If the Recipient is an electric vehicle service provider or other third-party entity that is not the site host, the electric vehicle service provider or third-party entity shall provide a disclosure to the site host about the site host's right to designate the service provider or third-party as the entity to report the data on behalf of the site host. The Recipient shall verify receipt by signing the disclosure.
- 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.
 - EV adoption of residents in the MFH served by the project (before project begins until end of project).
 - Success rate of property recruitment.
 - Number of MFH units served by project.

- Number of MFH units in disadvantaged or low-income communities.
 - Number of affordable housing units.
- 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

Products:

- Data on charger installations and charging events will be submitted electronically with the Quarterly Progress Reports described in Task 1.5.
- Data collection information and analysis

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: Bay Area Air Quality Management District (BAAQMD)

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-22-024 for a \$2,994,574 grant to design, build, and operate EV charging devices. The project will leverage BAAQMD and Marin Clean Energy incentives to minimize costs for property owners to install and operate Level 1, Level 2, and direct current fast charging (DCFC) with solar power that supports affordable multifamily residential buildings in disadvantaged and low-income communities; and

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

CERTIFICATION

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the CEC held on January 25, 2023.

AYE:
NAY:
ABSENT:
ABSTAIN:

Dated:

Liza Lopez
Secretariat