



**California Energy Commission
02-15-2023 Business Meeting
Backup Materials for Agenda Item No 03ci:
Redwood Coast Energy Authority**

The following backup materials for the above-referenced agenda item are available in this PDF packet as listed below:

1. Proposed Resolution (attached below).
2. Grant Request Form or Grant Amendment Request Form or Contract Request Form or Loan Request Form (applicable form attached below).
3. Scope of Work (attached below).
4. CEQA documents (if applicable, attached below).
5. Other relevant documentation or link to other documentation (if applicable, attached below).

STATE OF CALIFORNIA
STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: Redwood Coast Energy Authority

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

RESOLVED, that the CEC approves Agreement ARV-22-008 with Redwood Coast Energy Authority for a \$700,000 grant to install 32 public Level 2 charging ports at 10 rural community service centers in Humboldt County; 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 February 15, 2023.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

Liza Lopez
Secretariat



GRANT REQUEST FORM (GRF)

A. New Agreement Number

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

New Agreement Number: ARV-22-008

B. Division Information

1. Division Name: Fuels and Transportation
2. Agreement Manager: Tiffany Hoang
3. MS-:06
4. Phone Number: (916) 237-2557

C. Recipient's Information

1. Recipient's Legal Name: Redwood Coast Energy Authority
2. Federal ID Number: 74-3104616

D. Title of Project

Title of project: North Coast Plug-In Electric Vehicle Charging Network Phase 2

E. Term and Amount

1. Start Date: 2/15/2023
2. End Date: 9/10/2026
3. Amount: \$700,000

F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 02/15/2023
3. Consent or Discussion? Consent
4. Business Meeting Presenter Name: Tiffany Hoang
5. Time Needed for Business Meeting: 5 minutes.
6. The email subscription topic is: Altfuels (AB118-ARFVTP)

Agenda Item Subject and Description:

Redwood Coast Energy Authority. Proposed resolution approving Agreement ARV-22-008 with Redwood Coast Energy Authority for a \$700,000 grant to install 32 public Level 2 charging ports at 10 rural community service centers in Humboldt County, and adopting staff's determination that this action is exempt from CEQA.

G. California Environmental Quality Act (CEQA) Compliance

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

Yes

If yes, skip to question 2.

If no, complete the following (PRC 21065 and 14 CCR 15378) and 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: Not Applicable

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

a) Agreement **IS** exempt?

Yes

Statutory Exemption?

No

If yes, list PRC and/or CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

PRC section number: None

CCR section number: None

Categorical Exemption?

Yes

If yes, list CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

CCR section number: 15301 "Existing Facilities", 15303 "New Construction of Small Structures", 15304 "Minor Alternations to Land"

Redwood Coast Energy Authority (RCEA) is a joint powers agency formed by several cities, Humboldt County, and a water district. RCEA, or one or more of its local government members it identified, (the Cities of Arcata, Eureka, and Fortuna, and Humboldt County) where the project activities will occur is/are the lead CEQA agency(agencies). The CEC’s understanding is that none have yet acted under CEQA. However, the lead agency can issue a Notice of Exemption or regard the project as nondiscretionary (and exempt from CEQA). The CEC is a Responsible Agency under CEQA for this grant.

The CEC has independently reviewed applicable law, gathered additional evidence from RCEA, and reached CEQA findings, as follows.

Assembly Bill 970 (2021), amending AB 1236 (2015), requires all local governments to “administratively approve an application to install electric vehicle charging stations through the issuance of a building permit or similar nondiscretionary permit. . . The requirements of local law shall be limited to those standards and regulations necessary to ensure that the electric vehicle charging station will not have a specific, adverse impact upon the public health or safety. . . .” If the project might have such an effect, the city or county may require the applicant to apply for a use permit. (Cal. Gov. Code 65850.7(b).) (The amended language became effective January 1, 2023.)

A Responsible Agency cannot ignore “unusual circumstances,” which constitute an exception to certain CEQA exemptions. (14 C.C.R. § 15300.2(c), providing, “Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.”)



The potentially unusual circumstances regarding this grant are: (1) grant's objective to serve a large, rural area, including outreach, thereby inducing vehicle trips, and (2) siting EV chargers at three hospitals and a fire department, all of which use emergency vehicles. This raises a question of potential EV's queuing around a hospital or fire department, which might interfere slightly with emergency vehicle ingress and egress during emergencies. This could be a public health and safety issue; therefore, falling within the carve-out in AB 970.

First, RCEA predicts the locations of the EV chargers will not be close to the on-site and adjacent street emergency vehicle access routes to the hospitals and fire department.

Second, RCEA's estimated charging sessions per day do not constitute many vehicle trips. RCEA used data from its existing EV chargers at various land uses as baseline for making estimates for trip generation at the proposed EV sites. For example, RCEA used data for existing chargers at one hospital to estimate trips for the three proposed EV stations at hospitals. Redwood estimates up to five charging sessions per day at each station, varying by site. The estimated total is about 22 charges per day for the 10 stations combined, in the near term. This includes existing EV owners at those 10 sites, along with any induced, new trips. This estimate supports the conclusion that no queuing of any consequence due to the proposed EV charging stations at the hospital or the fire department sites is likely.

For the above reasons, there is no foreseeable public health and safety impact. The project would not interfere with public services' response times or result in inadequate emergency access. The project would not "impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan." The project would not "cause substantial adverse effects on human beings, either directly or indirectly." (State CEQA Guidelines, Appendix G, Initial Study Checklist.)

Cal. Code Regs., Title 14, Sec. 15301 provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of existing or former use, are categorically exempt from the provisions of CEQA. This project involves installation of thirty-two electric vehicle Level 2 chargers at ten community hub sites around Humboldt County. The electric vehicle charging stations will be installed on existing pavement and connected to existing electrical infrastructure in locations where customers already park their vehicles. The project involves negligible or no expansion of existing or former use of the sites. Therefore, the project falls within section 15301 and will not have a significant effect on the environment.

Cal. Code Regs., Title 14, Sec. 15303 provides that projects which consist of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor



modifications are made in the exterior of the structure, are categorically exempt from the provisions of CEQA. This project consists of installation of new small equipment to existing sites. Specifically, a typical charger to be installed is approximately the size of a pay phone. The equipment will be installed on existing pavement. Therefore, the project falls within section 15303 and will not have a significant effect on the environment.

Cal. Code Regs., Title 14, Sec. 15304 provides that projects which consist of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry and agricultural purposes are categorically exempt from the provisions of CEQA. In this project, minor trenching and directional boring may be necessary to lay conduit from the existing or new electrical infrastructure (transformer, switchgear, etc.) to the charging equipment. Trenching/boring will take place on currently paved ground, which would not involve the removal of any trees, and the existing surface will be restored. Therefore, the project falls within section 15304 and will not have a 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 site is 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.

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

No

If yes, explain reason why Agreement is exempt under the above section. If no, enter "Not applicable" and go to the next section.

Not Applicable

b) Agreement **IS NOT** exempt.

IMPORTANT: consult with the legal office to determine next steps.

No

If yes, answer yes or no to all that applies. If no, list all as "no" and "None" as "yes".

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

List all Subcontractors listed in the Budget (s) (major and minor). Insert additional rows if needed. If no subcontractors to report, enter “No subcontractors to report” and “0” to funds. **Delete** any unused rows from the table

Subcontractor Legal Company Name	CEC Funds	Match Funds
No subcontractors to report	\$ 0	\$ 0

I. Vendors and Sellers for Equipment and Materials/Miscellaneous

List all Vendors and Sellers listed in Budget(s) for Equipment and Materials/Miscellaneous. Insert additional rows if needed. If no vendors or sellers to report, enter “No vendors or sellers to report” and “0” to funds. **Delete** any unused rows from the table.

Vendor/Seller Legal Company Name	CEC Funds	Match Funds
TBD – Electric Vehicle Supply Equipment (EVSE)	\$243,200	\$0
TBD - Civil Engineering Subcontractor	\$33,600	\$15,710
TBD - Construction General Contractor	\$156,000	\$52,000
TBD - Electrical Subcontractor	\$31,200	\$10,400
TBD - Paving and Striping Contractor	\$43,200	\$14,400
Pacific Gas and Electric Company	\$20,000	\$0

J. Key Partners

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter “No key partners to report.” **Delete** any unused rows from the table.



Key Partner Legal Company Name
Orleans Volunteer Fire Department
McKinleyville Community Services District
City of Arcata
Mad River Community Hospital Volunteers
City of Eureka
Redwoods Community College District
City of Fortuna
St. Joseph Health Northern California, LLC
Redwoods Rural Health Center, Incorporated
Southern Humboldt Community Healthcare District

K. Budget Information

Include all budget information. Insert additional rows if needed. If no budget information to report, enter “N/A” for “Not Applicable” and “0” to Amount. **Delete** any unused rows from the table.

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTF	FY 20/21	BL# 601.118M	\$700,000

TOTAL Amount: \$700,000

R&D Program Area: Not Applicable

Explanation for “Other” selection Not Applicable

Reimbursement Contract #: Not Applicable

Federal Agreement #: Not Applicable

L. Recipient’s Contact Information

1. Recipient’s Administrator/Officer

Name: Matthew Marshall

Address: 633 3rd St

City, State, Zip: Eureka, CA, 95501

Phone: (707) 269-1700

E-Mail: mmarshall@redwoodenergy.org

2. Recipient’s Project Manager

Name: Dana Boudreau

Address: 633 3rd St



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

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

City, State, Zip: Eureka, CA, 95501

Phone: (707) 269-1700

E-Mail: dboudreau@redwoodenergy.org

M. Selection Process Used

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

Selection Process	Additional Information
Competitive Solicitation #	GFO-21-604
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

Approved By

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

Agreement Manager: Tiffany Hoang

Approval Date: Corey Permann 11-28-2022

Office Manager: Elizabeth John

Approval Date: 12/30/2022

Deputy Director: Melanie Vail

Approval Date: 01/10/2023

Exhibit A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2	X	Charging Network Final Planning and Design
3	X	Charging Network Construction and Start-Up Operations
4		Operations and Maintenance
5		Data Collection and Analysis
6		Project Fact Sheet

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Matthew Marshall – Redwood Coast Energy Authority (RCEA), Dana Boudreau – RCEA		
2	Matthew Marshall – RCEA, Dana Boudreau – RCEA		Orleans Volunteer Fire Department; McKinleyville Community Services District; City of Arcata; Mad River Community Hospital; City of Eureka; Redwoods Community College District; City of Fortuna; St. Joseph Health Northern California, LLC; Redwoods Rural Health Center; Southern Humboldt Community Healthcare District
3	Matthew Marshall – RCEA, Dana Boudreau – RCEA		Orleans Volunteer Fire Department; McKinleyville Community Services District; City of Arcata;

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
			Mad River Community Hospital; City of Eureka; Redwoods Community College District; City of Fortuna; St. Joseph Health Northern California, LLC; Redwoods Rural Health Center; Southern Humboldt Community Healthcare District
4	Matthew Marshall – RCEA, Dana Boudreau – RCEA		
5	Matthew Marshall – RCEA, Dana Boudreau – RCEA		
6	Matthew Marshall – RCEA, Dana Boudreau – RCEA		

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
EVSE	Electric Vehicle Supply Equipment
FTD	Fuels and Transportation Division
GHG	Greenhouse gases such as carbon dioxide, methane, and nitrous oxide
Level 1 EVSE	Electric Vehicle Chargers that operate on 120 volts and can deliver up to 20 amps of electrical current
Level 2 EVSE	Electric Vehicle Chargers that operate on 240 volts and can deliver up to 80 amps of electric current as specified under the Society of Automotive Engineers Standard J1772

Term/ Acronym	Definition
Level 3 EVSE	Electric Vehicle Chargers that operate on industrial power, typically 480 volts, three phase, and up to 400 amps; these chargers, also referred to as direct current fast chargers, rectify alternating current to direct current that is supplied directly to the car’s battery allowing for short charge durations
MOU	Memorandum of Understanding
Network	North Coast Plug-In Electric Vehicle Charging Network
Network Administrator	The Administrator of the North Coast Plug-In Electric Vehicle Charging Network is the Redwood Coast Energy Authority
PEV	Plug-In Electric Vehicle
PG&E	Pacific Gas & Electric Company
RCEA	Redwood Coast Energy Authority
Recipient	Redwood Coast Energy Authority

Background

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program. The statute authorizes the California Energy Commission (CEC) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state’s climate change, clean air, and alternative energy policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the Clean Transportation Program through January 1, 2024. The Clean Transportation Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California’s use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

On December 14, 2021, the CEC released a Grant Funding Opportunity (GFO) entitled “Clean Transportation Program Rural Electric Vehicle (REV) Charging.” This competitive grant solicitation was to fund projects that would demonstrate replicable and scalable business and technology models for deployment of 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 #11 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:

Range anxiety remains a perception issue in rural settings. Rural populations are typically diffuse, resulting in longer distances to reach work, services, and home. In rural settings, parking areas are typically small, and sites often defer improvements to avoid triggering Americans with Disabilities Act (ADA) and other code requirement costs. Electrical service is often distant from building entrances, distribution systems are often old and at full capacity, and transformers often require upgrades to handle additional onsite loads and can significantly increase total project costs. Rural sites typically have limited infrastructure available to support EV charging and to provide temporary shelter and deliver services during emergencies.

Goals of the Agreement:

The goal of this Agreement is to increase rural charging access and build community resilience. The project will expand the charging station network established by Redwood Coast Energy Authority (RCEA) in 2016 using funds from CEC grant agreement ARV-13-029, focusing where possible on high-risk communities in remote locations that would otherwise be unaddressed by private networks or commercial organizations.

Objectives of the Agreement:

The objectives of this Agreement are to:

- Select electric vehicle supply equipment (EVSE) manufacturer and model compatible with existing charging network and site requirements.
- Finalize and provide civil and electrical engineering documentation for each site.
- Conduct construction project bidding, summarize bid results, and issue notice of award and notice to proceed.
- Administer and observe construction. Inform and educate the community about the availability of stations and educate residents and business owners on the benefits of EVs and EV charging stations.
- Install 32 Level 2 electric charging ports at 10 strategic hub locations around Humboldt County.
- Collect and analyze charging data.
- Provide a project fact sheet.

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 of similar electronic format as approved by 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 CHARGING NETWORK FINAL PLANNING AND DESIGN

Task 2.1 Final Selection of EVSE

The goal of this task is to select the manufacturer and model of the EVSE to be installed under the project.

The Recipient shall:

- Prepare a Final EVSE Selection Summary Memo, which will include:

- An explanation of the final EVSE selection
- The number of stations and charging ports installed at each site
- Network capability
- Payment options
- Send the Final EVSE Selection Summary Memo to the CAM.

Products:

- Final EVSE Selection Summary Memo

Task 2.2 Final Civil and Electrical Engineering

The goal of this task is to complete the civil and electrical engineering design for each of the sites finalized in Task 2.1. This includes verifying the site layout details with the site host, finalizing the site plan, identifying details including signage, and specifications under the seal of a licensed professional civil engineer, load calculations for the service panel or transformer that will supply the EVSE, and final plans and specifications.

The Recipient shall:

- Meet with site hosts to create preliminary site plan and verify that the layout meets the needs of the site host.
- Prepare the civil engineering drawings for all sites.
- Update the Engineer's Opinion of Probable Costs for each site to track potential changes against the granted budget for each site.
- Prepare civil engineering specifications.
- Prepare civil engineering details.
- Finalize the civil and electrical engineering plans, specifications, drawings, and cost estimates for each site up to 90% and provide to the CAM.
- Review comments and provide edits on the 90% submittal.
- Provide final, stamped civil and electrical engineering plans, specifications, drawings, and cost estimates for each site that takes into account the comments provided on the 90% submittal to the CAM.
- Conduct a load calculation for each service panel proposed to supply EVSE under the project.
- Coordinate with Pacific Gas & Electric's (PG&E) engineering department regarding requirements for new transformer taps where needed.
- Provide construction-ready design drawings and specifications stamped by a registered electrical engineer for each of the project locations and send to the CAM.
- Provide additional drawings, information, and documentation as needed for PG&E and local permitting officials and send to the CAM.

Products:

- 90% civil and electrical engineering plans, specifications, drawings, and cost estimates for each site
- Final, stamped civil and electrical engineering plans, specifications, drawings, and cost estimates for each site
- Final construction design drawings and specifications for each project location
- Additional drawings, information, and documentation as needed for PG&E and local permitting officials, if applicable

Task 2.3 Construction Project Bidding

The goal of this task is to solicit bids for the construction of the ten EVSE installations as one public works construction project. Competitive bids from licensed contractors will be solicited following public contract code requirements as required by the procurement policies of RCEA. Note that several sites are hospitals with additional life-safety compliance requirements, and for cost-effectiveness these sites may be treated with an alternative bid process where hospitals have qualified electricians on staff or under contract.

The Recipient shall:

- Prepare a set of General Conditions which will act as the governing contract between RCEA and the lowest responsive, responsible bidder of the construction project.
- Issue the General Conditions, stamped final engineering plans, and stamped construction specifications for bidding following public contract code requirements.
- Respond to contractor's questions on the project during the bid process.
- Issue addenda as required to amend the construction contract documents as appropriate during bidding.
- Send the Bid Package including General Conditions, final stamped engineering plans and construction specifications, and addenda if applicable, to the CAM.
- Host a public bid opening where sealed bids will be opened and read aloud; bid forms will be reviewed for completeness and the lowest bidder will be announced.
- Prepare summary of bid results and send to the CAM.
- Check the license status of the apparent lowest responsive, responsible bidder.
- Issue the notice of award to the lowest responsive, responsible bidder.
- Check performance and payment bonds and certificates of insurance provided by the contractor for conformance with the contract documents.
- Issue the Notice to Proceed to the contractor.
- Send copies of the Notice of Award and Notice to Proceed to the CAM.

Products:

- Bid Package
- Summary of bid results
- Copies of Notice of Award and Notice to Proceed

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

TASK 3 CHARGING NETWORK CONSTRUCTION AND START-UP OPERATIONS

Task 3.1 Construction Contract Administration

The goal of this task is to administer the construction project to ensure that the project proceeds to a successful conclusion following the requirements of the construction contract documents.

The Recipient shall:

- Procure at least 32 Level 2 EVSE for the project.
- Review and respond to submittals from the contractor in a timely manner for items of work such as: conduit, wire, concrete mix design, EVSE anchor bolts, light poles, light fixtures, signage, sign posts, wheel stops, electrical pull boxes, meters, circuit breakers, junction boxes, and service pedestals where transformer taps are required, pavement letters and striping, etc.
- Send copies of all submittals and responses to the CAM.
- Manage construction contract costs.
- Negotiate any requests for contract change orders submitted by the contractor in a fair and timely manner.
- Send copies of contract change orders to the CAM if applicable.
- Submit a Notice of Completion Package for the project, which will include a form for each site with the site owner's signature indicating that the project is complete, after all the work has been confirmed to be completed in accordance with the contract documents and send to the CAM.
- Complete final payment of all retained money upon receipt of a signed Waiver and Release of Liability Form after the Notice of Completion has been filed by the County Recorder's office.
- Send a copy of the signed Waiver and Release of Liability Form to the CAM.
- Ensure compliance with certain Assembly Bill 970 (2021) requirements (Cal. Gov. Code § 65850.7(f)):

An electric vehicle charging station shall meet applicable health and safety standards and requirements imposed by state and local permitting authorities.

An electric vehicle charging station shall meet all applicable safety and performance standards established by the California Electrical Code, the Society of Automotive Engineers, the National Electrical Manufacturers Association, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability, or rules of the Department of Food and Agriculture regarding safety, reliability, weights, and measures.

- Ensure compliance with these requirements from the Solicitation: All public chargers must meet applicable requirements, including those of Senate Bill 454 (Corbett, Chapter 418, Statutes of 2013), the California Air Resources Board Electric Vehicle Supply Equipment (EVSE) Standards, and the California Department of Food and Agriculture Division of Measurement Standards.
- Submit an AB 841 Certification to the CAM 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 to the CAM. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.

Products:

- Copies of all submittals and responses
- Copies of any contract change orders if applicable
- Copy of the Notice of Completion Package
- Copy of the signed Waiver and Release of Liability Form
- AB 841 Certification and EVITP Certification Numbers

Task 3.2 Construction Observation

The goal of this task is to provide quality assurance and control during the construction of the EVSE installations through the presence of a construction observer.

The Recipient shall:

- Verify by visual observation that the installations are built according to the final design plans and specifications.
- Check that products brought onsite by the contractor for installation match those in the submittals that have been reviewed.
- Document the construction by completing a construction observation log daily and through photographic documentation.
- Send a copy of the construction log and photographic documentation to the CAM.
- Facilitate the timely resolution of complications that arise during construction such as unforeseen site conditions, utility conflicts, errors and/or omissions in the contract documents, etc.
- Verify contractor conformance with permit conditions.

Products:

- Copy of construction log and photographic documentation
- [CPR WILL BE HELD IN THIS TASK. See Task 1.2 for details]**

Task 3.3 Upload New EVSE Installations To Internet Sites, Navigation Systems, and Apps

The goal of this task is to confirm that each of the new EVSE appears and is accurately represented on EVSE locator websites, smartphone applications, and vehicle navigation systems. This task will occur upon completion of each installation and periodically thereafter to ensure that EVSEs are easy to find and clearly described in the cloud.

The Recipient shall:

- Upon completion of each new EVSE installation, compile geographic location, brief description, charging capacity, fee schedule, and photos for each site and publish them to websites such as the US Department of Energy Alternative Fuels Data Center Station Locator, ChargePoint, and PlugShare, among others.
- Provide screenshot of completed EVSE detail webpages and send to the CAM.
- Update links to station locator websites on the RCEA website page that describes the North Coast Plug-In Electric Vehicle Charging Network Project Phase 2.
- Provide screenshot of North Coast Plug-In Electric Vehicle Charging Network (Network) Project Phase 2 webpages and send to the CAM.
- Periodically check the websites and apps to monitor comments from users as a way of improving the Network.
- Provide summary of user comments to the CAM.
- Update selected websites (PlugShare, Alternative Fuel Data Center) with changes to the Network such as pricing and usage policy changes, maintenance and upgrades of EVSE, addition of new EVSE at the same location due to high demand, etc.
- Organize a launch event(s) to alert the community about the availability of the stations and educate residents and business owners on the benefits of EVs and EV charging stations.
- Provide a summary of launch event(s) media to the CAM, including but not limited to social media postings, newspaper articles, and site photographs and statements.

Products:

- Screenshot of EVSE detail webpages
- Screenshot of North Coast Plug-In Electric Vehicle Charging Network Project Phase 2 webpages
- Summary of user comments
- Summary of launch event(s) media

TASK 4 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 years after commissioning.

Task 4.1 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 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 4.2 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 4.3 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 4.4 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. Charger is synonymous with port.
- 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 5 DATA COLLECTION AND ANALYSIS

The goal of this task is to collect operational data from the project and to analyze that data for economic and environmental impacts.

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.
- 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.

Products:

- Data collection information and analysis.

TASK 6 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