



**CALIFORNIA
ENERGY COMMISSION**



**California Energy Commission
May 8, 2024 Business Meeting
Backup Materials for Electrify America, LLC**

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

1. Proposed Resolution
2. Grant Request Form
3. Scope of Work

[PROPOSED]

RESOLUTION NO: 24-0508-03c

**STATE OF CALIFORNIA
STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION: Electrify America, LLC

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-23-021 with Electrify America, LLC for a \$3,283,575 grant to install at least 40 direct current fast charging electric vehicle (EV) ports across 10 sites in the counties of Los Angeles, San Bernadino, Riverside, and Orange. These ultra-fast, high-performing EV charging ports will be installed in locations that will serve demand from transportation network company fleets as well as the general public, filling in gaps in the existing charging network; 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 May 8, 2024.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

Kristine Banaag
Secretariat



GRANT REQUEST FORM (GRF)

A. New Agreement Number

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

New Agreement Number: ZVI-23-021

B. Division Information

1. Division Name: Fuels and Transportation
2. Agreement Manager: Kyle Corrigan
3. MS-27
4. Phone Number: (916) 776-7195

C. Recipient's Information

1. Recipient's Legal Name: Electrify America, LLC
2. Federal ID Number: 81-3818716

D. Title of Project

Title of project: Electrify America Ultra-Fast Charging for TNC Fleets - Los Angeles

E. Term and Amount

1. Start Date: 05/08/2024
2. End Date: 10/30/2026
3. Amount: \$3,283,575

F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 05/08/2024
3. Consent or Discussion? Consent
4. Business Meeting Presenter Name: Kyle Corrigan
5. Time Needed for Business Meeting: N/A
6. The email subscription topic is: Clean Transportation Program

Agenda Item Subject and Description:

ELECTRIFY AMERICA, LLC. Proposed resolution approving agreement ZVI-23-021 with Electrify America, LLC for a \$3,283,575 grant to install at least 40 direct current fast charging electric vehicle (EV) ports across 10 sites in the counties of Los Angeles, San Bernadino, Riverside, and Orange, and adopting staff's determination that this action is exempt from CEQA. These ultra-fast, high-performing charging ports will be installed in locations that will serve demand from transportation network company fleets as well as the general public, filling in gaps in the existing charging network. (General Fund Funding) Contact: Kyle Corrigan

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: N/A

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

a) Agreement **IS** exempt?

Yes

Statutory Exemption?

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 numbers: 14 CCR §§ 15301, 15303, 15304

California Code of Regulations, title 14, section 15301 (CEQA Guidelines, Class 1) provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of use beyond that existing at the time of the responsible agency’s determination, are categorically exempt from CEQA. This project involves installation of electric vehicle (EV) charging stations in existing public parking spaces. Specifically, this project will install chargers at 10 sites. At each site, equipment will be installed at existing, paved parking facilities. Therefore, this project is exempt from CEQA under the Class 1 categorical exemption.

California Code of Regulations, title 14, section 15303 (CEQA Guidelines, Class 3) 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 CEQA. This project involves installation of new small equipment to the existing sites. All the equipment will be installed in existing, paved parking facilities. Therefore, the project is exempt from CEQA under the Class 3 categorical exemptions.

California Code of Regulations, title 14, section 15304 (CEQA Guidelines, Class 4) 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 or agricultural purposes are categorically exempt from CEQA. This project involves installation of electric vehicle (EV) charging stations in existing paid and private parking spaces, and the work will not involve the removal of any trees. Therefore, this project is exempt from CEQA under the Class 4 categorical exemption.



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.

For these reasons, the proposed work will not have any significant effect on the environment and falls under sections 15301, 15303, and 15304.

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

None

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
Black & Veatch Corporation	\$1,653,226	\$1,683,240
Pearce Services, LLC	\$19,077	\$19,423
Broadband Telcom Power, Inc.	\$1,308,125	\$1,331,875

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
No key partners to report

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
General Fund	2021-22	601.129ZEV	\$3,283,575

TOTAL Amount: \$3,283,575

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: Andrew Dick

Address: 2003 Edmund Halley Drive #200

City, State, Zip: Reston, VA 20191

Phone: (571) 471-9838

E-Mail: Andrew.dick@electrifyamerica.com

2. Recipient’s Project Manager

Name: Andrew Dick



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

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

Address: 2003 Edmund Halley Drive #200

City, State, Zip: Reston, VA 20191

Phone: (571) 471-9838

E-Mail: Andrew.dick@electrifyamerica.com

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-22-611
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: Kyle Corrigan

Approval Date: 2/21/2024

Office Manager: Jaron Weston

Approval Date: 3/9/2024

Deputy Director: Melanie Vail

Approval Date: 3/19/2024

Exhibit A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2	X	Site Design and Charger Procurement
3		Installation
4		Operations and Reliability
5		Semi-Annual Electric Vehicle Charger Inventory Reports
6		Data Collection and Analysis
7		Project Fact Sheet

GLOSSARY

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

Term/ Acronym	Definition
AC charging	Alternating Current charging. AC electricity from a circuit (greater than 200 volts) is relayed to a device within an electric vehicle (EV) that converts the alternating current into direct current electricity in order to charge the vehicle's battery.
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
Central System	Charge Point Management System: the central system that manages Charge Points and has the information for authorizing users for using its Charge Points.
Charge Point	The Charge Point is the physical system where an electric vehicle (EV) can be charged. A Charge Point has one or more connectors.
Charger	Any connector that can independently provide charge regardless of whether the other connectors associated with a Charge Point are simultaneously charging.
Charging Session	Part of a transaction during which the EV is allowed to request energy.

Term/ Acronym	Definition
Charging Station	A physical location with any number of Charge Point(s) and Connector(s) with a unique address. For a charger to be part of a charging station, it must not be further than 0.125 miles (660 feet) from any other charger that is also considered to be part of the same charging station.
Connector	The term “Connector”, as used in this specification, refers to an independently operated and managed electrical outlet on a Charge Point. This usually corresponds to a single physical connector, but in some cases a single outlet may have multiple physical socket types and/or tethered cable/connector arrangements to facilitate different vehicle types (e.g. four-wheeled EVs and electric scooters).
Corrective Maintenance	Maintenance which is carried out after failure detection and is aimed at restoring an asset to a condition in which it can perform its intended function.
CPR	Critical Project Review
CTP	Clean Transportation Program
Depot	A type of “home base” behind-the-fence location where a vehicle is typically kept when not in use (usually parked on a nightly basis).
Downtime	Downtime is any period of time that a charger is not operational.
EV	Electric Vehicle
Excluded Downtime	Excluded Downtime is downtime that is caused by events outside of the control of the funding recipient and is subtracted from total downtime when calculating uptime percentages.
FTD	Fuels and Transportation Division
Hardware	The machines, wiring, and other physical components of an electronic system including onboard computers and controllers.
Installed	Attached or placed at a location and available for use for a charging session.
Interoperability	Successful communication between the software controlling charging on the EV and the software controlling the charger. Interoperability failures are communication failures between the EV and charger that occur while the software of each device is operating as designed.

Term/ Acronym	Definition
Maintenance Event	Any instance in which preventive or corrective maintenance is carried out on equipment.
Operational	A charging port is considered operational or "up" when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity as expected.
Operative	A state indicating the charger is operational and available to charge or currently charging.
Operative Status	A status reported by the charger's onboard software indicating whether the charger is in an operative state. The status may directly report 'Operative' or some other status that indirectly indicates the charger is in an operative state. Conversely, the charger may report 'Inoperative' or some other status indicating that it is not in an operative state.
Preventive Maintenance	Maintenance that is regularly and routinely performed on physical assets to reduce the chances of equipment failure and unplanned machine downtime.
Private	Charging ports located at parking space(s) that are privately owned and operated, often dedicated to a specific driver or vehicle (for example, a charging port installed in a garage of a single-family home).
Public	Charging ports located at parking space(s) designated by the property owner or lessee to be available to and accessible by the public.
Recipient	Electrify America, LLC
Shared Private	Charging ports located at parking space(s) designated by a property owner or lessee to be available to, and accessible by, employees, tenants, visitors, and residents. Examples include workplaces and shared parking at multifamily residences.
Software	A set of instructions, data or programs used to operate computers and execute specific tasks.
TNC	Transportation Network Company
Uptime	A charging port is considered "up" when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity in accordance with requirements for minimum power level. Uptime is the percentage of time a charging port is "up".

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 April 5, 2023, the California Energy Commission (CEC) released a Grant Funding Opportunity (GFO) entitled "FAST - Fast and Available Charging for All Californians." This competitive grant solicitation was to support electric vehicle (EV) charging infrastructure for high mileage on-demand transportation services, car sharing enterprises, or car rental agencies, and the public. In response to GFO-22-611, Electrify America, LLC (Recipient) submitted application #07 which was proposed for funding in the CEC's Notice of Proposed Awards on August 25, 2023. GFO-22-611 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 this Agreement, this Agreement shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Solicitation, the terms of this Agreement shall control.

Problem Statement:

California has ambitious transportation electrification goals, and even more aggressive targets for conversion of Transportation Network Company (TNC) fleets through the Clean Miles Standard. However, charging infrastructure in many of California's dense urban markets is already seeing high levels of utilization, while building additional sites is challenging due to the lack of available real estate in these areas. In order to support the increased adoption of EVs, both among TNC and rental car fleets and in the general public, additional high-power charging will be needed. Additionally, TNC fleets impose specific performance requirements on the chargers, such as maximizing charging speed while minimizing downtime and deadhead trips, in order to effectively meet the needs of professional drivers. Installing ultra-fast 350 kW chargers at existing gas stations is an effective way to address these problems, utilizing existing real estate in dense urban areas while maximizing the utility of charging stations to fleet drivers.

Goals of the Agreement:

The goal of this Agreement is to deploy a network of ultra-fast direct current (DC) fast chargers at existing Phillips 66 and United Pacific locations or other locations approved in writing by the CAM, including a "Balanced" 350 kW station design that maximizes charging speed while limiting overall site power demand. The chargers will be installed in locations that effectively meet demand both from TNC fleets and the general public, filling in gaps in the existing charging network and complementing sites already reaching high levels of utilization. The chargers will be installed in an expeditious manner and operated reliably for the duration of the project period.

Objectives of the Agreement:

The objectives of this Agreement are to install at least forty (40) DC fast chargers across ten (10) sites that demonstrate high rates of utilization over the project period, indicating a high level of use by the driving public. The project will also maximize uptime of charging stations through a comprehensive operations and maintenance plan that includes timely preventative, proactive, and corrective maintenance to units.

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 that includes the CAM and may include 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, if applicable

- “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 *Draft 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.
- Submit a *letter* to the CAM describing the subawards needed or stating that no subawards are required.
- 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 each 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 subawards (if requested)
- Final subawards (if requested)

TECHNICAL TASKS

TASK 2 SITE DESIGN AND CHARGER PROCUREMENT

The goal of this task is to develop a site design suitable for 10 charging station locations, including configuration of parking spaces that meets all federal, state and local requirements, designing the equipment and electrical pad layout, coordinating with the utility to design an electric service interconnection to the site, and preparing the technical drawings for submission to relevant permitting agencies. Electrify America will procure 40 DC fast chargers capable of producing a 350kW maximum and a 150kW minimum with power split between pairs of chargers.

The Recipient shall:

- Procure 40 single port DC fast chargers capable of providing a 350kW power level maximum and a 150kW power level minimum.
- Submit a *site schematic for each site* indicating key technical elements including but not limited to:
 - electrical line drawings
 - surveys
- Submit complete construction *site plans for the site* once all details have been confirmed and permits secured to build the site.
- Provide *confirmation of permit applications and approval* to demonstrate progress towards station installation.

Products:

- Site schematic for each site
- Site plan for each site
- Confirmation of permit applications and approval

[CPR WILL BE HELD IN THIS TASK. SEE TASK 1.2 FOR DETAILS]

TASK 3 INSTALLATION

The goal of this task is to perform the station installations, including procurement and installation of all necessary equipment, such as pad, conduit, dispensers, power cabinets, switchgear, and other site elements such as lights, bollards, and wheel stops. During utility interconnection, the local utility will install a transformer and new electric service to power the site. At site commissioning, chargers are provisioned to allow drivers to use them.

The Recipient shall:

- Procure all necessary equipment to complete installation.
- Perform the necessary installation work at each site, which includes, but is not limited to:
 - Installing the equipment pad, switchgear, power cabinets, conduits to chargers, pedestals, dispensers, and other necessary site elements.
 - Install site accessory features such as lights, bollards, wheel stops.
 - Perform site modifications such as dedicated EV parking space configuration, signage, and restriping of pavement.
 - Secure electric service via coordination with the local utility and installation of a transformer.
 - Commission the site to bring it into service for use by EV drivers.
- Provide a *quarterly construction progress tracker* to the CAM that includes but is not limited to the status of each construction project and progress towards commissioning. This will be included with the quarterly progress report.
- Deliver *Proof of operational charging equipment* which shall include but not be limited to:
 - Photos of each site
 - Proof of charger availability via the Alternative Fuels Data Center Station Locator tool
 - Commissioning confirmation for each site
- Submit an *AB 841 Certification* to the CAM that certifies the project has complied with all AB 841 (2020) requirements specified in Exhibit C or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient's authorized representative.
- Submit *EVITP Certification Numbers* of each Electric Vehicle Infrastructure Training Program certified electrician that installed electric vehicle charging infrastructure or equipment to the CAM. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.

Products:

- Proof of operational charging equipment
- Quarterly construction progress tracker until the commissioning of the charging equipment
- AB 841 Certification
- EVITP Certification Numbers

TASK 4 OPERATIONS AND RELIABILITY

This goal of this task is to operate and maintain the installed chargers during the term of this agreement, as expressed in the Operations and Reliability Plan.

Recipient shall comply with the reliability performance standards, recordkeeping, reporting, and maintenance requirements (Requirements) in this Scope of Work for EV chargers installed as part of this Agreement. In the event the CEC adopts regulations that include Requirements, for example as required by AB 2061 (Ting, Chapter 345, Statutes of 2022) and/or AB 126 (Reyes, Chapter 319, Statutes of 2023), those Requirements shall supersede the Requirements contained in this Scope of Work for this Agreement wherever, as determined by the CAM, they are redundant or conflicting.

Task 4.1 Operations

The Recipient shall:

- Operate the installed chargers during the term of this agreement.
- Ensure that the charger uptime for each charger installed in the project is at least 97 percent of each year for six years after the beginning of operation.

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 six years after the beginning of operation 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 Recordkeeping

The goal of this task is to collect and maintain records of charger operation and reliability. The Recipient shall collect and retain the remote monitoring and maintenance records specified in this section. The Recipient shall collect and retain records for each charger installed and operated as part of this agreement. The Recipient shall retain records for each charger for 9 years from the date the charger begins operation.

The Recipient Shall:

- Collect and retain the Remote Monitoring and Maintenance data below from each charger installed and operated as part of this Agreement.
- Retain the data below for 9 years from the date the charger begins operations. Provide *Remote Monitoring Records and Maintenance Records* to the CEC within 10 business days of request.
 1. Provide digital records in a comma separated values (CSV) file unless another file format is approved by the CEC for the request.

2. Provide a clear and understandable *data dictionary* that describes each data element and any associated units with all digital records.

Remote Monitoring Data

1. Connector operative status and error codes on a 15-minute interval including charger identification number and date-time stamp.
 - a. The recipient shall collect the OCPP 1.6 Protocol Data Unit (PDU) Status Notification.
2. A record of each customer attempt to initiate a charge including charger identification number, transaction identification number, and date-time stamp.
3. A record of each failed attempt to charge including charger identification number, transaction identification number, and date-time stamps and reason for failure.

Maintenance Data

1. Reports of inoperative chargers or charger failures resulting in inability to charge, such as a customer complaint, internal diagnostics, or inspection.
2. Records of any maintenance conducted on chargers installed and operated as part of the agreement. Records should specify the following:
 - a. Date and time of the maintenance event
 - b. Whether maintenance was corrective or preventive in nature
 - c. Whether and for how long the charger was in an inoperative state prior to maintenance.
 - d. Whether the charger was in an operative state following maintenance

Products:

- Remote Monitoring Records
- Maintenance Records
- Data Dictionary

Task 4.3 Maintenance Requirements

The goal of this task is to increase reliability through timely and effective preventive and corrective maintenance. The Recipient shall conduct maintenance on each charger installed and operated as part of the Agreement as specified in this section.

The Recipient Shall:

- Conduct preventive maintenance, as specified by the charger manufacturer, on the charger hardware by a certified technician annually. The time interval between consecutive preventive maintenance visits to any charger shall be no more than 6 months.
- Complete corrective maintenance within 10 business days of the beginning of a

time when the charger is inoperative or exhibiting failures that result in an inability to charge.

- *Report on preventive and corrective maintenance* in each Quarterly Report on Charger Reliability and Maintenance described in Task 4.4.

Products:

- Maintenance section of Quarterly Report on Charger Reliability and Maintenance described in Task 4.4

Task 4.4 Reporting

The goal of this task is to provide quarterly reports on charger reliability and maintenance.

The Recipient shall:

- Prepare and submit to the CAM a *Quarterly Report on Charger Reliability and Maintenance*. Each report shall include:
 - A summary of charger downtime, including total downtime and the number and frequency of downtime events, the minimum, median, mean, and maximum duration, and the causes of downtime events. Downtime events include:
 - a. The time that the status or error codes returned by a charger indicate that it is in a state other than an operative state (inoperative). The duration of time counted as downtime based on remote monitoring will be the interval between the time of the first charger status record that the charger is inoperative, or the failure of the charger to send operational status on specified interval, and the subsequent status record that the charger is operative.
 - b. A charger is in an inoperative state or failing to deliver charge, which may be known by consumer notification, internal diagnostics, inspection, or other methods.
 - c. In the event there is a conflict between the sections (a) and (b), the operative state of the charger shall be determined by (b).
 - A summary of Excluded Downtime, including total excluded downtime and the number and frequency of excluded downtime events, the minimum, median, mean, and maximum duration, and the causes of excluded downtime events. 'Excluded Downtime' includes:
 - a. **Grid Power Loss:** Power supplied by third-party provider is not supplied at levels required to for minimum function of chargers. This may include, but is not limited to, service outages due to utility equipment malfunction or public safety power shut-offs. This does not include power generation or storage equipment installed to serve the station exclusively. Documentation from power provider detailing outage is required to claim this as excluded time.
 - b. **Vandalism and/or Theft:** Any physical damage to the charger and / or station committed by a third-party. This may include, but is not limited to,

theft of charging cables, damage to connectors from mishandling, damage to screens, etc. A maximum of 5 days may be claimed as excluded downtime for each event. The CAM may authorize additional excluded downtime for extenuating circumstances on a case-by-case basis. A police report or similar third-party documentation is required to claim this as excluded time.

- c. **Communication Network Outages:** Loss of communication due to cellular or internet service provider system outages can be claimed as excluded downtime provided the chargers revert to a free charge state during communication losses. A free charge state is when the charger is operational and dispenses energy and free of charge.
- d. **Planned Outage for Maintenance and/or Upgrade:** Any planned maintenance or upgrade work that takes the charger offline. This must be scheduled in advance of the charger being placed in an inoperative state. The maximum downtime that can be excluded for planned maintenance and/or upgrade is 24 hours for any 12-month period.
- e. **Force Majeure:** Downtime caused by unforeseen events, not described in (a) – (d) above, that are outside of the control of the funding recipient may be treated as Excluded Downtime upon approval by the CEC. For such downtime to be considered, the recipient shall include a narrative description of the event and why it was out of their control in the *quarterly reports* for the CEC to review and make a determination. The CEC has sole discretion in approving downtime in this category.
- f. **Operating Hours:** Hours in which the charger is in an operative state but are outside of the identified hours of operation of the charging station.
 - o A summary and calculation of uptime. Each report shall include, for the 12 months preceding the report, the monthly uptime percentage of each charger (Charger Uptime) installed and operated as part of this agreement. Charger uptime shall be calculated as:

$$U_c = \frac{T_c - D_c + E_c}{T_c}$$

U_c = Charger Uptime

T_c = Total charger minutes in the reporting period

D_c = Total charger downtime for the reporting period, in minutes.

E_c = Total charger excluded
downtime in the reporting period, in
minutes.

- A summary of charge data, including:
 - a. Total number of attempts to charge
 - b. Total number of failed attempts to charge
 - c. Failed attempts to charge by the following categories:
 - 1. Number of charge attempts that failed due to payment system failures
 - 2. Number of charge attempts that failed due to interoperability failures
 - 3. Number of charge attempts that failed due to charger hardware or software failures
 - i. Number of charge attempts that failed due to other reasons
 - d. A summary and explanation of “other reasons” for charge attempt failures
 - e. A description of steps taken to reduce the number of failed charge attempts, and the success rate of those steps
- The total number of maintenance dispatch events that occurred since the last report, the number of days to complete each maintenance event reported, and a narrative description of significant maintenance issues. Details of all excluded downtime and a narrative description of events that caused the excluded downtime.

Products:

- Quarterly Report on Charger Reliability and Maintenance, delivered with each Quarterly Progress Report, described in Task 1.5

TASK 5 SEMI-ANNUAL ELECTRIC VEHICLE CHARGER INVENTORY REPORTS

The goal of this task is to provide information on the number of chargers in the Recipient's charging network in California, including both public and shared private, serving all vehicle sectors (light-, medium-, and heavy duty) excluding any charger used solely for private use at a single-family residence or a multifamily housing unit with four or fewer units.

The Recipient shall:

- Prepare an *Electric Vehicle Charger Inventory Report*, in a template provided by the CAM that includes:
 - For chargers serving light-duty electric vehicles:
 - Number of public AC charging ports aggregated at the county level by charging network provider
 - Number of shared private AC charging ports aggregated at the county level by charging network provider
 - Number of public DC fast charging ports aggregated at the county level by charging network provider
 - Number of shared private DC fast charging ports aggregated at the county level by charging network provider
 - For chargers serving medium- and/or heavy-duty vehicles:
 - Number of public AC charging ports aggregated at the county level by charging network provider
 - Number of shared private AC charging ports aggregated at the county level by charging network provider
 - Number of public DC fast charging ports aggregated at the county level by charging network provider
 - Number of shared private DC fast charging ports aggregated at the county level by charging network provider
 - Number of other publicly available charging ports at the county level by charging network provider
 - Number of other depot charging ports by power output (less than 50 kilowatts (kW), between 50 – 150 kW, 150 kW – 350 kW, 350 kW and above) at the county level by charging network provider (if applicable)
- Submit the *Electric Vehicle Charger Inventory Report* to the CAM no later than 30 calendar days after the Agreement is executed and then each calendar half-year thereafter. Reports are due at the end of July and end of January.

Recipient Product:

- Electric Vehicle Charger Inventory Report

TASK 6 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 report to the CEC:
 - For an electric vehicle charging station, the availability of operational charging plugs, whether the station was energized, the volume of electricity in kilowatt-hours used to charge by vehicles, the number of vehicles charged by a station, and any other data deemed necessary by the CEC to monitor reliability and accessibility of the charging infrastructure. This data shall be measured no less frequently than on a daily basis and reported electronically to the CEC no less frequently than quarterly in *AB 126 Data Reports* submitted with the quarterly reports described in Task 1.5.
 - For an electric vehicle charging station, the source and greenhouse gas emissions intensity, on an annual basis, of the electricity used and dispensed by the EV charging station(s) at the meter, consistent with the disclosure methodology set forth in Article 14 (commencing with

Section 398.1) of Chapter 2.3 of Part 1 of Division 1 of the Public Utilities Code. Data must be reported to the CEC annually in a *AB 126 Data Report* specified by the CAM.

- 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
 - If known, whether driver is associated with an on-demand transportation service, car sharing enterprises, or car rental agencies, or is a member of the public
 - Summary information on any reservation system used, including:
 - Percentage of reservations that are completed as reserved, by category of user (e.g., on-demand transportation service, car sharing enterprises, or car rental agencies, or is a member of the public)
 - Percentage of a charging station's utilization that was reserved in advance
 - Percentage of reservations made by the 5 most frequent users, or users representing an entity

- Percentage of operating hours of a site (defined as the daily operating hours multiplied by the number of chargers at a site) for which chargers were reserved
- Time variation of any of the above over the 12-month period covered in this section
- Other information needed to determine whether a reservation system was equally available to members of the public and to gig or commercial drivers
- Applicable price for charging, including but not limited to: electric utility tariff, 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)
- Maximum capacity of the new fueling system
- Normal operating hours, up time, 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
- Duty cycle of the current fleet and the expected duty cycle of future vehicle acquisitions
- Identify any current and planned use of renewable energy at the facility.
- Identify the source of the alternative fuel.
- Describe any energy efficiency measures used in the facility that may exceed Title 24 standards in Part 6 of the California Code Regulations.
- Provide data on potential job creation, economic development, and increased state revenue as a result of expected future expansion.
- Provide a quantified estimate of the project's carbon intensity values for life-cycle greenhouse gas emissions.
- Compare any project performance and expectations provided in the proposal to CEC with actual project performance and accomplishments.

- Collect and provide 12 months of throughput, usage, and operations data from the project including, but not limited to, for each session:

Category	Field	Desired Data Type
Sites	Site ID	Hash key
Sites	Site Name	Varchar
Sites	Site Type	Varchar
Sites	EVSP	Varchar
Sites	Street Address	Varchar
Sites	City	Varchar
Sites	State	Varchar
Sites	Zip	Varchar
Sites	Latitude	Decimal
Sites	Longitude	Decimal
Sites	Number of EVSEs	Varchar
Sites	Number of Ports	Varchar
EVSE	EVSE ID	Hash key
EVSE	EVSE Manufacturer	Varchar
EVSE	EVSE Model Number	Varchar
EVSE	EVSE Maximum kW	Integer
EVSE	EVSE Number of Ports	Integer
EVSE	EVSE Power Level	Varchar
Ports	Port ID	Hash key
Ports	Port Maximum kW	Integer
Ports	Connector Type	Varchar
Sessions	Session ID	Hash key
Sessions	Charge Duration	Varchar (HH:MM:SS)
Sessions	Charge Session Start Date	Date
Sessions	Charge Session Start Time	Time
Sessions	Charge Session End Date	Date
Sessions	Charge Session End Time	Time
Sessions	Disconnect Reason	String
Sessions	Connection Duration	Varchar (HH:MM:SS)
Sessions	Idle Duration	Varchar (HH:MM:SS)
Sessions	Energy Consumed	Decimal
Sessions	Charge Peak Demand	Decimal

Sessions	Charge Average Demand	Decimal
Sessions	Total Transacted Amount (Driver)	Currency
Sessions	Payment method	Character
Sessions	Driver ID	Hash key
Sessions	Vehicle Make, if known	Varchar
Sessions	Vehicle Model, if known	Varchar
Sessions	Vehicle Year, if known	Integer
Sessions	Vehicle Type, if known	Character

- Provide *data on charger installations and charging events* in the Quarterly Progress Reports.
- Provide a *charger utilization report* showing the amount of site utilization at each site over the project period in the Quarterly Progress Reports.
- Provide a *Data Collection and Information Analysis Report* that lists and analyzes all the data and information described above.

Products:

- AB 126 Data Reports
- Data on charger installations and charging events submitted electronically in Quarterly Progress Reports described in Task 1.5
- Charger utilization report in Quarterly Progress Reports described in Task 1.5
- Data Collection and Information Analysis Report

TASK 7 PROJECT FACT SHEET

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

The Recipient shall:

- Prepare an *Initial Project Fact Sheet* at start of the project that describes the project and the expected benefits. Use the format provided by the CAM.
- Prepare a *Final Project Fact Sheet* at the project’s conclusion that describes the project, the actual benefits resulting from the project, and lessons learned from implementing the project. Use the format provided by the CAM.

- Provide at least (6) six *High Quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) of pre and post technology installation at the project sites or related project photographs.

Products:

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