



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
August 14, 2024 Business Meeting  
Backup Materials for Pilot Travel Centers 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: 24-0814-XX**

**STATE OF CALIFORNIA**

**STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: Pilot Travel Centers 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-23-028 with Pilot Travel Centers LLC for a \$5,000,000 grant. This agreement will install two rapid hydrogen dispensers and one 25,000-gallon liquid hydrogen storage tank within an existing travel center in Lebec to provide a publicly accessible MDHD hydrogen refueling station along Interstate 5 and support workforce development in adjacent communities; and

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

**CERTIFICATION**

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the CEC held on August 14, 2024.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

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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-23-028

### B. Division Information

1. Division Name: Fuels and Transportation
2. Agreement Manager: Vivian Nguyen
3. MS-: Not Applicable
4. Phone Number: (916) 244-9673

### C. Recipient's Information

1. Recipient's Legal Name: Pilot Travel Centers LLC
2. Federal ID Number: 34-1953155

### D. Title of Project

Title of project: CHIL Clean Hydrogen in Lebec

### E. Term and Amount

1. Start Date: August 14, 2024
2. End Date: December 30, 2027
3. Amount: \$5,000,000

### F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 08-14-2024
3. Consent or Discussion? Discussion
4. Business Meeting Presenter Name: Esther Odufuwa
5. Time Needed for Business Meeting: 5 minutes
6. The email subscription topic is: Altfuels

#### **Agenda Item Subject and Description:**

Pilot Travel Centers LLC. Proposed resolution approving agreement ZVI-23-028 with Pilot Travel Centers LLC for a \$5,000,000 grant, and adopting staff's determination that this action is exempt from CEQA. This agreement will install two rapid hydrogen dispensers and one 25,000-gallon liquid hydrogen storage tank within an existing travel center in Lebec to provide a publicly accessible MDHD hydrogen refueling station along Interstate 5 and support workforce development in adjacent communities. (Clean Transportation Program and General Fund Funding) Contact: Esther Odufuwa (Staff Presentation: 5 minutes)

### G. California Environmental Quality Act (CEQA) Compliance

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

Yes

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: If Agreement is considered a "Project" under CEQA skip to question 2. Otherwise, provide explanation.

**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: Cal. Code Regs., tit. 14, sect. 15301; Cal. Code Regs., tit. 14, sect. 15303

Cal. Code Regs., tit. 14, Section 15301 Existing Facilities provides that the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment or topographical features which involve negligible or no expansion of use beyond that existing at the time of the responsible agency's determination, are categorically exempt from the provisions of the California Environmental Quality Act (CEQA). The project involves the installation of a public hydrogen refueling station, including two rapid H70 hydrogen dispensers, gas conditioning equipment, pumps, a shade structure, and one 25,000-gallon liquid hydrogen storage tank at an existing truck stop located in Lebec, CA. At the existing site, there is currently heavy-duty gasoline refueling equipment. The proposed new equipment would be installed at an existing paved parking lot adjacent to the existing truck stop and refueling equipment. The project will not affect any visual resources, such as protected trees or historic resources. The installation for the refueling stations will involve excavating for foundations and new piping, laying new piping and conduits, grading, and applying concrete and/or asphalt paving. Additionally, there will be minor trenching necessary for installing pipes and conduits for the dispenser system. This project is therefore categorically exempt from the provisions of CEQA under section 15301 of the CEQA Guidelines, and will not have a significant effect on the environment.

Cal. Code Regs., tit. 14, sec. 15303 provides that projects which consist of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure, are categorically exempt from the provisions of CEQA. This project consists of installation of new, small equipment;



specifically, a fueling hub, which includes dispensers, pumps, tanks, and gas conditioning equipment (totaling 1,944 square feet) and a shade structure (1,287 square feet).

The project does not involve any unusual circumstances, will not result in damage to any scenic resources within a highway officially designated as a state scenic highway, none of the sites are 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. The project, when considered as a whole, will not result in a cumulative impact that is significant on the environment. Therefore, none of the exceptions to 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. Is this project considered "Infrastructure"?**

Yes

**I. 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
TBD	\$ 0	\$58,567
TBD	\$ 0	\$19,522



Subcontractor Legal Company Name	CEC Funds	Match Funds
TBD	\$ 0	\$97,611
TBD	\$ 0	\$195,222
TBD	\$ 0	\$48,805
TBD	\$ 0	\$48,805
TBD	\$ 0	\$146,416
TBD	\$ 0	\$390,443
TBD	\$ 0	\$976,108

#### J. 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	\$0	\$200,000
TBD	\$0	\$150,000
Integrated Cryogenic Solutions LLC	\$531,250	\$318,750
Integrated Cryogenic Solutions LLC	\$1,500,000	\$900,000
Integrated Cryogenic Solutions LLC	\$375,000	\$225,000
Integrated Cryogenic Solutions LLC	\$937,500	\$562,500
Integrated Cryogenic Solutions LLC	\$1,375,000	\$825,000
Integrated Cryogenic Solutions LLC	\$187,500	\$112,500
Integrated Cryogenic Solutions LLC	\$93,750	\$56,250

#### K. 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
Fueling and Service Technologies, Inc.
Integrated Cryogenic Solutions LLC

#### L. Budget Information



STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION

Grant Request Form  
CEC-270 (Revised 01/2024)

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 (ZEV Infrastructure)	FY 21/22	601.129ZEV	\$1,147,062
ARFVTF (CTP funds)	FY 21/22	601.118N	\$3,852,938

**TOTAL Amount:** \$5,000,000

R&D Program Area: N/A

Explanation for "Other" selection N/A

Reimbursement Contract #: N/A

Federal Agreement #: N/A

**M. Recipient's Contact Information**

**1. Recipient's Administrator/Officer**

Name: Allie LaCroix

Address: 5508 Lonas Dr.

City, State, Zip: Houston, TX 37939

Phone: 865-206-6014

E-Mail: Allie.Lacroix@pilotcompany.com

**2. Recipient's Project Manager**

Name: Bill Zobel

Address: 5508 Lonas Dr.

City, State, Zip: Houston, TX 37939

Phone: (865) 606 -3900

E-Mail: bill.zobel@pilotttravelcenters.com

**N. Selection Process Used**

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

Selection Process	Additional Information
Competitive Solicitation #	GFO-23-603
First Come First Served Solicitation #	Not Applicable



Other	Not Applicable
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## O. 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:** Vivian Nguyen

**Approval Date:** 4/11/2024

**Office Manager:** Elizabeth John

**Approval Date:** 4/19/2024

**Deputy Director:** Melanie Vail

**Approval Date:** 5/1/2024



## Exhibit A

### SCOPE OF WORK

#### TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Design and Engineering
3	X	Construction, Commissioning and Inspection
4		Community Outreach and Engagement
5		Operations and Reliability
6		Hydrogen Safety Plan, Design Reviews, Virtual Inspections and Safety Incident Reporting
7		Data Collection and Analysis
8		Project Fact Sheet

#### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	William Zobel - Pilot Travel Centers LLC (Pilot)  Allie LaCroix - Pilot  Robert Bollar - Pilot  Daniel Campione - Pilot		
2	William Zobel - Pilot  Will Cole - Pilot  Bryan Martin – Pilot  Mike Norrell - Fastech		Fueling and Service Technologies Inc.
3	William Zobel - Pilot  Will Cole - Pilot  Bryan Martin- Pilot		
4	William Zobel - Pilot  Allie LaCroix - Pilot  Courtney Cucchisi - Pilot		
5	William Zobel - Pilot	Integrated Cryogenic Solutions LLC	Integrated Cryogenic Solutions LLC

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
6	William Zobel - Pilot Robert Bollar - Pilot Will Cole - Pilot		Center for Hydrogen Safety (CHS)
7	William Zobel - Pilot Bryan Martin - Pilot Daniel Campione - Pilot		
8	William Zobel - Pilot Allie LaCroix - Pilot		

## GLOSSARY

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

Term/ Acronym	Definition
AB	Assembly Bill
ADA	Americans with Disabilities Act
AHJ	Authorities Having Jurisdiction
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
CPR	Critical Project Review
CHIL	Clean Hydrogen In Lebec
CHS	Center for Hydrogen Safety
CTP	Clean Transportation Program
CUPA	Certified Unified Program Agency
FCET	Fuel Cell Electric Truck
FCEV	Fuel Cell Electric Vehicles
FTD	Fuels and Transportation Division
GFO	Grant Funding Opportunity
GHG	Greenhouse Gas
HRS	Hydrogen Refueling Station
LH2	Liquid Hydrogen
MD/HDV	Medium and Heavy-Duty Vehicle
NREL	National Renewable Energy Laboratory
PNNL	Pacific Northwest National Laboratory

Recipient	Pilot Travel Centers LLC
SCE	Southern California Edison
SB	Senate Bill

## Background

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program (CTP) to help achieve California’s climate change policies and support projects that reduce greenhouse gas (GHG) emissions from the transportation sector. AB 8 (Perea, Chapter 401, Statutes of 2013) extended the program through January 1, 2024, and AB 126 (Reyes, Chapter 319, Statutes of 2023) extended the program through July 1, 2035 and focused the program on zero-emission transportation.

The Clean Transportation Program has an annual budget of approximately \$100 million and provides financial support for projects that, among other goals:

- Develop and deploy zero-emission technology and fuels in the marketplace where feasible and near-zero-emission technology and fuels elsewhere.
- Produce alternative and renewable low-carbon fuels in California.
- Deploy zero-emission fuel infrastructure, fueling stations, and equipment where feasible and near-zero-emission fuel infrastructure, fueling stations, and equipment elsewhere.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

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

On September 19, 2023, the California Energy Commission (CEC) released a Grant Funding Opportunity (GFO) entitled “Implementation of Medium- and Heavy-Duty Zero-Emission Vehicle Infrastructure Blueprints.” This competitive grant solicitation was to support the implementation of zero-emission vehicle charging and/or hydrogen refueling infrastructure projects developed and identified in the final blueprint planning documents resulting from GFO-20-601, “Blueprints for Medium- and Heavy-Duty (MDHD) Zero-Emission Vehicle Infrastructure.” In response to GFO-23-603, the Recipient submitted application #7 which was proposed for funding in the CEC’s Notice of Proposed Awards on February 12, 2024. GFO-23-603 and Recipient’s application are hereby incorporated by reference into this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient’s Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient’s Application and the terms of 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's San Joaquin Valley faces a daunting challenge; the region's highways are critical corridors for the movement of goods and people, yet the country's petroleum dependency (combined with climate change impacts) is creating increasingly detrimental air quality and public health impacts while stagnating the transportation workforce. The United States, and California in particular, consumes large volumes of and has a major dependence on petroleum fuels in the transportation sector. Indeed, 27% of the US's energy is consumed by the transportation sector and 90% of the transportation sector's energy comes from petroleum sources.<sup>1</sup> The state has established a goal of being carbon neutral by 2035 and developed a Scoping Plan which outlines steps that must be taken to achieve carbon neutrality.<sup>2</sup> In addition to an unsustainable reliance on petroleum fuels, California faces some of the most serious and persistent air quality challenges in the nation. The San Joaquin Valley is in the top 5 most polluted areas for particulate matter and ozone pollution. Furthermore, climate change is making this area more susceptible to extreme weather events, such as droughts and wildfires. By providing the freight industry with low carbon intensity hydrogen (H<sub>2</sub>) for fuel cell electric trucks (FCETs), the Recipient will reduce the negative impact of the transportation sector in terms of GHG emissions and criteria pollutants. As a result, Recipient's finished Clean Hydrogen In Lebec (CHIL) project will demonstrably reduce petroleum use, improve regional air quality, and generate public health benefits.

**Goals of the Agreement:**

The goal of this Agreement is to successfully permit, design, engineer, procure, construct, and commission a safe, fully operational, and highly utilized hydrogen refueling station (HRS) at Recipient's Lebec location that will result in reduced petroleum consumption, air quality benefits, and carbon abatement from the transportation sector. As a result, upward mobility will increase through a new highly trained and skilled workforce in neighboring communities.

**Objectives of the Agreement:**

The objective of this Agreement is to:

- Install two (2) rapid H70 (700 bar/70MPa) hydrogen dispensers.
- Install one (1) 25,000-gallon liquid H<sub>2</sub> storage tank providing storage capacity of up to 4,200 kg of H<sub>2</sub>.
- Develop an outreach and engagement plan that will support job training development in neighboring communities.

**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.

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<sup>1</sup> <https://www.eia.gov/energyexplained/use-of-energy/transportation.php>

<sup>2</sup> [California Releases World's First Plan to Achieve Net Zero Carbon Pollution | California Governor](#)

**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 10<sup>th</sup> 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 subaward (if requested)
- Final subaward (if requested)

**TECHNICAL TASKS**

**TASK 2 DESIGN AND ENGINEERING**

The goal of this task is to design and engineer the HRS with two rapid H70 hydrogen dispensers and one 25,000-gallon liquid hydrogen storage tank at the Pilot Travel Center in Lebec, CA.

**The Recipient shall:**

- Establish traffic flow in, around, and out of the Recipient's facility.
- Clearly identify the location of dispensers and equipment areas.
- Propose property improvements, driveways, landscaping, equipment, and parking as appropriate.
- Develop *blueprints and renderings for the station location*. Provide a copy to the CAM.
- Produce an *Equipment List*, which shall include all equipment to be installed onsite, including storage systems, dispensers, pumps, and panels, vaporizers, and safety equipment. Provide a copy to the CAM.

**Products:**

- Blueprints and renderings for the station location
- Equipment List

**TASK 3 CONSTRUCTION, COMMISSIONING, AND INSPECTION**

**Task 3.1 Equipment Purchase**

The goal of this task is to purchase the necessary equipment to enable the construction of a fully functioning heavy-duty H70 refueling station at the Pilot Travel Center in Lebec, CA.

**The Recipient shall:**

- Purchase necessary equipment including hydrogen dispensers, storage tank, pumps, panels, vaporizers and safety equipment. Recipient must receive CAM written approval prior to purchasing equipment.
- Provide *purchase orders for equipment* to the CAM.

**Products:**

- Purchase orders for equipment

**Task 3.2 Pre-Construction**

The goal of this task is to complete pre-construction tasks for the installation of two heavy-duty rapid H70 hydrogen dispensers and one 25,000-gallon liquid hydrogen storage tank at the Pilot Travel Center in Lebec, CA.

**The Recipient shall:**

- Receive final approval to build.
- Initiate construction.
- Install equipment concrete pads, pipelines, wiring, and supporting electrical equipment.
- Participate in any work-in-progress inspections as required.
- Provide *photos of completed pre-construction* to the CAM.

**Products**

- Photos of completed pre-construction

### Task 3.3 Construction

The goal of this task is to install two heavy-duty rapid H70 hydrogen dispensers and one 25,000-gallon liquid hydrogen storage tank at the Pilot Travel Center in Lebec, CA.

#### The Recipient shall:

- Install hydrogen refueling station equipment including two rapid H70 hydrogen refueling dispensers and one 25,000-gallon storage tank.
- Participate in any work-in-progress inspections as required.
- Provide *photos of installed equipment and completed construction* to the CAM.

#### Products

- Photos of installed equipment and completed construction

### Task 3.4 Commissioning

The goal of this task is to conduct a thorough overview of the system, including but not limited to an inspection by the original equipment manufacturer, to ensure all system points are properly connected, power connections are properly terminated, and safety systems are fully tested and operable.

#### The Recipient shall:

- Test the supporting electrical and hydrogen equipment to relevant codes and standards.
- Confirm functionality of the hydrogen refueling equipment.
- Fill station with hydrogen.
- Schedule a final inspection with the AHJ for approval.
- Obtain the California Department of Food and Agriculture, Division of Measurement Standards (DMS) *Certification to sell H2 by the kilogram* and provide a copy to the CAM.
- Produce a point-of-sale system at the HRS.
- Provide a *Written Notification of Commissioning Completion* to the CAM.

#### Products

- Certification to sell H2 by the kilogram
- Written Notification of Commissioning Completion

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

## TASK 4 COMMUNITY OUTREACH AND ENGAGEMENT

The goal of this task is to conduct community outreach and engagement, gain insight and feedback, and assess potential concerns regarding the development of CHIL.

#### The Recipient shall:

- Work with community-based organizations such as California Mobility Commission to establish outreach methodologies, target audiences, and reporting/tracking metrics.

- Develop a *Written Plan for Outreach and Engagement*, which will include but not be limited to: a communication pathway with the community and outreach and education materials. Provide a copy to the CAM.
- Develop *materials on workforce development opportunities* in multiple languages as needed, that can be disseminated both virtually and in hard copy to the community. Provide a copy to the CAM.
- Introduce the community to the benefits of H2 fuel cell electric vehicles (FCEVs) and job/workforce opportunities.
- Work with local first responders to prevent safety incidents and assure proper incident response.
- Provide a *written record of feedback from first responders on station safety*.
- Record *community feedback* and provide details on any public or workforce development meetings/outreach. Provide a copy to the CAM.

**Products:**

- Written Plan for Outreach and Engagement
- Materials on workforce development opportunities
- A written record of feedback from first responders on station safety
- Community feedback

## **TASK 5 OPERATIONS AND RELIABILITY**

The goal of this task is to operate all hydrogen refueling stations included in the project and to plan for and implement maintenance strategies to achieve excellent station reliability.

**The Recipient shall:**

- Provide an *Operations and Reliability Plan* explaining how hydrogen stations will maximize uptime with a goal of 95% uptime.

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. In addition to other requirements in the Terms and Conditions of this agreement, all CEC-reimbursable expenditures must be incurred within the agreement term.

**Products:**

- Operations and Reliability Plan

## **TASK 6 HYDROGEN SAFETY PLAN, DESIGN REVIEWS, VIRTUAL INSPECTIONS AND SAFETY INCIDENT REPORTING TASK**

### **6.1 HYDROGEN SAFETY PLAN**

The goal of this task is to develop a Hydrogen Safety Plan in accordance with the United States Department of Energy's (U.S. DOE's) Hydrogen Safety Panel's most recent version of public guidelines.

#### **The Recipient shall:**

- Consult with the Pacific Northwest National Laboratory (PNNL) Hydrogen Safety Panel (HSP) to develop a Safety Plan that, at a minimum, shall include the following aspects:
  - Scope of Work for the Safety Plan
  - Organizational Safety Information
    - Organizational Policies and Procedures
    - Hydrogen and Fuel Cell Experience
  - Project Safety
    - Identification of Safety Vulnerabilities
    - Risk Reduction Plan
    - Operating Procedures
    - Equipment and Mechanical Integrity
    - Management of Change Procedures
    - Communications Plan
    - Training
    - Safety Reviews
    - Safety Events and Lessons Learned
    - Emergency Response
    - Self-Audits
- Receive the *PNNL HSP's assessment of the Preliminary Hydrogen Safety Plan* and provide a copy to the CAM.
- Prepare a *memo describing how the PNNL HSP's comments will be addressed* and provide a copy to the CAM.
- Prepare and submit a Final Hydrogen Safety Plan to the PNNL HSP.
- Submit *Written Notification of Submission of Final Hydrogen Safety Plan to the PNNL HSP* to the CAM.

#### **Products:**

- A copy of the PNNL HSP's assessment of the Preliminary Hydrogen Safety Plan
- Memo describing how Hydrogen Safety Panel comments will be addressed

- Written notification of submission of the final Hydrogen Safety Plan to the PNNL HSP

## **TASK 6.2 HYDROGEN SAFETY DESIGN REVIEWS**

The goal of this task is to ensure that the Recipient participates in early design reviews for the hydrogen refueling infrastructure, before submitting the design plans to the AHJ.

### **The Recipient shall:**

- Work with the AHJ to determine the timing and scope of their design review(s).

### **Products:**

- Scope of Work for the Design Review(s)

## **TASK 6.3 VIRTUAL INSPECTIONS**

The goal of this task is to ensure that the hydrogen refueling station is operating safely.

### **The Recipient shall:**

- Consult with PNNL HSP to conduct a virtual inspection of the hydrogen refueling station.

### **Products:**

- A copy of the virtual inspection summary report from HSP

## **TASK 6.4 REPORTING SAFETY INCIDENTS**

The goal of this task is to ensure that hydrogen refueling station funded by this Agreement conform to the California Health and Safety Code Section 25510(a).

### **The Recipient shall:**

- Submit report(s) of any unintended hydrogen releases to the Certified Unified Program Agency (CUPA) and the CEC.
- Report safety incidents using the National Renewable Energy Laboratory (NREL) Data Collection Tool.
- Include the HSP in any fact-finding or investigation of any safety incident.

### **Products:**

- A copy of the incident report submitted to CUPA
- NREL Data Collection Tool containing safety incidents
- Copy of PNNL HSP's Assessment of the Safety Incident

## **TASK 7 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 hydrogen refueling infrastructure projects, if applicable:



- Complete and submit the NREL Data Collection Tool for each hydrogen refueling station once the station becomes open retail and continue to do so every quarter until one year after the final station in the Recipient's project becomes open retail.
- Perform and submit results of purity testing using hydrogen collected at the nozzle for each hose at each open retail hydrogen refueling station. Purity tests for each station in the Recipient's project will be performed:
  - At the time the station becomes open retail (to meet the open retail definition)
  - Every six months after the station becomes open retail during the approved term of this agreement.
  - As needed when the hydrogen lines are potentially exposed to contamination due to maintenance or other activity.

Hydrogen purity readings shall be collected according to CCR Title 4 Business Regulations, Division 9 Measurement Standards, Chapter 6 Automotive Products Specifications, Article 8 Specifications for Hydrogen Used in Internal Combustion Engines and Fuel Cells, Sections 4180 and 4181.

- Collect and provide to the CEC:
  - For hydrogen-refueling stations, the availability of operational fueling nozzles, whether hydrogen is available for refueling at the station, the volume of hydrogen-dispensed, the number of vehicles fueled by a station, and any other data deemed necessary by the CEC to monitor reliability and accessibility of the refueling infrastructure. The data must 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 delivered with the quarterly reports described in Task 1.5.
  - For hydrogen-refueling stations, the source and carbon intensity of the hydrogen produced for, or dispensed by, the stations, as measured by the methodology in the LCFS regulation (Subarticle 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations). Data must be reported to the CEC annually in a AB 126 Data Report specified by the CAM.
- For all infrastructure projects, collect and provide the following data:
  - Number, type, date, and location of hydrogen refueling stations installed.
  - Nameplate capacity of the installed equipment kg/day for hydrogen.
  - Number of fueling positions per station.
  - Location type, such as street, parking lot, hotel, restaurant, or shopping center, existing retail gasoline station, etc.
  - Total cost per refueling station, the subsidy from the CEC per refueling station, federal subsidy per refueling station, utility subsidy per refueling station, and privately funded share per refueling station.
- Once refueling station becomes operational, submit to the CAM an Open Retail Attestation Form, if applicable, within 5 business days.

- Comply with the Petroleum Industry Information Reporting Act (PIIRA) and complete CEC Form A15 on an annual basis for submission to the CEC's PIIRA Data Collection Unit (<https://a15.energy.ca.gov/>).
- Collect and provide 12 months of throughput, usage, and operations data from the project including, but not limited to:
  - Number of refueling sessions
  - Average refueling station downtime
  - Peak power delivered (kW)
  - Average session duration
  - Energy delivered (kWh)
  - Average kg dispensed
  - Types of vehicles using the hydrogen refueling station equipment
  - Applicable retail price for hydrogen fuel.
  - 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.
- Provide a *Data Collection and Information Analysis Report* that lists and analyzes all the data and information described above.

**Products:**

- NREL Data Collection Tool, if applicable
- Initial, biannual, and as needed hydrogen purity test results, if applicable
- Open Retail Attestation Form, if applicable
- Annual Completion of CEC-A15, if applicable
- AB 126 Data Reports
- Data Collection and Information Analysis Report

**TASK 8 PROJECT FACT SHEET**

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

**The Recipient shall:**

- Prepare an *Initial Project Fact Sheet* at start of the project that describes the project and the expected benefits. Use the format provided by the CAM.
- Prepare a *Final Project Fact Sheet* at the project's conclusion that describes the project, the actual benefits resulting from the project, and lessons learned from implementing the project. Use the format provided by the CAM.
- Provide at least (6) six *High Quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) of pre and post technology installation at the project sites or related project photographs.

**Products:**

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