



**CALIFORNIA
ENERGY COMMISSION**



**California Energy Commission
November 13, 2024 Business Meeting
Backup Materials for County of Nevada**

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: 24-1113-07a

STATE OF CALIFORNIA

**STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION: County of Nevada

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 EECBG-24-001 with County of Nevada for a \$700,000 grant. This agreement will support development of an educational campaign for zero emission vehicles (ZEV); design of ZEV charging infrastructure at 16 county and community partner facilities; and adjustment of county agency permitting processes, codes, and statutes; 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 November 13, 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: EECBG-24-001

B. Division Information

1. Division Name: Efficiency Division
2. Agreement Manager: Lien Huynh
3. MS-:28
4. Phone Number: (916) 246-8252

C. Recipient's Information

1. Recipient's Legal Name: County of Nevada
2. Federal ID Number: 94-6000526

D. Title of Project

Title of project: Design and Planning for the Installation of Electric Vehicle Charging Stations Serving Nevada County Facilities

E. Term and Amount

1. Start Date: 12/01/2024
2. End Date: 04/30/2027
3. Amount: \$700,000

F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 11/13/2024
3. Consent or Discussion? Discussion
4. Business Meeting Presenter Name: Lien Huynh
5. Time Needed for Business Meeting: 5 minutes
6. The email subscription topic is: Solicitations and Awards Announcements, Decarbonization Topics, Energy Efficiency Financing, Efficiency Topics, and Energy Efficiency Program for Existing Buildings.

Agenda Item Subject and Description:

County of Nevada. Proposed resolution approving agreement EECBG-24-001 with County of Nevada for a \$700,000 grant and adopting staff's recommendation that this action is exempt from CEQA. This agreement will support development of an educational campaign for zero emission vehicles (ZEV); design of ZEV charging infrastructure at 16 county and community partner facilities; and adjustment of county agency permitting processes, codes, and statutes. (EECBG Funding). Contact: Lien Huynh (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:

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

a) Agreement **IS** exempt?

Yes.

Statutory Exemption?

Yes.

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: 14 CCR 15262

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: 14 CCR 15301, 15306.

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.

Per Cal. Code Regs., tit. 14, § 15306 projects consisting of basic data collection, research, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. This project involves community outreach, design of ZEV charging infrastructure at 15 existing County-owned locations and one existing public facility, and development of cost estimates and an implementation plan. The project also includes identifying gaps and updating local guidelines for EV charging infrastructure. The proposed project's outreach and planning activities will have no significant effect on the environment and fall within the categorical exemption of section 15306.

California Code of Regulations, title 14, section 15301 provides that projects that consist of the operation, repair, maintenance, permitting, licensing, and minor alteration of existing public or private structures, facilities, and mechanical equipment, involving negligible or no expansion of use, are categorically exempt from the provisions of CEQA. This project involves designing, planning and permitting for EV charging infrastructure at 16 existing facilities sites. The



planning for EV charging will support existing fleets and public use of the existing facilities and would be considered a negligible expansion of use. Therefore, the project falls under Section 15301 and will not have a significant impact on the environment.

Cal. Code Regs., tit. 14 § 15262 applies projects involving only feasibility and planning studies for possible future actions which the agency, board, or commission has not approved, adopted, or funded does not require the preparation of an environmental document. This project involves community outreach, design of ZEV charging infrastructure at existing County-owned locations, cost estimates and an implementation plan and will not have a significant impact on the environment

The project will not impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies; do not involve any cumulative impacts of successive projects of the same type in the same place that might be considered significant; do not involve unusual circumstances that might have a significant effect on the environment; will not result in damage to scenic resources within a highway officially designated as a state scenic highway; the project sites are not included on any list compiled pursuant to Government Code section 65962.5; and the projects 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 these projects will not have a significant effect on the environment.

b) Agreement **IS NOT** exempt.

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

Not applicable.

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.	\$0.00	\$0.00

I. Vendors and Sellers for Equipment and Materials/Miscellaneous

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

Vendor/Seller Legal Company Name	CEC Funds	Match Funds
TBD Design Vendor(s) (public outreach)	\$36,800.00	\$0.00
TBD Electrical Engineering Vendor(s) (infrastructure planning & design)	\$600,000.00	\$0.00
TBD Civil Engineering Vendor(s) (site surveys & easements)	\$40,000.00	\$40,000.00

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
California Department of Transportation (Caltrans)
California Strategic Growth Council

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
DOE IIJA EECBG	FY 2023/24	401.100	\$700,000.00

TOTAL Amount: \$700,000.00

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: Elise Strickler, Chief Financial Administrative Officer

Address: 950 Maidu Ave.

City, State, Zip: Nevada City, CA 95959

Phone: (530) 265-1705

E-Mail: elise.strickler@nevadacountyca.gov

2. Recipient's Project Manager

Name: Pat Souza, Facilities Project Manager

Address: 10014 N. Bloomfield Road

City, State, Zip: Nevada City, CA 95959

Phone: (530) 470-2562

E-Mail: pat.souza@nevadacountyca.gov

M. Selection Process Used

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

Selection Process	Additional Information
Competitive Solicitation #	GFO-23-403
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	No



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

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

Approved By

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

Agreement Manager: Lien Huynh

Approval Date: 09/23/2024

Program Manager: Devla Singh

Approval Date: 9/25/24

Director: Michael Sokol

Approval Date: 10/4/24

EXHIBIT A

Scope of Work

DEFINITION OF ACRONYMS/TERMS

Included in the table below are important acronyms and terms used throughout this Scope of Work (SOW).

ACRONYM/ TERM	DEFINITION
ARRA	American Recovery and Reinvestment Act of 2009
CAM	Commission Agreement Manager
Caltrans	California Department of Transportation
CBO	Community-Based Organization
CEC	California Energy Commission
County	County of Nevada
CPR	Critical Project Review
DAC	Disadvantaged Community
DOE	Department of Energy (United States)
EECBG	Energy Efficiency and Conservation Block Grant
2021 EECBG	IIJA funding made available in 2021 under the EECBG
EV	Electric Vehicle (battery)
FARC	Federal Assistance Reporting Checklist
GHG	Greenhouse Gas
IEPR	Integrated Energy Policy Report
IIJA	Infrastructure Investment and Jobs Act
LGBDC	Local Government Building Decarbonization Challenge
MS	Microsoft
PDF	Adobe Portable Document Format
PRC	Public Resources Code
SOW	Scope of Work
State	State of California
Subrecipient	County of Nevada
ZEV	Zero Emission Vehicle

EXHIBIT A

Scope of Work

PURPOSE

The purpose of this agreement is to provide the County of Nevada (Subrecipient) with funding for the following eligible project activities:

- Community building decarbonization planning.
- Municipal building decarbonization planning.
- Advancing municipal operations to support building decarbonization.

PROBLEM STATEMENT

Nevada County (County) will utilize grant funding to build on a recently completed study to initiate the replacement of the County's fleet of internal combustion vehicles with electric vehicles (EVs). The grant funds will be used to plan for and design the infrastructure for installed Zero Emission Vehicle (ZEV) chargers at fifteen (15) County facilities, and one (1) community partner facility. These chargers are to be powered by a combination of existing electrical infrastructure and the utilization of energy generated by the County's own solar farm. The community partner facility does not have solar yet and this funding would include design for a solar-powered ZEV charging station(s) at that site. Planning for charging stations accessible to the public will be included in the work to be performed under this grant.

Planning for ZEV chargers, both for the County fleet and public use will bring implementation of the County's fleet transition to ZEV and expansion of use by the public to a shovel-ready state. Nevada County is a rural county with limited-to-no ZEV infrastructure. Additional public chargers will help to promote the use of ZEVs. Strategically located charging stations will be chosen according to their location on routes between federally recognized Disadvantaged Communities (DACs), as well as areas that are locally known to be economically challenged; these locations will also be chosen to promote travel and tourism to recreational areas and communities that are underserved.

This project will leverage other funded projects through the California Department of Transportation (Caltrans), the California Strategic Growth Council, and multiple ongoing and funded partnerships to ensure the responsible design of widely and strategically accessible ZEV charging infrastructure as part of a long-term plan to comply and support public and private ZEV transition in this rural county.

BACKGROUND

The Warren-Alquist State Energy Resources Conservation and Development Act, Public Resources Code (PRC) section 25000 et seq., established the California Energy Commission (CEC) as California's primary energy policy and planning agency. The Local Government Building Decarbonization Challenge (LGBDC) solicitation was designed, in part, to advance a portion of the strategies identified in

EXHIBIT A

Scope of Work

the *2021 California Building Decarbonization Assessment*¹, which was developed in response to Assembly Bill 3232 (Friedman, Chapter 373, Statutes of 2018) and advances the policy recommendations contained in the *2021 Integrated Energy Policy Report (IEPR), Volume I: Building Decarbonization*².

In addition, the LGBDC aligns with and advances the requirements of a history of climate and energy legislation including: The 100 Percent (100%) Clean Energy Act of 2018, Senate Bill 100 (de León, Chapter 312, Statutes of 2018); Senate Bill 32 (Pavley, Chapter 249, Statutes of 2016); Senate Bill 350 (de León, Chapter 547, Statutes of 2015); and Assembly Bill 32 (Nunez, Chapter 488, Statutes of 2006).

Local governments play a critical role in helping California (State) meet its energy and climate goals, as they have a unique connection with their constituents and authority over local building and land use decisions. Many local governments have developed long term plans to address energy and climate issues. In fact, 42 percent (42%) of local governments in the State have a climate, energy, or sustainability plan to address greenhouse gas (GHG) emissions. These action plans propose individual solutions to match the community's values and engage and mobilize the public.

The United States Department of Energy's (DOE) Energy Efficiency and Conservation Block Grant (EECBG) program was originally created by the Federal Energy Independence and Security Act of 2007 and expanded under the American Recovery and Reinvestment Act of 2009 (ARRA). New funding was allocated to the program in 2021 under the Infrastructure Investment and Jobs Act (IIJA) with the broad goals to reduce carbon emissions and energy use, improve energy efficiency, and increase community investment and local workforce development. IIJA funding made available in 2021 under the EECBG (2021 EECBG) allocated funds directly to state and certain local jurisdictions that met program criteria.

OBJECTIVES OF THE AGREEMENT

The objectives of this agreement are as follows:

- Establish lines of communication and procedures for implementing this agreement.
- Detail all requirements for successful completion of the awarded project and any associated activities.

1 Kenney, Michael, Nicholas Janusch, Ingrid Neumann, and Mike Jaske. 2021. [California Building Decarbonization Assessment](https://www.energy.ca.gov/publications/2021/california-building-decarbonization-assessment). CEC. Publication Number: CEC-400-2021-006-CMF. <https://www.energy.ca.gov/publications/2021/california-building-decarbonization-assessment>.

2 Kenney, Michael, Jacob Wahlgren, Kristina Duloglo, Tiffany Mateo, Danuta Drozdowicz, and Stephanie Bailey. 2022. [Final 2021 Integrated Energy Policy Report, Volume I: Building Decarbonization](https://efiling.energy.ca.gov/GetDocument.aspx?tn=241599). CEC. Publication Number: CEC-100-2021-001-V1. <https://efiling.energy.ca.gov/GetDocument.aspx?tn=241599>

EXHIBIT A

Scope of Work

- Project Activity #1 – Community Building Decarbonization Planning: Educational Campaign for Targeted Communities on ZEV Purchasing Opportunities, Charging Availability, and Other Benefits.
- Project Activity #2 – Municipal Building Decarbonization Planning: Design of ZEV Charging Infrastructure at Fifteen (15) County-Owned and Operated Facilities and One (1) Partner-Owned and Operated Facility.
- Project Activity #3 – Advancing Municipal Operations to Support Building Decarbonization: Adjustment of County Agency Permitting Processes, Codes, and Statutes.

DRAFT AND FINAL PRODUCTS/REPORTS

When creating reports, the Subrecipient shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (CAM) or designated project contact, the following:

- [Energy Commission Style Manual: Fourth Edition](https://www.energy.ca.gov/sites/default/files/2021-04/CEC-180-2020-001.pdf) located at (<https://www.energy.ca.gov/sites/default/files/2021-04/CEC-180-2020-001.pdf>).
- [Consultant Report Template](https://www.energy.ca.gov/media/2216) available for download at (<https://www.energy.ca.gov/media/2216>).

The CEC typically requires submission of products in an electronic format. If a hard copy product is required, each final hard copy product shall be delivered as one (1) original, reproducible, 8 ½" by 11", camera-ready master in black ink, unless otherwise directed by the CAM or designated project contact. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

ELECTRONIC FILE FORMAT

The Subrecipient shall deliver an electronic copy of the full text in a compatible version of Microsoft (MS) Word (.doc or .docx).

Unless otherwise specified by the CAM or designated project contact, the following describes the accepted formats of electronic data and documents provided to the CEC as agreement products and establishes the computer platforms, operating systems, and application versions that will be required to review and approve all application products.

- Data sets shall be in MS Access, MS Excel, or another file format as specified by the CAM or designated project contact.
- Computer-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in Adobe Portable Document Format (PDF) file format, with the original file format provided as well.

EXHIBIT A

Scope of Work

- Project management documents shall be in a file format specified by the CAM or designated project contact.

PRIMARY TASKS

The major categories of work are divided into the following tasks:

TASK #	TASK NAME
1	General Project Tasks
2	Technical Tasks
3	Final Reporting

A. Task 1 – General Project Tasks

- **Subtask 1.1: Kick-Off Meeting**

The goal of this subtask is to establish the lines of communication and procedures for implementing this agreement. At the discretion of the CAM, this meeting may be held via conference call, MS Teams, or Zoom.

The CEC shall:

- Arrange the meeting, including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.
- Provide a quarterly progress report template following the kick-off meeting.

The Subrecipient shall:

- Attend a “Kick-Off” meeting with the CAM, designated project contact, and any other CEC staff relevant to the agreement. The Subrecipient shall include its Project Manager and other individuals designated by the CEC in this meeting.
- This meeting will include a discussion of the administrative and technical aspects of this agreement, including the timing of the quarterly reporting periods.
- If necessary, prepare an updated Schedule of Products and Due Dates based on the decisions made in the kick-off meeting.

CEC Products:

- Kick-off meeting agenda
- Quarterly progress report template

EXHIBIT A

Scope of Work

Subrecipient Products:

- Updated Schedule of Products and Due Dates (if applicable)

- **Subtask 1.2: Invoices and Reconciliation Reports**

The goal of this subtask is to ensure accurate and timely payment for work performed under the agreement. See Terms and Conditions (Exhibits C and D) for more information on invoicing.

Following signature and execution of the agreement, Subrecipients may request 50 percent (50%) of total awarded funds in advance by submitting an advance payment invoice to the CEC. Following full reconciliation of costs equal to, or more than, the initial 50 percent (50%) advance of awarded funds, the Subrecipient will have the option to submit a request for an additional advance of 25 percent (25%) of total awarded funds by submitting an advance payment invoice to the CEC. Following full reconciliation of all advance funds, the Subrecipient shall submit invoices, no more frequently than quarterly, for reimbursement of allowable costs.

The CEC shall:

- Provide an advance payment invoice template.
- Provide a reconciliation report template.
- Provide a standard invoice template.

The Subrecipient shall:

- Submit an advance payment invoice to request advance funds.
- To reconcile advance payments, prepare and submit reconciliation reports based on actual allowable costs incurred under this agreement in compliance with the Budget Worksheet (Exhibit B) and Terms and Conditions (Exhibits C and D). All reconciliation reports shall be submitted as frequently as quarterly and must be accompanied by a quarterly progress report as detailed in Subtask 1.3.
- Prepare and submit standard invoices for all reimbursable, allowable costs incurred performing tasks under this agreement in compliance with the Budget Worksheet (Exhibit B) and Terms and Conditions (Exhibits C and D). All invoices shall be submitted as frequently as quarterly and must be accompanied by a quarterly progress report as detailed in Subtask 1.3.
- Provide proof of payment for incurred costs when requested by the CAM or designated project contact.

EXHIBIT A

Scope of Work

- Following CAM approval of all products and the Final Report detailed in Task 3, submit a final invoice to receive the ten percent (10%) of funds held as retention.

CEC Products:

- Advance payment invoice template
- Reconciliation report template
- Standard invoice template

Subrecipient Products:

- First advance payment invoice (if applicable)
- Second advance payment invoice (if applicable)
- Quarterly reconciliation reports
- Quarterly standard invoices
- Proof of payment for incurred costs (if applicable)
- Final retention invoice

- **Subtask 1.3: Quarterly Progress Reports**

The goal of this subtask is to verify satisfactory and continued progress toward achieving the objectives of this agreement on time and within budget, as well as to comply with all DOE reporting requirements.

The purpose of the quarterly progress report is to summarize activities performed during the current reporting period, identify activities planned for the next reporting period, identify issues that may affect performance and expenditures, and form the basis for determining whether costs incurred and reconciled against advance payments or submitted by accompanying invoices are consistent with work performed.

The Subrecipient shall be required to submit a progress report quarterly. If no invoices are submitted within the designated ninety (90) day period, a progress report will still be required.

The Subrecipient shall:

- Prepare quarterly progress reports that summarize all agreement activities conducted by the Subrecipient for the quarterly reporting period, including an assessment of the ability to complete the agreement within the current budget and on the planned schedule and any anticipated cost overruns or delays.
- The first quarterly progress report is due fifteen (15) calendar days after the end of the quarter in which the agreement was signed, and activities commenced.

EXHIBIT A

Scope of Work

- Each subsequent report is due (fifteen) 15 days following the end of each quarter, either accompanying an invoice or reconciliation report, or as a standalone report.
- Submit each progress report to the CAM or designated project contact within fifteen (15) calendar days after the end of the quarterly reporting period.
- Provide all information required by DOE, including, but not limited to, the Federal Assistance Reporting Checklist (FARC).

Subrecipient Products:

- Quarterly progress reports

- **Subtask 1.4: Critical Project Review Meetings**

The CAM may schedule Critical Project Review (CPR) Meetings as necessary at any time during the agreement term. The goal of CPR Meetings is to determine whether products are being met and evaluate project implementation progress to ensure projects are complete within the agreement term, as well as to identify any needed modifications to the tasks, products, schedule, or budget.

At the discretion of the CAM, CPR Meetings may be held via conference call, MS Teams, or Zoom. The CEC meeting participants may include the CAM, designated project contact, and other key CEC management and staff. The Subrecipient shall include its Project Manager, key personnel, and others designated by the CAM or designated project contact.

The CEC shall:

- Arrange the meeting, including scheduling the date and time. When scheduling, provide notice of at least ten (10) business days to the Subrecipient.
- Provide an agenda to all potential meeting participants prior to the CPR Meeting.
- Provide a written determination on whether modifications are needed to the tasks, products, schedule, and/or budget for the remainder of the agreement.

The Subrecipient shall:

- Prepare a CPR Report that discusses the progress of the agreement towards achieving its goals and objectives. The Subrecipient shall submit these documents to the CAM or designated project contact at least five (5) business days prior to each CPR Meeting.
- Attend and participate in discussion at the CPR Meeting.

EXHIBIT A

Scope of Work

CEC Products:

- CPR Meeting Agenda(s)

Subrecipient Products:

- CPR Report(s)

- **Subtask 1.5: Execute and Manage Subaward Agreements**

The goal of this subtask is to ensure the Subrecipient executes and manages any subaward agreements necessary to complete the tasks required for the project and to provide quality products. Sub-subrecipients shall complete tasks under this agreement consistent with the Terms and Conditions (Exhibits C and D). In the event of failure of the sub-subrecipient or vendor to satisfactorily perform services, the Subrecipient shall recommend solutions to resolve the problem. This subtask will also provide the CEC an opportunity to review subaward agreements to ensure that the tasks are consistent with this agreement, and the budgeted expenditures are reasonable and consistent with the allowable costs detailed in the Budget Worksheet (Exhibit B).

The CEC shall:

- Review subaward agreements prior to execution and provide feedback to the Subrecipient, if applicable.
- Review applicable documents for additional subaward agreements identified as necessary to complete the project under this agreement and provide feedback to the Subrecipient, if applicable.

The Subrecipient shall:

- Identify all activities requiring subaward agreements to complete work under this agreement, as well as the specific sub-subrecipients for each, pursuant to the approved project as described in this SOW.
- Prior to execution, submit a copy of each subaward agreement to the CAM for review, if requested.
- Execute agreements with sub-subrecipients.
- Submit copies of all final executed subaward agreements, if requested by the CAM.
- Manage and coordinate sub-subrecipient and vendor activities.
- Enforce sub-subrecipient and vendor agreement provisions.
- In the event of sub-subrecipient or vendor failure to perform, recommend solutions to resolve the problem.

EXHIBIT A

Scope of Work

- If additional sub-subrecipients or vendors are identified as necessary to complete the project work under this agreement, notify the CAM within ten (10) calendar days of identifying this need and provide information on related project activities. The CAM may request copies of any applicable documents.

Subrecipient Products:

- List of all sub-subrecipient, vendors, and activities requiring subaward agreements to complete work under this agreement
- Copies of draft subaward agreements for review, if requested by the CAM
- Copies of final executed subaward agreements, if requested by the CAM
- Copies of applicable documents for any additional sub-subrecipients identified as necessary to complete the project work under this agreement.

- **Subtask 1.6: Final Meeting**

The goal of this subtask is to discuss closeout of this agreement and review the project. At the discretion of the CAM, this meeting may be held via conference call, MS Teams, or Zoom.

The Subrecipient shall:

- Meet with CEC staff prior to the term end date of this agreement. The CAM will designate the specific location. The Subrecipient Project Manager and the CAM will attend this meeting. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the agreement based on the information included in the Final Report detailed in Task 3.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this agreement, based on determinations made within the meeting.

Subrecipient Products:

- Written documentation of meeting agreements and unresolved activities
- Schedule for completing closeout activities.

EXHIBIT A

Scope of Work

B. Task 2 – Technical Project Tasks

Project Activity #1 – Community Building Decarbonization Planning: Educational Campaign for Targeted Communities as Defined by Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016) on ZEV Purchasing Opportunities, Charging Availability, and Other Benefits

Fliers, brochures, and surveys will be dispersed as part of an awarded collaborative community resilience program through Strategic Growth Council. Three community-based organizations (CBOs) serving a wide cross-section of the County's most vulnerable communities (seniors, food-insecure, and residents living with disabilities) are partners in this program and can incorporate this educational campaign into their pre-existing programs. Examples of CBOs may include, but not be limited to, lunch and learns at the Gold Country Senior Services Center, flier distribution with groceries at the Interfaith Food Ministries weekly grocery pick-up, and tailored messaging by the Aging and Disability Resource Connection to residents living with disabilities across the County.

- **Subtask 2.A.1: Design, Printing, and Distribution of Educational and Informative Materials for Public Use through Fliers and Lunch and Learns**

The Subrecipient shall:

- Create an educational campaign and informative materials that identify ZEV incentive programs, rebate programs, long-term benefits, and other useful information tailored to vulnerable communities.
 - This will be done in collaboration with partnered CBOs through other funded programs.
- Create surveys for targeted DACs living across the County to provide feedback on aspects of design such as locations, types of chargers, information they find useful, etc.

Subrecipient Products:

Brochures, fliers, informational packets, and surveys to be distributed in partnership programs

- **Subtask 2.A.2: Lunch and Learns through Partnership Programs**

The Subrecipient shall:

- Provide educational materials and/or schedule times at CBOs' lunch and learns
- Speak to audiences about programs, project progress with ZEV infrastructure design, and seek input where possible

EXHIBIT A

Scope of Work

Subrecipient Products:

- Summary report detailing the results of the distributed information, increased web traffic to online resources (website statistics available to CEC upon request), and feedback

- **Subtask 2.A.3: Surveys Targeting DACs Across the County**

The Subrecipient shall:

- Work with a ZEV infrastructure design consultant to develop survey(s) targeting DACs for public input.
- Distribute survey(s) to CBO partners for distribution and collection.
- Compile survey feedback into a report for the design consultant to integrate into planning.

Subrecipient Products:

- Summary report of the processes involved in creating the ZEV infrastructural plan informed by feedback.

Project Activity #2 – Municipal Building Decarbonization Planning: Design of ZEV Charging Infrastructure at Fifteen (15) County-Owned and Operated Facilities and One (1) Partner-Owned and Operated Facility

Decarbonization across municipal buildings will occur through the design of ZEV charging infrastructure at fifteen (15) county-owned and operated facilities located across the County, and one (1) community partner-owned public facility. This is a phase of a longer-term plan to transition the County fleet from gas-powered to ZEV. Some charging stations will support primarily County fleet only due to various security measures, such as coded gates (e.g., the Airport). Strategic and publicly accessible locations (e.g., County building, Nevada City Vets Hall, County Library, etc.) will have publicly available charging stations where the highest impact can occur for targeted DACs due to proximity to main roads and the use of the building (e.g., Vets Halls, the Eric Rood Center, and libraries have significant use by DACs in this rural county).

- **Subtask 2.B.1: Coordination of Site Conditions with Engineered Plans – Survey Facilities, Coordinate the Need for Installed EV Infrastructure with Information Needed for Engineered Plans, and Create Schedule to Implement EV Usage at Each Facility**

The Subrecipient shall:

- Conduct surveys of the power infrastructure at existing facility sites noting site conditions and any easements required to develop design documents for the installation of EV charging stations at County and public facilities.

EXHIBIT A

Scope of Work

Subrecipient Products:

- Summary report of the processes involved in creating the site plans for each facility.
- **Subtask 2.B.2: Seek Agency Input for Plan Development – Coordinate Agency Needs for ZEV Implementation with the Schedule to Install Needed Infrastructure**

The Subrecipient shall:

- Identify each agency's needs and the timing of ZEV introduction into their fleet.

Subrecipient Products:

- Completed assessment and design of infrastructure improvements at each agency's facilities
 - Schedule for EV usage implementation coordinated with each agency's needs
- **Subtask 2.B.3: Develop Designs and Cost Estimates for Individual Sites – Final Design Documents and Probable Cost Estimates**

The Subrecipient shall:

- Contract with an engineer to develop final design documents and cost estimates for each facility.

Subrecipient Products:

- Summary report detailing the processes involved in completing power assessments of each facility
 - Summary report detailing the final design documents for installation of EV chargers at each facility
 - Summary report detailing the final design documents for upgrades or new installations for energy to be utilized for EV chargers at each facility
 - Summary report detailing the results of the probable cost estimates for each installation at individual sites
- **Subtask 2.B.4: Develop the Draft Implementation Plan – Recommend Sequencing of Installations by Identifying Costs for Each Installation to Prioritize Projects**

The Subrecipient shall:

- Develop a draft implementation plan recommending the sequencing of installation of EV chargers at County and public facilities.

EXHIBIT A

Scope of Work

Subrecipient Products:

- A compiled draft implementation plan with the recommended sequencing identified
- **Subtask 2.B.5: Seek Stakeholder Input and Approval – Meet and Review the Draft Implementation Plan Information with Agencies and the Public**

The Subrecipient shall:

- Conduct meetings with agencies affected by the installation of EV chargers for input and comment.

Subrecipient products:

- Documentation of stakeholder feedback and comments on the draft implementation plan
- **Subtask 2.B.6: Obtain Approval from the County Board of Supervisors on the Draft Implementation Plan**

The Subrecipient shall:

- Present final design documents, probable cost estimates, and the draft implementation plan to the County Board of Supervisors for approval.

Subrecipient products:

- Summary report detailing the final design documents for each individual installation
- Summary report detailing the results of the probable cost estimates for each design installation
- Draft implementation plan coordinated with the ZEV plan for fleet vehicles within the County
- **Subtask 2.B.7: Secure Financing for Installation of Implementation Plans – Find and Apply for Grants for Implementation of Infrastructure Development**

The Subrecipient shall:

- Find and submit applications for other grant opportunities to fund the installation of each approved design.

Subrecipient Products:

- Summary report detailing the other grant opportunities pursued that can augment the financial resources available to the County for the installation of EV chargers at County and public facilities

EXHIBIT A

Scope of Work

Project Activity #3 – Advancing Municipal Operations to Support Building Decarbonization: Adjustment of County Agency Permitting Processes, Codes, and Statutes

The County is taking the lead in transitioning its fleet to ZEV. The obstacles for fleet electrification and the solutions applied will serve as models and references for systems installed in the private sector. County agencies, building, planning, public works, and social services will all have a better understanding of the challenges presented by this new technology. Each agency will apply these lessons to their permitting processes along with the applications of codes and statutes.

- **Subtask 2.C.1: Identify Gaps in Codes and Statutes Related to Permitting of EV Charging Facilities – Outline Needed Regulations, Policies, and Procedures for Agency and Public Use of EV Charging Stations**

The Subrecipient shall:

- Work with local and state agencies, and suppliers of energy, to create guidelines on suggested regulations, policies, and procedures that can be utilized for future public and private installations.

Subrecipient Products:

- Draft guidelines for public and private installations of future EV charging infrastructure

- **Subtask 2.C.2: Seek Input from Stakeholders – Work with Stakeholders to Find Regulations, Policies, and Procedures that Meet Agency and Public Needs**

The Subrecipient shall:

- Meet with agencies and energy suppliers to discuss regulations, policies, and procedures, as well as requirements for installing EV charging infrastructure.

Subrecipient Products:

- Rough draft of guidelines that incorporates stakeholder feedback for agency and public installation of EV charging infrastructure.

- **Subtask 2.C.3: Draft Initial Report of Recommendations and Guidelines on Suggested Regulations, Policies, and Procedures Presented to Stakeholders for Final Comment**

The Subrecipient shall:

- Assemble a draft initial report of recommendations for distribution to stakeholders for final comment.

EXHIBIT A

Scope of Work

Subrecipient Products:

- Draft initial report of recommendations that incorporates stakeholder feedback for the guidelines on suggested regulations, policies, and procedures for agency and public installation of EV charging infrastructure
- **Subtask 2.C.4: Publish and Receive Input on Draft Initial Report of Recommendations – Distribute for Review and Comment**

The Subrecipient shall:

- Meet with stakeholders to discuss their comments and feedback on the draft initial report of recommendations for the guidelines on suggested for regulations, policies, and procedures for the installation of EV charging systems.

Subrecipient Products:

- Amended and edited draft initial report of recommendations incorporating stakeholder comments and feedback for the guidelines on suggested for regulations, policies, and procedures for the installation of EV charging systems
- **Subtask 2.C.5: Prepare Draft Final Implementation Plan and Guidelines – Distribute for Review and Comment**

The Subrecipient shall:

- Assemble a draft final implementation plan and guidelines on suggested regulations, policies, and procedures for the installation of EV charging infrastructure by agencies and the public.

Subrecipient Products:

- Draft final implementation plan and guidelines on suggested regulations, policies, and procedures for use in public workshops
- **Subtask 2.C.6: Seek Jurisdiction and Public Input – Public Workshops and Agency Presentations**

The Subrecipient shall:

- Conduct workshops and distribute draft final implementation plan and guidelines on suggested regulations, policies, and procedures for comment.

Subrecipient Products:

- Summary report detailing the input from workshops used to develop a final version of the implementation plan and guidelines on suggested

EXHIBIT A

Scope of Work

regulations, policies, and procedures for the installation of EV charging infrastructure

- **Subtask 2.C.7: Publish Final Implementation Plan and Guidelines – Include with Submittal of Project for the County Board of Supervisors Approval**

The Subrecipient shall:

- Submit final implementation plan and guidelines on suggested regulations, policies, and procedures to the County Board of Supervisors for review and comment as County policy.

Subrecipient Products:

- Summary report detailing the comments and feedback from the County Board of Supervisors

- **Subtask 2.C.8: Seek Approval from County Board of Supervisors – Approval Sought with Final Implementation Plan**

The Subrecipient shall:

- Present the design of the individual EV charging stations, the final implementation plan for the individual sites, and the developed regulations, policies, and procedures for the installation and operation of EV charging systems at County and public facilities.

Subrecipient Products:

- Summary report detailing the steps taken to request County Board of Supervisors' approval of designs, implementation plans, and adoption of regulations, policies, and procedures

- **Subtask 2.C.9: Implement Guidelines – As Individual EV Charging Facilities Come into Service**

The Subrecipient shall:

- Provide guidance to the agencies and public entities for the installation and operation of the EV charging infrastructure at each location.

Subrecipient Products:

- Summary report detailing the guidance resulting in operational facilities for the implementation of an EV fleet

EXHIBIT A

Scope of Work

C. Task 3 – Final Reporting

- **Subtask 3.1: Final Report**

The goal of this subtask is to prepare a comprehensive written Final Report that describes the original purpose, activities, outcomes, and lessons learned during the project under this agreement. The Subrecipient shall document successful completion of all project activities, tasks, and products.

Upon the request of the CAM or designated project contact, the Subrecipient shall provide photos, graphs, documents, and data summaries to fully describe the project and all outcomes, as well as to support distribution of project information to other parties.

The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background. In addition, the Final Report shall be a public document and must be completed prior to the termination date of the agreement or within sixty (60) days of the depletion of funds.

The CAM or designated project contact will provide the Subrecipient with the Final Report template.

The CEC shall:

- Provide a final report template to the Subrecipient upon request.

CEC Products:

- Final report template

- **Subtask 3.1.1 – Final Report Outline**

The CEC shall:

- Review and provide comments on the draft outline of the Final Report

The Subrecipient shall:

- In accordance with the CEC Style Manual, prepare and submit a draft outline of the Final Report to the CAM or designated project contact for review and approval.
- Review comments received on the draft outline and if there are any issues with the recommended changes, discuss them with the CAM or designated project contact.
- Prepare and submit a final outline of the Final Report, incorporating CAM or designated project contact comments.

CEC Products:

- Comments on the draft outline of the Final Report (if applicable)

EXHIBIT A

Scope of Work

Subrecipient Products:

- Draft outline of the Final Report
- Final outline of the Final Report

- **Subtask 3.1.2 – Final Report**

The CEC shall:

- Review and provide comments on the draft version of the Final Report

The Subrecipient shall:

- Prepare a draft version of the Final Report in accordance with the approved outline and submit it to the CAM or designated project contact for review and approval at least two (2) months prior to the agreement end date.
- Review comments received on the draft Final Report and if there are any issues with the recommended changes, discuss them with the CAM or designated project contact.
- Prepare and submit the last version of the Final Report, incorporating CAM or designated project contact comments.

CEC Products:

- Comments on the draft version of the Final Report (if applicable)

Subrecipient Products:

- Draft Final Report
- Final Report