



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
May 8, 2025 Business Meeting  
Backup Materials for City of Livermore**

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: 25-0508-03i**

**STATE OF CALIFORNIA**

**STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: City of Livermore**

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

**RESOLVED**, that the CEC approves agreement ARV-24-017 with the City of Livermore for a \$1,600,000 grant. This agreement will install at least 96 Level 2 EV charging ports and at least four EV direct current fast charging ports across approximately five city-owned sites that will power fleet vehicles for three city departments including the Police Department, Public Works Department and Community Development Department; and

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

**CERTIFICATION**

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the CEC held on May 8, 2025.

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:** ARV-24-017

### B. Division Information

1. Division Name: Fuels and Transportation Division
2. Agreement Manager: Elizabeth Maya Muthirenty Varkey
3. MS-: Not applicable
4. Phone Number: (916) 664-6602

### C. Recipient's Information

1. Recipient's Legal Name: City of Livermore
2. Federal ID Number: 94-6000359

### D. Title of Project

Title of project: Electric Vehicle Infrastructure for the City of Livermore's Light-Duty Fleet

### E. Term and Amount

1. Start Date: 05/08/2025
2. End Date: 06/30/2028
3. Amount: \$1,600,000

### F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 05-08-2025
3. Consent or Discussion? Consent
4. Business Meeting Presenter Name: N/A
5. Time Needed for Business Meeting: N/A
6. The email subscription topic is: Clean Transportation Program

#### Agenda Item Subject and Description:

**City of Livermore.** Proposed resolution approving agreement ARV-24-017 with the City of Livermore for a \$1,600,000 grant, and adopting staff's recommendation that this action is exempt from CEQA. This agreement will install at least 96 Level 2 EV charging ports and at least four EV direct current fast charging ports across approximately five city-owned sites that will power fleet vehicles for three city departments including the Police Department, Public Works Department and Community Development Department. (Clean Transportation Program Funding) Contact: Sarah Birnbaum

### 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, sec.15301 and 15303

Cal. Code Regs., tit. 14, sec. 15301 provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of existing or former use are categorically exempt from the provisions of the California Environmental Quality Act (CEQA). The proposed project activities consist of minor alterations to existing public facilities. Specifically, this project involves installation of at least 96 L2 and at least 4 DCFC charging ports at approximately 5 different existing sites in the City of Livermore. The 96 L2 charging ports and 4 DCFCs will be installed in existing, paved parking lots at municipal facilities owned by the City of Livermore. Approximately 2 to 46 L2 charging ports and 1 DCFC will be installed at each location. Existing electric infrastructure will be used to power EV charging. This project involves negligible or no expansion of existing or former use of the sites. In addition, the electric vehicle charging stations will be installed on existing pavement and will connect to existing electrical infrastructure. Minor trenching and modification of existing electrical panels may be necessary. Therefore, the project falls within section 15301 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. At least ninety six (96) L2 charging ports with an approximate size of 12"x 6"x 20" and at least four (4) DCFC charging ports with an approximate size of (76.8 " x 32.3 " x 23.6 ") will be installed at existing parking lots



and structures. Minor trenching and modification of existing electrical panels may be necessary. Therefore, the project falls within section 15303 and will not have a significant effect on the environment.

The project will not impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies; does not involve any cumulative impacts of successive projects of the same type in the same place that might be considered significant; does not involve unusual circumstances that might have a significant effect on the environment; will not result in damage to scenic resources within a highway officially designated as a state scenic highway; the project site is not included on any list compiled pursuant to Government Code section 65962.5; and the project will not cause a substantial adverse change in the significance of a historical resource. Therefore, none of the exceptions to categorical exemptions listed in CEQA Guidelines section 15300.2 apply to this project, and this project will not have a significant effect on the environment.

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

No

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

Not applicable

b) Agreement **IS NOT** exempt.

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

No

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

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

**H. 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
No subcontractors to report	0	0

## 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 (Support services for grant administration and reporting)	0	\$201,500
TBD (Engineering and design services)	\$ 200,000	\$ 200,000
TBD (Technical services for scheduling and sequencing construction activities)	0	\$25,000
TBD (Labor, design, equipment, and materials needed to construct and install the EVCS systems)	\$472,000	\$1,708,500
TBD (Technical services for activation and training)	0	\$50,000
TBD (Support and technical services for maintenance records and reporting)	0	\$60,000
TBD (Support and technical services for data collection and reporting)	0	\$30,000
TBD (Support and technical services for data collection and reporting)	0	\$20,000
TBD (L2 Chargers)	\$768,000	0
TBD (DCFC's)	\$160,000	0
TBD (Warranty)	0	\$100,000
TBD (Network Fees)	0	\$35,000

## 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
Livermore Community Development Department
Livermore Public Works Department
Livermore Police Department
Pacific Gas & Electric Company



## L. Budget Information

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

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTF	21/22	601.118N	\$1,600,000

**TOTAL Amount:** \$1,600,000

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: Marianna Marysheva

Address: 1052 South Livermore Ave

City, State, Zip: Livermore, CA, 94550

Phone: (925) 960-4040

E-Mail: mmarysheva@livermoreca.gov

### 2. Recipient's Project Manager

Name: Tricia Pontau

Address: 1052 South Livermore Ave

City, State, Zip: Livermore, CA, 94550

Phone: (925) 960-4471

E-Mail: pepontau@livermoreca.gov

## 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-23-606
First Come First Served Solicitation #	Not Applicable
Other	Not Applicable



## 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	No

### Approved By

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

**Agreement Manager:** Elizabeth Maya Muthirenty Varkey

**Approval Date:** 11/19/2024

**Office Manager:** Corey Permann

**Approval Date:** 3/26/25

**Deputy Director:** Jennifer Kalafut

**Approval Date:** 3/26/2025

## EXHIBIT A SCOPE OF WORK

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2	x	Site Assessment and Design
3		Construction and Activation Schedule
4	x	Site Construction
5		Site Activation and Commissioning
6		Operations and Reliability
7		Semi-Annual Electric Vehicle Charger Inventory Reports
8		Data Collection and Analysis
9		Project Fact Sheet

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Pontau (City Manager's Office, or CMO), Peterson (Administrative Services Department, or ASD), Waxdeck (CDD)	None	Livermore Community Development Department (CDD)
2	Waxdeck (CDD), Pontau (CMO) Calkins (PWD) Moufarrej (CDD) Kooreman (PWD)	None	Livermore Public Works Department (PWD), CDD, Livermore Police Department (LPD), Pacific Gas and Electric Company (PG&E)
3	Waxdeck (CDD) Pontau (CoL)	None	CDD
4	Waxdeck (CDD) Calkins (PWD) Moufarrej (CDD) Pontau (CMO)	None	PWD, CDD, LPD, PG&E
5	Waxdeck (CDD), Pontau (CMO) Calkins (PWD)	None	PWD, LPD, PG&E

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
6	Waxdeck (CDD), Pontau (CMO) Calkins (PWD)	None	PWD, CDD
7	Pontau (CMO), Waxdeck (CDD), Calkins (PWD), Peterson (CoL)	None	PWD
8	Pontau (CMO), Waxdeck (CDD)	None	CDD, PWD
9	Pontau (CMO), Waxdeck (CDD)	None	CDD

## GLOSSARY

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

Term/ Acronym	Definition
AB	Assembly Bill
AC Level 2	A charger that operates on a circuit from 208 volts to 240 volts and transfers alternating-current (AC) electricity to a device in an electric vehicle (EV) that converts AC to direct current to charge an EV battery.
ADA	Americans with Disabilities Act
API	Application programming interface. A type of software interface that offers service to other pieces of software. An API allows two or more computer programs to communicate with each other.
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
Charge attempt	Any instance of an EV driver taking action to initiate a charging session by taking one or all of the following steps in any order: 1) attaching the connector to the EV appropriately or 2) attempting to authorize a charging session by use of radio frequency identification (RFID) technology, credit card, charging network provider smartphone application (app), screen input, or calling the charging network provider's customer service number.

Charger	A device with one or more charging ports and connectors for charging EVs. Also referred to as electric vehicle supply equipment (EVSE). This definition excludes any charger used solely for private use at a single-family residence or a multifamily dwelling with four or fewer dwelling units.
Charging network	A collection of chargers located on one or more property(ies) that are connected via digital communications to manage the facilitation of payment, the facilitation of electrical charging, and any related data requests.
Charging network provider	The entity that provides the digital communication network that remotely manages the chargers. Charging network providers may also serve as charging station operators and/or manufacture chargers.
Charging port	The system within a charger that charges one EV. A charging port may have multiple connectors, but it can provide power to charge only one EV through one connector at a time.
Charging session	The period after a charge attempt during which the EV is allowed to request energy. Charging sessions can be terminated by the customer, the EV, the charger, the charging station operator, or the charging network provider.
Charging station	The area in the immediate vicinity of one or more chargers and includes the chargers, supporting equipment, parking areas adjacent to the chargers, and lanes for vehicle ingress and egress. A charging station could comprise only part of the property on which it is located.
Charging station management system	A system that may be used to operate a charger, to authorize use of the charger, or to record or report charger data, such as by using OCPP.
Charging station operator	The entity that owns the chargers and supporting equipment and facilities at one or more charging stations. Although this entity may delegate responsibility for certain aspects of charging station operation and maintenance to subcontractors, this entity retains responsibility for operation and maintenance of chargers and supporting equipment and facilities. In some cases, the charging station operator and the charging network provider are the same entity.
Connector	The device that attaches an EV to a charging port in order to transfer electricity.
Corrective maintenance	Maintenance that is carried out after failure detection and is aimed at restoring an asset to a condition in which it can perform its intended function.

CPR	Critical Project Review
CTP	Clean Transportation Program
Depot	Type of “home base” behind-the-fence location where a vehicle is typically kept when not in use (usually parked on a nightly basis).
DCFC	Direct current fast charger. A charger that enables rapid charging by delivering direct-current (DC) electricity directly to an EV's battery.
Downtime	A period of time that a charger is not capable of successfully dispensing electricity or otherwise not functioning as designed. Downtime is calculated pursuant to Task 6.4.
EV	Electric vehicle. A vehicle that is either partially or fully powered on electric power received from an external power source. For the purposes of this Agreement, this definition does not include golf carts, electric bicycles, or other micromobility devices
EVSE	Electric vehicle supply equipment. A charger as defined.
Excluded downtime	Downtime that is caused by events pursuant to Task 6.4.
Failed charging session	Following a charge attempt, the criteria for a successful charging session were not met.
FTD	Fuels and Transportation Division
Government entity	A California county government, a California city government, and/or a tribal government within California.
Government fleet	A fleet of vehicles used to directly or indirectly serve the public
GFO	Grant Funding Opportunity
Hardware	The machines, wiring, and other physical components of an electronic system including onboard computers and controllers.
Inoperative state	The charger or charging port is not operational.
Installed	Attached or placed at a location and available for use for a charging session. The date a charger is installed is the date it is first available for use for a charging session.
Interoperability	Successful communication between the software, such as the software controlling charging on the EV and the software controlling the charger. Interoperability failures are communication failures between the EV and charger that occur while the software of each device is operating as designed. Interoperability failure leads to failed charging sessions.

Light-duty vehicles	On-road vehicles with a gross vehicle weight rating of 10,000 pounds or less.
Maintenance	Any instance in which preventive or corrective maintenance is carried out on equipment.
Networked	A charger can receive or send commands or messages remotely from or to a charging network provider or is otherwise connected to a central management system, such as by using OCPP 2.0.1, for the purposes of charger management and data reporting.
Nonnetworked charger	A charger that is not networked.
OCPP	Open Charge Point Protocol. An open-source communication protocol that specifies communication between chargers and the charging networks that remotely manage the chargers.
Operational	Or “up.” A charging port’s hardware and software are both online and available for use, or in use, and the charging port is capable of successfully dispensing electricity.
Operative state	The charger is operational.
Preventative maintenance	Maintenance that is performed on physical assets to reduce the chances of equipment failure and unplanned machine downtime.
Private	Charging ports located at parking space(s) that are privately owned and operated, often dedicated to a specific driver or vehicle (for example, a charging port installed in a garage of a single-family home).
Public	Charging ports located at parking space(s) designated by the property owner or lessee to be available to and accessible by the public.
Recipient	City of Livermore
RSA	Registered Service Agency. An entity that repairs a commercial device that is registered with the California Department of Food and Agriculture Division of Measurement Standards.
Shared Private	Charging ports located at parking space(s) designated by a property owner or lessee to be available to, and accessible by, employees, tenants, visitors, and residents. Examples include workplaces and shared parking at multifamily residences.
Software	A set of instructions, data, or programs used to operate computers and execute specific tasks.

Successful charging session	Following a charge attempt, a customer's EV battery is charged to the state of charge the customer desires and is disconnected manually by the customer or by the EV's onboard software system terminating the charging session, without an additional charge attempt.
Uptime	The time that a charger is installed during a reporting period excluding downtime pursuant to Task 6.4.

## 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 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 CTP 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.

On December 21, 2023, the CEC released a Grant Funding Opportunity (GFO) entitled "Charging Infrastructure for Government Fleets." This competitive grant solicitation was to fund projects that provide electric vehicle charging infrastructure for light-duty government fleets. In response to GFO-23-606, the Recipient submitted application #16 which was proposed for funding in the CEC's Notice of Proposed Awards on September 18, 2024. GFO-23-606 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 is extremely “climate-challenged” and must plan for both mitigating the causes of climate change and becoming more resilient in the face of increasing climate change challenges, such as heat waves, flooding, and wildfires. Approximately 50% of the state’s greenhouse emissions come from transportation. Recipient’s greenhouse gas inventory mirrors this, with approximately 55% of its emissions coming from the transportation sector. It has made a commitment to reduce its transportation related emissions by phasing out internal combustion engine fleet vehicles that are nearing the end of their useful, efficient life to form a 100% zero emission vehicle fleet by 2045. While it has made headway in this transition, one of the primary barriers to accelerating this transition has been a lack of charging infrastructure, which is directly related to a lack of local funding.

Recipient’s city is home to two significant low-income communities living near Interstate 580 and major transit corridors like First Street. Census tracts in Livermore are in the 54<sup>th</sup> percentile for poverty, according to the Council on Environmental Quality’s Climate and Economic Justice Screening Tool. Unfortunately, these communities bear an unequal burden of air and noise pollution due to vehicular traffic. According to CalEnviroScreen 4.0, low-income communities in Livermore experience between 67% to 77% higher rates of diesel particulate matter (DPM) compared to other areas in the state. Each project that focuses on reducing city-wide pollution from transportation promises to improve air quality in these communities.

**Goals of the Agreement:**

The goal of this Agreement is to ensure that EVSE infrastructure is available to serve the ongoing transition of Recipient’s light duty fleet vehicles from internal combustion engines to electric. The project will result in a staggered build out of this infrastructure, and ultimately an increase in the number of EVs in the city’s fleet.

**Objectives of the Agreement:**

The objectives of this Agreement are to:

- Create a plan for the staggered installation of EV infrastructure throughout the city.
- Install at least 96 L2 and at least 4 DCFC EV charging ports across approximately five City-owned sites.
- Serve fleet vehicles across three city departments including Police, Public Works (Maintenance, Environmental, Services, Water Resources, and Airport Divisions) and Community Development (Building, Engineering, Planning, and Housing & Human Services Divisions)

- Reduce local greenhouse gas emissions by ~198,700 kgCO<sub>2</sub>e upon project completion in 2028 and ~ 4,535,300 kgCO<sub>2</sub>e by 2045 when the fleet is fully electrified.

## **TASK 1 ADMINISTRATION**

### **Task 1.1 Attend Kick-off Meeting**

The goal of this task is to establish the lines of communication procedures for and data requests implementing this Agreement. The Commission Agreement Manager (CAM) shall designate the date and location of this meeting and provide an agenda to the Recipient prior to the meeting.

#### **The CAM shall:**

- Send the Recipient the *kick-off meeting agenda*.

#### **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 match share* 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.
- Provide an *updated Schedule of Products, updated list of match funds, and updated list of permits*.
- 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

**CAM 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 *CPR meeting 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:**

- CPR meeting 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.
- Send an *email to CAM concurring with call summary notes*.

**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 match fund* 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, including but not limited to, *a letter of match fund commitment* to the CAM if during the course of the Agreement additional, match funds are received.
- Provide the CAM *written notification* 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)
- Written notification 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 *final* 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 actions available to the CEC under this Agreement, such as an additional CPR.

**Products:**

- Letter documenting the permits or stating that no permits are required
- A copy of each final 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)

### **Task 1.9 Obtain and Execute Subawards and Agreements with Site Hosts**

The goal of this task is to ensure quality products and to execute subrecipient and site host agreements, as applicable, required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient's own procurement and contracting policies and procedures.

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

- Execute and manage subawards and coordinate subrecipient activities.
- Execute and manage site host agreements and ensure the right to use the project site throughout the term of the Agreement, as applicable. A site host agreement is not required if the Recipient is the site host.
- Notify the CEC in writing immediately, but no later than five calendar days, if there is a reasonable likelihood the project site cannot be acquired or can no longer be used for the project.
- Submit a *letter* to the CAM describing the subawards and any site host agreement needed or stating that no subawards or site host agreements are required.
- If requested by the CAM, submit a *draft of each subaward* and any site host agreement 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* and any site host agreement.
- If Recipient intends to add new subrecipients or change subrecipients, then the Recipient shall notify the CAM.

#### **Products:**

- Letter describing the subawards and any site host agreement needed, or stating that no subawards or site host agreements are required
- Draft subaward (if requested)
- Final subaward (if requested)
- Draft site host agreement (if requested)
- Final site host agreement (if requested)

## TECHNICAL TASKS

### TASK 2 SITE ASSESSMENT & DESIGN

The goal of this task is to identify and finalize locations at the selected sites to install at least 96 L2 and at least 4 DCFC charging ports across approximately five City-owned sites that will power fleet vehicles for three city departments including Livermore Police Department (LPD), Livermore Public Works Department (PWD) and Livermore Community Development Department (CDD).

#### Task 2.1 Site Assessment

The goal of this task is to conduct site assessments and confirm locations for installation of at least 96 L2 and at least 4 DCFC charging ports at approximately five City-owned, paved parking lots.

##### The Recipient shall:

- Perform site assessment and design.
- Gather historical utility data and as-builts to preliminarily assess existing electrical capacity at the sites.
- Coordinate and perform walk-throughs of each site with contractor and facility staff.
- Select locations for EVSE at each site based on *site analysis*, considering factors such as visibility, accessibility, and proximity to power sources.
- Create and submit to the CAM a *site analysis report*, including photo documentation of selected locations.

##### Products:

- Site Analysis Report

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

#### Task 2.2 Electrical Infrastructure Evaluation

The goal of this task is to evaluate electrical infrastructure (capacity and access) to EVSE charging sites and, if existing local electrical utility capacity is found to be inadequate, identify electrical service upgrades needed to serve the EVSE.

##### The Recipient shall:

- Coordinate with PG&E to perform utility studies (e.g. interconnection and service upgrade analyses).
- Work with facility staff, contractor, and PG&E to confirm feasibility and costs of installing EVSE at specific sites.
- Submit to CAM a *Electrical Utility Study Report*

**Products:**

Electrical Utility Study Report

**Task 2.3 Site Design**

The goal of this task is to prepare design plans and secure construction permits for charging sites.

**The Recipient shall:**

- Design the improvement plans based on the existing conditions, number and type of chargers, EVSE capabilities, and EVSE location. Develop a preliminary site design for each charging site
- Finalize all construction drawings
- Create and submit to CAM a copy of the *Final Site Plans*, including the final construction drawings
- Secure final construction *permits* and submit to CAM per Task 1.8

**Products:**

- Final Site Plans
- Final construction permits, delivered per Task 1.8

**TASK 3 CONSTRUCTION AND ACTIVATION SCHEDULE**

The goal of this task is to schedule a timeline for construction and activation of each site location that are part of the project.

**The Recipient shall:**

- Create a staggered timeline to roll out construction, that is consistent with the deadlines listed in Exhibit A-1 to this Agreement, the Schedule of Products and Due Dates, and submit to CAM a *charger procurement, construction and activation schedule* of each site.

**Products:**

- Charger procurement, construction, and activation schedule.

**TASK 4 SITE CONSTRUCTION AND INSTALLATION**

The goal of this task is to construct at least 96 L2 and at least 4 DCFC charging ports.

**The Recipient shall:**

- Coordinate with PG&E to schedule the installation of any new electrical equipment, such as transformers or meters if applicable.

- Procure at least 96 L2 and at least 4 DCFC EV charging ports and equipment consistent with the specifications outlined in GFO-23-606 and this Agreement and provide *proof of procurement* to the CAM.
- Mount and install EV charging stations according to manufacturer specifications and industry standards.
- Install signage and markings to designate EV charging spaces within the parking lot.
- Create and submit to the CAM a *final construction report* that includes progress of individual site and submit *high-quality photos* of each site.
- Submit to an *AB 841 Certification* that certifies the project has complied with all AB 841 (2020) requirements specified in Exhibit C or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient's authorized representative.
- Submit *EVITP Certification Numbers* of each Electric Vehicle Infrastructure Training Program certified electrician that installed electric vehicle charging infrastructure or equipment. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.
- Ensure all electric vehicle supply equipment (EVSE) installed for commercial use has a type approval certificate issued through the *California Type Evaluation Program (CTEP)* administered by the California Department of Food and Agriculture (CDFA) Division of Measurement Standards (DMS) or *Certificate of Conformance* issued by the National Type Evaluation Program (NTEP) administered through the National Conference on Weights and Measures. California accepts *NTEP certificates* so long as the device also meets CCR Title 4, Section 4002.11.
- Unless otherwise updated by the DMS, ensure installation, repair, and/or maintenance on commercial EVSE is performed by a Registered Service Agency (RSA) and after the device is placed in service, the RSA must report this information to the county within 24 hours. Device owners are responsible for registering their device with the county.

**Products:**

- AB 841 Certification
- EVITP Certification Numbers for all electricians installing EVSE
- Copies of invoices or proof of procurement
- High quality photos of chargers at each site
- Final construction report

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

## **Task 5 SITE ACTIVATION AND COMMISSIONING**

The goal of this task is to activate chargers and ensure all sites are operational to serve Recipient's light-duty EV fleet.

### **The Recipient shall:**

- Activate EVSE information on the EVSE provider's network.
- Conduct thorough testing and commissioning of the installed EV infrastructure to ensure proper functionality, safety, and compliance with specifications.
- Verify that charging stations are communicating effectively with network systems (if applicable) and that payment systems are functioning correctly.
- For each site, within 15 days of first operation, email the CAM a *Site Activation Report* which shall include, but is not limited to
  - Screenshots of the charging ports identified on the EVSE provider's network
  - First date of site operation
- Develop a training program for site users and facilities managers that includes a *training manual*, on-site training and *training video*

### **Products:**

- Training manual for site users and facilities managers.
- Training video for site users and facilities managers
- Site Activation Report

## **TASK 6 OPERATIONS AND RELIABILITY**

Recipient shall comply with the reliability performance standards, recordkeeping, reporting, and maintenance requirements (Requirements) for EV chargers installed as part of this Agreement, excluding any charger used solely for private use at a single-family residence or a multifamily housing unit with four or fewer units. In the event the CEC adopts regulations that include Requirements, for example as required by AB 2061 (Ting, Chapter 345, Statutes of 2022) and/or AB 126 (Reyes, Chapter 319, Statutes of 2023), those Requirements shall supersede the Requirements contained in this Scope of Work for this Agreement wherever, as determined by the CAM, they conflict or are redundant.

## Task 6.1 Operations

### The Recipient Shall:

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

Without limitation to other rights and remedies which the CEC may have, including but not limited to survival provisions specified in the Terms and Conditions of this Agreement, this requirement to ensure operationality for six years after the beginning of operation shall survive the completion or termination date of this Agreement. In addition to other requirements in the Terms and Conditions of this Agreement, all CEC-reimbursable expenditures must be incurred within the Agreement term.

## Task 6.2 Recordkeeping

The goal of this task is to collect, maintain, and transmit records of charging port operation and reliability to the CEC.

**For networked chargers**, the Recipient shall collect and retain the maintenance records specified in this section. The Recipient shall retain the services of a charging network provider that meets the criteria in 1. through 4. to record, retain, and transmit the Remote Monitoring data for networked chargers specified in this section.

1. The charging network provider must have an API of the CEC's choosing to permit the charging network provider to transfer the data required in this section directly to the CEC or the CEC's designee within 60 minutes of the record's generation.
2. The charging network provider must have Subset Certification of the Charging Station Management System in the Open Charge Alliance OCPP Certification Program for OCPP version 2.0.1, published May 24, 2023, or a subsequent version of OCPP for Core, Advanced Security, and ISO 15118 Support functionalities.
3. **For networked chargers**, the charging network provider's central system must have connection to the chargers using OCPP version 2.0.1 or a subsequent version of OCPP. This does not preclude the additional use of other communication protocols.
4. **For networked chargers**, the charging network provider and chargers must transmit the following protocol data units between the Central Management System and the charger(s) as specified in OCPP version 2.0.1 or a subsequent version of OCPP:
  - a. HeartbeatRequest shall be transmitted to the Central Management System by the charger on a set interval.
  - b. HeartbeatResponse shall be transmitted to the charger by the Central Management System in response to any received HeartbeatRequest.

- c. StatusNotificationRequest shall be transmitted by the charger to the Central Management System any time the charger or an associated charging port's operative status changes.
- d. BootNotificationRequest shall be transmitted by the charger to the Central Management System any time the charger is powered on.
- e. BootNotificationResponse shall be transmitted by the Central Management System to the charger in response to any received BootNotificationRequest.

#### **The Recipient Shall:**

- **For networked chargers**, ensure the charging network provider collects and retains the Remote Monitoring data below from each charging port installed and operated as part of this Agreement.
- **For networked chargers**, ensure the charging network provider automatically transmits the Remote Monitoring data below to the CEC, via API, within 60 minutes of the Remote Monitoring data's generation.
- **For networked chargers**, ensure the charging network provider retains the Remote Monitoring data below for 2 years from the date of each record's generation. Provide *Remote Monitoring records* to the CEC within 10 business days of request.
  - 1. Provide digital records in a comma separated values file unless another file format is approved by the CEC for the request.
  - 2. Provide a clear and understandable *Data Dictionary* that describes each data element and any associated units with all digital records.
- **For all chargers**, collect and retain the maintenance records specified below for each charging port installed and operated as part of this Agreement for 6 years from the date the charging port begins operation. Provide *Maintenance Records* to the CEC within 10 business days of request.

#### **Remote Monitoring Data for Networked Chargers**

- 1. All instances of the following Protocol Data Units, specified in OCPP 2.0.1, that are transmitted between the charger and the central system.
  - a. HeartbeatResponse
  - b. StatusNotificationRequest
  - c. BootNotificationRequest
- 2. The total number of charge attempts for the reporting period.
- 3. The total number of successful charging sessions for the reporting period.
- 4. The total number of failed charging sessions for the reporting period.
- 5. The percentage of successful charging sessions for the reporting period relative to the total number of charge attempts for the reporting period.

#### **Maintenance Records**

- 1. **For all chargers**, reports of inoperative charging ports or charging port failures resulting in inability to charge, such as a customer complaint, internal diagnostics, or inspection.

2. **For all chargers**, records of any maintenance conducted on charging ports installed and operated as part of the agreement. Records should specify the following:
  - a. Date and time of the maintenance event
  - b. Whether maintenance was corrective or preventive in nature
  - c. Whether and for how long the charging port was in an inoperative state prior to maintenance.
  - d. Whether the charging port was in an operative state following maintenance

**Products:**

- Remote Monitoring Records
- Maintenance Records
- Data Dictionary

**Task 6.3 Maintenance Requirements**

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

**The Recipient Shall:**

- Conduct preventive maintenance, as specified by the charger manufacturer, on the charger hardware by a certified technician annually. The time interval between consecutive preventive maintenance visits to any charger shall be no more than 13 months.
- Complete corrective maintenance within 5 business days of the beginning of a time when the charger or charging port is inoperative or exhibiting failures that result in an inability to charge.
- *Report on preventive and corrective maintenance in each Quarterly Report on Charger and Charging Port Reliability and Maintenance* described in Task 6.4.

**Products:**

- Maintenance section of Quarterly Report on Charger and Charging Port Reliability and Maintenance described in Task 6.4

**Task 6.4 Reporting**

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

**The Recipient shall:**

- Prepare and submit to the CEC *Quarterly Reports on Charger and Charging Port Reliability and Maintenance*. Each report shall include: A summary of charging port downtime, including total downtime and the number and frequency of downtime events, the minimum, median, mean, and maximum duration, and the causes of downtime events. Downtime shall be determined on a per charging port basis by summing the durations of all downtime events during the reporting period. The duration of a downtime event shall be the longest of the following periods:
  1. **For networked charging ports**, the time after the charger has transmitted a StatusNotificationRequest indicating that the charging port associated with that charger is in a “faulted” or “unavailable” state until a subsequent StatusNotificationRequest is transmitted by that charger indicating that the charging port has transitioned to an “available,” “occupied,” or “reserved” state. The timestamps in each StatusNotificationRequest shall be used to quantify downtime.
  2. **For networked chargers**, the time between a BootNotificationResponse transmitted by the Central Management System and the last HeartbeatResponse transmitted by the Central Management System prior to the BootNotificationResponse. The timestamps in the relevant BootNotificationResponse and HeartbeatResponse shall be used to quantify downtime.
  3. **For all charging ports**, the time between the earliest record that a charging port is not capable of successfully dispensing electricity or otherwise not functioning as designed and the time it is available to deliver a charge. First record that a charger is not capable of successfully dispensing electricity or otherwise not functioning as designed includes, but is not limited to, consumer notification, internal diagnostics, or inspection, whichever is earliest.
- Prepare a summary of Excluded Downtime, including total excluded downtime and the number and frequency of excluded downtime events, the minimum, median, mean, and maximum duration, and the causes of excluded downtime events and include in each Quarterly Report on Charger and Charging Port Reliability and Maintenance. ‘Excluded Downtime’ includes:
  1. **Before Initial Installation:** Downtime before the charging port was initially installed.
  2. **Grid Power Loss:** Downtime during which power supplied by a third-party provider is not supplied at levels required for minimum function of the charging port. This may include, but is not limited to, service outages due to utility equipment malfunction or public safety power shutoffs. This does not include power generation or storage equipment installed to serve the charger(s) exclusively. Documentation from power provider detailing outage is required to claim this as excluded downtime.
  3. **Vehicle Fault:** Any failure to charge or failure to meet the EV charging customer’s expectation for power delivery due to the fault of the vehicle.

4. **Outage for Preventative Maintenance or Upgrade:** Downtime caused by any preventative maintenance or upgrade work that takes the charging port offline. This must be scheduled at least two weeks in advance of the charger being placed in an inoperative state. The maximum downtime that can be excluded for preventative maintenance or upgrade work is 24 hours for any 12-month period.
  5. **Vandalism or Theft:** Downtime caused by any physical damage to the charger or station committed by a third party. This may include, but is not limited to, theft of charging cables, damage to connectors from mishandling, or damage to screens. A maximum of 5 days may be claimed as excluded downtime for each Vandalism or Theft event. A police report or similar third-party documentation is required to claim this as excluded time.
  6. **Natural Disasters:** Downtime caused by any disruption of the charging port due to a natural event such as a flood, earthquake, or wildfire that causes great damage. Third party documentation such as news reporting must be provided along with a narrative of the direct impacts to the charger(s) to claim this as excluded downtime.
  7. **Communication Network Outages:** Downtime caused by loss of communication due to cellular or internet service provider system outages. A Communication Network Outage can be claimed as excluded downtime provided the chargers default to a free charge state during communication losses. A free charge state is when the charger is operational and dispenses energy free of charge to any consumer.
  8. **Operating Hours:** Hours in which the charging port is in an operative state but that are outside of the identified hours of operation of the charging station.
- **For all charging ports,** prepare a summary and calculation of uptime and include in each Quarterly Report on Charger and Charging Port Reliability and Maintenance. Each report shall include the uptime percentage of each charging port (Uptime) installed and operated as part of this Agreement for the reporting period. Charging port uptime shall be calculated as:

$$U = \frac{T - D + E}{T} * 100\%$$

U = Charging Port Uptime

T =

1. Q1 reporting period = 129,600 minutes, except for a leap year, which is 131,040 minutes.
2. Q2 reporting period = 131,040 minutes.
3. Q3 and Q4 reporting periods = 132,480 minutes.

D = Total charging port downtime for the reporting period, in minutes.

E = Total charging port excluded downtime in the reporting period, in minutes.

- **For networked charging ports**, prepare a summary of charge data and include in each Quarterly Report on Charger and Charging Port Reliability and Maintenance. The data will include:
  - a. Total number of charge attempts in the reporting period
  - b. Total number of successful charge attempts in the reporting period
  - c. Total number of failed charges in the reporting period
  - d. The percentage of successful charging sessions for the reporting period relative to the total number of charge attempts for the reporting period
  - e. A description of steps taken to reduce the number of failed charge attempts, and the success rate of those steps
- **For all chargers**, prepare a summary of the total number of maintenance dispatch events that occurred since the last report, the number of days to complete each maintenance event reported, and a narrative description of significant maintenance issues. Include details of all excluded downtime and a narrative description of events that caused the excluded downtime. Include the summary in each Quarterly Report on Charger and Charging Port Reliability and Maintenance.

**Products:**

- Quarterly Report on Charger and Charging Port Reliability and Maintenance, submitted in a manner specified by the CEC

## **TASK 7 SEMI-ANNUAL ELECTRIC VEHICLE CHARGER INVENTORY REPORTS**

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

**The Recipient shall:**

- Prepare an *Electric Vehicle Charger Inventory Report*, in a template provided by the CAM, that includes:
  - For chargers serving light-duty electric vehicles:
    - Number of public AC charging ports aggregated at the county level by charging network provider
    - Number of shared private AC charging ports aggregated at the county level by charging network provider
    - Number of public DC fast charging ports aggregated at the county level by charging network provider
    - Number of shared private DC fast charging ports aggregated at the county level by charging network provider
  - For chargers serving medium- and/or heavy-duty vehicles:
    - Number of public AC charging ports aggregated at the county level by charging network provider

- Number of shared private AC charging ports aggregated at the county level by charging network provider
- Number of public DC fast charging ports aggregated at the county level by charging network provider
- Number of shared private DC fast charging ports aggregated at the county level by charging network provider
- Number of other publicly available charging ports at the county level by charging network provider
- Number of other depot charging ports by power output (less than 50 kilowatts (kW), between 50 – 150 kW, 150 kW – 350 kW, 350 kW and above) at the county level by charging network provider (if applicable)
- Submit the *Electric Vehicle Charger Inventory Report* to the CAM no later than 30 calendar days after the Agreement is executed and then each calendar half-year thereafter. Reports are due at the end of July and end of January.

**Recipient Product:**

- Electric Vehicle Charger Inventory Report

**TASK 8 DATA COLLECTION AND ANALYSIS**

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

**The Recipient shall:**

- For all electric vehicle chargers and charging stations installed on or after January 1, 2024:
  - Comply with recordkeeping and reporting standards as described in CEC's regulations. These requirements are not applicable to those electric vehicle chargers and charging stations installed at residential real property containing four or fewer dwelling units.
  - Comply with all industry best practices and charger technology capabilities that are demonstrated to increase reliability, as described in CEC's regulations.
  - Without limitation to other requirements in this Agreement, Recipient shall comply with any other regulatory requirements, including but not limited to uptime requirements and operation and maintenance requirements. Such regulatory requirements may, but will not necessarily, be enacted after execution of this Agreement. Once regulations are final, they will apply to work under this Agreement irrespective of when finalized. Any updates to regulations may also be applicable to work under this Agreement.

- If the Recipient is an electric vehicle service provider or other third-party entity that is not the site host, the electric vehicle service provider or third-party entity shall provide a disclosure to the site host about the site host's right to designate the service provider or third-party as the entity to report the data on behalf of the site host. The Recipient shall verify receipt by signing the disclosure.
- Collect and report to the CEC:
  - For an electric vehicle charging station, the availability of operational charging plugs, whether the station was energized, the volume of electricity in kilowatt-hours used to charge by vehicles, the number of vehicles charged by a station, and any other data deemed necessary by the CEC to monitor reliability and accessibility of the charging infrastructure. This data shall be measured no less frequently than on a daily basis and reported electronically to the CEC no less frequently than quarterly in *Program Management Data Report* submitted with the quarterly reports described in Task 1.5.
  - For an electric vehicle charging station, the source and greenhouse gas (GHG) emissions intensity, on an annual basis, of the electricity used and dispensed by the EV charging station(s) at the meter, consistent with the disclosure methodology set forth in Article 14 (commencing with Section 398.1) of Chapter 2.3 of Part 1 of Division 1 of the Public Utilities Code. Data must be reported to the CEC annually in a *GHG Intensity Report* specified by the CAM.
- Collect and provide to the following data:
  - Number, type, date, and location of chargers installed.
  - Nameplate capacity of the installed equipment, in kW for chargers.
  - Number and type of outlets per charger.
  - Location type, such as street, parking lot, hotel, restaurant, or multi-unit housing.
  - Total cost per charger, the subsidy from the CEC per charger, federal subsidy per charger, utility subsidy per charger, and privately funded share per charger.
- Collect and provide 12 months of throughput, usage, and operations data from the project in the EV Utilization Data Reports section of the Data Collection and Information Analysis Report (defined later in this task), in the format and templates provided by the CAM, including, but not limited to:
  - Number of charging sessions
  - Average charger downtime
  - Peak power delivered (kW)

- Duration of active charging, hourly
- Duration of charging session, hourly (e.g., vehicle parked but not actively charging)
- Average session duration
- Energy delivered (kWh)
- Average kWh dispensed
- Types of vehicles using the charging equipment
- Applicable price for charging, including but not limited to: electric utility tariff, EVSP service contract, or public charger price
- Payment method for public charging
- Energy delivered back to grid or facility if a bidirectional charging use case (kWh)
- Maximum capacity of the new fueling system
- Normal operating hours, up time, downtime, and explanations of variations
- Gallons of gasoline and/or diesel fuel displaced (with associated mileage information)
- Expected air emissions reduction, for example:
  - Non-methane hydrocarbons
  - Oxides of nitrogen
  - Particulate Matter
  - Formaldehyde
- Duty cycle of the current fleet and the expected duty cycle of future vehicle acquisitions
- Identify any current and planned use of renewable energy at the facility.
- Identify the source of the alternative fuel.
- Describe any energy efficiency measures used in the facility that may exceed Title 24 standards in Part 6 of the California Code Regulations.
- Provide data on potential job creation, economic development, and increased state revenue as a result of expected future expansion.
- 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, including the EV Utilization Data Reports section.

**Products:**

- Program Management Data Report
- GHG Intensity Report
- Data Collection and Information Analysis Report

**TASK 9 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