

**GRANT REQUEST FORM (GRF)**

CEC-270 (Revised 10/2015)

CALIFORNIA ENERGY COMMISSION

New Agreement ARV-18-031 (To be completed by CGL Office)

Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Susan Ejlalmaneshan	6	916-654-4781

Recipient's Legal Name	Federal ID Number
Gladstein Neandross & Associates LLC	95-4749713

Title of Project
Central Valley Transportation Institute- Outreach, Education, and Commercial Support for the Valley

Term and Amount	Start Date	End Date	Amount
	6 / 12 / 2019	4 / 26 / 2022	\$ 697,662

**Business Meeting Information**
 ARFVTP agreements \$75K and under delegated to Executive Director.

Proposed Business Meeting Date	06 / 12 / 2019	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
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Business Meeting Presenter	Susan Ejlalmaneshan	Time Needed:	5 minutes
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Please select one list serve. Altfuels (AB118- ARFVTP)

**Agenda Item Subject and Description**

GLADSTEIN, NEANDROSS & ASSOCIATES LLC. Proposed resolution approving Agreement ARV-18-031 with Gladstein Neandross & Associates LLC for a \$697,662 grant to support the deployment of clean medium-and heavy-duty transportation in California's Central Valley by providing commercial entities with information clean transportation fuels and technologies, providing technical assistance to fleets that pursue these options, facilitating access to incentives, and increasing community engagement

**California Environmental Quality Act (CEQA) Compliance**

1. Is Agreement considered a "Project" under CEQA?  
 Yes (skip to question 2)  No (complete the following (PRC 21065 and 14 CCR 15378)):  
 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 it consists of administrative/managerial tasks such as outreach and teaching.
2. If Agreement is considered a "Project" under CEQA:  
 a) Agreement **IS** exempt. (Attach draft NOE)  
 Statutory Exemption. List PRC and/or CCR section number: \_\_\_\_\_  
 Categorical Exemption. List CCR section number: \_\_\_\_\_  
 Common Sense Exemption. 14 CCR 15061 (b) (3)  
 Explain reason why Agreement is exempt under the above section:
- b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)  
 Check all that apply  
 Initial Study  Environmental Impact Report  
 Negative Declaration  Statement of Overriding Considerations  
 Mitigated Negative Declaration

**List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)**

Legal Company Name:	Budget
Great Valley Museum	\$ 30,000
San Joaquin County Office of Education	\$ 15,000
Central California Asthma Collaborative	\$ 15,000

**List all key partners: (attach additional sheets as necessary)**

Legal Company Name:

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<b>Budget Information</b>			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTP	17-18	600.118G	\$385,055
ARFVTP	18-19	600.118H	\$312,607
Funding Source			\$
Funding Source			\$
Funding Source			\$
R&D Program Area:	N/A	TOTAL:	\$697,662
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

<b>Recipient's Administrator/ Officer</b>				<b>Recipient's Project Manager</b>			
Name:	Evangeline Hsu			Name:	Michael Terreri		
Address:	2525 Ocean Park Blvd. Suite 200			Address:	2525 Ocean Park Blvd. Suite 200		
City, State, Zip:	Santa Monica, CA, 90405			City, State, Zip:	Santa Monica, CA, 90405		
Phone:	310-573-8570	Fax:	310-314-9196	Phone:	310-573-8573	Fax:	310-314-9196
E-Mail:	evangeline.hsu@gladstein.org			E-Mail:	michael.terri@gladstein.org		

<b>Selection Process Used</b>	
<input checked="" type="checkbox"/> Competitive Solicitation	Solicitation #: GFO-18-603
<input type="checkbox"/> First Come First Served Solicitation	

<b>The following items should be attached to this GRF</b>	
1. Exhibit A, Scope of Work	<input checked="" type="checkbox"/> Attached
2. Exhibit B, Budget Detail	<input checked="" type="checkbox"/> Attached
3. CEC 105, Questionnaire for Identifying Conflicts	<input checked="" type="checkbox"/> Attached
4. Recipient Resolution	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
5. CEQA Documentation	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached

Agreement Manager \_\_\_\_\_ Date \_\_\_\_\_ Office Manager \_\_\_\_\_ Date \_\_\_\_\_ Deputy Director \_\_\_\_\_ Date \_\_\_\_\_

## Exhibit A SCOPE OF WORK

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Public Engagement
3	X	Commercial Outreach
4		Stakeholder Collaboration
5		Data Collection and Analysis

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Karen El Mann, GNA Michael Terreri, GNA	Not applicable.	Not applicable.
2	Karen El Mann, GNA Sarah Gallagher, GNA Michael Terreri, GNA James Hetrick, PhD., University of the Pacific	J. Kirk Brown, San Joaquin Valley County Office of Education  Arnold Chavez, Great Valley Museum	Not applicable.
3	Karen El Mann, GNA Michael Terreri, GNA	Not applicable.	Not applicable.
4	Karen El Mann, GNA Michael Terreri, GNA	Kevin Hamilton, Central California Asthma Collaborative  Yanni Gonzalez, Central California Collaborative	Not applicable.
5	Karen El Mann, GNA Sarah Gallagher, GNA Michael Terreri, GNA	J. Kirk Brown, San Joaquin Valley County Office of Education  Arnold Chavez, Great Valley Museum  Kevin Hamilton, Central California Asthma Collaborative	Not applicable.
6	Sarah Gallagher, GNA Michael Terreri, GNA	Not applicable.	Not applicable.

## GLOSSARY

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

<b>Term/ Acronym</b>	<b>Definition</b>
ARFVTP	Alternative and Renewable Fuel and Vehicle Technology Program
CAM	Commission Agreement Manager
CPR	Critical Project Review
DAC	Disadvantaged Community
FTD	Fuels and Transportation Division
MS-ESS	Middle School- Earth and Space Science
MS-ETS	Middle School- Engineering, Technology, and Applications of Science
NGSS	Next Generation Science Standards
Recipient	Gladstein, Neandross & Associates
STEM	Science, Technology, Engineering, and Mathematics

### **Background:**

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

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

The Energy Commission issued solicitation GFO-18-603 for outreach, education and collaborative planning for California's Central Valley. To be eligible for funding under GFO-18-603, projects must also be consistent with the Energy Commission's ARFVTP Investment Plan, updated annually. In response to GFO-18-603, Gladstein Neandross & Associates LLC (Recipient) submitted application 3, which was proposed for funding in the Energy Commission's Notice of Proposed Awards on February 19, 2019. GFO-18-603 and Recipient's aforementioned 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 the Energy Commission's Award, the Energy Commission's Award shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Recipient's Application, the terms of this Agreement shall control.

**Problem Statement:**

The Central Valley is challenged by poor air quality and a prevalence of disadvantaged area communities. Many state and regional incentive programs are under-subscribed by Central Valley entities particularly by small fleet operators with ten vehicles or less. Zero and near-zero consumer light-duty vehicles are similarly underrepresented in the region. Though multiple outreach programs operate in the Central Valley region none have attempted a coordinated engagement and outreach campaign across the entire Central Valley focused on commercial fleets and general public engagement. The region requires such focused outreach and support programs to complement existing programs and improve air quality.

**Goals of the Agreement:**

The goal of this Agreement is to leverage the expertise and networks of the project team members and partners to reduce barriers to clean transportation technologies among small fleet operators and consumers in Central Valley communities. The project team will directly support the deployment of new technologies by providing technical assistance, project development support, and high-quality outreach services to small fleet operators, stakeholder organizations, and communities across the Central Valley.

**Objectives of the Agreement:**

The objectives of this Agreement are to directly support the deployment of clean transportation technologies by facilitating access to incentives, providing technical assistance, and increasing engagement in the community as strategies to reach small fleet operators and interested consumers. Specifically, the project team will:

- Assist at least 300 fleet operators through a technical and incentives assistance hotline.
- Provide education and outreach to commercial entities through print and digital marketing materials, in-person project development support meetings, workshops, and webinars (e.g., workshops at truck dealerships)
- Send traveling teachers to lead curriculum-based air quality workshops and send trainers to train teachers. Include bilingual take-home materials on clean transportation programs and incentives for students to share at home.

- Organize up to 12 meetings to engage the region's leading community-based and environmental justice organizations to drive traffic to program services (e.g., hotline), sustain, and further scale fleet outreach activities.

## **TASK 1 ADMINISTRATION**

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

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

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

- Attend a "Kick-Off" meeting with the CAM, the Commission Agreement Officer (CAO), and a representative of the Energy Commission 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.
- Discuss the following administrative and technical aspects of this Agreement:
  - Agreement Terms and Conditions
  - Critical Project Review (Task 1.2)
  - Match fund documentation (Task 1.6) No reimbursable work may be done until this documentation is in place.
  - Permit documentation (Task 1.7)
  - Subcontracts needed to carry out project (Task 1.8)
  - The CAM's expectations for accomplishing tasks described in the Scope of Work
  - An updated Schedule of Products and Due Dates
  - Monthly Progress Reports (Task 1.4)
  - Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
  - Final Report (Task 1.5)

#### **Recipient Products:**

- Updated Schedule of Products
- Updated List of Match Funds
- Updated List of Permits

#### **Commission Agreement Manager Product:**

- Kick-Off Meeting Agenda

## **Task 1.2 Critical Project Review (CPR) Meetings**

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. The goal of this task is to determine if the project should continue to receive Energy Commission 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 Commission Agreement Officer, the Fuels and Transportation Division (FTD) program lead, other Energy Commission staff and Management as well as other individuals selected by the CAM to provide support to the Energy Commission.

### **The CAM shall:**

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the Energy Commission, but they may take place at another location.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. Prepare a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (please see section 8 of the Terms and Conditions). If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.
- Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

### **The Recipient shall:**

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Recipient shall submit these documents to the CAM and any other designated reviewers at least 15 working days in advance of each CPR meeting.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

**CAM Products:**

- Agenda and a list of expected participants
- Schedule for written determination
- Written determination

**Recipient Product:**

- CPR Report(s)

**Task 1.3 Final Meeting**

The goal of this task is to closeout this Agreement.

**The Recipient shall:**

- Meet with Energy Commission 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, the Commission Grants Office Officer, and the Commission Agreement Manager. 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 Commission Agreement Manager.

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 Commission Agreement Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Agreement Manager and the Grants Officer about the following Agreement closeout items:

- What to do with any equipment purchased with Energy Commission funds (Options)
- Energy Commission's request for specific "generated" data (not already provided in Agreement products)
- Need to document Recipient's disclosure of "subject inventions" developed under the Agreement
- "Surviving" Agreement provisions
- Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

**Products:**

- Written documentation of meeting agreements
- Schedule for completing closeout activities

### **Task 1.4 Monthly 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 Monthly 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. Each progress report is due to the Commission Agreement Manager within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 of the Terms and Conditions of this Agreement.
- In the first Monthly Progress Report and first invoice, document and verify match expenditures and provide a synopsis of project progress, if match funds have been expended or if work funded with match share has occurred after the notice of proposed award but before execution of the grant agreement. If no match funds have been expended or if no work funded with match share has occurred before execution, then state this in the report. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.

#### **Product:**

- Monthly Progress Reports

### **Task 1.5 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. If the Recipient has obtained confidential status from the Energy Commission 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.

**The Recipient shall:**

- Prepare an Outline of the Final Report, if requested by the CAM.
- Prepare a Final Report 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 one bound copy of the Final Report with the final invoice.

**Products:**

- Outline of the Final Report, if requested
- Draft Final Report
- Final Report

**Task 1.6 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 Energy Commission budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds shall be spent concurrently or in advance of Energy Commission funds for each task during the term of this Agreement. 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 Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the Energy Commission 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 Energy Commission awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
  - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
  - Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.

- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Agreement Manager if during the course of the Agreement additional match funds are received.
- Notify the Commission Agreement Manager within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR meeting.

**Products:**

- A letter regarding match funds or stating that no match funds are provided
- Copy(ies) of each match fund commitment letter(s) (if applicable)
- Letter(s) for new match funds (if applicable)
- Letter that match funds were reduced (if applicable)

**Task 1.7 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 Energy Commission budget for this task will be zero dollars, the Recipient shall 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 Commission Agreement Manager 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 Commission Agreement Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Agreement Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Agreement Manager within 5 working days. Either of these events may trigger an additional CPR.

**Products:**

- Letter documenting the permits or stating that no permits are required
- A copy of each approved permit (if applicable)
- Updated list of permits as they change during the term of the Agreement (if applicable)
- Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)
- A copy of each final approved permit (if applicable)

**Task 1.8 Obtain and Execute Subcontracts**

The goal of this task is to ensure quality products and to procure subcontractors required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient's own procurement policies and procedures. It will also provide the Energy Commission an opportunity to review the subcontracts to ensure that the tasks are consistent with this Agreement, and that the budgeted expenditures are reasonable and consistent with applicable cost principles.

**The Recipient shall:**

- Manage and coordinate subcontractor activities.
- Submit a draft of each subcontract required to conduct the work under this Agreement to the Commission Agreement Manager for review.
- Submit a final copy of the executed subcontract.
- If Recipient decides to add new subcontractors, then the Recipient shall notify the CAM.

**Products:**

- Letter describing the subcontracts needed, or stating that no subcontracts are required
- Draft subcontracts
- Final subcontracts

**TECHNICAL TASKS**

*Products that require a draft version are indicated by marking “(draft and final)” after the product name in the “Products” section of the task/subtask. If “(draft and final)” does not appear after the product name, only a final version of the product is required. For products that require a draft version, the Recipient shall submit all draft products to the CAM for review and comment, consider incorporating all CAM comments into the final product, and submit the revised product as a final version.*

**TASK 2: PUBLIC ENGAGEMENT****Task 2.1: Manage Partner Activities**

The goal of this task is to develop outreach plans and marketing materials, and conduct public engagement activities.

**The Recipient shall:**

- Develop draft and final outreach plans.
- Hold at least 24 public outreach events in communities across the Central Valley, including training and workshops.

**Products:**

- Outreach plans (draft and final)

**Task 2.2: Grades K-5 Traveling Teacher Program**

The goal of this task is to provide curriculum and Next Generation Science Standards (NGSS) standards-based outreach to grades K-6 classrooms. A new air quality workshop, including a particulate matter citizen science activity, will be incorporated into an existing Central Valley traveling teacher program that already successfully conducts 900-1000 grades K-5 classroom workshops annually.

**The Recipient shall:**

- Develop curricula for STEM workshops on air quality and clean transportation alternatives with bilingual take-home materials on program and incentive information for students to take home and share with their families.
- Train traveling teachers on the new standards-based workshop materials which will be delivered in both Spanish and English.
- Coordinate schedule of classroom visits with the traveling teachers.

- Conduct approximately 50 classroom workshops in schools across the Central Valley.
- Maintain a log of workshop dates, locations and classroom size.
- Conduct follow-ups such as sending emails.
- Create classroom workshop materials, and list of NGSS standards addressed (Grades K-5).
- Create bilingual take-home materials for family members of students (Grades K-5).

**Products:**

- Classroom workshop materials (Grades K-5).
- Bilingual take-home materials for family members of students (Grades K-5).
- Log of workshop dates, locations and classroom sizes, including all follow-up activities and events.

**Task 2.3: Grades 6 – 8 Lesson Plan Development**

The goal of this task is to provide curriculum and standards-based support to Grades 6 - 8 by developing lessons that address the following NGSS Performance Expectations: MS-ESS3-3, MS-ESS3-4, and MS-ETS1-1.

**The Recipient shall:**

- Develop and/or procure curricula-based STEM lesson plans on air quality and clean transportation alternatives.
- Provide lesson plans to teachers.
- Maintain a log of teachers reached, their school locations and estimated number of students served.

**Products:**

- Draft Lesson plans, and list of NGSS standards addressed
- Final Lesson plans, and list of NGSS standards addressed

**TASK 3: COMMERCIAL OUTREACH & ASSISTANCE**

**Task 3.1: Market Education and Outreach**

The goal of this task is to provide commercial entities in the Central Valley with general and actionable information on clean transportation technologies and fuels, incentives information, implementation of best practices and program services. This task will engage potential market participants with workshops, webinars, one-on-one meetings, digital marketing materials (e.g., website) and literature drops.

**The Recipient shall:**

- Develop and update programmatic messaging.
- Develop marketing materials including one-page flyers, and emails.
- Develop and maintain website with basic project contact, resource and event information.
- Host at least two no-cost workshops.
- Host at least six no-cost webinars.
- Conduct one-on-one meetings.
- Develop lists of partner-stakeholders including truck dealerships, OEMs and other technology and service providers in the Central Valley.
- Establish partnerships and collaborations with stakeholder-partners (e.g., workshops hosted at a truck dealership).
- Identify key barriers and existing resources for target businesses.

**Products:**

- Log of commercial outreach workshops and webinar events, agendas and attendance
- Log of one-on-one in person meetings
- Draft marketing materials including digital, print and website
- Final marketing materials including digital, print and website

**Task 3.2 Remote Technical Assistance and Information Support**

The goal of this task is to provide a remote concierge service for fleet and infrastructure operators seeking information on incentives, technology choices, and implementation best practices. Recipient will establish and support phone and email hotlines with bilingual support to answer basic, intermediate and advanced inquiries. The recipient will pre-screen hotline operators to ensure they have sufficient subject-matter-expertise to provide subject-matter-expertise support.

**The Recipient shall:**

- Develop FAQs, script and other internal resource materials for the hotline.
- Create hotline program marketing materials.
- Staff training on hotline procedures and project development support.
- Setup phone and email address for hotline access.
- Deploy and publicize hotline service.
- Log hotline activities for final report.

- Develop a memo on results of an end of project survey.
- Log grant funding inquiries.

**Products:**

- Hotline program marketing materials (e.g. flyers or emails promoting the service)
- Log of technical assistance queries including description and caller information (e.g., organization type).
- Memo on results of an end of project survey to determine whether callers acted upon or implemented projects after using the hotline
- Log of grant funding inquiries

**Task 3.3: Project Development Support**

The goal of this task is to provide fleets and other commercial enterprises in the Central Valley that have embarked on clean transportation projects and technology adoption with the resources necessary to best implement and develop those projects. This task will provide new market participants with technical support, contacts, and additional resources which will ensure smoothest deployment before, during, and after project implementation.

**The Recipient shall:**

- Provide fleets with best-practices materials (i.e. checklists) to support project development and implementation.
- Generate and share a list of contacts of vendors and technology consultants that will serve as resources for project development.
- Meet one-on-one with fleet managers.
- Coordinate a review schedule to ensure that the project is sustainably managed post-completion.
- Coordinate debrief for lessons learned at each milestone or project completion.
- Log project engagement activities for final report.

**Products:**

- Log of project engagement activities

**Task 3.4: Media**

The goal of this task is to provide commercial fleets with trade and vehicle technology news necessary to make decisions on alternative fuel vehicle purchases. This task will engage potential market participants with locally relevant news, case studies and digital marketing materials to raise the profile of Central Valley alternative fuel projects and to encourage others to adopt clean transportation technologies as well.

**The Recipient shall:**

- Promote the workshops and webinars referenced in Task 3.1.
- Develop contact lists to support Central Valley outreach.
- Attend and report on relevant industry and regional events.

- Create and distribute Central Valley alternative fuel truck news to trade press and other outlets including but not limited to *ACT News* and its 25,000 active subscribers.
- Create and distribute news content on the project to increase participation for services including the technical service hotline, meetings and events such as workshops and webinars.

**Products:**

- Analytics reports summarizing news and project update distribution.
- Central Valley ACT News samples

**[CPR WILL OCCUR DURING THIS TASK. See Task 1.2 for details.]**

**TASK 4: STAKEHOLDER ENGAGEMENT**

The goal of this task is to engage collaboratively with community-based, environmental justice organizations and regional governments as well as prominent influencers in the Central Valley to plan, amplify outreach, and receive iterative feedback on project tactics. Stakeholder engagement and collaborative planning with partners will enhance project activities and outcomes. As a result of this collaboration, a greater number of fleets will be reached, families will be engaged, and communities activated to address air quality challenges.

**Task 4.1: Manage Partner Activities**

The goal of this task is to coordinate the development of an outreach plan and marketing materials, and to coordinate the activities of public engagement partners across the Central Valley.

**The Recipient shall:**

- Recruit partners and present to regional taskforces and committees to support project activities.
- Organize and hold at least 12 regular meetings with these stakeholder organizations.

**Products:**

- Meeting agendas and action items

**Task 4.2: Stakeholder Engagement**

**The Recipient shall:**

- Develop a list of target community-based organizations, environmental justice organizations and prominent news influencers.
- Develop outreach schedule for at least 18 speaking events per year and news content sharing with partner organizations.
- Conduct outreach per schedule and keep log of events attended.
- Provide direction and quality assurance for the development of program materials (i.e., feedback from community and environmental justice groups on messaging).

**Products:**

- List of priority community organizations and influencers
- Community organization outreach schedule
- Log of community outreach events

**Task 5: DATA COLLECTION AND ANALYSIS**

The goal of this task is to collect operational data from the project, to analyze that data for economic and environmental impacts, and to include the data and analysis in the Final Report.

**The Recipient shall:**

- Develop data collection test plan.
- Troubleshoot any issues identified.
- Collect data on outreach including number of meetings, calls and other technical assistance or education activities.
- 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 Energy Commission with actual project performance and accomplishments.
- Collect data, information, and analysis described above and include in the Final Report.

**Products:**

- Data collection information and analysis will be included in the Final Report

STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: GLADSTEIN NEANDROSS & ASSOCIATES, LLC.

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

**RESOLVED**, that the Energy Commission approves Agreement ARV-18-031 with Gladstein Neandross & Associates, LLC for a \$697,662 grant to support the deployment of clean medium- and heavy-duty transportation in California's Central Valley by providing commercial entities with information about clean transportation fuels and technologies, providing technical assistance to fleets that pursue these options, facilitating access to incentives, and increasing community engagement; and

**FURTHER BE IT RESOLVED**, that the Executive Director or his/her designee shall execute the same on behalf of the Energy Commission.

**CERTIFICATION**

The undersigned Secretariat to the Commission 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 California Energy Commission held on June 12, 2019.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

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Cody Goldthrite,  
Secretariat