



**California Energy Commission
May 13, 2026 Business Meeting**

Backup Materials for GRID Alternatives Greater Los Angeles, Inc.

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

1. Proposed Resolution
2. Contract Amendment Request Form
3. Scope of Work
4. Novation Agreement

CALIFORNIA ENERGY COMMISSION

PROPOSED RESOLUTION: GRID Alternatives Greater Los Angeles, Inc.

RESOLUTION NO: 26-0513-XX

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 amendment 3 to agreement ZVI-22-007 for a novation changing the grant recipient from GRID Alternatives Greater Los Angeles, Inc. to GRID Alternatives, and extending the term of the grant. This \$1,099,211 grant funds the deployment of electric vehicle charging stations at multi-family housing complexes in Los Angeles County; and

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

APPROVED AND ADOPTED this 13th day of May 2026, by the following vote:

AYE:

NAY:

ABSENT:

ABSTAIN:

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 approved and adopted by affirmative vote of the CEC at a meeting held on May 13, 2026.

Kim Todd
Secretariat



STATE OF CALIFORNIA

GRANT AMENDMENT REQUEST FORM (GARF)

CEC-277 (Revised 03/2026)

CALIFORNIA ENERGY COMMISSION

Original Agreement # ZVI-22-007 Amendment # 3

Division	Agreement Manager:	MS-	Phone
Fuels and Transportation Division	Sarah Minami	27	279-226-1140

Recipient's Legal Name
GRID Alternatives Greater Los Angeles, Inc.

Revisions: (check all that apply)	Additional Requirements
<input checked="" type="checkbox"/> Term Extension New End Date: 12 / 31 / 2027	Include revised schedule and complete items A through G below (as applicable).
<input type="checkbox"/> Budget Augmentation Amendment Amount: \$ 0	Include revised budget and complete items A through G below (as applicable)
<input type="checkbox"/> Budget Reallocation	Include revised budget and complete items A through G below (as applicable)
<input type="checkbox"/> Scope of Work Revision	Include revised scope of work and complete items A through G below (as applicable)
<input type="checkbox"/> Change in Project Location or Demonstration Site	Include revised scope of work and complete items A through G below (as applicable)
<input checked="" type="checkbox"/> Novation/Name Change of Prime Recipient	Include novation documentation and complete items A through G below (as applicable)
<input type="checkbox"/> Terms and Conditions Modification	Include applicable exhibits with bold/underline/ strikeout and complete items A through G below (as applicable)

A) Business Meeting Information

Business Meeting approval is not required for the following types of Agreements:

Minor amendments delegated to Executive Director per December 2013 Resolution

Proposed Business Meeting Date / / Consent Discussion

Business Meeting Presenter Time Needed: minutes

Please select one list serve. Select

Project Description:

Proposed resolution approving amendment 3 to agreement ZVI-22-007 for a novation changing the grant recipient from GRID Alternatives Greater Los Angeles, Inc. to GRID Alternatives, as well as an extension of the grant term, and adopting staff's recommendation that this action is exempt from CEQA. This \$1,099,211 grant funds the deployment of electric vehicle charging stations at multi-family housing complexes in Los Angeles County. (General Fund Funding) Contact: Sarah Minami

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



GRANT AMENDMENT REQUEST FORM (GARF)

Legal Company Name:	Budget
SWTCH - Chargers and O&M Service	\$ 155,000.00
Housing Authority of the City of Los Angeles	\$ 91,910.00
TBD - Construction equipment, construction, panel upgrades, etc.)	\$ 361,500.00

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

Legal Company Name:
SWTCH - Chargers and O&M Service
Housing Authority of the City of Los Angeles

D) Budget Information (only include amendment amount information)

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
General Fund	FY 21/22	610.129ZEV	\$0

R&D Program Area: Select Program Area TOTAL: \$

Explanation for "Other" selection

Federal Agreement #:

E) 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 .

2. If Agreement is considered a "Project" under CEQA:

- a) Agreement **IS** exempt.
- Statutory Exemption. List PRC and/or CCR section number:
- Categorical Exemption. List CCR section number: Cal. Code Regs., tit.14, sec. 15301, 15303
- Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section:

Under this Agreement, GRID Alternatives Greater Los Angeles, Inc. will purchase and install electric vehicle charging infrastructure at several locations – to wit, HACLA complexes in Los Angeles County. The electric vehicle charging infrastructure will only involve commercially available products being installed in existing parking areas and/or existing facilities. California Code Regulations (CCR) Title 14 Section 15301 provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alterations of existing public or private structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of existing or



GRANT AMENDMENT REQUEST FORM (GARF)

former, are categorically exempt from the provisions of CEQA. This project meets the requirements of 14 CCR 15301 because installation of the electric vehicle chargers and associated equipment will only involve minor alterations and no expansion of existing or former use since the installations will occur predominantly in existing facilities such as parking areas.

CCR Title 14 Section 15303 provides that projects which consist of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure, are categorically exempt from the provisions of CEQA. This project meets the requirements of 14 CCR 15303 because only a limited number of new small equipment in the form of electric vehicle chargers and associated equipment will be added to existing facilities such as commercial or multi-unit residential parking areas. This work will only require minor modifications, such as small amounts of trenching, extending electrical lines to the equipment, securing the electric vehicle chargers in place, and adding signage. Therefore, the project falls within section 15303 and will not have significant effect on the environment.

b) Agreement **IS NOT** exempt. (consult with the legal office to determine next steps)

Check all that apply

- Initial Study
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report
- Statement of Overriding Considerations

F) Is this project considered "Infrastructure"?

Yes

G) The following items should be attached to this GARF (as applicable)

- | | | |
|---|---|--|
| 1. Schedule of Products | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 2. Exhibit A, Scope of Work | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 3. Exhibit B, Budget Detail | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEQA Documentation | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. Novation Documentation | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 6. CEC 105, Questionnaire for Identifying Conflicts | | <input checked="" type="checkbox"/> Attached |
| 7. Terms and Conditions | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |

Exhibit A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Community Engagement
3	X	Design and Construction
4		Operations and Maintenance
5		Data Collection and Analysis
6		Project Fact Sheet

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Alex Turek Stella Ursua	N/A	HACLA
2	Stella Ursua	N/A	HACLA
3	Jonatan Escalante Augie Kazickas Joe Smith	TBD	SWTCH
4	Alex Turek Stella Ursua	N/A	HACLA
5	Alex Turek Stella Ursua	N/A	HACLA

GLOSSARY

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

Term/ Acronym	Definition
AHJ	Authority Having Jurisdiction
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
ACC	Access Clean California

CARB	California Air Resources Board
CTP	Clean Transportation Program
CPR	Critical Project Review
CVAP	Clean Vehicle Assistance Program
CVRP	Clean Vehicle Rebate Program
EV	Electric Vehicle
EVSE	Electric Vehicle Supply Equipment
FTD	Fuels and Transportation Division
HACLA	Housing Authority of the City of Los Angeles
MFH	Multi-family Housing
MUD	Multi-unit Dwelling
PV	Photovoltaic
Recipient	GRID Alternatives
ZEV	Zero-Emission Vehicle

Background

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

On November 24, 2021, the California Energy Commission (CEC) released a Grant Funding Opportunity (GFO) entitled “Reliable, Equitable, and Accessible Charging for multi-family Housing (REACH).” This competitive grant solicitation was to demonstrate replicable and scalable business and technology models for large-scale deployment of electric vehicle (EV) charging infrastructure capable of maximizing access and EV travel for multi-family housing (MFH) residents. In response to GFO-21-603, the Recipient submitted application #22 which was proposed for funding in the CEC’s Notice of Proposed Awards on May 11, 2022. GFO-21-603 and Recipient’s application are hereby incorporated by reference into this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient’s Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient’s Application and the terms of CEC’s Award, CEC’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:

One of the most persistent challenges for zero-emission vehicle (ZEV) adoption is the need to build out home charging infrastructure in apartment buildings and condominiums, also known as multi-unit dwellings (MUDs). Home charging remains a primary motivator of ZEV adoption, and while this is generally a straightforward proposition for single-family homeowners, MUD

residents face a number of obstacles. These include, but are not limited to, the variable and often high cost of home charging installation, the low- to non-existent investment motivation by both tenant and owner, and the often limited and complex nature of shared parking scenarios. This challenge has far reaching consequences, particularly in the City of Los Angeles, where nearly half of all housing units (49.4% of 955,305 total units) are located in MUDs with 5 or more units; i.e., nearly half of the housing units in the City of Los Angeles face significant barriers to home charging and thus to ZEV adoption.

These barriers are magnified for those with constrained financial resources who live in communities with limited transportation options, particularly low-income residents of affordable multifamily housing. These residents face financial restrictions such as limited access to capital and financing, and they also encounter barriers specific to their community, (e.g., access, convenience, safety, etc.), barriers in funding for clean transportation investments, and barriers in residents' awareness of clean transportation and mobility options. Moreover, the nonprofit and government operators who provide affordable multifamily housing to these residents face an assortment of financial and non-financial barriers as well.

Goals of the Agreement:

The goal of this Agreement (aka Project) is to demonstrate and test multiple business models at Housing Authority of the City of Los Angeles (HACLA) public housing sites that seek to provide innovative, highly replicable solutions for the extensive barriers to ZEV adoption facing low-income affordable multifamily housing residents. In each case, the deployment of charging infrastructure will be matched with an extensive resident education and outreach program to ensure that tenants have access to all of the information and funding available to them to purchase or lease ZEVs that they can now charge at home.

Objectives of the Agreement:

The objectives of this Agreement are to:

- Provide home charging access for at least 100 HACLA residents
- Install 30 ZEV home charging units across multiple HACLA sites
- Recruit 30 resident ZEV drivers across multiple HACLA sites through the California Air Resources Board's (CARB's) Access Clean California (ACC) programs
- Establish a pricing scheme that recovers all ZEV related costs including utility costs, service costs, and operation and maintenance costs for HACLA
- Establish a pricing scheme that maximizes the value proposition for new resident ZEV drivers
- Install a solar PV system that offsets at least 80% of the new ZEV related load at one site
- Evaluate the effectiveness of community-led outreach for ZEV adoption and home charging administration in public housing settings
- Create best practices for ZEV home charging at public housing sites with limited parking supply
- Quantify cost savings between incorporating ZEV home charging into new construction vs. retrofitting existing properties

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 CEC Accounting Office. The Recipient shall bring their Project Manager, Agreement Administrator, Accounting Officer, and any others determined necessary by the Recipient or specifically requested by the CAM to this meeting.
- Provide a written statement of project activities that have occurred after the notice of proposed awards but prior to the execution of the agreement using match funds. If none, provide a statement that no work has been completed using match funds prior to the execution of the agreement. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.
- Discuss the following administrative and technical aspects of this Agreement:
 - Agreement Terms and Conditions
 - Critical Project Review (Task 1.2)
 - Match fund documentation (Task 1.7) No reimbursable work may be done until this documentation is in place.
 - Permit documentation (Task 1.8)
 - Subawards needed to carry out project (Task 1.9)
 - The CAM’s expectations for accomplishing tasks described in the Scope of Work
 - An updated Schedule of Products and Due Dates
 - Monthly Calls (Task 1.4)
 - Quarterly Progress Reports (Task 1.5)
 - Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
 - Final Report (Task 1.6)

Recipient Products:

- Updated Schedule of Products
- Updated List of Match Funds
- Updated List of Permits
- Written Statement of Match Share Activities

Commission Agreement Manager Product:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

CPRs provide the opportunity for frank discussions between the CEC and the Recipient. The goal of this task is to determine if the project should continue to receive CEC funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule or budget.

The CAM may schedule CPR meetings as necessary, and meeting costs will be borne by the Recipient.

Meeting participants include the CAM and the Recipient and may include the CAO, the Fuels and Transportation Division (FTD) program lead, other CEC staff and Management as well as other individuals selected by the CAM to provide support to the CEC.

The CAM shall:

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

The Recipient shall:

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

CAM Products:

- Agenda and a list of expected participants

- Schedule for written determination
- Written determination

Recipient Product:

- CPR Report(s)

Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement.

The Recipient shall:

- Meet with CEC staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.

This meeting will be attended by, at a minimum, the Recipient and the CAM. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the CAM.

The technical portion of the meeting shall present an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements. The CAM will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the CAM about the following Agreement closeout items:

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

Products:

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

Task 1.4 Monthly Calls

The goal of this task is to have calls at least monthly between CAM and Recipient to verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement on time and within budget.

The objectives of this task are to verbally summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, to verify match funds are being proportionally spent concurrently or in advance of CEC funds or are being spent in accordance with an approved Match Funding Spending Plan, to form the basis for determining whether invoices are consistent with work performed, and to answer any other questions from the CAM. Monthly calls might not be held on those months when a quarterly progress report is submitted, or the CAM determines that a monthly call is unnecessary.

The CAM shall:

- Schedule monthly calls.
- Provide questions to the Recipient prior to the monthly call.
- Provide call summary notes to Recipient of items discussed during call.

The Recipient shall:

- Review the questions provided by CAM prior to the monthly call
- Provide verbal answers to the CAM during the call.

Product:

- Email to CAM concurring with call summary notes.

Task 1.5 Quarterly Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement on time and within budget.

The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

The Recipient shall:

- Prepare a Quarterly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Progress reports are due to the CAM the 10th day of each January, April, July, and October. The Quarterly Progress Report template can be found on the ECAMS Resources webpage available at <https://www.energy.ca.gov/media/4691>.

Product:

- Quarterly Progress Reports

Task 1.6 Final Report

The goal of the Final Report is to assess the project's success in achieving the Agreement's goals and objectives, advancing science and technology, and providing energy-related and other benefits to California.

The objectives of the Final Report are to clearly and completely describe the project's purpose, approach, activities performed, results, and advancements in science and technology; to present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements to the FTD project management processes.

The Final Report shall be a public document. 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 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 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 1.7 Identify and Obtain Matching Funds

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the CEC budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a part of the proposal that led to the CEC awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
 - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
 - Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the CAM if during the course of the Agreement additional match funds are received.
- Notify the CAM within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR meeting.

Products:

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

Task 1.8 Identify and Obtain Required Permits

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Although the CEC budget for this task will be zero dollars, the Recipient may budget match funds for any expected expenditures associated with obtaining permits. Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

The Recipient shall:

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies the:
 - Type of permit
 - Name, address and telephone number of the permitting jurisdictions or lead agencies
 - The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the CAM.
- As permits are obtained, send a copy of each approved permit to the CAM.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 working days. Either of these events may trigger an additional CPR.

Products:

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

Task 1.9 Obtain and Execute Subawards

The goal of this task is to ensure quality products and to procure subrecipients required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient's own procurement policies and procedures.

The Recipient shall:

- Manage and coordinate subrecipient activities.
- If requested by the CAM, submit a draft of each subaward required to conduct the work under this Agreement to the CAM for review.
- If requested by the CAM, submit a final copy of the executed subaward.
- If Recipient intends to add new subrecipients or change subrecipients, then the Recipient shall notify the CAM.

Products:

- Letter describing the subawards needed, or stating that no subawards are required
- Draft subcontracts (if requested)
- Final subcontracts (if requested)

Task 1.10 Obtain and Execute Site Host Agreements

The goal of this task is to ensure quality products and to execute 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 site host agreements, and ensure the right to use the project site(s) 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 any project site(s) cannot be acquired or can no longer be used for the project. If requested by the CAM, submit a final copy of the executed subaward.**
- **Submit a letter to the CAM describing any site host agreement(s) needed or stating that no site host agreement(s) are required.**
- **If requested by the CAM, submit a draft of any and all site host agreement(s) required to conduct the work under this Agreement to the CAM for review.**
- **If requested by the CAM, submit a final copy of any and all site host agreement(s).**

Products:

- **Letter describing the site host agreement(s) needed, or stating that no site host agreement(s) is/are required**
- **Draft site host agreement(s) (if requested)**
- **Final site host agreement(s) (if requested)**

TECHNICAL TASKS

TASK 2 COMMUNITY ENGAGEMENT

The goals of this task are to establish and convene a Resident Outreach Committee (ROC) to inform the Project; draft an actionable Community Engagement Strategy Plan to guide outreach, education and recruitment; and implement the Community Engagement Strategy Plan throughout the Project.

The Recipient shall:

- Hire a resident outreach coordinator ~~from one of the HACLA properties involved in the Project.~~
- Train the resident outreach coordinator on ZEV market and ACC rebate programs.
- Identify community leaders and key stakeholders that will be instrumental in influencing residents on the benefits of EVs and on-site charging stations.
- Establish a ROC composed of the resident outreach coordinator, HACLA's existing Residential Advisory Committee, HACLA Resident Services representatives, and members of GRID outreach team. ROC activities will include but are not limited to:
 - Developing a statement of goals for the ROC including but not limited to a list of members, expectations for members, anticipated meeting schedule, and description of how ROC input will inform project activities (e.g., site location, parking administration, etc.).
 - Holding in-person and/or virtual ROC meetings quarterly to present project progress, solicit feedback, evaluate opportunities for improvement, and document community input received and how it can be integrated into project activities.
- Prepare a *Community Engagement Strategy Plan* based on a review of existing resources and stakeholder feedback that includes, but is not limited to:
 - Proposed community engagement and ZEV driver recruitment strategy and implementation timeline, which may include, but is not limited to:
 - Regularly scheduled presentations (both virtual and in-person depending on COVID situation) for residents.
 - Clean mobility outreach events (Ride & Drive) to introduce and connect tenants to ACC grant/rebate programs.
 - ACC Benefits Finder walkthrough with interested customers to determine their eligibility and transportation needs.
 - Evaluation and determination of potential ZEV charging sites.
 - Discussion of parking administration strategies to ensure equitable access to charging.
 - Discussion of safety and security strategies.
 - Discussion of resident displacement prevention strategies,
 - Discussion of operations and maintenance.
 - Discussion of scalability and replicability.

- Implement the *Community Engagement Strategy Plan* and document in quarterly progress reports how specific Project activities will include community and stakeholder input.
- Provide hands-on EV charging training including how to pay using credit cards, refuel cards, RFID and cellular phone applications, how to track usage and costs, how to reserve the charger parking spaces, and other relevant information.
- Develop and disseminate *Community Outreach Material* that includes but is not limited to the following items:
 - Assistance to residents in completing and submitting ACC applications.
 - A survey to distribute to and receive from the residents of the involved HACLA properties.
 - Multilingual and culturally appropriate resources to inform communities and other stakeholders of project goals, objectives, intended benefits, and opportunities to share input.
- Prepare a *Community Engagement Strategy Report* providing an overview of the community engagement activities conducted, feedback received, lessons learned, discussion of how community engagement informed project execution, and recommendations for future projects.

Products/Deliverables:

- *Community Engagement Strategy Plan*
- *Community Outreach Material*
- *Community Engagement Strategy Report*

TASK 3 DESIGN AND CONSTRUCTION

The goal of this task is to design, engineer, permit, and construct the proposed electric vehicle supply equipment (EVSE) and solar photovoltaic (PV) systems, as well as identify lessons learned and areas for improvement.

Task 3.1 System Design and Engineering

The goal of this task is to design and engineer the EVSE at each property involved in the Project (“site”), and a solar PV system for one selected site.

The Recipient shall:

- Determine final charging and solar PV locations incorporating feedback from *Community Engagement Strategy Report* under Task 2
- Conduct final site visits with subcontractors and utility to determine scope of work and method of interconnection
- Design and engineer the EVSE systems at each site
- Design and engineer the PV solar system at one site
- Submit all necessary applications for permits to City of Los Angeles Building and Safety for plan check
- Submit all necessary interconnection applications to Los Angeles Department of Water and Power (LADWP)

- Provide written notification to the CAM when all design, engineering, and plan submittals to the Authority Having Jurisdiction (AHJ) are complete. Written notification shall include: 1) notification of completion of design and engineering, including a demonstration that the Project will provide charging access for a minimum of 100 multifamily housing residential units; 2) documentation of all submissions to the AHJ for “plan check,” and 3) documentation of all applications to LADWP for utility interconnection.

Products:

- Written notification of completion of design and engineering
- Written notification of submissions to the AHJ for “plan check”
- Written notification of applications to LADWP for utility interconnection

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

Task 3.2 Construction

The goal of this task is to construct and install the EVSE at each Project site, and a solar PV system for one selected site.

The Recipient Shall:

- Procure all necessary equipment for EVSE at each Project site.
- Procure all necessary Solar PV system equipment for one site.
- Construct the EVSE at each site and Solar PV system at one site.
- At each site, following installation, interconnect EVSE and interconnect Solar PV system at the selected site, and develop a *Construction, Installation and Verification Report* which provides the following for each site:
 - Written notification of the completion of construction and equipment installation, and interconnection
 - Photographic evidence of installation
 - AB 841 Certification that certifies each site for the project has complied with all AB 841 (2020) requirements specified in the Agreement Terms and Conditions or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient’s authorized representative.
 - EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program (EVITP) 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.

Products:

- Construction, Installation and Verification Reports

TASK 4 OPERATIONS AND MAINTENANCE

The goal of this task is to ensure that the chargers installed in the project are operational at least 97 percent of a charging site's standard hours of operation for five years after commissioning.

Task 4.1 Operations

The Recipient shall:

- Operate the installed charging stations during the term of this agreement.
- Ensure that the chargers installed in the project are operational at least 97 percent of a charging site's standard hours of operation for five years after commissioning. Without limitation to other rights and remedies which the CEC may have, including but not limited to survival provisions specified in the Terms and Conditions of this agreement, this requirement to ensure operability for five years after commissioning shall survive the completion or termination date of this agreement. In addition to other requirements in the Terms and Conditions of this agreement, all CEC-reimbursable expenditures must be incurred within the agreement term.

Task 4.2 Maintenance

The Recipient shall:

- Perform regular preventive maintenance, including visual inspection, performance testing, functional validation, and reporting.
- Monitor network performance.
- Dispatch maintenance technicians in a timely manner after a service issue has been reported.
- Provide charging station users with 24/7 call center service that will assist users with any technical issues encountered at the stations.
- Prepare a *Stations Operations Report* for each project site sent quarterly to the CAM after station commissioning through the term of the agreement. The report will include a summary of uptime measures, calculation of uptime, and number of dispatch events needed during the quarter.

Product:

- Stations Operations Reports delivered with the Quarterly Progress Reports described in Task 1.5

Task 4.3 Recordkeeping and Reporting

The Recipient shall:

- Keep and maintain a record of the standard hours of operation for each site, including any changes over the operational period.
- Keep and maintain detailed records of maintenance and repairs. Records shall include:
 - Whether the maintenance was scheduled preventive maintenance or response to an identified issue
 - Date and time the need for corrective maintenance was reported, if applicable
 - Date and time maintenance began
 - Date and time maintenance was completed
 - Narrative describing nature of maintenance required
 - Any component failures / replacements
- Keep and maintain a record of the operative status of each connector from the time the equipment is commissioned until the end of the operational period defined by this agreement.
 - The record shall include any time the Recipient knows or is notified that a connector is incapable of delivering a charge, for example by observation, by receipt of a service call, by notice of power outage or telecommunications outage, or other means.
 - For any networked chargers, Recipient shall record the time and the operative status of each connector every 15 minutes.
 - For example, a central system using OCPP 1.6 could send TriggerMessage.req, 'requestedMessage' = 'StatusNotification' and record both the TriggerMessage.conf and StatusNotification.req sent by the charge point in response.
 - Excluded downtime shall be recorded, including any supporting documentation from an independent party, e.g., notice from an electric utility of a power outage or police report of vandalism. The record shall include an explanation of the cause of the downtime, why it should be considered excluded downtime, and the efforts made to minimize the downtime.
- Make these records available, in a standard electronic format of the CEC's choosing, to the CEC within 10 business days of a written request by the CEC.

- 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, the requirements for recordkeeping and reporting under this Task shall remain in effect for five years after commissioning and 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.
- The requirements for recordkeeping and reporting under this Task are in addition to requirements specified in this Agreement's Terms and Conditions, section 18.b, Retention of Records, and any other applicable Terms and Conditions.

Products:

- Record of standard hours of operation
- Record of the operative status of each connector
- Records of maintenance and repairs

Task 4.4 Definitions

- a) Central System: The central system that communicates with one or more chargers, for example, to authorize users, monitor charger status, and/or collect, transmit, record, and manage other information.
- b) Connector: A connector is what is plugged into a vehicle to charge it.
- c) Charging Site: A physical location with one or more chargers.
- d) Charger: A device that safely supplies electrical power to an electric vehicle through connectors. Where a device has multiple connectors or can serve multiple parking spaces, the number of chargers is equal to the number of vehicles that can be simultaneously charged.
- e) Downtime: Any period of time within the standard hours of operation in which a charger is not operational.

For networked chargers, a period in which the charge point's response to the central system's request for notification of operative status indicates that the connector or charge point is in an inoperative state is downtime.

- For example, in OCPP 1.6 intervals when **StatusNotification.req** protocol data unit **Status Field** = 'Unavailable' or 'Faulted' **OR errorCode Field** = 'ConnectorLockFailure', 'GroundFailure', 'HighTemperature', 'InternalError', 'OverCurrentFailure', 'OverVoltage', 'PowerMeterFailure', 'PowerSwitchFailure', 'ReaderFailure', 'ResetFailure', or 'UnderVoltage' are "downtime."
- f) Excluded downtime: A period of downtime, within the standard hours of operation, caused by any of the following:
 - **Electric Grid Power Loss:** Power supplied by the electric utility for a site is not supplied at levels required to for minimum function of chargers / station. This may include, but is not limited to, service outages due to utility equipment malfunction or public safety power shut-offs.

- **Accident, Vandalism or Theft:** Physical damage to the charger for events such as vehicle collision with a charger, theft of charging cables, damage to connectors from mishandling, and damage to screens. Excluded downtime is limited to a maximum of 5 days for each event.
 - **Telecommunication Network Outages:** Loss of communication between a charger and a central system due to cellular or internet service provider system outages that are beyond the control of the Recipient.
 - **Planned Outage for Maintenance or Upgrade:** Any planned maintenance indicated in the funding Recipient's Operations and Maintenance Plan, submitted with application for funding, or an updated Plan approved by the CAM in advance of the planned outage.
 - **Extraordinary Events:** Unforeseeable events that would have been impossible to plan for using commercially reasonable methods.
- g) **Operational:** A charging port is considered operational when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity as expected.
- h) **Uptime:** Uptime is calculated as:

$$\text{Uptime} = \frac{\text{Total Standard Hours of Operation} - \text{Downtime} + \text{Excluded Downtime}}{\text{Total Operational Time}} * 100\%$$

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 plan for deployed charging equipment.
- Troubleshoot any issues identified.
- Collect and provide the following data:
 - Number, type, date, and location of chargers installed.
 - Nameplate capacity of the installed equipment, in kW for chargers.
 - Number and type of outlets per charger.
 - Location type, such as street, parking lot, hotel, restaurant, or multi-unit housing.
 - Total cost per charger, the subsidy from the CEC per charger, federal subsidy per charger, utility subsidy per charger, and privately funded share per charger.
 - EV adoption of residents in the MFH served by the project (before project begins until end of project).
 - Success rate of property recruitment.
 - Number of MFH units served by project.

- Number of MFH units in disadvantaged or low-income communities.
 - Number of affordable housing units.
- Collect and provide 12 months of throughput, usage, and operations data from the project including, but not limited to, for each month:
 - Number of charging sessions
 - Number of unique users
 - Number of unique users who are residents of the MFH units identified in the project
 - 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, electric vehicle service provider (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)
 - Normal operating hours, uptime, 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
- Identify any current and planned use of renewable energy.
- Describe any energy efficiency measures used that may exceed Title 24 standards in Part 6 of the California Code of Regulations.
- Provide data on potential job creation, economic development, and increased state revenue as a result of the project and any expected future expansion.
- Provide a quantified estimate of the project's carbon intensity values for life-cycle greenhouse gas emissions.

- Compare any project performance and expectations provided in the proposal to CEC with actual project performance and accomplishments.
- Submit the data described above electronically in *Quarterly Progress Reports* throughout the duration of the agreement.
- Collect data, information, and analysis described above and include in the *Final Report*.

Products:

- Data on charger installations and charging events will be submitted electronically in Quarterly Progress Reports.
- Data collection information and analysis will be included in the Final Report.

TASK 6 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