

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.37
(ID # 3506)

MEETING DATE:

Tuesday, March 7, 2017

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA):

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA): Approve Amendment No. 1 to the California Energy Commission Electric Vehicle Infrastructure Grant ARV-13-046, All Districts, 3.5 years, [Total Cost \$0], [Ongoing \$53,110 After end of Grant], Energy Management Budget (100%)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and Execute Amendment No. 1 to the California Energy Commission (CEC) Electric Vehicle Infrastructure Grant RV-13-046 covering previously approved sites for the period of June 30, 2014 through January 30, 2018;
2. Authorize the Chairman of the Board to sign the amendment and attachments; and
3. Authorize the Assistant County Executive Officer/EDA to sign subsequent amendments that do not change the substantive terms of the agreement.

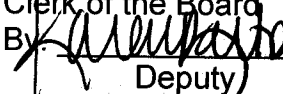
ACTION: Policy

Robert Field, Assistant County Executive Officer/EDA 2/16/2017

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: March 7, 2017
xc: EDA

Kecia Harper-Ihem
Clerk of the Board
By 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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FINANCIAL DATA	Current Fiscal Year	Next Fiscal Year	Total Cost	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 53,110
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 53,110
SOURCE OF FUNDS: Energy Management Budget (100%)			Budget Adjustment: No	
			For Fiscal Year: 2016/17 – 17/18	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On January 28, 2014, the Board of Supervisors authorized the EDA to apply for funding from the CEC Electric Vehicle (EV) Infrastructure Grant (PON 13-606) and to identify match funds and in-kind matching resources as required by the grant. On April 4, 2014, EDA received a Notice of Proposed Award from the CEC for \$497,357. The County's required match portion is a combination of "in-kind" match from labor (\$195,445) and match funds for equipment and materials (\$242,066). Riverside County had the 5th highest grant application score out of 39 applicants and the highest-scoring application of all Southern California applicants.

The CEC approved EDA's proposal to install a total of 45 EV charging stations on 30 county-owned sites across the entire County region over a three-year period. All stations are required to be accessible to the public. Of the 45 approved stations, 42 will be Level 2 (dual hose) chargers and 3 will be Level 3 (single hose) fast chargers. The grant allowed for three categories of charging stations – corridor, destination and workplace stations.

The purpose of the no-cost Amendment is to formally change items in the original agreement that need changes due to changes in scope. The changes are:

- 1) Relocate one dual-port charging station. A station was planned for installation at the Riverside County Law Library. The County sold that building, so the station is being located to the Riverside County Innovation Center.
- 2) Change budget to reflect a change in equipment vendor. The vendor who was awarded the bids for the Level 2 charging stations is Clean Fuel Connection.
- 3) Add an individual to the direct labor budget. A new employee was added to the budget so that more labor is available to work on the grant.
- 4) Reallocation of the grant budget to reflect actual and expected costs to be incurred under the agreement. Funds were moved between equipment and materials categories to the subcontractor construction category. This adds funding to the costs for saw-

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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cutting, trenching, conduit runs and ADA striping needed for the installation of each station.

- 5) Six month no-cost time extension. The grant requires that 6 months of data be submitted to the CEC after the stations are all installed. The extension will give the time needed to obtain the required data.


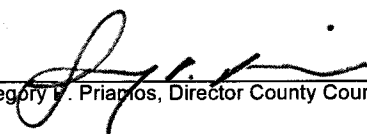
Impact on Citizens and Businesses

Installing the proposed EV charging stations will dramatically increase the availability of charging infrastructure for both employees and the public. Additionally, as the use of EV increases, harmful greenhouse gases will be removed from Riverside County.

Attachments:

Grant/Loan Amendment
Exhibit A
Legal Notice

RF;JV;HR;PR;JP;ac 3506_13484 FM061028
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Nehini Basika, Principal Management Analyst 2/27/2017  Gregory L. Priamos, Director County Counsel 2/16/2017

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RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, March 7, 2017, that John Tavaglione, the Chairman is authorized and directed to execute on behalf of said County the Standard Agreement No. ARV-13-046, Amendment No. 1 between Riverside County and California State Energy Resources Conservation and Development Commission providing: for the California Energy Commission Electric Vehicle Infrastructure Grant.

Roll Call:

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By: 
Deputy

CLERK'S COPY

STATE OF CALIFORNIA

GRANT/LOAN AMENDMENT

CEC-140 (Revised 9/11)

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147

Thank you.

CALIFORNIA ENERGY COMMISSION



Check here if additional pages are attached.

Pages

AGREEMENT NUMBER:

ARV-13-046

AMENDMENT NUMBER:

01

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME

State Energy Resources Conservation and Development Commission

RECIPIENT'S NAME

County of Riverside

2. The term of this Agreement: From: 6/30/14

To: 1/30/18

3. The maximum amount of this Agreement after this amendment is: \$ 497,357.00(\$0.00 Amendment Amount)

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

The purpose of this amendment is to relocate one dual-port EV charging station, a budget revision to change an equipment vendor, add an individual to the direct labor budget, reallocate the budget to reflect actual and expected cost to be incurred under the agreement, and a six month no-cost time extension.

Agreement ARV-13-046-01, approved by the Energy Commission on 8/12/14 is amended as follows:

Exhibit A, Scope of Work is attached and replaces the previously approved Exhibit A, Scope of Work in its entirety.

Exhibit A, Attachment A-1, Schedule of Products is attached and replaces the previously approved Exhibit A, Attachment A-1, Schedule of Products in its entirety.

Exhibit B, Budget is attached and replaces the previously approved Exhibit B, budget in its entirety.

RECIPIENT

RECIPIENT'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

County of Riverside

BY (Authorized Signature)

DATE SIGNED (Do not type)

3/7/17

NAME AND TITLE OF PERSON SIGNING

JOHN TAVAGLIONE

CHAIRMAN, BOARD OF SUPERVISORS

ADDRESS

3403 10th Street, Suite 310
Riverside, CA 92501

ATTEST:

KECIA HARPER-IHEM, Clerk
By: *[Signature]*
DEPUTY

STATE OF CALIFORNIA

AGENCY NAME

State Energy Resources Conservation and Development Commission

BY (Authorized Signature)

DATE SIGNED (Do not type)

NAME AND TITLE OF PERSON SIGNING

Rachel L. Grant Kiley, Contracts, Grants and Loans Office Manager

ADDRESS

1516 Ninth Street
Sacramento, CA 95814-5512

FORM APPROVED COUNTY COUNSEL

BY: *[Signature]* 2/16/17
MARSHAL VICTOR DATE

MAR 07 2017 3.37

**Exhibit A
SCOPE OF WORK**

TECHNICAL TASK LIST

Task #	CPR Meeting	Task Name
1		Administration
2		Project Coordination and Design
3	X	EVSE Deployment
4		Media and Public Outreach
5		Data Collection and Analysis

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1-5	Janet Purchase	<u>ChargePoint, Inc.</u> <u>Clean Fuel Connection</u>	ChargePoint, Inc.
1-5	George Gemberling		
1-2, 5	Cathy Lovell		
1-3	John Alfred		
1-5	Arlene Campbell		

GLOSSARY

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

Term/Acronym	Definition
Recipient	County of Riverside
ARFVT	Alternative Renewable Fuels and Vehicle Technology Program
CAM	Commission Agreement Manager
CEQA	California Environmental Quality Act
CPR	Critical Project Review
CVAG	Coachella Valley Association of Governments
Energy Commission	California Energy Commission
EVSE	Electric Vehicle Supply Equipment
FTD	Fuels and Transportation Division
GHG	Greenhouse Gasses
PEV	Plug-in Electric Vehicle

Term/Acronym	Definition
Recipient	County of Riverside
WRCOG	Western Riverside Council of Governments

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 policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the ARFVTP through January 1, 2024, and specifies that the Energy Commission allocate up to \$20 million per year (or up to 20 percent of each fiscal year's funds) in funding for hydrogen station development until at least 100 stations are operational. The Energy Commission has an annual program budget of approximately \$100 million and provides financial support for projects that:

- Develop and improve alternative and renewable low-carbon fuels;
- Optimize alternative and renewable fuels for existing and developing engine technologies;
- Produce alternative and renewable low-carbon fuels in California;
- Decrease, on a full fuel cycle basis, the overall impact and carbon footprint of alternative and renewable fuels and increase sustainability;
- Expand fuel infrastructure, fueling stations, and equipment;
- Improve light-, medium-, and heavy-duty vehicle technologies;
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets;
- Expand infrastructure connected with existing fleets, public transit, and transportation corridors; and
- Establish workforce training programs, conduct public education and promotion, and create technology centers.

The Energy Commission issued solicitation PON-13-606 to fund electric vehicle charging infrastructure in several categories that will support growth of electric vehicles as a conventional method of transportation and adoption of plug-in electric vehicles over a wide range of California's population and socio-economic classes. To be eligible for funding under PON-13-606, the projects must also be consistent with the Energy Commission's ARFVT Investment Plan updated annually. In response to PON-13-606, the Recipient submitted application number 24, which was proposed for funding in the Energy Commission's Notice of Proposed Awards on April 4, 2014. PON-13-606 is hereby incorporated by reference into this Agreement in its 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 market for plug-in electric vehicles (PEVs) is emerging rapidly in Riverside County. The County is already home to more than 794 PEVs and is expected to grow to over 57,000 PEVs. With the surge of PEVs in the County, PEV Infrastructure is altogether lacking with only 44 electric vehicle chargers existing in the region (Western Riverside Council of Governments' (WRCOG) PEV Atlas and Coachella Valley Association of Governments' (CVAG) draft PEV Readiness Plan).

Goals of the Agreement

The goals of this agreement are to:

- Address local demand and regional needs through the development of a regional PEV charging network with appropriate equipment and analysis.
- Assert regional leadership by aligning with Regional PEV Deployment Plans.
- Increase market penetration by adopting a market vision and business plan that includes innovative pricing and demand response capabilities.
- Deliver benefits to the region including reduction in GHG emissions in areas of poor air quality and low income communities.

Objectives of the Agreement

The objectives of this Agreement are to cost effectively achieve the following:

- Coordinate with regional agencies and site hosts to specifically address the need for workplace, corridor and destination charging along major interstates in the Riverside County region.
- Provide and install 45 electric chargers in locations that are easily accessible to the public, safe, well-lit, and well-maintained.
- Train site participants on usage of station hardware and software to enable them to set pricing policies to generate revenue, enable efficient on site policies to maximize station usage, determine electricity use, use maintenance features for ongoing operations and maintenance planning, and use on-going reporting functions.
- Track and measure station adoption and utilization rates over the duration of the project.
- Track and calculate equivalent GHG emissions and gasoline displaced by grant funding.
- Analyze usage trends to forecast future station locations in the region.

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 Grants Officer, and a representative of the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated 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

Cam Product:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

A CPR meeting is planned at the completion of Task 3 and others may be scheduled as needed.

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 Grants Officer, the Fuels and Transportation Division (FTD) electric 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 and submit 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 and submit 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 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 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 and submit a schedule for completing the closeout activities for this Agreement.

Recipient 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 and submit 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 CAM 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.

Recipient 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 and submit an Outline of the Final Report, if requested by the CAM.
- Prepare and submit 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.

Recipient Products:

- Outline of the Final Report
- 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 and submit 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 Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, and 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 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.

Recipient Products:

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

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 and submit 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.

Recipient Products:

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

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 CAM for review.
- Submit a final copy of the executed subcontract.
- If Recipient decides to add new subcontractors, then the Recipient shall notify the CAM.

Recipient Products:

- Draft subcontracts
- Final subcontracts

TECHNICAL TASKS

TASK 2 PROJECT COORDINATION AND DESIGN

The goal of this task is to coordinate activities and communications among the project partners **subcontractors and other project participants**, develop operation and maintenance plans for sites, formulate and execute pricing policies for stations, and develop charging station usage plans,

The Recipient shall:

- Meet monthly with project partners **subcontractors and other project participants** to track and evaluate project progress, goals, barriers, and project approach.
- Develop operation and maintenance plans for sites.
- Formulate and execute pricing policies for stations, which includes the acceptance of credit cards.
- Develop charging station usage plan, including but not limited to appropriate signage and parking enforcement policies.
- Ensure safety and shelter requirements are met.
- Coordinate signage production and distribution.

Recipient Products:

- Operation and maintenance plans
- Pricing policies

- Charging station usage plan

TASK 3 EVSE DEPLOYMENT

The goal of this task is to finalize the project design for the following 32 31 charging station installation sites, determine all necessary parts, tools and, equipment, and to procure the required electric vehicle charging equipment and schedule delivery of equipment to each site and to install three Level 3 (single port) and 42 Level 2 (dual port) charging stations at 32 31 sites in the project area. The 32 31 potential charging station sites identified as of the commencement date of this grant agreement are:

1. 26520 Cactus Avenue, Moreno Valley, CA 9255
2. 4060 County Circle Drive, Riverside, CA 92503
3. 4065 County Circle Drive, Riverside, CA 92503
4. 4095 County Circle Drive, Riverside, CA 92503
5. 3450 14th Street, Riverside, CA 92501 (
6. 16791 Davis Avenue, March Air Reserve Base, CA 92518
7. 16390 Bundy Avenue, March Air Reserve Base, CA 92518
8. 10281 Kidd Street, Riverside, CA 92503
9. 44199 Monroe Street, Indio, CA 92201
10. 3125 Myers Street, Riverside, CA 92503
11. 3075 Myers Street, Riverside, CA 92503
12. 6221 Box Springs Boulevard, Riverside, CA 92507
13. 7195 Alessandro Boulevard, Riverside, CA 92506
14. 73705 Gerald Ford Road, Palm Desert, CA 92211
15. 30755-B Auld Road, Murrieta, CA 92563
16. 30755-C Auld Road, Murrieta, CA 92563
17. 880 N. State Street, Hemet, CA 92543
18. 505 S. Buena Vista Avenue, Corona, CA 92882
19. 137 N. Perris Boulevard, Perris, CA 92570
20. 41002 County Center Drive, Temecula, CA 92562
21. 1627 S. Hargrave Street, Banning, CA 92220
22. 4293 Orange Street, Riverside, CA 92501
23. 308 E. San Jacinto Avenue, Perris, CA 92570
24. 240 N. Broadway, Blythe, CA 92225
25. 50208 Main Street, Cabazon, CA 92230
26. 581 S. Grand Avenue, San Jacinto, CA 92582
- ~~27. 3535 10th Street, Riverside, CA 92501~~
28. 4600 Crestmore Road, Riverside, CA 92509
29. 6851 Van Buren Boulevard, Riverside, CA 92509
30. 82503 Highway 111, Indio, CA 92201
31. 9401 Oak Glen Road, Cherry Valley, CA 92223
32. 43880 Lake Tamarisk Drive, Desert Center, CA 92239

Site changes: Any change of one or more of the above-identified charging station sites to a new or different proposed site, other than a “non-significant change” in sites as

defined below, must be effectuated through a mutually-acceptable formal contract amendment approved at a duly-noticed Energy Commission Business Meeting.

The Recipient shall:

- Perform site visits of all **32 31** installation sites.
- Develop the final list of equipment needed for the project and place an order for all equipment and parts needed to install the electric vehicle charging stations at each of the **32 31** locations.
- Draft and finalize the project design for each location.
- Develop an installation schedule for the order of installations for each location.
- Develop site installation plans.
- Identify approved installers/electricians in region.
- Facilitate communication between contractor, site owner, and equipment supplier.
- Monitor progress of installation work.
- Provide technical support to contractor on an as needed basis.
- Provide provisioning service to finalize station setup after physical installation.

Recipient Products:

- Copies of completed equipment and parts order forms
- Final Project Designs for each of the **32 31** locations
- Installation Schedule for each of the **32 31** locations
- Site specific installation plans
- Stations populated and viewable on website
- Photos of installed chargers

[CPR will be held at the completion of this task. See Task 1.2 for details]

TASK 4 MEDIA AND PUBLIC OUTREACH

The goal of this task is to ensure maximum project exposure in the community, press and media.

The Recipient shall:

- Coordinate with County departments, CVAG, WRCOG and regional utility company partnerships to announce the program through public workshops and disseminate information on regional public access to EV charging stations.

- Work with the Energy Commission, site participants, regional agencies and the media/press to develop public relations (PR) plans and activities coincident to station unveiling.
- Determine which site participants and media outlets are willing to participate in PR activities.
- Determine the number of PR events that can be financially supported.
- Develop creative marketing campaigns to maximize exposure in the site owners' communities.
- Contact media, schedule and attend media events.

Recipient Products:

- Outreach marketing materials (press releases, fliers, brochures, radio spots, social media post templates)

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 plan to collect data
- Troubleshoot any issues identified.
- Collect 6 months of throughput, usage, and operations data from the project including, but not limited to:
 - Capacity and actual use of the new charging system (including number of charging sessions and energy use in kilowatt-hours per given time period).
 - Gallons of gasoline and/or diesel fuel displaced (with associated mileage information).
 - Expected air emissions reduction, including:
 - Non-methane hydrocarbons,
 - Oxides of nitrogen,
 - Non-methane hydrocarbons plus oxides of nitrogen, and
 - Particulate matter.
 - Specific jobs and economic development resulting from this project.
- Identify any current or planned use of renewable energy at the facility.
- Provide data on potential job creation, economic development, and increased state revenue as a result of expected future expansion.
- Provide a quantified estimate of the project's carbon intensity values for life-cycle greenhouse gas emissions.
- Compare any project performance and expectations provided in the proposal to Energy Commission with actual project performance and accomplishments.

- Collect data, information, and analysis described above and include in the Final Report.

Recipient Product:

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

Exhibit A, Attachment A-1

Schedule of Products and Due Dates

Task Number	Task Name	Product(s)	Due Date
1.1	Attend Kick-off Meeting	Updated Schedule of Products	Completed
		Updated List of Match Funds	Completed
		Updated List of Permits	Completed
		Kick-Off Meeting Agenda (CEC)	Completed
1.2	Critical Project Review Meetings CPR Meeting	CPR Report	4/28/2017
		Written determination (CEC)	TBD Energy Commission
1.3	Final Meeting	Written documentation of meeting agreements	9/29/2017
		Schedule for completing closeout activities	9/29/2017
1.4	Monthly Progress Reports	Monthly Progress Reports	The 10th calendar day of each month during the approved term of this Agreement
1.5	Final Report	Final Outline of the Final Report	9/29/2017
		Draft Final Report (no less than 60 days before the end term of the agreement)	10/31/2017
		Final Report	12/29/2017
1.6	Identify and Obtain Match Funds	A letter regarding match funds or stating that no match funds are provided	Completed
		Copy(ies) of each match fund commitment letter(s) (if applicable)	Completed
		Letter(s) for new match funds (if applicable)	Within 10 days of identifying new match funds
		Letter that match funds were reduced (if applicable)	Within 10 days of identifying reduced funds
1.7	Identify and Obtain Required Permits	Letter documenting the permits or stating that no permits are required	Completed
		A copy of each approved permit (if applicable)	Within 10 days of receiving each permit
		Updated list of permits as they change during the term of the Agreement (if applicable)	Within 10 days of change in list of permits
		Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)	Within 10 days of change in schedule for obtaining permits

	A copy of each approved final permit (if applicable)	Within 10 days of receiving each final permit
1.8	Obtain and Execute Subcontracts	
	Letter describing the subcontracts needed, or stating that no subcontracts are required	Completed
	Draft subcontracts	15 days prior to the scheduled execution date
	Final subcontracts	Within 10 days of execution
2	PROJECT COORDINATION AND DESIGN	
	Operation and maintenance plans	4/29/2016
	Pricing policies	1/30/2017
	Charging station usage plan	1/30/2017
3	EVSE DEPLOYMENT	
	Copies of completed equipment and parts order forms	1/30/2017
	Final Project Designs for each of the 32 locations	1/30/2017
	Installation Schedule for each of the 32 locations	1/30/2017
	Site specific installation plans	2/3/2017
	Stations populated and viewable on website	5/5/2017
	Photos of installed chargers	5/31/2017
4	MEDIA AND PUBLIC OUTREACH	
	Outreach marketing materials (press releases, fliers, brochures, social medial post templates)	5/5/2017
5	DATA COLLECTION AND ANALYSIS	
	Data collection information and analysis will be included in Final Report	N/A

**Exhibit B
Att B-1 Task Summary**

Summary Task Budget		Prime Recipient Reimbursable Costs	Commission Reimbursable Totals	Match Funding Totals	Grand Totals
		Riverside County			
1.0	Administration	\$ 51,596	\$ 51,596	\$ 54,361	\$ 105,957
2.0	Project Coordination and Design	\$ 50,876	\$ 50,876	\$ 40,600	\$ 91,476
3.0	EVSE Deployment	\$ 394,885	\$ 394,885	\$ 323,918.00	\$ 718,803
4.0	Media and Public Outreach	\$ -	\$ -	\$ 14,462	\$ 14,462
5.0	Data Collection and Analysis	\$ -	\$ -	\$ 4,170	\$ 4,170
	Grand Totals	\$ 497,357	\$ 497,357	\$ 437,511	\$ 934,868

**Exhibit B
Att B-2 Category Summary**

Summary Category Budget	Prime Recipient Reimbursable Costs		Energy Commission Reimbursable Totals	Match Funding Totals	Grand Totals
		Riverside County			
Direct Labor	\$ 31,804	\$ 31,804	\$ 78,950	\$ 110,754	
Fringe Benefits	\$ 12,877	\$ 12,877	\$ 12,818	\$ 25,695	
Travel	\$ 6,915	\$ 6,915	\$ 870	\$ 7,785	
Equipment	\$ 291,132	\$ 291,132	\$ 158,305	\$ 449,437	
Materials/ Misc.	\$ 50,876	\$ 50,876	\$ 116,380	\$ 167,256	
Minor Subcontractors*	\$ 103,753	\$ 103,753	\$ 45,500	\$ 149,253	
Total Direct	\$ 497,357	\$ 497,357	\$ 412,823	\$ 910,180	
Indirect Overhead	\$ -	\$ -	\$ 24,688	\$ 24,688	
General & Administrative	\$ -	\$ -	\$ -	\$ -	
Total Indirect	\$ -	\$ -	\$ 24,688	\$ 24,688	
Grand Total	\$ 497,357	\$ 497,357	\$ 437,511	\$ 934,868	

**Exhibit B
Att B-3 Prime Labor Rates**

Riverside County				
Time intervals from the start of the project through the Contract Term End Date. (Use your organization's Fiscal Year start / end dates.)		Projected Hourly Unloaded Rates		Total Hours Worked
		From:	7/1/14	
		To:	1/30/18	
Name	Job Classification/Title	(\$) Unloaded Maximum Rate		
Janet Purchase	Energy Manager	\$	47.26	376
George Gemberling	Deputy Director	\$	70.33	192
Arlene Campbell	Administrative Services Analyst II	\$	39.55	252
Cathy Lovell	Fiscal Manager	\$	60.44	274
John Alfred	Supv. Facilities Project Manager--Level 3 sites	\$	137.10	312
Purchasing Office	Procurement Contract Specialist	\$	56.18	20
Maintenance Division	Electrician	\$	77.02	285
Maintenance Division	Building Engineer	\$	99.71	126
Maintenance Division	Building Maintenance Worker		\$ 54.72	564
County Counsel	Deputy County Counsel	\$	155.00	13
Maintenance Division	Painter	\$	57.76	174
EDA Marketing	Senior Development	\$	54.00	40
Charlene Clark	Development Specialist	\$	32.63	149

**Exhibit B
Att B-4 Prime Non-Labor Rates**

Riverside County

Time intervals from the start of the project through the Contract Term End Date. (Use your organization's Fiscal Year start / end dates.)				Percentage Rate		
				Fringe Benefits (FB)	Indirect Overhead (IOH)	General & Administrative (GA)
From:	6/30/14	To:	6/30/15	53.10%	36.2%	0%
From:	7/1/15	To:	6/30/16	52.38%	36.2%	0%
From:	7/1/16	To:	6/30/17	51.69%	36.2%	0%
From:	7/1/17	To:	7/31/17	51.05%	36.2%	0%
From:		To:				

Note: Use the categories that you typically use in your standard business practice.

Non-Labor Rate Category	List the budget expense items to which the indirect costs or fees are applied. Use the following abbreviations: DL = Direct Labor, FB = Fringe Benefits, M = Materials/ Miscellaneous, EQ = Equipment, T = Travel, S = Subcontracts, IOH = Indirect Overhead, GA = General & Administrative
Fringe Benefits	DL
Indirect Overhead	DL
General & Administrative	

List items you include in each category (e.g., vacation, retirement plan, telephone, secretarial, rent/lease, insurance, etc.).

Fringe Benefits	Indirect Overhead	General & Administrative
Retirement	Office Supplies	
Unemployment Insurance	Maintenance Expense	
Social Security	Legal Services	
Medicare	Electricity	
401A Contribution	Water	
Health Cafeteria Contribution	County Delivery	
Life Insurance	Liability Insurance	
Optical Insurance	Property Insurance	
Disability Insurance	Auditing & Accounting	
Paid Time Off	Personnel Services	
	Oasis Financial & HRMS Fees	
	IT Charges	

* Actual billable rates cannot exceed the rates specified in this exhibit.

**Exhibit B
Att B-5 Direct Operating Expens**

Pre-approved Travel List *						
Task No.	Prime / Sub Name	Trip #	Who	Departure and Destination	Trip Purpose	Amount
						Commission Funds Match Funds
1	Riverside EDA	1	3 EDA Staff	Riverside/Sacramento	Grant Kick-off	\$1,845 \$174
1	Riverside EDA	2	4 EDA Staff	Riverside/Sacramento	CPR Meeting 1	\$1,690 \$232
1	Riverside EDA	3	4 EDA Staff	Riverside/Sacramento	CPR Meeting 2	\$1,690 \$232
1	Riverside EDA	4	4 EDA Staff	Riverside/Sacramento	Final Meeting	\$1,690 \$232
					Total:	\$6,915 \$870

* Travel is reimbursed at state rates.

Equipment**						
Task No.	Prime / Sub Name	Description	Purpose	# Units	Unit Cost	Amount
						Commission Funds Match Funds
3	Riverside EDA	Level 2 Chargers (includes taxes, shipping and 3 year network service plan)	EVSE Charging	42	\$ 9,371.24	\$ 235,287 \$158,305
3	Riverside EDA	Level 3 Chargers	EVSE Charging	3	\$ 18,615.00	\$ 55,845.00 \$ -
					Total:	\$291,132 \$158,305

**Exhibit B
Att B-5 Direct Operating Expens**

Task No.	Prime / Sub Name	Description	Purpose	# Units	Unit Cost	Amount	
						Commission Funds	Match Funds
3	<u>Riverside EDA</u>	2-year extended warranty (Level 2 stations) \$660/station--includes parts	Warranty	42	\$ 660.00	\$ -	\$27,720
3	<u>Riverside EDA</u>	2-year extended warranty (Level 3 stations) \$2000/station -- includes parts	Warranty	3	\$ 2,000.00	\$ -	\$6,000
3	<u>Riverside EDA</u>	Quarterly Preventive Maintenance (Level 2 Stations) \$200 per station per year for 2 yrs	Maintenance	42	\$ 400.00	\$ -	\$16,800
3	<u>Riverside EDA</u>	Quarterly Preventive Maintenance (Level 3 Stations) \$1080 per station per year for 2 yrs	Maintenance	3	\$ 4,000.00	\$ -	\$12,000
3	<u>Riverside EDA</u>	Network Services Subscription (Level 2 Stations) \$227.50 per port per year (2 yrs)	Network	84	\$ 455.00	\$ -	\$38,220
3	<u>Riverside EDA</u>	Network Services Subscription (Level 3 Stations) \$910 per port per year (2 yrs)	Network	3	\$ 1,820.00	\$ -	\$5,460
2	Riverside EDA	LED Wall packs	Site Lighting	20	\$ 209.00	\$ -	\$4,180
2	Riverside EDA	Misc elect supplies for lighting	Site Lighting	5	\$ 200.00	\$ -	\$1,000
2	Riverside EDA	EV Freeway Signs 30" X 30" D9-11b	Signage	64	\$ 34.83	\$ 2,229	\$ -
2	Riverside EDA	Exit Ramp Signs 24 X 24 D9-11b	Signage	64	\$ 22.90	\$ 1,465	\$ -
2	Riverside EDA	Street Signs 24" X 18" D9-11bP	Signage	390	\$ 17.58	\$ 6,857	\$ -
2	Riverside EDA	Arrow signs 24" x 6" HD9-2P	Signage	390	\$ 7.44	\$ 2,902	\$ -
2	Riverside EDA	No Parking Except EV Signs 12" X 18"	Signage	45	\$ 32.40	\$ 1,458	\$ -
2	Riverside EDA	Charging Hours Limit Sign 12" X 18" Lev 2	Signage	42	\$ 39.85	\$ 1,674	\$ -
2	Riverside EDA	Charging Hours Limit Sign 12" X 18" Lev 3	Signage	3	\$ 54.97	\$ 165	\$ -
2	Riverside EDA	EV Station site signs 12" X 12"	Signage	45	\$ 32.35	\$ 1,456	\$ -

**Exhibit B
Att B-6 Match Funding**

Task Match Funding Budget		Prime Recipient Match Contribution	Riverside County	Match Funding Totals
1.0	Administration	\$ 54,361	\$ -	\$ 54,361
2.0	Project Coordination and Design	\$ 40,600	\$ -	\$ 40,600
3.0	EVSE Deployment	<u>\$ 323,918.00</u>	\$ 80,186	\$ 404,104
4.0	Media and Public Outreach	\$ 14,462	\$ -	\$ 14,462
5.0	Data Collection and Analysis	\$ 4,170	\$ -	\$ 4,170
	Grand Totals	\$ 437,511	\$ 80,186	\$ 517,697

Exhibit B
Att B-5 Direct Operating Expens

2	Riverside EDA	Sign Poles and hardware (incl tax)	Signage	550	\$	59.40	\$	32,670	\$	-
4	Riverside EDA	Fliers/brochures/marketing materials	EV Station Marketing	1	\$	5,000.00	\$	-	\$	5,000
					\$		\$	50,876	\$	\$116,380

Minor Subcontractors

Task No.	Subcontractor Legal Name	Purpose	Amount	
			Commission Funds	Match Funds
3	Construction TBD	Saw-cutting services - Level 2 Chargers (42 stations @800)	\$ 43,753.00	\$ 45,500.00
3	Station Installation TBD	Level 3 Install (3 @\$20,000 each)	\$ 60,000.00	\$ -
		Total:	\$ 103,753	\$ 45,500.00

LEGAL NOTICE

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8. *Changes to the Agreement*

a. Significant Changes

Significant changes to this Agreement must be approved by the Energy Commission through a formal amendment. Significant changes include, but are not limited to:

- Change of Recipient's legal name,
- Change of Recipient,
- Changes in order to disencumber funds,
- Changes to the Work Statement that reasonably modify the purpose of the Agreement,
- Changes to the Schedule of Products that extend the due dates beyond the term of the Agreement,
- Changes to the Budget that increase the amount of the Agreement,
- Changes to the Budget that increase rates or fees.

The Recipient shall submit a request in writing to the CAM with a copy to the Energy Commission Grants and Loans Officer for any significant change. The CAM will notify the Recipient Project Manager of the appropriate Energy Commission action within ten (10) working days.

b. Nonsignificant Changes

Changes that are not significant to the Agreement do not need to be approved at a Energy Commission business meeting through a formal amendment. These changes shall be documented in a Letter of Agreement, signed by both parties.

c. Schedule of Products and Due Dates

If the Schedule of Products and Due Dates needs to be revised after the execution of the Agreement, the revised dates cannot extend beyond the term end date of the Agreement without a formal amendment. Recipient shall work with the CAM to agree on the new product due dates. The CAM will issue the revised Schedule of Products and Due Dates to the Recipient and the Grants and Loans Office.

- (d) The budget reallocation does not increase the percentage rate of Indirect Overhead, Fringe Benefits, General and Administrative Costs, or any other rates listed in the budget. For example, if an agreement budget lists the Indirect Overhead percentage rate as 25% of Direct Labor, the 25% cannot be changed without a formal amendment.
 - (2) To effectuate a budget reallocation under this section, the Recipient must make a request in writing to both the CAM and the Grants and Loans Officer. Both the CAM and the Grants and Loans Officer will then approve or disapprove the request in writing; the approval or disapproval is not effective or binding unless signed by both the CAM and the Grants and Loans Officer. Oral communications cannot be used or relied upon. If the request is approved, the CAM shall revise the Budget Attachments to reflect the changes and send them to the Grants and Loans Officer and the Recipient.
 - (3) Any desired budget reallocations that do not meet the four criteria in this section must be made through a formal amendment.
 - (4) Attempted budget reallocations that do not meet the requirements of this section are not legally binding upon the parties.
- e. Amendments

This Agreement may be amended to make changes, including without limitation, additional funds, additional time, additional or modified tasks, and additional or modified terms.

9. Contracting and Procurement Procedures

This section provides general requirements for an agreement between the Recipient and a third party ("subcontractor").

All subcontracts must be submitted to the CAM for review prior to execution, pursuant to the administrative task. For subcontracts that are listed as "to be determined" in the budget, the Recipient must submit the subcontractor's budget information to the CAM, using the budget forms provided, and have an executed subcontract, before the subcontractor can incur any costs for which the Recipient will seek reimbursement.

The Recipient is required, where feasible, to employ contracting and procurement practices that promote open competition for all goods and services needed to complete this project. Recipient shall obtain price quotes from an adequate number of sources for all subcontracts.

The Energy Commission will defer to the Recipient's own regulations and procedures as long as they reflect applicable state and local laws and regulations and are not in conflict with the minimum standards specified in this Agreement.