

Attachment 02 Exhibit A SCOPE OF WORK

TECHNICAL TASK LIST

Task #	Task Name
1.	Administration
2.	Central Sierra - Plug-in Electric Vehicle Coordinating Council (CS -PEVCC)
3.	Central Sierra – Zero Electric Vehicle (ZEV) Readiness Plan

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Alex Padilla - TCTC		
2	Kathleen Haff – Tuolumne County		Melissa Eads - CCOG John Gedney – ACTC Brian Peters - Alpine
3		TBD	Melissa Eads - CCOG John Gedney – ACTC Brian Peters - Alpine

GLOSSARY

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

Term/ Acronym	Definition
ARFVTP	Alternative and Renewable Fuel and Vehicle Technology Program
CAM	Commission Agreement Manager
CPR	Critical Project Review
FTD	Fuels and Transportation Division
CS-PEVCC	Central Sierra - Plug-in Electric Vehicle Coordinating Council
TCTC	Tuolumne County Transportation Council
ACTC	Amador County Transportation Commission
CCOG	Calaveras Council of Governments
Alpine	Alpine County
ZEV	Zero Emission Vehicle
PEV	Plug-in Electric Vehicle

Problem Statement:

California's Zero Emission Vehicles (ZEV) Action Plan projects 1.5 million ZEVs will be on the road by 2025. With the transportation sector being the largest contributor to greenhouse gas (GHG) emissions in California, ZEV's are a large part of the solution to help reduce GHGs. In order to meet statewide greenhouse gas emission reductions laws including AB 32, AB 197, and SB 32, the Central Sierra ZEV Regional Readiness Plan will help achieve State and local goals, objectives, and policies by improving opportunities for ZEV Readiness, resolving barriers, and increasing the deployment of ZEV infrastructure in the region.

The Central Sierra Region which includes Alpine, Amador, Calaveras, and Tuolumne Counties have challenges to the successful deployment of Zero Emission Vehicles. Some of the challenges are unique to rural areas and include: a large geographical area and low population density, large travel distances between neighboring communities, a steep and mountainous terrain, and a lack of electric infrastructure in some locations with large gaps in the ZEV infrastructure. The ZEV Readiness Plan will help address these unique rural challenges and provide solutions to increase public and private ZEV deployment in the Central Sierra region.

Goal of the Agreement:

The goal of the Project is to improve opportunities for ZEV Readiness in the Central Sierra Region and resolves barriers to the widespread deployment of private and public ZEV infrastructure.

Objectives of the Agreement:

The objectives of this project are to:

- Study and analyze site locations needed for ZEV infrastructure deployment in Alpine, Amador, Calaveras, and Tuolumne Counties;
- Evaluate the current state of the ZEV market;
- Evaluate opportunities to streamline ZEV permitting, installation, and inspection to facilitate the timely approval and construction of ZEV infrastructure;
- Study and analyze the feasibility of ZEV adoption in Municipal fleets;
- Create a venue for stakeholder coordination and gain input from key stakeholders on the ZEV Readiness Plan;

TASK 1 ADMINISTRATION

Task 1.1 Attend Kick-off Meeting

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

The Recipient shall:

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

Recipient Products:

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

Commission Agreement Manager Product:

- Kick-Off Meeting Agenda

Task 1.2 Critical Project Review (CPR) Meetings

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

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

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

The CAM shall:

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

The Recipient shall:

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

CAM Products:

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

Recipient Product:

- CPR Report(s)

Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement.

The Recipient shall:

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

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

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

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

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

Products:

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

Task 1.4 Monthly Progress Reports

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

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

The Recipient shall:

- Prepare a Monthly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Agreement Manager within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 of the Terms and Conditions of this Agreement.

- In the first Monthly Progress Report and first invoice, document and verify match expenditures and provide a synopsis of project progress, if match funds have been expended or if work funded with match share has occurred after the notice of proposed award but before execution of the grant agreement. If no match funds have been expended or if no work funded with match share has occurred before execution, then state this in the report. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.

Product:

- Monthly Progress Reports

Task 1.5 Final Report

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

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

The Final Report shall be a public document. If the Recipient has obtained confidential status from the Energy Commission and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

The Recipient shall:

- Prepare an Outline of the Final Report, if requested by the CAM.
- Prepare a Final Report following the latest version of the Final Report guidelines which will be provided by the CAM. The CAM shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
- Submit one bound copy of the Final Report with the final invoice.

Products:

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

Task 1.6 Identify and Obtain Matching Funds

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

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the Energy Commission budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds shall be spent concurrently or in advance of Energy Commission funds for each task during the term of this Agreement. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

The Recipient shall:

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

Products:

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

Task 1.7 Identify and Obtain Required Permits

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

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

The Recipient shall:

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

Products:

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

- A copy of each final approved permit (if applicable)

Task 1.8 Obtain and Execute Subcontracts

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

The Recipient shall:

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

Products:

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

TASK 2 – CENTRAL SIERRA – PLUG-IN ELECTRIC VEHICLE COORDINATING COUNCIL (CS - PEVCC)

The goal of this task is to maintain a regional plug-in electric vehicle coordinating council (PEVCC). The CS-PEVCC will be a coordinating body for plug-in electric vehicle stakeholders in the Central Sierra region to discuss challenges and best practices and provide input on the development and implementation of the ZEV Plan. The CS PEVCC shall review and implement the ZEV Readiness Plan.

The Recipient shall:

- Coordinate and facilitate a regional PEVCC for the Central Sierra Region.
- Recruit local governments, non-profits, and business stakeholders from the region to participate with the Coordinating Council.
- Organize, attend, and participate in quarterly meetings.
- Engage local fleet managers and business partners.

Products:

- PEVCC mission statement, charter, defined goals, and defined domains of activities for coalition members
- Meeting Minutes/List of Attendees
- Agendas

- List of PEVCC Members

TASK 3 – CENTRAL SIERRA ZERO EMISSION VEHICLE (ZEV) READINESS PLAN

The goal is to develop a ZEV Readiness Plan for the Central Sierra Nevada Region including Alpine, Amador, Calaveras, and Tuolumne Counties which supports and increases the deployment of ZEV infrastructure in the region.

The Recipient shall:

- Procure a sub-contractor through a competitive request for proposals (RFP) process.
- Develop a ZEV infrastructure development plan which would include a location analysis of ZEV infrastructure in Alpine, Amador, Calaveras, and Tuolumne Counties addressing:
 - Existing conditions of ZEV infrastructure;
 - Regional travel patterns;
 - Estimate of investment required;
 - Estimate of ZEV's required to support ZEV infrastructure;
 - Projection of ZEV deployments;
 - ZEV Gap Analysis;
 - Identify public and private parking areas appropriate for ZEV charging;
 - Propose strategies to advance PEV adoption within the region.
- Assess the current state of the ZEV market with regard to funding and incentives available, policies and training programs in place, and available data on PEV infrastructure;
 - Collect data on consumer charging behavior;
 - Relevant ZEV case studies/best practices;
 - Employer/workforce interest;
 - Identify existing and future market future availability of ZEV market of light, medium, and heavy duty vehicles.
- Develop a plan for streamlining EVCS permitting, installation, and inspection.
 - Assessment of ZEV local permitting process - environmental review, building codes, zoning, parking rules, local ordinances, installation checklists and streamlining permitting, installation and inspection process;
 - Identify barriers to ZEV adoption in the region.
- Develop a plan to accelerate ZEV adoption into Municipal Fleets.
 - Conduct a usage assessment of all vehicles in the municipal fleet to determine which fleet applications are best suited for ZEV's and a plan for replacing municipal fleets with ZEV's;
 - Evaluate public lots for EV charging station sites;
- Develop an outreach and education plan.

Products:

- ZEV Readiness Plan Outline

- Existing Conditions Report
- Admin Draft ZEV Readiness Plan
- Public Draft ZEV Readiness Plan
- Final Draft ZEV Readiness Plan