

File No. 250683

Committee Item No. 9

Board Item No. 37

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date July 16, 2025

Board of Supervisors Meeting Date July 22, 2025

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

**OTHER** (Use back side if additional space is needed)

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Completed by: Brent Jalipa Date July 10, 2025

Completed by: Brent Jalipa Date July 17, 2025

1 [Accept and Expend Grant - Retroactive - California Energy Commission - Electric Vehicle  
2 Charging Infrastructure for Government Fleets - \$5,047,167]

3 **Resolution retroactively authorizing the Office of the City Administrator to accept and**  
4 **expend a grant award in the amount of \$5,047,167 from April 21, 2025, through June 30,**  
5 **2028, from the State of California Energy Commission for electric vehicle charging**  
6 **infrastructure for government fleets.**

7  
8 WHEREAS, The California Energy Commission has recognized the need for electric  
9 vehicle charging infrastructure grant funding for local governments in California; and

10 WHEREAS, The Office of the City Administrator's Fleet Management Department  
11 oversees citywide fleet management policies and supports departmental fleet managers  
12 to implement these policies; and

13 WHEREAS, The City's fleet of light duty passenger vehicles includes roughly 3,000  
14 assets across 34 City departments, of which roughly sixty percent (60%) are gasoline  
15 powered vehicles that City departments are working to transition to electric vehicles; and

16 WHEREAS, Chapter 4 of the San Francisco Environment Code on Healthy Air and  
17 Clean Transportation Program outlines the requirements for San Francisco's light duty fleet to  
18 be fully Zero Emissions by December 31, 2022 (Section 4.03 of the Fleet Management  
19 Promoting Healthy Air and Clean Transportation); and

20 WHEREAS, City Departments may apply for waivers with reasonable justification such  
21 as the lack of charging infrastructure on City-owned property (Section 404(b)(4) regarding  
22 New or Replacement Motor Vehicles), which has been the leading hurdle to transitioning to  
23 Zero Emissions Vehicles; and

1           WHEREAS, The Department of Fleet Management proposes to maximize the use of  
2 available grant funds on program expenditures by not including indirect costs in the grant  
3 budget; and

4           WHEREAS, The grant does not require an Annual Salary Ordinance amendment; and

5           WHEREAS, With the California Energy Commission's grant in the amount of  
6 \$5,047,167 to purchase and install 403 EV charger ports for City fleet on City-owned property,  
7 City departments will be able to purchase electric vehicles without being hindered by  
8 infrastructure challenges; and

9           WHEREAS, Matching funds are in the amount of \$2,828,859 and will come from  
10 eligible personnel costs and non-professional services costs, as well as match funds from the  
11 Annual Capital Plan budget, the Port, Public Utilities Commission, and Municipal  
12 Transportation Agency; now, therefore, be it

13          RESOLVED, That the Office of the City Administrator is hereby retroactively authorized  
14 under Administrative Code, Section 10.170-1 to accept and expend up to \$5,047,167 of  
15 California Energy Commission funds to procure and install 403 EV charger ports on City-  
16 owned property; and, be it

17          FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of  
18 indirect costs in the grant budget; and, be it

19          FURTHER RESOLVED, That the Board of Supervisors hereby retroactively approves  
20 the grant agreement with the California Energy Commission included in File No. 250321 with  
21 a total not to exceed amount of \$5,047,167 for a grant term of April 21, 2025, through June  
22 30, 2028; and, be it

23          FURTHER RESOLVED, That the Board of Supervisors hereby approves inclusion of  
24 match costs in the amount of \$2,828,859 in the project budget drawn from eligible personnel  
25 costs and non-professional services costs, as well as matching funds from the Annual Capital

1 Plan budget, the Port, the Public Utilities Commission, and the Municipal Transportation  
2 Agency, bringing the entire project budget to \$7,876,026; and, be it

3 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the Deputy  
4 City Administrator to execute by electronic signature on behalf of the Fleet Management  
5 Department and the City and County of San Francisco the grant agreement included in the  
6 official file, and any extensions or amendments to the grant agreement; and, be it

7 FURTHER RESOLVED, That any liability arising out of the performance of this  
8 contract, including civil court actions for damages, shall be the responsibility of the grant  
9 recipient and the authorizing agency; the California Energy Commission and the State of  
10 California disclaims responsibility for any such liability.

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14  
15  
16  
17 Recommended: /s/  
18 CARMEN CHU  
19 City Administrator

20 Approved: /s/  
21 DANIEL LURIE  
22 Mayor

23 Approved: /s/  
24 GREG WAGNER  
25 Controller



<b>Item 9</b> <b>File 25-0683</b>	<b>Department:</b> City Administrator's Office
<b>EXECUTIVE SUMMARY</b>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>The proposed resolution retroactively authorizes the City Administrator (ADM) to accept and expend \$5,047,167 from the California Energy Commission (CEC) to fund the procurement and installation of 403 electric vehicle charger ports on City-owned property for the City's light-duty vehicle fleets. The resolution also waives inclusion of indirect costs in the grant budget and approves inclusion of \$2,828,859 of matching costs in the project budget.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>San Francisco's 2017 Healthy Air and Clean Transportation Ordinance (HACTO) requires the City's light-duty passenger fleet to be entirely zero-emissions vehicles (ZEVs) by December 31, 2022. The City aims to achieve full light-duty fleet electrification by 2031. Of 3,000 light-duty vehicles in the City's fleet, 60 percent are currently gasoline-powered. According to ADM, departments delay purchasing ZEVs due to lack of existing charging infrastructure. To meet its electrification goal, ADM estimates 1,500 total charging ports are needed. The proposed grant and matching funds were allow for 403 new charging stations across fifteen City Departments. ADM selected a charger vendor and the infrastructure will be installed by City staff.</li> <li>ADM selected PowerFlex as the vendor for charging hardware and software because it is already supplying roughly 69 percent of City electric vehicle chargers. The Department reports that having consistent charging infrastructure across the City will result in efficiencies in training, replacement part inventory management, and improved institutional knowledge. In addition, the proposed grant requires that the chargers be installed by February 2027, which makes a competitive procurement infeasible, according to ADM staff. For these reasons, ADM plans to rely on the procurement results of another government entity to procure the PowerFlex chargers.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>The total project budget is \$7,876,026. This includes a total grant award amount received from CEC is \$5,047,167 and \$2,828,859 of matching funds sourced from the General Fund and enterprise funds.</li> </ul> <p style="text-align: center;"><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>Approve the proposed resolution.</li> </ul>	

**MANDATE STATEMENT**

City Administrative Code Section 10.170-1 states that accepting Federal, State, or third-party grant funds in the amount of \$100,000 or more, including any City matching funds required by the grant, is subject to Board of Supervisors approval.

City Charter Section 9.118(a) states that contracts entered into by a department, board, or commission that (i) have anticipated revenues of \$1 million or more, or (ii) have anticipated revenues of \$1 million or more and require modifications, are subject to Board of Supervisors approval.

**BACKGROUND****State Legislation**

Funding for electric vehicle charging infrastructure in the State increased with the passage of the Budget Act of 2022 (Senate Bill 154), which allocated \$754 million from the General fund to support zero-emission vehicles (ZEV) deployment. The Clean Transportation Program, created by California's AB 118, authorizes the CEC to deploy its annual budget of approximately \$100 million to support technology throughout the state in advancing California's climate and clean air goals. This includes funding zero-emission fuel infrastructure, fueling stations, and equipment.

**San Francisco's ZEV Goals**

San Francisco's 2017 Healthy Air and Clean Transportation Ordinance (HACTO) requires the city's light-duty passenger fleet to be entirely ZEVs by December 31, 2022. The Office of the City Administrator (ADM) oversees the city's transition to an all-ZEV fleet. Of approximately 3,000 light-duty vehicles in the city's fleet, 60 percent run on gasoline. However, when replacing aging vehicles, departments have historically submitted waivers to delay ZEV purchases, citing inadequate charging infrastructure. The city aims to achieve full light-duty fleet electrification by 2031, which ADM estimates will require 1,500 charging ports total.

**Previous Actions**

On December 21, 2023, the California Energy CEC released a competitive Grant Funding Opportunity (GFO) entitled "Charging Infrastructure for Government Fleets". ADM submitted a proposal to CEC for their Fleet Charging Infrastructure Project and on September 18, 2024, the CEC listed ADM's application on its Notice of Proposed Awards, awarding \$5,047,167 of grant funds to ADM.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution retroactively authorizes ADM to accept and expend \$5,047,167 from the California Energy Commission (CEC) to fund the procurement and installation of 403 Level-2 electric vehicle charger ports on City-owned property to establish charging infrastructure for the City's light-duty vehicle fleets. The resolution also waives inclusion of indirect costs in the grant

budget and approves inclusion of \$2,828,859 of match costs in the project budget drawn from eligible personnel costs and non-professional services costs, as well as matching funds from the Annual Capital Plan budget, the Port, the Public Utilities Commission, and the Municipal Transportation Agency, bringing the entire project budget to \$7,876,026.

### **Grant Agreement**

The proposed grant project schedule runs from April 21, 2025, through June 30, 2028. The grant requires reporting to the Energy Commission Agreement Manager (CAM), containing progress reports and financial updates regarding project progression. CAM may recommend termination of the agreement at any time if it determines inadequate diligence or insufficient time for successful completion of project tasks. The agreement also requires a final report summarizing project accomplishments, and an EV inventory report. Two Critical Project Review (CPR) meetings are also required during the grant agreement. Changes to the grant program require approval of the CAM.

A request for retroactive approval is being sought. The award notice was received on September 18, 2024, for a project start date of April 21, 2025, with the final agreement signed on April 21, 2025.

### **Grant Program**

The purpose of the grant is to facilitate the City's transition to an all-electric light-duty fleet by installing 403 Level 2 electric vehicle charger ports on City-owned property. Appendix A to this report details the new charger locations. The project will impact 17 recipient departments at 36 City-owned properties. According to ADM, the sites were selected based on three main considerations:

1. Installation efficiency

Sites were selected based on ease of installation. The San Francisco Public Utilities Commission (SFPUC) identified the charger capacity at each department. It also identified sites requiring substantial electrical upgrades and/or sites with significant grid impacts, allowing ADM to deprioritize these locations.

2. Equity for communities

Sites were also selected to optimize disadvantaged communities' (DAC) benefits. Sites were prioritized if the site itself, or the services of the recipient department, was in a DAC. ADM states that this is designed to facilitate benefits for these communities such as reduced vehicular noise, reduced emissions, and improved air quality.

3. Departmental investment

Sites were also allocated based on departmental contribution. Departments contributing matched funds will receive a higher number of charging stations.

Given that ADM estimates the City will require a total of 1,500 charging ports, this effort does not completely fill the gap in charging ports. With the City's existing 200 ports and 403 from the

grant, the City will still require approximately 900 additional charging ports to meet its electrification goal for light-duty vehicles.

### Procurement

ADM has selected PowerFlex as the vendor for charging hardware and software because it is already supplying roughly 69 percent of City electric vehicle chargers. Of the City's 192 EV charging stations, 132 are currently operated by PowerFlex through the Real Estate Division (RED). The Department reports that having consistent charging infrastructure across the City will result in efficiencies in training, replacement part inventory management, and improved institutional knowledge. In addition, the proposed grant requires that the chargers be installed by February 2027, which makes a competitive procurement infeasible, according to ADM staff. For these reasons, ADM plans to rely on the procurement results of another government entity to procure the PowerFlex chargers.

### FISCAL IMPACT

The total grant award amount received from CEC is \$5,047,167. The grant requires minimum matching funds of \$2,828,859. The City will fund 100 percent of this match in cash, totaling 36 percent of the total project budget.

### Exhibit 1: Total Project Budget

Cost Category	CEC Share	Match Share	Total
Labor	\$4,181,890	\$0	\$4,181,890
Equipment	\$208,611	\$1,273,382	\$1,481,993
Materials/Miscellaneous	\$656,666	\$1,555,477	\$2,212,143
<b>Total</b>	<b>\$5,047,167</b>	<b>\$2,828,859</b>	<b>\$7,876,026</b>

Source: Proposed Grant Agreement

### Labor budget

The labor budget, totaling \$4,181,890, is entirely funded by the CEC grant. The Grant Application shows that the program work is to be staffed by City employees from City Administrator's Office as well as the Department of Public Works.

### Equipment Budget

Equipment for this initiative consists principally of Level 2 smart chargers. These charging ports are available as 1-port or 2-port chargers. ADM selected 2-port chargers whenever possible for cost efficiency but selected 1-port chargers to accommodate odd numbers of parking spaces.

**Exhibit 2: Equipment Budget**

<b>Description</b>	<b># of Units</b>	<b>Unit Cost</b>	<b>CEC Share</b>	<b>Match Share</b>	<b>Total</b>
Dual Port Chargers	191	\$7,271	\$208,611	\$ 1,180,216	\$1,388,827
Single Port Chargers	21	\$4,436	\$0	\$93,166	\$93,166
<b>Total</b>			<b>\$ 208,611</b>	<b>\$ 1,273,382</b>	<b>\$ 1,481,993</b>

Source: Proposed Grant Agreement

**Materials Budget**

ADM will categorize charger installations as easy, medium, or difficult depending on factors at the installation site. This will affect the materials and supplies cost of installation. For installations rated easy and medium, the department estimates that required materials will consist of nuts, bolts, conduit, and electrical covers. Difficult installations are estimated to additionally require trenching and heavy equipment. The Department estimates that most installations will be of medium difficulty. Should the Department discover more difficult installations than anticipated, it will explore alternative sites with easier installation conditions to control costs and remain on schedule.

The purchase of fleet analytics software is also reflected in the materials budget. This software connects with charging ports, collecting port usage data to support the City in determining which vehicles are underutilized and which have exceeded their maximum life.

**Exhibit 3: Materials Budget according to Grant Application**

<b>Description</b>	<b># of Units</b>	<b>Unit Cost</b>	<b>CEC Share</b>	<b>Match Share</b>	<b>Total</b>
Materials & Supplies for easy installs	40	\$ 825	\$ 31,000	\$ 2,000	\$ 33,000
Materials & Supplies for medium installs	262	\$1,650	\$ 410,043	\$ 22,257	\$ 432,301
Materials & Supplies for difficult installs	101	\$2,200	\$ 205,943	\$ 16,257	\$ 222,200
Laptop & software	1	\$ 5,000	\$0	\$ 5,000	\$ 5,000
Upfront extended 3-year warranty	-	-	\$ 208,608	-	\$ 208,608
Upfront 3-year networking service purchase agreement	-	-	-	\$ 188,052	\$ 188,052
Utilization Analysis Software	-	-	-	\$ 222,660	\$ 222,660
Telematics Software	-	-	-	\$ 890,640	\$ 890,640
<b>Totals</b>			<b>\$855,594</b>	<b>\$1,346,866</b>	<b>\$2,202,460</b>

Source: Proposed Grant Agreement

**Funding Sources**

The match meets the application requirements and will be fulfilled by the General Fund (\$540,000, Annual GF allocation of \$180,000 for three years each, from Capital Planning Committee), the SFMTA (\$581,250), the SFPUC (\$296,250), the Port of San Francisco (\$93,750), and Central Shops (\$1,301,352). According to ADM, this funding aimed to maximize funds from enterprise departments due to their additional capital available and given that they have larger fleets.

**RECOMMENDATION**

Approve the proposed resolution.

**APPENDIX A:**  
**Site Selection of L2 Charging Ports**

<b>Fund</b>	<b>Department</b>	<b>Site Address</b>	<b># of Ports Currently on Site</b>	<b>Recommended # of Additional L2 Ports</b>
GF	Animal Care & Control	1419 Bryant St. San Francisco	1	8
GF	Office of the City Administrator	49 South Van Ness, San Francisco	28	12
GF	Public Health	Laguna Honda Hospital, San Francisco	0	12
GF	Public Health	General Hospital, 1001 Potrero Ave	0	9
GF	Technology	1 South Van Ness Ave, San Francisco	15	3
GF	Technology	1 Christmas Tree Point Road, San Francisco	0	1
GF	Public Defender	555 7th Street, San Francisco	2	8
GF	Public Library	100 Larkin Street, San Francisco	8	8
GF	Public Works	2323 Cesar Chavez Street, San Francisco	10	11
GF	Real Estate Division	1650 Mission St., San Francisco	0	2
GF	Fire Department	698 Second Street, San Francisco	0	10
GF	Sheriff	1 Moreland Dr, San Bruno 94066	0	5
GF	Recreation & Parks	335 McAllister St, San Francisco	1	5
GF	Recreation & Parks	100 Martin Luther King Jr Dr, San Francisco	7	3
GF	Recreation & Parks	51 Havelock St, San Francisco, CA 94112	0	2
GF	Recreation & Parks	755 Stanyan St, San Francisco	0	1
GF	Recreation & Parks	1645 Geneva Ave, San Francisco	0	1
GF	Recreation & Parks	1150 Wayland St, San Francisco	0	2
GF	Recreation & Parks	811 Stanyan St, San Francisco	0	1
GF	Police	1995 Evans Avenue, San Francisco	0	4
GF	Police	1245 3rd Street, San Francisco	13	25
GF	Police	1740 17th Street, San Francisco	0	4
GF	Police	1 Sgt John V Young Ln, San Francisco	0	7

<b>Fund</b>	<b>Department</b>	<b>Site Address</b>	<b># of Ports Currently on Site</b>	<b>Recommended # of Additional L2 Ports</b>
NGF	Port	Pier 3, Embarcadero, San Francisco	0	7
NGF	Port	Pier 50, Terry Francios Blvd, San Francisco	2	18
NGF	Public Utilities Commission	750 Phelps St., San Francisco	0	75
NGF	Public Utilities Commission	1000 El Camino Real, Millbrae CA	1	2
NGF	Public Utilities Commission	1000 El Camino Real, Millbrae CA	1	1
NGF	Public Utilities Commission	1657 Rollins Road, Burlingame CA	0	1
NGF	SFMTA Building and Grounds	700 Pennsylvania Ave, San Francisco	3	4
NGF	SFMTA Green Rail yard	425 Geneva Ave, San Francisco 94112	0	1
NGF	SFMTA MME Rail Yard, Street Operations, Mobile Response Unit, Emergency Response Unit, Signal Maintenance, Quality Assurance, System Safety, Training, SS Emergency Response, Wellness, Rail Maintenance	601 25th St, San Francisco, 94107	6	92
NGF	SFMTA Potrero Bus Yard	2500 Mariposa St, San Francisco, 94110	5	9
NGF	SFMTA Vehicle Pool, Capitol Construction, Communications, Transit Operations, Mechanical Systems, Planning and Schedules, Revenue Collections, Industrial Safety, Security,	1 South Van Ness Ave, San Francisco, 94103	15	44
NGF	SFMTA Non-Revenue Fleet Maintenance	1849 Harrison St SF 94103	4	2



<b>Fund</b>	<b>Department</b>	<b>Site Address</b>	<b># of Ports Currently on Site</b>	<b>Recommended # of Additional L2 Ports</b>
NGF	SFMTA Streets Division Field Operations, Includes Meter Shop, Sign Shop, Temporary Sign Shop	1508 Bancroft AVE, San Francisco, 94124	2	3
	<b>Total</b>		<b>124</b>	<b>403</b>

**No File Number:** 250683  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Accept and expend loan for \$5,047,167 from the California Energy Commission to fund the procurement and installation of 403 electric vehicle charging ports to charge the City and County of San Francisco's fleet of light duty vehicles**
2. Department: **Office of the City Administrator, Fleet Management Department (Fleet/ADM)**
3. Contact Person: **Camilla Taufic** Telephone: **628-652-5619**
4. Grant Approval Status (check one):  

☒ Approved by funding agency
☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$5,047,167.00**
6. a. Matching Funds Required: **\$2,828,859**  
 b. Source(s) of matching funds (if applicable):

Dept or Source	3-Year Commitment	Notes
Capital Planning Committee	540,000	Annual GF allocation of \$180,000 for three years each
ADM Fleet Management	1,317,609	Existing expenditures in the Fleet Management budget, which qualify as match
Port of San Francisco	93,750	NGF
SFPUC	296,250	NGF
SFMTA	581,250	NGF
<b>TOTAL</b>	<b>2,828,859</b>	

7. a. Grant Source Agency: **California Energy Commission**  
 b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary: **Funds will cover the purchase and installation of 403 electric vehicle chargers across 36 City-owned properties, to power 15 City departments' light duty passenger vehicles. This will support the City's clean energy goals, getting closer to meeting HACTO legislation, and the Climate Action Plan.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **April 21, 2025**  
 End-Date: **June 30, 2028 (anticipated completion date)**

10. a. Amount budgeted for contractual services: **TBD**

- b. Will contractual services be put out to bid? **TBD**
- c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **Yes**
- d. Is this likely to be a one-time or ongoing request for contracting out? **One-time**

**11. a.** Does the budget include indirect costs?

☐ Yes ☒ No

- b. 1. If yes, how much? \$
- b. 2. How was the amount calculated?
- c. 1. If no, why are indirect costs not included?

☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services

☐ Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs? Office utilities and maintenance

**12.** Any other significant grant requirements or comments: **N/A**

**\*\*Disability Access Checklist\*\* (Department must forward a copy of all completed Grant Information Forms to the Office of Disability and Accessibility (ODA))**

13. This Grant is intended for activities at (check all that apply):

<input checked="" type="checkbox"/> Existing Site(s)	<input checked="" type="checkbox"/> Existing Structure(s)	<input checked="" type="checkbox"/> Existing Program(s) or Service(s)
<input type="checkbox"/> Rehabilitated Site(s)	<input type="checkbox"/> Rehabilitated Structure(s)	<input type="checkbox"/> New Program(s) or Service(s)
<input type="checkbox"/> New Site(s)	<input checked="" type="checkbox"/> New Structure(s)	

14. The Departmental ADA Coordinator or the Office of Disability and Accessibility have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Office on Disability and Accessibility Personnel.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Office on Disability and Accessibility Reviewer:

Elisha Gelardin (Eli)

(Name)

Director, San Francisco Office on Disability and Accessibility

(Title)

Date Reviewed: 6/9/2025

Signed by:

Elisha Gelardin (Eli)

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Carmen Chu

(Name)

City Administrator

(Title)

Date Reviewed: 6/10/2025

DocuSigned by:



(Signature Required)

# Attachment 1 Exhibit A SCOPE OF WORK

## TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		INTERNAL KICK OFF MEETING
3		SITE REVIEW
4		PRE-INSTALLATION CHECK IN
5		PERMIT SUBMISSION
6		PHASE 1 CHARGER INSTALLATION
7		PHASE 2 CHARGER INSTALLATION
8		PHASE 3 CHARGER INSTALLATION
9		INTERNAL CLOSE OUT MEETING
10		Operations and Reliability
11		Semi-Annual Electric Vehicle Charger Inventory Reports
12		Data Collection and Analysis
13		Project Fact Sheet

## GLOSSARY

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

Term/ Acronym	Definition
AC Level 2	A charger that operates on a circuit from 208 volts to 240 volts and transfers alternating-current (AC) electricity to a device in an electric vehicle (EV) that converts AC to direct current to charge an EV battery.
API	Application programming interface. A type of software interface that offers service to other pieces of software. An API allows two or more computer programs to communicate with each other.
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission

<b>Term/ Acronym</b>	<b>Definition</b>
Charge attempt	Any instance of an EV driver taking action to initiate a charging session by taking one or all of the following steps in any order: 1) attaching the connector to the EV appropriately or 2) attempting to authorize a charging session by use of radio frequency identification (RFID) technology, credit card, charging network provider smartphone application (app), screen input, or calling the charging network provider's customer service number.
Charger	A device with one or more charging ports and connectors for charging EVs. Also referred to as electric vehicle supply equipment (EVSE). This definition excludes any charger used solely for private use at a single-family residence or a multifamily dwelling with four or fewer dwelling units.
Charging network	A collection of chargers located on one or more property(ies) that are connected via digital communications to manage the facilitation of payment, the facilitation of electrical charging, and any related data requests.
Charging network provider	The entity that provides the digital communication network that remotely manages the chargers. Charging network providers may also serve as charging station operators and/or manufacture chargers.
Charging port	The system within a charger that charges one EV. A charging port may have multiple connectors, but it can provide power to charge only one EV through one connector at a time.
Charging session	The period after a charge attempt during which the EV is allowed to request energy. Charging sessions can be terminated by the customer, the EV, the charger, the charging station operator, or the charging network provider.
Charging station	The area in the immediate vicinity of one or more chargers and includes the chargers, supporting equipment, parking areas adjacent to the chargers, and lanes for vehicle ingress and egress. A charging station could comprise only part of the property on which it is located.
Charging station management system	A system that may be used to operate a charger, to authorize use of the charger, or to record or report charger data, such as by using OCPP.

<b>Term/ Acronym</b>	<b>Definition</b>
Charging station operator	The entity that owns the chargers and supporting equipment and facilities at one or more charging stations. Although this entity may delegate responsibility for certain aspects of charging station operation and maintenance to subcontractors, this entity retains responsibility for operation and maintenance of chargers and supporting equipment and facilities. In some cases, the charging station operator and the charging network provider are the same entity.
Connector	The device that attaches an EV to a charging port in order to transfer electricity.
Corrective maintenance	Maintenance that is carried out after failure detection and is aimed at restoring an asset to a condition in which it can perform its intended function.
CPR	Critical Project Review
CTP	Clean Transportation Program
Depot	Type of “home base” behind-the-fence location where a vehicle is typically kept when not in use (usually parked on a nightly basis).
DCFC	Direct current fast charger. A charger that enables rapid charging by delivering direct-current (DC) electricity directly to an EV's battery.
Downtime	A period of time that a charger is not capable of successfully dispensing electricity or otherwise not functioning as designed. Downtime is calculated pursuant to Task <Fourth to Last>.4.
EV	Electric vehicle. A vehicle that is either partially or fully powered on electric power received from an external power source. For the purposes of this Agreement, this definition does not include golf carts, electric bicycles, or other micromobility devices
EVSE	Electric vehicle supply equipment. A charger as defined.
Excluded downtime	Downtime that is caused by events pursuant to Task <Fourth to Last>.4.
Failed charging session	Following a charge attempt, the criteria for a successful charging session were not met.
FTD	Fuels and Transportation Division
Hardware	The machines, wiring, and other physical components of an electronic system including onboard computers and controllers.
Inoperative state	The charger or charging port is not operational.

<b>Term/ Acronym</b>	<b>Definition</b>
Installed	Attached or placed at a location and available for use for a charging session. The date a charger is installed is the date it is first available for use for a charging session.
Interoperability	Successful communication between the software, such as the software controlling charging on the EV and the software controlling the charger. Interoperability failures are communication failures between the EV and charger that occur while the software of each device is operating as designed. Interoperability failure leads to failed charging sessions.
Maintenance	Any instance in which preventive or corrective maintenance is carried out on equipment.
Networked	A charger can receive or send commands or messages remotely from or to a charging network provider or is otherwise connected to a central management system, such as by using OCPP 2.0.1, for the purposes of charger management and data reporting.
Nonnetworked charger	A charger that is not networked.
OCPP	Open Charge Point Protocol. An open-source communication protocol that specifies communication between chargers and the charging networks that remotely manage the chargers.
Operational	Or “up.” A charging port’s hardware and software are both online and available for use, or in use, and the charging port is capable of successfully dispensing electricity.
Operative state	The charger is operational.
Preventative maintenance	Maintenance that is performed on physical assets to reduce the chances of equipment failure and unplanned machine downtime.
Private	Charging ports located at parking space(s) that are privately owned and operated, often dedicated to a specific driver or vehicle (for example, a charging port installed in a garage of a single-family home).
Public	Charging ports located at parking space(s) designated by the property owner or lessee to be available to and accessible by the public.
Recipient	An applicant awarded a grant under a CEC solicitation.
Shared Private	Charging ports located at parking space(s) designated by a property owner or lessee to be available to, and accessible by, employees, tenants, visitors, and residents. Examples include workplaces and shared parking at multifamily residences.



<b>Term/ Acronym</b>	<b>Definition</b>
Software	A set of instructions, data, or programs used to operate computers and execute specific tasks.
Successful charging session	Following a charge attempt, a customer's EV battery is charged to the state of charge the customer desires and is disconnected manually by the customer or by the EV's onboard software system terminating the charging session, without an additional charge attempt.
Uptime	The time that a charger is installed during a reporting period excluding downtime pursuant to Task <Fourth to Last>.4.
ADM/Central Shops	<i>The City and County of San Francisco's City Administrator's Office – Central Shops Division</i>
CAP	<i>Climate Action Plan</i>
DAC	<i>Disadvantaged Community</i>
DBI	<i>Department of Building Inspection</i>
DOE	<i>Department of Energy</i>
DOT	<i>Department of Transportation</i>
DPH	<i>Department of Public Health</i>
DPW	<i>Department of Public Works</i>
DT	<i>Department of Technology</i>
EPA	<i>Environmental Protection Agency</i>
EVWG	<i>Electric Vehicle Working Group</i>
GHG	<i>Greenhouse Gas</i>
HACTO	<i>Healthy Air and Clean Transportation Ordinance</i>
HSA	<i>Human Services Agency</i>
ICE	<i>Internal Combustion Engine</i>
LIC	<i>Low Income Community</i>
PDR	<i>Public Defender's Office</i>
PRT	<i>Port of San Francisco</i>
PUC	<i>Public Utilities Commission</i>
SFACC	<i>Department of Animal Care and Control</i>
SFCCC	<i>San Francisco Clean Cities Coalition</i>
SFE	<i>San Francisco Environment Department</i>
SFFD	<i>San Francisco Fire Department</i>

<b>Term/ Acronym</b>	<b>Definition</b>
SFMTA	<i>San Francisco Municipal transportation Agency</i>
SFPD	<i>San Francisco Police Department</i>
SFPL	<i>San Francisco Public Library</i>
SFRPD	<i>San Francisco Recreation and Parks Department</i>
SHF	<i>San Francisco Sheriff's Office</i>
ZEV	<i>Zero Emissions Vehicle</i>

## **Background**

The Budget Act of 2022 (Senate Bill (SB) 154, Skinner, Chapter 43, Statutes of 2022, as amended by Assembly Bill (AB) 178, Ting, Chapter 45, Statutes of 2022 and AB 179, Ting, Chapter 249, Statutes of 2022) and AB 211 (Committee on Budget, Chapter 574, Statutes of 2022) provided \$754 million from the General Fund to support infrastructure deployments, emerging opportunities, and manufacturing projects for zero-emission light-duty and medium- and heavy-duty vehicles.

AB 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program. The statute authorizes the California Energy Commission (CEC) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change and clean air goals. AB 126 (Reyes, Chapter 319, Statutes of 2023) reauthorized the funding program through July 1, 2035 and focused the program on zero-emission transportation.

The Clean Transportation Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Develop and deploy zero-emission technology and fuels in the marketplace where feasible and near-zero-emission technology and fuels elsewhere.
- Produce alternative and renewable low-carbon fuels in California.
- Deploy zero-emission fuel infrastructure, fueling stations, and equipment where feasible and near-zero-emission fuel infrastructure, fueling stations, and equipment elsewhere.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

On **[insert date]**, the CEC released a Grant Funding Opportunity (GFO) entitled "Charging Infrastructure for Government Fleets." This competitive grant solicitation was to fund projects that provide electric vehicle charging infrastructure for light-duty government fleets. In response to GFO-23-606, the Recipient submitted application #XX which was proposed for funding in the CEC's Notice of Proposed Awards

on **[insert date]**. GFO-23-606 and Recipient's application are hereby incorporated by reference into this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient's Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient's Application and the terms of this Agreement, this Agreement shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Solicitation, the terms of this Agreement shall control.

### **Problem Statement:**

The City and County of San Francisco's Office of the City Administrator (ADM/Central Shops) is proposing a Fleet Charging Infrastructure Project that will install 403 Level 2 (L2) charging ports to serve municipal fleet vehicles from 17 City departments across 36 City-owned properties. These ports will accelerate the transition of the City's light-duty vehicle fleet from internal combustion engine (ICE) vehicles to electric vehicles (EVs), support the City's emissions and pollution reduction goals, and accelerate implementation of local ordinances and the City's [Climate Action Plan \(CAP\)](#).

Released in 2021, the CAP lays out an ambitious timeline for San Francisco to become an all-electric, zero-emission City by 2040. [Since transportation emissions account for 44% of the City's overall carbon footprint](#), the transition to electric vehicles is an essential factor on the City's path to zero-emissions. The City has taken several measures to accelerate the transition, including amending its planning code to define EV charging, and make it easier to install EV charging plazas. Additionally, the City adopted an ordinance mandating EV charging in large public parking facilities. The success of these efforts can be seen in the increasing number of new EV vehicle registrations in the City ([34.2% in March, 2023](#)). There are currently 1,246 publicly available chargers here in San Francisco, but more are needed.

The City must match the aggressive pace of the private sector for its municipal fleet. In 2017, San Francisco passed the Healthy Air and Clean Transportation Ordinance (HACTO), which mandated that all new light-duty vehicles be zero-emissions (hydrogen or electric). HACTO also set an ambitious goal for 100% of the City's light-duty fleet to be zero-emissions vehicles (ZEVs) by the end of 2022. To meet these goals, the City has transformed its vehicle purchasing norms to grow its fleet of electric vehicles (EVs), but the full transformation of the light-duty fleet has not yet been achieved, due in large part to a lack of resources for charging infrastructure. Since HACTO's revision in 2017, Central Shops' primary compliance challenge has been the City's existing charging infrastructure, which does not align with the location of vehicles in need of replacement. Departments have been uncomfortable rapidly expanding their EV fleets without the associated infrastructure in place. The funding available through this grant opportunity will allow San Francisco to redouble its fleet conversion efforts and meet its HACTO and CAP objectives.

**Goals of the Agreement:**

The goal of this project is to install the charging infrastructure that will make it possible to accelerate the City's replacement of its light duty fleet. The City has a plan to replace 10% of its light duty fleet each year for the next four fiscal years, increasing to replacement of 20% each year for the following three fiscal years, in order to achieve full light duty fleet electrification by 2031.

**Objectives of the Agreement:**

The objectives of this project are to:

1. Add 403 charging ports to the City's existing charging infrastructure.
2. Set charger O&M standards and practices for all City departments.
3. Track charger data including uptime, maintenance issues, charging time by department vehicle, and other relevant data.
4. Expand the City fleet's networked charging.

**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 that includes the CAM and may include the Commission Agreement Officer (CAO) and a representative of the CEC Accounting Office. The Recipient shall bring their Project Manager, Agreement Administrator, Accounting Officer, and any others determined necessary by the Recipient or specifically requested by the CAM to this meeting.
- Provide a written statement of 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, if applicable
- “Surviving” Agreement provisions
- Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

**Products:**

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

**Task 1.4 Monthly Calls**

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

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

**The CAM shall:**

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

**The Recipient shall:**

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

**Product:**

- Email to CAM concurring with call summary notes.

**Task 1.5 Quarterly Progress Reports**

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

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

**The Recipient shall:**

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

**Product:**

- Quarterly Progress Reports

**Task 1.6 Final Report**

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

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

The Final Report shall be a public document and is limited to 25-pages. If the Recipient has obtained confidential status from the CEC and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.



In addition to any other applicable requirements, the Final Report must comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability; all applicable regulations and guidelines issued pursuant to the ADA; Cal. Gov. Code sects. 7405 and 11135; and Web Content Accessibility Guidelines 2.0, or a subsequent version, as published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

**The Recipient shall:**

- Prepare an *Outline of the Final Report*, if requested by the CAM.
- Prepare a *Draft Final Report* complying with ADA requirements and following the latest version of the Final Report guidelines which will be provided by the CAM. The CAM shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
- Submit *Final Report* in Microsoft Word format or similar electronic format as approved by the CAM.

**Products:**

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

**Task 1.7 Identify and Obtain Matching Funds**

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

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

**The Recipient shall:**

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a part of the proposal that led to the CEC awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
  - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.

- Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of 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.
- Submit a *letter* to the CAM describing the subawards needed or stating that no subawards are required.
- 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 each 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 subaward (if requested)
- Final subaward (if requested)

## TECHNICAL TASKS

### TASK 2 INTERNAL KICK OFF MEETING

The goal of this task is *to convene all frontline participants to set roles and expectations for the grant performance period.*

### The Recipient shall:

- *Set project expectations for each department*
- *Set hierarchy of approvals and communications streams, including regular and as-needed project stakeholder meeting cadence*
- *Describe project objectives and timeline for completion*

### Products:

- *Communications plan and project timeline with milestones*

### TASK 3 SITE REVIEW

The goal of this task is to *confirm the initial PUC analysis of site-level existing energy capacity and develop recommended phasing for charger installation.*

**The Recipient shall:**

- *Visit each site to determine port installation locations, electrical and construction needs*
- *Create inventory of all participating sites, with installation difficulty level/needs confirmed*

**Products:**

- *Site inventory with installation locations, special electrical/construction considerations, expected installation difficulty level and recommended phasing for all sites*

**TASK 4 PRE-INSTALLATION CHECK IN**

The goal of this task is to *share and validate the phased plan for installation at the sites based on difficulty level and confirm the schedule with department leads.*

**The Recipient shall:**

- *Create an installation schedule for all sites to be rolled out in three phases*
- *Confirm the rollout schedule with department leads*

**Products:**

- *Installation plan with recommended phasing*

**TASK 5 PERMIT SUBMISSION**

The goal of this task is to *submit permit applications for all project sites.*

**The Recipient shall:**

- *Submit permit applications for all chargers for all project sites to the San Francisco Permit Center*
- *Coordinate with Permit Center staff to ensure that permit applications are submitted in a manner to expedite phase 1 locations*

**Products:**

- *Permits submitted and approved*

**TASK 6 PHASE 1 CHARGER INSTALLATION**

The goal of this task is to *install chargers at phase 1 locations.*

**The Recipient shall:**

- *Purchase chargers for phase 1 installs*
- *Install chargers at phase 1 locations*

- *Provide training and maintenance to fleet managers responsible for phase 1 locations*
- *Follow-up with phase 1 departments to ensure user training and maintenance guidelines are understood*

**Products:**

- *Phase 1 chargers installed with warranties*
- *Fleet managers informed on how to manage installed infrastructure*
- *Submit an AB 841 Certification that certifies the project has complied with all AB 841 (2020) requirements specified in Exhibit C or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient's authorized representative.*
- *Submit EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program certified electrician that installed electric vehicle charging infrastructure or equipment. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.*

**TASK 7 PHASE 2 CHARGER INSTALLATION**

The goal of this task is to *install chargers at phase 2 locations*.

**The Recipient shall:**

- *Confirm phase 2 schedule with department leads*
- *Purchase chargers for phase 2 installs*
- *Install chargers at phase 2 locations*
- *Provide training and maintenance to fleet managers responsible for phase 2 locations*

*Follow-up with phase 2 departments to ensure user training and maintenance guidelines are understood*

**Products:**

- *Phase 2 chargers installed with warranties*
- *Fleet managers informed on how to manage installed infrastructure*
- *Submit an AB 841 Certification that certifies the project has complied with all AB 841 (2020) requirements specified in Exhibit C or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient's authorized representative.*

- *Submit EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program certified electrician that installed electric vehicle charging infrastructure or equipment. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.*

## **TASK 8 PHASE 3 CHARGER INSTALLATION**

The goal of this task is to *install chargers at phase 3 locations*.

**The Recipient shall:**

- *Determine additional labor and heavy duty equipment needs for phase 3 installs and schedule*
- *Confirm phase 3 schedule with department leads*
- *Purchase chargers for phase 3 installs*
- *Install chargers at phase 3 locations*
- *Provide training and maintenance to fleet managers responsible for phase 3 locations*
- *Follow-up with phase 3 departments to ensure user training and maintenance guidelines are understood*

**Products:**

- *Phase 3 chargers installed with warranties*
- *Fleet managers informed on how to manage installed infrastructure*
- *Submit an AB 841 Certification that certifies the project has complied with all AB 841 (2020) requirements specified in Exhibit C or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient's authorized representative.*
- *Submit EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program certified electrician that installed electric vehicle charging infrastructure or equipment. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.*

## **TASK 9 INTERNAL CLOSE OUT MEETING**

The goal of this task is to *convene all participants to assess project outcomes during the grant performance period, and gather information for CEC final report*.

**The Recipient shall:**

- *Review of initial data collection from chargers installed in all phases*

- *Facilitate discussion amongst department fleet managers to gather lessons learned and build common best practices*

**Products:**

- *Raw data, report on usage, and user experience documentation*

**TASK 10 OPERATIONS AND RELIABILITY**

Recipients shall comply with the reliability performance standards, recordkeeping, reporting, and maintenance requirements (henceforth, REQUIREMENTS) in this Scope of Work (SOW) for electric vehicles chargers installed as part of this Agreement. In the event the CEC adopts regulations that include REQUIREMENTS, for example as required by Assembly Bill 2061 (Ting, Chapter 345, Statutes of 2022) and/or Assembly Bill 126 (Reyes, Chapter 319, Statutes of 2023), those REQUIREMENTS shall supersede the REQUIREMENTS contained in this SOW for this Agreement wherever they are redundant or conflicting.

**Task 10.1 Operations**

**The Recipient Shall:**

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

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

**Task 10.2 Recordkeeping**

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

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

1. The charging network provider must have an API of the CEC's choosing to permit the charging network provider to transfer the data required in this section directly to the CEC or the CEC's designee within 60 minutes of the record's generation.
2. The charging network provider must have Subset Certification of the Charging Station Management System in the Open Charge Alliance OCPP Certification



Program for OCPP version 2.0.1, published May 24, 2023, or a subsequent version of OCPP for Core, Advanced Security, and ISO 15118 Support functionalities.

3. **For networked chargers**, the charging network provider's central system must have connection to the chargers using OCPP version 2.0.1 or a subsequent version of OCPP. This does not preclude the additional use of other communication protocols.
4. **For networked chargers**, the charging network provider and chargers must transmit the following protocol data units between the Central Management System and the charger(s) as specified in OCPP version 2.0.1 or a subsequent version of OCPP:
  - a. HeartbeatRequest shall be transmitted to the Central Management System by the charger on a set interval.
  - b. HeartbeatResponse shall be transmitted to the charger by the Central Management System in response to any received HeartbeatRequest.
  - c. StatusNotificationRequest shall be transmitted by the charger to the Central Management System any time the charger or an associated charging port's operative status changes.
  - d. BootNotificationRequest shall be transmitted by the charger to the Central Management System any time the charger is powered on.
  - e. BootNotificationResponse shall be transmitted by the Central Management System to the charger in response to any received BootNotificationRequest.

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

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

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

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

### **Maintenance Records**

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

### **Products:**

- Remote Monitoring Records
- Maintenance Records
- Data Dictionary

### **Task 10.3 Maintenance Requirements**

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

### **The Recipient Shall:**

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

- *Report on preventive and corrective maintenance in each Quarterly Report on Charger and Charging Port Reliability and Maintenance* described in Task XX.4.

**Products:**

- Maintenance section of Quarterly Report on Charger and Charging Port Reliability and Maintenance described in Task XX.4

## **Task 10.4 Reporting**

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

**The Recipient shall:**

- Prepare and submit to the CEC *Quarterly Reports on Charger and Charging Port Reliability and Maintenance*. Each report shall include: A summary of charging port downtime, including total downtime and the number and frequency of downtime events, the minimum, median, mean, and maximum duration, and the causes of downtime events. Downtime shall be determined on a per charging port basis by summing the durations of all downtime events during the reporting period. The duration of a downtime event shall be the longest of the following periods:
  1. **For networked charging ports**, the time after the charger has transmitted a StatusNotificationRequest indicating that the charging port associated with that charger is in a “faulted” or “unavailable” state until a subsequent StatusNotificationRequest is transmitted by that charger indicating that the charging port has transitioned to an “available,” “occupied,” or “reserved” state. The timestamps in each StatusNotificationRequest shall be used to quantify downtime.
  2. **For networked chargers**, the time between a BootNotificationResponse transmitted by the Central Management System and the last HeartbeatResponse transmitted by the Central Management System prior to the BootNotificationResponse. The timestamps in the relevant BootNotificationResponse and HeartbeatResponse shall be used to quantify downtime.
  3. **For all charging ports**, the time between the earliest record that a charging port is not capable of successfully dispensing electricity or otherwise not functioning as designed and the time it is available to deliver a charge. First record that a charger is not capable of successfully dispensing electricity or otherwise not functioning as designed includes, but is not limited to, consumer notification, internal diagnostics, or inspection, whichever is earliest.
- Prepare a summary of Excluded Downtime, including total excluded downtime and the number and frequency of excluded downtime events, the minimum, median, mean, and maximum duration, and the causes of excluded downtime events and include in each Quarterly Report on Charger and Charging Port Reliability and Maintenance. ‘Excluded Downtime’ includes:

1. **Before Initial Installation:** Downtime before the charging port was initially installed.
  2. **Grid Power Loss:** Downtime during which power supplied by a third-party provider is not supplied at levels required for minimum function of the charging port. This may include, but is not limited to, service outages due to utility equipment malfunction or public safety power shutoffs. This does not include power generation or storage equipment installed to serve the charger(s) exclusively. Documentation from power provider detailing outage is required to claim this as excluded downtime.
  3. **Vehicle Fault:** Any failure to charge or failure to meet the EV charging customer's expectation for power delivery due to the fault of the vehicle.
  4. **Outage for Preventative Maintenance or Upgrade:** Downtime caused by any preventative maintenance or upgrade work that takes the charging port offline. This must be scheduled at least two weeks in advance of the charger being placed in an inoperative state. The maximum downtime that can be excluded for preventative maintenance or upgrade work is 24 hours for any 12-month period.
  5. **Vandalism or Theft:** Downtime caused by any physical damage to the charger or station committed by a third party. This may include, but is not limited to, theft of charging cables, damage to connectors from mishandling, or damage to screens. A maximum of 5 days may be claimed as excluded downtime for each Vandalism or Theft event. A police report or similar third-party documentation is required to claim this as excluded time.
  6. **Natural Disasters:** Downtime caused by any disruption of the charging port due to a natural event such as a flood, earthquake, or wildfire that causes great damage. Third party documentation such as news reporting must be provided along with a narrative of the direct impacts to the chargers(s) to claim this as excluded downtime.
  7. **Communication Network Outages:** Downtime caused by loss of communication due to cellular or internet service provider system outages. A Communication Network Outage can be claimed as excluded downtime provided the chargers default to a free charge state during communication losses. A free charge state is when the charger is operational and dispenses energy free of charge to any consumer.
  8. **Operating Hours:** Hours in which the charging port is in an operative state but that are outside of the identified hours of operation of the charging station.
- **For all charging ports,** prepare a summary and calculation of uptime and include in each Quarterly Report on Charger and Charging Port Reliability and Maintenance. Each report shall include the uptime percentage of each charging port (Uptime) installed and operated as part of this Agreement for the reporting period. Charging port uptime shall be calculated as:

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

U = Charging Port Uptime

T =

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

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

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

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

**Products:**

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

## **TASK 11 SEMI-ANNUAL ELECTRIC VEHICLE CHARGER INVENTORY REPORTS**

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

**The Recipient shall:**

- Prepare an *Electric Vehicle Charger Inventory Report*, in a template provided by the CAM, that includes:
  - For chargers serving light-duty electric vehicles:

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

**Recipient Product:**

- Electric Vehicle Charger Inventory Report

**TASK 12 DATA COLLECTION AND ANALYSIS**

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

**The Recipient shall:**

- For all electric vehicle chargers and charging stations installed on or after January 1, 2024:
  - Comply with recordkeeping and reporting standards as described in CEC's regulations. These requirements are not applicable to those electric vehicle chargers and charging stations installed at residential real property containing four or fewer dwelling units.

- Comply with all industry best practices and charger technology capabilities that are demonstrated to increase reliability, as described in CEC's regulations.
- Without limitation to other requirements in this Agreement, Recipient shall comply with any other regulatory requirements, including but not limited to uptime requirements and operation and maintenance requirements. Such regulatory requirements may, but will not necessarily, be enacted after execution of this Agreement. Once regulations are final, they will apply to work under this Agreement irrespective of when finalized. Any updates to regulations may also be applicable to work under this Agreement.
- If the Recipient is an electric vehicle service provider or other third-party entity that is not the site host, the electric vehicle service provider or third-party entity shall provide a disclosure to the site host about the site host's right to designate the service provider or third-party as the entity to report the data on behalf of the site host. The Recipient shall verify receipt by signing the disclosure.
- Collect and 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.
- Collect and provide 12 months of throughput, usage, and operations data from the project including, but not limited to:
  - Number of charging sessions
  - Average charger downtime
  - Peak power delivered (kW)
  - Duration of active charging, hourly
  - Duration of charging session, hourly (e.g., vehicle parked but not actively charging)
  - Average session duration
  - Energy delivered (kWh)
  - Average kWh dispensed
  - Types of vehicles using the charging equipment

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

**Products:**

- Data Collection and Information Analysis Report

**TASK 13 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

I. **Instructions for Schedule of Products and Due Dates**

This workbook contains the spreadsheet for the Schedule of Products and Due Dates. Items in [blue type](#) need to be completed. All other items should remain unchanged.

For each Administrative Task, insert the planned start and completion dates. For the Critical Project Reviews (CPRs), add as many CPRs as the project requires. If this form is being completed by an Applicant as part of a proposal to the Energy Commission, leave the CPR sections blank. These sections will be completed by the Energy Commission prior to issuing a funding award.

For each Technical Task, insert the name of each task as it is titled in the Scope of Work, the name of each product(s) associated with each task as they are titled in the Scope of Work (using Caps and Bold), and the planned completion dates. Delete or insert rows as necessary.

## Attachment 03

## Exhibit A-1

***Schedule of Products and Due Dates***

<b>Task Number</b>	<b>Task Name</b>	<b>Product(s)</b>	<b>Due Date</b>
<b>1.1</b>	<b>Attend Kick-off Meeting</b>		
		Updated Schedule of Products	10/15/2024
		Updated List of Match Funds	10/15/2024
		Updated List of Permits	10/15/2024
		Written Statement of Match Share Activities	10/15/2024
		Kick-Off Meeting Agenda (CEC)	10/15/2024
<b>1.2</b>	<b>Critical Project Review Meetings</b>		
		CPR Report	<Insert Date>
	1st CPR Meeting	CPR Meeting Agenda (CEC)	<Insert Date>
		Schedule for written determination (CEC)	<Insert Date>
		Written determination (CEC)	<Insert Date>
	<Add as many CPRs as required>	<Utilize same products as 1st CPR Meeting>	<Insert Date>
		<Utilize same products as 1st CPR Meeting>	<Insert Date>
<b>1.3</b>	<b>Final Meeting</b>		
		Written documentation of meeting agreements	9/1/2027
		Schedule for completing closeout activities	10/1/2027
<b>1.4</b>	<b>Monthly Calls</b>		
		Email to CAM concurring with call summary notes	Within 5 days of receipt
<b>1.5</b>	<b>Quarterly Progress Reports</b>		
		Quarterly Progress Reports	10th calendar day of each January, April, July, and October during the approved term of this Agreement
<b>1.6</b>	<b>Final Report</b>		
		Final Outline of the Final Report	11/30/2027
		Draft Final Report	12/31/2027
		Final Report (no less than 60 days before the end term of the agreement)	3/31/2028
<b>1.7</b>	<b>Identify and Obtain Match Funds</b>		
		A letter regarding match funds or stating that no match funds are provided	At time of application submission
		Copy(ies) of each match fund commitment letter(s) (if applicable)	At time of application submission
		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
<b>1.8</b>	<b>Identify and Obtain Required Permits</b>		
		Letter documenting the permits or stating that no permits are required	30 days prior to each installation phase

## Attachment 03

### Exhibit A-1

# Schedule of Products and Due Dates

Task Number	Task Name	Product(s)	Due Date
		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 final approved permit (if applicable)	Within 10 days of receiving each permit
1.9	<b>Obtain and Execute Subawards</b>		
		Letter describing the subawards needed, or stating that no subawards are required	Within 10 days of execution
		Draft subawards (if requested)	15 days prior to the scheduled execution date
		Final subawards (if requested)	Within 10 days of execution
2	<b>INTERNAL KICK OFF MEETING</b>		
		<i>Communications plan and project timeline with milestones</i>	within first 30 days of project launch
3	<b>SITE REVIEW</b>		
		<i>Site inventory with installation locations, special electric</i>	1/31/2025
4	<b>PRE-INSTALLATION CHECK IN</b>		
		<i>Installation plan with recommended phasing</i>	2/27/2025
5	<b>PERMIT SUBMISSION</b>		
		<i>Permits submitted and approved</i>	3/31/2025
6	<b>PHASE 1 CHARGER INSTALLATION</b>		
		Chargers and warranties (phase 1)	4/30/2025
		Fleet Manager Training	4/30/2025
		AB 841 certification	5/1/2025
		EVITP Certification Numbers	5/1/2025
7	<b>PHASE 2 CHARGER INSTALLATION</b>		
		AB 841 certification	5/1/2025
		EVITP Certification Numbers	5/1/2025
		Chargers and warranties (phase 2)	7/31/2025
		Fleet Manager Training	7/31/2025
8	<b>PHASE 3 CHARGER INSTALLATION</b>		
		AB 841 certification	5/1/2025
		EVITP Certification Numbers	5/1/2025
		Chargers and warranties (phase 3)	3/31/2026
		Fleet Manager Training	3/31/2026
9	<b>INTERNAL CLOSE OUT MEETING</b>		
		Raw data and user experience report	9/30/2027

## Attachment 03

## Exhibit A-1

***Schedule of Products and Due Dates***

<b>Task Number</b>	<b>Task Name</b>	<b>Product(s)</b>	<b>Due Date</b>
<b>10</b>	<b>OPERATIONS AND RELIABILITY</b>		
<b>10.2</b>	<b>Recordkeeping</b>		
		Remote Monitoring Records	Within 10 business days of CEC request
		Maintenance Records	Within 10 business days of CEC request
		Data Dictionary	Within 10 business days of CEC request
<b>10.3</b>	<b>Maintenance Requirements</b>		
		Maintenance section of Quarterly Report on Charger and Charging Port Reliability and Maintenance described in Task XX.4	Included in each Quarterly Report in Task XX.4
<b>10.4</b>	<b>Reporting</b>		
		Quarterly Report on Charger and Charging Port Reliability and Maintenance	10th day of each January, April, July, and October
<b>11</b>	<b>SEMI-ANNUAL ELECTRIC VEHICLE CHARGER INVENTORY REPORTS</b>		
		Electric Vehicle Charger Inventory Report	Within 30 calendar days of execution and then the end of each July and end of each January thereafter during the term of the agreement.
<b>12</b>	<b>DATA COLLECTION AND ANALYSIS</b>		
		<a href="#">L2 Chargers</a>	<a href="#">&lt;Insert Date&gt;</a>
		Data Collection and Information Analysis Report	<a href="#">3/31/2028</a>
<b>13</b>	<b>PROJECT FACT SHEET</b>		
		Initial Project Fact Sheet	<a href="#">3/31/2028</a>
		Final Project Fact Sheet	<a href="#">3/31/2028</a>
		High Quality Digital Photographs	<a href="#">3/31/2028</a>

## Workbook Instructions

**Input Data:** Enter information as required in all cells highlighted in Blue.

**Restricted Editing:** All cells not highlighted in Blue are locked from editing. Locked cells include: cells with formulas highlighted in Gray or Light Yellow, cells with no color fill (white), etc.

**For the Agreement Budget Template ONLY: Colored Tabs:**

The "Equipment" and "Subrecipients & Vendors" budget category tabs are colored **ORANGE** to indicate that line item details can be entered for these budget categories. The other budget category tabs (Direct Labor, Fringe Benefits, Travel, Materials & Misc., and Indirect Costs & Profit) only contain category totals.

**Regarding Confidential Information:** Avoid disclosing trade secrets and confidential information on any agreement document, since these documents are publicly accessible.

### Rules for decimal places on values:

- **Budget and Invoice values:**
  - Rounding of any values, as described below, should be performed using standard rounding practices.
  - For all currency rates (e.g., Direct Labor, and Unit Cost): Round to the cent (\$0.01).
  - For all percentage rates (e.g., Fringe Benefits, Indirect Cost, and Profit): Round to a maximum of two decimal places of a percent (e.g., 25.12%). You can round to less if desired, such as one decimal place (e.g., 25.1%), or zero decimal places (e.g., 25%).
  - For all quantity values (e.g., # of hours, # of months, and # of units): Round to a maximum of two decimal places (e.g., 50.12). You can round to less if desired, such as one decimal place (e.g., 50.1), or zero decimal places (e.g., 50).
- **Budget values:**
  - For entered and totaled (via calculation) CEC and Match share budget values: Round to the dollar (\$1).
  - For all calculated currency values (e.g., rate x hours, rate x months, base amount, and rate x base amount): Round to the dollar (\$1).
- **Invoice values:**
  - For entered and totaled (via calculation) CEC and Match share expense invoice values: Round to the cent (\$0.01).
  - For all calculated currency values (e.g., rate x hours, rate x months, base amount, and rate x base amount): Round to the cent (\$0.01).
  - **SPECIAL CIRCUMSTANCE for calculated currency values:** **ONLY** if a calculated value (e.g., rate x hours = actual labor expense) does **NOT** equal the actual expense, because of the decimal place rules provided for rates and quantity values listed above, it is acceptable to use as many decimal places as necessary for rates and quantity values listed above to ensure that the calculated value **DOES** equal the actual expense.

### Invoice Supporting Documentation Requirements, per Budget Category:

The list below contains the supporting documentation that is required to be submitted with an invoice. **IMPORTANT:** The recipient and subrecipients must still retain supporting documentation for all project expenses in case of an audit ("supporting documents" are also known as "backup documents").

- **Direct Labor** – No supporting documentation required with invoice.
- **Fringe Benefits** – No supporting documentation required with invoice.
- **Travel** - Receipts are required only for: Lodging, Airfare, Rental car (including gasoline expenses), Bus/train. Travel Form required for all travel included on an invoice
- **Equipment** – 1) For equipment that is equal to or greater than \$100,000 per line item total (including both CEC and Match Funds), documentation showing the payment terms must be provided to the CAM. 2) CAM must be able to verify equipment purchases for: 1) equipment with a per line item incurred cost of \$500,000 or greater; or 2) a single equipment vendor with \$500,000 or more in equipment incurred costs. See Invoice Review Checklist for methods to verify.
- **Materials & Miscellaneous** – Receipt required for any line item total that is \$5,000 or more.
- **Subrecipients & Vendors** – Major subrecipients (Budget of \$100k or more) follow the same budget requirements as the Recipient when submitting an invoice. For Minor subrecipients and Vendors, subrecipient or vendor invoice required.
- **Indirect Costs & Profit** – No supporting documentation required with invoice.

**Adding Rows:** If additional rows are needed within a section, unhide the hidden rows (i.e., select the row directly above and below the hidden rows, then right-click the selection and select "Unhide"). Hide any unused rows. DO NOT USE THE LAST TWO ROWS THAT ARE MARKED "CEC USE ONLY". If all but the last 2 rows are used, and more rows are required, please contact the ECAMS Support team (ECAMS.Support@energy.ca.gov).

**FOR ECAMS SUPPORT TEAM ONLY: ADDING ROWS:**

To add additional rows and maintain the formulas within the totals, (1) unprotect the sheet, (2) copy the second to the last row in the section, (3) insert the copied row just above the last row, (4) repeat steps 2 - 3 as required, (5) correct formatting and REFERENCE IDs as required, (6) delete "CEC USE ONLY" from all but the last two rows in the section, and (7) re-protect the sheet.

**Updating Modification Date on Budgets:**

After making modifications to a budget file, update the modification date as described below.

- **Budget Worksheet file** – Update the "*Date of Last Budget Worksheet Modification*" to the date the modifications were completed. Update the "Date of Last Budget Worksheet Modification" in cell D1 of the "Category Budget" tab—this updates the rest of the tabs in the template.
- **Agreement Budget file** – Update the "*Date of Last Approved Agreement Budget Modification*" to the date the modifications were approved. Update the "Date of Last Approved Agreement Budget Modification" in cell D1 of the "Category Budget" tab—this updates the rest of the tabs in the template.

**FOR ECAMS SUPPORT TEAM ONLY: UPDATING "TEMPLATE VERSION" DATE:**

After making modifications to a budget or invoice template, update the "*Template Version*" date to the date the modifications were completed. For the budget templates, update the "*Template Version*" date in cell A1 of the "Category Budget" tab—this updates the rest of the tabs in the template. For the invoice templates, update the "*Template Version*" date in cell A1 of the "Invoice Payment Cover Sheet" tab—this updates the rest of the tabs in the template.

**ECAMS Support:** For support on how to complete this template, please visit the ECAMS Resources web page. The link to this web page is provided in the cell below:

<https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources>

# PROPOSAL BUDGET

## Category Budget

Grant Funding Number	GFO-23-606		
Name of Organization	City and County of San Francisco		
Recipient			
None			
Cost Category	CEC Share	Match Share	Total
Direct Labor	\$ 3,009,640	\$ -	\$ 3,009,640
Fringe Benefits	\$ 1,172,256	\$ -	\$ 1,172,256
Total Labor	\$ 4,181,896	\$ -	\$ 4,181,896
Travel	\$ -	\$ -	\$ -
Equipment	\$ -	\$ 1,481,993	\$ 1,481,993
Materials/Miscellaneous	\$ 646,986	\$ 45,514	\$ 692,503
Subrecipients/Vendors	\$ 208,608	\$ 1,301,352	\$ 1,509,960
Total Other Direct Costs	\$ 855,594	\$ 2,828,859	\$ 3,684,456
Indirect Costs	\$ -	\$ -	\$ -
Profit (not allowed for grant recipients)	\$ -	\$ -	\$ -
Total Indirect and Profit	\$ -	\$ -	\$ -
Grand Totals	\$ 5,037,490	\$ 2,828,859	\$ 7,866,352
Total CEC Reimbursable Funds Spent in California or Paid to California-Based Entities (if applicable)	\$ 4,987,115		
Percentage of CEC Reimbursable Funds Spent in California or Paid to California-Based Entities	99.00%		



# PROPOSAL BUDGET

## Direct Labor (Unloaded)

### GFO-23-606: City and County of San Francisco

Hourly Rates						
Job Classification	Highest Estimated Labor Rate (\$ per hour)	# of Hours	Rate x Hours	CEC Share	Match Share	Total
7345 DPW Electrician (3 staff members)	\$ 145.06	13728.00	\$ 1,991,436	\$ 1,991,436	\$ -	\$ 1,991,436
7238 DPW Electrician Supervisor	\$ 164.05	1610.00	\$ 264,121	\$ 264,121	\$ -	\$ 264,121
7263 DPW Maintenance Manager (Project Manager)	\$ 171.00	445.00	\$ 76,093	\$ 76,093	\$ -	\$ 76,093
7514 DPW Support Labor	\$ 90.84	424.00	\$ 38,516	\$ 38,516	\$ -	\$ 38,516
0923 ADM Project Supervisor	\$ 91.88	576.00	\$ 52,923	\$ 52,923	\$ -	\$ 52,923
1824 ADM Project Manager	\$ 85.39	5616.00	\$ 479,550	\$ 479,550	\$ -	\$ 479,550
5640 Environment Analyst	\$ 64.06	190.00	\$ 12,171	\$ 12,171	\$ -	\$ 12,171
1657 ADM Accountant	\$ 85.34	550.00	\$ 46,937	\$ 46,937	\$ -	\$ 46,937
1634 ADM Principal Account Clerk	\$ 54.91	550.00	\$ 30,201	\$ 30,201	\$ -	\$ 30,201
0931 ADM Budget Supervisor	\$ 145.01	61.00	\$ 8,846	\$ 8,846	\$ -	\$ 8,846
0931 ADM Accounting Supervisor	\$ 145.01	61.00	\$ 8,846	\$ 8,846	\$ -	\$ 8,846
CEC USE ONLY	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
CEC USE ONLY	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
Hourly Direct Labor Totals				\$ 3,009,640	\$ -	\$ 3,009,640

## Monthly Salary Rates

Job Classification	Highest Estimated Labor Rate (\$ per month)	# of Months	Rate x Months	CEC Share	Match Share	Total
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
Monthly Direct Labor Totals				\$ -	\$ -	\$ -

Direct Labor Grand Totals			
	CEC Share	Match Share	Total
Grand Totals	\$ 3,009,640	\$ -	\$ 3,009,640

**PROPOSAL BUDGET****Fringe Benefits****GFO-23-606: City and County of San Francisco**

<b>Job Classification</b>	<b>Highest Estimated Fringe Benefit Rate (%)</b>	<b>Direct Labor Costs (\$)</b>	<b>Rate x Costs</b>	<b>CEC Share</b>	<b>Match Share</b>	<b>Total</b>
7345 Electrician (3 staff members)	38.95%	\$ 1,991,436	\$ 775,664	\$ 775,664	\$ -	\$ 775,664
7238 Electrician Supervisor	38.95%	\$ 264,121	\$ 102,875	\$ 102,875	\$ -	\$ 102,875
7263 DPW Maintenance Manager (Project Manager)	38.95%	\$ 76,093	\$ 29,638	\$ 29,638	\$ -	\$ 29,638
7514 DPW Support Labor	38.95%	\$ 38,516	\$ 15,002	\$ 15,002	\$ -	\$ 15,002
0923 ADM Project Supervisor	38.95%	\$ 52,923	\$ 20,614	\$ 20,614	\$ -	\$ 20,614
1824 ADM Project Manager	38.95%	\$ 479,550	\$ 186,785	\$ 186,785	\$ -	\$ 186,785
5640 Environment Analyst	38.95%	\$ 12,171	\$ 4,741	\$ 4,741	\$ -	\$ 4,741
1657 ADM Accountant	38.95%	\$ 46,937	\$ 18,282	\$ 18,282	\$ -	\$ 18,282
1634 ADM Principal Account Clerk	38.95%	\$ 30,201	\$ 11,763	\$ 11,763	\$ -	\$ 11,763
0931 ADM Budget Supervisor	38.95%	\$ 8,846	\$ 3,446	\$ 3,446	\$ -	\$ 3,446
0931 ADM Accounting Supervisor	38.95%	\$ 8,846	\$ 3,446	\$ 3,446	\$ -	\$ 3,446
CEC USE ONLY	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
CEC USE ONLY	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Totals</b>		<b>\$ 3,009,640</b>	<b>\$ 1,172,256</b>	<b>\$ 1,172,256</b>	<b>\$ -</b>	<b>\$ 1,172,256</b>

PROPOSAL BUDGET

Travel

GFO-23-606: City and County of San Francisco

Reference ID	Task #	Traveler Name and Job Classification	Dates of Travel (From/To)	Departure and Destination	Trip Purpose	CEC Share	Match Share	Total
T-1						\$ -	\$ -	\$ -
T-2						\$ -	\$ -	\$ -
T-3						\$ -	\$ -	\$ -
T-4						\$ -	\$ -	\$ -
T-5						\$ -	\$ -	\$ -
T-6						\$ -	\$ -	\$ -
T-7						\$ -	\$ -	\$ -
T-8						\$ -	\$ -	\$ -
T-9						\$ -	\$ -	\$ -
T-10						\$ -	\$ -	\$ -
Grand Totals						\$ -	\$ -	\$ -

PROPOSAL BUDGET

Equipment

GFO-23-606: City and County of San Francisco

Reference ID	Task #	Seller of item(s)	Description	Purpose	# of Units	Unit Cost	Total: # of Units x Unit Cost	CEC Share	Match Share	Total
E-1		Verdek LLC (State Contract for EV Supply Equipment, Contract ID 1-23-61-15B)	Level 2 smart chargers with 2 ports. Cost includes sales tax and an estimated 7.5% for shipping.	Charger ports for installation as outlined in proposal	191.00	\$ 7,271.35	\$ 1,388,827	\$ -	\$ 1,388,827	\$ 1,388,827
E-2		Verdek LLC (State Contract for EV Supply Equipment, Contract ID 1-23-61-15B)	Level 2 smart charger with 1 port. Cost includes sales tax and an estimated 7.5% for shipping.	Charger ports for installation as outlined in proposal	21.00	\$ 4,436.46	\$ 93,166	\$ -	\$ 93,166	\$ 93,166
E-3					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-4					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-5					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-6					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-7					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-8					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-9					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-10					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Totals								\$ -	\$ 1,481,993	\$ 1,481,993

PROPOSAL BUDGET

Materials & Miscellaneous

GFO-23-606: City and County of San Francisco

Reference ID	Task #	Seller of item(s)	Description	Purpose	# of Units	Unit Cost	Total: # of Units x Unit Cost	CEC Share	Match Share	Total
M-1	6, 7, 8	TBD	Nuts, bolts, conduit, electrical covers	M&S for easy installs (Phase 1)	40.00	\$ 825.00	\$ 33,000	\$ 31,000	\$ 2,000	\$ 33,000
M-2	6, 7, 8	TBD	Nuts, bolts, conduit, electrical covers	M&S for medium installs (Phase 2)	262.00	\$ 1,650.00	\$ 432,300	\$ 410,043	\$ 22,257	\$ 432,301
M-3	6, 7, 8	TBD	Nuts, bolts, conduit, electrical covers, potential trenching and use of heavy equipment	M&S for difficult installs (Phase 3)	101.00	\$ 2,200.00	\$ 222,200	\$ 205,943	\$ 16,257	\$ 222,202
M-4	2	TBD	IT Equipment for 1824 Project Manager	Laptop, cell phone, and software for 1824 to perform work on site visits	1.00	\$ 5,000.00	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
M-5					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-6					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-7					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-8					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-9					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-10					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Totals								\$ 646,986	\$ 45,514	\$ 692,503

## PROPOSAL BUDGET

### Subrecipients & Vendors

**GFO-23-606: City and County of San Francisco**

Subrecipients								
Reference ID	Task #	Subrecipient (Please Use Legal Name)	Entity Number (CA Secretary of State)	Purpose	CA Business Certifications DVBE/ SB/MB/None	CEC Share	Match Share	Total
S-1					None	\$ -	\$ -	\$ -
S-2					None	\$ -	\$ -	\$ -
S-3					None	\$ -	\$ -	\$ -
S-4					None	\$ -	\$ -	\$ -
S-5					None	\$ -	\$ -	\$ -
S-6					None	\$ -	\$ -	\$ -
S-7					None	\$ -	\$ -	\$ -
S-8					None	\$ -	\$ -	\$ -
S-9					None	\$ -	\$ -	\$ -
S-10					None	\$ -	\$ -	\$ -
S-11					None	\$ -	\$ -	\$ -
S-49		CEC USE ONLY			None	\$ -	\$ -	\$ -
S-50		CEC USE ONLY			None	\$ -	\$ -	\$ -
Subrecipient Totals						\$ -	\$ -	\$ -

Vendors								
Reference ID	Task #	Vendor (Please Use Legal Name)	Entity Number (CA Secretary of State)	Purpose	CA Business Certifications DVBE/ SB/MB/None	CEC Share	Match Share	Total
V-1		Verdex LLC (State Contract for EV Supply)	202252518140	Opinion extended 3 year warranty (as noted in	None	\$ 208,608	\$ -	\$ 208,608
V-2		Verdex LLC (State Contract for EV Supply)	202252518140	Opinion 3 year networking service purchase (required in contract to	None	\$ -	\$ 188,052	\$ 188,052
V-3		TBD following competitive process	TBD	Utilization Analysis Software	None	\$ -	\$ 222,660	\$ 222,660
V-4		Geotab	3880398	Telematics Software	None	\$ -	\$ 890,640	\$ 890,640
V-5					None	\$ -	\$ -	\$ -
V-6					None	\$ -	\$ -	\$ -
V-7					None	\$ -	\$ -	\$ -
V-8					None	\$ -	\$ -	\$ -
V-9					None	\$ -	\$ -	\$ -
V-10					None	\$ -	\$ -	\$ -
Vendor Totals						\$ 208,608	\$ 1,301,352	\$ 1,509,960

### Subrecipients & Vendors Grand Totals

	CEC Share	Match Share	Total
Grand Totals	\$ 208,608	\$ 1,301,352	\$ 1,509,960



**PROPOSAL BUDGET**

**Indirect Costs and Profit**

**GFO-23-606: City and County of San Francisco**

**CEC De Minimis Rate**

Indirect Cost(s)											
Name of Indirect Cost	Indirect Cost (IDC) Base Category	IDC Base CEC Share (\$)	IDC Base Match Share (\$)	Total IDC Base CEC Share (\$)	Total IDC Base Match Share (\$)	Total IDC Base (\$)	IDC Rate (%)	Rate x Base (\$)	CEC Share	Match Share	Total
	Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	25.00%	\$ -	\$ -	\$ -	\$ -
	Fringe Benefits	\$ -	\$ -								
	Travel	\$ -	\$ -								
	Equipment	\$ -	\$ -								
	Materials/Misc.	\$ -	\$ -								
	Subrecipients/Vendors	\$ -	\$ -								
	Indirect Cost	\$ -	\$ -								
	Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
	Fringe Benefits	\$ -	\$ -								
	Travel	\$ -	\$ -								
	Equipment	\$ -	\$ -								
	Materials/Misc.	\$ -	\$ -								
	Subrecipients/Vendors	\$ -	\$ -								
	Indirect Cost	\$ -	\$ -								
	Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
	Fringe Benefits	\$ -	\$ -								
	Travel	\$ -	\$ -								
	Equipment	\$ -	\$ -								
	Materials/Misc.	\$ -	\$ -								
	Subrecipients/Vendors	\$ -	\$ -								
	Indirect Cost	\$ -	\$ -								
	Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
	Fringe Benefits	\$ -	\$ -								
	Travel	\$ -	\$ -								
	Equipment	\$ -	\$ -								
	Materials/Misc.	\$ -	\$ -								
	Subrecipients/Vendors	\$ -	\$ -								
	Indirect Cost	\$ -	\$ -								
	Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
	Fringe Benefits	\$ -	\$ -								
	Travel	\$ -	\$ -								
	Equipment	\$ -	\$ -								
	Materials/Misc.	\$ -	\$ -								
	Subrecipients/Vendors	\$ -	\$ -								
	Indirect Cost	\$ -	\$ -								
Indirect Costs Grand Totals									\$ -	\$ -	\$ -

Profit										
Profit Base Categories	Profit Base CEC Share (\$)	Profit Base Match Share (\$)	Total Profit Base CEC Share (\$)	Total Profit Base Match Share (\$)	Total Profit Base (\$)	Profit Rate (%)	Rate x Base (\$)	CEC Share	Match Share	Total
Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -								
Travel	\$ -	\$ -								
Equipment	\$ -	\$ -								
Materials/Misc.	\$ -	\$ -								
Subrecipients/Vendors	\$ -	\$ -								
Indirect Cost	\$ -	\$ -								
Profit Grand Totals								\$ -	\$ -	\$ -

**Worksheet Specific Instructions**

**CONDITIONAL FORMATTING APPLIED:** If the CEC Share value is greater than the Total IDC Base CEC Share (\$) multiplied by the IDC Rate (%), as indicated by red conditional formatting (dark red text, light red fill), then the budget will have to be corrected and the Recipient notified that the CEC does not pay for Indirect Costs (IDCs) on IDC Base Amounts charged as Match Share expenses.

**CONDITIONAL FORMATTING APPLIED:** If the CEC Share value is greater than the Total Profit Base CEC Share (\$) multiplied by the Profit Rate (%), as indicated by red conditional formatting (dark red text, light red fill), then the budget will have to be corrected and the Recipient notified that the CEC does not pay for Profit on Profit Base Amounts charged as Match Share expenses.

## Attachment 05 CONTACT LIST

**Please complete the information in the "Recipient" column.**

California Energy Commission	Recipient
<p><b>Commission Agreement Manager:</b> <i>(Progress Reports and Non-Confidential Products may be emailed to the CAM or uploaded into ECAMS with Invoice.)</i></p> <p>(TBD by CEC) California Energy Commission 715 P Street, MS-XX Sacramento, CA 95814 Phone: (916) XXX-XXXX e-mail:</p>	<p><b>Project Manager:</b></p> <p>Camilla Taufic City and County of San Francisco 555 Selby St San Francisco, CA 94124 Phone: (628) 652-5619 Fax: n/a e-mail: <a href="mailto:camilla.taufic@sfgov.org">camilla.taufic@sfgov.org</a></p>
<p><b>Commission Agreement Officer:</b> (TBD by CEC) California Energy Commission Contracts, Grants, and Loans Office 715 P Street, MS-18 Sacramento, CA 95814 Phone: (916) XXX-XXXX</p>	<p><b>Administrator:</b></p> <p>Kennia Rodriguez City and County of San Francisco 555 Selby St San Francisco, CA 9412 Phone: (628) 652-5640 Fax: n/a e-mail: <a href="mailto:kennia.rodriguez@sfgov.org">kennia.rodriguez@sfgov.org</a></p>
<p><b>Invoices:</b> Please submit electronic invoices in ECAMS:  <a href="https://ecams.energy.ca.gov/s/login/">https://ecams.energy.ca.gov/s/login/</a></p>	<p><b>Accounting Officer:</b></p> <p>Hazelle Fernandez City and County of San Francisco 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102 Phone: (415) 554-7517 Fax: n/a e-mail: <a href="mailto:hazelle.fernandez@sfgov.org">hazelle.fernandez@sfgov.org</a></p>
<p><b>Legal Notices:</b> Tatyana Yakshina Grants Manager California Energy Commission 715 P Street, MS-18 Sacramento, CA 95814 Phone: (916) 827-9294 e-mail: <a href="mailto:tatyana.yakshina@energy.ca.gov">tatyana.yakshina@energy.ca.gov</a></p>	<p><b>Recipient Legal Notices:</b></p> <p>Don Jones City and County of San Francisco 555 Selby St San Francisco, CA 9412 Phone: (628) 652-5621 Fax: n/a e-mail: <a href="mailto:don.jones@sfgov.org">don.jones@sfgov.org</a></p>

## ATTACHMENT 6

### CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) WORKSHEET

The California Environmental Quality Act (CEQA) (Public Resources Code §§ 21000 et seq.) requires public agencies to identify the significant environmental impacts of their actions and to avoid or mitigate them, if feasible.<sup>1</sup> Under CEQA, an activity that may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment is called a “project.” (Public Resources Code § 21065.) Approval of a contract, grant, or loan may be a “project” under CEQA if the activity being funded may cause a direct physical change or a reasonably foreseeable indirect physical change in the environment. Agencies must comply with CEQA before they approve a “project.” This can include preparing a Notice of Exemption or conducting an Initial Study and preparing a Negative Declaration, a Mitigated Negative Declaration, or, if there are significant impacts, an Environmental Impact Report.

The Lead Agency is the public agency that has the greatest responsibility for preparing environmental documents under CEQA, and for carrying out, supervising, or approving a project. Where the award recipient is a public agency, the Lead Agency is typically the recipient. Where the award recipient is a private entity, the Lead Agency is the public agency that has greatest responsibility for supervising or approving the project as a whole.<sup>2</sup> When issuing contracts, grants or loans, the Energy Commission is typically a “Responsible Agency” under CEQA, which means that it must make its own CEQA findings based on review of the Lead Agency’s environmental documents. If the Energy Commission is the only public agency with responsibility for approving the project, then the Energy Commission must act as the Lead Agency and prepare its own environmental documents before approving the project.

This worksheet will help the Energy Commission determine what kind of CEQA review, if any, is necessary before it can approve the award, and which agency will be performing that review as a Lead Agency. Please answer all questions as completely as possible. It may also help you to think through the CEQA process necessary for your proposed project. The Energy Commission may request additional information in order to clarify responses provided on this worksheet.

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<sup>1</sup> For a brief summary of the CEQA process, please visit <http://ceres.ca.gov/ceqa/summary.html>.

<sup>2</sup> 14 C.C.R. §§ 15050, 15051. The Lead Agency typically has general governmental powers (such as a city or county), rather than a single or limited purpose (such as an air pollution control district).

1. What are the physical aspects of the project? (Check all that apply and provide brief description of work, including any size or dimensions of the project).

Type of Project	Yes	No	Project Description
Construction (including grading, paving, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Removal of concrete; repaving; repainting parking lines, installation of 403 Light Duty EV Chargers, running conduit at sites outlined in Appendix A
Trenching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some sites may require trenching, however we have prioritized sites that we anticipate have the lowest level of infrastructure overhaul required.
New or replaced pipelines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Modification or conversion of a facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	37 sites, all properties owned by CCSF, will install of L2 smart chargers for light duty EVs
New or modified operation of a facility or equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All sites are already parking areas for existing City fleet vehicles.
On-road demonstration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Paper study (including analyses on economics, feedstock availability, workforce availability, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Laboratory research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Temporary or mobile structures (skid-mounted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Design/Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Department of Public Works will do a design/planning phase to lay out the best parking spots to add EV charger ports to
Other (describe and add pages as necessary)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**2. Where is the project located or where will it be located? (Attach additional sheets as necessary.)**

Address	County	Type of Work to Be Completed at Site
See Appendix A for complete list/addresses (37)	San Francisco (34) and San Mateo (3)	Installation of L2 smart chargers for light duty EVs; running conduit; pulling wire; mounting chargers; and trenching, repaving, line repainting (if needed at site).

**3. Will the project potentially have environmental impacts that trigger CEQA review? (Check a box and explain for each question.)**

Question	Yes	No	Don't Know	Explanation
Is the project site environmentally sensitive?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the project site on agricultural land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No, all sites are City-owned parking areas.
Is this project part of a larger project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No, the charger port installations will be stand-alone projects, unless unforeseen project needs arise.
Is there public controversy about the proposed project or larger project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The City has not received pushback on installing EV charger ports for City fleet on City sites to date.
Will historic resources or historic buildings be impacted by the project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No, only existing City parking areas will be impacted.

Is the project located on a site the Department of Toxic Substances Control and the Secretary of the Environmental Protection have identified as being affected by hazardous wastes or cleanup problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No, only existing City parking areas will be used.
Will the project generate noise or odors in excess of permitted levels?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No, we anticipate that most, if not all, of the work will be done without trenching or excessive noise.
Will the project increase traffic at the site and by what amount?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**4. Will the project require discretionary permits or determinations, as listed below?**

Type of Permit	No	Modified	New	Approving Agency	Reason for Permit, Summary of Process, and Anticipated Date of Issuance
Air Quality Permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A
Water Quality Permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A
Conditional Use Permit or Variance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A
Building Expansion Permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A
Hazardous Waste Permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A
Rezoning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A
Authority to Construct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A

Other Permits (List types)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Building Inspections	Basic building permit to conduct construction activities
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**5. Of the agencies listed in #4, have you identified and contacted the public agency who will be the lead CEQA agency on the project?**

☐ **Yes.** Provide the name of and contact information for the lead agency.

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☒ **No.** Explain why no contact has been made and/or a proposed process for making contact with the lead agency.

The Department of Public Works will assign a project lead, once the grant is awarded. AT that time, based on capacity and specialization, a lead electrician will be assigned. That electrician will work with their point of contact at the Department of Building Inspection. The Department of Public Works works closely and daily with the Department of Building Inspection, so we do not foresee any communication issues or delays.

**6. Has the public agency prepared environmental documents (e.g., Notice of Exemption, Initial Study/Negative Declaration/Mitigated Negative Declaration, Environmental Impact Report, Notice of Determination) under CEQA for the proposed project?**

☒ **No.**

Please complete the following and attach the CEQA document to this worksheet. (For “Not a project,” the title of the document may be an e-mail, resolution, or letter.)

Type of Environmental Review	Title of Environmental Document	State Clearinghouse Number	Completion Date	Planned Completion Date ( <u>must be before</u> <u>approval of</u> <u>award</u> )
“Not a project”		N/A		N/A

Exempt (Resolution of public agency or Agenda Item approving Exemption)		N/A		N/A
Exempt (Notice of Exemption)		N/A		
Initial Study				
Negative Declaration				
Mitigated Negative Declaration				
Notice of Preparation				
Environmental Impact Report				
Master Environmental Impact Report				
Notice of Determination				
NEPA Document (Environmental Assessment, Finding of No Significant Impact, and/or Environmental Impact Statement)				

☒ **No.** Explain why no document has been prepared. Propose a process for obtaining lead agency approval and estimated date for that approval (must occur before the Energy Commission will approve the award).



Not Applicable

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**Certification:** I certify to the best of my knowledge that the information contained in this worksheet is true and complete. I further certify that I am authorized to complete and sign this form on behalf of the proposing organization.

Name: Camilla Taufic

Title: Fleet Business Manager

Signature: 

Phone Number: (628) 652-5619

Email: Camilla.taufic@sfgov.org

Date: April 2, 2024

## APPENDIX A

	A	B	C	D	E	F
	GF or N	Department	Site Address	# of Light Duty Vehicles at Site	# New ports that can be acc	Recommended # of Ports at site
2	GF	Animal Care & Control	1419 Bryant St. San Francisco, 94103	12	102	8
3	GF	Department of Public Health	Laguna Honda Hospital	16	83	12
4	GF	Department of Public Health	General Hospital, 1001 Potrero Ave	14		9
5	GF	Department of Technology	1 South Van Ness Ave SF 94103	5	74	3
6	GF	Department of Technology	1 Christmas Tree Point Road	4	6	1
7	GF	Office of the City Administrator,	149 South Van Ness	39	763	12
8	NGF	Port of San Francisco	Pier 50, Terry Francios Blvd, San Francisco	38	21	18
9	NGF	Port of San Francisco	Pier 3, Embarcadero, San Francisco	15	25	7
10	GF	Public Defender (PDR)	555 7th Street, San Francisco	17	8	8
11	GF	Public Library	100 Larkin Street, San Francisco, CA 94102	15	54	8
12	GF	Public Works	2323 Cesar Chavez Street, San Francisco	196	9	11
13	NGF	PUC	750 Phelps St., San Francisco	75	223	75
14	NGF	PUC	1000 El Camino Real, Millbrae CA		2	2
15	NGF	PUC	1000 El Camino Real, Millbrae CA		1	1
16	NGF	PUC	1657 Rollins Road, Burlingame CA	41	1	1
17	GF	Real Estate Division (ADM)	1650 Mission St.	4	41	2
18	GF	San Francisco Fire Department	698 Second Street	60	10	10
19	GF	San Francisco Sheriff	1 Moreland Dr, San Bruno 94066	49	5	5
20	GF	SF Recreation & Parks	335 McAllister St, San Francisco, CA 94102	10	20	5
21	GF	SF Recreation & Parks	100 Martin Luther King Jr Dr, San Francisco, CA	51	3	3
22	GF	SF Recreation & Parks	51 Havelock St, San Francisco, CA 94112	10	2	2
23	GF	SF Recreation & Parks	1150 Wayland St, San Francisco, CA 94134	4	2	2
24	GF	SF Recreation & Parks	755 Stanyan St, San Francisco, CA 94117	23	1	1
25	GF	SF Recreation & Parks	1645 Geneva Ave, San Francisco, CA 94134	2	1	1
26	GF	SF Recreation & Parks	811 Stanyan St, San Francisco, CA 94117	10	1	1
27	NGF	SFMTA Building and Grounds	700 Pennsylvania Ave, San Francisco, 94107	30	4	4
28	NGF	SFMTA Green Rail yard	425 Geneva Ave, San Francisco 94112	10	1	1
29	NGF	SFMTA MME Rail Yard, Street Ope	601 25th St, San Francisco, 94107	92	192	92
30	NGF	SFMTA Non Revenue Fleet Maint	1849 Harrison St SF 94103	10	5	2
31	NGF	SFMTA Potrero Bus Yard	2500 Mariposa St, San Francisco, 94110	11	9	9
32	NGF	SFMTA Streets Division Field Ope	1508 Bancroft AVE, San Francisco, 94124	55	3	3
33	NGF	SFMTA Vehicle Pool, Capitol Cons	1 South Van Ness Ave, San Francisco, 94103	54	71	44
34	GF	SFPD	1245 3rd Street	116	25	25
35	GF	SFPD	1 Sgt John V Young Ln, San Francisco, CA 94112	38	0	7
36	GF	SFPD	1995 Evans Avenue	26	257	4
37	GF	SFPD	1740 17th Street	76	7	4
38						
39	<b>TOTAL</b>					<b>403</b>

## **Attachment 7**

### **Local Health Impacts Information**

Air Quality Guidelines (California Code of Regulations, Title 13, Chapter 8.1, Section 2343(c)(6)(A)) require the California Energy Commission to analyze the aggregate locations of the funded projects, analyze the impacts in communities with the most significant exposure to air contaminants or localized air contaminants, or both, including, but not limited to, communities of minority populations or low-income populations, and identify agency outreach to community groups and other affected stakeholders.

This information must be provided for all Clean Transportation Program and related funding categories, including fueling stations, fuel production, feedstock production or procurement, and vehicle or technology component production.

#### **INSTRUCTIONS**

**Please complete the following information *for all sites where work for the proposed project that will require a permit will be done.*** Attach additional pages if necessary. If the project includes multiple sites, you may submit this information in a table format using the bolded font below as column headers.

#### **PROJECT NAME**

**San Francisco Critical Fleet Charging Infrastructure Project**

#### **APPLICANT'S NAME AND ORGANIZATION**

**San Francisco City Administrator's Office (ADM/Central Shops)**

#### **PROJECT SITE(S) DESCRIPTION**

Provide the precise street address(es) of the site(s) and a description of existing infrastructure or facilities (if any), surrounding structures, reference to any regional plans or zoning requirements for each location, and its proximity to residences, day care facilities, elder care facilities, medical facilities, and schools.

(E.g., Site 1: 123 Main Street, Grand Terrace, CA, 92313, Vacant lot in a commercially-zoned area. Commercial buildings surround the lot. No residences, daycare facilities, elder care facilities, medical facilities or schools within ¼ mile; Site 2: 321 Beach Street, San Francisco, CA, Existing gasoline/diesel fueling station. Residential area within 200 on South and East ends of project site.)

The 36 sites are all located in a dense urban environment, many of which are in commercial and industrial areas, identified as LIC and DAC. All of these sites are already the domiciles for the City and County of San Francisco's fleet, and are owned and operated by the city. No parking or other land use needs will be taken from the community while undergoing basic charger installation construction for the 403 charger ports at these sites.

Department	Site Address	Site Description
Animal Care & Control	1419 Bryant St. San Francisco, 94103	In an industrial neighborhood, directly abutting a major highway
Office of the City Administrator	49 South Van Ness	In the underground parking lot of an office complex with no housing or social services provided, in a dense commercial neighborhood
Department of Public Health	Laguna Honda Hospital	In a remote part of the City, this nursing and rehabilitation hospital sits on 62 acres of land.
Department of Public Health	General Hospital, 1001 Potrero Ave	The City's general hospital and trauma center is in a dense urban area, providing public health services to the Bay Area community.
Department of Technology and SFMTA	1 South Van Ness Ave SF 94103	In the underground parking lot of an office complex with no housing or social services provided, in a dense commercial neighborhood
Department of Technology	1 Christmas Tree Point Road	This site is a closed-off radio signal tower and technology offices, in a vacant part of the City without any public access.
Public Defender (PDR)	555 7th Street, San Francisco	In the underground parking lot of an office complex with no housing or social services provided, in a dense commercial neighborhood
Public Library	100 Larkin Street, San Francisco, CA 94102	In the underground parking lot of the City's main public library, in a dense commercial neighborhood

Public Works	2323 Cesar Chavez Street, San Francisco	A fleet depot in a completely industrial neighborhood, abutting major highways
Real Estate Division (ADM)	1650 Mission St.	In the underground parking lot of an office complex with no housing or social services provided, in a dense commercial neighborhood
San Francisco Fire Department	698 Second Street	The San Francisco Fire Department headquarters is located in a commercial zone with reserved parking for Fire Department employees only.
San Francisco Sheriff	1 Moreland Dr, San Bruno 94066	Located outside of San Francisco, this is the San Francisco County Jail #3 and sits on a large parcel of land with no access to the general public.
SF Recreation & Parks	335 McAllister St, San Francisco, CA 94102	An underground parking garage, located beneath a City park.
SF Recreation & Parks	100 Martin Luther King Jr Dr, San Francisco, CA 94122	A maintenance building and parking lot within a City park.
SF Recreation & Parks	51 Havelock St, San Francisco, CA 94112	A maintenance building and parking lot within a City park.
SF Recreation & Parks	755 Stanyan St, San Francisco, CA 94117	A maintenance building and parking lot within a City park.
SF Recreation & Parks	1645 Geneva Ave, San Francisco, CA 94134	A maintenance building and parking lot within a City park.
SF Recreation & Parks	1150 Wayland St, San Francisco, CA 94134	A maintenance building and parking lot within a City park.
SF Recreation & Parks	811 Stanyan St, San Francisco, CA 94117	A maintenance building and parking lot within a City park.
SFPD	1995 Evans Avenue	In an industrial neighborhood with no services directly provided to community members at the site.
SFPD	1245 3rd Street	An indoor parking garage of the Police Headquarters, in a primarily commercial neighborhood.
SFPD	1740 17th Street	A mixed commercial and residential neighborhood, with closed off parking for SFPD vehicles.

SFPD	1 Sgt John V Young Ln, San Francisco, CA 94112	An office and parking lot within a City park.
Port of San Francisco	Pier 3, Embarcadero, San Francisco	At a San Francisco Port pier, in an industrial shipping zone
Port of San Francisco	Pier 50, Terry Francios Blvd, San Francisco	At a San Francisco Port pier, in an industrial shipping zone
PUC	750 Phelps St., San Francisco	An industrial neighborhood with no housing or services provided to the public.
PUC	1000 El Camino Real, Millbrae CA	An industrial area and the property is bounded by the SFO International Airport on one side, with a major highway on the other side.
PUC	1657 Rollins Road, Burlingame CA	An industrial neighborhood, the lot is located between two major thruways.
SFMTA Building and Grounds	700 Pennsylvania Ave, San Francisco, 94107	Indoor parking in an industrial neighborhood, abutting a major highway.
SFMTA Green Rail yard	425 Geneva Ave, San Francisco 94112	A primarily commercial neighborhood, with parking blocked off to the public.
SFMTA Rail Yard, Street Operations, and Emergency Response Unit	601 25th St, San Francisco, 94107	An industrial area with no access to the public.
SFMTA Potrero Bus Yard	2500 Mariposa St, San Francisco, 94110	Indoor parking in an industrial neighborhood.
SFMTA Fleet Maintenance	1849 Harrison St SF 94103	Indoor parking in a commercial neighborhood.
SFMTA Streets Division	1508 Bancroft AVE, San Francisco, 94124	Indoor parking in an industrial neighborhood.

## DEMOGRAPHIC DATA

Provide demographic data at the city or Zip code level for either the project location or the location of the potential health impacts, including:

- o Total population
- o Median education level
- o Unemployment rate
- o Percentage of minorities (by ethnicity)
- o Percentage of population falling under the poverty level
- o Percentage of population under 5 years and over 65 years of age

Suggested sources: Census Data, [www.census.gov](http://www.census.gov); city website, local economic development department, Employment Development Department Labor Market Information Data Division.

Gathering all of the aforementioned data points by zip code of each of the 37 sites was not possible to recover. However, we have included information for the city as a whole, noting that most sites are located in dense urban industrial and commercial zones. Additionally, 66% of the selected sites are located in DAC and LIC sites as noted on page 5 of the narrative, Figure 1 map.

Total population	808,988
Median Education Level	Bachelors Degree or higher
Unemployment Rate	3.5%
Percentage of minorities	49.2%
Percentage of population under poverty level	10.4%
Percentage of population under 5 and over 65 years of age	22.3%

Cite your data sources including name of data source, date of data.

<https://sf.gov/data/san-francisco-monthly-unemployment>

<https://www.census.gov/quickfacts/fact/table/sanfranciscocountycalifornia/PST045223>

<https://fleets.pge.com/fuel-savings>

## PROJECT-GENERATED EMISSIONS

Provide a quantified description of the air emissions (criteria and toxic) directly associated with the project's operations, including, but not limited to: 1) transport (truck or rail) of fuel, feedstock or other material to project site as required for operations and production; 2) production of fuel or technology components; 3) fueling of alternatively-fueled vehicles; 4) potential increases to traffic.

The project will ultimately decrease traffic as the EV procurement and transition plan includes fleet right-sizing to maximize the use of each vehicle and decrease the total number of light duty vehicles in the fleet (p. 10 of narrative). Converting all vehicles at charging sites selected for this project to EVs will lead to a reduction of 3,711 tons of CO<sub>2</sub> annually.<sup>1</sup>

## PROJECT HEALTH IMPACTS

Using the demographic data and emissions information, provide a description of the project's potential localized health impacts. For this section, "potential localized health impact" denotes the project's potential to add criteria pollutants and toxic air contaminants to a localized air shed and affect ambient air quality levels to an extent that local community health is adversely affected.

<sup>1</sup> <https://fleets.pge.com/fuel-savings>

There is not expected to be any adverse health impacts from this project. Installations require minimal construction and because all but 4 are fenced/publicly inaccessible city-owned sites, there will be no community parking impacts. Overall, this project will result in a total reduction of ICE vehicle use, improving air quality and traffic for these communities in the long term.

## **PROJECT SUMMARY**

Provide the page number in the proposal that describes the project goal and proposed infrastructure changes.

Page two of the narrative describes the goal of the project, and page 11 describes the role of the project in jump-starting the city's light-duty procurement plan and structure.

Provide estimate of environmental benefits and/or impacts from the proposed project.

There are a total of 1,228 vehicles domiciled at the sites identified for charging infrastructure investments. Converting all of these vehicles to EVs will generate an emissions savings of 3,586 tons of CO2 annually. Page 10 as noted above describes a timeline for conversion of the city's light duty fleet, and when full emissions savings would be realized.

## **OUTREACH EFFORTS**

Describe outreach efforts to be implemented throughout the project to educate the surrounding community of these benefits and/or impacts. Include method of outreach (e.g. flyer, town hall meeting), frequency of outreach, number of targeted stakeholders, and information to be provided.

The City and County of San Francisco maintains close relationships with a vast network of community based organizations (CBOs). The CEC grant implementation team will share the projected CO2 emission reductions from the project with these CBOs at the completion of the planning phase and will provide updates via written communication on the construction, ending with a final project analysis of the number of ports built, vehicles transitioned to zero emissions, and anticipated annual CO2 reduction. SFE is responsible for communicating the city's electrification efforts to the general public. As the city fleet is mandated to transition to electric before the general public, SFE will share the results of this project as part of its community update on the transition of the city's fleet, and how this will ultimately lead to more, and publicly available, charging infrastructure.



While we do not anticipate any negative community impacts given the location of these sites, the City will post signage to inform all community members of any transit, parking, or other potential impacts that project construction may pose. These flyers will be posted in all affected areas at least 14 days prior to the project beginning, and will include contact information for any questions about potential impacts.

**PAST PERFORMANCE REFERENCE FORM**

Provide references for California Energy Commission (CEC) agreements (e.g., contracts, grants, or loans) received by the Applicant in the last 10 years, including ongoing agreements, and the 5 most recent agreements with other public agencies within the last 10 years to verify Applicant's past performance. Each reference must include a contact person name and phone number (or email address). If contacted by CEC staff, references should be able to speak to Applicant's ability to successfully complete projects in a timely manner.

In response to Section III. C. 2. e., Team Experience and Qualifications, if the team's experience and qualifications includes a specific project(s) under current or prior agreements with public funding (e.g., contract, grant, or loan), the Applicant must also submit a Past Performance Reference Form(s) for the project(s), even if the team member is not the primary Applicant.

Applicants should fill out a separate Past Performance Reference Form for each reference.

<b>Name of Organization</b>	CA Department of Highway Patrol
<b>Address</b>	601 N. 7 <sup>th</sup> St., Sacramento, CA 95811
<b>Contact Name</b>	Evan Robinson
<b>Contact Title</b>	Captain
<b>Contact Phone Number (or Email)</b>	916-843-4360 erobinson@chp.ca.gov
<b>Title of Project</b>	Toxicology Crime Lab (22/24) - Accreditation
<b>Agreement Number or Other Unique Identifier</b>	Award #9640
<b>(For projects that did not complete (or timely complete) project objectives) Describe the challenges faced, what led to those challenges and indicate whether those challenges were within the Applicant's control.</b>	N/A – timely project completion
<b>Describe any severe audit findings and how they were ultimately addressed and resolved.</b>	No audit findings associated with this award
<b>Describe the final outcome of the project.</b>	This award supported positions that saw to the San Francisco Office of the Chief Medical Examiner's accreditation to the national and international standard for the field of forensic toxicology. Funds from the award also supported improvements to the case management system to ensure that the lab's ongoing testing methodologies could keep up with the ever-changing novel drug environment.

Attachment 08  
GFO-23-606  
**PAST PERFORMANCE REFERENCE FORM**

<b>Name of Organization</b>	CA Department of Public Health, Substance and Addiction Prevention Branch
<b>Address</b>	1616 Capitol Ave., MS 8701, Sacramento, CA 95814
<b>Contact Name</b>	Shanna Schneider
<b>Contact Title</b>	Chief, Program and Support Unit
<b>Contact Phone Number (or Email)</b>	916-440-7391
<b>Title of Project</b>	Overdose Prevention Initiative (22/23)
<b>Agreement Number or Other Unique Identifier</b>	SF Enactment 055-22
<b>(For projects that did not complete (or timely complete) project objectives) Describe the challenges faced, what led to those challenges and indicate whether those challenges were within the Applicant's control.</b>	N/A - all project objectives completed timely
<b>Describe any severe audit findings and how they were ultimately addressed and resolved.</b>	No audit findings associated with this award
<b>Describe the final outcome of the project.</b>	The grant successfully delivered on its goals to (1) enhance forensic toxicology and (2) evaluate the success of the forensic toxicology program. Using grant funds, ADM/Office of the Chief Medical Examiner was able to develop a selective synthetic novel opioid LC-MS/MS method for routine analysis, order enhanced forensic toxicology testing for identified suspected drug overdose deaths, and develop protocol improvements to improve the accuracy of fatal drug overdose surveillance. A representative report can be found here: <a href="https://bit.ly/4a9xns9">https://bit.ly/4a9xns9</a> , and one of the peer-reviewed research articles resulting from work under the grant award can be read here: <a href="https://bit.ly/3IS1p7w">https://bit.ly/3IS1p7w</a> .

Attachment 08  
GFO-23-606  
**PAST PERFORMANCE REFERENCE FORM**

<b>Name of Organization</b>	CA Department of Highway Patrol
<b>Address</b>	601 N. 7 <sup>th</sup> St., Sacramento, CA 95811
<b>Contact Name</b>	Evan Robinson
<b>Contact Title</b>	Captain
<b>Contact Phone Number (or Email)</b>	916-843-4360 erobinson@chp.ca.gov
<b>Title of Project</b>	Toxicology Crime Lab Award (23/25)
<b>Agreement Number or Other Unique Identifier</b>	Award #13006
<b>(For projects that did not complete (or timely complete) project objectives) Describe the challenges faced, what led to those challenges and indicate whether those challenges were within the Applicant's control.</b>	N/A – award implementation ongoing
<b>Describe any severe audit findings and how they were ultimately addressed and resolved.</b>	No audit findings associated with this award
<b>Describe the final outcome of the project.</b>	This grant enhances the Driving Under the Influence of Drugs (DUID) testing program of the ADM/San Francisco Office of the Chief Medical Examiner. Enhancements include the implementation of the quadrupole time of flight method for the detection of over 1,000 drugs and establishing an oral fluid DUID testing program.

Attachment 08  
GFO-23-606  
**PAST PERFORMANCE REFERENCE FORM**

<b>Name of Organization</b>	International Affairs and Trade Unit within the CA Governor's Office of Business and Economic Development
<b>Address</b>	1325 J Street, Suite 1800, Sacramento, CA 95814
<b>Contact Name</b>	Yoan Vivas
<b>Contact Title</b>	Immigrant Integration & Grants Analyst
<b>Contact Phone Number (or Email)</b>	916-827-8626 yoan.vivas@gobiz.ca.gov
<b>Title of Project</b>	Local Immigrant Integration and Inclusion Grant – Immigrant Economic Inclusion Project (IEIP) , ADM/Office of Civic Engagement & Immigrant Affairs
<b>Agreement Number or Other Unique Identifier</b>	Grant Agreement #LIIIG-2023-12
<b>(For projects that did not complete (or timely complete) project objectives) Describe the challenges faced, what led to those challenges and indicate whether those challenges were within the Applicant's control.</b>	N/A – completing project objectives timely.
<b>Describe any severe audit findings and how they were ultimately addressed and resolved.</b>	No audit findings associated with this award.
<b>Describe the final outcome of the project.</b>	<p>The IEIP is underway under the leadership of the ADM/Office of Civic Engagement &amp; Immigrant Affairs (OCEIA). The program is addressing community needs by: increasing community knowledge and awareness of economic justice opportunities and resources for immigrants and newcomers, increasing integration of immigrant entrepreneurs, and building capacity for immigrants. Deliverables include (1) the development of a local economic inclusion toolkit, (2) training of community organizations and local government partners, (3) technical assistance to existing programs, (4) partnership with DreamSF Fellows and language access programs, and (5) a special event for identifying economic opportunities for immigrants in San Francisco.</p> <p>OCEIA's team has already conducted extensive community input through several community meetings and a special hearing with the Immigrant Rights Commission. In addition, OCEIA has created an inventory of economic and</p>

**PAST PERFORMANCE REFERENCE FORM**

	workforce programs accessible to all immigrants and has also organized a special webinar with City and community partners about ways to support DACA recipients in the local workforce.
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<b>Name of Organization</b>	CA Department of Public Health – Substance and Addiction Prevention Branch
<b>Address</b>	1616 Capitol Ave., MS 8701, Sacramento, CA 95814
<b>Contact Name</b>	Shanna Schneider
<b>Contact Title</b>	Chief, Program Support Unit
<b>Contact Phone Number (or Email)</b>	916-440-7391 <a href="mailto:shanna.schneider@cdph.ca.gov">shanna.schneider@cdph.ca.gov</a>
<b>Title of Project</b>	Overdose Prevention Initiative (2023/28)
<b>Agreement Number or Other Unique Identifier</b>	SF Enactment 021-24
<b>(For projects that did not complete (or timely complete) project objectives) Describe the challenges faced, what led to those challenges and indicate whether those challenges were within the Applicant's control.</b>	N/A – award implementation underway
<b>Describe any severe audit findings and how they were ultimately addressed and resolved.</b>	No audit findings associated with this award
<b>Describe the final outcome of the project.</b>	Delivery of services with this grant award are underway within the ADM/Office of the Chief Medical Examiner and primarily involve the development and performance of an untargeted method, with retrospective data mining processing enabled, to improve the detection of novel psychoactive substances.

## ATTACHMENT 9 Applicant Declaration

As of the date of the application deadline for Energy Commission solicitation GFO-23-606, the entity submitting this application (Applicant):

- Is not delinquent on any federal, state, or local tax payments; and
- Has not had its California business registration status suspended by the California Franchise Tax Board within the last 7 years; and
- Has not filed for bankruptcy in the last 10 years; and
- Is not currently planning to file for bankruptcy; and
- Is registered to do business in California, which typically means with the California Secretary of State, and such registration is in good standing; and
- Is not currently being sued by any entity (public or private) or individual, and is not aware of any information that reasonably indicates it may be sued by any entity or individual during the proposed agreement term, that in either case might reasonably be expected to materially impact the applicant's ability to perform the proposed project; and
- Is in compliance with the terms of all settlement agreements, if any, entered into with the Energy Commission or another government agency or entity; and
- Is in compliance with all judgments, if any, issued against the Applicant in any lawsuit or other matter to which the Energy Commission or another government agency is a party; and
- Is complying with any demand letter made on the Applicant by the Energy Commission or another government agency; and
- Is not in active litigation with the Energy Commission regarding the Applicant's actions under a current or past contract, grant, or loan with the Energy Commission.

For the Applicant, and having authority to do so, I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

March 29, 2024

(Date)



(Signature)

Camilla Taufic

(Printed Name)

**ATTACHMENT 11**  
**Project Narrative**

**San Francisco City Administrator’s Office – Central Shops**  
**Grant ID BLA-0000000178**  
**Critical Fleet Charging Infrastructure Project**

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## ATTACHMENT 11

### Project Narrative

#### Project Description

The City and County of San Francisco's City Administrator's Office (ADM/Central Shops) is proposing a Fleet Charging Infrastructure Project that will install 403 Level 2 (L2) charging ports to serve municipal fleet vehicles from 17 City departments across 36 City-owned properties. These ports will accelerate the transition of the City's light-duty vehicle fleet from internal combustion engine (ICE) vehicles to electric vehicles (EVs), support the City's emissions and pollution reduction goals, and accelerate implementation of local ordinances and the City's [Climate Action Plan \(CAP\)](#).

Released in 2021, the CAP lays out an ambitious timeline for San Francisco to become an all-electric, zero-emission City by 2040. [Since transportation emissions account for 44% of the City's overall carbon footprint](#), the transition to electric vehicles is an essential factor on the City's path to zero-emissions. The City has taken several measures to accelerate the transition, including amending its planning code to define EV charging, and make it easier to install EV charging plazas. Additionally, the City adopted an ordinance mandating EV charging in large public parking facilities. The success of these efforts can be seen in the increasing number of new EV vehicle registrations in the City ([34.2% in March, 2023](#)). There are currently 1,246 publicly available chargers here in San Francisco, though more are needed.

The City must match the aggressive pace of the private sector for its municipal fleet. In 2017, San Francisco passed the Healthy Air and Clean Transportation Ordinance (HACTO), which mandated that all new light-duty municipal vehicles be zero-emissions (hydrogen or electric). HACTO also set an ambitious goal for 100% of the City's light-duty fleet to be zero-emissions vehicles (ZEVs) by the end of 2022. To meet these goals, the City has transformed its vehicle purchasing norms to grow its fleet of electric vehicles (EVs), but the full transformation of the light-duty fleet has not yet been achieved, due in large part to a lack of resources for charging infrastructure. Since HACTO's revision in 2017, Central Shops' primary compliance challenge has been the City's existing charging infrastructure, which does not align with the location of vehicles in need of replacement. Departments have been uncomfortable rapidly transitioning to EV fleets without the associated infrastructure in place. The funding available through this CEC grant opportunity will allow San Francisco to redouble its fleet conversion efforts and meet its HACTO and CAP objectives.

The goal of this project is to install the charging infrastructure that will make it possible to accelerate the City's replacement of its light duty fleet. The City has a plan to replace 10% of its light duty fleet each year for the next four fiscal years, increasing to replacement of 20% each year for the following three fiscal years, in order to achieve full light duty fleet electrification by 2031.

San Francisco's light-duty fleet is comprised of about 3,000 vehicles. Currently, 93% of those light-duty vehicles are ICE vehicles, and 7% are ZEVs. The City owns 192 active L2 charging stations (374 ports), many of which are available for both municipal vehicles and the public. L2 charging stations are the primary charger type used to power the City's current EV fleet and are the proposed chargers to be installed for this grant.

Chargers installed at the 36 proposed locations will be for the exclusive use of the municipal fleet. In order to develop this proposed slate of sites, Central Shops staff, with support from the San Francisco Environment Department (SFE), engaged in a collaborative planning effort to inventory current charging infrastructure, current EV usage, and expected near-future charging

## ATTACHMENT 11

### Project Narrative

needs for light-duty vehicles across all department domicile lots/fleets. Since charging needs far outweigh both the current available chargers in the City and the number of chargers that could be installed with funds available through this grant program, site selection for this proposal was based on criteria that would allow for streamlined installation at sites with greatest need.

- Sites in, and/or department services supporting, disadvantaged communities (DAC) were prioritized to ensure that DACs receive the maximum benefit of this charging infrastructure project through reduced vehicular noise, reduced emissions, and improved air quality. Since many DACs experience poor air quality and have higher rates of asthma due to emissions from both light-duty and heavier-duty ICE vehicles, focusing charging in these locations to the greatest extent possible will yield significant improvements in air quality, and by extension, public health.
- Sites owned by the City were prioritized to ensure relative ease of installation delivery and timely accomplishment of the project's stated goals. Installing on City-owned real estate also ensures maximum return on the City's investment in the infrastructure.
- Review by the San Francisco Public Utilities Commission (SFPUC) enabled de-prioritization of sites requiring substantial electrical upgrades and/or sites with significant grid impacts. SFPUC reviewed each proposed department site to identify the maximum number of chargers that could be immediately installed at each site with existing electrical capacity, to streamline installation and minimize project risks.

Once sites were identified, the 403 L2 charging ports that we estimate installing through this proposal were distributed across domicile sites according to current and near-future EV charging needs, as well as the availability of matching funds from certain agencies. Table 1 below lists department names, proposed locations, number of chargers recommended to be installed, number of existing chargers, and estimated charger/installation costs. Charger costs are based on rates laid out in State Contract 1-23-61-15B with Verdek LLC for EV Supply Equipment. An individual charging station with dual ports costs \$6,226.68 and an individual charging station with a single port costs \$3,799.08. The total request for funds from CEC amounts to \$5,037,500, or \$12,500 per port for 403 ports, and accounts for the costs of the charging station, as well as labor and materials needed for installation.

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**TABLE 1 – Site List**

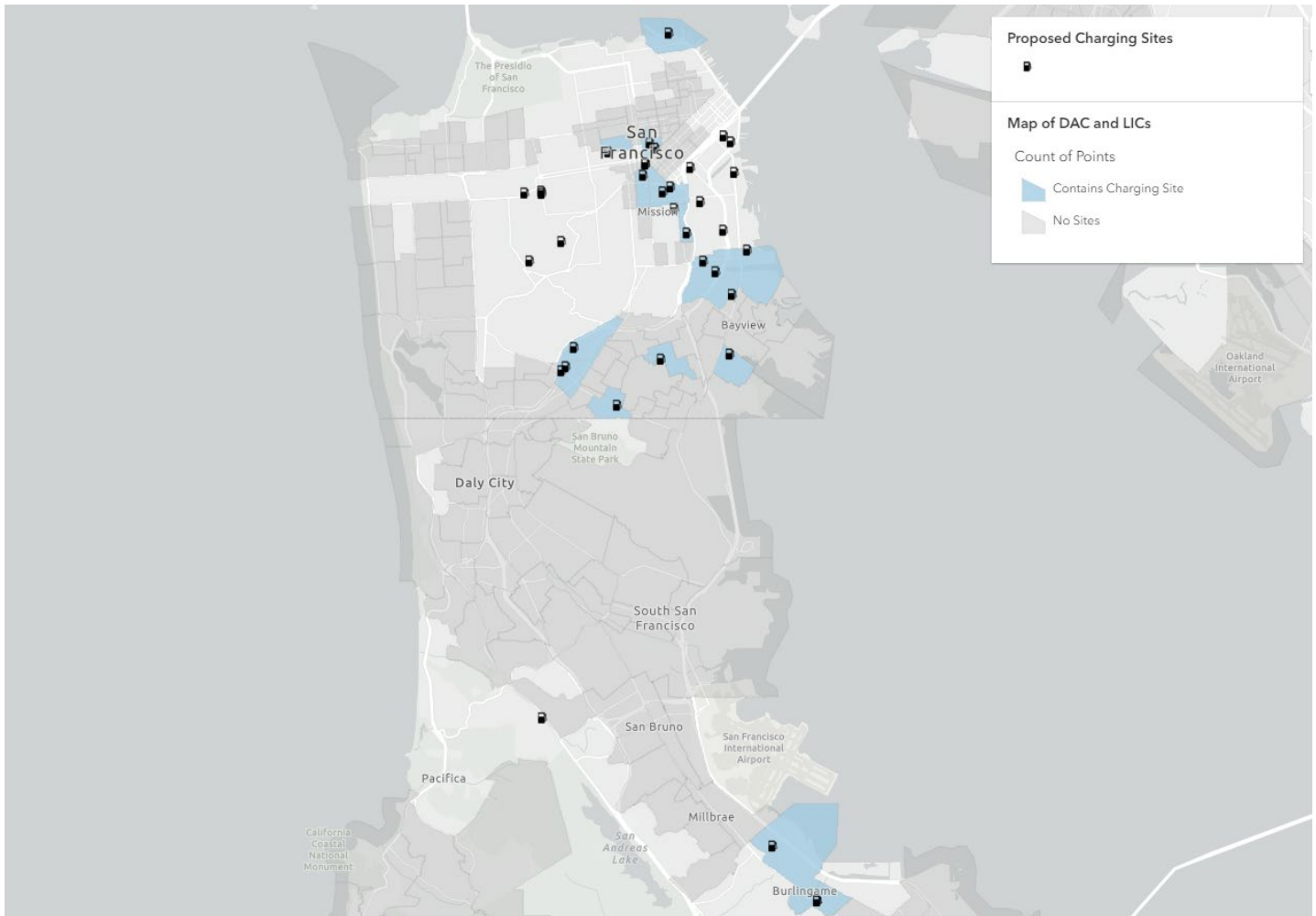
Department	Site Address	# of Ports Currently on Site	Recommended # of Additional L2 Ports	Total Charger Costs
Animal Care & Control	1419 Bryant St. San Francisco, 94103	1	8	\$ 24,907
Office of the City Administrator	49 South Van Ness, San Francisco	28	12	\$ 37,360
Department of Public Health	Laguna Honda Hospital, San Francisco	0	12	\$ 37,360
Department of Public Health	General Hospital, 1001 Potrero Ave	0	9	\$ 28,706
Department of Technology	1 South Van Ness Ave, San Francisco 94103	15	3	\$ 10,026
Department of Technology	1 Christmas Tree Point Road, San Francisco	0	1	\$ 3,799
Public Defender (PDR)	555 7th Street, San Francisco	2	8	\$ 24,907
Public Library	100 Larkin Street, San Francisco, CA 94102	8	8	\$ 24,907
Public Works	2323 Cesar Chavez Street, San Francisco	10	11	\$ 34,932
Real Estate Division (ADM)	1650 Mission St., San Francisco	0	2	\$ 6,227
San Francisco Fire Department	698 Second Street, San Francisco	0	10	\$ 31,819
San Francisco Sheriff	1 Moreland Dr, San Bruno 94066, San Francisco	0	5	\$ 16,252
SF Recreation & Parks	335 McAllister St, San Francisco, CA 94102	1	5	\$ 16,252
SF Recreation & Parks	100 Martin Luther King Jr Dr, San Francisco, CA 94122	7	3	\$ 10,026
SF Recreation & Parks	51 Havelock St, San Francisco, CA 94112	0	2	\$ 6,227
SF Recreation & Parks	755 Stanyan St, San Francisco, CA 94117	0	1	\$ 3,799
SF Recreation & Parks	1645 Geneva Ave, San Francisco, CA 94134	0	1	\$ 3,799
SF Recreation & Parks	1150 Wayland St, San Francisco, CA 94134	0	2	\$ 6,227
SF Recreation & Parks	811 Stanyan St, San Francisco, CA 94117	0	1	\$ 3,799
SFPD	1995 Evans Avenue, San Francisco	0	4	\$ 12,453
SFPD	1245 3rd Street, San Francisco	13	25	\$ 78,519
SFPD	1740 17th Street, San Francisco	0	4	\$ 12,453
SFPD	1 Sgt John V Young Ln, San Francisco, CA 94112	0	7	\$ 22,479
Port of San Francisco	Pier 3, Embarcadero, San Francisco	0	7	\$ 22,479
Port of San Francisco	Pier 50, Terry Francios Blvd, San Francisco	2	18	\$ 56,040
PUC	750 Phelps St., San Francisco	0	75	\$ 234,186
PUC	1000 El Camino Real, Millbrae CA	1	2	\$ 6,227
PUC	1000 El Camino Real, Millbrae CA	1	1	\$ 3,799
PUC	1657 Rollins Road, Burlingame CA	0	1	\$ 3,799
SFMTA Building and Grounds	700 Pennsylvania Ave, San Francisco, 94107	3	4	\$ 12,453
SFMTA Green Rail yard	425 Geneva Ave, San Francisco 94112	0	1	\$ 3,799
SFMTA MME Rail Yard, Street Oper	601 25th St, San Francisco, 94107	6	92	\$ 286,427
SFMTA Potrero Bus Yard	2500 Mariposa St, San Francisco, 94110	5	9	\$ 28,706
SFMTA Vehicle Pool, Capitol Const	1 South Van Ness Ave, San Francisco, 94103	15	44	\$ 136,987
SFMTA Non Revenue Fleet Mainte	1849 Harrison St SF 94103	4	2	\$ 6,227
SFMTA Streets Division Field Oper	1508 Bancroft AVE, San Francisco, 94124	2	3	\$ 10,026
GRAND TOTAL		124	403	\$ 1,268,390.82

The map below details the location of the 36 sites, each represented by a charging station icon. The light blue sections of the map reflect census tracts with proposed installation locations that have been designated as a Disadvantaged Community or Low-Income Community (LIC), according to the [California Climate Investments Priority Populations 2023 map](#), and that also have highest pollution ratings (between the 60<sup>th</sup> and 90<sup>th</sup> percentiles) on [CalEnviroScreen 4.0](#).

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**FIGURE 1 – Site Distribution Map with DAC**



*Figure 1 Map of installation sites and service area with DAC and LIC census tract communities identified in blue and dark gray*

The departments that this charging infrastructure will support carry out a wide variety of vital city tasks and responsibilities. Coordination across these departments, combined with the 30% total cash match from the City's General Fund and Port, SFMTA, SFPUC and Central Shops Department budgets, represents the City's strong commitment to investing in electrification infrastructure as a lever to advance rapid fleet electrification, reduce emissions, and improve air quality. Each department has submitted a letter of commitment to the project, outlining their participation and, when relevant, their cash match contribution.

#### Participating Departments

1. Animal Care & Control (SFACC) (General Fund Match)
  - 1419 Bryant Street: Animal Care and Control headquarters and shelterSFACC is an open admissions shelter, providing housing, care and medical treatment for all wild, exotic and domestic animals. Vehicles at this site are used to take in any stray, sick, injured, owner surrendered or neglected animal regardless of species and

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their medical or behavior condition. Officers assist other city agencies such as the police department, fire department, medical examiner's office, the health department as well as state and federal agencies. The officers will pick up animals to hold for a "custody" period when the owners are taken to the hospital, incarcerated or deceased. SFACC is a first responder in natural disasters and emergencies. Its fleet currently consists of 9 animal control vans, 1 pick-up truck, 1 Toyota Prius and 1 Nissan Leaf. The site currently has 1 charging port.

2. Office of the City Administrator (ADM) (General Fund Match and Central Shops Match)

- 49 South Van Ness: Multi-tenant office building and Permit Center

The Office of the City Administrator is one of the largest city departments in San Francisco, overseeing 26 agencies (including Central Shops) and nearly 1,500 dedicated staff. Chargers installed at the 49 South Van Ness multi-department use garage are managed by ADM, and include shared vehicle charging for many departments. The two departments below will be the primary users of the chargers installed from this proposal, for the following:

- Department of Building Inspection (DBI)

Vehicles will be used for investigation of complaints of building and housing code violations, inspection of buildings and construction for compliance with code requirements and permit scope.

- Human Services Agency (HSA)

Vehicles will be used primarily to support individuals, families, and communities with food, health care, financial, employment, child care, and protective services.

3. Department of Public Health (DPH) (General Fund Match)

- Laguna Honda Hospital: Hospital providing acute medical, rehabilitation and skilled nursing services, also future home of central Department of Public Health administrative functions
- Zuckerberg San Francisco General Hospital: Hospital providing inpatient, outpatient, emergency, diagnostic, and behavioral health services for adults and children

Vehicles will be used for day-to-day hospital functions, as well as transportation for engineering and other tradespersons to all hospital sites.

4. Department of Technology (DT) (General Fund Match)

- 1 South Van Ness Avenue: Multi-tenant office building, including headquarters for the Department of Technology
- 1 Christmas Tree Point Road: Twin Peaks Radio Tower

Vehicles will be used for department site visits to ensure city systems are resilient, available, and efficient, including public safety communications, live broadcasting, and cybersecurity.

5. Public Defender's Office (PDR) (General Fund Match)

- 555 7th Street: Offices of the Public Defender

The San Francisco Public Defender's Office represents individuals charged with crimes and immigrants facing deportation who cannot afford an attorney. Vehicles will be used for fieldwork, which includes searching for and interviewing witnesses, canvassing for video, photographing alleged crime scenes, serving subpoenas, obtaining court records, and following leads based on information gathered from clients. PDR currently has 16 City vehicles, including 2 EVs.

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6. San Francisco Public Library (SFPL) (General Fund Match)
  - 100 Larkin Street: San Francisco Main Public LibraryVehicles will be used for mobile patrol for several sites, Library Facilities Operations & Maintenance and Library Delivery Services including Book & Materials Transportation.
7. Department of Public Works (DPW) (General Fund Match)
  - 2323 Cesar Chavez Street: Public Works central maintenance yardDepartment vehicles are currently domiciled in an area of the city that has been designated as a disadvantaged community with some of the highest pollution ratings on CalEnviro Scen 4.0. Participating in this project will support the effort to improve air quality in the district through emissions reductions. As a 24/7 operation with a diverse set of responsibilities, Public Works touches every neighborhood in San Francisco. The staff designs and manages construction of civic buildings and streets, cleans and greens the right of way, maintains civic buildings, trains people for jobs, keeps the right of way free of hazards, paves the streets, repairs bridges and public stairways, expands accessibility and works at the forefront addressing some of San Francisco's biggest challenges, including homelessness. Public Works is also committed to ensuring the installation of chargers for all departments listed under this proposal, and is actively working with SFE and ADM on both the budget as well as the scope of work for timely installation.
8. Real Estate Division (Real Estate) (General Fund Match)
  - 1650 Mission Street: Multi-tenant office building with vehicle domicile for the Real Estate division of the City Administrator's OfficeVehicles are used for site visits to manage the acquisition, sale, and leasing of real estate property for City departments.
9. San Francisco Fire Department (SFFD) (General Fund Match)
  - 698 Second Street: San Francisco Fire Department headquartersVehicles at this site are used to support administrative functions including emergency medical response, fire prevention and other services. The Department has 276 vehicles in its fleet. Sixty-seven of these vehicles are sedans used by our Bureau of Fire Prevention. Up to 20 of these sedans are located at the headquarters located at 698 Second Street from Monday through Friday. SFFD currently has no charging infrastructure at this site to support EVs in its fleet.
10. San Francisco Sheriff (SHF) (General Fund Match)
  - 1 Moreland Drive, San Bruno: County Jail #5 and annex, Sheriff officesVehicles at this site are used to conduct work in the city, as well as throughout the region as needed for collaboration with regional and state Agencies.
11. San Francisco Recreation & Parks (SFRPD) (General Fund Match)
  - 335 McAllister Street: Civic Center garage, vehicle domicile for Parks custodial, maintenance, and gardening operations for Civic Center and Western Addition
  - 100 Martin Luther King Jr. Drive: Parks structural maintenance yard
  - 51 Havelock Street: Vehicle domicile for Parks custodial, maintenance, and gardening operations within Glen Park

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- 755 Stanyan Street: Kezar Pavilion within Golden Gate Park, a large multi-service recreational center and also a hub for municipal and regional emergency operations

Chargers at 335 McAllister St, San Francisco, will be utilized for custodial operations, as well as park maintenance and gardening operations within Park Service Area 2, encompassing Civic Center and Western Addition complexes—two priority DAC areas in the city. Chargers at 100 Martin Luther King Jr Dr, San Francisco, will be utilized by the Structural Maintenance Yard division, which handles the majority of repairs across properties. This location is the hub for all of SFRPD's structural maintenance yard vehicles. Chargers at 51 Havelock St, San Francisco, will be utilized for custodial operations, as well as park maintenance and gardening operations within the Glen Park complex of Park Service Area 5.

#### 12. SF Police Department (SFPD) (General Fund Match)

- 1995 Evans Avenue: Police Department Traffic Company and Forensic Services Division
- 1245 3rd Street: San Francisco Public Safety Building, home to Police headquarters and Southern district station
- 1740 17th Street: Police Department Tactical Unit headquarters
- 1 Sgt. John V. Young Lane: Ingleside Police Station

The SFPD has over 850 vehicles in its fleet that are under 10,000 GVWR. These vehicles vary from traditional marked patrol cars, otherwise known as "black & whites" to under cover vehicles to Ford lightning electric pickup trucks used for logistical moves and also recruitment of future members to the police force. While electric vehicles have not made it into the main population of the fleet, there are long term plans to implement them. Vehicles impacted by this grant are domiciled at all four locations for a variety of uses, such as Command Staff vehicles, evidence collection and transportation, new facility deployment (aka. APEC, etc.). Charging infrastructure at these addresses will also eventually support charging for marked patrol vehicles. All four locations are strategic operational locations for the SFPD, and the chargers installed with this grant will greatly benefit the department and the city as a whole.

#### 13. Port of San Francisco (PRT) (Cash Match \$93,750)

- Embarcadero Pier 3: Port of San Francisco headquarters
- Embarcadero Pier 50, Terry Francois Boulevard: Port vehicle domicile proximate to major attractions including Oracle Park and the Chase Center

Port manages San Francisco's waterfront, and advances environmentally and financially sustainable maritime, recreational, and economic opportunities. Vehicles at these sites will be used for day-to-day Port operations.

#### 14. SF Public Utilities Commission (SFPUC) (Cash Match \$296,250)

- 750 Phelps Street: SFPUC Southeast Wastewater Treatment Plant
- 1000 El Camino Real, Millbrae: SFPUC Water Enterprise offices and warehouse
- 1657 Rollins Road, Burlingame: SFPUC Water Enterprise Water Quality Bureau offices

Chargers at 750 Phelps St., San Francisco, will power light-duty EVs below 10K GVWR that support three all-weather wastewater treatment plants, one wet-weather facility, 27 pump stations, eight transport/storage facilities, and 36 combined sewer discharge structures to treat an estimated 34.5 billion gallons of wastewater a year. Vehicles transport staff, tools and testing kits for wastewater infrastructure

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maintenance and repairs within the City and County of San Francisco. Chargers at 1000 El Camino Real, Millbrae CA will power light-duty EV's below 10K GVWR that support PUC's Water Supply and Treatment division that maintains San Francisco's regional water transmission and storage systems in the Bay Area and Peninsula, including watersheds, dams, reservoirs, pipelines, and tunnels enroute to the City and County of San Francisco. Vehicles transport staff and tools to monitor and maintain the water treatment plant, and transmission facilities. Chargers at 1657 Rollins Road, Burlingame CA will power light-duty EVs below 10K GVWR that support PUC's Water Quality division that tests San Francisco's regional water transmission and storage systems in the Bay Area and Peninsula, including watersheds, dams, reservoirs, pipelines, and tunnels enroute to San Francisco. Vehicles transport staff, testing kits and tools to test water to ensure PUC meets regulatory requirements and delivers some of the highest quality drinking water to the City and County.

15. SF Municipal Transportation Agency (SFMTA) (Match \$581,250)

- 700 Pennsylvania Avenue: Streets, Support and Enforcement offices and shops
- 425 Geneva Avenue: Rail facilities and MTA vehicle domicile
- 601 25th Street: Rail facilities and MTA vehicle domicile
- 2500 Mariposa Street: Trolley coach facilities and MTA vehicle domicile
- 1 South Van Ness – MTA Lot: Central administrative offices for MTA
- 1849 Harrison Street: MTA non-revenue vehicle maintenance yard
- 1508 Bancroft Avenue: MTA paint, sign and meter shop

To support its operations, the SFMTA has a fleet of more than 800 non-revenue maintenance and service vehicles of which 437 are light-duty vehicles based at 36 SFMTA facilities. Of these, the SFMTA has selected seven locations to install 155 charging ports. Vehicles will be used for administrative services, transport of maintenance staff, and street safety. The SFMTA's paint, sign and meter shop located at 1508 Bancroft Avenue is in a designated disadvantaged community with some of the highest pollution ratings on CalEnviro Screen 4.0 (Score = 84). Participating in this project will support the SFMTA's effort to improve air quality in the district through emissions reductions. SFMTA is currently developing its Energy Resilience Plan for an All-Electric Transit Fleet to withstand and rapidly recover from power outages and continue operating its transit services. A resilient power supply will reduce the likelihood of long-duration transit service interruptions and enable the entire city, including residents, businesses and to recover from a climate-related or other emergency more quickly.

This proposal, along with the budget and workplan, was developed in collaboration with DPW's Infrastructure Design and Construction Bureau. DPW electrical engineering staff have performed initial site reviews by address and confirmed that DPW is familiar with and/or has completed work at each of these sites. At project launch, DPW electricians will perform site-visits to all locations to determine the difficulty level of each installation and prepare an install plan that rolls out installations over three phases: (1) easy installs (mounting the charger, no other needs); (2) average installs (running conduit 100 feet or less from a power source); and (3) hard installs (requiring trenching or the use of heavy equipment). Based on preliminary site evaluation efforts, it is expected that most sites will fall into the average category, enabling the team to complete most installs quickly, reserving installs of greatest difficulty for later phases. This phased approach will allow for efficiency and cost-effectiveness in scheduling laborers and



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heavy equipment. By pre-vetting sites to ensure existing power capacity, the team has mitigated a significant risk of potential project delays due to electrical upgrade needs. Building permit acquisition will be bundled and streamlined through standard interdepartmental processes led by DPW, and all installations will take place on City-owned property, guaranteeing ease of site access and long-term municipal benefit for the City's fleet.

#### **EV Fleet Procurement and Charger Utilization Plan**

San Francisco's fleet is managed and maintained by the City Administrator's Office through its Central Shops division. Each individual department owns its vehicles, which are domiciled throughout the city at satellite locations and department offices and workplaces. Each department is budgetarily responsible for the transition of its ICE vehicles to EV, as well as the associated charging infrastructure and its upkeep. As the oversight body, Central Shops approves all departmental vehicle purchases to ensure they are compliant with the City's zero-emissions fleet guidelines, as well as state and federal laws, and collects data from vehicle telemetry and smart chargers to track uptime, support rapid response to maintenance needs, and manage electricity usage and billing. Central Shops' overall fleet electrification plan aims not only to reduce emissions, but also to right-size the total number of vehicles that City departments own and use.

Central Shops has engaged with several fleet analytics software vendors that could support our efforts to right-size the City's fleet. After performing a competitive bid process, the City intends to procure such software. This software will take points from our existing telematics and asset management data to determine which vehicles are under-utilized and which have exceeded their maximum life span due to age or significant maintenance needs. This software will be critical in supporting Central Shops' effort to right-size the fleet, aiming for a 15% reduction in the light duty fleet, by making sure our decisions are data-driven. The software will not only indicate which vehicles are most underutilized or at their end of life, it will also make recommendations for EV replacements for high-emitters. Central Shops will use this information to make recommendations to the Mayor's Budget Office and Board of Supervisors during the City's annual budget process, as support for an accelerated transition of the City's non-public safety, light duty fleet to be entirely zero emissions. This software, along with existing telematics software, will play a key role in data collection on this proposal, and ultimately for transition of the fleet.

San Francisco has both local legislation and ambitious planning documents that guide the electrification of its municipal fleet. San Francisco's Healthy Air and Clean Transportation Ordinance (HACTO), which was updated in 2017, codifies the City's transition of all light-duty vehicles to ZEV, with the original full fleet electrification target by the end of 2022. The City has been unable to meet these fleet electrification goals, in large part because of a lack of resources for charging infrastructure. The City's Climate Action Plan also outlines the City's electrification of its fleet as part of San Francisco's overall commitment to reducing GHG emissions to pre-1990 levels. To meet both these goals, Central Shops has put together an internal plan to inform the City's budget development process that models conversion of 10% of the light-duty fleet each year for the next four years and 20% annually after that. The 36 sites selected for inclusion in this proposal currently domicile 1,237 of the City's light-duty vehicle fleet. Sixty-four of these vehicles (about 5%) are ZEVs, with more to be added in the coming budget cycle, according to the procurement plan. Implementing this plan, however, is reliant on the availability of charging.

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Central Shops, in collaboration with the Office of Contracts Administration, has developed a new ZEV-only term contract for departments in the vehicle procurement process. The contract structure empowers Central Shops to monitor and approve the purchase of all light-duty passenger vehicles by any department beginning in 2024, ensuring that all are ZEVs. (The City currently has one hydrogen fuel cell vehicle on this contract; however, reliably accessing hydrogen for refueling has been a challenge. The City is focusing on ZEV purchases for replacements of all of its light-duty passenger vehicles, including light-duty pick-up trucks and cargo vans.) Central Shops will provide guidance for all City fleet purchases before departments engage in procurement processes with suppliers. This expanded oversight is critical to ensuring the City complies with HACTO, advances towards San Francisco's ambitious GHG emissions reduction goals, and maximizes use of its current and future EV charging infrastructure.

To that end, while the 403 ports included in this proposal cannot meet the City's full fleet electrification needs, they will support near-term charging needs and ZEV procurement, while also improving the City's overall charging network. Not all of the City's existing chargers provide data that can support utilization analysis. Our goal with this grant is to leverage new smart charger software that will enable integration of existing chargers into the same system, to expand their data collecting/analysis capabilities. Based on feedback from department fleet managers, most fleets charge their EVs based on a vehicle's duty cycle. Many departments opt to charge their EVs every other day, which frees up ports and increases the number of EVs that each site can accommodate. This approach is particularly useful on City-owned properties serving multiple departments, enabling sharing of charging infrastructure across departments.

The City expects to make the most of the proposed award investment and support as many EVs with the funded charging ports as possible. A single smart charging port can accommodate a minimum of two average-duty-cycle light-duty vehicles. Central Shops estimates that several of the selected sites have usage requirements and schedules that can reliably allow for the accommodation of up to three vehicles per charging port, possibly more with good coordination. Utilization of the installed charging ports is expected to increase sharply over the next few years as EV replacement vehicles are purchased. Because none of the sites selected are open to the public, all chargers funded are reserved for government fleet purposes, 24 hours per day.

Given these usage and efficiency considerations, Central Shops estimates that the addition of the proposed 403 charging ports, with a charging estimate of 1-3 cars per charger, will make it possible for the City to transition approximately 800 light-duty vehicles currently at the end of their useful life to EVs, with potential for more. As San Francisco accelerates its transition to EVs, Central Shops will evaluate opportunities for departments to use pool vehicles rather than replacing all vehicles beyond useful life one-for-one. The City anticipates a 15% reduction in light-duty vehicle count from roughly 3,000 to 2,600 units, increasing the overall value of the chargers installed under this proposal, supporting a full ZEV light-duty fleet by 2031.

The 403 charger ports included in the CEC grant are perfectly timed with City's activation of its light-duty EV procurement plan, and provides a critical jump-start for San Francisco's efforts during a time of financial challenges that limit our capacity to invest in charging infrastructure. Already, this grant opportunity has enabled the coordinating team to leverage 36% total project matching funds from the City's General Fund, SFMTA, SFPUC, Central Shops and the Port of San Francisco—all in cash. Without the CEC opportunity, these funds would have been difficult to set aside for charging infrastructure.

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The utilization of smart chargers will provide options to the City to upgrade or alter software to ensure streamlined integration with future chargers installed at City sites. Software upgrades, long-term regular maintenance efforts, and the purchase of warranties for each charger will ensure the chargers are used by the City well beyond the six-year period of performance required by this proposal. Since none of the chargers at these sites are accessible by the public, and because the City requires all staff using City vehicles to complete training, risk of damage to chargers by misuse and/or vandalism are minimized.

The operations and maintenance plan included in this grant submission describes how the City will operate chargers during and beyond the six-year period required by this solicitation. That plan, along with guidelines and best practices will be shared with each department receiving chargers to ensure their long-term functionality. Department fleet managers have been directed to perform general maintenance for charging infrastructure based on best practices to ensure that chargers acquired and installed with CEC funds far exceed the 6-year operating minimum.

### **Project Benefits**

Many of the light-duty vehicles currently in service in the City fleet have reached the end of their useful life. However, many departments have delayed procurement of ZEV replacement vehicles because there is no infrastructure to support charging. This has resulted in continued use of ICE vehicles well beyond their useful life, intensifying greenhouse gas emissions, negative local air quality impacts, and exacerbated effects of climate change. This proposal will enable the rapid transition away from municipal ICE vehicles and toward compliance with San Francisco's HACTO legislation and Climate Action Plan carbon emission reduction goals.

Eighteen of the 36 selected sites currently have no chargers. The chargers provided by this grant will expand the City's charging capacity to more than 800 light-duty EVs, which would enable growth of the City's light-duty ZEVs to roughly 31% of the fleet. Ancillary benefits to fleet conversion include reduction in fuel and maintenance costs for municipal vehicles and cleaner energy usage. Studies show that EVs cost half as much to maintain as ICE vehicles.<sup>1</sup> By investing in charging infrastructure and reducing maintenance costs, more funds can be allocated toward the acquisition of EVs and future phases of charging infrastructure, all of which helps to rapidly transition the fleet. As all City facilities are powered by 100% Hetch Hetchy generated electricity, the EVs charged at the proposed sites will be using the cleanest, most cost-effective electricity available.

Reducing carbon emissions from the municipal fleet will result in air quality benefits for city residents and daily visitors, particularly those in the 58% of selected sites which are located in DAC and LIC sites as noted on the Figure 1 map. This work aligns with the principles adopted in the Environmental Justice Framework within the City's General Plan by the San Francisco Planning Commission in 2023. The Environmental Justice Framework includes the elimination of environmental burdens to promote healthy communities where all San Franciscans can thrive. While this investment in EV chargers alone cannot undo the harm to low-income communities, particularly communities of color, that have historically borne the brunt of environmental burdens and poor health, concentrating investments for cleaner energy utilization and lower carbon emissions will help move the needle towards environmental justice.

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<sup>1</sup> <https://advocacy.consumerreports.org/wp-content/uploads/2020/10/EV-Ownership-Cost-Final-Report-1.pdf>

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There are a total of 1,228 vehicles domiciled at the sites identified for charging infrastructure investments. Vehicles travel an estimated average of 30 miles per weekday. Converting all of these vehicles to EVs will generate an estimated emissions savings of 3,586 tons of CO<sub>2</sub> annually. These savings were estimated using PG&E's Fuel Savings Calculator. Based off this calculation, the ratio of grams of CO<sub>2</sub> reduction per dollar of CEC investment would be 646 grams/dollar annually or 2,583 g/dollar over the course of the proposed project term (see Table 2 for calculation breakdown). Further emissions savings would be realized in the out years of the Central Shops EV conversion purchasing schedule. Overall, this project will result in a total reduction of ICE vehicles used by the city, improving air quality and traffic in the long term.

**TABLE 2 – Cost Effectiveness/Emissions Reductions Calculation**

Step	Amount
Requested CEC Funds	5,047,167 dollars
Tons converted to kg	907 kg
Tons saved	3,586 tons
kg saved (907 * 3,586)	3,252,948 kg
kg/dollar (3,252,948 kg/\$5,047,167)	0.645 kg/dollar
g/dollar annually (.645 * 1000)	645 g/dollar
Over 4 years (645 g/dollar * 4 years)	2578 g/dollar

The City and County of San Francisco maintains close relationships with a vast network of community-based organizations (CBOs). The CEC grant implementation team will share the projected CO<sub>2</sub> emission reductions from the project with these CBOs at the completion of the planning phase and will provide updates via written communication on the construction, ending with a final project analysis of the number of ports built, vehicles transitioned to zero-emissions, and anticipated annual CO<sub>2</sub> reduction. SFE is responsible for communicating the City's electrification efforts to the general public. As the City fleet is mandated to transition to electric before the general public, SFE will share the results of this project as part of its community update on the transition of the City's fleet, and how this will ultimately facilitate further consideration of, and investment, in publicly available charging infrastructure.

Given our site selection criteria, particularly selecting sites on City-owned property with no public access to the City chargers, no adverse health, transit, parking, or other community-level impacts are expected to result from this project. The City will post signage to inform all community members of any transit, parking, or other potential impacts that project construction may pose. These flyers will be posted in all affected areas at least 14 days prior to the project beginning and will include contact information for any questions about potential impacts.

### Project Readiness

The project team, led by Central Shops and SFE staff and with support from DPW electricians and PUC planning staff as well as fleet managers from departments receiving chargers, collaborated in advance of this proposal submission to determine the City's readiness to complete this project efficiently, cost-effectively, and within the performance period. The open and clear communication throughout the planning process has laid the groundwork for successful implementation of the project.

The project team selected sites based on each site's current energy capacity to ensure that no electrical upgrades would be required to accommodate the number of ports recommended to be

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### **Project Narrative**

installed at the site, and ensuring that installations can happen quickly with low-risk. Because all sites are City-owned, each department has ready access to each site for the proposed charger installation work.

San Francisco City policy requires that work on City sites be conducted by DPW. Central Shops has confirmed with the Department of Public Works that it has the capacity to install all requested chargers at all sites within the performance period of this grant. DPW electricians have reviewed the proposed site list and made preliminary determinations of the installation difficulty for each. Most sites were identified as “easy” or “average,” meaning that installs could be completed without trenching or other needs requiring heavy-duty equipment and laborers. DPW is prepared to complete in-depth site reviews upon project launch to map out which sites will be completed first, most quickly (“easy” installs), and those requiring the use of heavy equipment (“difficult”). This will result in three phases of installations, “Easy” (Phase 1), “Average” (Phase 2), and “Difficult” (Phase 3), to ensure a steady charger procurement, permitting, and installation process through the performance period. DPW has provided estimated hours required for each installation type: 18 hours for “easy,” 72 hours for “average,” and 114 hours for “difficult.” Those estimates are inclusive of all DPW staff required for installation.

Permitting for work by City agencies on City property is a standard process, and DPW electrical staff will acquire these permits in advance of installations. A 2022 sprinkler protection requirement fire safety code referendum requires indoor, existing buildings to augment existing sprinkler systems over parking spaces associated with EV charging stations. There may be potential barriers at some indoor installation sites due to additional EV charging station fire codes, which could upgrade some preliminarily designated “easy” installs to “difficult.” But even with the potential addition of this installation requirement, the project team does not expect difficulty in meeting the completion deadline for the grant award, within budget.

Because DPW already has a list of sites and is familiar with each site, the follow-up assessment of “easy,” “average,” and “difficult” installs is expected to be completed within 4-6 weeks of grant kick-off. Phasing the installations over the performance period will expedite the timelines for obtaining chargers, utility connection readiness, and installation. It will also enable some departments to begin using the chargers and/or transitioning vehicles to ZEV within the first 12 months of the project.

Budget and accounting staff from the City Administrator’s Office will support grant administration for the City’s budget approval, inter-departmental work order setup, and purchase order payment workflows. Central Shops staff, overseen by the Fleet Business Manager, will be responsible for budget monitoring, work order scope preparation and management, purchase order and contract preparation, working with SFE to provide CEC with reports, community outreach, and inter-departmental communications. Chargers will be purchased directly by ADM through the State’s contract, 1-23-61-15B with Verdek LLC for EV Supply Equipment. Procurement through this contract for these chargers has already been approved, and chargers will be purchased in three phases according to DPW’s phased installation timeline. Central Shops will work closely with DPW to support completion of installations during the grant performance period.

In the event a proposed site is found infeasible due to grid capacity constraints or other unforeseen barriers, the project will return to the existing list of sites identified for this project

## **ATTACHMENT 11**

### **Project Narrative**

and assign additional ports to any sites where existing electrical capacity can accommodate them, to ensure San Francisco meets its goal of installing 403 charger ports.

No project site is expected to require a CEQA review.

#### **Team Experience and Qualification**

San Francisco is a noted leader in low-carbon mobility and climate policy. The City has driven aggressive reductions to its annual GHG emissions by enforcing new green building standards, investing in renewable energy, and advancing alternative fuels and electrification.

The City Administrator's Office is an umbrella for 25 different divisions, including Central Shops. Central Shops is the division responsible for submitting this proposal and implementing the grant project.

Central Shops, also known as the City Administrator's Fleet Management Department, is authorized by the Mayor and the City's Administrative Code to conduct fleet management programs across departments. Central Shops provides asset management, fleet maintenance, vehicle leasing, motor pools, fueling services, equipment specifications, new vehicle acquisitions and dispositions to over 70 City departments with a combined fleet total of approximately 8,000 units. The department operates five maintenance facilities servicing client departments' vehicles for performative maintenance and repair needs. These services extend from regular oil filter checks to complete body repair after a collision. In addition to the extensive knowledge of all City-owned vehicles, Central Shops is responsible for fueling a large majority of the City's fleet. Central Shops oversees three gasoline and diesel fueling stations throughout San Francisco, as well as one CNG station. This management includes procurement of fuel, station operations, and health and environmental inspections. This responsibility is highly transferable to managing the City's network of EV charger ports, and Central Shops is eager to support departments in every effort to expand our charging network. As the main governing body of the City's fleet policy, Central Shops is invested in transitioning San Francisco's fleet to 100% ZEV. This has been reflected in our work with the City's Office of Contract Administration to create a completely zero-emissions term contract for departments for the procurement of new vehicles, management of telematics systems to monitor CO2 emissions and comply with all state emissions testing and ongoing research of new zero emissions vehicle types available on the market.

The City Administrator's Office has deep experience seeing through the delivery of capital projects with accountability through the General Obligation Bond program laid out in the 10-Year Capital Plan published biennially through the Office of Resilience and Capital Planning, another City Administrator division. There are similar expectations for bond-delivered projects as for grants, including articulation of a clear scope of work (for voter approval), regular reporting to both the Capital Planning Committee and the Citizens' General Obligation Bond Oversight Committee and ongoing monitoring and audit compliance with the Controller's Office. ADM's divisions have successfully delivered multiple grant projects as well, which are fiscally administered through central ADM budget and accounting staff and are included in the Past Performance Reference attachment. However, ADM has not received any CEC grants to date.

The San Francisco Environment Department (SFE) and Central Shops have partnered to develop and implement this grant proposal, including gathering information from the various

## **ATTACHMENT 11**

### **Project Narrative**

departments on current EV infrastructure needs and future plans. SFE has extensive experience designing, evaluating, and validating projects funded through public entities including CEC, DOE, EPA, DOT and others. SFE's experience and guidance combined with Central Shops' authority to manage the City's fleet across departments and the expertise of the central ADM budget and accounting team provides assurance that the project will be implemented in a streamlined fashion, and the team will meet CEC's reporting requirements in more than a satisfactory manner.

SFE has more than twenty years of experience creating and managing large scale energy, clean transportation, and other emissions reductions programs. Since 2015, SF Environment has co-led the City's EV Working Group (EVWG) representing thirteen City departments. The EVWG worked with workforce development, and community organizations, industry partners, and state and regional government agencies to identify actions and policies to accelerate EV adoption and ensure that EVs are available and affordable for all residents, culminating in the City's EV Roadmap. Externally-funded projects/initiatives that SFE has managed, or is currently managing, include:

- In 2014, SF Environment was awarded \$300,000 from the CEC to study challenges to EV adoption in multi-unit EV housing and outline solutions.
- In 2016, SF Environment was awarded \$250,000 from the DOE to craft a plan for rolling out hydrogen fueling infrastructure in San Francisco.
- In 2018, CEC awarded SF Environment \$200,000 to create an EV Blueprint to accelerate the use of light-duty EVs in San Francisco, identifying challenges and opportunities.
- In 2021, CEC awarded SF Environment \$200,000 to create a Medium- and Heavy-Duty Zero Emission Vehicle Blueprint to accelerate the use of medium and heavy-duty ZEVs in San Francisco, identifying challenges and opportunities for adoption.
- In 2022, CEC awarded SF Environment \$2.4 million to implement select actions from the EV Blueprint, including increasing public awareness of EVs, expanding charging infrastructure, and developing a charging depot in a DAC.

### **Project Budget**

Departments are mandated through HACTO to transition to EVs, but the costs of preparing the City's infrastructure for the fleet transition are a barrier. The 403 charger ports provided by the CEC grant are perfectly timed with City's activation of Central Shops' light-duty EV procurement plan, and provides a critical jump-start for the effort during a time of financial challenges that limit the City's capacity to invest in charging infrastructure. Persistent and forthcoming City budget shortfalls directly affect the City's Capital Budget – currently \$59 million, approximately one-third of pre-pandemic levels – and is expected to remain level for the next several budget cycles. External funding to deliver infrastructure investments like the CEC's EV charging opportunity is critical.

This opportunity has enabled our team to secure agreements for 36% of the total project matching funds from the City's General Fund, SFMTA, SFPUC, Central Shops, and the Port of San Francisco—all in cash. Without the CEC opportunity, these funds would have been difficult to set aside specifically for charging infrastructure. The funding opportunity has motivated our City departments and has already had a positive impact on the City, including empowering the City to set aside 100% cash match; facilitating cross-departmental collaboration; and setting charging infrastructure planning in motion.

## **ATTACHMENT 11**

### **Project Narrative**

The overall project budget does not exceed the per charger cost maximum. As noted above, San Francisco plans to utilize State contract 1-23-61-15B to purchase Verdek LLC individual charging stations with dual ports at the State-bid unit cost of \$6,336.68 and single port stations at a cost of \$3,799.08. This unit cost for the largest line item of the budget leverages the State of California's purchasing power and ensures that San Francisco will pay a competitive price. Because sites were selected based on readiness and current capacity, the installations included in this proposal are the most cost-efficient possible. Because sites were selected based on readiness and current capacity, there will be minimal-to-no electrical upgrade costs. Phased installation will ensure the cost-effectiveness of difficult installs by allowing ample time for scheduling heavy equipment and labor needs.

DPW labor, fringe, and supplementary costs are all based on recent estimates provided directly by the Electrical Unit at Public Works, who will be responsible for performing the work. Estimates are based on current negotiated labor rates. Project management and administrative costs for City Administrator and SFE labor and fringe costs are based on current negotiated labor rates. With the funds available through the grant and match provided, San Francisco fully expects to be able to meet its charging infrastructure installation goals and objectives as described in this proposal.

All locations to receive charging infrastructure are served by SFPUC's Hetch Hetchy clean power. The rates for charging an EV with Hetch Hetchy power in 2024 are \$.23048/kWh during off-peak periods and \$.33019 during peak periods, below commercially available PG&E rates.

One hundred percent of the required match to be provided by the City and County of San Francisco for this project is cash. The city's total match accounts for about 36% of the total project budget, and will be fulfilled by the General Fund (\$540,000), the SFMTA (\$581,250), the SFPUC (\$296,250), the Port of San Francisco (\$93,750), and Central Shops (\$1,301,352). Central Shops' contribution includes utilization and telematics software, and networking services. Remaining department matches cover supplies, IT equipment, and materials for installations. These funds enable the City to exceed the application requirements for the grant. Documentation of these matches is contained in the letters of commitment.

### **Sustainability and Innovation**

The sweet spot between cost-effectiveness and innovation for San Francisco's municipal fleet is L2 smart chargers. These chargers will provide the City with the flexibility to select software and/or issue software upgrades to ensure uptime, as well as streamlined integration across sites with existing and future chargers. Data provided will directly support the City Administrator's overarching aim, reflected in this proposal, to optimize the City's capital planning and infrastructure, transition the fleet to ZEV, and reduce the overall number of vehicles in the fleet.

Smart charging software has the capability of demand-responsive charging that responds to capacity dynamics in real time, reducing power uptake during periods of high grid demand. Demand responsive charging will ensure that new EVs will have a minimal impact on grid performance while also reducing City utility costs. Smart chargers will also give the City the option to explore vehicle-to-grid or vehicle-to-battery technologies, which can further support grid reliability by either feeding energy back to the grid during periods of peak demand or feeding energy into an onsite battery that vehicles could then use in the future during high



## **ATTACHMENT 11**

### **Project Narrative**

demand events. All sites selected for this proposal will require minimal-to-no electrical upgrades and will have minimal-to-no grid impacts.

## **ATTACHMENT 12**

### **Resumes**

San Francisco City Administrator's Office – Central Shops  
Grant ID BLA-0000000178  
Critical Fleet Charging Infrastructure Project

Resumes:

- Office of the City Administrator
- Department of Public Works
- San Francisco Environment Department
- SF Municipal Transportation Agency
- Department of Public Health
- Real Estate Division
- SF Police Department
- Public Defender's Office
- San Francisco Fire Department
- San Francisco Public Library
- San Francisco Recreation & Parks
- SF Public Utilities Commission
- Port of San Francisco
- Animal Care & Control

# Camilla Taufic - Fleet Business Manager

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San Francisco, California | Central Shops

## Education

**HARVARD KENNEDY SCHOOL | MASTER IN PUBLIC POLICY | 2017-2019**

Honors; Certificate in Management, Decision Sciences, & Leadership

**RHODES COLLEGE | BACHELOR OF ART IN INTERNATIONAL RELATIONS | 2009-2013**

## Experience

**FLEET BUSINESS MANAGER | OFFICE OF THE CITY ADMINISTRATOR | JAN 2023-CURRENT**

- **Supervision.** Oversee a team of sixteen administrative staff who perform the administrative functions that maintain Central Shops operations.
- **Data.** Responsible for gathering, validating, and analyzing data for the City's fleet of 8,000+ vehicles and equipment. Use data to understand how well our fleet is operating, what we could be doing to be more efficient and reduce carbon emissions, and what the future of our fleet could look like.
- **Policy.** Analyze and write policy regarding fleet utilization, safety, and zero emissions standards, to be assessed by senior leadership and
- **Fiscal Oversight.** Responsible for managing the department's annual operating budget of \$41M.
- **Capital Projects.** Work directly with the Department of Public Works on a capital project to upgrade the environmental standards of our existing fueling stations, including the complete replacement of underground storage tanks. Oversee budget spend-down and project timeline maintenance.

**SENIOR BUDGET ANALYST | SAN FRANCISCO MAYOR'S OFFICE | 2019-2023**

Manage a portfolio of City departments, working closely with their finance and program teams to support the budget development process, projection monitoring, policy implementation, and legislative needs.

- **Budget.** Oversaw a portfolio of City department budgets totaling over \$1B in annual expenditures. Analyzed department's annual spending rates, operational challenges, and policy changes. Presented decision options to the Budget Director and Mayor to meet spending reduction targets or create performance improvements.
- **Capital Planning.** As the Mayor's budget analyst for the City Administrator, oversee the annual citywide Capital Planning and Resilience Division and Real Estate Division budget processes.
  - Analyze citywide capital budget requests, balancing the prioritization of community concerns, cost, and the most critical infrastructure needs, including shorter-term facilities maintenance versus longer-term capital projects.
  - Meet weekly with the Office of Resilience and Capital Planning and Real Estate Division leadership to keep track of project timelines, inter-department relations, and budget; including directing conversation on the Hall of Justice exit and rebuild, which has had significant setbacks and requires complex project management to ensure it moves forward.

**ASSISTANT COUNTRY DIRECTOR | D.C. | CREATIVE ASSOCIATES INTERNATIONAL | 2016-2017**

Selected by senior executives to bring an at-risk program into compliance with USG rules. Program was funded by US, UK, Netherlands, Denmark, & Germany, to improve justice and community engagement in Syria.

- **Client and partner management.** Navigated five governments' rules and regulations, ensuring full legal and financial compliance. Improvements led to a 2-year program extension and \$20M+ in awards.
- **Audit readiness.** Overhauled the implementation guidelines to eradicate export and financial audit risks. Oversaw implementation and compliance by 50+ team members.

**PROGRAM MANAGER | TURKEY | CREATIVE ASSOCIATES INTERNATIONAL | 2015-2016**

Led a team to implement the U.S. government's highest value non-lethal assistance to Syria program (\$200M+). Employee of the year (2015; out of 200 employees).

- **Team leadership.** Supervised a team of five employees in Turkey and Syria. Despite gender, age, and

- cultural barriers, gained my team's trust and quickly operated as a cohesive and high-performing unit.
- **Implementation.** Quickly scaled up monthly food deliveries from 14k to 35k+ families in northern Syria. Despite war-zone logistics, all activities were successfully implemented. Additionally, procured and delivered vehicles and medical supplies, on an as-needed basis.
  - **Fleet.** Procured vehicles in Turkey, for delivery into Syria, to meet emergency medical and fire needs in rebel-held territories. Developed trainings for beneficiaries to perform basic maintenance and repairs of vehicles, track vehicle inventory, and develop service routes.
  - **Political relationships.** Hosted monthly meetings with senior U.S. government officials and Syrian opposition leaders. Wrote weekly memos to update the U.S. Department of State on program status.

#### **PROGRAM SPECIALIST | D.C. | CREATIVE ASSOCIATES INTERNATIONAL | 2013-2015**

- **Financial management.** Monitored project budgets, totaling \$120M+. Created a budget monitor that became the company-wide template.

#### **Skills and Other**

Negotiations (co-led 3-day trainings at Bay Area tech firms; taught conflict resolution, dialogue, and achieving shared organizational goals); Team Building (convinced colleagues in Turkey to run a half-marathon together); Operations (Event Director of Harvard's inaugural women's policy conference, 300+ attendees).

## **DON JONES**

Fleet Director, Central Shops, Office of the City Administrator

### ***Summary of Qualifications***

- More than thirty-nine years of experience.
- Proven ability to communicate well with others, solve personnel issues, and contribute to positive working relationships with various employees and departments.
- Detailed knowledge of FAMIS, Asset Works Fleet Focus, and Microsoft Office.
- Great understanding of the full range of procedures and techniques used in servicing, repairing and maintaining vehicles and equipment such as heavy trucks, construction equipment, fire apparatus, grounds maintenance and forestry equipment, and related equipment and accessories.
- Profound ability identifying and resolving the full range of problems associated with the work including determining the nature and extent of malfunction or damage.
- Sound ability to inspect new vehicles and equipment for compliance with contract specifications.
- Proven ability to perform road and diagnostic tests to locate defects in operation or to verify work orders, and complete non-structural welding on vehicles and equipment that is normally attached to vehicles.
- Excellent ability to identify the full range of risks and liability implications associated with the work and take appropriate action to minimize those risks and refer organizational liabilities to supervisor.
- Great understanding of established safety practices and equipment care procedures and demonstrated ability to instruct others in such practices and procedures.
- Remarkable understanding of the operation of and skill in the use of the various tools, materials, and equipment used in the repair and maintenance of heavy trucks and equipment and keeps current with industry changes.
- Profound knowledge of mechanical principles and theories.
- Immense ability in the repair and maintenance of complex mechanical, electrical, hydraulic and pneumatic power systems.
- Exceptional ability to prioritize work and meet project and program deadlines.
- Proven ability to assist in the planning, coordination, and monitoring of projects and programs in assigned area of responsibility.

### ***Professional Experience***

**City and County of San Francisco                      2007 – Present**

**Director Of Fleet Management (October of 2020 to Present)**

**Fleet Operations Manager (October 2015- October 2020), Acting Fleet Operations Manager (July 2015- October 2015), Assistant Superintendent (2013-October 2015), Automotive Machinist Supervisor (2012-2013), Assistant Automotive Machinist Supervisor (2011-2012), Automotive Machinist Mechanic (2007-2011)**

Direct all aspects of fleet management.

- Direct the repair, maintenance, and servicing of the City and County of San Francisco's over 8,000 vehicles and pieces of equipment, such as trucks, automobiles, construction equipment, fire apparatus, grounds maintenance and forestry equipment, and related equipment and accessories while supervising over 100 employees in a total of six locations.
- Direct in the timely and accurate determination of the nature and extent of malfunction or damage of equipment.
- Direct in timely and effective road and diagnostic tests to locate defects in operation or to verify repair work.
- Direct and participate in the timely and efficient inspection of new vehicles and equipment for compliance with contract specifications.
- Direct in the repair and maintenance of all types of internal combustion engines and accessories.
- Resolve routine workplace problems.
- Formally address problems that are brought to my attention by a Supervisor or manager.
- Complete routine reports as necessary, including monitoring daily billed times for all shops.
- Open, close, and post invoices to repair orders.

- Manage DMV mandated random drug testing.
- Manage DMV pin pull for entire fiscal year (100 plus employees).
- Diesel off road program through the California Air Resources Board.
- Manage portable equipment registration program through the California Air Resources Board.
- Manage diesel on road program.
- Manage all permits through the Bay Area Air Management District for three fuel stations.
- Manage state mandated tire recycling program.
- Manage the permitting of all pressure vessels through Cal OSHA.
- Manage Department of Transportation mandated random drug testing.
- Keep track of sick leave patterns and signs of abuse.
- Partner with various CCSF departments and address issues that arise in the repairs of their respective fleets.
- Sign and approve time cards and vacation requests; Approve payroll.
- Perform weekly safety inspections with the GSA Health & Safety Manager to make sure we comply with the state mandated accident and injury prevention program.
- Work with the Fire Department Inspectors to inspect service stations and shops to correct any deficiencies.
- Collaborate with Human Resources to facilitate the hiring process.

**Stewart Chevrolet and Cadillac, Colma, CA**

**1998-2007 & 1988 –1992**

**Shop Foreman/Dispatcher**

- Performed preventive and corrective maintenance on automotive, heavy duty trucks, and off-road equipment.
- Maintained all vehicles and equipment in compliance with federal and state safety regulations.
- Diagnosed malfunctions and repaired diesel and gasoline-powered engines, automatic electronic transmissions and transaxles, manual drive trains and axles, drive shafts, differentials, suspension and steering systems, hydraulic/air/anti-lock brake systems, electrical and electronic systems, heating and air conditioning systems, low-pressure air systems, fuel systems, lubrication systems, exhaust systems, hydraulic systems, radio systems, and other types of communication equipment.
- Designed, solicited approval, manufactured and installed modifications to vehicles and equipment.
- Generated and maintained vehicle and equipment maintenance records and work orders.

**S & K Trucking, San Mateo, CA**

**1992-1998**

**Shop Foreman/Equipment Manager**

- Evaluate and estimate damage and repairs as needed of heavy-duty trucks and equipment.
- Assign work to staff; help with difficult repairs with laptop and handheld scanners.
- Conduct weekly safety meetings and keep injury and illness prevention program for the shop.

**E-Z Davies Chevrolet, Redwood City, CA**

**1981-1988**

**Journeyman Technician**

- Served a four-year apprenticeship for the repair and maintenance of heavy-duty trucks and cars.

***Education and Professional Training***

Factory GM Trained • ASE Certified • Caterpillar Customer Engine Tune-Up and Maintenance • TYMCO Street Sweeper Trained • Certified in Forklift and Hybrid Operator Safety • Trained in Air Brake Systems and BIT Inspections • Certified in ASE Refrigerant Recovery and Recycling Review • Member of NAFA Fleet Management Association • Board member of Municipal Equipment Maintenance Association.

**University of Phoenix:** Associate of Arts in Business (2015)

**Skyline College:** Associate of Arts in Automotive Technology In Progress • Completion of a two-year automobile, machine work, and equipment vocational program (1985)

John J. Leal

City and County of San Francisco Department of Public Works

2323 Cesar Chavez Street

San Francisco, CA 94124

Work: (415) 695-2133 Cell: (415) 725-1499

Email: [john.leal@sfdpw.org](mailto:john.leal@sfdpw.org)

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Summary: 28 years of experience working and managing in the Construction Industry  
Organized and manages numerous tasks with ease.  
Ability to adapt to any type of working environment and excellent ability to acquire new skills.

Work Experience:

City & County of San Francisco – Public Works, Fleet Operations  
Heavy Equipment Operations Supervisor/Fleet Manager  
February 2014 to Present

Supervise subordinate staff reporting directly to Deputy Director of Operations and the Operations Manager., Annual review of fleet size and age in order to fully utilize equipment and maintain minimum inventory. Manage maintenance, repairs and BIT inspections. Manage annual inspections for specialty equipment as required by CAL OSHA, establishes policies for vehicle acquisition and replacement; Tracks vehicle usage and deployment; Maintains vehicle database in order to facilitate vehicle maintenance and repair; Manage all DMV records and related files for all Public Works departments; Manage compliance with California DMV codes; prepares, coordinates and deploys all parade related vehicles required by the Department; Manages the department's parking citation payment program; Manages Public Works FastTrack transponders; Writes vehicle and equipment specifications; GPS administrator for Public Works; Communicate with department Managers regarding new fleet purchases and budget; Inspects vehicles and equipment before placing them in service; Perform pre-paint inspections on specialty equipment; managing the public works radio replacement program; Perform random monthly equipment inspections and report information to managers; Manage Central Shops repairs, vehicle acquisitions and replacements; Maintain database of vehicle credits with Central shops. Manage code enforcement for CARB, CHP, BAAQMD and SFPD.

City & County of San Francisco – SFPUC, Sewer Operations  
Sewer Service Worker  
May 2007 to January 2014

6 years Maximo Experience, Investigate complaints, report findings, take corrective actions, Write daily reports/ mark dig up locations, read drawings, ensure safety regulations observed, organize and lead repair crews, log and document repairs, inspect sewers, investigate complaints, etc

City & County of San Francisco – SFPUC, Water Department  
Acting 7208 Heavy Equipment Supervisor, Truck Driver, Heavy Equipment  
December 2007 to July 2012

Acting 7208 Heavy Equipment Supervisor, reported to the division manager, write work orders using Maximo, plan, schedule and dispatch 39 employees who are heavy equipment drivers, operators and laborers, review daily work schedules from other crafts, complete daily time through E-time, Prepare documents for heavy equipment rentals for construction projects.

#### Experience working

together with Muni/PUC Sewer OPS/Central Shop/ Rec & Park, SF Water Millbrae Division. My experience includes but is not limited to, coordinating equipment loans, between departments, coordinating material loans between departments training on equipment loans. Drive Overhead Dump truck, Cranes/knuckle boom trucks, flat rack, Vac Con, compactor /garbage truck, load/unload & deliver construction materials, steel plates, pipe, etc, pre-trip/safety inspections, operate two way radios , and complete daily reports.

#### City & County of San Francisco – SFPUC, Sewer Operations

Truck Driver, Heavy Equipment

March 2006 – May 2007

Drive Vac Con, Dump Truck, Pre-trip/Safety inspections, daily reports, cleaning, maintaining sewers, inspecting sewer structures

#### Leal Construction, Daly City, CA

Owner/Supervisor/Safety Officer

August 1985 through March 2006

Plan and schedule work activities for construction and maintenance crews, assign jobs and supervise employees on a daily basis. Meet with sub-contractors, vendors, architects and engineers on a regular basis, preparing documents for construction time, labor and material projections for construction projects, and coordinate all employee job activities in the field. Knowledge of rules and regulations of Title 15 and Title 24. Duties also included bookkeeping and payroll, time management, conduct safety meetings and enforce a safe working environment, initiate and remain responsible for the permit process and meet with building inspectors to ensure a smooth process for the home/land owner. Handle the operation and administration matters for the company. Responsible for making sure my employees were current on all their licenses and certificates engaged in construction and maintenance matters. I am also responsible for explaining and enforcing policies and procedures relative to the operation of construction equipment and construction maintenance and repair projects. Issued Performance Appraisals to staff to encourage development, communication and feedback. Furthermore, I am responsible for coordinating and administering all planned and unplanned maintenance and preventative maintenance of construction equipment and facilities. Established and maintained preventative maintenance program for company vehicles, trucks, and tools.

#### Other:

Crane Certification – NCCCO #050831235

General Contractors License - #678619 (CA)

Driver's License – CA DMV – #N7713391 Class A and B vehicles; Endorsements for doubles/triples trailers, hazardous materials, passenger transportation and tank vehicles  
Efficient in Microsoft Word, Excel and Outlook and other email and internet resources.

Proficient in daily use of Maximo Work Order system a Computerized Maintenance Management System.

Payroll Data entry and review using SFPUC E-time system

Experience coordinating large scale projects with Christmas in April and Rebuilding Together San Francisco and Peninsula. Coordinated crews for Renovating schools and senior homes with 100 plus person crews on tight schedules and very limited budgets.



Joshua Berman

## **Education**

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**University of California, Berkeley**, Berkeley, CA  
*Transportation Planning and Policy*

**Master of City Planning**, May 2023  
**Summa Cum Laude**

**Brandeis University**, Waltham, MA  
*Urban Studies, Independent Interdisciplinary Major*

**Bachelor of Arts**, May 17, 2015  
**Magna Cum Laude**

## **Relevant Work Experience**

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**San Francisco Environment Department** | San Francisco, CA  
*Clean Transportation Specialist*

October 2023 – Present

- Lead writer and manager of San Francisco's Medium- and Heavy-Duty Zero Emission Vehicles Blueprint, a grant funded planning project to spur the transition to zero emission trucks
- Manage and implement San Francisco's Commercial Garage EV Charging Ordinance, develop process for operators to certify compliance with city law
- Coordinate across city departments to accelerate the transition of San Francisco's municipal fleet
- Develop grant proposals to support the City's clean transportation goals

**San Francisco Municipal Transportation Agency** | San Francisco, CA  
*Parking and Curb Management Intern*

June 2022 – November 2022

- Analyzed new street design proposals for the Valencia Bikeway to determine effective future curb management plan while encouraging sustainable modes of transportation
- Designed and conduct surveys to determine efficacy of pilot loading zone program in San Francisco
- Assessed design drawings to ensure consistency of street features and curb treatments
- Managed GIS database related to on-street ride share parking

**City of Eugene Planning and Development Department** | Eugene, OR  
*Community Development Analyst*

May 2020 – December 2021

- Authored Eugene's first housing action plan; led strategic visioning meetings and gained buy-in from multi-departmental work groups to record 5-year housing goals for city-wide housing policies
- Organized and guided a multicultural community group to work collaboratively with designers to create framework for inclusive cultural expression and storytelling for Eugene's public spaces
- Acted as point staff person for the Affordable Housing Trust Fund Advisory committee; collaborated with committee co-chairs to guide committee in crafting a formal Request for Proposal
- Created and managed grant work plan to write, edit and submit a \$3.2 million federal grant for construction of a Farmers Market Pavilion in downtown Eugene
- Presented to Eugene City Council, Planning Commission and community stakeholders on community development projects
- Researched and drafted policy proposals, memoranda and reports for the Eugene City Council, Planning Commission and City executive leadership
- Supported the Eugene Town Square project including communicating with the public, consulting with stakeholders and collaborating with design team

**City of Eugene Planning and Development Department | Eugene, OR**

April 2019 – May 2020

*Town Square Analyst/Project Manager*

- Managed project timelines and stakeholder relationships to meet key project goals for the Eugene Town Square, a proposed sustainable public development project that included plans for a new City Hall, Farmers Market Pavilion and upgrades to two historic parks in downtown Eugene
- Created and implemented public engagement strategy to gather input and secure community buy-in
- Organized 4 large scale public events with over 1,000 attendees and conducted additional direct outreach opportunities to present and seek input for the Eugene Town Square
- Managed communications, digital outreach; participated in interviews with TV, radio stations
- Collaborated with the design team and diverse stakeholders to balance competing priorities and pursue issue resolution with creative solutions

**New York City Department of Sanitation | New York, NY**

September 2015- August 2017

*Community Associate- Strategic Partnerships and Outreach*

- Coordinated with 8 government institutions and non-profits to achieve goal of providing all New York City residents with composting and organics recycling opportunities
- Designed and implemented survey to determine food scrap drop-off usage at 38 different sites; used data to measure distance traveled to inform future drop-off expansion.
- Developed visual displays of program data and outreach opportunities using GIS
- Organized tree care events to educate local residents about the benefits of compost
- Worked as part of a team to create community education and promotional materials
- Created, managed reporting mechanisms; evaluated metrics from 8 partner organizations and reported data to the Mayor's Office of Sustainability
- Audited quarterly financial reports from all non-profit partners and assisted with budget formulation

## **Additional Work Experience**

**Institute of Transportation Studies | Berkeley, CA**

January 2023 – Present

*Graduate Student Researcher*

- Research innovative solutions to mitigate traffic congestion through an analysis of academic literature and interviews with policy experts
- Synthesize and design policy memos directed at transportation planners to inform and educate about potential methods for mitigating congestion
- Collaborate across multiple campus teams to create a coherent and unified policy toolbox for current and future policy makers

**SquareOne Villages | Eugene, OR**

December 2017- October 2018

*Village Coordinator*

- Drafted and implemented policies collaboratively with residents of Emerald Village, a 22-unit affordable housing cooperative for individuals that had experienced or were at risk of homelessness
- Served as point of contact for resident questions and issues; Set up individual meetings to review important cooperative documents, including village bylaws and lease agreements

## **Technical Skills**

ArcGIS, ArcGIS Online, QGIS, Python, Microsoft Office Suite, Adobe Suite, Google Suite, California Drivers License

## **PETER GABANCHO P.E.**

2539 41<sup>st</sup> Ave.

San Francisco, California 94116

Home (415) 577-2567

### **QUALIFICATIONS SUMMARY**

Over thirty years of progressively responsible engineering and project management experience with an emphasis on managing the technical, fiscal, and public aspects of projects as well as liaison work with diverse groups and organizations.

### **EMPLOYMENT HISTORY**

City and County of San Francisco

Summer 1999 - Present

#### **Acting Project Management Section Lead / Project Mgr 3 – SFMTA Capital Programs and Construction Div.**

- Acting Project Management Section Lead Feb. 2020 to Feb 2022. As the Project Manager Lead, contributed to the agency process improvement and development at the Project Management Office. Assisted the Division Director in planning, developing and managing the Capital Improvement Plan (CIP) that ultimately impacted the agency's operation and success in meeting strategic goals.
- Directed, planned and organized highly complex engineering and architectural projects from concept through design and construction for the San Francisco Municipal Transportation Agency (SFMTA) including several high priority high profile projects across all modes of transit.
- Manager of the Metro Special Track Replacement Project, a \$95 million project to replace and upgrade all rail switches in the Muni Metro tunnel.
- Manager of the Van Ness Improvement Project also known as the Van Ness Bus Rapid Transit Project from environmental clearances through construction. This comprised a \$355 million complete street reconstruction project in the heart of San Francisco, and on State Highway 101. In this effort I worked closely with the many agencies and organizations, such as San Francisco PUC, County Transportation Authority, Caltrans, the FTA, San Francisco Public Works, various divisions within the San Francisco MTA, and dozens of developers, businesses and entertainment venues along the Van Ness corridor.
- Managed the Islais Creek maintenance facility project Phase 1 through approval design and construction and Phase 2 through various approvals and the design process.
- Tracked the man-hours expended by the engineering staff on my projects and maintained records of the funds expended and remaining for each design project, for typically 4 to 10 projects at a time.
- Responsible for completing projects on time, within budget and at a high level of quality.
- Acted as liaison between SFMTA CP&C, and SFMTA Operations and Maintenance divisions, other City departments, contractors, the County Transportation Authority, the Federal Transit Administration, and the community.
- Produced Requests for Proposals for consulting contracts and finalized the scope of services, led the negotiations, and oversaw the approval and implementation of these contracts.

City and County of San Francisco

1998 – Summer 1999

#### **Associate Mechanical Engineer – SFMTA Facilities Engineering Group**

- Designed heating, air-conditioning, ventilation and plumbing systems for buildings owned or occupied by the San Francisco Municipal Railway.
- Produced engineering design budgets, negotiated and finalized the scope of work on projects.
- Tracked the man-hours expended by the engineering staff on my projects and maintained records of the funds expended and remaining for each design project.
- Responsible for the specifications, the overall quality of the drawings and the design as a whole.
- Provided engineering construction support on projects and acted as liaison between MUNI Engineering and Construction and other City departments.

City and County of San Francisco

1995 - 1998

#### **Assistant Mechanical Engineer – Public Works Mechanical Engineering Group**

- Designed heating, air-conditioning, ventilation and plumbing systems for buildings owned by the City of San Francisco.
- Produced engineering design budgets and generated Memorandums of Understanding.
- Tracked the man-hours expended by the engineering staff on my projects and maintained records of the funds expended and remaining for each design project.
- Responsible for the specifications, the overall quality of the drawings and the design as a whole.
- Provided engineering construction support on my projects and others.

City and County of San Francisco

Fall 1993 - 1995

#### **Assistant Mechanical Engineer – Public Works Maintenance Engineering Group**

- Worked to use a vibration analysis as part of a preventive maintenance system and investigated plant machinery failures.
- Worked on design and construction of mechanical projects at the Southeast and Oceanside Plants water treatment plants.

Northrop Corporation, B-2 Division, California

1990 - 1993

#### **Engineer II - Systems Installation and Integration Forward Center Section**

- Designed the installation of and provided shop floor support for various aircraft systems in crew stations, such as crew oxygen system, emergency escape system, thermal and acoustic cabin insulation, line removable units and cabin wiring.

### **EDUCATION AND AWARDS**

- **Stanford University** - MS Mechanical Engineering - Emphasis: Mechanical Engineering Design
- **University of California at Berkeley** - BS Mechanical Engineering - Emphasis: Mechanical Engineering Design
- **CMAA Nor. Cal. Chapter Project Achievement Award 2023**, Van Ness BRT: Acting as Project Manager
- **Project of the Year Award, 2001, Ball Park Service Improvement**: Acting as Project Manager
- **Project of the Year Award, 2000, Potrero Roofing & Deck Replacement**: Acting as Project Engineer

# PETER J. BYRNE

Bridge-building Program Leader with 14-year career straddling the public, private, and nonprofit sectors, plus recent master's degree in Urban Affairs and polished project management skills, lending to an unparalleled ability to design and implement data-driven, tech-first programs that rally all parties to generate sustainable economic development, at scale.

Work Experience: *Public Sector*

6 Years

CITY AND COUNTY OF SAN FRANCISCO

Jun 2015 to Present

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## — OFFICE OF SHORT-TERM RENTALS —

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### ***Principal Administrative Analyst, Department of Public Health · September 2022- Present***

Help the Department of Public Health lease, purchase, and manage real estate, in addition to other duties as pertaining to asset management.

### ***Senior Administrative Analyst, San Francisco Planning Department · Nov 2017-September 2022***

Drove implementation of San Francisco Short-Term Rental (STR) Ordinance, becoming one of the only cities in the US to achieve 100% regulation of STR technology companies. Won Board of Supervisor's Certificate of Honor for exemplary effort.

- Project-managed design and development of proprietary technology, APIs, and data pipelines integrated with vendor platforms to vet 14,000+ STR listings (eliminating 85% due to noncompliance).
- Owned relationship with private-sector rental platforms (Airbnb, VRBO), including formal mediation, brokering engineering talks, and discussing issues of noncompliance, penalties, and remediation.
- Evangelized best practices in database-driven regulation of the private-sector/tech industry via conferences in US and Europe and through coaching agencies in other counties and states on execution.
- Generated detailed reports for internal leadership, rental platform executives, and press analysts.

### ***Management Assistant, San Francisco Planning Department · Nov 2015-Nov 2017***

Introduced a data-driven, tech-first approach to regulating STR platforms, using STR companies' own data as well as agency business intelligence to glean unprecedented insights to drive decision-making.

- Pioneered innovative data analysis methods by pulling data from GitHub using Python and partnering with watchdog nonprofits and foundations to leverage their data and IP.
- Revamped STR registration process to decrease manual review process while boosting accuracy, plus created STR certificate review and renewal protocols.
- Designed online reporting tool capable of collecting data from 2,000+ hosts every quarter.

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## — DISASTER SERVICE: COVID-19 RESPONSE —

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### ***Deputy Chief of Logistics · Mar 2021-Present***

Promoted to oversee COVID-19 Resource Request & Procurement, while leading teams in Scarce & Non-scarce Resources, Hospital Inventory & Fulfillment, and Data Systems & Technology groups.

- Oversaw the rapid deployment of PPE to medical centers, community groups, city agencies, skilled nursing facilities, and elder care centers to set up high-volume vaccination clinics.
- Navigated tough conversations with executives and directors of nonprofits, businesses, private practices seeking resources, testing supplies, and funding in scarce supply.
- Partnered daily with DPW, DPH, physicians, researchers, and academic institutions.

### ***Operations Program Manager · Apr 2020-Feb 2021***

Jumped into the front line to coordinate material procurement, logistics, and operations for 6 different COVID-19 outbreak response units totaling 5-15 people led by teams of doctors, nurses, and data analysts.

- Managed and tracked PPE logistics and delivery to schools, nursing homes, registered care facilities, single-room occupancies (SROs), shelters, and homeless encampments.
- Created toolkits, tracking mechanisms, and standardized workflows for investigation databases.
- Lead the implementation of contact tracing software across six outbreak management strike teams.

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## — EARTHQUAKE SAFETY IMPLEMENTATION PROGRAM —

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### ***Program Analyst / Intern · Jun 2015-Nov 2015***

Galvanized alliances with 40+ faith-based institutions across San Francisco to garner participation for future emergency response efforts in the event of a natural disaster.

Work Experience: *Private Sector*

7 Years

**GOOD TECHNOLOGY, INC.**

Jul 2012 to Nov 2013

Mobile Security Solutions Developer | Sunnyvale, CA

**Sales Operations Analyst, Mobile Apps • Mar 2013-Nov 2013**

Revamped, streamlined, and automated processes and systems around sales, service implementation, and delivery of third-party applications, successfully freeing up 30% of sales team's time.

- Designed an account-level reporting system, combining SQL, Salesforce, and Oracle to aggregate data on inventory and deployment for 30 products across 3 product lines.
- Directed cross-functional project team of sales staff, software vendors, and strategic partners.

**Sales Representative, Mobile Apps • Jul 2012-Feb 2013**

Sold mobile security solutions to mid-to-large corporate accounts with revenue at upwards of \$100M.

- Landed new B2B accounts, expanded existing accounts, and drove effective retention campaigns across a broad range of industries in the Southern California region.
- Teamed up with third-party vendors and channel partners to co-present solutions to customers.

**SERVICESOURCE**

Nov 2006 to May 2012

Third-Party Provider of Technology Sales &amp; Customer Success Solutions

**Sales Team Lead, Singapore Team • Aug 2010-May 2012**

Led a team of 7-9 sales associates focused on retention and renewals of lucrative maintenance contracts throughout the Asia-Pacific region, on behalf of Bluecoat and Microsoft (customers).

- Drove unified sales effort across 15+ countries, including overseeing hand-off between direct sales team and customer-side sales enablement groups.
- Instituted a data-centric sales strategy, compiling, scrubbing, and leveraging data from disparate systems and running regular financial forecasts and business intelligence reports to inform decision-making.

**Senior Sales Representative, Dublin Team • May 2008-Jul 2010**

Executed targeted sales campaigns aimed at securing contract renewals and recovering lost hardware and software maintenance contracts for Fortune 500 technology companies.

- Took the initiative to develop and deliver internal trainings on creating effective sales operations and communication protocols to enhance efforts throughout the firm.
- Continuously landed strategic accounts in the highly competitive technology sector.

**Sales Representative, San Francisco Team • Nov 2006-Apr 2008**

Assumed control of maintenance contract renewals for Borland Software, including designing new business processes around service renewals for their Australia and New Zealand offices.

- Mentored other sales staff on fielding technical questions and planning effective account strategies.

Work Experience: *Nonprofit*

1 Year

**OUR LADY OF GUADALUPE RELIEF PROGRAM**

Aug 2005 to Sep 2006

Faith-based Community-focused Services &amp; Support Nonprofit | San Antonio, TX

**Social Services Coordinator**

Ran a volunteer-based social services program that provided 100+ low-income households with emergency funds, nutrition via internal food bank, and seasonal relief, assistance, and donated gifts during the holidays.

## Education &amp; Training

**Master of Arts in Urban Affairs** (with distinction) – University of San Francisco

**Bachelor of Arts in History** – Fordham University

**Project Management Fundamentals** – Cengage Gale (40-Hour Course)

**CORO Fellow** – Working with luminaries in for-profit, nonprofit, and public sector to tackle real-world problems.

Matthew Gagín  
Matthew.Gagin@sfgov.org

## **CAREER OVERVIEW**

Current Manager/Analyst, Former Sound Engineer, Director of Audio Production, and Business Development Manager with an Emmy Award, a Master of Arts in U.S. History, and over 15 years of management experience.

## **RELEVANT PROFESSIONAL HISTORY:**

### **August 2020-Current**

#### **Assistant/Acting Property Manager Real Estate Division City and County of San Francisco.**

##### Responsibilities:

Research, analyze, and make policy recommendation on special projects; respond to informational requests, provide administrative analysis to high-level managers and department heads at the Real Estate Division and City Administrator's Office.

Analyze and interpret local, state, federal legislation and regulations for policy and financial impact on the Real Estate Division, such as surveillance ordinances, American's with Disabilities Act, surplus land act, Fire Codes, Building Codes, First Amendment Right to film in government buildings, etc.

Advise leadership and prepare recommendations with appropriate supporting documentation regarding how to comply with new regulations and mitigate adverse action against the department;

Develop, implement, and monitor and revise reporting systems required by legislation such electric vehicle (EV) procurement and charging, EBT, video surveillance, and procurement.

Provide training and technical assistance to Real Estate Division staff and contractors on departmental and City contracting policies, procedures and requirements.

Manage maintenance and repair activities, serving as the key liaison with outsourced vendor for maintenance and repair, prioritize and expedite mission critical repairs, and monitor maintenance schedules to ensure vendor compliance for EV charging infrastructure, Audiovisual systems, smart windows, and other assets.

Create regular tracking and reporting for EV charging network: Usage reporting: sessions, power consumption.

Repair/maintenance reporting: uptime/downtime stats, reasons for failure, time to repair.

Manage Alemany Farmers' Market, food assistance, vehicle pool, security, tenant, event space, parking garage, and EV charging programs.

Direct operational activities such as event logistics, tenant improvements, maintenance plans, meetings with tenants and staff, and process creation for use of amenities at Real Estate Division Properties.

Supervise, train, and evaluate the staff on tasks, roles, and responsibilities.

Oversees and organizes the work of consultants and contractors working for the department and tenant departments.

Work with cross functional partners such as managers and staff to establish, appraise, and implement goals.

Direct the development of responsibilities, policies, and procedures at several properties and for procurement.

Develop operational policies centered on security, access control, bike room use, event reservations, event logistics, event space rules, freight elevator access, vehicle pool, fleet parking and EV charging, loading dock usage, and contracting/procurement.

### **June 2015 – August 2020**

#### **Media and Security Services Specialist: City and County of San Francisco.**

##### Responsibilities:

Established an efficient, holistic approach to operational procedures and defined access grants to reconfigure compromised security-access databases and audiovisual (AV) systems throughout the City and County of San Francisco's Real Estate Division's (RED) campus. Analyzed building and operational requirements to provide the clearance programming and systems architecture for audiovisual, access-control, and video systems at across the Real Estate Campus, allowing buildings to effectively operate while continually safeguarding narcotics, contraband, and weapons, vehicles, information, property, and people. Programmed and maintained Audiovisual and security systems. Trained staff to operated and maintain systems. Oversaw access-control system installation from beginning to end at numerous new and existing properties.

**May 2015 – December 2015**

**Legislative Intern**

**City and County of San Francisco: Board of Supervisors/ President London Breed (District 5).**

Enhanced the supervisor's ability to make decisions regarding numerous subjects such as San Francisco's Bike Yield Law, water fluoridation, and rehabilitation of Yoshi's by researching and providing written summaries of local, state and federal political, social, and business issues and/or policies. Drafted and/or historically contextualizing Resolutions or Legislation discussed or taken up by the San Francisco Board of Supervisors.

**May 2004 – July 2012**

**Director of Audio Production: Herring Networks–AWE/Wealth TV HD–San Diego, CA.**

Responsibilities:

Reduced turnaround times from one week to one to two days for the sound-design, mixing, and mastering processes by establishing tangible co-operation across groups and departments to share information and procedural, increasing production capability of the network three-fold by working with cross-functional partners consistently expediting post-production and resulting in over 200 television shows produced in a single season.

Directed the audio department within budget. Created pathways for the staff's career development.

Established budgets and planning for Audio suite installation Established budgets and planning for departmental audio requirements for each season's production schedule. Led the research, oversaw, and provided budget projections and design proposals for installations of simulcast studios, expansion of digital audio suites, and construction of a remote-production truck. Set audio production and distribution standards for television audio that was delivered to over 20 million homes. Managed a staff of 10 to 24 depending on the production or point of process. Administered and planed the production work flow each season.

**EDUCATION:**

**San Diego State University–San Diego, CA.**

Master of Arts - U.S. History–Research focus: Metropolitan Planning, Public Policy, and Human Socio-spatial Relationships with an Emphasis on Group Identity Formation.

**San Diego State University–San Diego, CA.**

Bachelor of Arts–Social Science (Single Subject: American History with Geography and Religion).

**Platt College–San Diego, CA.**

Associate of Arts–Multimedia & Graphic Design.

**LINKEDIN**

<http://www.linkedin.com/pub/matthew-gagin/4/2a9/313>

# Nick Linder

168 Meadowcroft Drive San Anselmo, CA 94960  
C: 415-747-0652 NLindersf@gmail.com

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## Professional Experience

- |                     |   |                            |
|---------------------|---|----------------------------|
| <b>2023-Present</b> | <b>Manager I: Facilities &amp; Fleet</b> – San Francisco Police Department  | <b>San Francisco, CA</b>   |
|                     | <ul style="list-style-type: none"><li>• Strengthens SFPD's 24/7 public safety operation by supporting members with all necessary department equipment and facilities needed to ensure operational stability.</li><li>• Instrumental logistics Project Manager on DMACC (Drug Market Agency Coordination Center) deployment, bringing SFPD operations to the heart of the Mid-Market to combat the ongoing drug epidemic.</li><li>• Launched citywide remote substations for SFPD members during APEC (Asia Pacific Economic Conference). Facilitating the delivery of safe, secure spaces for members to deploy from in-order to maintain the safety of the largest event San Francisco has seen since the World's Fair in 1915.</li></ul>  |                            |
| <b>2021-2023</b>    | <b>Station Operations Manager</b> - Amazon Logistics  | <b>American Canyon, CA</b> |
|                     | <ul style="list-style-type: none"><li>• Drives delivery station operations while maintaining the highest standards of the Amazon Leadership Principles.</li><li>• Metric conscious performance management, leading teams to meet safety, quality and productivity standards daily. Cost driver for the station, leading efficiency planning and productivity standards for all shifts within the building.</li><li>• Promoted leadership growth within the building, coaching an area manager L4 to their successful promotion to L5; as well as influencing 4 associates with passing their interviews and receiving L3 process assistant positions.</li></ul>   |                            |
| <b>2016-2021</b>    | <b>Director, Operations</b> - Hornblower Group  | <b>San Francisco, CA</b>   |
|                     | <ul style="list-style-type: none"><li>• Head of operations, logistics, purchasing, and engineering for Alcatraz Cruises, managing multiple teams, facilities, and vessels while focusing on efficiency, EHS, maritime innovation, and customer satisfaction.</li><li>• Responsible for continuous improvement of all quantitative regulatory bodies, including ISO 9001, 14001 &amp; 18001, United States Coast Guard vessel and facility certifications, contract compliance for the National Park Service, and all OSHA construction regulations.</li><li>• Extensive Project Management, driving over 50 million dollars in capital investment projects while staying on time, on budget, and maintaining the highest safety standards possible.</li><li>• Lead project manager on a zero-emission conversion of two large passenger ferry vessels. Overseeing the complete retrofit of electric propulsion systems and 1.5Mw of lithium-Ion batteries onboard the vessels from start to finish.</li><li>• Led the logistics operations for the startup venture, NYC ferry. Successfully delivering 10 brand new ferry terminals, and 40 newly built passenger ferries to the city of New York in under 18 months.</li></ul> |                            |
| <b>2014-2016</b>    | <b>Private Yacht Captain / Logistics Manager</b> – Olson Steel  | <b>Tiburon, CA</b>         |
|                     | <ul style="list-style-type: none"><li>• Operating Captain of historical yacht M/Y Acania.</li><li>• Project manager on a 10-million-dollar complete refit, covering everything from incorporating the vessel's history from the prohibition era to the installation of modern-day propulsion and electrical systems.</li><li>• Responsible for managing and hiring a crew of 10, creating a one-of-a-kind experience for every guest onboard the yacht.</li></ul>   |                            |
| <b>2013-2015</b>    | <b>Tractor Tug Operator</b> – Foss Maritime   | <b>Richmond, CA</b>        |
|                     | <ul style="list-style-type: none"><li>• Safely operated numerous towing vessels throughout San Francisco Bay.</li></ul>   |                            |



- Implemented several safety protocols across the fleet, making the Bay Region one of the top safety examples nationwide.

- 2009-2013**      **Port Captain / Operations Manager – Alcatraz Cruises**      **San Francisco, CA**
- Directly supervised all marine operations crew in the areas of Marine Transportation Safety, Security, Training, and scheduling.
  - Operated as the onboard Safety Director of San Francisco VMAP Bay Ferry III drill, June 2013.
  - Implemented customer service training for vessel crew that resulted in 98% customer satisfaction.
- 2007-2009**      **Captain – Alcatraz Cruises**      **San Francisco, CA**
- Operating Master onboard passenger ferry vessels throughout the San Francisco Bay.
  - Maintained safe environment onboard for both passengers and crewmembers during voyages.

### **Education & Qualifications**

**2008-2012**      **Dominican University of California**      **San Rafael, CA**  
Bachelor of Arts in Business Management

**Project Management Professional**, Cornell University  
**United States Coast Guard Masters License**, 500 Master Near Coastal, Able Bodied Seaman All Oceans  
**Transportation Workers Identification Card**, TSA security Clearance  
**OSHA Safety Certification**, 40-hour OSHA training  
**HAZWOPER Site Worker**, Hazardous spill clean-up & mitigation management certification

**References available upon request**

# Hadi Razzaq

hadi.razzaq@sfgov.org

## **Experience**

### **Assistant Chief Attorney, Training + Operations**

**February 2022-present**

Office of the Public Defender, San Francisco

Lead operations for 230-person City Department, including hiring and onboarding attorney and non-attorney staff, advising Public Defender and Chief Attorney on allocation of people power and resources, and ensuring Department functions as efficiently and effectively as possible. Oversee Research, Training, Pretrial Release, IT and Clerical Units. Carry a limited caseload, providing direct representation to indigent defendants from arraignment to trial in sex, homicide, and other cases involving punishment of life-in-prison.

### **Managing Attorney, Investigation Unit**

**July 2018-February 2022**

Office of the Public Defender, San Francisco

Manage and train team of 16 investigators who respond to requests from more than 75 attorneys on all misdemeanor and felony cases handled by the Department, including locating and interviewing witnesses, serving subpoenas, strategizing to develop defenses, canvassing for video surveillance, searching court and database records, testifying in court, and preserving evidence. Represent the Department in union meetings, handle personnel issues, and ensure the responsible use of city resources. Conduct annual reviews and develop policies to promote team-building. Carry a limited caseload, providing direct representation to indigent defendants from arraignment to trial in sex, homicide, and other cases involving punishment of life-in-prison.

### **Deputy Public Defender, Specialty Courts and Reentry Unit**

**December 2017-June 2018**

Office of the Public Defender, San Francisco

Represented indigent clients in Drug Court and Community Justice Court, collaborative courts aimed at addressing the underlying issues faced by many criminal defendants (drug addiction, homelessness, unemployment, etc.). Worked in conjunction with representatives from the District Attorney's Office, Adult Probation Department, Department of Public Health, and the Courts to divert these vulnerable individuals out of criminal courts and into rigorously-monitored rehabilitation services.

### **Deputy Public Defender**

**March 2006-December 2017**

Office of the Public Defender, San Francisco

Represented indigent clients at all stages of criminal cases, including arraignments, bail hearings, motions and preliminary hearings, settlement conferences, and jury trials. Managed caseload of 40-60 active felony cases. Supervised support staff including investigators and paralegals. Tried ten misdemeanor cases and fifteen felony cases to verdict, including sex, homicide, and other cases involving punishment of life-in-prison.

**Deputy Public Defender****May 2005-February 2006**

Office of the Public Defender, Marin County

Represented indigent clients in all stages of criminal cases. Tried four misdemeanor cases to jury verdict.

**Deputy Public Defender****September 2003-February 2005**

Office of the Public Defender, Contra Costa County

Represented indigent clients in all stages of criminal cases. Tried over fifteen cases to jury verdict.

**Associate****October 2001-July 2003**

Bingham McCutchen LLP

Worked on a team of attorneys litigating civil cases. Took and defended depositions, authored discovery requests and responses, and researched and wrote motions. Interviewed potential plaintiffs for class action lawsuit challenging constitutionality of California's parole revocation procedures.

**Education****J.D.**

University of California, Berkeley School of Law, Berkeley, CA

2001

**Bachelor of Arts**

Emory University, Atlanta, GA

1995

**Professional Activities**

Member, Criminal Justice Task Force of the Bar Association of San Francisco, 2018-2022

South Asian Bar Association of Northern California, Civil Rights Committee Co-Chair, 2016-2018

Member, Racial Justice Committee, Office of the Public Defender, 2014-present

**EMPLOYMENT****San Francisco Fire Department****1998 - present*****Assistant Deputy Chief*****2023– present**

- Responsible for the administration of Facilities maintenance, Fleet management, Equipment, and Supplies.
- Manage all aspects of facilities maintenance and capital projects.
- Manage all aspects of fleet maintenance and fleet replacement.
- Manage the procurement and distribution of all equipment and supplies.

***Battalion Chief*****2018 - 2023**

- Supervise companies at fire and other emergencies. This includes assessing emergency situations, evaluating resource needs, directing and ensuring efficient multi-unit operations, ensuring the safety of companies, as well as communicating to all levels present at the scene.
- Responsible for administration of the Battalion; attend Division meetings; ensure reports are submitted promptly and accurately; communicate orders and Department standards to Officers and companies
- Develop and administer training program and schedule for Battalion to ensure operational readiness.
- Conduct fire prevention, station, apparatus, and personnel inspections. Observe members for compliance with Department rules, regulations, policies and procedures.
- Act as Assistant Chief when assigned.
- Promote a workplace that values health, wellness, and cultural diversity and is free of harassment and discrimination.

***Captain*****2011 - 2018**

- Supervised company activities in the delivery of fire suppression, rescue, hazardous materials, and emergency medical services operations.
- Responsible for daily operations of station, apparatus, equipment, supplies, and members of both Engine and Truck companies.
- Responsible for upholding house policy, compliance with rules and regulations, and a program of training to ensure operational readiness.
- Led the opening of Station 4 which included participation in construction meetings, procuring all necessary supplies, and developing, implementing and managing a comprehensive administrative program for 30+ new station members.

***Lieutenant*****2008 - 2011**

- Supervised Rescue Company covering incident responses for half of the city with primary role of search and rescue, as well as trench rescue, confined space rescue, high and low angle rope rescue, shoring, dive rescue, surf rescue, auto extrication, and hazardous materials response
- Responsible for oversight of Company training in all areas of response

***Firefighter*****1998 - 2008**

- Engaged in fire suppression on both Engine, Truck and Rescue Squad companies
- Provided emergency medical services on BLS Ambulance

**EDUCATION****San Francisco State University, San Francisco, CA**

BA, Labor Studies

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# Jessica A. Roberts

(née Affolter)

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## Experience

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October 2023 - Present

**(1823) Senior Administrative Analyst**  
**at City and County of San Francisco – Public Library**  
Facilities Division

January 2019 – October 2023

**(1822) Administrative Analyst**  
**at City and County of San Francisco – Public Library**  
Facilities Division

April 2016 – January 2019

**(1840) Junior Management Assistant**  
**at City and County of San Francisco – Municipal**  
**Transportation Agency**  
Transit Division – Operations

September 2014 – April 2016

**(1404) Clerk**  
**at City and County of San Francisco – Human Services Agency**  
County Adult Assistance Programs (CAAP)

May 2007 – January 2015

**Shift Supervisor / Barista**  
**at Starbucks Coffee Company**

## Education

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Graduated in May 2013

**B.S. Business Administration**  
**(Concentration in Management)**  
San Francisco State University

## Skills

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- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

## Work Contact

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100 Larkin Street, 5<sup>th</sup> Floor  
San Francisco, CA 94102  
(415) 557-4259  
Jessica.Roberts@sfpl.com

# Ben Wan

## SF Rec & Park Project Lead

### Experience

- 2022-present **San Francisco Recreation & Parks Department**  
*1824 Principal Administrative Analyst*
- Fleet Manager for the department – overseeing a multitude of different equipment including over 1,000+ rolling stock inventory
  - Manage annual maintenance budget of \$6m as well as annual purchasing budget of \$1.5m
  - 311 Manager – overseeing all the interdepartmental processes dealing with citizen engagement and reporting
  - Responsible for all tasks listed below in 1823 Senior Administrative Analyst position
- 2018-2022 **San Francisco Recreation & Parks Department**  
*1823 Senior Administrative Analyst*
- Managed and administered the Park Evaluations Program including implementation of newly created mobile application
  - Administered CMMS system and implemented a multitude of modules
  - Created process improvements of various business processes with smart forms, power automate, excel macros, and many other automations
  - Created dashboards with PowerBI to explain and display interactive data for a variety of audiences, as well as run ad hoc reports when needed
  - Ran complex queries for reports and analyzed large datasets
  - Supervised 1822 Administrative Analyst position
- 2015-2018 **City and County of San Francisco; Controller's Office & SFMTA**  
*1652 Accountant II & 1649 Accountant Intern*
- Review accounting entries for accuracy and adherence to policy
  - Prepare accounting entries for cash receipts, payments, adjusting entries, grant related entries, and various other accounting transactions
  - Perform complex analysis on variety of financial aspects such as grant receipt variances, billing status reports, and year-end fund analyticals
  - Special projects, analysis, and reconciliation reports as assigned
- 2012-2015 **WeDriveU, Inc**  
*Senior Accountant, General Accountant, Accounting Assistant*
- Prepare and analyze financial statements and supporting documents for month, quarter, and year end closes
  - Manage and supervise Accounts Receivable and Accounts Payable
  - System administrator for the business' ERP software

## SFPUC Fleet Operations Manager

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### ◆Professional Profile◆

Demonstrated history of working in the private sector, government, and utility sector fleets managing multiple locations. Demonstrated expertise in the development and management of fleet vehicle use programs and policies, life cycle analysis, regulatory compliance, environmental strategies, alternative fuel vehicles, procurement, specification writing, utilization, replacement and acquisition efficiency, disposition, risk management, safety, garage operations, telematics, and maintenance management and fuel systems.

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### ◆Professional Experience◆

#### SAN FRANCISCO PUBLIC UTILITIES COMMISSION (SFPUC) ... San Francisco, CA

##### ***Fleet Management and Operations Manager ... 2012 (October) – Present***

- Responsible for the management of San Francisco Water, Power, and Sewer utility vehicles.
- Managed the implementation of a new fleet management system by identifying and communicating requirements to DIT.
- Managed DOT regulatory compliance, California Pull Notice program and commercial driver/vehicle records.
- Managed the implementation and transition from a manual key retrieval to an electronic Internet based key self-service kiosk system for pool vehicles.
- Developed and directed the implementation of goals, objectives, policies and procedures.
- Ensured compliance with all federal, state, and environmental regulations.
- Prepared management reports for the Utilities Commission

#### PACIFIC GAS & ELECTRIC ... San Francisco, CA

##### ***Fleet Supervisor ... 2012 (March) – 2012 (October)***

- Managed garage operations at four locations within the North San Francisco Bay region.
- Managed DOT regulatory compliance, California Pull Notice program, commercial driver/vehicle records and participated in CHP site inspections
- Provided direction by continuously improving department performance, identifying risks and opportunities.
- Ensured that all personnel fully complied with all Federal, State, and local employment, vehicle/equipment, and environmental regulations.
- Oversaw capital spending requests; managed, coordinated and reported on financial and operating metrics.
- Oversaw spending plan for all garages. Managed labor and overtime to efficiently complete all work.
- Managed 30 direct reports.

#### COMCAST CABLE ... Livermore, CA

##### ***Fleet Manager ... 2011 (April) – 2012 (March)***

- Responsible for the California Region Fleet, 3,300 vehicles within six major areas.
- Reduced maintenance expenses by consolidating service vendors across the region.
- Ensured compliance with Federal, State and local regulations and requirements.
- Managed DOT regulatory compliance, California Pull Notice program, commercial driver/vehicle records and participated in CHP site inspections
- Identified risks, opportunities and long-term department goals needs and developed specific proposals to meet them.
- Implemented the use of permanent fleet registration (PFR) decals to reduce lost sticker replacement costs.
- Prepared and monitored department capital and expense budgets.
- Coordinated and reported on financial and operating metrics.
- Developed and implemented appropriate methods, practices, policies, and procedures.
- Maintained the fleet management database that facilitated operating costs.
- Made recommendations and/or overall decision for vendor products and services.
- Managed six direct reports and multiple service vendor contracts.

CITY OF OAKLAND ... Oakland, CA

**Equipment Services Manager ... 2009 – 2011 (March)**

- Planned, organized, managed, and directed citywide equipment services division, including maintenance and repair of a variety of vehicles and specialized equipment. Manage the City's comprehensive fleet safety program.
- Managed DOT regulatory compliance, California Pull Notice program, commercial driver/vehicle records and participated in CHP site inspections
- Negotiated, coordinated, and administered contracts related to equipment procurement and contract services.
- Developed and directed implementation of division goals, objectives, policies, processes and standards.
- Prepared a variety of studies and reports that identify risks, opportunities and long-term department goals needs and develop specific proposals to meet them.
- Ensured compliance with all federal, state, and environmental regulations.
- Directed the preparation and administration of the division budget.
- Prepared management reports for the City Administrator, City Council and Commissions.

**Fleet Specialist ... 2008 - 2009**

- Reviewed departmental and independent cost reports analyzing equipment repair, purchase and usage.
- Prepared specifications for administrative, safety and public works vehicles.
- Managed and maintained the fleet management data base that facilitated operating costs
- Conferred with vendor representatives, department managers and end users to prepare specifications.
- Provided technical advice, prepared management reports and created departmental standard operating procedures.

APL LIMITED ... Oakland, CA

**Senior Operations Analyst ... 2005 - 2008**

- Managed capital budget expenditures for America's region terminal operations, including creation, obtaining approvals, project spending and completion.
- Purchased terminal operations assets in coordination with process managers, purchasing and engineers.
- Managed America's terminal operations equipment disposal process.
- Collaborated with operations steering committee, project managers, local controllers and terminal managers regarding required deliverables to ensure each project is completed timely and within budget.
- Identified and validated capital support needs for the Americas west coast terminals.

**Automobile Fleet Manager ... 1993 - 2005**

- Managed a Nationwide fleet of business use, executive, pool and operations vehicles.
- Maintained the maintenance management database for operations vehicles maintenance and repair, workorders, in-house mechanics and outside contract labor.
- Collaborated with Human Resources, Legal and Risk Management on vehicle policies
- Responsible for budget forecasting/management, invoice approval and customized reporting
- Negotiated vehicle stock purchases and manufacturers volume rebates
- Created a driver procedure policy to standardize acquisition procedures and ensure the effective use of company resources

**◆Education & Leadership◆**

- B.S. Business Management, University of Phoenix
- National Association of Fleet Administrators (N.A.F.A.)

**◆Tools & Technologies◆**

- Microsoft Office (Word, Excel, PowerPoint, Visio, Project), Oracle, SAP, FA Suite Asset Management, Maximo Asset Management, Telematics (GPS) and Fuel Management systems.



### **Summary**

Extensive experience in day-to-day use of Oracle Enterprise Asset Management and Inventory system experience; directing a cohesive staff successfully establishing the administrative maintenance group; establishing and monitoring key performance metrics; optimizing the Port of San Francisco preventive maintenance program; creating and tracking budgets.

### **Professional Experience**

**Port of San Francisco, San Francisco, CA**

May, 2012 to Present

#### **Acting Administrative Services Manager**

Reporting directly to the Maintenance Deputy Director, advise on general budget performance alerting of particular circumstances and concerns. Manage the storeroom operational activities. Provide support by conducting research, and preparing statistical reports.

- Participate in bi-annual budget development and monitoring of monthly expenditures. keep the maintenance management staff promptly and regularly informed about the current spending.
- Supervise direct report employees, providing feedback, regular reviews, and guidance on meeting performance and productivity expectations.
- Prepare specifications for procuring equipment and service trucks based on the approved capital budget.
- Prepare cost estimates of labor, materials, utilities, contract services, and park management for maintenance of new Port parks.
- Perform periodic cycle and annual physical counts to manage inventory in the store room and maintain accountability of all Port materials and equipment.
- Procurement of storeroom inventory stock and direct to work orders materials, establish annual encumbrance purchase orders for services, and the submission of quarterly change order increases as needed.
- Liaison with the Port payroll department and Maintenance department supervisors for employees' weekly timesheet submission and approval.

### **Maintenance Planner**

Responsible for evaluating and scheduling facility and infrastructure maintenance and repair projects utilizing the work order management system. Assisted with the implementation and go-live of eAM.

- Release scheduled Preventive Maintenance work orders to shops monthly.
- Create work orders from approved work requests.
- Lead biweekly meetings with shop supervisors and superintendents to review active work orders for schedule and material order status.
- Coordinate access and training of employees in the work order management system (eAM)

- Add and remove assets, vehicles, equipment, and inventory items from eAM
- Prepare cost estimates for maintenance and repairs. Create an actual cost summary to be invoiced to tenants or agencies causing damage to Port properties.
- Maintain work order management system data integrity for reporting of maintenance history.

**Stanford University, Palo Alto, CA**

July, 2004 to April, 2012

**System and Business Process Analyst**

Work as a liaison among cross-functional groups for business requirement gathering, as-is and to-be processes analysis, data analysis, test case compilation, collaboration with the out-sourced development team, conduct system integration and regression tests, facilitate business UAT and training, as well as ongoing support for Oracle Enterprise Asset Management (EAM) and Oracle Inventory application.

Responsible for requirements gathering, data analysis, and test plan compilation of solutions for applications.

**Operations Services Manager**

Reporting directly to the Operations Director of Maintenance and Renewal Projects, I was involved in day-to-day operations supporting maintenance processes. I participated in the development and adherence of procedures, guidelines, goals, and objectives for the department.

**Education**

University of Phoenix

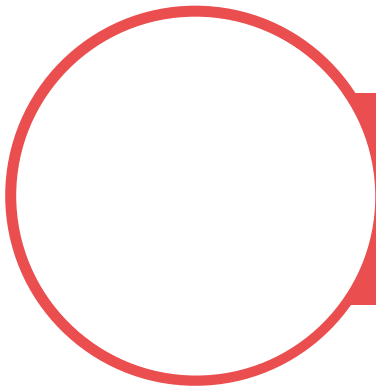
San Jose, California

**Bachelor of Arts: Accounting**

July 2020

**Professional Development**

- Requirements Modeling and Gathering
- Project Management Leadership and Communication
- DMAIC (Define, Measure, Analyze, Improve, Control) Process Improvement
- Certified in Business Process Management at the University of San Francisco



# SAN FRANCISCO ANIMAL CARE & CONTROL

## SKILLS

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- Great at deescalating situations where an animal owner may be hostile or under the influence.
- Excellent teamwork skills.
- Excellent animal handling skills
- Excellent with animal rescues
- Excellent driving skills in a city with heavy traffic.

## EXPERIENCE

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Animal Control Lieutenant from March 2024-present  
Acting Lieutenant from October 2023-February 2024  
Acting Captain from June 2022-October 2023  
Acting Lieutenant from March 2022-June 2022  
Officially an Animal Control Officer from October 1997-present (27 years)  
Sergeant, lead and covered for the Captain and Lieutenant when on leave throughout twenty plus years.

## RESPONSIBILITIES

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- Fleet management
- Payroll
- Scheduling
- Equipment purchasing
- Interviewing and hiring
- Supervising staff
- Knowledge of animal laws

## **ATTACHMENT 13**

### **Letters of Commitment**

San Francisco City Administrator's Office – Central Shops  
Grant ID BLA-0000000178  
Critical Fleet Charging Infrastructure Project

#### Letters of Commitment:

1. Mayor of San Francisco (General Fund Cash Match \$540,000)
2. Central Shops/ADM (Cash Match \$1,301,352)
3. Port of San Francisco (PRT) (Cash Match \$93,750)
4. SF Public Utilities Commission (SFPUC) (Cash Match \$296,250)
5. SF Municipal Transportation Agency (SFMTA) (Match \$581,250)
6. San Francisco Environment Department (SFE)
7. Animal Care & Control (SFACC)
8. Office of the City Administrator (ADM/Central Shops) (49 South Van Ness on behalf of Human Services Agency (HSA) and Department of Building Inspection (DBI) shared lot)
9. Department of Public Health (DPH) - Hospitals
10. Department of Public Health (DPH) - other sites
11. Department of Technology (DT)
12. Public Defender's Office (PDR)
13. San Francisco Public Library (SFPL)
14. Department of Public Works (DPW)
15. Real Estate Division (Real Estate)
16. San Francisco Fire Department (SFFD)
17. San Francisco Sheriff (SHF)
18. San Francisco Recreation & Parks (SFRPD)
19. SF Police Department (SFPD)



April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter in support of the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents coordination across multiple departments, and the City is excited by the opportunity to bring infrastructure resources to the City in support of our fleet electrification efforts.

In 2021, San Francisco released its most robust Climate Action Plan yet, including over 159 implementable strategies for our City to achieve net-zero carbon emissions by 2040. Knowing that the impacts of climate change disproportionately impact our City's – and State's – most vulnerable populations, this Plan uniquely centers racial and social equity to ensure that the policies we develop uplift all of our residents and workers.

Currently, the city's fleet, of over 8,000 assets, is still largely composed of ICE vehicles and equipment. One major barrier to our acquisition of EVs to replace gas-powered vehicles is charging capacity. The fleet's decentralized domiciles enable city departments to conduct critical business, but it also requires installing and expanding charging capacity at sites throughout the city, many of which are located in disadvantaged communities.

That is why the City and County of San Francisco is fully committed to ensuring completion of this charging infrastructure project, and is setting aside \$540,000 from the City's General Fund capital budget (\$180,00 per year for three years) in satisfaction of the match component requirement. Additionally, the City's Non-General Fund departments have set aside the remaining match, as noted in additional letters to your office.

I am proud of our City's coordinated departmental effort on this proposal, which will significantly advance the City's progress to fully electrify its fleet, and decrease emissions citywide. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, reading "London Breed".

Mayor London Breed

**City and County of San Francisco**



London N. Breed, Mayor  
Carmen Chu, City Administrator

**Office of the City Administrator  
Fleet Management / Central Shops**

April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to provide this letter of commitment on behalf of Central Shops' participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. Central Shops has played an important role coordinating across multiple City departments and stakeholders to complete this project application. We are excited to be a part of a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

San Francisco's fleet is managed and maintained by the City Administrator's Office through its Central Shops division. As the oversight body, Central Shops approves all departmental vehicle purchases to ensure they are compliant with the City's zero- emissions fleet guidelines, as well as state and federal laws, and collects data from vehicle telemetry to analyze and direct the best usage of these City assets. Central Shops' overall fleet electrification plan aims not only to reduce emissions, but also to right-size the total number of vehicles that City departments own and use.

Central Shops is fully committed to ensuring completion of this charging infrastructure project, since it will significantly positively impact the electrification of San Francisco's municipal fleet. We will be providing \$1,301,352 for the project over a three-year period through our existing fleet maintenance work order budget. These funds will cover the costs of fleet analysis software, telematics software, and networking services. Our project team is excited for the completion and success of this project.

Central Shops is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

A handwritten signature in blue ink, reading "Camilla Taufic".

Camilla Taufic  
(628) 652-5619  
camilla.taufic@sfgov.org



April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of the Port of San Francisco participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

The Port of San Francisco manages the 7.5 miles waterfront as the gateway to a world-class city, and advances environmentally and financially sustainable maritime, recreational and economic opportunities to serve the City, Bay Area, and California. More than 250 dedicated Port employees are responsible for the preservation and improvement of the Port's fishing harbors, ferry landings, public parks, cargo terminals, piers, promenades and buildings. These 25 EV charging stations will allow the Port to convert the majority of its fleet to clean energy electric vehicles.

The Port of San Francisco is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our facilities at Pier 50 on Terry Francios Blvd and Pier 3 Embarcadero in San Francisco and are setting aside \$93,750 for the project, which will come from:

Fund	Authority	Dept	Agency Use	Project	Activity	Account
23700	22506	232116	10268	10040238	0001	479987

Our project team is prepared to ensure project completion and success.

The Port of San Francisco is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Sincerely,  
DocuSigned by:

*Michael Martin*

20E5EEC1DEFF477...

Michael Martin  
Acting Port Director  
415.274.0544  
michael.martin@sfport.com



March 26, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of the San Francisco Public Utilities Commission (SFPUC) participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

SFPUC provides retail drinking water & wastewater services to the City of San Francisco, wholesale water to three Bay Area counties, green hydroelectric & solar power to Hetch Hetchy electricity customers, and power to the residents & businesses of San Francisco through the CleanPowerSF program. The SFPUC has 565 vehicles in this grant category to support the operational needs of the organization.

One of our vehicle locations (750 Phelps Street) is in an area that has been designated as a disadvantaged community with some of the highest pollution ratings on in San Francisco. Participating in this project will support the SFMTA's effort to improve air quality in the district through emissions reductions.

SFPUC is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our domicile sites at 750 Phelps St., San Francisco, CA, 1000 El Camino Real, Millbrae CA, and 1657 Rollins Road, Burlingame CA. We are setting aside \$296,250 for the project, which will come from the SFPUC's annual operating budget, which totals approximately \$2 Billion. Our project team is prepared to ensure project completion and success.

**London N. Breed**  
Mayor

**Tim Paulson**  
President

**Anthony Rivera**  
Vice President

**Newsha K. Ajami**  
Commissioner

**Sophie Maxwell**  
Commissioner

**Kate H. Stacy**  
Commissioner

**Dennis J. Herrera**  
General Manager





SFPUC is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

A handwritten signature in blue ink, appearing to read 'Nancy L. Hom', with a long, sweeping horizontal line extending to the right.

Nancy L. Hom  
Chief Financial Officer and  
Assistant General Manager of Business Services  
(415) 487-5229  
nhom@sfgwater.org



London Breed, Mayor

Amanda Eaken, Chair  
Stephanie Cajina, Vice Chair  
Steve Heminger, Director  
Dominica Henderson, Director

Fiona Hinze, Director  
Lydia So, Director  
Janet Tarlov, Director

Jeffrey Tumlin, Director of Transportation

April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of the San Francisco Municipal Transportation Agency (SFMTA) participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts to reduce our collective emissions and create a healthier environment for Bay Area residents.

The San Francisco Municipal Transportation Agency (SFMTA) designs, builds, operates, regulates and maintains one of the most comprehensive transportation networks in the world. In addition to being the 8th largest transit system in the U.S., the SFMTA manages on-and off-street public parking, facilitates bicycling and walking, regulates taxis, and manages paratransit services. The SFMTA operates five modes of public transit in San Francisco—motor coach, trolley coach, light rail, historic streetcar, and cable car—and together, they carry more than 474,000 daily riders, the largest daily ridership of any transit agency in the San Francisco Bay Area. In support of the City's climate goals and in response to state regulations, the SFMTA will transition its fleet of 585 hybrid diesel motorcoaches to all-electric by 2040.

To support its operations, the SFMTA has a fleet of more than 800 non-revenue maintenance and service vehicles of which 437 are light-duty vehicles based at 36 SFMTA facilities. Of these, the SFMTA has selected seven locations to install 155 charging ports. One site, the SFMTA's paint, sign and meter shop located at 1508 Bancroft Avenue is in a designated disadvantaged community with some of the highest pollution ratings on CalEnviro Screen 4.0 (Score = 84). Participating in this project will support the SFMTA's effort to improve air quality in the district through emissions reductions.

SFMTA is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our domicile sites at the following seven locations indicated in the table below.



Department	Site Address	# of Light Duty Vehicles at Site	Recommended # of Ports at site
SFMTA Building and Grounds	700 Pennsylvania Ave, San Francisco, 94107	30	4
SFMTA Green Rail Yard	425 Geneva Ave, San Francisco 94112	10	1
SFMTA MME Rail Yard, Street Operations, Mobile Response Unit, Emergency Response Unit, Signal Maintenance, Quality Assurance, System Safety, Training, SS Emergency Response, Wellness, Rail Maintenance	601 25th St, San Francisco, 94107	92	92
SFMTA Potrero Bus Yard	2500 Mariposa St, San Francisco, 94110	11	9
SFMTA Streets Division Field Operations, Includes Meter Shop, Sign Shop, Temporary Sign Shop	1508 Bancroft AVE, San Francisco, 94124	55	3
SFMTA Vehicle Pool, Capitol Construction, Communications, Transit Operations, Mechanical Systems, Planning and Schedules, Revenue Collections, Industrial Safety, Security,	1 South Van Ness Ave, San Francisco, 94103	54	44
SFMTA Non Revenue Fleet Maintenance	1849 Harrison St SF 94103		2

The SFMTA will match the CEC grant with \$581,250 in local funds. Our project team is prepared to ensure project completion and success.

The SFMTA is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Sincerely,

*Bree Mawhorter*

Bree Mawhorter  
Chief Financial Officer  
415-646-2277  
Bree.Mawhorter@sfmta.com



April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of The San Francisco Environment Department's participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to work with the Department of the City Administrator, Central Shops, to advance the City's fleet electrification and charging infrastructure efforts.

San Francisco Environment (SFE) has more than twenty years of experience creating and managing large scale energy, clean transportation, and other emissions reductions programs. Since 2015, SF Environment has co-led the City's EV Working Group (EVWG) representing thirteen City departments, the SFCCC, workforce development and community organizations, industry partners, and state and regional government agencies. The EVWG created the Citywide EV Roadmap, identifying actions and policies to accelerate EV adoption and ensure that EVs are available and affordable for all residents. The EV Roadmap outlined six critical strategies and forty-one action items to achieve total electrification of the City's transportation, while ensuring a more livable and equitable city. One of the strategies is to transition petroleum-fueled medium and heavy-duty (MD/HD) vehicles traversing the city to electric and hydrogen fuel-cell vehicles. Currently, SFE is developing the city's MD/HD EV Blueprint with support from CEC's GFO-20-601 Blueprints for Medium- and Heavy-Duty Zero-Emission Vehicle Infrastructure.

SFE is responsible for ensuring the city meets the goals outlined in its Climate Action Plan. The city's transportation strategy is to transition the city's fleet to ZEV (HACTO 2022), and accelerate the adoption of ZEV vehicles and electrification of other mobility options to achieve 100% EV by 2040. Partnering with Central Shops on this proposal and coordinating with other departments across the city underscores the urgent need for charging infrastructure to help the city's fleet meet our electrification requirements.

SFE is fully committed to ensuring completion of this charging infrastructure project and is excited to participate in this proposal, which, if successful, will significantly advance the City's progress to full electrification of its fleet.

Sincerely,

Tyrone Jue, Director  
San Francisco Environment Department



VIRGINIA DONOHUE  
EXECUTIVE DIRECTOR

March 22, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of San Francisco Animal Care and Control's (SFACC) participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

SFACC is an open admissions shelter, we provide housing, care and medical treatment for all wild, exotic and domestic animals. We take in any stray, sick, injured, owner surrendered or neglected animals regardless of species and their medical or behavior condition. Annually, we serve between 8-10,000 animals. SFACC enforces all state and local Animal Control and Welfare laws. Officers assist other city agencies such as the police department, fire department, medical examiners office, the health department as well as state and federal agencies. The officers will pick up animals to hold for a "custody" period when the owners are taken to the hospital, incarcerated or deceased. We are also first responders in natural disasters and emergencies. Our fleet currently consists of 9 animal control vans, 1 pick-up truck, 1 Toyota Prius and 1 Nissan Leaf. SFACC continues to work with City partners in procuring electric and zero emission vehicles.

Our Animal Control Officers utilize their vehicles by serving members of the public in all San Francisco neighborhoods including areas of the City that have been designated as a disadvantaged community, such as the Bayview and Hunters Point, that are areas with some of the highest pollution ratings on CalEnviro Screen 4.0. Participating in this project will support SFACC's effort to improve air quality in the district through emissions reductions.

SFACC is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our domicile site at 1419 Bryant Street, San Francisco, and our portion of the matching funds will come from the city's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.

SFACC is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Sincerely,

Virginia Donohue  
Executive Director

(628) 652-8811 | [virginia.donohue@sfgov.org](mailto:virginia.donohue@sfgov.org) | 1419 Bryant Street | San Francisco CA, 94103

City & County of San Francisco  
London N. Breed, Mayor



Office of the City Administrator  
Carmen Chu, City Administrator  
Douglas Legg, Deputy City Administrator

April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of the Office of the City Administrator's participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

The Office of the City Administrator is one of the largest City departments in San Francisco, overseeing 26 agencies and nearly 1,500 dedicated staff. These agencies include citywide contracts monitoring, digital services, grants for the arts, the Mayor's Office of Disability, the Office of the Chief Medical Examiner, the Office of Transgender Initiatives, and the Fleet Management Division. As the organization housing Fleet management Division, the City Administrator is responsible for citywide fleet compliance, policy, maintenance, and fueling of the City's roughly 8,000 pieces of equipment. The Office of the City Administrator itself operates 82 vehicles.

The Office of the City Administrator is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our domicile site at 49 South Van Ness and our portion of the matching funds will come from the city's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.

The Office of the City Administrator is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Sincerely,

A handwritten signature in blue ink that reads "Douglas Legg".

Douglas Legg  
Phone: (415) 554-4806  
Email: douglas.legg@sfgov.org





London Breed  
Mayor

March 22, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of San Francisco General Hospital and Trauma Center participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

San Francisco General Hospital is among the San Francisco Department of Public Health campuses that would benefit greatly from the installation of EV charging stations. We currently maintain a fleet of approximately 12 city vehicles, and growing. Our vehicles are currently domiciled in an area of the city (6075022802) that has a >50-60 rating on CalEnviro Scen 4.0. Participating in this project will support the hospital's effort to improve air quality in the district through emissions reductions.

San Francisco Department of Public Health is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our domicile site at 1001 Potrero Avenue, and our portion of the matching funds will come from the city's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.

SFDPH is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

A handwritten signature in blue ink, reading "Jason Zook", with a long, sweeping horizontal line extending to the right.

Jason Zook  
Executive, Capital Programs at San Francisco General Hospital and Trauma Center  
(628) 206-6853  
Jason.Zook@sfdph.org



**City and County of San Francisco**

**Department of Public Health**

BEHAVIORAL HEALTH SERVICES

Operations Team

1380 Howard Street, 4th Floor

San Francisco, CA 94103-2614

415.255-3408 FAX 415.255-3529

March 22, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of San Francisco Department of Public Health's participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

San Francisco Department of Public Health's Behavioral Health Services conducts mental health and substance use outreach services using our 32 vehicles. We have general funds and grant funds for electric vehicle purchase but lack charging infrastructure currently. In fact, our only two electric vehicles in our fleet are without level 2 charger support.

Our vehicles are currently domiciled in an area of the city that has been designated as a disadvantaged community with some of the highest pollution ratings on CalEnviro Scen 4.0. Participating in this project will support the San Francisco Department of Public Health's effort to improve air quality in the district through emissions reductions.

San Francisco Department of Public Health is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our domicile site at 1380 Howard, South of Market neighborhood, and our portion of the matching funds will come from the city's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.



San Francisco Department of Public Health is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

*David Borgognoni*

David Borgognoni  
415-260-8001  
david.borgognoni@sfdph.org



City & County of San Francisco  
**Department of  
Technology**  
*Powered by Innovation*

One South Van Ness Avenue, 2nd Floor  
San Francisco, CA 94103-0948  
Office: 415-581-4001 • Fax: 415-581-4002

April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of the Department of Technology's participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

We deliver technology infrastructure and services to approximately 33,000 employees. With approximately 260 employees and over 80 fleet vehicles. DT ranges from Public Safety radio, Fiber wiring, and Network services to Enterprise Support and the Cloud.

- As a City Agency, the fuel tanks within our vehicle must be filled to a minimum of 50% or greater, in preparation of possible emergencies. Using electric vehicles would increase our ability to maintain or improve upon the required 50% minimum threshold as our automobile's charging stations would be located onsite.
- Onsite vehicle charging would also remove our need to spend time traveling to satellite fuel stations, allowing our teams to spend more time at work sites.
- General fuel cost reduction: electric powered vehicles cost less than gas powered vehicles to refuel. This cost reduction directly benefits the residents of San Francisco as all City Agencies are publicly funded.
- Electric vehicles can be utilized for any business or administrative application outside of general construction and towing purposes. Examples of electric vehicle use cases are; conducting site visits, investigations, and transporting employees to their work site.

Some of our vehicles are currently domiciled in an area of the city that has been designated as a disadvantaged community with some of the highest pollution ratings on CalEnviro Screen 4.0. Participating in this project will support the Department of Technology's effort to improve air quality in the district through emissions reductions.





City & County of San Francisco  
**Department of  
Technology**  
*Powered by Innovation*

One South Van Ness Avenue, 2nd Floor  
San Francisco, CA 94103-0948  
Office: 415-581-4001 • Fax: 415-581-4002

The Department of Technology is fully committed to ensuring the completion of this charging infrastructure project. We will be providing the team with full access to our domicile site at 1 South Van Ness Ave with three charging stations and 1 Christmas Tree Point Road with one charging station. Our portion of the matching funds will come from the city's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.

The Department of Technology is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Josh Uusitalo  
**Fiber & Safety Systems  
Construction Manager**  
Phone: 415-517-2360  
[Joshua.uusitalo@sfgov.org](mailto:Joshua.uusitalo@sfgov.org)



April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of the San Francisco Public Defender's Office's participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

The San Francisco Public Defender's Office represents individuals charged with crimes and immigrants facing deportation who cannot afford an attorney. We currently have 16 City vehicles, including 2 EVs, that are used by our investigators to conduct fieldwork in San Francisco and all over the Bay Area, which includes searching for and interviewing witnesses, canvassing for video, photographing alleged crime scenes, serving subpoenas, obtaining court records, and following leads based on information gathered from clients, witnesses, and other sources.

The San Francisco Public Defender is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our domicile site at 555 7<sup>th</sup> Street in San Francisco, CA, and our portion of the matching funds will come from the City's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.

---

**Adult Division - HOJ**

555 Seventh Street  
San Francisco, CA 94103  
P: 415.553.1671  
F: 415.553.9810  
[www.sfpublicdefender.org](http://www.sfpublicdefender.org)

**Juvenile Division - YGC**

375 Woodside Avenue, Rm. 118  
San Francisco, CA 94127  
P: 415.753.7601  
F: 415.566.3030

**Juvenile Division - JJC**

258A Laguna Honda Blvd.  
San Francisco, CA 94116  
P: 415.753.8174  
F: 415.753.8175

**Clean Slate**

P: 415.553.9337  
[www.sfpublicdefender.org/services](http://www.sfpublicdefender.org/services)

**Community Justice Center**

P: 415.202.2832  
F: 415.563.8506

**Bayview Magic**

P: 415.558.2428  
[www.bayviewmagic.org](http://www.bayviewmagic.org)

**MoMagic**

P: 415.567.0400  
[www.momagic.org](http://www.momagic.org)

The San Francisco Public Defender's Office is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Sincerely,

A handwritten signature in black ink that reads "Hadi Razzaq". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Hadi Razzaq  
Assistant Chief Attorney  
Training + Operations

415-553-9658

[hadi.razzaq@sfgov.org](mailto:hadi.razzaq@sfgov.org)



*San Francisco Public Library*

100 Larkin Street, San Francisco, CA 94102

April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of the San Francisco Public Library's participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

The San Francisco Public Library system's mission is dedication to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community. We have approximately 26 vehicles in our fleet for use across the city. Participating in this project will support our effort to improve air quality through emissions reductions.

The San Francisco Public Library is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our domicile site at 100 Larkin Street, San Francisco, CA 94102, and our portion of the matching funds will come from the city's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.

The San Francisco Public Library is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Thank you,

John Cunha, SFPL Facilities Director  
(415) 557-4485  
John.Cunha@sfpl.org



**DiJaida Durden, Deputy Director** | Operations

dijaida.durden@sfdpw.org | T. 415.695.2003 | 2323 Cesar Chavez St. San Francisco, CA 94124

**April 5, 2024**

**Eilene Cary, Commission Agreement Officer**  
**California Energy Commission**  
**715 P Street, MS-18**  
**Sacramento, California 95814**

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of Public Works participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts to reduce our collective emissions and create a healthier environment for Bay Area residents.

Public Works has approximately 934 vehicles and equipment in our Fleet.

Our vehicles are currently domiciled in an area of the city that has been designated as a disadvantaged community with some of the highest pollution ratings on CalEnviro Scen 4.0. Participating in this project will support the effort to improve air quality in the district through emissions reductions.

Public Works is fully committed to ensuring the completion of this charging infrastructure project. We will be providing the team with full access to our domicile site at 2323 Cesar Chavez Street. Our portion of the matching funds will come from the city's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.

Public Works is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

A handwritten signature in black ink, appearing to read "John Leal", is written over a horizontal line.

John Leal

**Fleet Manager**

415-695-2133 [john.leal@sfdpw.org](mailto:john.leal@sfdpw.org)



March 22, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of the Real Estate Division of the City Administrator's Office's (RED) participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

RED comprises two principal organizational units and a wide range of real estate services for the City: Facilities Maintenance: Full service property management to many City owned buildings as well as custodial and engineering services in City-owned and leased buildings, and, Real Estate Services: The acquisition/sale/leasing of real property required for City purposes. RED manages and provides engineering and custodial services to over 60 buildings. RED has over 50 vehicles used by RED and City Fleet at City Hall and 49SVN where we have EV charges in addition to those at 1650 Mission.

RED is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to 1650 Mission, and our portion of the matching funds will come from the city's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.

RED is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Sincerely,

A handwritten signature in blue ink, appearing to read "Claudia J. Gorham".

Claudia J. Gorham  
Deputy Managing Director  
Real Estate Division  
415.554.9871  
[Claudia.gorham@sfgov.org](mailto:Claudia.gorham@sfgov.org)





## SAN FRANCISCO FIRE DEPARTMENT

Division of Support Services

698 Second Street, San Francisco, CA 94107

March 20, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of the San Francisco Fire Department's participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

The San Francisco Fire Department is an all-hazards emergency response provider to the City and County of San Francisco. The Department provides fire suppression, emergency medical response, fire prevention and other services as required. The Department has 276 vehicles in our fleet. 67 of these vehicles are sedans used by our Bureau of Fire Prevention. Up to 20 of these sedans are located at our headquarters located at 698 Second Street from Monday through Friday. We currently have no EVs in our fleet.

The San Francisco Fire Department is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our domicile site at 698 Second St., San Francisco, CA 94107, and our portion of the matching funds will come from the city's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.

The San Francisco Fire Department is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

A handwritten signature in black ink, appearing to read "Michael Mullin".

Michael Mullin  
Assistant Deputy Chief  
415-264-3601  
michael.mullin@sfgov.org



# OFFICE OF THE SHERIFF CITY AND COUNTY OF SAN FRANCISCO

1 DR. CARLTON B. GOODLETT PLACE  
ROOM 456, CITY HALL  
SAN FRANCISCO, CALIFORNIA 94102



**PAUL MIYAMOTO  
SHERIFF**

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

March 22, 2024

Dear Ms. Cary,

We are pleased to write this letter of commitment on behalf of the San Francisco Sheriff's Office for participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts to reduce our collective emissions and create a healthier environment for Bay Area residents.

Utilizing a fleet of nearly 150 vehicles, the sworn and professional staff of the San Francisco Sheriff's Office work with the public, the criminal justice system, and community stakeholders to safeguard the lives, rights, and property of all people we serve.

The 40 vehicles in our agency that would be directly impacted by receiving this grant, while domiciled outside of a DAC-designated area, are frequently utilized throughout the region and the state. Participating in this project will support the San Francisco Sheriff's Office effort to improve air quality through emissions reductions.

We are fully committed to ensuring the completion of this charging infrastructure project. We will be providing the team with full access to our domicile site at 1 Moreland Drive, San Bruno CA 94066 and our portion of the matching funds has been secured, as noted in Mayor London Breed's letter of commitment to this project.

The San Francisco Sheriff's Office is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Tanzanika Carter *TnC*  
Assistant Sheriff #3  
(415) 554-7294  
tanzanika.carter@sfgov.org



London N. Breed, Mayor  
Philip A. Ginsburg, General Manager

April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of San Francisco Recreation & Parks participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts in order to reduce our collective emissions and create a healthier environment for Bay Area residents.

The San Francisco Recreation and Park Department administers more than 220 parks, playgrounds, and open spaces, including two outside the city limits-- Camp Mather in Yosemite Valley and Sharp Park in Pacifica, Calif. Our park system includes 25 recreation centers, nine swimming pools, five golf courses and numerous tennis courts, ball diamonds, soccer fields and other sports venues. Included in the department's responsibilities are the Marina Yacht Harbor, the San Francisco Zoo, and Lake Merced. Our diverse rolling stock inventory comprises more than 800 vehicles spanning various types and models. We are actively transitioning to zero-emissions vehicles where feasible, and the expansion of our charging infrastructure will help in those efforts.

Some of our vehicles are currently domiciled in an area of the city that has been designated as a disadvantaged community with some of the highest pollution ratings on CalEnviro Scen 4.0. Participating in this project will support the San Francisco Recreation & Parks' effort to improve air quality in the district through emissions reductions.

The San Francisco Recreation & Parks Department is fully committed to ensuring completion of this charging infrastructure project. We will be providing the team with full access to our domicile sites and our portion of the matching funds will come from the city's General Fund capital budget, as noted in Mayor London Breed's letter of commitment to this project.

The San Francisco Recreation & Parks Department is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Eric Andersen  
415-831-6818  
[eric.andersen@sfgov.org](mailto:eric.andersen@sfgov.org)





**LONDON N. BREED**  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
**POLICE DEPARTMENT**  
HEADQUARTERS  
1245 3<sup>RD</sup> Street  
San Francisco, California 94158



**WILLIAM SCOTT**  
CHIEF OF POLICE

April 5, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission  
715 P Street, MS-18  
Sacramento, California 95814

Re: CEC Government Charging Grant Program Participation  
Dear Ms. Cary,

I am pleased to write this letter of commitment on behalf of San Francisco Police Department's participation in the City and County of San Francisco's grant application to the GFO-23-606, Charging Infrastructure for Government Fleets. This application represents extensive citywide coordination, across multiple departments and stakeholders. We are excited to join a process that advances the City's fleet electrification and charging infrastructure efforts to reduce our collective emissions and create a healthier environment for Bay Area residents.

The San Francisco Police Department is a 24/7 operation, focused on the safety and well-being of the citizens and visitors of San Francisco. We operate over 850 vehicles and are in the long-term planning phase of electrifying our fleet. Our vehicles are currently domiciled in areas of the city that have been designated as disadvantaged communities with some of the highest pollution ratings on CalEnviroScreen 4.0. Participating in this project will support the San Francisco Police Department's effort to improve air quality in the district through emissions reductions.

San Francisco Police Department is fully committed to ensuring completion of this charging infrastructure project. We will be providing the ENV team with full access to our domicile sites at: 1) 1245 3<sup>rd</sup> Street, PHQ, South Beach, 2) 1995 Evans Avenue, Traffic, Bayview, 3) 1 Sgt John V Young Lane, Ingleside and 4) 1700 17<sup>th</sup> Street, TACT, Potrero Hill.

Our portion of the matching funds will come from the city's General Fund capital budget, as referenced in Mayor London Breed's letter of commitment to this project and referenced in SF Environment Department presentation dated February 13, 2024.

San Francisco Police Department is invested in coordinating on the City's shared electrification efforts and is excited to participate in this proposal, which will significantly advance the City's progress to full electrification of its fleet.

Acting Commander Trenia Wearing  
Trenia.Wearing@sfgov.org  
(415) 575 -7221

  
ACTING COMMANDER  
CAPTAIN TRENIA WEARING #1865

MAR 22 2024



**ATTACHMENT 14**  
**Letters of Support**

**(Optional)**

San Francisco City Administrator's Office – Central Shops  
Grant ID BLA-0000000178  
Critical Fleet Charging Infrastructure Project

Letters of Support: Bay Area Air Quality Management District (BAAQMD)



**BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT**

**ALAMEDA COUNTY**

John J. Bauters  
Juan Gonzalez  
David Haubert  
Nate Miley

**CONTRA COSTA COUNTY**

Ken Carlson  
John Gioia  
David Hudson  
Mark Ross

**MARIN COUNTY**

Katie Rice

**NAPA COUNTY**

Joelle Gallagher

**SAN FRANCISCO COUNTY**

Tyrone Jue  
(SF Mayor's Appointee)  
Shamann Walton

**SAN MATEO COUNTY**

Noelia Corzo  
Davina Hurt  
(Chairperson)  
Ray Mueller

**SANTA CLARA COUNTY**

Margaret Abe-Koga  
Otto Lee  
Sergio Lopez  
Vicki Veenker

**SOLANO COUNTY**

Erin Hannigan  
Steve Young

**SONOMA COUNTY**

Brian Barnacle  
Lynda Hopkins  
(Vice Chairperson)

Dr. Philip M. Fine  
**EXECUTIVE OFFICER/APCO**

Connect with the  
Bay Area Air District:



March 20, 2024

Eilene Cary, Commission Agreement Officer  
California Energy Commission (CEC)  
715 P Street, MS-1  
Sacramento, California 95814

**RE: Air District Support for City & County of San Francisco's GFO-23-606 Proposal**

Dear Ms. Cary,

On behalf of the Bay Area Air Quality Management District (Air District) I am writing to express our support for the City & County of San Francisco's application to the CEC Charging Infrastructure for Government Fleets grant program.

The Air District was created in 1955 by the California State legislature and is responsible for regulating stationary sources of air pollution in the nine-county San Francisco Bay Area region (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties). As a key component of our multi-portfolio approach to improving air quality, we develop and administer incentive programs to accelerate voluntary emission reductions and technology advancements and deployments. During the past 20 years, Air District has awarded over \$1.3 billion in incentives with an increasing amount allocated towards zero-emissions technologies.

The City and County of San Francisco and the Air District have a long-standing, mutually supportive relationship, which includes developing critical greenhouse gas emissions reductions and pollution mitigation programs. Most recently, San Francisco participated in the development of the Air District's Priority Climate Action Plan and submission to the EPA's Climate and Pollution Reduction Grants program to support transportation mobility and building electrification efforts across the Bay Area. San Francisco's worked to advance electrification across multiple sectors. They have collaborated with many stakeholders to ensure equitable distribution of environmental benefits, and I support their citywide light-duty fleet electrification efforts.

Thank you for your consideration, leadership, and continued efforts supporting energy technology deployments and advancements. We support this proposal and believe the goals and qualifications of this project align well with the Air District's climate goals and the objectives of GFO-23-606. Please contact Anthony Fournier, Technology Implementation Officer at [afournier@baaqmd.gov](mailto:afournier@baaqmd.gov) or 415-749-4961, of my staff with any questions on this letter.

Sincerely,

Philip M. Fine  
Executive Officer/ APCO

## **ATTACHMENT 15**

### **Operation and Maintenance Plan**

San Francisco City Administrator's Office – Central Shops  
Grant ID BLA-0000000178  
Critical Fleet Charging Infrastructure Project

Routine maintenance is essential to ensuring that all CEC investments in charging infrastructure maximize uptime and vehicle battery life. Charger reliability is also a critical component of user experience, which has shown to be necessary for widespread adaptation and enthusiastic EV drivers. The Biden-Harris administration has set an uptime standard of 97% in order to avoid user frustration that can result in weak utilization<sup>1</sup>. The City and its employees are committed to an uptime of 97% or better.

Central Shops currently monitors vehicles via telematics software on a daily basis. The performance of each L2 smart charger will be integrated into this monitoring process, which will include monitoring of the smart charger software alongside the City's existing telematics programming. The telematics software is currently installed in 57% of the City's light duty fleet and is anticipated to be operational in 100% of the fleet by August 2024. Data collected from charger ports will help the City rapidly identify non-operational chargers, and Central Shops will alert department staff to the location and issue with the charger for same-day, on-site review and resolution of the problems. If within the warranty period, ADM will work with departments and the charger manufacturer to have on-site same day service to get the charger up and running. This service requirement will be built into the contract with the charger provider. If outside of the warranty, the City will use its own staff, from the Department of Public Works, to fix broken chargers. The standard repair time will be within 24 hours for easy repairs and two weeks for severe damages that require extensive construction. Central Shops will maintain an open work order with the Department of Public Works for all charger infrastructure repair and will bill each department for the repair costs once they are completed. All departments have an existing work order system set up with Central Shops for its Fleet Maintenance billing; charger maintenance will be billed to this same existing budget line and reduce operational and fiscal challenges with implementing this successful charger maintenance plan.

Individual department staff are responsible for regular inspections and maintenance of the charger infrastructure based on industry best practices. These practices include storing charging cables securely, performing visual safety checks, checking the station's power supply, inspecting the charging station wiring, and regularly cleaning equipment. In addition to regular inspections, staff will perform quarterly station checks with a more extensive review to confirm successful connectivity to, and charge of, a vehicle.

In addition to problems detected by the data collected from software and regular department maintenance staff checks, employees who drive the vehicles are also responsible for reporting issues to the maintenance staff. A phone number and email address for each responsible department staff member will be posted on each charger port, in addition to the manufacturer's customer service contact information. The driver is responsible for contacting the responsible City staff member. That City staff member will be required to respond to the issue within 24 hours of notice.

Issues with ports will be recorded in the City's asset management software, ensuring long-term historical knowledge and enhanced future repairs based on an understanding of prior issues with

## ATTACHMENT 15

### Operation and Maintenance Plan

each port. Central Shops will prepare a quarterly report on the uptime of the charger network, including notes on trends observed, electrical capacity, user experience, and any issues to be addressed with the manufacturer.

The City has opted to install L2 smart chargers throughout all sites in this proposal to set Central Shops and fleet managers up for long-term success with charger use data and port monitoring capabilities. The smart charging technology will enable more granular tracking of charger usage by department and support accurate electricity usage billing and vehicle location monitoring. Charger uptime data will also streamline identification of downed chargers for more responsive maintenance. All of this information will help the City maintain and optimize usage of its EV chargers beyond warranty's end. Departments have been directed to budget for ongoing maintenance, estimated to be roughly \$400 annually per level 2 charger.<sup>[1]</sup> By allocating funding towards ongoing maintenance, the City will ensure that chargers acquired and installed with CEC funds far exceed the 6-year operating minimum.

The City's procurement standards include at least a one-year warranty and Central Shops intends to purchase extended warranties for the level 2 chargers procured under the CEC grant. This will further enhance maintenance standards, ensuring that manufacturers are responsible for the highest quality parts, replacements, and services. This investment in Original Equipment Manufacture maintenance is expected to significantly lengthen the lifespan of the EV charger infrastructure.

This plan, including upfront warranty costs for long-term performance, daily data analysis, regular maintenance, and timely repairs, will ensure that the CEC investment in the City's charging infrastructure will be long-lasting and highly effective.

#### Anticipated challenges and plans for solutions:

**Regular repair needs** – will be caught by performative maintenance. If a repair needs more than one day of work, employees using a port that is down will be reassigned to use a different port that can be easily shared. Central Shops will keep excess cords, charger connectors, and other small repair supplies in its main storeroom at 555 Selby St. If a department needs to perform a repair, they will have immediate access to the parts needed to make the repair as quickly as possible.

**Vandalism of the port or display screen** – All but four sites are secured on City property behind gates to reduce issues with vandalism. If repairs are required, employees using a port that is vandalized will be reassigned to use a different port that can be easily shared. The repairs due to vandalism will be a priority of each department's fleet manager, ensuring that the chargers are back up and running within 24 hours for easy repairs, and within one week for the most challenging repairs.

**Power outages** – all chargers will be installed on City-owned property, which is powered by the City's Public Utilities Commission. Having the utility within the City government will streamline communications and ensure timely repairs of the power infrastructure.

<sup>[1]</sup> [https://afdc.energy.gov/fuels/electricity\\_infrastructure\\_maintenance\\_and\\_operation.html](https://afdc.energy.gov/fuels/electricity_infrastructure_maintenance_and_operation.html)



**GRANT AGREEMENT**

CEC-146 (Revised 3/2019)

CALIFORNIA ENERGY COMMISSION



<b>RECIPIENT</b>  <b>City and County of San Francisco Finance Corporation</b>	<b>AGREEMENT NUMBER</b>  <b>ZVI-24-008</b>
<b>ADDRESS</b>  <b>555 Selby Street San Francisco, CA 94124</b>	<b>AGREEMENT TERM</b> <b>04/10/2025 to 06/30/2028</b> The effective date of this Agreement is either the start date or the approval signature date by the California Energy Commission representative below, whichever is later. The California Energy Commission shall be the last party to sign. No work is authorized, nor shall any work begin, until on or after the effective date.

**PROJECT DESCRIPTION**

The parties agree to comply with the terms and conditions of the following Exhibits which are by this reference made a part of the agreement.

<b>Exhibit A – Scope of Work</b>	Page(s): 31
Exhibit A – Attachment 1 – Schedule of Products and Due Dates	Page(s): 3
<b>Exhibit B – Agreement Budget</b>	Page(s): 10
<b>Exhibit C – Zero-Emission Vehicle (ZVI) Infrastructure Block Grants Terms and Conditions</b>	Page(s): 41
Exhibit C-1 – Special Terms and Conditions	Page(s): 1
<b>Exhibit D – Agreement Contacts</b>	Page(s): 1

<b>REIMBURSABLE AMOUNT</b>
<b>\$5,047,167</b>
<b>MINIMUM MATCH SHARE REQUIRED</b>
<b>\$2,828,859</b>
<b>TOTAL OF REIMBURSABLE AMOUNT AND MINIMUM MATCH</b>
<b>\$7,876,026</b>

*The undersigned parties have read the attachments to this agreement and will comply with the standards and requirements contained therein.*

<b>CALIFORNIA ENERGY COMMISSION</b>		<b>RECIPIENT</b>	
<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>	<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>
<i>Tatyana Yakshina</i>	4/21/2025	<i>Katharine E. Petrucione</i>	4/21/2025
<b>NAME</b>		<b>NAME</b>	
Tatyana Yakshina		Katharine E. Petrucione	
<b>TITLE</b>		<b>TITLE</b>	
Contracts, Grants, and Loans Office Manager		Deputy City Administrator	
<b>CALIFORNIA ENERGY COMMISSION ADDRESS</b>			
715 P Street, 3 <sup>rd</sup> Floor, MS 18, Sacramento, CA 95814			

## EXHIBIT A SCOPE OF WORK

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2	X	Site Plan and Preparation for Construction
3		Procure Equipment
4	X	Construction and Installation
5		Site Energization and Commissioning
6		Operations, Maintenance, Recordkeeping, Reporting and Data Collection
7		Final Report

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Camilla Taufic, Luca Giusti, Don Jones	N/A	San Francisco (SF) Dept of Public Works
2	Don Jones, Camilla Taufic	N/A	SF Dept of Public Works, SF PUC, SF Environment
3	Camilla Taufic, Luca Giusti	N/A	SF Dept of Public Works, SF PUC,
4	Don Jones, Camilla Taufic	N/A	SF Office of Contract Administration, SF Environment, SF PUC, SF Dept of Public Works
5	Don Jones, Camilla Taufic	N/A	SF Dept of Public Works, SF PUC
6	Luca Giusti, Camilla Taufic	N/A	SF Environment
7	Luca Giusti, Camilla Taufic	N/A	SF Environment

## GLOSSARY

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

Term/ Acronym	Definition
AB	Assembly Bill
AC Level 2	A charger that operates on a circuit from 208 volts to 240 volts and transfers alternating-current (AC) electricity to a device in an electric vehicle (EV) that converts AC to direct current to charge an EV battery.
ADA	Americans with Disabilities Act
API	Application programming interface. A type of software interface that offers service to other pieces of software. An API allows two or more computer programs to communicate with each other.
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
Charge attempt	Any instance of an EV driver taking action to initiate a charging session by taking one or all of the following steps in any order: 1) attaching the connector to the EV appropriately or 2) attempting to authorize a charging session by use of radio frequency identification (RFID) technology, credit card, charging network provider smartphone application (app), screen input, or calling the charging network provider's customer service number.
Charger	A device with one or more charging ports and connectors for charging EVs. Also referred to as electric vehicle supply equipment (EVSE). This definition excludes any charger used solely for private use at a single-family residence or a multifamily dwelling with four or fewer dwelling units.
Charging network	A collection of chargers located on one or more property(ies) that are connected via digital communications to manage the facilitation of payment, the facilitation of electrical charging, and any related data requests.
Charging network provider	The entity that provides the digital communication network that remotely manages the chargers. Charging network providers may also serve as charging station operators and/or manufacture chargers.
Charging port	The system within a charger that charges one EV. A charging port may have multiple connectors, but it can provide power to charge only one EV through one connector at a time.

<b>Term/ Acronym</b>	<b>Definition</b>
Charging session	The period after a charge attempt during which the EV is allowed to request energy. Charging sessions can be terminated by the customer, the EV, the charger, the charging station operator, or the charging network provider.
Charging station	The area in the immediate vicinity of one or more chargers and includes the chargers, supporting equipment, parking areas adjacent to the chargers, and lanes for vehicle ingress and egress. A charging station could comprise only part of the property on which it is located.
Charging station management system	A system that may be used to operate a charger, to authorize use of the charger, or to record or report charger data, such as by using OCPP.
Charging station operator	The entity that owns the chargers and supporting equipment and facilities at one or more charging stations. Although this entity may delegate responsibility for certain aspects of charging station operation and maintenance to subcontractors, this entity retains responsibility for operation and maintenance of chargers and supporting equipment and facilities. In some cases, the charging station operator and the charging network provider are the same entity.
Connector	The device that attaches an EV to a charging port in order to transfer electricity.
Corrective maintenance	Maintenance that is carried out after failure detection and is aimed at restoring an asset to a condition in which it can perform its intended function.
CPR	Critical Project Review
CTP	Clean Transportation Program
Depot	Type of “home base” behind-the-fence location where a vehicle is typically kept when not in use (usually parked on a nightly basis).
DCFC	Direct current fast charger. A charger that enables rapid charging by delivering direct-current (DC) electricity directly to an EV's battery.
Downtime	A period of time that a charger is not capable of successfully dispensing electricity or otherwise not functioning as designed. Downtime is calculated pursuant to Task <Fourth to Last>.4.
EV	Electric vehicle. A vehicle that is either partially or fully powered on electric power received from an external power source. For the purposes of this Agreement, this definition does not include golf carts, electric bicycles, or other micromobility devices
EVSE	Electric vehicle supply equipment. A charger as defined.

<b>Term/ Acronym</b>	<b>Definition</b>
Energization	Power is provided to a charger or site by the utility
Excluded downtime	Downtime that is caused by events pursuant to Task <Fourth to Last>.4.
Failed charging session	Following a charge attempt, the criteria for a successful charging session were not met.
FTD	Fuels and Transportation Division
Government entity	A California county government, a California city government, and/or a tribal government within California.
Government Fleet	A fleet of vehicles used to directly or indirectly serve the public.
GFO	Grant Funding Opportunity
Hardware	The machines, wiring, and other physical components of an electronic system including onboard computers and controllers.
Inoperative state	The charger or charging port is not operational.
Installed	Attached or placed at a location and available for use for a charging session. The date a charger is installed is the date it is first available for use for a charging session.
Interoperability	Successful communication between the software, such as the software controlling charging on the EV and the software controlling the charger. Interoperability failures are communication failures between the EV and charger that occur while the software of each device is operating as designed. Interoperability failure leads to failed charging sessions.
Light-duty vehicles	On-road vehicles with a gross vehicle weight rating of 10,000 pounds or less.
Maintenance	Any instance in which preventive or corrective maintenance is carried out on equipment.
Networked	A charger can receive or send commands or messages remotely from or to a charging network provider or is otherwise connected to a central management system, such as by using OCPP 2.0.1, for the purposes of charger management and data reporting.
Nonnetworked charger	A charger that is not networked.
OCPP	Open Charge Point Protocol. An open-source communication protocol that specifies communication between chargers and the charging networks that remotely manage the chargers.

<b>Term/ Acronym</b>	<b>Definition</b>
Operational	Or “up.” A charging port’s hardware and software are both online and available for use, or in use, and the charging port is capable of successfully dispensing electricity.
Operative state	The charger is operational.
Preventative maintenance	Maintenance that is performed on physical assets to reduce the chances of equipment failure and unplanned machine downtime.
Primary Vehicle Type	A vehicle type depending on the GVWR such as “light duty” or “LD” (GVWR ≤ 10,000), medium duty or “MD” (10,000 < GVWR ≤ 26,000), “heavy duty” or “HD” (GVWE > 26,000).
Private	Charging ports located at parking space(s) that are privately owned and operated, often dedicated to a specific driver or vehicle (for example, a charging port installed in a garage of a single-family home).
Public	Charging ports located at parking space(s) designated by the property owner or lessee to be available to and accessible by the public.
Recipient	City and County of San Francisco Finance Corporation.
RSA	Registered Service Agency. An entity that repairs a commercial device that is registered with the California Department of Food and Agriculture Division of Measurement Standards.
SB	Senate Bill
SCAR	Successful Charge Attempt Rate
Shared Private	Charging ports located at parking space(s) designated by a property owner or lessee to be available to, and accessible by, employees, tenants, visitors, and residents. Examples include workplaces and shared parking at multifamily residences.
Software	A set of instructions, data, or programs used to operate computers and execute specific tasks.
Successful charging session	Following a charge attempt, a customer’s EV battery is charged to the state of charge the customer desires and is disconnected manually by the customer or by the EV’s onboard software system terminating the charging session, without an additional charge attempt.
Uptime	The time that a charger is installed during a reporting period excluding downtime pursuant to Task <Fourth to Last>.4.
ADM/Central Shops	The City and County of San Francisco’s City Administrator’s Office – Central Shops Division
CAP	Climate Action Plan
DAC	Disadvantaged Community

<b>Term/ Acronym</b>	<b>Definition</b>
DBI	Department of Building Inspection
DOE	Department of Energy
DOT	Department of Transportation
DPH	Department of Public Health
DPW	Department of Public Works
DT	Department of Technology
EPA	Environmental Protection Agency
EVWG	Electric Vehicle Working Group
GHG	Greenhouse Gas
HACTO	Healthy Air and Clean Transportation Ordinance
HSA	Human Services Agency
ICE	Internal Combustion Engine
LIC	Low Income Community
PDR	Public Defender's Office
PRT	Port of San Francisco
SFACC	Department of Animal Care and Control
SFCCC	San Francisco Clean Cities Coalition
SFE	San Francisco Environment Department
SFFD	San Francisco Fire Department
SFMTA	San Francisco Municipal transportation Agency
SFPD	San Francisco Police Department
SFPL	San Francisco Public Library
SFRPD	San Francisco Recreation and Parks Department
SHF	San Francisco Sheriff's Office
SFPUC	San Francisco Public Utilities Commission
ZEV	Zero Emissions Vehicle

## **Background**

The Budget Act of 2022 (Senate Bill (SB) 154, Skinner, Chapter 43, Statutes of 2022, as amended by Assembly Bill (AB) 178, Ting, Chapter 45, Statutes of 2022 and AB 179, Ting, Chapter 249, Statutes of 2022) and AB 211 (Committee on Budget, Chapter 574, Statutes of 2022) provided \$754 million from the General Fund to support infrastructure

deployments, emerging opportunities, and manufacturing projects for zero-emission light-duty and medium- and heavy-duty vehicles.

AB 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program. The statute authorizes the California Energy Commission (CEC) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change and clean air goals. AB 126 (Reyes, Chapter 319, Statutes of 2023) reauthorized the funding program through July 1, 2035 and focused the program on zero-emission transportation.

The CTP has an annual budget of approximately \$100 million and provides financial support for projects that, among other goals:

- Develop and deploy zero-emission technology and fuels in the marketplace where feasible and near-zero-emission technology and fuels elsewhere.
- Produce alternative and renewable low-carbon fuels in California.
- Deploy zero-emission fuel infrastructure, fueling stations, and equipment where feasible and near-zero-emission fuel infrastructure, fueling stations, and equipment elsewhere.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

On December 21, 2023, the CEC released a Grant Funding Opportunity (GFO) entitled "Charging Infrastructure for Government Fleets." This competitive grant solicitation was to fund projects that provide electric vehicle charging infrastructure for light-duty government fleets. In response to GFO-23-606, the Recipient submitted application #5 which was proposed for funding in the CEC's Notice of Proposed Awards on September 18, 2024. GFO-23-606 and Recipient's application are hereby incorporated by reference into this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient's Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient's Application and the terms of this Agreement, this Agreement shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Solicitation, the terms of this Agreement shall control.

### **Problem Statement:**

The Recipient is proposing a Fleet Charging Infrastructure Project that will install 403 Level 2 (L2) charging ports to serve municipal fleet vehicles from 17 Recipient departments across 36 City-owned properties. These ports will accelerate the transition of the Recipient's light-duty vehicle fleet from internal combustion engine (ICE) vehicles to electric vehicles (EVs), support the City's emissions and pollution reduction goals, and accelerate implementation of local ordinances and the City's [Climate Action Plan \(CAP\)](#).



Released in 2021, the CAP lays out an ambitious timeline for San Francisco to become an all-electric, zero-emission city by 2040., the transition to electric vehicles is an essential factor on the City's path to zero-emissions. The Recipient has taken several measures to accelerate the transition, including amending its planning code to define EV charging, and make it easier to install EV charging plazas. Additionally, the City adopted an ordinance mandating EV charging in large public parking facilities. The success of these efforts can be seen in the increasing number of new EV vehicle registrations in the City (34.2% in March, 2023). There are currently 1,246 publicly available chargers here in San Francisco, but more are needed.

The Recipient must match the aggressive pace of the private sector for its municipal fleet. In 2017, San Francisco passed the Healthy Air and Clean Transportation Ordinance (HACTO), which mandated that all new light-duty vehicles be zero-emissions (hydrogen or electric). HACTO also set an ambitious goal for 100% of the City's light-duty fleet to be zero-emissions vehicles (ZEVs) by the end of 2022. To meet these goals, the Recipient has transformed its vehicle purchasing norms to grow its fleet of electric vehicles (EVs), but the full transformation of the light-duty fleet has not yet been achieved, due in large part to a lack of resources for charging infrastructure. Since HACTO's revision in 2017, Central Shops' primary compliance challenge has been the Recipient's 's existing charging infrastructure, which does not align with the location of vehicles in need of replacement. Departments have been uncomfortable rapidly expanding their EV fleets without the associated infrastructure in place. The funding available through this grant opportunity will allow the Recipient to redouble its fleet conversion efforts and meet its HACTO and CAP objectives.

#### **Goals of the Agreement:**

The goal of this project is to install the charging infrastructure that will make it possible to accelerate the Recipient's replacement of its light duty fleet. The Recipient has a plan to replace 10% of its light duty fleet each year for the next four fiscal years, increasing to replacement of 20% each year for the following three fiscal years, in order to achieve full light duty fleet electrification by 2031.

#### **Objectives of the Agreement:**

The objectives of this project are to:

1. Add 403 L2 charging ports to the Recipient's existing charging infrastructure.
2. Set charger O&M standards and practices for all Recipient departments.
3. Track charger data including uptime, maintenance issues, charging time by department vehicle, and other relevant data.
4. Expand the Recipient fleet's networked charging.

## **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 CAM shall:

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

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

- Attend a “Kick-Off” meeting that includes the CAM and may include the Commission Agreement Officer (CAO) and a representative of the CEC Accounting Office. The Recipient shall bring their Project Manager, Agreement Administrator, Accounting Officer, and any others determined necessary by the Recipient or specifically requested by the CAM to this meeting.
- Discuss the following administrative and technical aspects of this Agreement:
  - Agreement Terms and Conditions
  - Critical Project Review (Task 1.3)
  - Match fund documentation (Task 1.5). No reimbursable work may be done until this documentation is in place.
  - Permit documentation (Task 2.1)
  - Subawards needed to carry out project (Task 1.6)
  - 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 6)
  - Program Management Data Report (Appendix E)
  - EV Utilization Data Report (Appendix F)
  - GHG Intensity Report (Appendix G)
  - Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
  - Project Fact Sheet (Task 1.2)
  - Final Report (Task 7)

- Submit to CAM within 10 working days after the Kick-Off Meeting an *Updated Schedule of Products and Due Dates*
- Submit to CAM within 10 working days after the Kick-Off Meeting a *Written Statement of Match Activities* that describes 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.
  - The statement should include the following project activities: key milestone dates, site specific charger information and any other equipment to be included at the site(s).

**CAM Product:**

- Kick-Off Meeting Agenda

**Recipient Products:**

- Updated Schedule of Products and Due Dates
- Written Statement of Match Share Activities

**Task 1.2 Project Fact Sheet**

The goal of the Project Fact Sheet is to develop a concise document that describes the CEC-funded project and the predicted benefits of the project for the public and key decision makers.

The Recipient shall:

- Prepare and submit to CAM within 60 days of Agreement execution a *Project Fact Sheet* that describes the project and the predicted benefits of the project. Use the format provided by the CAM. The Recipient is expected to update the Project Fact Sheet as needed throughout the project to reflect the most current project details and benefits.
- At the conclusion of the project, the *Project Fact Sheet* will include, but is not limited to: a description of the project; the actual benefits resulting from the project; lessons learned from implementing the project; data on potential job creation, economic development, and increased state revenue as a result of expected future expansion; a comparison of any project performance and expectations provided in the grant application to CEC with actual project performance and accomplishments. Use the format provided by the CAM.

**Recipient Product:**

- Project Fact Sheet

### **Task 1.3 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.

At least two CPR meetings will occur during the Agreement. The CAM may schedule additional CPR meetings as necessary. Meeting costs will be borne by the Recipient. The two standard CPR meetings are scheduled after the site plan(s) are completed (end of Task <2>) and after commissioning of the EVSE (end of Task <5>).

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

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

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the CEC, but they may take place at another location or remotely.
- Send the Recipient the CPR meeting agenda and a list of *expected participants* in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting.
- 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.
- Inform the Recipient when the CAM expects to send a written determination.
- 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
- Written determination

**Recipient Product:**

- CPR Report(s)

**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 Program Management Data Report Template
- 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.
- Complete the Program Management Data Report monthly, as needed. (see Appendix E)
- Provide verbal answers to the CAM during the call.
- Send an email to CAM concurring with call summary notes within 5 working days of receipt.

**Product:**

- Email to CAM concurring with call summary notes.

**Task 1.5 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:
  - o 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.
  - o 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.
- Submit to the CAM at least 2 working days prior to the kick-off meeting 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.
- If during the course of the Agreement additional match funds are received, submit to the CAM within 10 working days additional match fund commitment letter(s).
- If during the course of the Agreement existing match funds are reduced, submit to the CAM within 10 working days a letter describing the reduction in match funds. 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 1.6 Obtain and Execute Subawards**

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

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

- Execute and manage subawards and coordinate subrecipient activities.
- Submit a *letter* to the CAM at least 2 working days prior to the kick-off meeting describing the subawards and any site host agreements needed or stating that no subawards or site host agreements are required.
- If requested by the CAM, submit a *draft of each subaward and any site host agreement* required to conduct the work under this Agreement to the CAM for review.
- If requested by the CAM, submit a *final copy of each executed subaward and any site host agreement*.
- If Recipient intends to add new subrecipients or change subrecipients, then the Recipient shall notify the CAM.

#### **Products:**

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

### **Task 1.7 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 by the end 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>.

#### **Products:**

- Quarterly Progress Reports

## Task 1.8 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:
  - o What to do with any equipment purchased with CEC funds (Options)
  - o CEC request for specific “generated” data (not already provided in Agreement products)
  - o Need to document Recipient’s disclosure of “subject inventions” developed under the Agreement, if applicable
  - o “Surviving” Agreement provisions
  - o Final invoicing and release of retention
- Provide to the CAM within 10 working days after the Final Meeting *written documentation of meeting agreements*.
- Provide to the CAM within 10 working days after the Final Meeting a *schedule for completing the closeout activities* for this Agreement.

### Products:

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

## TECHNICAL TASKS

### TASK 2 SITE PLAN(S) AND PREPARATION FOR CONSTRUCTION

The goal of this task is to take all necessary steps to ensure that the site(s) have adequate design and planning to support the charger installation(s) in addition to preparing the site(s) for construction.



## **Task 2.1 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:**

- Submit to the CAM at least 2 working days before the Kick-Off Meeting a *list of all permits* required to complete the project that identifies each type of permit and the names, addresses and telephone numbers of the permitting jurisdictions or lead agencies requiring the permits. If no permits are required, submit a letter indicating no permits are required.
- Submit to the CAM at least 2 working days before the Kick-Off Meeting a schedule for applying for and obtaining all permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting. 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 an updated list of permits and an updated schedule to the CAM within 10 working days of identifying additional permits.
- As permits are obtained, submit a copy of each final approved permit to the CAM within 10 working days.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 working days. Either of these events may trigger actions available to the CEC under this Agreement, such as an additional CPR.

### **Products:**

- List of all permits or letter stating that no permits are required
- Schedule for applying for and obtaining all permits
- 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 2.2 Site Plan(s) and Preparation for Construction**

The goal of this task is to ensure the site(s) are prepared for charger installations which shall include confirmation of the initial San Francisco Public Utilities Commission (SFPUC) analysis of site-level existing energy capacity, creation of a site design for each site, and recommended phasing for charger installation at 36 different sites.

### **The Recipient shall:**

- Submit to CAM a copy of *Site Plan(s)* for each project site which identify the proposed location of charging infrastructure.
- Visit each site to determine port installation locations, assess power capacity, electrical, and construction needs, create inventory of all participating sites, with installation difficulty levels/needs confirmed.
- Gather site requirements for each site which shall include site inventory with installation locations, electrical/construction considerations, expected installation difficulty level, and recommend phasing for all sites. Submit final site requirements to CAM.
- Produce final site design for charger installation at each site and submit final site drawings for each site to CAM.

### **Products:**

- Final site requirements for each site
- Copies of Site Plan(s)
- **[CPR WILL OCCUR DURING THIS TASK. See TASK 1.3 for details]**

## **TASK 3 Pre-installation Check In**

The goal of this task is to share and validate the phased plan for installation at the sites based on difficulty level and confirm the schedule with department leads.

### **The Recipient shall:**

- Create an installation schedule for all sites to be rolled out in three phases
- Confirm the rollout schedule with department leads

### **Products:**

- 3 phase installation plan

## **TASK 4 PROCURE EQUIPMENT**

The goal of this task is to procure the necessary equipment to successfully complete the construction and installation of the project which will include the procurement of at least 403 Level 2 (L2) charging ports at 36 different City-owned sites.

### **The Recipient shall:**

- Procure the necessary equipment needed to complete the project, including but not limited to, the appropriate EVSE and any materials needed for the construction and installation of the project for at least 403

L2 charging ports. Submit to the CAM *copies of invoices or proof of procurement* for all equipment items as they are procured.

**[CPR WILL OCCUR DURING THIS TASK, see task 1.3 for details]**

**Products:**

- Copies of invoices or proof of procurement

**TASK 5 CONSTRUCTION AND INSTALLATION**

The goal of this task is to complete any construction necessary at the project site(s) as needed in accordance with the project goals and install all proposed EVSE at their proposed sites.

**The Recipient shall:**

- Install a minimum of 403 Level 2 charging ports across project sites. Total kW output of all installed ports shall be at least 6.2 kW.
- Submit to the CAM an *AB 841 Certification* that certifies the project has complied with all AB 841 (2020) requirements specified in Exhibit C or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient's authorized representative.
- Submit to the CAM *EVITP Certification Numbers* of each Electric Vehicle Infrastructure Training Program certified electrician that installed electric vehicle charging infrastructure or equipment. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.
- Ensure all electric vehicle supply equipment (EVSE) installed for commercial use has a type approval certificate issued through the California Type Evaluation Program (CTEP) administered by the California Department of Food and Agriculture Division of Measurement Standards or Certificate of Conformance issued by the National Type Evaluation Program (NTEP) administered through the National Conference on Weights and Measures. California accepts NTEP certificates so long as the device also meets CCR Title 4, Section 4002.11.
- Unless otherwise updated by the California Division of Measurement and Standards, ensure installation, repair, and/or maintenance on commercial EVSE is performed by a Registered Service Agency (RSA) and after the device is placed in service, the RSA must report this information to the county within 24 hours. Device owners are responsible for registering their device with the county.

**Products:**

- Photos of installed charging ports
- AB 841 Certification
- EVITP Certification Numbers for all electricians installing EVSE

## **TASK 6 SITE ENERGIZATION AND COMMISSIONING**

The goal of this task is to energize and commission all of the installed EVSE in the project which includes at least 403 L2 charging ports at 36 different sites

### **The Recipient shall:**

- Energize all EVSE in the project
- Commission all EVSE in the project
- Commission at least 403 L2 charging ports at 36 different sites.
- Develop and submit to CAM a Commissioning Report that includes but is not limited to: summary of installation and commissioning activities.

### **Products:**

- Confirmation of discussion and progress with AHJ responsible for commissioning (submitted to CAM via email)
- Confirmation of energization and commissioning (submitted to CAM via email)
- Commissioning Report
- **[CPR WILL OCCUR DURING THIS TASK SEE TASK 1.3 for details]**

## **TASK 7 OPERATIONS, MAINTENANCE, RECORDKEEPING, REPORTING AND DATA COLLECTION**

The goal of this task is to ensure this Agreement complies with the reliability performance standards, recordkeeping, reporting, maintenance, data collection and analysis requirements (Requirements) for EV chargers installed as part of this Agreement.

### **The Recipient shall:**

- Comply with all the requirements set forth in the appendices below. In the event the CEC adopts regulations that include Requirements, for example as required by AB 2061 (Ting, Chapter 345, Statutes of 2022) and/or AB 126 (Reyes, Chapter 319, Statutes of 2023), those Requirements shall supersede the Requirements contained in this Scope of Work for this Agreement wherever, as determined by the CAM, they conflict or are redundant.
  - o Appendix A for Operations and Reliability
  - o Appendix B for Recordkeeping and Transmittal
  - o Appendix C for Reporting
  - o Appendix D for Semi-Annual Electric Vehicle Charger Inventory Report
  - o Appendix E for Data Collection and Analysis
  - o Appendix F for Utilization
  - o Appendix G for GHG Reporting
  - o Appendix I for Data Sharing Agreement

**Products:**

- Remote Monitoring Records (as specified in Appendix B)
  - o Within 10 business days of request
- Maintenance Records (as specified in Appendix B)
  - o Within 10 business days of request
- Data Dictionary (as specified in Appendix B)
  - o Submitted with Remote Monitoring Records or Maintenance Records
- Quarterly Report on Charger and Charging Port Reliability and Maintenance (as specified in Appendix C)
  - o Submitted with each Quarterly Progress Report once chargers are operational
- Electric Vehicle Charger Inventory Report (as specified in Appendix D)
  - o Within 30 days of Agreement execution and then each calendar half-year thereafter, due by the end of July and the end of January
- Program Management Data Report (as specified in Appendix E)
  - o At least 2 business days prior to Monthly Calls (Task 1.4)
- EV Utilization Data Report (as specified in Appendix F)
  - o By the end of each January, April, July, and October once chargers are operational
- GHG Intensity Report (as specified in Appendix G)
  - o By the end of July and the end of January
- Dually Signed Data-sharing Agreement (as specified in Appendix I)
  - o Within 30 calendar days of selecting a charging network provider or if the charging network provider changes

**TASK 8 FINAL REPORT**

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

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

The Final Report shall be a public document and is limited to 25-pages. If the Recipient has obtained confidential status from the CEC and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

In addition to any other applicable requirements, the Final Report must comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability; all applicable regulations and guidelines issued

pursuant to the ADA; Cal. Gov. Code sects. 7405 and 11135; and Web Content Accessibility Guidelines 2.0, or a subsequent version, as published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

**The Recipient shall:**

- Prepare an *Outline of the Final Report*, if requested by the CAM.
- Prepare a *Draft Final Report* complying with ADA requirements and following the latest version of the Final Report guidelines which will be provided by the CAM. The Final Report must include 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. The CAM shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
- Submit *Final Report* in Microsoft Word format or similar electronic format as approved by the CAM.

**Products:**

- Outline of the Final Report, if requested
- Draft Final Report
- Final Report
- High Quality Digital Photographs

**APPENDIX A: OPERATIONS AND RELIABILITY**

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

**The Recipient shall:**

- **Operational requirement for all chargers:** The Recipient shall operate charging ports installed as part of this Agreement during the term of this Agreement.
- **Uptime requirement for all chargers:** The Recipient shall ensure that the charging port uptime for each charging port installed in the project is at least 97 percent of each year for six years after the beginning of operation.
- **Successful charge attempt rate (SCAR) requirement for networked chargers:** The Recipient shall ensure that the charging port SCAR for each

charging port installed in the project is at least 90 percent for each year for six years after the beginning of operation.

- **Maintenance requirements for all chargers:** The Recipient shall:
  - o Conduct preventive maintenance, as specified by the charger manufacturer, on the charger hardware by a certified technician annually. The time interval between consecutive preventive maintenance visits to any charger shall be no more than 13 months.
  - o Complete corrective maintenance within 5 business days of the beginning of a time when the charger or charging port is inoperative or exhibiting failures that result in an inability to charge.
- **OCPP requirements for networked chargers:** The Recipient shall retain the services of a charging network provider that meets the bulleted criteria below to record, retain, and transmit the Remote Monitoring data for networked chargers specified in Appendix B: Recordkeeping and Transmittals.
  - o The charging network provider must have an API of the CEC's choosing to permit the charging network provider to transfer the data required in this section directly to the CEC or the CEC's designee within 60 minutes of the record's generation.
  - o The charging network provider must have Subset Certification of the Charging Station Management System in the Open Charge Alliance OCPP Certification Program for OCPP version 2.0.1, published May 24, 2023, or a subsequent version of OCPP for Core, Advanced Security, and ISO 15118 Support functionalities.
  - o The charging network provider's central system must have connection to the chargers using OCPP version 2.0.1 or a subsequent version of OCPP. This does not preclude the additional use of other communication protocols.
  - o The charging network provider and chargers must transmit the following protocol data units between the Central Management System and the charger(s) as specified in OCPP version 2.0.1 or a subsequent version of OCPP:
    - § AuthorizeRequest shall be transmitted to the Central Management System by the charger.
    - § AuthorizeResponse shall be transmitted by the Central Management System to the charger.
    - § BootNotificationResponse shall be transmitted by the Central Management System to the charger in response to any received BootNotificationRequest.
    - § HeartbeatRequest shall be transmitted to the Central Management System by the charger on a set interval.
    - § HeartbeatResponse shall be transmitted to the charger by the Central Management System in response to any received HeartbeatRequest.
    - § RequestStartTransactionRequest shall be transmitted by the Central Management System to the charger as specified in OCPP 2.0.1 or a subsequent version of OCPP.

- § StatusNotificationRequest shall be transmitted by the charger to the Central Management System any time the charger or an associated charging port's operative status changes.
- § TransactionEventRequest shall be transmitted to the Central Management System by the charger as specified in OCPP 2.0.1 or a subsequent version of OCPP.
  - The optional field meterValue must be populated when the eventType field is set to either "Started" or "Ended."
  - When populated, the sub-subfield Value of the subfield SampledValue of the field meterValue shall be transmitted in Watt-hours (Wh).
  - When populated, the sub-sub-subfield unit of the sub-subfield unitOfMeasure of the subfield SampledValue of the field meterValue shall be set to the default string, "Wh."
  - When populated, the sub-sub-subfield multiplier of the sub-subfield unitOfMeasure of the subfield SampledValue of the field meterValue shall be set to the default integer, 0 (zero).
  - When the meterValue field is populated, the measurand sub-subfield of the SampledValueType subfield, of the field meterValue shall be populated as specified in OCPP 2.0.1 or a later version.

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 six years after the beginning of operation shall survive the completion or termination date of this Agreement. In addition to other requirements in the Terms and Conditions of this Agreement, all CEC-reimbursable expenditures must be incurred within the Agreement term.

## APPENDIX B: RECORDKEEPING AND TRANSMITTALS

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

### The Recipient shall:

- **For networked chargers**, ensure the charging network provider collects and retains the Remote Monitoring data below from each charging port installed and operated as part of this Agreement.
- **For networked chargers**, ensure the charging network provider automatically transmits the Remote Monitoring data below to the CEC, via API, within 60 minutes of the Remote Monitoring data's generation. Transmittals must begin within one month of the charger becoming operational.
- **For networked chargers**, ensure the charging network provider retains the Remote Monitoring data below for 2 years from the date of each record's generation. Provide *Remote Monitoring records* to the CEC within 10 business days of request.



- o Provide digital records in a comma separated values file unless another file format is approved by the CEC for the request.
- o Provide a clear and understandable *Data Dictionary* that describes each data element and any associated units with all digital records.
- o **Remote monitoring data for networked chargers**, which will serve as the foundation for the *Remote Monitoring records* that must be submitted include:
  - § All instances of the following Protocol Data Units, specified in OCPP 2.0.1, that are transmitted between the charger and the central system.
    1. AuthorizeRequest
    2. AuthorizeReponse
    3. BootNotificationRequest
    4. HeartbeatResponse
    5. RequestStartTransactionRequest
    6. StatusNotificationRequest
    7. TransactionEventRequest
- **For all chargers**, collect and retain the maintenance records specified below for each charging port installed and operated as part of this Agreement for 6 years from the date the charging port begins operation. Provide *Maintenance Records* to the CEC within 10 business days of request.
  - o **Maintenance Records, for all chargers, Recipient shall collect and retain:**
    - § Reports of inoperative charging ports or charging port failures resulting in inability to charge, such as a customer complaint, internal diagnostics, or inspection.
    - § Records of any maintenance conducted on charging ports installed and operated as part of the agreement. Records should specify the following:
      - (D) Date and time of the maintenance event.
      - (D) Whether maintenance was corrective or preventive in nature.
      - (D) Whether and for how long the charging port was in an inoperative state prior to maintenance.
      - (D) Whether the charging port was in an operative state following maintenance.

## APPENDIX C: REPORTING

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

### The Recipient shall:

- For **each charger**, after the charger becomes operational, prepare and submit to the CEC *Quarterly Reports on Charger and Charging Port Reliability and Maintenance*. This report must conform to a format approved by the CEC. Each report must include:
  - o A summary of charging port downtime, including total downtime and the number and frequency of downtime events, the minimum, median, mean, and maximum duration, and the causes of downtime events. Downtime shall be determined on a per charging port basis by summing the

durations of all downtime events during the reporting period. The duration of a downtime event shall be the longest of the following periods:

- § **For networked charging ports**, the time after the charger has transmitted a StatusNotificationRequest indicating that the charging port associated with that charger is in a “faulted” or “unavailable” state until a subsequent StatusNotificationRequest is transmitted by that charger indicating that the charging port has transitioned to an “available,” “occupied,” or “reserved” state. The timestamps in each StatusNotificationRequest shall be used to quantify downtime.
- § **For networked chargers**, the time between a BootNotificationResponse transmitted by the Central Management System and the last HeartbeatResponse transmitted by the Central Management System prior to the BootNotificationResponse. The timestamps in the relevant BootNotificationResponse and HeartbeatResponse shall be used to quantify downtime.
- § **For all charging ports**, the time between the earliest record that a charging port is not capable of successfully dispensing electricity or otherwise not functioning as designed and the time it is available to deliver a charge. First record that a charger is not capable of successfully dispensing electricity or otherwise not functioning as designed includes, but is not limited to, consumer notification, internal diagnostics, or inspection, whichever is earliest.
- A summary of excluded downtime, including total excluded downtime and the number and frequency of excluded downtime events, the minimum, median, mean, and maximum duration, and the causes of excluded downtime events. ‘Excluded Downtime’ includes:
  - § **Before Initial Installation:** Downtime before the charging port was initially installed.
  - § **Grid Power Loss:** Downtime during which power supplied by a third-party provider is not supplied at levels required for minimum function of the charging port. This may include, but is not limited to, service outages due to utility equipment malfunction or public safety power shutoffs. This does not include power generation or storage equipment installed to serve the charger(s) exclusively. Documentation from power provider detailing outage is required to claim this as excluded downtime.
  - § **Outage for Preventative Maintenance or Upgrade:** Downtime caused by any preventative maintenance or upgrade work that takes the charging port offline. This must be scheduled at least two weeks in advance of the charger being placed in an inoperative state. The maximum downtime that can be excluded for preventative maintenance or upgrade work is 24 hours for any 12-month period.
  - § **Vandalism or Theft:** Downtime caused by any physical damage to the charger or station committed by a third party. This may include, but is not limited to, theft of charging cables, damage to connectors

from mishandling, or damage to screens. A maximum of 5 days may be claimed as excluded downtime for each vandalism or theft event. A police report or similar third-party documentation is required to claim this as excluded time.

§ **Natural Disasters:** Downtime caused by any disruption of the charging port due to a natural event such as a flood, earthquake, or wildfire that causes great damage. Third party documentation such as news reporting must be provided along with a narrative of the direct impacts to the charger(s) to claim this as excluded downtime.

§ **Communication Network Outages:** Downtime caused by loss of communication due to cellular or internet service provider system outages. A Communication Network Outage can be claimed as excluded downtime provided the chargers default to a free charge state during communication losses. A free charge state is when the charger is operational and dispenses energy free of charge to any consumer.

§ **Operating Hours:** Hours in which the charging port is in an operative state but that are outside of the identified hours of operation of the charging station.

- A summary and calculation of uptime. Each report shall include the uptime percentage of each charging port (Uptime) installed and operated as part of this Agreement for the reporting period. Charging port uptime shall be calculated as:

U = Charging Port Uptime

T = Q1 reporting period = 129,600 minutes, except for a leap year, which is 131,040 minutes.

Q2 reporting period = 131,040 minutes.

Q3 and Q4 reporting periods = 132,480 minutes.

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

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

- **For networked charging ports,** a charge attempt summary for each charging port. The charge attempt summary shall include, as defined below, the total number of charge attempts, the total number of successful charge attempts, the total number of failed charge attempts, and the successful charge attempt rate for the reporting period.

§ **Charge Attempt.** A charge attempt occurs upon transmission of one or more of the protocol data units identified in following subsections A. through G. below between the Central Management System and the charger as specified in OCPP Version 2.0.1 or a subsequent version of OCPP. Any number of the Protocol Data

Units described in A. through G. of this subsection below timestamped within a three-minute interval shall be counted as one charge attempt. Any number of TransactionEventRequest described in D. through G. of this subsection below transmitted with identical identifier strings in the transactionId subfield of the transactionInfo field shall be counted as one charge attempt.

A. An AuthorizeRequest message transmitted by the charger to the Central Management System.

The AuthorizeRequest message shall not count as a charge attempt if the Central Management System responds with an AuthorizeResponse message with the status subfield of the idTokenInfo field set to any of the following responses:

- “Blocked”
- “ConcurrentTx”
- “Expired”
- “Invalid”
- “NoCredit”
- “NotAllowedTypeEVSE”
- “NotAtThisLocation”
- “NotAtThisTime”
- “Unknown”

B. A RequestStartTransactionRequest message transmitted by the Central Management System to the charger.

C. A StatusNotificationRequest message transmitted by the charger to the Central Management System with the connectorStatus field set to “Occupied”.

D. A TransactionEventRequest message transmitted by the charger to the Central Management System with the eventType field set to “Started”.

E. A TransactionEventRequest message transmitted by the charger to the Central Management System with the triggerReason field set to “CablePluggedIn”.

F. A TransactionEventRequest message transmitted by the charger to the Central Management System with the chargingState subfield of the transactionInfo field set to “EVConnected”.

G. A TransactionEventRequest message transmitted by the charger to the Central Management System with the chargingState subfield of the transactionInfo field set to “Charging”.

§ **Charging Session.** A charging session begins and ends as follows:

A. A charging session begins when the charger transmits TransactionEventRequest to the Central Management System

with the chargingState subfield of the transactionInfo field set to "Charging."

- . In the event that multiple TransactionEventRequest protocol data units are transmitted with the chargingState subfield of the transactionInfo field set to 'Charging' AND identical identifier strings in the transactionId subfield of the transactionInfo field, the charging session shall begin when the first of those protocol data units are sent. Which protocol data unit was sent first shall be determined based on the lowest value in the seqNo field.
  - B. A charging session ends when the charger transmits a subsequent TransactionEventRequest to the Central Management System with the chargingState subfield of the transactionInfo field set to any of the following values:
    - . "EVConnected"
    - . "SuspendedEV"
    - . "SuspendedEVSE"
    - . "Idle"
  - C. The identifier string contained in the transactionId subfield of the transactionInfo field must be identical in the messages described in A. and B. of this subsection above.
  - D. The date and time found in the timestamp field of the messages described in A. and B. of this subsection above shall be used to determine the start and stop time of a charging session.
- § **Successful Charge Attempt.** A successful charge attempt is a charge attempt that is followed by either A. or B. of this subsection below prior to another charge attempt.
- A. A charging session that lasts for 5 minutes or longer as determined by the timestamps described above
  - B. The stoppedReason subfield of the transactionInfo field of the TransactionEventRequest protocol data unit ending the charging session is set to one of the following:
    - . "EnergyLimitReached"
    - . "Local"
    - . "Remote"
    - . "SOCLimitReached"
- § **Failed Charge Attempt.** A failed charge attempt is any charge attempt that is not followed by a successful charge attempt prior to a subsequent charge attempt.
- § **Successful Charge Attempt Rate.** The successful charge attempt rate for a charging port shall be calculated using the following formula:

Where:

SCAR = Successful Charge Attempt Rate

CA = Total Charge Attempts for the reporting period

FCA = Total failed charge attempts for the reporting period

- o **For all chargers**, a summary of the total number of maintenance dispatch events that occurred since the last report, the number of days to complete each maintenance event reported, and a narrative description of significant maintenance issues. Include details of all excluded downtime and a narrative description of events that caused the excluded downtime. Include the summary in each Quarterly Report on Charger and Charging Port Reliability and Maintenance.

## **APPENDIX D: SEMI-ANNUAL ELECTRIC VEHICLE CHARGER INVENTORY REPORTS**

The goal of this requirement is to provide information on the total number of chargers in the Recipient's charging network in California, including both public and shared private, serving all vehicle sectors (light-, medium-, and heavy duty) excluding any charger used solely for private use at a single-family residence or a multifamily housing unit with four or fewer units. In the event the CEC adopts regulations that include Requirements, for example as required by AB 2061 (Chapter 345, Statutes of 2022) and/or AB 126 (Chapter 319, Statutes of 2023), those Requirements shall supersede the Requirements contained in this Scope of Work for this Agreement wherever, as determined by the CAM, they conflict or are redundant.

### **The Recipient shall:**

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

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

## APPENDIX E: DATA COLLECTION AND ANALYSIS

The goal of this requirement is to collect operational and programmatic data from the project. In the event the CEC adopts regulations that include Requirements, for example as required by AB 2061 (Chapter 345, Statutes of 2022) and/or AB 126 (Chapter 319, Statutes of 2023), those Requirements shall supersede the Requirements contained in this Scope of Work for this Agreement wherever, as determined by the CAM, they conflict or are redundant.

### The Recipient shall:

- Prepare and provide a monthly *Program Management Data Report* in a format chosen by the CEC.
- Collect and provide the following programmatic data for all electric vehicle chargers and include in the monthly *Program Management Data Report*. The programmatic data shall include, but not be limited to the following:
  - Electric Vehicle Charger Information:
    - Funding
      - The subsidy from a federal program, utility program, and private funding
    - Vehicles
      - Primary Vehicle Type served such as light duty (GVWR ≤ 10,000), medium duty (10,000 < GVWR ≤ 26,000), heavy duty (GVWR > 26,000)
    - Milestone Dates
      - Key milestone dates, such as permit request and received date, charger energization date, charger operational date, and other dates as requested by the CAM
    - Location
      - Primary site access type such as publicly available, shared private, private
      - Location/site use type, such as hotel, restaurant, or multi-unit housing
      - Charger station address
      - Parking location type, such as street, parking lot or parking garage
    - Other Equipment
      - Battery Energy Storage CEC cost and kWh capacity
      - Non-battery Distributed Generation CEC cost, kW capacity and type
  - ZEV Infrastructure Information:

- Charger Information
- Charger make and model, serial number, level (Level 1, Level 2, DCFC, MCS), nameplate capacity (kW), number ports per charger

## APPENDIX F: UTILIZATION

The goal of this requirement is to collect and provide utilization data for the charging stations installed for this project.

### The Recipient Shall:

- Collect and provide to the CAM, at minimum, quarterly utilization data from the project for all installed chargers in an EV Utilization Data Report in the format of the CEC's choosing, including, but not limited to:
  - EV Charging Port:
    - § Charging network provider name
    - § Charger site address, city, zip code
    - § Charger make, model, and manufacturer serial number
    - § EV service equipment charger and charging port ID
    - § Peak Power (kW)
    - § Charging session start/end date and times
    - § Charging session energy consumed (kW)
    - § Plug in/un-plugged timestamp Coordinated Universal Time (UTC)
    - § Charging interval peak demand
    - § Charging interval start/end times
    - § Charging interval energy consumed
    - § If a bidirectional charger, energy (kWh) discharged back to grid or facility
    - § Total transacted amount
    - § Payment method

## APPENDIX G: GHG INTENSITY REPORTING

The goal of this requirement is to collect and report the source and greenhouse gas emission intensity of this project.

### The Recipient Shall:

- For electric vehicle chargers: collect and report the source and greenhouse gas emissions intensity, on an annual basis, of the electricity used and dispensed by the EV charging station(s) at the meter, consistent with the disclosure methodology set forth in Article 14 (commencing with Section 398.1) of Chapter 2.3 of Part 1 of Division 1 of the Public Utilities Code. Data must be reported to the CEC semiannually in the *GHG Intensity Report* specified by the CAM.



## EXHIBIT A-1

# Schedule of Products and Due Dates

**Agreement Term: 4/10/2025 - 6/30/2028**

<b>Task Number</b>	<b>Task Name</b>	<b>Product(s)</b>	<b>Due Date</b>
<b>1.1</b>	<b>Attend Kick-off Meeting</b>		5/1/2025
		Updated Schedule of Products	4/24/2025
		Updated List of Match Funds	4/24/2025
		Written Statement of Match Share Activities	4/24/2025
		Kick-Off Meeting Agenda (CEC)	4/24/2025
<b>1.2</b>	<b>Project Fact Sheet</b>	Project Fact Sheet	6/30/2025
<b>1.3</b>	<b>Critical Project Review Meetings</b>	CPR Report	12/1/2025
		1st CPR Meeting	11/19/2025
		CPR Meeting Agenda (CEC)	11/19/2025
		Schedule for written determination (CEC)	11/19/2025
		Written determination (CEC)	12/15/2025
	2nd CPR Meeting	CPR Report	3/30/2027
		CPR Meeting Agenda (CEC)	2/15/2027
		Schedule for written determination (CEC)	2/15/2027
		Written determination (CEC)	4/15/2027
<b>1.4</b>	<b>Monthly Calls</b>	Email to CAM concurring with call summary notes	Within 5 days of receipt
<b>1.5</b>	<b>Identify and Obtain Matching Funds</b>	A letter regarding match funds or stating no match funds are provided	At time of application submission
		Copy(ies) of each match fund commitment letter(s) (if applicable)	At time of application submission
		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
<b>1.6</b>	<b>Obtain and Execute Subawards</b>	Letter describing the subawards needed, or stating that no subawards or site hosts are required	Within 10 days of execution
		Draft subawards (if requested)	15 days prior to the scheduled execution date
		Final subawards (if requested)	Within 10 days of execution
<b>1.7</b>	<b>Quarterly Progress Reports</b>	Quarterly Progress Reports	10th calendar day of each January, April, July, and October during the approved term of this Agreement

**EXHIBIT A-1*****Schedule of Products and Due Dates******Agreement Term: 4/10/2025 - 6/30/2028***

<b>Task Number</b>	<b>Task Name</b>	<b>Product(s)</b>	<b>Due Date</b>
<b>1.8</b>	<b>Final Meeting</b>		4/14/2028
	Written documentation of meeting agreements		4/28/2028
	Schedule for completing closeout activities		4/28/2028
<b>2</b>	<b>SITE PLANS AND PREPERATION FOR CONSTRUCTION</b>		
<b>2.1</b>	<b>Identify and Obtain Required Permits</b>		
	List of all permits or letter stating that no permits are required		2 working days prior to kickoff meeting
	Schedule for applying for and obtaining all permits		2 working days prior to kickoff meeting
	Updated list of permits as they change during the term of the agreement (if applicable)		Within 10 days of recieving each permit
	Updated schedule for aquiring permits as changes occur during the agreement (if applicable)		Within 10 day of change in list of permits
	A copy of each final approved permit (if applicable)		Within 10 days of receiving each permit
<b>2.2</b>	<b>Site Plans and preperation for construction</b>		
	Final site requirments for each site		10/31/2025
	Copies of site plans		11/17/2025
<b>3</b>	<b>Pre-installation Check-In</b>		
	3 phase installation plan		2/27/2025
<b>4</b>	<b>Procure Equipment</b>		
	Copies of invoices or proof of procurement		6/1/2027
<b>5</b>	<b>Construction and Installation</b>		
	Photos of installed charging ports		2/26/2027
	AB 841 certification		6/1/2026
	EVITP Certification Numbers		6/1/2026
<b>6</b>	<b>Site Energization and Commissioning</b>		
	Confirmation of discussion and progress with AHJ responsible for commissioning (submitted to CAM via email)		3/15/2027
	Confirmation of energization and commissioning (submitted to CAM via email)		3/31/2027
	Commissioning Report		3/31/2027

# EXHIBIT A-1

## Schedule of Products and Due Dates

Agreement Term: 4/10/2025 - 6/30/2028

Task Number	Task Name	Product(s)	Due Date
7	<b>OPERATIONS, MAINTENANCE, RECORDKEEPING, REPORTING AND DATA COLLECTION</b>		
		Remote Monitoring Records	Within 10 business days of CEC request
		Maintenance Records	Within 10 business days of CEC request
		Data Dictionary	Within 10 business days of CEC request
		Quarterly Report on Charger and Charging Port Reliability and Maintenance	10th day of each January, April, July, and October
		Electric Vehicle Charger Inventory Report	Within 30 calendar days of execution and then the end of each July and end of each January thereafter during the term of the agreement.
		Program Management Data Report	at least 2 business day prior to monthly call
		EV Utilization Data Report	By end of each January, April, July, and October once the chargers are operational
		GHG Intensity Report	By end of July and end of January
		Dually signed data-sharing Agreement	within 30 calendar day of selecting a charging network provider if charging network provider changes
8	<b>FINAL REPORT</b>		
		Outline of Final Report	11/30/2027
		Draft of Final Report	12/31/2027
		Final Report	3/31/2027
		High Quality Digital Photographs	3/31/2028

# EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

## Workbook Instructions

**Input Data:** Enter information as required in all cells highlighted in Blue.

**Restricted Editing:** All cells not highlighted in Blue are locked from editing. Locked cells include: cells with formulas highlighted in Gray or Light Yellow, cells with no color fill (white), etc.

**For the Agreement Budget Template ONLY: Colored Tabs:**

The "Equipment" and "Subrecipients & Vendors" budget category tabs are colored **ORANGE** to indicate that line item details can be entered for these budget categories. The other budget category tabs (Direct Labor, Fringe Benefits, Travel, Materials & Misc., and Indirect Costs & Profit) only contain category totals.

**Regarding Confidential Information:** Avoid disclosing trade secrets and confidential information on any agreement document, since these documents are publicly accessible.

### Rules for decimal places on values:

- **Budget and Invoice values:**
  - Rounding of any values, as described below, should be performed using standard rounding practices.
  - For all currency rates (e.g., Direct Labor, and Unit Cost): Round to the cent (\$0.01).
  - For all percentage rates (e.g., Fringe Benefits, Indirect Cost, and Profit): Round to a maximum of two decimal places of a percent (e.g., 25.12%). You can round to less if desired, such as one decimal place (e.g., 25.1%), or zero decimal places (e.g., 25%).
  - For all quantity values (e.g., # of hours, # of months, and # of units): Round to a maximum of two decimal places (e.g., 50.12). You can round to less if desired, such as one decimal place (e.g., 50.1), or zero decimal places (e.g., 50).
- **Budget values:**
  - For entered and totaled (via calculation) CEC and Match share budget values: Round to the dollar (\$1).
  - For all calculated currency values (e.g., rate x hours, rate x months, base amount, and rate x base amount): Round to the dollar (\$1).
- **Invoice values:**
  - For entered and totaled (via calculation) CEC and Match share expense invoice values: Round to the cent (\$0.01).
  - For all calculated currency values (e.g., rate x hours, rate x months, base amount, and rate x base amount): Round to the cent (\$0.01).
  - **SPECIAL CIRCUMSTANCE for calculated currency values:** **ONLY** if a calculated value (e.g., rate x hours = actual labor expense) does **NOT** equal the actual expense, because of the decimal place rules provided for rates and quantity values listed above, it is acceptable to use as many decimal places as necessary for rates and quantity values listed above to ensure that the calculated value **DOES** equal the actual expense.

### Invoice Supporting Documentation Requirements, per Budget Category:

The list below contains the supporting documentation that is required to be submitted with an invoice. **IMPORTANT:** The recipient and subrecipients must still retain supporting documentation for all project expenses in case of an audit ("supporting documents" are also known as "backup documents").

- **Direct Labor** – No supporting documentation required with invoice.
- **Fringe Benefits** – No supporting documentation required with invoice.
- **Travel** - Receipts are required only for: Lodging, Airfare, Rental car (including gasoline expenses), Bus/train. Travel Form required for all travel included on an invoice
- **Equipment** – 1) For equipment that is equal to or greater than \$100,000 per line item total (including both CEC and Match Funds), documentation showing the payment terms must be provided to the CAM. 2) CAM must be able to verify equipment purchases for: 1) equipment with a per line item incurred cost of \$500,000 or greater; or 2) a single equipment vendor with \$500,000 or more in equipment incurred costs. See Invoice Review Checklist for methods to verify.
- **Materials & Miscellaneous** – Receipt required for any line item total that is \$5,000 or more.
- **Subrecipients & Vendors** – Major subrecipients (Budget of \$100k or more) follow the same budget requirements as the Recipient when submitting an invoice. For Minor subrecipients and Vendors, subrecipient or vendor invoice required. The subrecipient (major) should not include retention on their invoice template, so that retention will not be double counted. Doing this puts the responsibility on the recipient to determine how much retention to retain, if any, from their subrecipients based on their contractual agreements with their subrecipients and the CEC.
- **Indirect Costs & Profit** – No supporting documentation required with invoice.

**Adding Rows:** If additional rows are needed within a section, unhide the hidden rows (i.e., select the row directly above and below the hidden rows, then right-click the selection and select "Unhide"). Hide any unused rows. **DO NOT USE THE LAST TWO ROWS THAT ARE MARKED "CEC USE ONLY".** If all but the last 2 rows are used, and more rows are required, please contact the ECAMS Support team (ECAMS.Support@energy.ca.gov).

### FOR ECAMS SUPPORT TEAM ONLY: ADDING ROWS:

To add additional rows and maintain the formulas within the totals, (1) unprotect the sheet, (2) copy the second to the last row in the section, (3) insert the copied row just above the last row, (4) repeat steps 2 - 3 as required, (5) correct formatting and REFERENCE IDs as required, (6) delete "CEC USE ONLY" from all but the last two rows in the section, and (7) re-protect the sheet.

### Updating Modification Date on Budgets:

After making modifications to a budget file, update the modification date as described below.

- **Budget Worksheet file** – Update the "Date of Last Budget Worksheet Modification" to the date the modifications were completed. Update the "Date of Last Budget Worksheet Modification" in cell D1 of the "Category Budget" tab—this updates the rest of the tabs in the template.
- **Agreement Budget file** – Update the "Date of Last Approved Agreement Budget Modification" to the date the modifications were approved. Update the "Date of Last Approved Agreement Budget Modification" in cell D1 of the "Category Budget" tab—this updates the rest of the tabs in the template.

### FOR ECAMS SUPPORT TEAM ONLY: UPDATING "TEMPLATE VERSION" DATE:

After making modifications to a budget or invoice template, update the "Template Version" date to the date the modifications were completed. For the budget templates, update the "Template Version" date in cell A1 of the "Category Budget" tab—this updates the rest of the tabs in the template. For the invoice templates, update the "Template Version" date in cell A1 of the "Invoice Payment Cover Sheet" tab—this updates the rest of the tabs in the template.

**ECAMS Support:** For support on how to complete this template, please visit the ECAMS Resources web page. The link to this web page is provided in the cell below:

<https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources>

# EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

## AGREEMENT BUDGET

### Category Budget

Agreement Number	ZVI-24-008		
Name of Organization	City and County of San Francisco Finance Corporation		
Recipient			
None			
Cost Category	CEC Share	Match Share	Total
Direct Labor	\$ 3,009,637	\$ -	\$ 3,009,637
Fringe Benefits	\$ 1,172,253	\$ -	\$ 1,172,253
Total Labor	\$ 4,181,890	\$ -	\$ 4,181,890
Travel	\$ -	\$ -	\$ -
Equipment	\$ 208,611	\$ 1,273,382	\$ 1,481,993
Materials/Miscellaneous	\$ 656,666	\$ 1,555,477	\$ 2,212,143
Subrecipients/Vendors	\$ -	\$ -	\$ -
Total Other Direct Costs	\$ 865,277	\$ 2,828,859	\$ 3,694,136
Indirect Costs	\$ -	\$ -	\$ -
Profit (not allowed for grant recipients)	\$ -	\$ -	\$ -
Total Indirect and Profit	\$ -	\$ -	\$ -
Grand Totals	\$ 5,047,167	\$ 2,828,859	\$ 7,876,026
Total CEC Reimbursable Funds Spent in California or Paid to California-Based Entities (if applicable)	\$ -		
Percentage of CEC Reimbursable Funds Spent in California or Paid to California-Based Entities			

EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

AGREEMENT BUDGET

Direct Labor (Unloaded)

ZVI-24-008: City and County of San Francisco Finance Corporation

	CEC Share	Match Share	Total
Grand Totals	\$ 3,009,637	\$ -	\$ 3,009,637

EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

**AGREEMENT BUDGET**

**Fringe Benefits**

**ZVI-24-008: City and County of San Francisco Finance Corporation**

	CEC Share	Match Share	Total
Grand Totals	\$ 1,172,253	\$ -	\$ 1,172,253

EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

AGREEMENT BUDGET

Travel

ZVI-24-008: City and County of San Francisco Finance Corporation

	CEC Share	Match Share	Total
Grand Totals	\$ -	\$ -	\$ -



# EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

## AGREEMENT BUDGET

### Equipment

#### ZVI-24-008: City and County of San Francisco Finance Corporation

Reference ID	Task #	Seller of item(s)	Description	Purpose	# of Units	Unit Cost	Total: # of Units x Unit Cost	CEC Share	Match Share	Total	Line Item Revised Since Last Approved Budget?	Revision Notes
E-1		TBD	Level 2 smart chargers with 2 ports. Cost includes sales tax and an estimated 7.5% for shipping.	Charging ports for installation as outlined in proposal	191.00	\$ 7,271.35	\$ 1,388,827	\$ 208,611	\$ 1,180,216	\$ 1,388,827	Select Yes or No	
E-2		TBD	Level 2 smart charger with 1 port. Cost includes sales tax and an estimated 7.5% for shipping.	Charging ports for installation as outlined in proposal	21.00	\$ 4,436.46	\$ 93,166	\$ -	\$ 93,166	\$ 93,166	Select Yes or No	
E-3					0.00	\$ -	\$ -	\$ -	\$ -	\$ -	Select Yes or No	
E-4					0.00	\$ -	\$ -	\$ -	\$ -	\$ -	Select Yes or No	
E-5					0.00	\$ -	\$ -	\$ -	\$ -	\$ -	Select Yes or No	
Grand Totals								\$ 208,611	\$ 1,273,382	\$ 1,481,993		

EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

AGREEMENT BUDGET

Materials & Miscellaneous

ZVI-24-008: City and County of San Francisco Finance Corporation

	CEC Share	Match Share	Total
Grand Totals	\$ 656,666	\$ 1,555,477	\$ 2,212,143

# EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

## AGREEMENT BUDGET

### Subrecipients & Vendors

#### ZVI-24-008: City and County of San Francisco Finance Corporation

Subrecipients										
Reference ID	Task #	Subrecipient (Please Use Legal Name)	Entity Number (CA Secretary of State)	Purpose	CA Business Certifications DVBE/ SB/MB/None	CEC Share	Match Share	Total	Line Item Revised Since Last Approved Budget?	Revision Notes
S-1					None	\$ -	\$ -	\$ -	Select Yes or No	
S-2					None	\$ -	\$ -	\$ -	Select Yes or No	
S-3					None	\$ -	\$ -	\$ -	Select Yes or No	
S-4					None	\$ -	\$ -	\$ -	Select Yes or No	
S-5					None	\$ -	\$ -	\$ -	Select Yes or No	
Subrecipient Totals						\$ -	\$ -	\$ -		

Vendors										
Reference ID	Task #	Vendor (Please Use Legal Name)	Entity Number (CA Secretary of State)	Purpose	CA Business Certifications DVBE/ SB/MB/None	CEC Share	Match Share	Total	Line Item Revised Since Last Approved Budget?	Revision Notes
V-1					None	\$ -	\$ -	\$ -	Select Yes or No	
V-2					None	\$ -	\$ -	\$ -	Select Yes or No	
V-3					None	\$ -	\$ -	\$ -	Select Yes or No	
V-4					None	\$ -	\$ -	\$ -	Select Yes or No	
V-5					None	\$ -	\$ -	\$ -	Select Yes or No	
Vendor Totals						\$ -	\$ -	\$ -		

Subrecipients & Vendors Grand Totals			
	CEC Share	Match Share	Total
Grand Totals	\$ -	\$ -	\$ -

EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

AGREEMENT BUDGET

Indirect Costs and Profit

ZVI-24-008: City and County of San Francisco Finance Corporation

Select an Indirect Cost Rate Option

Indirect Cost(s)			
	CEC Share	Match Share	Total
Indirect Costs Grand Totals	\$ -	\$ -	\$ -

Profit			
	CEC Share	Match Share	Total
Profit Grand Totals	\$ -	\$ -	\$ -

# EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

## AGREEMENT BUDGET

### Budget Updates after Agreement Execution

#### ZVI-24-008: City and County of San Francisco Finance Corporation

Change #	Date Approved	Budget Categories	All values should be rounded to the dollar (\$1)						Brief Description of and Justification for Change	Total Amount of CEC Funds Moving Between Categories	Cumulative CEC Total (will reset after DD review)	Has this budget been approved by the Division Director (DD)?**
			CEC Share Funds			Match Share Funds						
			FROM (Approved Budget Totals)	TO (Revised Budget Totals)	Amount of CEC Funds Moving Between Categories	FROM (Approved Budget Totals)	TO (Revised Budget Totals)	Amount of Match Funds Moving Between Categories				
1		Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$0	\$0	Select Yes or No
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Materials/Misc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Subrecipients/Vendors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Indirect Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Profit (not allowed for grant recipients)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Reallocation Decrease Subtotal			\$ -			\$ -				
		Reallocation Increase Subtotal			\$ -			\$ -				
		Total Budget Reallocation Between Budget Categories			\$ -			\$ -				
2		Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$0	\$0	Select Yes or No
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Materials/Misc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Subrecipients/Vendors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Indirect Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Profit (not allowed for grant recipients)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Reallocation Decrease Subtotal			\$ -			\$ -				
		Reallocation Increase Subtotal			\$ -			\$ -				
		Total Budget Reallocation Between Budget Categories			\$ -			\$ -				
3		Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$0	\$0	Select Yes or No
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Materials/Misc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Subrecipients/Vendors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Indirect Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Profit (not allowed for grant recipients)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
		Reallocation Decrease Subtotal			\$ -			\$ -				
		Reallocation Increase Subtotal			\$ -			\$ -				
		Total Budget Reallocation Between Budget Categories			\$ -			\$ -				

**EXHIBIT C**  
**ZERO-EMISSION VEHICLE INFRASTRUCTURE (ZVI) TERMS AND**  
**CONDITIONS**

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**STREAMLINING GRANT TERMS AND CONDITIONS**

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## TERMS AND CONDITIONS

### ***1. Grant Agreement***

This project is being funded with a grant from the California Energy Commission's (Energy Commission) Zero-emission Vehicle Infrastructure (ZVI) Program.

This Agreement is comprised of the grant funding award, the Terms and Conditions, and all attachments. These Terms and Conditions are standard requirements for grant awards. The Energy Commission may impose additional special conditions in this grant Agreement that address the unique circumstances of this project. Special conditions that conflict with these standard provisions take precedence.

The Recipient's authorized representative shall sign all copies of this Agreement and return all signed packages to the Energy Commission's Grants and Loans Office within 30 days. Failure to meet this requirement may result in the forfeiture of this award. When all required signatures are obtained, an executed copy will be returned to the Recipient.

The term of this Agreement or the Agreement Period is the length of this Agreement between the Energy Commission and the Recipient. Project means Recipient's specific project that is funded in whole or in part by this Agreement. The Recipient's project may coincide with or extend outside the Agreement Period.

All reimbursable work and/or the expenditure of funds must occur within the approved term of this Agreement. The Energy Commission cannot authorize any payments until all parties sign this Agreement.

### ***2. Documents Incorporated by Reference***

The documents below are incorporated by reference into this Agreement. These terms and conditions will govern in the event of a conflict with the documents below, with the exception of the documents in subsection (f). Where this Agreement or California laws and regulations are silent or do not apply, the Energy Commission will use the federal cost principles and acquisition regulations listed below as guidance in determining whether reimbursement of claimed costs is allowable. Documents incorporated by reference include:

#### **Solicitation Documents** (if award is made through a competitive solicitation)

- a. The funding solicitation under which this Agreement was awarded
- b. The Recipient's proposal submitted in response to the solicitation

#### **Federal Cost Principles** (applicable to state and local governments, Indian tribes, institutions of higher education, and nonprofit organizations)

- c. 2 Code of Federal Regulations (CFR) Part 200, Subpart E (Sections 200.400 et seq.)



**Federal Acquisition Regulations** (applicable to commercial organizations)

- d. 48 CFR, Ch.1, Subchapter E, Part 31, Subpart 31.2: Contracts with Commercial Organizations (supplemented by 48 CFR, Ch. 9, Subchapter E, Part 931, Subpart 931.2 for Department of Energy grants)

**Nondiscrimination**

- e. 2 California Code of Regulations, Section 11099 et seq.: Contractor Nondiscrimination and Compliance

**General Laws**

- f. Any federal, state, or local laws or regulations applicable to the project that are not expressly listed in this Agreement

***3.Funding Limitations***

Any federal, State, and local laws and regulations applicable to your project not expressly listed in this Agreement are incorporated herein as part of this Agreement.

***4.Due Diligence***

The Recipient is required to take timely actions which, taken collectively, move this project to completion. The Energy Commission Agreement Manager (CAM) will periodically evaluate the Schedule of Products and Due Dates for completion of the Statement of Work tasks. If the CAM determines (1) the Recipient is not being diligent in completing the tasks in the Statement of Work or (2) the time remaining in this Agreement is insufficient to complete all project work tasks by the approved Agreement end term date, the CAM may recommend that this Agreement be terminated, and the Agreement may, without prejudice to any of the Energy Commission's remedies, be terminated.

***5.Products***

Products are defined as any tangible item specified in the Statement of Work. Unless otherwise directed, draft copies of all products identified in the Work Statement shall be submitted to the CAM for review and comment. The Recipient will submit an original and two copies of the final version of all products to the CAM.

***6.Reports***

- a. Progress Reports

The Recipient shall submit progress reports to the CAM as indicated in the Special Conditions or Work Statement. At a minimum, each progress report shall include the following:

**Work Statement:** This section should include a brief restatement of the approved tasks in the Work Statement and a report on the status of each, including a discussion of any products due and whether or not the project is progressing according to schedule. This section also should include a discussion of any problems encountered, proposed changes to the tasks in the Work Statement, and anticipated accomplishments in the upcoming quarter.

**Financial Status:** This section should include a narrative report comparing costs incurred to date with the approved Budget. The report should state whether or not the project is progressing within the approved Budget and discuss any proposed changes.

**Additional Information:** Additional information may be required in the progress reports as specified in the Work Statement or Special Conditions.

b. Final Reports

A draft final report shall be submitted to the CAM in accordance with the currently approved Schedule of Products and Due Dates. At a minimum, the report shall include:

- Table of Contents.
- Abstract.
- A brief summary of the objectives of the project and how these objectives were accomplished.
- Any findings, conclusions, or recommendations for follow-up or ongoing activities that might result from the successful completion of the project.
- A statement of future intent of the grant Recipient to maintain or further develop the project.
- A consolidated list of subcontractors funded in whole or in part by the grant Recipient. Include the name, address, concise statement of work done, period, and value of each.
- Additional information as specified in this Agreement or as directed by the CAM.

The CAM will review the draft report. The Recipient will incorporate applicable comments and submit the final report (the original and two copies) to the CAM.

c. Electric Vehicle Charger Inventory Report

The Recipient shall submit Electric Vehicle Charger Inventory Reports as indicated in the Special Conditions or Work Statement.

If the Recipient is a charging network provider, each Electric Vehicle Charger Inventory Report shall include counts of all the chargers in the electric vehicle charging network in California. If the Recipient is not a

charging network provider, each electric vehicle charger inventory report shall include all the chargers the Recipient operates in California.

“Charging network provider” is defined as the entity that operates the digital communication network that remotely manages one or more chargers. Charging network providers may also serve as charging station operators and/or manufacture chargers.

Submission of a report in compliance with a regulation promulgated by the CEC that contains substantially similar reporting requirements shall be considered to satisfy this requirement.

d. **Rights in Reports**

The Energy Commission reserves the right to use and reproduce all reports and data produced and delivered pursuant to this Agreement, and reserves the right to authorize others to use or reproduce such materials. Each report becomes the property of the Energy Commission.

e. **Failure to Comply with Reporting Requirements**

Failure to submit a product required in the Scope of Work may be considered material noncompliance with the Agreement terms. Without prejudice to any other remedies, noncompliance may result in actions such as the withholding of future payments or awards, or the suspension or termination of the Agreement.

## ***7.Publications - Legal Statement on Reports and Products***

The Recipient is encouraged to publish or otherwise make publicly available the results of the work conducted under the award.

No product or report produced as a result of work funded by this program shall be represented to be endorsed by the Energy Commission, and all such products or reports shall include the following statement:

### **LEGAL NOTICE**

This document was prepared as a result of work sponsored by the California Energy Commission. It does not necessarily represent the views of the Energy Commission, its employees, or the State of California. The Energy Commission, the State of California, its employees, contractors, and subcontractors make no warranty, express or implied, and assume no legal liability for the information in this document; nor does any party represent that the use of this information will not infringe upon privately owned rights.

## ***8.Changes to the Agreement***

a. **Procedure for Requesting Changes**

The Recipient must submit a written request to the CAM for any change to the Agreement. The request must include:

- A brief summary of the proposed change;
- A brief summary of the reason(s) for the change;
- Justification for the change; and
- The revised section(s) of the Agreement, with changes made in underline/ strikethrough format.

b. Approval of Changes

No amendment or variation of this Agreement shall be valid unless made in writing and signed by both of the parties except for the Commission's unilateral termination rights in Section 13 of these terms. No oral understanding or agreement is binding on any of the parties. Changes to the Agreement must be approved at a Commission business meeting or by the Executive Director (or his/her designee).

The CAM or Commission Agreement Officer will provide the Recipient with guidance regarding the level of Commission approval required for a proposed change.

c. Personnel or Subcontractor Changes

All changes below require advance written approval by the CAM, in addition to the appropriate level of Commission approval as described in subsection (b).

1) Replacement of Key Personnel, Subcontractors, and Vendors

The CAM must provide advance written approval of the replacement of personnel, subcontractors, and vendors who are identified in the Agreement and are critical to the outcome of the project, such as the Project Manager.

2) Assignment of New Personnel to an Existing Job Classification

If the Recipient or a subcontractor seeks to assign new personnel to a job classification identified in Exhibit B, the Recipient or subcontractor must submit the individual's resume and proposed job classification and rate to the CAM for approval. The proposed rate may not exceed the maximum rate identified for the job classification. Neither the Recipient nor any subcontractor may use the job classifications or rates of their subcontractors for personnel.

If the individual performs any work prior to the effective date of the amendment documenting the change, the Recipient will bear the expense of the work.

3) Promotion of Existing Personnel (Applies to Recipients and major subcontractors)

Promotion of existing Recipient and major subcontractor personnel to rates higher than those listed for their current classification in Exhibit B will not be approved. If the actual rates (e.g., direct labor rates, fringe benefit rates, and indirect rates) exceed the approved rates in the Budget, the difference may be charged to the agreement as a match share expenditure.

- 4) Addition of job classifications and changes in hours.
- 5) Increased direct operating expenses and rates that exceed the expenses and rates identified in Exhibit B.

## **9. Contracting and Procurement Procedures**

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

Subcontracts must be submitted to the CAM for review, if requested. For subcontracts that are listed as "to be determined" in the Budget, the Recipient must submit a revised Budget to the CAM, identifying the subcontractor and specific items of cost expected to be incurred by that subcontractor. In addition, Recipient must have a fully 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.

Upon request, the Recipient must submit to the CAM a copy of all solicitations for services or products required to carry out the terms of this Agreement and copies of the proposals or bids received.

The Recipient is responsible for handling all contractual and administrative issues arising out of or related to any subcontracts it enters into under this Agreement.

All subcontracts must incorporate all of the following:

- A clear and accurate description of the material, products, or services to be procured as well as a detailed budget and timeline.
- Provisions that allow for administrative, contractual, or legal remedies in instances where subcontractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
- Provisions for termination by the Recipient, including termination procedures and the basis for settlement, and language conforming to the "Termination" provision related to Executive Order N-6-22 – Russia Sanctions.

- Language conforming to the "Nondiscrimination" provision in this Agreement.
- The Standard of Performance provisions specified in this Agreement.
- Retention of Records provisions specified in this Agreement.
- Audits provisions specified in this Agreement.
- Language conforming to the "Indemnification" provision in this Agreement.
- Language conforming to the "Receipt of Confidential Information and Personal Information" provision in this Agreement.
- Public Work -- Payment of Prevailing Wages Generally Required by Law provisions in this Agreement.
- Assembly Bill 841 (2020) provision specified in this Agreement.

Recipients who are subcontracting with University of California (UC) may use the terms and conditions negotiated by the Energy Commission with UC for their subcontracts. Recipients who are subcontracting with the Department of Energy (DOE) national laboratories may use the terms and conditions negotiated with DOE.

Without limiting any of the Commission's other remedies, failure to comply with the above requirements may result in the termination of this Agreement.

### ***10. Bonding and Insurance***

The Recipient will follow its own bonding and insurance requirements relating to bid guarantees, performance bonds, and payment bonds without regard to the dollar value of the subcontract(s) as long as they reflect applicable state and local laws and regulations.

### ***11. Permits and Clearances***

The Recipient is responsible for ensuring all necessary permits and environmental documents are prepared and clearances are obtained from the appropriate agencies.

### ***12. Equipment***

Equipment is defined as having a useful life of at least one year, having an acquisition unit cost of at least \$5,000, and purchased with Energy Commission funds. Equipment means any products, objects, machinery, apparatus, implements or tools purchased, used or constructed within the Project, including those products, objects, machinery, apparatus, implements or tools from which over thirty percent (30%) of the equipment is composed of materials purchased for the Project. For purposes of determining depreciated value of equipment used in the Agreement, the Project shall terminate at the end of the normal useful life of the equipment purchased, funded and/or developed with Energy Commission funds. The Energy Commission may determine the normal useful life of such equipment.

Title to equipment acquired by the Recipient with grant funds shall vest in the Recipient. The Recipient shall use the equipment in the project or program for which it was acquired as long as needed, whether or not the project or program continues to be supported by grant funds, and the Recipient shall not encumber the property without CAM approval. When no longer needed for the original project or program, the Recipient shall contact the CAM for disposition instructions.

### **13.Termination**

This project may be terminated for any reason set forth below.

a. With Cause

The Energy Commission may, for cause, terminate this Agreement upon giving five (5) calendar days advance written notice to the Recipient. In this event, the Recipient will use all reasonable efforts to mitigate its expenses and obligations.

The term “for cause” includes but is not limited to the following:

- Partial or complete loss of match funds;
- Reorganization to a business entity unsatisfactory to the Energy Commission;
- Retention or hiring of subcontractors, or replacement or addition of personnel, that fail to perform to the standards and requirements of this Agreement;
- The Recipient's inability to pay its debts as they become due and/or the Recipient's default of an obligation that impacts its ability to perform under this Agreement; or
- Significant change in state or Energy Commission policy such that the work or product being funded would not be supported by the Commission.

b. Without Cause

The Energy Commission may terminate this Agreement without cause upon giving thirty (30) days advance written notice to the Recipient. In this event, the Recipient will use all reasonable efforts to mitigate its expenses and obligations.

c. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Recipient is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Recipient advance written notice of such termination, allowing Recipient at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

#### **14. Stop Work**

Energy Commission staff may, at any time, by written notice to Recipient, require Recipient to stop all or any part of the work tasks in this Agreement. Stop work orders may be issued for reasons such as a project exceeding budget, standard of performance, out of scope work, delay in Project schedule, misrepresentations and the like.

- a. Compliance. Upon receipt of such stop work order, Recipient shall immediately take all necessary steps to comply therewith and to stop the incurrence of costs allocable to the Energy Commission.
- b. Canceling a Stop Work Order. Recipient shall resume the work only upon receipt of written instructions from Energy Commission staff.

#### **15. Travel and Per Diem**

- a. The Recipient shall be reimbursed for travel and per diem expenses using the same rates provided to non-represented State employees. The Recipient must pay for travel in excess of these rates. The Recipient may obtain current rates from the Energy Commission’s Web Site at: [http://www.energy.ca.gov/contracts/TRAVEL\\_PER\\_DIEM.PDF](http://www.energy.ca.gov/contracts/TRAVEL_PER_DIEM.PDF).
- b. For purposes of payment, Recipient's headquarters shall be considered the location of the Recipient's office where the employees’ assigned responsibilities for this award are permanently assigned.
- c. Travel identified in the Budget section of this Agreement is approved and does not require further authorization.
- d. Travel that is not included in the Budget section of this Agreement shall require written authorization from the CAM and Commission Agreement Officer prior to travel departure. The Energy Commission will reimburse travel expenses from the Recipient's office location.



- e. The Recipient must retain documentation of travel expenses in its financial records. The documentation must be listed by trip and include dates and times of departure and return, departure and destination cities. Travel receipts, including for travel meals and incidentals, shall be submitted with payment requests requesting reimbursement from the Energy Commission.

## **16. Standard of Performance**

Recipient, its subcontractors and their employees, in the performance of Recipient's work under this Agreement shall be responsible for exercising the degree of skill and care required by customarily accepted good professional practices and procedures used in the Recipient's field.

Any costs for failure to meet the foregoing standard or to correct otherwise defective work that requires re-performance of the work, as directed by CAM, shall be borne in total by Recipient and not the Energy Commission. The failure of a project to achieve the performance goals and objectives stated in the Work Statement is not a basis for requesting re-performance unless the work conducted by Recipient and/or its subcontractors is deemed by the Energy Commission to have failed the foregoing standard of performance.

In the event Recipient/subcontractor fails to perform in accordance with the above standard:

- a. Recipient/subcontractor will re-perform, at its own expense, any task which was not performed to the reasonable satisfaction of the CAM. Any work re-performed pursuant to this paragraph shall be completed within the time limitations originally set forth for the specific task involved. Recipient/subcontractor shall work any overtime required to meet the deadline for the task at no additional cost to the Energy Commission;
- b. The Energy Commission shall provide a new schedule for the re-performance of any task pursuant to this paragraph in the event that re-performance of a task within the original time limitations is not feasible; and
- c. The Energy Commission shall have the option to direct Recipient/subcontractor not to re-perform any task which was not performed to the reasonable satisfaction of the CAM pursuant to application of (a) and (b) above. In the event the Energy Commission directs Recipient/subcontractor not to re-perform a task, the Energy Commission and Recipient shall negotiate a reasonable settlement for satisfactory work performed. No previous payment shall be considered a waiver of the Energy Commission's right to reimbursement.

Nothing contained in this section is intended to limit any of the rights or remedies which the Energy Commission may have under law.

## **17.Payment of Funds**

The Energy Commission agrees to reimburse the Recipient for actual allowable expenditures incurred in accordance with the Budget. The rates in the Budget are rate caps, or the maximum amount allowed to be billed.

The Recipient can only bill for actual expenses incurred at the Recipient's actual rates not to exceed the rates specified in the Budget (e.g., direct labor rates, fringe benefit rates, and indirect rates). For example, if the Budget includes an employee's hourly rate of \$50/hour but the employee is only paid \$40/hour, the Recipient can only bill for \$40/hour. Under the same example, if the employee earned \$70/hour but the Budget only lists \$50/hour, the Recipient can only bill for \$50. Another example is if the maximum fringe benefit rate listed in the Budget is 20% but the Recipient's actual fringe benefit rate is only 15%, the Recipient can only bill at 15%. If the actual rates (e.g., direct labor rates, fringe benefit rates, and indirect rates) exceed the approved rates in the Budget, the difference may be charged to the agreement as a match share expenditure.

### **a. Payment Requests**

The Recipient may request payment from the Energy Commission at any time during the term of this Agreement. The final payment request must be received by the Energy Commission by either (1) the approved agreement end term date or (2) the date specified in the Special Terms and Conditions of this agreement (if any), whichever is earlier.

Payments will generally be made on a reimbursement basis for Recipient expenditures, i.e., after the Recipient has incurred the cost for a service, product, supplies, or other approved budget item. No reimbursement for food or beverages shall be made other than allowable per diem charges.

Funds in this Agreement have a limited period in which they must be expended. All Recipient expenditures must occur within the approved term of this Agreement.

### **b. Documentation**

All payment requests must be submitted using a completed Payment Request form. This form must be accompanied by an itemized list of all charges and copies of all receipts or invoices necessary to document these charges for both Energy Commission and match share, including backup documentation for actual expenditures, such as time cards, vendor invoices, and proof of payment. Any payment request that is submitted without the itemization will not be authorized. If the itemization or documentation is incomplete, inadequate, or inaccurate, the CAM will inform the Recipient via a Dispute Notification Form (Std. 209) and hold the invoice until all required information is received or corrected. Any penalties imposed on the Recipient by a subcontractor because of delays in payment will be paid by the Recipient.

Any documentation in foreign currency must be converted to dollars, and the conversion rate must be included in your itemization.

c. Certification

The following certification shall be included on each Payment Request form and signed by the Recipient's authorized officer:

*I certify that this invoice is correct and proper for payment, and reimbursement for these costs has not and will not be received from any other sources, including but not limited to a government entity contract, subcontract or other procurement method.*

*Additional certification required related to the payment of prevailing wages. Refer to section 26 of these terms and conditions for more information.*

d. Government Entity

Government Entity is defined as a governmental agency from California or any state or a state college or state university from California or any state; a local government entity or agency, including those created as a Joint Powers Authority; an auxiliary organization of the California State University or a California community college; the Federal Government; a foundation organized to support the Board of Governors of the California Community Colleges or an auxiliary organization of the Student Aid Commission established under Education Code 69522.

e. Release of Funds

The CAM will not process any payment request during the Agreement term until the following conditions have been met:

- All required reports have been submitted and are satisfactory to the CAM.
- All applicable special conditions have been met.
- All appropriate permits or permit waivers from governmental agencies have been issued to the Recipient and copies have been received by the CAM.
- All products due have been submitted and are satisfactory to the CAM.
- Other prepayment conditions as may be required by the CAM have been met. Such conditions will be specified in writing ahead of time, if possible.

f. Fringe Benefits, Indirect Overhead, and General and Administrative (G&A)

Indirect cost rates must be developed in accordance with generally accepted accounting principles. If the Recipient has an approved fringe benefits or indirect cost rate (indirect overhead or G&A) from their cognizant Federal Agency, the Recipient may bill at the federal rate up to the Budget rate caps if the following conditions are met:

- The Recipient may bill at the federal provisional rate but must adjust annually to reflect their actual final rates for the year in accordance with the Labor, Fringe, and Indirect Invoicing Instructions which can be accessed in this agreement.
  - The cost pools used to develop the federal rates must be allocable to the Energy Commission Agreement, and the rates must be representative of the portion of costs benefiting the Energy Commission Agreement. For example, if the federal rate is for manufacturing overhead at the Recipient's manufacturing facility and the Energy Commission Agreement is for research and development at their research facility, the federal indirect overhead rate would not be applicable to the Energy Commission Agreement.
  - The federal rate must be adjusted to exclude any costs that are specifically prohibited in the Energy Commission Agreement.
  - The Recipient may only bill up to the Agreement Budget rate caps unless and until an amendment to the Agreement Budget is approved.
- g. Retention
- It is the Energy Commission's policy to retain 10 percent of any payment request or 10 percent of the total Energy Commission award at the end of the project. After the project is complete the Recipient must submit a completed payment request form requesting release of the retention. The CAM will review the project file and, when satisfied that the terms of the funding Agreement have been fulfilled, will authorize release of the retention.
- h. State Controller's Office
- Payments are made by the State Controller's Office.

## **18.Fiscal Accounting Requirements**

- a. Accounting and Financial Methods
- The Recipient shall establish a separate ledger account or fund for receipt and disbursement of Energy Commission funds for each project funded by the Energy Commission. Expenditure details must be maintained in accordance with the approved budget details using appropriate accounting practices.
- b. Retention of Records
- The Recipient shall retain all project records (including financial records, progress reports, and payment requests) for a minimum of three (3) years after the final payment has been received or three years after the federal grant term, whichever is later, unless otherwise specified in the funding Agreement.
- Records for nonexpendable personal property acquired with grant funds shall be retained for three years after its final disposition or three years after the federal grant term, whichever is later.

c. Audits

Upon written request from the Energy Commission, the Recipient shall provide detailed documentation of all expenses at any time throughout the project. In addition, the Recipient agrees to allow the Energy Commission or any other agency of the State, or their designated representative, upon written request, to have reasonable access to and the right of inspection of all records that pertain to the project during the term of this Agreement and for a period of three (3) years thereafter or three years after the federal grant term, whichever is later, unless the Energy Commission notifies the Recipient, prior to the expiration of such three-year period, that a longer period of record retention is necessary. Further, the Recipient agrees to incorporate an audit of this project within any scheduled audits, when specifically requested by the State. Recipient agrees to include a similar right to audit in any subcontract.

Recipients are strongly encouraged to conduct annual audits in accordance with the single audit concept. The Recipient should provide two copies of the independent audit report and any resulting comments and correspondence to the CAM within 30 days of the completion of such audits.

d. Match Share Requirements

Match Share means cash or in-kind (non-cash) contributions provided by Recipient, subcontractors or third parties that will be used in performance of this Agreement.

The Recipient agrees to provide the Minimum Match Share Percentage of Total Allowable Project Costs, even if the Agreement is terminated early or otherwise ends before project completion. The Minimum Match Share Percentage is the Minimum Match Share Required (as specified on the CEC-146) divided by the Total of Reimbursable Amount and Minimum Match Share Required (as specified on the CEC-146). Total Allowable Project Costs is the sum of all actual, allowable costs incurred in performance of the Agreement and approved by the Energy Commission.

For example, if the CEC-146 specifies the following,

Reimbursable Amount \$200,000
Minimum Match Share Required \$50,000
Total of Reimbursable Amount and Minimum Match Share Required \$250,000
Minimum Match Share Percentage of Total Allowable Project Costs 20%

the Recipient agrees to be liable for a minimum of 20% (\$50,000 divided by \$250,000) of Total Allowable Project Costs. In this example and at the end of

the agreement, if Total Allowable Project Costs is \$125,000, the Recipient shall have provided a minimum of \$25,000 (\$125,000 times 20%) as match share.

Without limiting any of the Energy Commission's other rights or remedies, the Recipient agrees that if it fails to provide the Minimum Match Share Percentage of Total Allowable Project Costs, and if requested by the Energy Commission, the Recipient shall repay an amount to ensure the Recipient provides, at a minimum, the Minimum Match Share Percentage of Total Allowable Project Costs.

For example, and building upon the previous example, if:

- A. Energy Commission funds disbursed = \$110,000
- B. Match Share Documented and Approved = \$15,000
- C. Total Allowable Project Costs = \$125,000 (Line A plus Line B)
- D. Minimum Match Share Percentage of Total Allowable Project Costs = 20%
- E. Minimum Match Share Amount Required = \$25,000 (Line C multiplied by Line D)

the Energy Commission may request, and the Recipient would be required to repay upon such request, \$10,000 (Line E minus Line B) to the Energy Commission.

The maximum amount to be reimbursed by the Energy Commission under this Agreement is the Reimbursable Amount specified on the CEC-146. The Energy Commission award amount is fixed and will not be augmented. If actual Total Allowable Project Costs exceed estimated Total Allowable Project Costs, the Recipient is responsible for those additional costs.

The Recipient must maintain accounting records detailing the expenditure of the Match Share and provide documentation of expenditures as described in this Agreement (e.g., under this Exhibit C "Payment of Funds" and "Fiscal Accounting Requirements").

In the event of any conflict or inconsistency between the Minimum Match Share Required specified on the CEC-146 and the Match Share specified on other Exhibits to this Agreement, the Minimum Match Share Required specified on the CEC-146 shall control.

## **19. Indemnification**

The Recipient agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to Recipient and to any and all contractors, subcontractors, materialmen, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the Recipient in the performance of this Agreement.

## **20. Workers' Compensation Insurance**

- a. Recipient hereby warrants that it carries Worker's Compensation Insurance for all of its employees who will be engaged in the performance of this Agreement, and agrees to furnish to the CAM satisfactory evidence of this insurance at any time the CAM may request.
- b. If Recipient is self-insured for worker's compensation, it hereby warrants such self-insurance is permissible under the laws of the State of California and agrees to furnish to the CAM satisfactory evidence of this insurance at any time the CAM may request.

## **21. General Provisions**

- a. **Governing Law**  
It is hereby understood and agreed that this Agreement shall be governed by the laws of the State of California as to interpretation and performance.
- b. **Independent Capacity**  
The Recipient, and the agents and employees of the Recipient, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the Energy Commission.
- c. **Assignment**  
Without the written consent of the Energy Commission in the form of a formal written amendment, this Agreement is not assignable or transferable by Recipient either in whole or in part.
- d. **Timeliness**  
Time is of the essence in this Agreement.
- e. **Unenforceable Provision**  
In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

f. Waiver

No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement shall be taken and construed as cumulative, that is, in addition to every other remedy provided therein or by law.

g. Assurances

The Energy Commission reserves the right to seek further written assurances from the Recipient and its team that the work of the project under this Agreement will be performed consistent with the terms of the Agreement.

h. Change in Business

(1) Recipient shall promptly notify the Energy Commission of the occurrence of each of the following:

- (a) A change of address.
- (b) A change in the business name or ownership.
- (c) The existence of any litigation or other legal proceeding affecting the project.
- (d) The occurrence of any casualty or other loss to project personnel, equipment or third parties of a type commonly covered by insurance.
- (e) Receipt of notice of any claim or potential claim against Recipient for patent, copyright, trademark, service mark and/or trade secret infringement that could affect the Energy Commission's rights.

(2) Recipient shall not change or reorganize the type of business entity under which it does business except upon prior written notification to the Energy Commission. A change of business entity or name change requires an amendment assigning or novating the Agreement to the changed entity. In the event the Energy Commission is not satisfied that the new entity can perform as the original Recipient, the Energy Commission may terminate this Agreement as provided in the termination paragraph.

i. Survival of Terms

It is understood and agreed that certain provisions shall survive the completion or termination date of this Agreement for any reason. The provisions include, but are not limited to:

- "Payments of Funds"
- "Equipment"
- "Change in Business"
- "Termination"



- “Audit”
- “Indemnification”
- “Fiscal Accounting Requirements”
- “Receipt of Confidential Information and Personal Information”

## **22. Certifications and Compliance**

### **a. Federal, State and Municipal Requirements**

Recipient must obtain any required permits and shall comply with all applicable federal, State, and municipal laws, rules, codes, and regulations for work performed under this Agreement.

### **b. Nondiscrimination Statement of Compliance**

During the performance of this Agreement, Recipient and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, and denial of family care leave. Recipient and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. Recipient and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code Sections 12990 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 11000 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4.1 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part of it as if set forth in full. Recipient and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

The Recipient shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

c. Drug-Free Workplace Certification

By signing this Agreement, the Recipient hereby certifies under penalty of perjury under the laws of the State of California that the Recipient will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- (1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations as required by Government Code Section 8355(a)(1).
- (2) Establish a Drug-Free Awareness Program as required by Government Code Section 8355(a)(2) to inform employees about all of the following:
  - The dangers of drug abuse in the workplace;
  - The person's or organization's policy of maintaining a drug-free workplace;
  - Any available counseling, rehabilitation, and employee assistance programs; and
  - Penalties that may be imposed upon employees for drug abuse violations.
- (3) Provide, as required by Government Code Section 8355(a)(3), that every employee who works on the proposed project:
  - Will receive a copy of the company's drug-free policy statement;
  - Will agree to abide by the terms of the company's statement as a condition of employment on the project.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both, and the Recipient may be ineligible for any future State awards if the Energy Commission determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

d. Child Support Compliance Act (Applicable to California Employers)

For any Agreement in excess of \$100,000, the Recipient acknowledges that:

- It recognizes the importance of child and family support obligations and shall fully comply with all applicable State and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

- To the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
- e. Americans with Disabilities Act  
By signing this Agreement, Recipient assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

### **23.Site Visits**

The Energy Commission and/or its designees have the right to make site visits at reasonable times to review project accomplishments and management control systems and to provide technical assistance, if required. Recipient must provide and must require subawardees to provide reasonable facilities and assistance for the safety and convenience of the government representatives in the performance of their duties. All site visits and evaluations must be performed in a manner that does not unduly interfere with or delay the work.

### **24. Confidential Recipient Information**

- a. Identification of Confidential Recipient Information  
For the purposes of this Section, “Confidential Recipient Information” refers to information belonging to the Recipient that the Recipient has satisfactorily identified as confidential and the Energy Commission has agreed to designate as confidential under Title 20 California Code of Regulations Section. If applicable, all Recipient information considered confidential at the commencement of this Agreement is designated in an Attachment to this Exhibit.
- c. Confidential Deliverables: Labeling and Submitting Confidential Recipient Information  
Prior to the commencement of this Agreement, if applicable, the parties have identified in an Attachment to this Exhibit, specific Confidential Recipient Information to be provided as a deliverable. All such confidential deliverables shall be marked, by the Recipient, as “Confidential” on each page of the document containing the Confidential Recipient Information and presented in a sealed package to the Commission Agreement Officer. (Non-confidential deliverables are submitted to the Accounting Office.) All Confidential Recipient Information will be contained in the “confidential” volume: no Confidential Recipient Information will be in the “public” volume.

- d. Submittal of Unanticipated Confidential Recipient Information as a Deliverable  
The Recipient and the Energy Commission agree that during this Agreement, it is possible that the Recipient may obtain or develop additional data or information not originally identified as a confidential deliverable. In this case, Recipient shall follow the procedures for a request for designation of Confidential Information specified in 20 CCR 2505. The Energy Commission's Executive Director makes the determination of confidentiality. Such subsequent determinations may be added to the list of confidential deliverables in an Attachment to this Exhibit.
- e. Disclosure of Confidential Recipient Information  
Disclosure of Confidential Recipient Information by the Energy Commission may only be made pursuant to 20 CCR 2506 and 2507. All confidential data, records or deliverables that are legally disclosed by the Recipient or any other entity become public records and are no longer subject to the above confidentiality designation.

## **25. Receipt of Confidential Information and Personal Information**

- a. For the purposes of this Section, "confidential information" refers to information the Energy Commission has designated as confidential pursuant to Title 20 CCR Section 2505 et seq., information the Energy Commission has otherwise deemed or stated to be confidential, and other information exempt from public disclosure under the provisions of the California Public Records Act or other applicable state or federal laws.
- b. For the purposes of this Section, "personal information" refers to information that meets the definition of "personal information" in California Civil Code section 1798.3(a) or one of the data elements set forth in California Civil Code section 1798.29(g)(1) or (g)(2). **Personal information is a type of confidential information and is therefore subject to all requirements for confidential information provided in this Agreement and applicable law. However, there are additional requirements specific to personal information.**
- c. For the purposes of this Section, "special terms for confidential information" refers to the Energy Commission's special terms and conditions for the receipt of confidential information and personal information. The Energy Commission's special terms for confidential information include, but are not limited to, having in place an Information Security Program Plan and obtaining nondisclosure agreements from all individuals who will be provided access to confidential information or personal information.
- d. If the Recipient will receive confidential information or personal information from the Energy Commission or a third-party for the performance of this Agreement, the Recipient must first agree to and comply with the Energy Commission's special terms for confidential information.

- e. If any other individual or entity participating in any way with this Agreement, including but not limited to subcontractors, subawardees, vendors, and other project partners, will receive confidential information or personal information from the CEC or a third-party for the performance of this Agreement, that individual or entity must first agree to and comply with the CEC's special terms for confidential information. The Recipient must flow-down the CEC's special terms for confidential information into each subcontract, subaward, vendor agreement, or other project partner agreement that will be provided access to confidential information or personal information before the individual or entity has access to any such information. Recipient must also require all individuals and entities to flow-down this Section to any lower tier subcontractors, subawardees, vendors, project partners, and other individual or entity participating in any way with this Agreement that will be provided access to Confidential Information or Personal Information before the individual or entity has access to any such information.
- f. If this Agreement does not include the Energy Commission's special terms for confidential information and the Energy Commission determines the Recipient or any other individual or entity participating in any way with this Agreement will receive confidential information or personal information from the Energy Commission or a third-party for the performance of this Agreement, the Energy Commission reserves the option to amend this Agreement to add its special terms for confidential information.
- g. Except as provided in Title 20 CCR Sections 2506, 2507, and 2508, and the Energy Commission's special terms for confidential information, Recipient or any other individual or entity participating in any way with this Agreement may not disclose any information provided to it by the Energy Commission or a third party for the performance of this Agreement if the information has been designated as confidential or is the subject of a pending application for confidential designation.

## **26. Budget Contingency Clause**

It is mutually agreed that this Agreement shall be of no further force and effect if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the work identified in the Scope of Work. In this event, the Energy Commission shall have no liability to pay any funds whatsoever to the Recipient or to furnish any other consideration under this Agreement, and the Recipient shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the Energy Commission shall have the option to either: 1) cancel this Agreement with no liability occurring to the Energy Commission; or 2) offer an Agreement Amendment to the Recipient to reflect the reduced amount.

## **27. Public Works -- Payment of Prevailing Wages**

### **Generally Required by Law**

Projects that receive an award of public funds from the Energy Commission often involve construction, alteration, demolition, installation, repair or maintenance work over \$1,000.

**NOTE: Projects that receive an award of public funds from the Energy Commission are likely to be considered public works under the California Labor Code. See Chapter 1 of Part 7 of Division 2 of the California Labor Code, commencing with Section 1720 and Title 8, California Code of Regulations, Chapter 8, Subchapter 3, commencing with Section 16000.**

Accordingly, the Energy Commission assumes that all projects it funds are public works. Projects deemed to be public works require among other things the payment of prevailing wages.

**NOTE: Prevailing wage rates can be significantly higher than non-prevailing wage rates.**

By accepting this Agreement, Recipient as a material term of this Agreement shall be fully responsible for complying with all California public works requirements including but not limited to payment of prevailing wage. Therefore, as a material term of this Agreement, Recipient must either:

- (a) Proceed on the assumption that the project is a public work and ensure that:
- (i) prevailing wages are paid; and
  - (ii) the project budget for labor reflects these prevailing wage requirements; and
  - (iii) the project complies with all other requirements of prevailing wage law including but not limited to keeping accurate payroll records, and complying with all working hour requirements and apprenticeship obligations;

or,

- (b) Timely obtain a legally binding determination from DIR or a court of competent jurisdiction before work begins on the project that the proposed project is not a public work.

**NOTE: Only the California Department of Industrial Relations (DIR) and courts of competent jurisdiction have jurisdiction to issue legally binding determinations that a particular project is or is not a public work.**

If the Recipient is unsure whether the project receiving this award is a “public work” as defined in the California Labor Code, it may wish to seek a timely determination from the California Department of Industrial Relations (DIR) or an appropriate court.

**NOTE:** Such processes can be time consuming and therefore it may not be possible to obtain a timely determination before the date for performance of the award commences.

If the Recipient does not timely obtain a binding determination from DIR or a court of competent jurisdiction that the project is not a public work, before this Agreement from the Energy Commission is executed, the Recipient shall assume that the project is a public work and that payment of prevailing wages is required and shall pay prevailing wages unless and until such time as the project is subsequently determined to not be a public work by DIR or a court of competent jurisdiction.

**NOTE:** California Prevailing Wage law provides for substantial damages and financial penalties for failure to pay prevailing wages when payment of prevailing wages is required.

**Subcontractors and Flow-down Requirements.** Recipient shall ensure that its subcontractors, if any, also comply with above requirements with respect to public works/prevailing wage. Recipient shall ensure that all agreements with its contractors/subcontractors to perform work related to this Project contain the above terms regarding payment of prevailing wages on public works projects. Recipient shall be responsible for any failure of Recipient's subcontractors to comply with California prevailing wage and public works laws.

**Indemnification and Breach.** Any failure of Recipient or its subcontractors to comply with the above requirements shall constitute a breach of this Agreement that excuses the Energy Commission's performance of this Agreement at the Energy Commission's option, and shall be at Recipient's sole risk. In such a case, Energy Commission may refuse payment to Recipient of any amount under this Agreement and Energy Commission shall be released, at its option, from any further performance of this award or any portion thereof. By accepting this Agreement, and as a material term of this Agreement, Recipient agrees to indemnify the Energy Commission and hold the Energy Commission harmless for any and all financial consequences arising out of or resulting from the failure of Recipient and/or any of Recipient's subcontractors to pay prevailing wages or to otherwise comply with the requirements of prevailing wage law.

**Budget.** Recipient's budget on public works projects must indicate which job classifications are subject to prevailing wage. For detailed information about prevailing wage and the process to determine if the proposed project is a public work, Recipient may wish to contact the California Department of Industrial Relations (DIR) or a qualified labor attorney of their choice for guidance.

**Covered Trades.** For public works projects, Recipient may contact DIR for a list of covered trades and the applicable prevailing wage.

**Questions.** If Recipient has any questions about this contractual requirement or the wage, record keeping, apprenticeship or other significant requirements of California prevailing wage law, it is recommended that Recipient consult DIR and/or a qualified labor attorney of its choice before accepting this Agreement.

**Certification.** Recipient shall certify to the Energy Commission on each Payment Request Form, either that (1) prevailing wages were paid to eligible workers who provided labor for work covered by the payment request and that the Recipient and all contractors and subcontractors otherwise complied with all California prevailing wage laws, or (2) that the project is not a public work requiring the payment of prevailing wages. In the latter case, Recipient shall provide competent proof of a DIR or court determination that the project is not a public work requiring the payment of prevailing wages.

Prior to the release of any retained funds under this Agreement, the Recipient shall submit to the Energy Commission the above-described certificate signed by the Recipient and all contractors and subcontractors performing public works activities on the project. Absent such certificate, Recipient shall have no right to any funds under this Agreement, and Energy Commission shall be relieved of any obligation to pay said funds.

## ***28. Intellectual Property***

The Energy Commission makes no claim to intellectual property developed under this Agreement that is not specified for delivery, except as expressly provided herein.

## ***29. Commission Remedies for Recipient's Non-Compliance***

Without limiting any of its other remedies, the Commission may, for Recipient's noncompliance of any Agreement requirement, withhold future payments, demand and be entitled to repayment of past reimbursements, or suspend or terminate this Agreement. The tasks in the Scope of Work are non-severable, and completion of all of them is material to this Agreement. Thus, the Commission, without limiting its other remedies, is entitled to repayment of all funds paid to Recipient if the Recipient does not timely complete all tasks in the Scope of Work.

## ***30. Assembly Bill 841 (2020)***

By signing this Agreement, Recipient as a material term of this Agreement shall be fully responsible for complying with this section. AB 841 (Ting, 2020) added Public Utilities Code (PUC) section 740.20, which requires Electric Vehicle Infrastructure Training Program (EVITP) certification to install electric vehicle charging infrastructure and equipment for work performed on or after January 1, 2022, subject to certain exceptions. As a policy matter, the CEC is applying the EVITP certification requirements to project work funded under this Agreement, regardless of whether it might be performed prior to January 1, 2022, unless an exception applies.

Therefore, applying PUC 740.20 EVITP requirements to this Agreement means that all electric vehicle charging infrastructure and equipment located on the customer side of the electrical meter shall be installed by a contractor with the appropriate license classification, as determined by the Contractors' State License



Board, and at least one electrician on each crew, at any given time, who holds an EVITP certification. Projects that include installation of a charging port supplying 25 kilowatts or more to a vehicle must have at least 25 percent of the total electricians working on the crew for the project, at any given time, who hold EVITP certification. One member of each crew may be both the contractor and an EVITP certified electrician. The requirements stated in this paragraph do not apply to any of the following:

- (1) Electric vehicle charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.
- (2) Electric vehicle charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Subarticle 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations).
- (3) Single-family home residential electric vehicle chargers that can use an existing 208/240-volt outlet.

## EXHIBIT C- APPENDIX 1 STREAMLINING GRANT TERMS AND CONDITIONS

The California Energy Commission (CEC) has undergone a significant effort to improve its grant agreements across its programs. Until the CEC is able to revise all of its standard terms and conditions templates to implement these improvements, the CEC is adding this Exhibit C Appendix to new grant agreements. The CEC acknowledges that terms in this Appendix will conflict with some of the terms and other requirements in the grant agreement. Accordingly, where there is a conflict, the CEC and Recipient agree that this Appendix controls. Outside of the changes made by this Appendix, all other grant terms and requirements remain unchanged.

### Acronyms and Terms Used in this Document and Their Meaning

<b>Acronym/ Term</b>	<b>Meaning</b>
Agreement	The grant agreement executed between the CEC and the Recipient.
Budget Categories	Means the following categories in Exhibit B, Budget: Direct Labor, Fringe Benefits, Travel, Equipment, Materials and Miscellaneous, Subrecipients and Vendors (formerly Subcontractors), and Indirect Costs and Profit.
CAM	Commission Agreement Manager
CEC	California Energy Commission
Existing Terms	The terms that might be found in any of the CEC grant agreements in any of its programs, including the terms for this Agreement.
Incurred Costs	An expense for which the Recipient has become liable (legally obligated) to pay.
MTDC	Modified Total Direct Costs, which means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, and the portion of each subaward in excess of \$25,000.
Paid Costs	An expense for which the Recipient has already made payment.
Recipient	The entity that executed this Agreement with the CEC.
Subaward	For the Recipient, a Subaward means all agreements it has with Subrecipients and Vendors. For a Subrecipient, a Subaward means all agreements it has with Sub-Subrecipients and Vendors. For any lower-tiered level of Sub-Subrecipient, a Subaward means all agreements it has with its own Sub-Subrecipients and Vendors.
Subrecipient (formerly Subcontractor)	A person or entity that receives grant funds directly from the Recipient and is entrusted by the Recipient to make decisions about how to conduct some of the grant's activities. A Subrecipient's role involves discretion over grant activities and is not merely just selling goods or services.

<b>Acronym/ Term</b>	<b>Meaning</b>
Sub-Subrecipient	Has the same meaning as a Subrecipient except that it receives grant funds from a Subrecipient or any lower tier level of a Sub-Subrecipient.
Vendor	A person or entity that sells goods or services to the Recipient, Subrecipient, or any lower-tiered level of Sub-Subrecipient, in exchange for some of the grant funds, and does not make decisions about how to perform the grant's activities. The Vendor's role is ministerial and does not involve discretion over grant activities.
These Terms	The terms in this document titled "Streamlining Grant Terms and Conditions."

### ***1.Decoupling Products from Invoices***

Existing Terms typically require grant recipients to submit products with invoices. This is no longer required. Recipients can separately submit products and invoices.

### ***2.Quarterly Instead of Monthly Reports***

Most grants include within their scopes of work an administrative task requiring grant recipients to submit monthly progress reports, often concurrent with submission of an invoice. This is no longer required. Instead, Recipients will now submit progress reports quarterly instead of monthly. Unless a different arrangement is discussed with and approved by the Commission Agreement Manager (CAM) in writing, which can be done without amending these terms (e.g., as simple as an email from the CAM), quarterly means by the tenth day of each January, April, July, and October.

### ***3.New Requirement for Monthly Calls with the CAM***

Instead of monthly progress reports currently required under Task 1, Recipients shall participate in brief phone calls that will occur at least monthly and which will be initiated by the CAM to briefly discuss project progress and identify any emerging issues. 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.

### ***4.Amendments and Other Changes***

Existing Terms typically require a written amendment signed by both the CEC and Recipient for any change to the grant agreement. In contrast, These Terms allow certain changes, as described in this document, to be made to this Agreement without a formal amendment.

## A. Budget Reallocations

No CEC approval is needed for a Recipient, Subrecipient, or any lower-tiered level of Sub-Subrecipient to move funds **within** each of the following Budget Categories listed in the Exhibit B: Direct Labor, Fringe Benefits, Travel, Equipment, Materials and Miscellaneous, Subrecipients, and Indirect Costs. (However, please note that per section 4.B. below, any new M&M, Equipment, Subrecipient or Vendor not listed in the budget does need to be approved prior to reimbursement.) If the Recipient wants to move funds between Budget Categories or submits an invoice that if paid would exceed a Budget Category, the Recipient has at least the following choices:

1. Request an amendment from the CEC. The CEC will not pay the invoice if and until an amendment is approved, except possibly for the final invoice per section 4.A.3 below. In its sole discretion, the CEC might pay the portion of the invoice that does not involve the amount that goes beyond the Budget Category.
2. Retract the invoice and resubmit a corrected one that keeps within Budget Categories. The Recipient can treat the amount paid beyond the Budget Category as match funds if the expenditure meets all of the applicable Agreement requirements for match funds.
3. If there is a Budget Category overage on the final invoice, the Recipient can discuss with the CAM if the invoice can be approved without needing the amendment in section 4.A.1 above. The CAM will require a written justification for the budget category overage to determine if the invoice can be approved.

This new flexibility does NOT mean the Recipient can exceed the overall Agreement amount.

Because Existing Terms may define "Budget Reallocation" to mean the movement of funds between tasks and possibly in other ways than moving funds between Budget Categories, such definitions are considered deleted and superseded by These Terms.

## B. New Items under Materials and Miscellaneous, and Equipment

The CAM must approve in writing of any new materials and miscellaneous expenses of \$5,000 or more or new equipment the Recipient plans to purchase and be reimbursed under this Agreement that is not already listed in Exhibit B, Budget. To accomplish this, the Recipient can submit either prior to invoicing or with its invoice a completed form titled "[NEW EQUIPMENT/M&M FORM](#)" which includes a description of the item and a brief explanation of the need for the item. The CAM will approve items that he or she determines to be necessary to the

Agreement and do not exceed budgeted amounts for each Budget Category unless Recipient follows the processes in section 4.A. "Budget Reallocation" directly above.

Any restrictions in the solicitation or elsewhere in the Agreement still apply to the specific items under Materials and Miscellaneous, and Equipment that can be purchased using CEC Funds or Match Share Funds. The restrictions still apply even though the CAM does not have to approve new materials and miscellaneous expenses under \$5,000.

#### C. An Amendment is No Longer Needed to Replace "Key Personnel."

Existing Terms typically require Recipients and their Subrecipients to obtain advance written approval, sometimes through a formal written amendment, before the Recipient added or replaced key or other personnel, or added or removed job classifications. Now, except when replacing "key personnel" the Recipient and its Subrecipients and any lower-tiered level of Sub-Subrecipient, can make change related to their respective personnel without written approval. Although changes to "key personnel" do require written approval, that approval can be requested and granted simply through an e-mail communication or other form of written communication.

These Terms clarify that Recipients may be reimbursed for actual expenses incurred by new "key personnel" during the term of the Agreement, even if written approval comes after an individual begins work on the project. However, if the replacement is not approved, then the Energy Commission will not reimburse for any expenses charged for the individual. Accordingly, Recipients are strongly encouraged to obtain advance written approval for "key personnel" or risk not being reimbursed for their work.

Recipient must keep the CAM informed of personnel changes through monthly calls and quarterly progress reports. In addition to any other rights and remedies available to the CEC, the Energy Commission retains its authority to issue a Stop Work Order if it becomes clear that a Recipient or Subrecipient's personnel, key or otherwise, are unable to fulfill their responsibilities under the Agreement.

Please note that the process in the Existing Terms for replacing Subrecipients and Vendors, and each tier lower of Sub-Subrecipients, may have changed. See section 7 below titled "Subrecipients and Vendors."

#### D. Assignment of New Personnel to an Existing Job Classification

Existing Terms might require Recipients to submit a resume and other information to the CAM to approve before assigning new personnel to existing job classifications. The Existing Terms might also require an amendment, and that an amendment must be fully executed before new personnel can begin work

on the agreement. This pre-approval is no longer required. Instead, Recipient will keep the CAM informed of personnel changes and provide any information requested by the CAM during monthly calls and/or quarterly progress reports. Please see section 5.A. below in the “Budgets and Payment of Funds” term for how direct labor rates will now be handled.

#### E. Promotion of Existing Personnel to an Existing Job Classification

Existing Terms might require grant recipients to execute an amendment or otherwise provide information to, and obtain approval from, the CAM before promoting existing personnel to existing job classifications. None of this is required any longer. Please see section 5.A. below in the “Budgets and Payment of Funds” term for how direct labor rates will now be handled.

### ***5.Budgets and Payment of Funds***

#### A. No More Capped Maximum Rates for Direct Labor and Fringe Benefits

Existing Terms typically state that rates in Exhibit B, Budget, for Direct Labor, Fringe Benefits, Indirect Costs, and Profit (for Subrecipients) are maximum rates and Recipients can invoice for actual expenses up to these capped, maximum rates.

Under These Terms, the rates in Exhibit B, Budget, for Direct Labor and Fringe Benefits are now treated as estimates and not capped rates. The Recipient can invoice at higher rates as long as it is only invoicing for actual expenditures it has made. However, the Recipient cannot invoice and be paid for more than the total amount in each Budget Category without an amendment (please see section 4.A. above in these terms), or for more than the total Agreement amount.

Please note this new flexibility only applies to rates for Direct Labor and Fringe Benefits. Except as otherwise provided in These Terms, restrictions on Indirect Costs and Profit in the Existing Terms still apply.

Please also note that rates listed in the budget are NOT “negotiated rates” that can be charged by a Recipient or Subrecipient – documentation must be made available upon request to show that the rates charged reflect actual costs incurred.

#### B. Options for Indirect Costs

Existing Terms typically allow grant recipients to invoice and receive reimbursement for actual Indirect Costs up to the maximum amount listed in Exhibit B, Budget. Indirect Costs are subject to audit, and recipients are required to provide backup documentation upon request proving the actual amount of their Indirect Costs. These Terms provide two additional options.

The following options may be available to any Recipient who has not yet invoiced for indirect costs at the time of this amendment. These options are not available to any Recipient that has opted not to claim indirect. A Recipient may not use these options to increase a current indirect rate on which the Recipient was scored in the application process. Once a Recipient has been reimbursed for indirect costs, they may not switch among options.

1. De Minimis Option

Under These Terms, the Recipient can elect to invoice and receive a de minimis amount at the set rate of 15% of the Modified Total of Direct Costs (MTDC) for Indirect Costs. This cannot be combined with any other Indirect Rate option.

MTDC is defined for purposes of These Terms as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, and the portion of each subaward in excess of \$50,000. This is the same definition used in federal grants. Keeping this the same as the federal definition should make this easy for recipients with both federal and CEC grants that elect this option.

If the Recipient chooses this de minimis option for Indirect Costs, the Recipient will not have to provide backup documentation for the de minimis amount and will not be audited on it. However, the Existing Term requirements, including for backup documentation and audits, still apply to any Indirect Costs invoiced by the Recipient and reimbursed by the CEC not utilizing the de minimis amount.

2. Defense Contract Audit Agency (DCAA) or other Federally Approved Indirect Rate

An entity that has a federally approved indirect rate from DCAA or another Federal agency may use the approved indirect rate for Energy Commission grants. A copy of the Federal agency's letter must be provided.

This rate will typically shift annually, and this shift is generally acceptable. This is the only Indirect Cost option that is not strictly subject to the max rate cap that typically applies to Indirect Costs. If the federal rate decreases from year to year, that will be a cost savings under this budget category. If the federal rate increases from year to year, this will require a budget reallocation. If the Energy Commission, in its sole discretion,

determines that a budget reallocation to accommodate an increased Indirect Rate would risk the ultimate success of the project, or is otherwise not in its best interest, the Energy Commission reserves the right to either propose a smaller increase that would not risk the ultimate success of the project, or refuse to increase the Indirect Rate. For any increase the Energy Commission will not reimburse from CEC Funds, the Recipient or Subrecipient may choose to charge the increase as Match Funds.

If the Recipient chooses this option for Indirect Costs, the Recipient will not be audited on this budget category. However, the Existing Term requirements, including for backup documentation and audits, still apply to any Indirect Costs invoiced by the Recipient and reimbursed by the CEC not utilizing this option.

### C. Travel and Per Diem

1. Travel not listed in Exhibit B, Budget, can be added without an amendment via CAM approval. CAM approval can come in one of two forms: written authorization from the CAM prior to the Recipient taking the trip, or through the invoice review. Outside of a budget reallocation, additional travel requests are submitted using the CEC's [Travel Form](#). Recipient understands, however, that any travel taken that is not listed in Exhibit B, the Budget, or not pre-approved by the CAM in writing, is at the Recipient's own financial risk. The CAM might not approve the trip as part of invoice review. Please note that the Recipient cannot invoice and be paid for more than the total amount in the Travel Budget Category without an amendment (please see section 4.A. above in These Terms), or for more than the total Agreement amount.
2. Existing Terms explain what recipients can invoice for and be reimbursed for travel and per diem expenses. After this Agreement is amended to include These Terms, Recipients can instead invoice and be reimbursed using the rates listed on the ECAMS Resources webpage. Because the rates maintained on the ECAMS Resources webpage can change over time, the Recipient will be allowed to be reimbursed for the rates in place when the trip expenses become an Incurred Cost. The CEC shall notify the Recipient in writing by way of the Active Agreements listserve if the travel rates change. Please sign up for the Active Agreements listserve to stay informed of all updates.
3. Lodging

The Recipient can invoice at standard room rates. The CEC will not reimburse for luxury accommodations.



4. Airfare

The Recipient can invoice at coach rates on commercial carriers. The CEC will not pay for upgrades on flights.

5. Rental Car

The Recipient can invoice for vehicles appropriate for the purpose of the travel. The CEC will not reimburse expenses for luxury vehicles.

6. Bus/Train

The Recipient can invoice for standard coach rates. The CEC will not reimburse for upgrades.

7. Per Diem

Per diem is allowable for actual costs incurred up to the total daily maximum for the following combined expenses:

- Meals
- Incidentals (i.e. tips for hotel staff and taxi/ride share drivers)
- Parking
- Tolls
- Taxi/ride share

The CEC will not reimburse any expenses under this Agreement for alcoholic beverages. In addition, the daily per diem is for the individual expenses of those traveling and working on the Agreement only. It cannot be used to pay for expenses of others (e.g., it cannot be used to buy a meal for someone else).

D. Payment Request Format

Existing Terms may list specific items the Recipient must include in its invoices. These requirements in the Existing Terms is no longer required. Instead, the CAM will provide an invoice template, and any further modifications to it, that the Recipient shall use.

E. Rounding

Under These Terms, the only exception to the CEC paying actual expenses is rounding to the nearest cent. Recipient, Subrecipients, and each lower-tiered level of Sub-Subrecipients shall round invoiced amounts to the nearest cent (\$0.01) using standard rounding, which is rounding down for \$0.000 through \$0.004, and rounding up for \$0.005 through \$0.009. Rounding cannot be used to

exceed the amount in any Budget Category (see section 4.A. above in These Terms) or exceed the total Agreement amount.

#### F. New Certification for Payment Requests

Existing Terms may require recipients to include and sign a certain certification in its payment requests. These Terms instead require the Recipient to include and sign the certification provided by the CAM in the Invoice Template. The CAM can change this certification without amending this Agreement.

#### G. The CEC No Longer Must Use a Specific Dispute Notification Form to Dispute Invoices

Existing Terms may require the CEC to use a Dispute Notification Form, Std. 209 Form, or other specific form when disputing invoices. These requirements no longer apply. Under These Terms, the CEC can now dispute an invoice in any manner it chooses as long as it is provided in writing to the Recipient.

### **6.Incurred Costs**

Existing Terms may not allow recipients to be reimbursed for Incurred Costs. Accordingly, These Terms change that and allow the CEC to reimburse the Recipient for Incurred and Paid Costs that are (1) incurred during the Agreement Term; (2) invoiced within the required timeframes of this Agreement; (3) made in accordance with the Agreement's Budget; and (4) actual and allowable expenses under this Agreement.

The Recipient shall pay ALL Incurred Costs for which it has invoiced the CEC within 14 calendar days of receiving payment under this Agreement for the Incurred Costs. For example, if the Recipient invoices the CEC and then receives payment on September 15 for an Incurred Cost of \$10,000, the Recipient shall pay the entire \$10,000 by September 29. This requirement is needed to prevent Recipient from creating long lead times for Incurred Costs (e.g., invoicing and receiving payment from the CEC but not paying for the Incurred Costs for weeks or months).

The Recipient shall only invoice the CEC for Incurred Costs the Recipient will pay within 14 calendar days of receiving payment. For example, assume the Recipient has an Incurred Cost for a piece of equipment that costs \$300,000 and will pay in three installments of \$100,000 each over three months. The Recipient shall only invoice the CEC for \$100,000 each month. The Recipient shall not invoice for the entire \$300,000 and retain the balance over the three months.

For any Incurred Costs for which the Recipient received funds from the CEC and does not pay within 14 calendar days, the Recipient shall on the very next business day after the 14 calendar days submit repayment of the unpaid amount

back to the CEC. Repaid funds will be placed back into the Agreement and will be available to reimburse allowable costs in accordance with this Agreement. When making a repayment under this provision, the Recipient shall specify "Repayment of Unspent Funds under Agreement [insert agreement number]." Recipient shall remit the repayment to:

California Energy Commission  
Accounting Office  
715 P Street, MS-2  
Sacramento, CA 95814

This repayment requirement of the Recipient is in addition to any other rights the CEC can enforce relative to this Agreement. Recipient agrees and acknowledges that time is of the essence in paying Incurred Costs and submitting repayments, and the CEC can treat the Recipient's breach of either requirement as a material breach. Recipient can contact the CAM for any questions about the logistics of making repayments.

## ***7.Subrecipients and Vendors***

Existing Terms typically only distinguish between the Recipient and any lower tier of subcontractors. But not all subcontractors are the same. Some are entrusted with significant responsibility to meet the Agreement's objectives, and others are merely suppliers of goods and services.

These Terms allow the Recipient with CAM written approval to divide subcontractors into Subrecipients and Vendors. If this distinction is not made between Subrecipients and Vendors, all entities currently deemed subcontractors will be treated as Subrecipients.

A Subrecipient is defined as a person or entity that receives grant funds directly from the Recipient and is entrusted by the Recipient to make decisions about how to conduct some of the grant's activities. A Subrecipient's role involves discretion over grant activities and is not merely just selling goods or services.

Characteristics which support the classification of the entity as a subrecipient include when the entity:

- (1) Has its performance measured in relation to whether objectives of a CEC program were met;
- (2) Has responsibility for programmatic decision-making;
- (3) Is responsible for adherence to applicable CEC program requirements specified in the CEC award agreement;
- (4) In accordance with its agreement, uses the CEC funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient or subrecipient; or,

(5) Provides match share funding contributions to the CEC-funded project.

A Sub-Subrecipient has the same meaning as a Subrecipient except that it receives grant funds from a Subrecipient. There can also be further levels below of Sub-Subrecipients.

A Vendor is defined as a person or entity that sells goods or services to the Recipient, Subrecipient, or any lower-tiered level of Sub-Subrecipient, in exchange for some of the grant funds, and does not make decisions about how to perform the Agreement's activities. The Vendor's role is ministerial and does not involve discretion over Agreement activities. A vendor is an entity selected through a competitive process or is otherwise providing a product or service at a fair and reasonable price. Characteristics indicative of a procurement relationship between the Recipient, Subrecipient, and any lower-tiered level of Sub-Subrecipient and a Vendor are when the Vendor:

- (1) Provides the goods and services within normal business operations;
- (2) Provides similar goods or services to many different purchasers;
- (3) Normally operates in a competitive environment;
- (4) Provides goods or services that are ancillary to the operation of the CEC program; and
- (5) may not be subject to compliance with all of the requirements of the CEC program as a result of the agreement, though similar requirements may apply for other reasons.

#### A. Subrecipient and Sub-Subrecipient Flow-Down Terms

For Recipient's agreements with Subrecipients, the Recipient shall follow any flow-down requirements in the Existing Terms for subcontractors, except the Recipient does not need to include the following terms if they are not applicable to a given Subrecipient:

1. The Legal Statements on Products term does not have to be included if the Subrecipient will not generate any Products.
2. The Travel and Per Diem term does not have to be included if the Subrecipient will not be reimbursed for travel with CEC funds.
3. The Equipment term does not have to be included if the Subrecipient will not be reimbursed for equipment with CEC funds.
4. The Confidential Recipient Information term does not have to be included if the Subrecipient will not have access to or generate Confidential Recipient Information as defined in Section 24.

#### B. Vendor Requirements

The flow-down requirements in the Existing Terms either come from the CEC or the law. Recipient does not have to include any CEC-created requirements in agreements with its Vendors unless it is necessary for the Recipient to meet its obligations to the CEC under the Agreement. But the Recipient is still required to make sure the Vendor complies with all applicable laws. For example, the Recipient still must ensure any Vendor complies with applicable Public Work Requirements, including the payment of prevailing wage, and also with the Nondiscrimination clause. These are requirements under the law.

The Recipient does not have to include in its Vendor agreements CEC-created terms, such as Equipment, Confidential Recipient Information, Travel and Per Diem, Retention of Records, and Audits, if the Recipient does not need them to fulfill its obligations to the CEC. An example where the Recipient might need to include a CEC-created term in a Vendor agreement is intellectual property. The Recipient must ensure the CEC has the intellectual property rights required under this Agreement. If a Vendor creates intellectual property that the Recipient provides to the CEC as part of the Agreement, the Recipient shall ensure its Vendor agreement secures the appropriate rights. Another example is the receipt of confidential information of personal information. If a vendor will have access to confidential information of personal information provided by the Energy Commission or a third-party for the performance of this Agreement, the Recipient must ensure its agreement with the vendor includes the Energy Commission's special terms and conditions for the receipt of confidential information and personal information before the vendor has access to any such information.

### C. Replacing Subrecipients or Vendors

Under These Terms, all changes to Subrecipients and Vendors require advance written approval by at least the Commission Agreement Manager. A higher level of approval may be required based upon Energy Commission policy. Required approvals are included in the "Changes to Grants - Level of Approval and Notification Chart" commonly referred to as the "Changes Chart."

These Terms clarify that Recipients may be reimbursed for actual expenses incurred by a new **Vendor** during the term of the Agreement, even if written approval comes after the entity has completed work on the project. However, if the new Vendor is not approved, then the Energy Commission will not reimburse for any expenses charged for the entity. Accordingly, Recipients are strongly encouraged to obtain advance written approval for new Vendors or risk not being reimbursed for their work.

However, any work completed by an entity that may replace an existing **Subrecipient** WILL NOT BE REIMBURSED for any work completed prior to advance written approval. If a Subrecipient expends funds prior to approval, they can only be claimed as Match Funds.

## **8.Match Fund Timing**

Existing Terms typically require recipients to proportionally spend match funds concurrently or in advance of CEC funds. But this timing does not always work, especially if the CEC funds are used for expensive equipment early in the project.

These Terms allow a CAM, in writing and with Supervisor approval, to authorize a Recipient to spend CEC funds in advance of Match Funds pursuant to [Match Fund Spending Plan](#). The Plan must estimate how Match Funds and CEC funds will be spent over each quarter and briefly explain why it is not practical to spend Match Funds concurrent with CEC Funds. While These Terms allow additional flexibility, the Recipient agrees to spend the agreed match funds as soon as practicable during the Agreement in order to resume proportionality between CEC funds and Match funds spent.

## **EXHIBIT C-1**

### **SPECIAL TERMS AND CONDITIONS**

#### **1. *INSOLVENCY, BANKRUPTCY OR RECEIVERSHIP***

The Recipient shall immediately, but no later than five calendar days, notify the CEC if the Recipient, the Recipient's parent, a subrecipient, a vendor, or a site host is planning for any of the following events: (1) the entity's filing of a voluntary case seeking liquidation or reorganization under the Bankruptcy Act or similar applicable law; (2) the entity's consent to the institution of an involuntary case under the Bankruptcy Act or similar applicable law; (3) the filing, or planning of filing, of any similar proceeding for or against the entity, or the entity's consent to the dissolution, winding-up or readjustment of its debts, appointment of a receiver, conservator, trustee, or other officer with similar powers over the entity, under any other applicable law; or (4) the entity's insolvency due to its inability to pay debts generally as they become due.

Such notification shall be in writing and shall: (1) specifically set out the details of the occurrence of the event; (2) provide the facts surrounding that event; and (3) provide the impact such event will have on the project being funded by this Agreement.

Upon the occurrence of any of the four events described above, the CEC reserves the right to conduct a review of the Agreement to determine the Recipient's compliance with the required elements of the Agreement (including such items as match share, progress towards project objectives, and submission of required products). If the CEC review determines that there are significant deficiencies or concerns with the Recipient's continued performance under the Agreement, the CEC reserves the right to take any action available under this Agreement including, but not limited to, issuing a Stop Work Order or terminating the Agreement.

Failure of the Recipient to comply with this term may be considered a material breach of this Agreement.

This term shall be flowed-down to all subawards and site host agreements.

## EXHIBIT D

### Agreement Contacts

<p><b>Commission Agreement Manager:</b></p> <p><i>(Progress Reports and Non-Confidential Products may be emailed to the CAM or uploaded into ECAMS with Invoice.)</i></p> <p>Sarah Birnbaum California Energy Commission 715 P Street Sacramento, CA 95814 Phone: 279-226-1172 e-mail: <a href="mailto:sarah.birnbaum@energy.ca.gov">sarah.birnbaum@energy.ca.gov</a></p>	<p><b>Recipient Project Manager:</b></p> <p>Camilla Taufic City and County of San Francisco 555 Selby St San Francisco, CA 94124 Phone: (628) 652-5619 e-mail: <a href="mailto:camilla.taufic@sfgov.org">camilla.taufic@sfgov.org</a></p>
<p><b>Confidential Products:</b></p> <p>Email a request to submit Confidential Products to: <a href="mailto:CGLfiles@energy.ca.gov">CGLfiles@energy.ca.gov</a></p> <p>Subject line should read:</p> <p><i>Request to Submit Confidential Products: [Recipient Name and CEC Agreement]</i></p>	<p><b>Recipient Administrator:</b></p> <p>Luca Giusti City and County of San Francisco 555 Selby St San Francisco, CA 9412 Phone: (628) 652-5600 e-mail: <a href="mailto:luca.giusti@sfgov.org">luca.giusti@sfgov.org</a> e-mail: <a href="mailto:city.administrator@sfgov.org">city.administrator@sfgov.org</a></p>
<p><b>Invoices:</b></p> <p>Please submit electronic invoices in ECAMS:</p> <p><a href="https://ecams.energy.ca.gov/s/login/">https://ecams.energy.ca.gov/s/login/</a></p>	<p><b>Recipient Accounting Officer:</b></p> <p>Hazelle Fernandez City and County of San Francisco 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102 Phone: (415) 554-7517 e-mail: <a href="mailto:hazelle.fernandez@sfgov.org">hazelle.fernandez@sfgov.org</a></p>
<p><b>Commission Legal Notices:</b></p> <p>Kevyn Piper (Acting) Grants Manager 715 P Street, 3<sup>rd</sup> Floor Sacramento, CA 95814 e-mail: <a href="mailto:kevyn.piper@energy.ca.gov">kevyn.piper@energy.ca.gov</a></p>	<p><b>Recipient Legal Notices:</b></p> <p>Don Jones City and County of San Francisco 555 Selby St San Francisco, CA 9412 Phone: (628) 652-5621 e-mail: <a href="mailto:don.jones@sfgov.org">don.jones@sfgov.org</a></p>



# EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

## Workbook Instructions

**Input Data:** Enter information as required in all cells highlighted in Blue.

**Restricted Editing:** All cells not highlighted in Blue are locked from editing. Locked cells include: cells with formulas highlighted in Gray or Light Yellow, cells with no color fill (white), etc.

**For the Agreement Budget Template ONLY: Colored Tabs:**

The "Equipment" and "Subrecipients & Vendors" budget category tabs are colored **ORANGE** to indicate that line item details can be entered for these budget categories. The other budget category tabs (Direct Labor, Fringe Benefits, Travel, Materials & Misc., and Indirect Costs & Profit) only contain category totals.

**Regarding Confidential Information:** Avoid disclosing trade secrets and confidential information on any agreement document, since these documents are publicly accessible.

**Rules for decimal places on values:**

- **Budget and Invoice values:**
  - Rounding of any values, as described below, should be performed using standard rounding practices.
  - For all currency rates (e.g., Direct Labor, and Unit Cost): Round to the cent (\$0.01).
  - For all percentage rates (e.g., Fringe Benefits, Indirect Cost, and Profit): Round to a maximum of two decimal places of a percent (e.g., 25.12%). You can round to less if desired, such as one decimal place (e.g., 25.1%), or zero decimal places (e.g., 25%).
  - For all quantity values (e.g., # of hours, # of months, and # of units): Round to a maximum of two decimal places (e.g., 50.12). You can round to less if desired, such as one decimal place (e.g., 50.1), or zero decimal places (e.g., 50).
- **Budget values:**
  - For entered and totaled (via calculation) CEC and Match share budget values: Round to the dollar (\$1).
  - For all calculated currency values (e.g., rate x hours, rate x months, base amount, and rate x base amount): Round to the dollar (\$1).
- **Invoice values:**
  - For entered and totaled (via calculation) CEC and Match share expense invoice values: Round to the cent (\$0.01).
  - For all calculated currency values (e.g., rate x hours, rate x months, base amount, and rate x base amount): Round to the cent (\$0.01).
  - **SPECIAL CIRCUMSTANCE for calculated currency values:** **ONLY** if a calculated value (e.g., rate x hours = actual labor expense) does **NOT** equal the actual expense, because of the decimal place rules provided for rates and quantity values listed above, it is acceptable to use as many decimal places as necessary for rates and quantity values listed above to ensure that the calculated value **DOES** equal the actual expense.

**Invoice Supporting Documentation Requirements, per Budget Category:**

The list below contains the supporting documentation that is required to be submitted with an invoice. IMPORTANT: The recipient and subrecipients must still retain supporting documentation for all project expenses in case of an audit ("supporting documents" are also known as "backup documents").

- **Direct Labor** – No supporting documentation required with invoice.
- **Fringe Benefits** – No supporting documentation required with invoice.
- **Travel** - Receipts are required only for: Lodging, Airfare, Rental car (including gasoline expenses), Bus/train. Travel Form required for all travel included on an invoice
- **Equipment** – 1) For equipment that is equal to or greater than \$100,000 per line item total (including both CEC and Match Funds), documentation showing the payment terms must be provided to the CAM. 2) CAM must be able to verify equipment purchases for: 1) equipment with a per line item incurred cost of \$500,000 or greater; or 2) a single equipment vendor with \$500,000 or more in equipment incurred costs. See Invoice Review Checklist for methods to verify.
- **Materials & Miscellaneous** – Receipt required for any line item total that is \$5,000 or more.
- **Subrecipients & Vendors** – Major subrecipients (Budget of \$100k or more) follow the same budget requirements as the Recipient when submitting an invoice. For Minor subrecipients and Vendors, subrecipient or vendor invoice required. The subrecipient (major) should not include retention on their invoice template, so that retention will not be double counted. Doing this puts the responsibility on the recipient to determine how much retention to retain, if any, from their subrecipients based on their contractual agreements with their subrecipients and the CEC.
- **Indirect Costs & Profit** – No supporting documentation required with invoice.

**Adding Rows:** If additional rows are needed within a section, unhide the hidden rows (i.e., select the row directly above and below the hidden rows, then right-click the selection and select "Unhide"). Hide any unused rows. DO NOT USE THE LAST TWO ROWS THAT ARE MARKED "CEC USE ONLY". If all but the last 2 rows are used, and more rows are required, please contact the ECAMS Support team (ECAMS.Support@energy.ca.gov).

**FOR ECAMS SUPPORT TEAM ONLY: ADDING ROWS:**

To add additional rows and maintain the formulas within the totals, (1) unprotect the sheet, (2) copy the second to the last row in the section, (3) insert the copied row just above the last row, (4) repeat steps 2 - 3 as required, (5) correct formatting and REFERENCE IDs as required, (6) delete "CEC USE ONLY" from all but the last two rows in the section, and (7) re-protect the sheet.

**Updating Modification Date on Budgets:**

After making modifications to a budget file, update the modification date as described below.

- **Budget Worksheet file** – Update the "Date of Last Budget Worksheet Modification" to the date the modifications were completed. Update the "Date of Last Budget Worksheet Modification" in cell D1 of the "Category Budget" tab—this updates the rest of the tabs in the template.
- **Agreement Budget file** – Update the "Date of Last Approved Agreement Budget Modification" to the date the modifications were approved. Update the "Date of Last Approved Agreement Budget Modification" in cell D1 of the "Category Budget" tab—this updates the rest of the tabs in the template.

**FOR ECAMS SUPPORT TEAM ONLY: UPDATING "TEMPLATE VERSION" DATE:**

After making modifications to a budget or invoice template, update the "Template Version" date to the date the modifications were completed. For the budget templates, update the "Template Version" date in cell A1 of the "Category Budget" tab—this updates the rest of the tabs in the template. For the invoice templates, update the "Template Version" date in cell A1 of the "Invoice Payment Cover Sheet" tab—this updates the rest of the tabs in the template.

**ECAMS Support:** For support on how to complete this template, please visit the ECAMS Resources web page. The link to this web page is provided in the cell below:

<https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources>

# EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

## AGREEMENT BUDGET

### Category Budget

Agreement Number	ZVI-24-008		
Name of Organization	City and County of San Francisco Finance Corporation		
Recipient			
None			
Cost Category	CEC Share	Match Share	Total
Direct Labor	\$ 3,009,637	\$ -	\$ 3,009,637
Fringe Benefits	\$ 1,172,253	\$ -	\$ 1,172,253
Total Labor	\$ 4,181,890	\$ -	\$ 4,181,890
Travel	\$ -	\$ -	\$ -
Equipment	\$ 208,611	\$ 1,273,382	\$ 1,481,993
Materials/Miscellaneous	\$ 656,666	\$ 1,555,477	\$ 2,212,143
Subrecipients/Vendors	\$ -	\$ -	\$ -
Total Other Direct Costs	\$ 865,277	\$ 2,828,859	\$ 3,694,136
Indirect Costs	\$ -	\$ -	\$ -
Profit (not allowed for grant recipients)	\$ -	\$ -	\$ -
Total Indirect and Profit	\$ -	\$ -	\$ -
Grand Totals	\$ 5,047,167	\$ 2,828,859	\$ 7,876,026
Total CEC Reimbursable Funds Spent in California or Paid to California-Based Entities (if applicable)	\$ -		
Percentage of CEC Reimbursable Funds Spent in California or Paid to California-Based Entities			

EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

AGREEMENT BUDGET

Direct Labor (Unloaded)

ZVI-24-008: City and County of San Francisco Finance Corporation

	CEC Share	Match Share	Total
Grand Totals	\$ 3,009,637	\$ -	\$ 3,009,637

EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

AGREEMENT BUDGET

Fringe Benefits

ZVI-24-008: City and County of San Francisco Finance Corporation

	CEC Share	Match Share	Total
Grand Totals	\$ 1,172,253	\$ -	\$ 1,172,253

EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

AGREEMENT BUDGET

Travel

ZVI-24-008: City and County of San Francisco Finance Corporation

	CEC Share	Match Share	Total
Grand Totals	\$ -	\$ -	\$ -

# EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

## AGREEMENT BUDGET

### Equipment

#### ZVI-24-008: City and County of San Francisco Finance Corporation

Reference ID	Task #	Seller of item(s)	Description	Purpose	# of Units	Unit Cost	Total: # of Units x Unit Cost	CEC Share	Match Share	Total	Line Item Revised Since Last Approved Budget?	Revision Notes
E-1		TBD	Level 2 smart chargers with 2 ports. Cost includes sales tax and an estimated 7.5% for shipping.	Charging ports for installation as outlined in proposal	191.00	\$ 7,271.35	\$ 1,388,827	\$ 208,611	\$ 1,180,216	\$ 1,388,827	Select Yes or No	
E-2		TBD	Level 2 smart charger with 1 port. Cost includes sales tax and an estimated 7.5% for shipping.	Charging ports for installation as outlined in proposal	21.00	\$ 4,436.46	\$ 93,166	\$ -	\$ 93,166	\$ 93,166	Select Yes or No	
E-3					0.00	\$ -	\$ -	\$ -	\$ -	\$ -	Select Yes or No	
E-4					0.00	\$ -	\$ -	\$ -	\$ -	\$ -	Select Yes or No	
E-5					0.00	\$ -	\$ -	\$ -	\$ -	\$ -	Select Yes or No	
Grand Totals								\$ 208,611	\$ 1,273,382	\$ 1,481,993		

EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

AGREEMENT BUDGET

Materials & Miscellaneous

ZVI-24-008: City and County of San Francisco Finance Corporation

	CEC Share	Match Share	Total
Grand Totals	\$ 656,666	\$ 1,555,477	\$ 2,212,143

# EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

## AGREEMENT BUDGET

### Subrecipients & Vendors

ZVI-24-008: City and County of San Francisco Finance Corporation

Subrecipients										
Reference ID	Task #	Subrecipient (Please Use Legal Name)	Entity Number (CA Secretary of State)	Purpose	CA Business Certifications DVBE/ SB/MB/None	CEC Share	Match Share	Total	Line Item Revised Since Last Approved Budget?	Revision Notes
S-1					None	\$ -	\$ -	\$ -	Select Yes or No	
S-2					None	\$ -	\$ -	\$ -	Select Yes or No	
S-3					None	\$ -	\$ -	\$ -	Select Yes or No	
S-4					None	\$ -	\$ -	\$ -	Select Yes or No	
S-5					None	\$ -	\$ -	\$ -	Select Yes or No	
Subrecipient Totals						\$ -	\$ -	\$ -		

Vendors										
Reference ID	Task #	Vendor (Please Use Legal Name)	Entity Number (CA Secretary of State)	Purpose	CA Business Certifications DVBE/ SB/MB/None	CEC Share	Match Share	Total	Line Item Revised Since Last Approved Budget?	Revision Notes
V-1					None	\$ -	\$ -	\$ -	Select Yes or No	
V-2					None	\$ -	\$ -	\$ -	Select Yes or No	
V-3					None	\$ -	\$ -	\$ -	Select Yes or No	
V-4					None	\$ -	\$ -	\$ -	Select Yes or No	
V-5					None	\$ -	\$ -	\$ -	Select Yes or No	
Vendor Totals						\$ -	\$ -	\$ -		

Subrecipients & Vendors Grand Totals			
	CEC Share	Match Share	Total
Grand Totals	\$ -	\$ -	\$ -



EXHIBIT B

Template Version 6/5/2023

Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

AGREEMENT BUDGET

Indirect Costs and Profit

ZVI-24-008: City and County of San Francisco Finance Corporation

Select an Indirect Cost Rate Option

Indirect Cost(s)			
	CEC Share	Match Share	Total
Indirect Costs Grand Totals	\$ -	\$ -	\$ -

Profit			
	CEC Share	Match Share	Total
Profit Grand Totals	\$ -	\$ -	\$ -

# EXHIBIT B

Template Version 6/5/2023

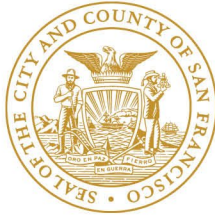
Date of Last Approved Agreement Budget Modification: mm/dd/yyyy

## AGREEMENT BUDGET

### Budget Updates after Agreement Execution

#### ZVI-24-008: City and County of San Francisco Finance Corporation

Change #	Date Approved	Budget Categories	All values should be rounded to the dollar (\$1)						Brief Description of and Justification for Change	Total Amount of CEC Funds Moving Between Categories	Cumulative CEC Total (will reset after DD review)	Has this budget been approved by the Division Director (DD)?**							
			CEC Share Funds			Match Share Funds													
			FROM (Approved Budget Totals)	TO (Revised Budget Totals)	Amount of CEC Funds Moving Between Categories	FROM (Approved Budget Totals)	TO (Revised Budget Totals)	Amount of Match Funds Moving Between Categories											
1		Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$0	\$0	Select Yes or No						
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Materials/Misc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Subrecipients/Vendors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Indirect Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Profit (not allowed for grant recipients)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Reallocation Decrease Subtotal			\$ -				\$ -										
		Reallocation Increase Subtotal			\$ -				\$ -										
		Total Budget Reallocation Between Budget Categories			\$ -				\$ -										
		2		Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -		\$0	\$0	Select Yes or No
				Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -				
Travel	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Equipment	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Materials/Misc.	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Subrecipients/Vendors	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Indirect Cost	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Profit (not allowed for grant recipients)	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Totals	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Reallocation Decrease Subtotal				\$ -				\$ -											
Reallocation Increase Subtotal				\$ -				\$ -											
Total Budget Reallocation Between Budget Categories				\$ -				\$ -											
3				Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$0	\$0	Select Yes or No				
				Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
		Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Materials/Misc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Subrecipients/Vendors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Indirect Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Profit (not allowed for grant recipients)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
		Reallocation Decrease Subtotal			\$ -				\$ -										
		Reallocation Increase Subtotal			\$ -				\$ -										
		Total Budget Reallocation Between Budget Categories			\$ -				\$ -										



**To:** Angela Calvillo, Clerk of the Board of Supervisors

**From:** Sophie Hayward, Director of Public Affairs; Lily Moser,  
Legislative and Communications Analyst

**Date:** June 17, 2025

**Subject:** Accepting and Expending a California Energy Commission  
Charging Infrastructure Grant

**Resolution Title:** [Accept and Expend Grant – Retroactive – California Energy  
Commission – Charging Infrastructure for Government  
Fleets – \$5,047,167]

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Dear Clerk of the Board,

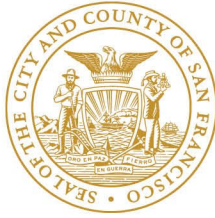
Attached please find the necessary documents for a Mayor's office submission of a proposed Accept and Expend resolution for Board of Supervisors approval.

This resolution would retroactively authorize the Office of the City Administrator to accept and expend a grant award in the amount of \$5,047,167 from April 21, 2025 to June 30, 2028, from the State of California Energy Commission for Electric Vehicle Charging Infrastructure for Government Fleets. This resolution follows a previous adopted resolution in which the Board of Supervisors approved the grant application under File No. [250321](#).

The following is a list of accompanying documents:

- Proposed Resolution (With CON, Mayor, and Department Head Signatures)
- Cover Memo
- Grant Disability Information Form
- Final Budget
- Grant Agreement Letter
- Full Grant Application

City & County of San Francisco  
Daniel Lurie, Mayor



Office of the City Administrator  
Carmen Chu, City Administrator

Please contact Lily Moser, Legislative and Communications Analyst in the Office of the City Administrator, at [lily.moser@sfgov.org](mailto:lily.moser@sfgov.org) or (415) 412-4750 with any questions.

We respectfully request that this matter be scheduled at the Budget and Finance Committee.

**Departmental representative to receive a copy of the adopted resolution:**

Name: Lily Moser

Phone: 415-412-4750

Interoffice Mail Address: City Hall Room 362

Certified copy required Yes ☐

No ☒

OFFICE OF THE MAYOR  
SAN FRANCISCO



DANIEL LURIE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Adam Thongsavat, Liaison to the Board of Supervisors  
RE: Accept and Expend Grant – Retroactive – California Energy Commission – Charging Infrastructure  
for Government Fleets – \$5,047,167  
DATE: June 17, 2025

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Resolution retroactively authorizing the Office of the City Administrator to accept and expend a grant award in the amount of \$5,047,167 from April 21, 2025 to June 30, 2028, from the State of California Energy Commission for Electric Vehicle Charging Infrastructure for Government Fleets.

Should you have any questions, please contact Adam Thongsavat at [adam.thongsavat@sfgov.org](mailto:adam.thongsavat@sfgov.org)