



**SACOG Board of Directors**

**Item #12-3-15  
Action**

March 8, 2012

**California Energy Commission (CEC) Plug-In Electric Vehicle (PEV) Readiness and Planning Contract Resolution**

**Issue:** Authorize the Chief Executive Officer (CEO) to enter into a contract with the CEC for PEV planning.

**Recommendation:** Staff recommends that the Board of Directors approve the resolution and allow the CEO to enter into a contract with the CEC for PEV Readiness Planning.

**Committee Action/Discussion:** In July 2011, the Board authorized SACOG to partner with other regional agencies on applying for funding through the CEC Regional Plans to Support Plug-In Electric Vehicle Readiness program. SACOG and partners were awarded a \$200,000 grant from the CEC to create a regional PEV Readiness plan. The project includes researching best practices related to PEV infrastructure, creating planning and outreach guidelines, coordinating first responder training, working with local planning and building officials on removing barriers to PEV adoption, and creating a plan that prepares the region for PEVs in the public and private sector.

This item did not go through the Committee cycle as we just became aware of the resolution requirement which was not included in the original solicitation. The attached resolution allows for SACOG to enter into a contract with the CEC for this project.

The scope of work for this project is also attached.

Approved by:

Mike McKeever  
Executive Director

MM:RP:rt

Attachments

Key Staff: Gordon Garry, Director of Research & Analysis, (916) 340-6230  
Raef Porter, Senior Research Analyst, (916) 340-6261



**SACRAMENTO AREA COUNCIL OF GOVERNMENTS**

**RESOLUTION NO. 12 – 2012**

**WHEREAS**, the Sacramento Area Council of Governments has been awarded a grant from the California Energy Commission (CEC) in the amount of \$200,000 to prepare a regional Plug-In Electric Vehicle Readiness Plan; and

**WHEREAS**, Alternative and Renewable Fuel Vehicle Technology (ARFVT) Program funds are available through the California Energy Commission's ARFVT Program for grants to eligible California local or regional public entities for the development of regional readiness plans for plug-in electric vehicles; and

**WHEREAS**, the Sacramento Area Council of Governments (SACOG) is eligible for ARFVT funding under the California Energy Commission's ARFVT Program; and

**WHEREAS**, SACOG is proposing to develop a regional readiness plan for plug-in electric vehicles in order to qualify for ARFVT funds from the California Energy Commission; and

**WHEREAS**, SACOG has considered the application of the California Environmental Quality Act (CEQA) to the approval of the regional readiness plan for plug-in electric vehicles; and

**NOW, THEREFORE, BE IT RESOLVED**, that in compliance with the CEQA, SACOG finds that the approval of the regional readiness plan for plug-in vehicles is exempt from the requirements of CEQA pursuant to section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA applies only to projects that have the potential to cause a significant effect on the environment and does not apply where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

**BE IT FURTHER RESOLVED**, the SACOG Board of Directors authorizes the SACOG to accept a grant award up to the amount of this application for \$ 200,000, and, that the Chief Executive Officer acting for SACOG is hereby authorized and empowered to negotiate and execute in the name of SACOG, all necessary contracts and agreements, and amendments hereto, to implement and carry out the purposes specified in the application.

**PASSED AND ADOPTED** this 15th day of March 2012, by the following vote of the Board of Directors:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

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Peter Hill  
Chair

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Mike McKeever  
Chief Executive Officer

## ATTACHMENT D WORK STATEMENT

### TECHNICAL TASK LIST

Task #	Task Name
1	Administration
2	Establish a Steering Committee
3	PEV Planning, Building Code and Permitting Process Guideline Development and Outreach
4	Emergency Responder Preparedness
5	Public Charger Infrastructure Planning

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Raef Porter	n/a	SACOG
2	n/a	Valley Vision	SACOG
3	n/a	n/a	SACOG, SMUD, SMAQMD, Sacramento Clean Cities, Valley Vision
4	n/a	n/a	Sacramento Clean Cities, SMUD
5	n/a	n/a	SACOG, Valley Vision, SMUD, SMAQMD, Clean Cities

### GLOSSARY

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

Term/ Acronym	Definition
CAPEVCC	Capital Area Plug-in Electric Vehicle Coordinating Council
CPR	Critical Project Review
FTD	Fuels and Transportation Division
EVSE	Electric Vehicle Supply Equipment, commonly called chargers
PEV	Plug-in Electric Vehicles
SACOG	Sacramento Area Council of Governments
SMUD	Sacramento Municipal Utility District
OEM	Original Equipment Manufacturers/ automakers

### Problem Statement:

The Capital Area, made up of the counties of El Dorado, Placer, Sacramento, Sutter, Yolo and Yuba counties, has been identified by automakers as a target first-launch market for Plug-in

Electric Vehicles. According to auto manufacturer estimates, the number of PEV in the region is may exceed 300 by 2012. Individually many organizations in the region have extensive experience in plug-in electric vehicles, charging infrastructure and customer behavior. However, there is a need to form a regional group that brings together key stakeholders and decision makers at one table for discussion and collaboration that leads to coherent PEV-friendly planning and infrastructure development for the entire community.

The six-county Capital Area PEV Coordinating Council will consider issues that include:

- Planning policies designed to incorporate PEV charging infrastructure that will lower the installation cost;
- Coordinated permitting and inspection processes to help prospective PEV buyers quickly navigate vehicle charging for residential, fleet or public charging;
- Consistent outreach and educational messages so information for prospective PEV buyers is clear and easily understood;
- Standardized permitting fees for installation of residential and commercial EVSE by developing consistent application forms and requirements for permitting;
- If funding is identified, pursue goal of waiving or standardizing permitting fees and standardize permitting inspection timelines;
- Publicly accessible EVSE facilities strategically located throughout the region and the Interstate 80, Interstate 5, Highway 50 and Highway 99 corridors to ease new PEV buyers range anxiety, while not oversupplying the region with infrequently used charging stations;
- Identifying information and training opportunities needed for emergency responders to safely deal with PEVs and EVSE in our community.

### **Goals of the Agreement:**

The goal of this agreement is to bring together Capital Area stakeholders to address the roll out of PEVs in a coherent, cohesive manner that promotes wise planning with a consumer-friendly focus. To achieve this overarching goal, the Capital Area PEV Coordinating Council will:

- Establish tailored guidelines that civic planners can use to establish consistent PEV readiness building codes, permitting requirements and inspection processes to expedite charging infrastructure installations in the Sacramento Region;
- Develop guidelines for consistent outreach, message, and education to consumers;
- Plan for public infrastructure deployment that benefits individual motorists and promotes fleet adoption of PEV; and
- Identify training opportunities that meet basic emergency responder needs.

### **Objectives of the Agreement:**

The objectives of this Agreement include the participation in the Capital Area PEV Coordinating Council by at least half of the 28 municipal governments in the six-county region and the adoption by more than 50 percent of council members of consistent, complementary programs, policies, procedures and ordinances that simplify and promote owning and operating a PEV for both individuals and fleets. Also to see the integration of PEV Readiness activities incorporated into Sustainable Communities Planning as is compatible with SB375. Promoting the use of PEV

by both individual motorists and fleets also will help the region achieve SACOG's AB32 goals of reducing 5 million metric tons of greenhouse gases emissions by 2020.

As a result of the success of this complementary regional planning approach, the Sacramento region may attract PEV manufacturing, production, infrastructure and services. The Capital region has many supporting PEV companies already exist. Clipper Creek Industries, a manufacturer of electric vehicle supply equipment, is located in Auburn, California with most of its manufacturing taking place locally. Also supporting PEVs is Battery M.D. located at McClellan Business Park which has performed battery pack warranty maintenance for the OEM's since the late 1990s. Growth in activities at both Clipper Creek and Battery MD will bring some economic growth to the region. Plans to support additional economic development related to PEVs also has come from activities at UC Davis and Sacramento Area Regional Technology Alliance. SACTO has companies that express interest regularly for PEV-related companies. Both of these entities have supported research and business development activities related to PEV's which have successfully spun off to other parts of the industry.

## **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 Recipient shall:**

- Attend a "Kick-Off" meeting with the Commission Project Manager, the Grants Officer, and a representative of the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the Commission Project Manager to this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting. Prior to the kick-off meeting, the Commission Project Manager will provide an agenda to all potential meeting participants.

The administrative portion of the meeting shall include, but not be limited to, the following:

- Discussion of the terms and conditions of the Agreement
- Discussion of Critical Project Review (Task 1.2)
- Match fund documentation (Task 1.6) No work may be done until this documentation is in place.
- Permit documentation (Task 1.7)
- Discussion of subcontracts needed to carry out project (Task 1.8)

The technical portion of the meeting shall include, but not be limited to, the following:

- The Commission Project Manager's expectations for accomplishing tasks described in the Scope of Work
- An updated Schedule of Products

- Discussion of Progress Reports (Task 1.4)
- Discussion of Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
- Discussion of the Final Report (Task 1.5)

The Commission Project Manager shall designate the date and location of this meeting.

**Recipient Products:**

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

**Commission Project Manager Product:**

- Kick-Off Meeting Agenda

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

The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule or budget.

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. The Commission Project Manager may schedule CPRs as necessary, and CPR costs will be borne by the Recipient.

Participants include the Commission Project Manager and the Recipient and may include the Commission Grants Officer, the Fuels and Transportation Division (FTD) team lead, other Energy Commission staff and Management as well as other individuals selected by the Commission Project Manager to provide support to the Energy Commission.

**The Commission Project Manager shall:**

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the Energy Commission, but they may take place at another location.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. One of the outcomes of this meeting will be 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 Commission Project Manager concludes that satisfactory progress is not being

made, this conclusion will be referred to the Transportation Committee for its 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 Commission Project Manager 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.

**Commission Project Manager Products:**

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

**Recipient Product:**

- CPR Report(s)

**Task 1.3 Final Meeting**

The goal of this task is to closeout this Agreement.

**The Recipient shall:**

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

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

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

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

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

**Products:**

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

**Task 1.4 Monthly Progress Reports**

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

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

**The Recipient shall:**

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

**Product:**

- Monthly Progress Reports

**Task 1.5 Final Report**

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

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

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

**The Recipient shall:**

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

**Products:**

- Draft Outline of the Final Report
- Final Outline of the Final Report
- Draft Final Report
- Final Report

**Task 1.6 Identify and Obtain Matching Funds**

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

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

**The Recipient shall:**

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the Commission Project Manager at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a

part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter a list of the match funds that identifies the:

- Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
- Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Project Manager if during the course of the Agreement additional match funds are received.
- Notify the Commission Project Manager within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR.

**Products:**

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

**Task 1.7 Identify and Obtain Required Permits**

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

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

**The Recipient shall:**

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

**Products:**

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

**Task 1.8 Obtain and Execute Subcontracts**

The goal of this task is for Recipients to identify any subcontracts required to carry out the tasks under this Agreement and to procure them consistent with the terms and conditions of this Agreement and the Recipient's own procurement policies and procedures. It will also provide the Energy Commission an opportunity to review the subcontracts to ensure that the tasks are consistent with this Agreement, that the budgeted expenditures are reasonable and consistent with applicable cost principles.

**The Recipient shall:**

- Prepare a letter documenting the subcontracts required to conduct this Agreement, and submit it to the Commission Project Manager at least 2 working days prior to

the kick-off meeting. If there are no subcontracts required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that subcontracts will be required during the course of the Agreement, provide in the letter:

- A list of the subcontracts that describes the anticipated maximum budget and general scope of work for each,
- A description of the procurement process to be used, and
- The schedule the Recipient will follow in applying for and obtaining these subcontracts
- Submit a draft of the subcontract that will include a budget with the information required in the budget details to the Commission Project Manager for review and approval, and incorporate any changes recommended by the Commission Project Manager.
- Submit a final copy of the executed subcontract.

**Products:**

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

**TECHNICAL TASKS**

**TASK 2 ESTABLISH A STEERING COMMITTEE**

**Task 2.1 Establish a Steering Committee for the Capital Area PEV Coordinating Council**

The goal of this task is to identify key executives and leaders from stakeholder organizations and municipal governments who will form a steering committee to review project activities, identify supplementary resource needs to ensure project success, and guide the CAPEVCC strategic plan implementation.

It is expected that the steering committee would have a representative from each of the stakeholder groups including: city and county governments, Sacramento Clean Cities, air districts, utilities, educational community, installation contractors and/or service providers, auto dealers and local PEV driver advocates. The steering committee will be chaired by the Sacramento Area Council of Governments. Meetings will be convened by Valley Vision.

**The Recipient shall:**

- Establish a PEV Steering Committee and hold a project kickoff meeting. Report on the kickoff meeting presentation, meeting minutes and action items.
- Establish a Project Management structure with a formal work breakdown structure and resource allocation plan to match the project scope.
- Establish management and reporting protocols and submit required reporting elements on schedule as needed.
- Review budget versus actual on a monthly basis and monitor all fiscal contract execution activity.
- Establish criteria for performance review of planner and project progress
- Continue outreach to other stakeholders as appropriate.
- Ensure all grant specifications/requirements are met.

**Products:**

- Develop Charter and Bylaws including reporting protocols and meeting schedules
- Meeting minutes

**TASK 2.2 HIRE A DEDICATED PLANNER**

The goal of this task is to hire a planning professional who will help all stakeholders to adopt consistent planning, building construction codes, permitting processes, and public infrastructure planning that are necessary to accommodate PEVs in the region.

**The Recipient shall:**

- From amongst the regional and local planning agencies, select a full-time dedicated employee who will become the principal PEV planner for the region. If no suitable candidates are identified within four (4) weeks from the awarding of funds, the Recipient will hold an open recruitment to hire the dedicated PEV planner. This position will be limited to a one (1) year term with the potential for extension if additional funds are received.

**Products:**

- Develop hiring criteria for the Dedicated PEV Planner
- Hire dedicated PEV Planner
- Determine reporting structure and performance objectives for Planner to SACOG

**TASK 2.3 Establish a Consumer Outreach Best Practices and Guidelines Plan**

The goal of this task is to establish a Consumer Outreach best practices and guidelines plan using existing resources to educate and inform those stakeholders who are primarily in contact with potential PEV buyers/drivers. These stakeholders include PEV driver advocates, auto dealers, electrical contractors, utility representatives, electric vehicle service providers.

**The Recipient shall:**

- Disseminate the Capital Area PEVCC best practices guidelines to all the consumer stakeholders through workshops presentations to be held at locations across the six counties in the region; including but not limited to regular attendance at meetings, such as CEO roundtables, Sacramento Clean Cities forums, board and council meetings, and chamber of commerce meetings.

**Products:**

- Informational materials to explain PEV operating system and step-by-step process for installation of EVSE in single-family homes and multi-unit dwellings.
- Submit the presentation package to the Capital Area PEVCC for the PEV best practices workshop sessions along with a report on the summary of meeting minutes from the workshops to identify common questions and answers that could be used to support future outreach activities.
- Log of workshops and presentations made.

**TASK 3 PEV PLANNING, BUILDING CODE AND PERMITTING PROCESS GUIDELINE DEVELOPMENT AND OUTREACH****TASK 3.1 Review Existing PEV Readiness Efforts to Establish Regional Best Practices**

The goal of this task is to review existing PEV readiness efforts to identify the best practices that have the best fit for the Sacramento region and from those best practices establish a model plan and processes that can be used throughout the region. The plans will address the needs of the light duty, medium duty and heavy duty vehicle segments.

**The Recipient shall:**

- Research source materials and interview project leaders from existing subject experts such as, but not limited to, the California PEV Collaborative Infrastructure Working Group, the EV Communities Coalition, Ready Set Charge, Sonoma County, City of Portland and the State Washington.
- Identify municipal, local agency and utility plans, policies, and processes related to PEV in the Capital region in order to begin the process of incorporating the Best Practice Guidelines into existing procedures.

**Products:**

- Produce PEV Planning Guidelines document, and provide to regional stakeholders for review and comment.

**TASK 3.2 Create Draft Templates for Model Ordinances and Permit Processing**

The goal of this task is to provide regional stakeholders with draft planning guidelines on planning, building codes, and permitting processes.

**The Recipient shall:**

- Draft PEV Planning Guidelines templates and documents for regional stakeholders to review and consider for use to develop standardize the permitting and planning processes.

**Products:**

- Produce electric and paper copies of templates for distribution to regional stakeholders.

**TASK 3.3 Disseminate Draft Best Practices PEV Planning Guidelines to Regional Stakeholders**

The goal of this task is to provide regional stakeholders with draft planning guidelines on planning, building codes, and permitting processes.

**The Recipient shall:**

- Disseminate PEV Planning Guidelines to all Regional Stakeholders in electronic and paper copies and conduct workshops over a three-month period to prompt discussion for final best practice guidelines for consideration of adoption by local jurisdictions.

**Products:**

- Conduct workshops over a three-month period to disseminate Sacramento Regional best practice guidelines to all stakeholders.
- Tailor workshops for subsets of the stakeholder groups (making sure to target municipal planners and permitting authorities) to provide additional depth on areas of interest.

**TASK 3.4 One-on-one Meetings with Individual Municipal Governments**

The goal of this task is to provide staff from local government agencies with detailed information on draft Regional Planning Guidelines and background on best practices in PEV planning, building construction codes, permitting processes, and public infrastructure planning because one-on-one follow up has been identified as one of the key best practices by the successful readiness teams to date.

**The Recipient shall:**

- Conduct one-on-one follow up meetings with individual municipal governments to establish working level adoption of PEV-related planning codes and permitting processes.

**Products:**

- Schedule meetings over a three-month period to disseminate Sacramento Regional best practice guidelines to all municipal governments.

**TASK 4 EMERGENCY RESPONDER PREPAREDNESS**

**TASK 4.1 Emergency Responder Training and Preparedness Awareness**

The goal of this task is to review existing PEV training programs for emergency and first responders and contact emergency responders/ fire marshals, fire departments and community college districts in the six-county region to share information on PEV operations and explore training opportunities and partnerships.

**The Recipient shall:**

- Contact fire marshals and fire department training officers and local community colleges in six region area and share the presentation package for the PEV best practices.
- Work with fire departments, fire marshals, community college districts, and Sacramento Clean Cities to share information on available curriculum and identify opportunities for training partnerships.
- Disseminate available training curriculum and resources to fire departments, fire marshals and community college districts in the six-county region.
- Identify common questions and answers that could be used to support future outreach activities and curriculum development, including but not limited to, practical large scale training and training-the-trainer opportunities.
- Share information on vehicle rollout projections and market development in the Capital Region.

**Products:**

- Compile common questions and answers regarding PEV pertinent to emergency first responders
- If funding is identified, work with fire departments and community colleges to support training workshop.

**TASK 5 PUBLIC CHARGING INFRASTRUCTURE PLANNING****TASK 5.1 Public Charging Infrastructure Plan Development**

The goal of this task is to submit a report based upon, but not limited to, data and consultation from U.C. Davis on the most favorable types of public charging locations in our region. The report will include a map of existing public charging infrastructure and recommendations for future sites based on U.C. Davis developed guidelines and recommendations received from the California PEV Collaborative working group recommendations.

**The Recipient shall:**

- Submit a report on preferred sites for publicly accessible EVSE for the six-county region.
- Identify need for EVSE infrastructure planning to extend publicly accessible EVSE along Interstate 80, Interstate 5, Highway 99 and Highway 50 corridors.
- Submit a list of options for funding public charging infrastructure
- Create a prioritized list of high-need, medium-need and low-need charging infrastructure to be used for resource allocation planning and or business model focus.

**Products:**

- Report to Capital Area PEV Planning Council on public infrastructure needs
- Submit current map of publicly accessible EVSE in six county region.

### **TASK 5.2 Funding Options for Public Charging Infrastructure**

The goal of this task is to identify a list of funding options for the development of public charging infrastructure.

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

- Create a prioritized list of high-need, medium-need and low-need public charging infrastructure to be used for resource allocation planning and/or to business model focus

#### **Products:**

- Prioritized list of public charging infrastructure needs
- List of possible funding sources including, but not limited to grants and public-private partnerships.