

Schedule of Products and Due Dates

Task Number	Task Name	Product(s)	Due Date
1.1	Attend Kick-off Meeting		
	Updated Schedule of Products		7/13/2018
	Updated List of Match Funds		7/13/2018
	Updated List of Permits		7/13/2018
	Kick-Off Meeting Agenda (CEC)		7/13/2018
1.2	Critical Project Review Meetings		
	1st CPR Meeting	CPR Report	<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>
1.3	Final Meeting		
		Written documentation of meeting agreements	7/19/2019
		Schedule for completing closeout activities	7/19/2019
1.4	Monthly Progress Reports		
		Monthly Progress Reports	The 10th calendar day of each month during the approved term of this Agreement
1.5	Final Report		
		Final Outline of the Final Report	6/28/2019
		Draft Final Report (no less than 60 days before the end term of the agreement)	8/12/2019
		Final Report	10/31/2019
1.6	Identify and Obtain Match Funds		
		A letter regarding match funds or stating that no match funds are provided	7/11/2018
		Copy(ies) of each match fund commitment letter(s) (if applicable)	7/11/2018
		Letter(s) for new match funds (if applicable)	Within 10 days of identifying new match funds
		Letter that match funds were reduced (if applicable)	Within 10 days of identifying reduced funds
1.7	Identify and Obtain Required Permits		
		Letter documenting the permits or stating that no permits are required	7/11/2018
		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

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1.8 Obtain and Execute Subcontracts	Letter describing the subcontracts needed, or stating that no subcontracts are required	8/30/2018
	Draft subcontracts	15 days prior to the scheduled execution date
	Final subcontracts	Within 10 days of execution
2.1 Review EV Deployment Context	Draft Technical Memo – EV Data and Forecasts	9/28/2018
	Final Technical Memo – EV Data and Forecasts	10/31/2018
2.2 Prepare Local Model for EV Deployment		
	Draft Excel Workbook – EV Baseline and Forecasts	11/15/2018
	Draft EV Deployment Maps	11/15/2018
	Final Excel Workbook – EV Baseline and Forecasts	12/31/2018
	Final EV Deployment Maps	12/31/2018
2.3 Develop EV Modeling User's Guide	Draft EV Modeling User's Guide Memo	11/15/2018
	Agenda – Sac PEV Collaborative Advisory Committee meeting	11/15/2018
	Meeting Summary – Sac PEV Collaborative Advisory Committee meeting	12/7/2018
	Final EV Modeling User's Guide Memo	12/31/2018
2.4 Prepare the Sacramento EV Infrastructure Deployment Plan		
	Draft EV Infrastructure Deployment Plan	1/31/2019
	Final EV Infrastructure Deployment Plan	2/28/2019
	PowerPoint – City of Sacramento EV Deployment Plan Presentation	1/31/2019
	Sign-in sheet or list of meeting participants at presentations of the EV Deployment Plan (minimum of two meetings)	2/28/2019
3.1 Evaluate Constraints and Opportunities to Accelerate EVSE in New Construction		
	Draft Memo – Constraints and Opportunities to Accelerate EVSE in New Construction	1/18/2019
	Final Memo – Constraints and Opportunities to Accelerate EVSE in New Construction	2/15/2019
3.2 Complete an EV Infrastructure Cost-Effectiveness Study for		
	Draft Outline – Cost -Effectiveness Study	2/15/2019
	Final Outline – Cost -Effectiveness Study	2/22/2019
	Draft Report – EV Infrastructure Cost-Effectiveness Study	3/29/2019
	Final Report – EV Infrastructure Cost-Effectiveness Study	4/26/2019
3.3 Convene Stakeholder Meetings on EV Opportunities for New Development		

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	Draft Questionnaire – List of Stakeholders and Interview Questions	1/25/2019
	Final Questionnaire – List of Stakeholders and Interview Questions	2/22/2019
	Draft Memo - Summary of Stakeholder Engagement for EV Opportunities in New Development	3/29/2019
	Final Memo - Summary of Stakeholder Engagement for EV Opportunities in New Development	4/30/2019
	PowerPoint – Planning Commission Presentation, EV Opportunities in New Development	4/30/2019
3.4	City Code Updates	
	Draft Guidelines for EV Readiness	3/29/2019
	Draft Memo – Recommendations for EV Readiness Guidelines and Incentives	3/29/2019
	Final Guidelines for EV Readiness	5/17/2019
	Final Memo - Recommendations for EV Readiness Guidelines and Incentives	5/17/2019
3.5	Commission, Committee, and Council Hearings	
	Draft Staff Report – Advancing EV Readiness in New Construction	5/3/2019
	Draft PowerPoint – Advancing EV Readiness in New Construction	5/3/2019
	Final Staff Report – Advancing EV Readiness in New Construction	5/17/2019
	Final PowerPoint – Advancing EV Readiness in New Construction	5/17/2019
3.6	Community EV Planning Blueprint	
	Draft Report – Community EV Planning Blueprint for Sacramento	5/17/2019
	Agenda – Sacramento PEV Collaborative Meeting, EV Blueprint Next Steps	5/17/2019
	Final Report – Community EV Planning Blueprint for Sacramento	6/14/2019
	Meeting Summary - Sacramento PEV Collaborative Meeting, EV Blueprint Next Steps	6/7/2019
4.1	Evaluate Current Status and Utilization of Public and	
	Draft Report - Current Public EVSE Utilization and Opportunities	2/1/2019
	Final Report - Current Public EVSE Utilization and Opportunities	3/29/2019
4.2	Conduct Stakeholder Interviews for Public and Workplace EVSE Needs and Opportunities	
	Draft Questionnaire – Public and Workplace EVSE Needs and Opportunities	2/1/2019

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	Final Questionnaire – Public and Workplace EVSE Needs and Opportunities	2/22/2019
	Draft Memo– Summary of Stakeholder Interviews on Public and Workplace EVSE Needs and Opportunities	3/22/2019
	Final Memo– Summary of Stakeholder Interviews on Public and Workplace EVSE Needs and Opportunities	4/12/2019
4.3	Evaluate and Recommend EVSE Upgrades and Strategies to Optimize Public Charging Access	
	Draft Report - Recommended EVSE Upgrades and Strategies to Optimize Public Charging Access	5/17/2019
	Final Report - Recommended EVSE Upgrades and Strategies to Optimize Public Charging Access	6/21/2019
5.1	Prepare EV Toolkits	
	Draft Outline – EV Toolkit Content Outline and Mock-Up	2/1/2019
	Final Outline – EV Toolkit Content Outline and Mock-Up	2/22/2019
	Draft – EVSE Toolkits	3/15/2019
	Draft – EV FAQ Guide	3/15/2019
	Draft – EV Buyer’s Guide	3/15/2019
	Draft – Webpage EV Toolkit Content	4/19/2019
	Final – EVSE Toolkits	4/19/2019
	Final – EV FAQ Guide	4/19/2019
	Final – EV Buyer’s Guide	4/19/2019
	Final – Webpage EV Toolkit Content, and updated City webpage	4/19/2019
5.2	Develop EV Economic Pathways	
	Draft Outline – EV Economic Pathways Report	3/1/2019
	Final Outline – EV Economic Pathways Report	3/22/2019
	Draft Report– EV Economic Pathways	4/19/2019
	Final Report– EV Economic Pathways	5/31/2019
6.1	Evaluate EV Mobility Pilots	
	Draft – Interview Framework	4/5/2019
	Final – Interview Framework	4/19/2019
6.2	Create E-Mobility Hub Recommendations	
	Draft Memo – E-Mobility Hub Recommendations	3/22/2019
	Agenda – Sac PEV Collaborative Advisory Committee meeting	3/22/2019
	Meeting Summary – Sac PEV Collaborative Advisory Committee meeting	4/26/2019
	Final Memo – E-Mobility Hub Recommendations	4/26/2019
6.3	Identify Advanced EV Mobility Opportunities	

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	Draft Report – Advanced EV Mobility Opportunities	5/24/2019
	Agenda – Sac PEV Collaborative Advisory Committee meeting	5/10/2019
	Meeting Summary – Sac PEV Collaborative Advisory Committee meeting	6/14/2019
	Final Report – Advanced EV Mobility Opportunities	6/14/2019
7.1	Develop and Implement an EV Engagement Program	
	Draft Memo – Outreach Strategy for EV Blueprint	12/7/2018
	Final Memo – Outreach Strategy for EV Blueprint	12/31/2018
	Draft Outreach Materials	2/22/2019
	Final Outreach Materials	3/1/2019
	Draft Memo - Public Outreach Summary	6/7/2019
	Final Memo - Public Outreach Summary	6/28/2019
7.2	EV Mobility and Opportunities Curriculum	
	Draft EV Curriculum	3/1/2019
	Final EV Curriculum	4/26/2019