

Section 3 Scope of Work

The scope of work addresses the goals and objectives for each tasks, project tasks, metrics for measuring success, reporting and the anticipated benefits and challenges of the project. As required in the RFP, MHHF will prepare a Work Plan that meets the requirements of the Community Air Plan Program. Attached is the Scope of Work we have developed for this project including objectives and tasks, quantifiable metrics for measuring success and who will be responsible for each task.

SCOPE OF WORK COMMUNITY AIR GRANT PROGRAM

	Task	Objectives	Action Items	Deliverable/Measure of Success	Lead
Task 1	Work Plan Development	Create Workplan for Project defining objectives, tasks, milestones and metrics for measuring success that meets the requirements outlined in the Work Plan Contents document of the 2021 Community Air Grants Request for Applications.	Revise draft workplan	Work Plan Document	GPC and MHHF
Task 2	Monitoring (not applicable)	n/a			
Task 3	Preparation for Project Launch	Put all project implementation requirements in place: execute all contracts and MOUs, hire Project Manager, design materials to launch project	Hire Project Manager (PM)	Project Manager Hired	GPC and MHHF
			Sign agreements with four subcontractors	Four subcontractor contracts executed	MHHF
			Assign roles and responsibilities to subcontractors and staff	Job Description for PM and Scopes of Work	GPC and MHHF
			Sign agreement with school district for Work-Based Learning and Career Path programs	Agreement with SBCUSD	GPC and MHHF and Next Ed
			Design training curriculum and job description for outreach student workers	Curriculum Document that includes basic training on the causes and effects of poor air quality, the air quality status of the community, the benefits of EVs in improving air quality; the economic benefits of EVs. Training on available incentive programs. Job description for 5 outreach student workers	GPC and Next Ed

	Task	Objectives	Action Items	Deliverable/Measure of Success	Lead
			Design training curriculum and job description for site visit student assistants	Curriculum Document that includes basic training on the causes and effects of poor air quality, the air quality status of the community, the benefits of EVs in improving air quality; the economic benefits of EVs. Training on basic electrical principles and specifics of EV charging site visits. Job description for 5 site visit student workers	EVS and Next Ed
			Prepare multilingual marketing materials about EV incentive programs in coordination with South Coast AQMD and community partners	fliers, newsletter articles, tweets, links and texts for partner websites, radio program copy	GPC and MHHF
			Prepare multilingual survey in conjunction with EPRI to assess interest in electric vehicle and personal assessment of obstacles to purchasing an EV as well as assessment of charging options at home, work and in the community	Completed survey questionnaire	EPRI and MHHF
			Prepare site survey for use in visiting homes and work places to estimate cost charging infrastructure	20 home or workplace site visits and surveys completed under Task 5	EVS and MHHF
			Prepare survey for picking potential public charging locations	30 potential public charging sites for future funding under Task 5	EVS

AB 617 Community Air Grant Program

Make Hope Happen Foundation

	Task	Objectives	Action Items	Deliverable/Measure of Success	Lead
Task 4	Workforce Development*	Collaborate with SBCUSD Work-Based Learning Program and Career Path Programs to provide training to up to 30 disadvantaged high school students and work experience to up to 10 disadvantaged high school students	Work within SBCUSD framework to design specifics of the program; coordinate with San Bernardino Valley Community College to see if students can get college credit.	MOU with SBCUSD and SB Valley College	MHHF
		Provide an opportunity for 20 to 30 students to learn about electric vehicles and how they benefit the community economically and by improving air quality	With the help of the school district, recruit interested students for training program	20 to 30 students enrolled in the program	MHHF
		Provide 20-30 students information about careers in electric transportation	Offer paid training program (length of training tbd)*	students complete program	EVS and MHHF
			Provide opportunities for trainees to visit EV dealerships and companies to learn more about potential careers and necessary education requirements.	at least 2 visits	GPC
			Hire up to 10 students as outreach workers and site visit assistants	10 students hired	GPC and MHHF
		Conduct at least 20 site assessments with EV Structure at homes and work places	Complete site surveys and cost estimates for 20 home or workplace locations	20 completed site surveys and cost estimates	EVS and GPC
		Provide a good experience for students and stimulate excitement about careers in electric transportation	Survey student satisfaction with the training and work experience	20 student survey responses	EVS and GPC

AB 617 Community Air Grant Program

Make Hope Happen Foundation

	Task	Objectives	Action Items	Deliverable/Measure of Success	Lead
Task 5	Community Engagement	Create an informal coalition of AB 617 Steering Committee, community based organizations, health groups, schools, and environmental justice groups to advise on this project	Create list of community organizations and environmental justice groups	List of at least 20 organizations with influence in the targeted community	MHHS and student outreach workers
		Conduct community outreach based on input from the AB 617 Steering Committee, the network of community organizations, SBCUSD and environmental justice groups	Implement outreach plan	Outreach to at least 20 existing organizations	MHHS and student outreach workers
			Create outreach plan that includes, calendar of events, newsletters, social media, contact with organized groups such as school district groups, community locations for outreach ie., markets, parks, social service agencies and neighborhoods for door to door surveys	Calendar of at least 50 potential events, newsletter deadlines, websites, radio programs, school events, community fairs, locations of outreach opportunities (ie., markets or swapmeets) and neighborhoods for door to door surveying	MHHS and student outreach workers
		Implement outreach and surveys	Participate in at least 30 community activities for outreach to complete surveys	Outreach to at least 400 individuals at events and opportunities identified above. Survey responses from at least 200 individuals	MHHS and student outreach workers
			Place surveys on line with community group websites as additional outreach method	Documentation of 30 activities or events (can be in person or virtual)	MHHS and student outreach workers
			Implement assistance in applying to incentive programs	50 online survey responses	Student outreach workers

Task	Objectives	Action Items	Deliverable/Measure of Success	Lead	
		Collaborate with local car dealerships to promote EV incentive programs	Sign up 2 new dealers for incentive programs	GPC	
		Work with local car dealers to provide EV showcases and ride and drives at community events	Evs from dealers or project partners or agencies such as South Coast AQMD	GPC	
		Assist 25 individuals or families in applying for vehicle incentives	25 incentive applications	GPC and student outreach workers	
	Conduct 20 charging site visits	Recruit 20 individuals for infrastructure site surveys	20 candidates for site visits	Student outreach workers	
		Schedule home site visits with family and property manager. This data will be used in applications for future funding.	20 site visits completed	EVS	
	Identify locations for future public charging	Student workers will use criteria provided by technical partners to survey selected areas of the community for potential public charging locations. The results of this survey will be used in future funding applications	List of at least 30 potential public charging locations	EVS and student outreach workers	
Task 5	Reporting	Evaluate obstacles to buying and charging an electric car based on 200 survey responses	Provide survey data to EPRI to evaluate self-reported options for charging and obstacles to buying and charging an electric car	Report from EPRI analyzing survey responses	EPRI and GPC
	Evaluate obstacles to home charging	Evaluate site survey results to determine feasibility of home and/or workplace charging for at least 20 individual families	Report from EPRI analyzing survey responses	EPRI and GPC	

AB 617 Community Air Grant Program

Make Hope Happen Foundation

		Evaluate potential public charging sites	Using data collected by student workers, evaluate potential public charging locations for feasibility and ease of access to multiple drivers	Report from EPRI analyzing and ranking potential public charging locations	EPRI and GPC
		Final Report	Final Report to CARB	Final Report	GPC and MHFF and EPRI

*** Workforce training could be in July 2022, but could also start in Sept 2022 depending on school schedules and student availability**

Contribution to Community Air Grant Priorities

This proposed project to remove obstacles to the acquisition of EVs and installation of charging infrastructure meets the priorities of the Community Air Grant Priorities in numerous ways. Earlier in the proposal we identified that the San Bernardino and Muscoy community is an “EV desert” for both vehicles and infrastructure. The region is under represented in state incentive programs and has very few public charging stations compared to the LA County or even the western portion of San Bernardino County. On a small scale, we will test a comprehensive approach to identifying and removing the obstacles to purchasing and charging EVs by providing information and education to interested drivers in the community, assisting with incentive applications and evaluating the options for charging. We will also engage high school students, giving them an introduction to the field of zero emission transportation and providing both work experience and insight into the exciting career opportunities that lie ahead. The benefits of this project are potentially:

- Diminishing the disparity in EV adoption and infrastructure shown on the area maps increasing the air quality benefits of zero emission transportation in the region
- Increasing the contribution of zero emission vehicles to air quality improvements in the community
- Training students for potential careers in the field of transportation electrification
- Educating the community on the economic benefits of electric vehicles as cost-effective transportation
- Creating a path for future funding of residential, workplace and public charging infrastructure in the community

These benefits align well with the priorities of the Community Air Grant Program and will hopefully start a trend that will be of economic and environmental benefit to the community.

Section 4 Budget

The completed Community Air Grants budget templated is attached as **Appendix C**. The overall approach to the budget is to maximize the funds directed to direct service. Only 15% of the budget will go toward administrative costs and these will be included in the hours of the Contract Manager and Project Manager from MHHF. All other funds will be directed toward the subcontractors and the Student Workers in the Work-Based Learning Program. The budget breakdown by organization is:

Agency	%
MHHF	57%
Green Paradigm	20%
EPRI	14%
EV Structure	5%
Next Ed	3%
Mileage	1%
	100%