

ORDINANCE 71368

BOARD BILL NUMBER 32 INTRODUCED BY: ALDERWOMAN HEATHER NAVARRO/ALDERWOMAN CAROL HOWARD/ALDERWOMAN ANNE SCHWEITZER/ ALDERMAN BILL STEPHENS/ ALDERWOMAN ANNIE RICE/ ALDERWOMAN MEGAN GREEN/ ALDERMAN DAN GUENTHER/ ALDERWOMAN TINA PIHL/ ALDERMAN JESSE TODD/ ALDERMAN SHANE COHN/ ALDERMAN JAMES PAGE/ ALDERWOMAN CARA SPENCER/ ALDERWOMAN SARAH MARTIN/ ALDERMAN BRET NARAYAN/ ALDERWOMAN CHRISTINE INGRASSIA ALDERWOMAN SHAMEEM CLARK-HUBBARD

1 An ordinance recommended by the Board of Estimate and Apportionment authorizing the
2 Director of the Department of Human Services, on behalf of the City of St. Louis, to accept a
3 Grant Award from FORTH, an Oregon nonprofit corporation, in the amount of \$60,000.00, for
4 the purposes of funding transportation services to two senior centers to provide home delivered
5 meals for senior citizens in the City of St. Louis utilizing Electric Vehicles, which will be
6 provided by FORTH, and funding DHS/ SLAAA administrative expenses; appropriating the
7 Grant Award funds, authorizing DHS/SLAAA to enter into contracts and to expend those funds,
8 to the extent received; and containing an Emergency Clause.

9 **BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

10 **SECTION ONE.** The Director of the Department of Human Services, on behalf of the City of
11 St. Louis, is hereby authorized to accept a Grant Award of \$60,000.00 from FORTH, an Oregon
12 nonprofit organization, for funding transportation services for two senior citizens utilizing energy
13 efficient Electric Vehicles to be solely owned, insured and maintained by FORTH, funding DHS/
14 SLAAA administrative expenses, and used in coordination with DHS and its subcontractors
15 (Northside Senior Center and City Seniors Center), for service years 2021 through 2023; and
16 hereby appropriating the Grant Award funds, authorizing DHS/SLAAA to enter into contracts
17 and to expend those funds, to the extent received.

1 **SECTION TWO.** The Director of the Department of Human Services is hereby authorized to
2 enter into the Grant Award, substantially in the form as attached hereto as **Exhibit A**, with such
3 provisions as are consistent with the provisions of this ordinance.

4 **SECTION THREE.** Emergency Clause. This being an ordinance for the immediate
5 preservation of public peace, public health and safety, it is hereby declared to be an immediate
6 measure within the meaning of Section 19 and 20 of Article IV of the Charter of the City of St.
7 Louis and therefore this Ordinance shall become effective immediately upon its passage and
8 approval by the Mayor.

Exhibit A

Statement of Project Objectives

St. Louis Vehicle Electrification Rides for Seniors (SiLVERS)

A. OBJECTIVES

The objective of this project is to demonstrate an alternative fuel or advanced technology fleet of five or fewer vehicles and supporting infrastructure in communities, fleets, or areas that have no or little experience with these technologies.

B. SCOPE OF WORK

The St. Louis Vehicle Electrification Rides for Seniors (SiLVERS) project will demonstrate light duty electric vehicles (EVs) and chargers (EVSE) for use by social service agencies in a low-income community in the St Louis area. The project will increase EV adoption by 1) validating that EV fleets can save social service agencies money related to transportation operation costs while improving service delivery 2) providing access to EVSE for employees and community members and 3) developing tools and best practices for use by community based organizations and social service agencies nationwide to replicate this approach.

The project will be conducted in three budget periods;

Budget Period 1: Project Initiation and Launch: Consists of planning operations; clarifying fleet requirements; establishing site locations; securing leased vehicles; sourcing and installing charging stations; preparing the site; staff training and education; launch of program; data management planning and assessment; implementation of public use of chargers; introduce the project at conferences and workshops and hosting regional workshop for Clean Cities Coalition.

Budget Period 2: Project Refinement: Consists of presenting initial project findings; hosting regional workshops; and refining the project; providing educational sessions with other regional fleets; and identifying three Clean Cities Coalitions to receive technical assistance.

Budget Period 3: Project Wrap-up and Results Dissemination: Consists of sharing results nationally; hosting regional workshops; refining the project model; providing technical assistance to other Clean Cities Coalitions; finalizing the pilot and data collection and producing the final case study.

C. TASKS TO BE PERFORMED

The following tasks will be conducted:

All Budget Periods

Overall Project Management and Planning

The recipient will perform project management activities to include project planning and control, subcontractor control, financial management, data management, management of supplies and/or equipment, risk management, and reporting as required to successfully achieve the overall objectives of the project.

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Task 0.0 – Project Management and Planning:

The recipient will develop and maintain the Project Management Plan (PMP). The content, organization, and requirements for revision of the PMP are identified in the Federal Assistance Reporting Checklist and Instructions. The recipient shall manage and implement the project in accordance with the PMP.

Task 0.1- Kick-Off Meeting:

The recipient will participate in a project kickoff meeting with the DOE within 30 days of project initiation.

Budget Period 1: Project Initiation and Launch

Task 1.1 – Plan Operations:

The recipient will develop staffing and training plans, and other operating policies and procedures that will finalize the plan and to solidify project components and strategies to meet project goals and create procedures for project refinement over time.

Task 1.2 – Fleet requirements identification and transportation assessment:

The recipient will identify the most impactful fleets to electrify by evaluating the fleets of the selected agencies to determine which vehicles should be replaced with EVs for the highest overall impact.

Task 1.3 - Establish Site Locations:

The recipient will determine where to place the leased project vehicles and ensure site inspections accommodate the system design.

Task 1.4 - Secure leased vehicles:

The recipient will acquire the vehicles to be used for the local agencies during the pilot project.

Task 1.5 - Source charging stations:

The recipient will determine the number of EVSEs needed, identifying if any special chargers required (overhead, dual plug, etc.), and select a supplier based on cost and solution.

Task 1.6 - Install charging stations:

The recipient will install dedicated EVSE at the selected site for the fleet vehicles to return to after daily usage. The recipient will oversee the installation of charging stations.

Task 1.7 - Site preparation:

The recipient will coordinate site preparation, installation and training times with the community partners. Each charging station will be added to the charger sharing platform.

Task 1.8 - Plan training and education:

The recipient will provide fleet training and technical assistance among project partners for operating the new EVs, as well as implementing education for the engaged community members.

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Task 1.9 - EV and EVSE Data Analysis:

The Recipient will collect, analyze and report data from three main sources throughout the project. Data will be readily available for analysis by all project partners.

Task 1.10 - Implementation of EVSE for Public Use:

The recipient will coordinate the updating of the software platform to allow for public use of the EVSE. Chargers will be available for the public to use through scheduled or ad-hoc charging on a mobile app for EV drivers.

Task 1.11 - Present findings to date at conferences and webinars:

The recipient will present project lessons learned and best practices at a minimum of two national webinars and two national conferences, with a split between clean energy and social service agency networks. The presentations are intended for fleet managers and other agencies that are new to electric vehicle transportation.

Task 1.12 - Host regional workshops:

The recipient will host three workshops along with project partners, with other social service agencies in the project area, to discuss the project and share best practices and encourage others to adopt the model.

Task 1.13 - Project Refinement:

The recipient will review data collected and analyzed, provide DOE updates, evaluate the project's operations, and refine the approach as needed.

Milestone	Type	Description
Fleets confirmation	Technical	Confirmation of which agency fleets will be converted
Site selections	Technical	Site locations established and secured
Equipment purchase	Technical	EVs and chargers purchased/leased and received
EVSE Installation	Technical	Installation of charging stations complete
Infrastructure complete	Go/No Go	All vehicles and equipment installed and operational.

Continuation: The recipient is **NOT** authorized to initiate any scope in the next budget period without the DOE Contracting Officer's prior written approval in accordance with the award terms and conditions.

Budget Period 2: Project Refinement

Task 2.1 - Implementation of EVSE Public Use on Software Platform:

The recipient will have the software platform updated to allow for public use of the EVSE. Chargers will be available for the public to use through scheduled or ad-hoc charging on a mobile app for EV drivers.

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Task 2.2 - Present findings to date at conferences and webinars:

The recipient will continue to present project lessons learned and best practices with the goal to influence fleet managers and other agencies.

Task 2.3 - Host regional workshops:

The recipient will continue to host workshops, with other social service agencies in the St. Louis area, to discuss the project and share best practices and encourage others to adopt the model.

Task 2.4 - Project Refinement:

The recipient will continue to evaluate data collected and analyzed, provide updates to DOE on progress toward and successes in meeting goals, evaluate the project's operations and refine the approach as needed.

Task 2.5 - Identify three Clean Cities Coalitions to receive technical assistance:

The recipient will work with St. Louis Regional Clean Cities to disseminate the results of the project to other Clean Cities Coalitions, to encourage and inform replication in other areas with low penetrations of EVs.

Milestone	Type	Description
Public access established	Technical	EVSE public use available
Project presentation	Technical	Project featured at a conference
Confirm Clean Cities Coalitions	Technical	≥3 Clean Cities Coalitions confirmed to receive technical assistance
Technical assistance product offering	Go / No Go	Post first set of resources (≥two) on the website.

Continuation: The recipient is **NOT** authorized to initiate any scope in the next budget period without the DOE Contracting Officer's prior written approval in accordance with the award terms and conditions.

Budget Period 3: Project Wrap-up and Results Dissemination

Task 3.1 – Present findings to date at conferences and webinars (continued):

The recipient will continue to present project lessons learned and best practices with the goal to influence fleet managers, at other agencies, that are new to electric transportation.

Task 3.2 – Host regional workshops (continued):

The recipient will work with project partners to continue to host workshops, with other social service agencies in the project area, to discuss the project and share best practices and encourage others to adopt the model as well as find opportunities to continue and expand the pilot.

Task 3.3 - Project Refinement (continued):

The recipient will continue to evaluate data collected and analyzed, provide updates to DOE on progress toward and successes in meeting goals, evaluate the project's operations and refine the approach as needed.

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Task 3.4 - Provide technical assistance to three other Clean Cities Coalitions:

The recipient will provide technical assistance to three other Clean Cities Coalitions seeking to help replicate this project in other contexts.

Task 3.5 - Wrap up pilot project and data collection:

The recipient will work with project partners to conduct final data collection and pilot project wrap up.

Task 3.6 - Produce Final Case Study:

The recipient will produce a final case study, that includes a final assessment and evaluation of the project's success in meeting its goals.

Milestone	Type	Description
Webinars conducted	Technical	≥2 webinars delivered, ≥1 to clean energy network and ≥1 to social service agency networks
Conference participation	Technical	≥2 conference presentations delivered to encourage and inform replication in other fleets
Regional workshops	Technical	≥3 regional workshops to encourage and inform replication by other St. Louis area agencies
Technical Assistance	Technical	Technical assistance delivered to ≥3 other Clean Cities Coalition members (virtually as an option)

D. DELIVERABLES

In addition to the reports specified in the "Federal Assistance Reporting Checklist", the recipient will provide the following to the DOE Project Officer (identified in Block 15 of the Assistance Agreement as the Program Manager):

- Summary of accomplishments and project work report will be prepared for inclusion in the Vehicle Technologies Office annual programmatic progress report. Report will be due by October 31 of each year.
- Training and education materials on the benefits and maintenance of EV fleets for social service agencies.
- Technical assistance product offering to support other social service agencies to adopt the proven model (delivered in the St. Louis region, through this project, and then made available nationally). To include cost data, lessons learned and recommendations. Made available through webpage.
- Project case study (as report and presentation) that includes costs, operational considerations, and performance attributes for this use case.
- Usage data for vehicles and charging equipment will be made available to a DOE-designated national laboratory.

Fiscal Note Board Bill Number 32

Preparer's Name: Valerie Russell, Director, Dept. of Human Services
Ph# 315-657-1651 email: DavisVa@stlouis-mo.gov

Bill Sponsor: Alderwoman Heather Navarro

Bill Synopsis:	This bill would authorize the City of St. Louis, by and through the Department of Human Services (DHS), to contract and accept funds from FORTH, a nonprofit based out of Oregon, to provide electric vehicles and transportation services to elderly St. Louisans who seek assistance through Northside Senior Center and City Seniors Center and expend the funds for the purposes stated in the bill.
Type of Impact:	DHS would receive funding from FORTH to cover transportation costs provided to elderly St. Louisans through the use of electric vehicles provided by FORTH to assist FORTH in fulfilling contractual obligations under its project funded by the U.S. Department of Energy.
Agencies Affected:	City of St. Louis, Department of Human Services, St. Louis Area Agency on Aging (SLAAA)

SECTION A

Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? Yes No.
- An undertaking of a new service for which no funding is provided in the current adopted city budget? Yes No.
- A commitment of city funding in the future under certain specified conditions? Yes No
- An issuance of bonds, notes and lease-purchase agreements which may require additional funding beyond that approved in the current adopted city budget? Yes No.
- An execution or initiation of an activity as a result of federal or state mandates or requirements? Yes No.
- A capital improvement project that increases operating costs over the current adopted city budget? Yes No.

- A capital improvement project that requires funding not approved in the current adopted city budget or that will require funding in future years? Yes No.

If the answer is yes to any of the above questions, then a fiscal note must be attached to the board bill. Complete Section B of the form below.

SECTION B

- Does the bill require the construction of any new physical facilities? Yes No.
 - If yes, describe the facilities and provide the estimated cost:

- Is the bill estimated to have a direct fiscal impact on any city department or office? Yes No.

- If yes, explain the impact and the estimated cost: The Dept. of Human Services Will reimburse the Senior Center transportation providers for the number of trips Provided, under this project (\$50,000 over a three year period) An example of reimbursement to senior center is \$30 per round trip for transportation services to senior citizens and \$300 per month for Home Delivered Meal delivery services.. The Dept. of Human Services will be provided \$10,000 over a three year period by FORTH to provide coordination, project administration and program monitoring.

- Does the bill create a program or administrative subdivision? Yes No
- If yes, then is there a similar existing program or administrative subdivision?

Yes No.

- If yes, explain the how the proposed programs or administrative subdivisions may overlap:

The Dept. of Human Services already provides funding to senior centers for the delivery of meals to home bound individuals and a program that provides transportation services to senior citizens for rides to doctor visits, shopping and other activities. The new funds will cover the costs of two senior centers replacing their vehicles use, with that of an Electric Vehicle and FORTH will be able to provide data relative to the reduction of costs associated with electric vehicle use, as opposed to a gasoline operated vehicle.

- Describe the annual operating, equipment, and maintenance costs that would result from the proposed bill, as well as any funding sources:

- \$10,000 over a three (3) year period for City Dept. of Human Services – SLAAA division (\$3,333 per year) for administration, monitoring and fiscal processing of reimbursements.

- \$50,000 over a three (3) year period to reimburse two senior centers for the number of trips made using the electric vehicles. Funds will come from FORTH, an Oregon based not-for profit agency, which has a grant from the Federal Dept. of Energy for this project.

Complete the chart below to list the total estimated expenditures required of the City resulting from the proposed board bill and any estimated savings or additional revenue.

Financial Estimate of Impact on General Fund			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	0	0	0
Additional Revenue	0	0	0
Net	0	0	0
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	0	0	0
Additional Revenue	\$20,000	\$20,000	\$20,000
Net	\$20,000	\$20,000	\$20,000

- Describe any assumptions used in preparing this fiscal note:

The grant award is \$60,000.00 to cover transportation expenses and City Dept. of Human Services – SLAAA division administrative costs.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note: City Dept. of Human Services, St. Louis Area Agency on Aging (Only)
- Have the financial estimates of this bill been verified by the City Budget Division?
 - Yes **No.**
 - If yes, by whom? _____ .