

Attachment 1

FUSE CORPS INDIVIDUAL PLACEMENT AGREEMENT

Host Agency: Clean Energy Department
Fellow Reports to: Kate Ziemba, Sr. Env Progr Mgr, Community Energy Dept.
Location of Fellowship: 200 E. Santa Clara St. San José, CA 95113
Project Title: AFFORDABLE AND SUSTAINABLE
TRANSPORTATION INFRASTRUCTURE

General Terms and Conditions between the City and FUSE

The City department executing this Individual Placement Agreement and FUSE Corps (FUSE) acknowledge that the terms and conditions of the Master Placement Agreement, contract #664553, apply to the City department and FUSE as it relates to the performance of this Individual Placement Agreement. FUSE and the City department shall notify the San José City Manager's Office upon execution of this Individual Placement Agreement.

Illustrative Services Provided by FUSE

1. Prior to the start of the fellowship year:

- **Project Development:** Convene meetings with host agency officials to identify project priorities; conduct in-depth interviews with host agency officials to clarify project idea; develop a draft Project Description for review by host agency officials; and conduct rounds of edits as needed to finalize approval of the Description.
- **Recruitment:** Conduct a local and national candidate search, cultivating applicants from various job boards, associations, and networks; respond to inquiries from interested applicants seeking additional information; and manage an online application portal and a candidate management system.
- **Screening:** Review applications to determine the most appropriate next steps for each candidate; conduct an initial phone-screening interview with candidates deemed to be most promising for the role; conduct an additional follow-up video-interview with candidates deemed strong enough to reach the semi-finalist round.
- **Selection:** Select up to three finalists for each project and collect electronic references on those individuals from current and former employers and colleagues; help the City to coordinate logistics for an in-person interview for each of the three finalists with designated host agency officials.
- **On-Boarding:** Place the selected individual under agreement as an independent contractor of FUSE dedicated to the specified project; communicate with both fellow and host agency officials in the weeks leading up to the start of the program year to help prepare all parties for the fellowship.

- **Orientation:** Organize and facilitate a national, in-person orientation for new fellows that is designed to help prepare them for their year of service, introduce them to the program's various tools and techniques, build peer-to-peer connections to help create an interactive 'community of practice' among all fellows and alumni; and cover the costs of travel, accommodations, meals, facilitates, speakers, and expenses for fellow to attend orientation week.

2. During the fellowship year:

- **Coaching:** Pair fellow with an executive coach who will be available to work one-on-one with the fellow during the year.
- **On-Going Support:** Organize and facilitate seminar calls hosted by staff, alumni, industry experts, and others to provide ongoing development and skill building opportunities. Host an online communication platform to allow fellows to regularly ask questions of peers and FUSE staff as they pursue project goals.
- **Project Refinement:** Schedule a call with the fellow, host agency officials, and FUSE staff within the first three months of the project to assess the extent to which any changes may be necessary to the Project Description and designated fellowship project goals.
- **Mid-Year Retreat:** Organize and facilitate a national, in-person mid-year retreat for all fellows that is designed to review progress achieved and lessons learned to date, clarify plans for increasing impact during the second half of the fellowship year, build plans for sustaining the impact of the project following the conclusion of the fellowship, and continue to foster interactive 'community of practice' among all current fellows and alumni; and cover the costs of travel, accommodations, meals, facilitates, speakers, and expenses for fellow to attend the mid-year retreat.
- **Status Checks:** Check-in with fellows and host agency officials periodically throughout the term of the fellowship to ensure that the fellowship is on track to achieve its stated goals; conduct a formal survey of fellows and host agency officials at both the mid-year point and at the end of the fellowship year to determine progress achieved and lessons learned to date.

Fellowship Project Description:

Beginning in May 2023, the FUSE Executive Fellow will work with the Transportation Department, Community Energy Department, and Department of Planning as well as community and private stakeholders to research, plan, and recommend a strategy to reach San José's electric vehicle goals by 2030: to transition 79-88% of passenger vehicles to electric.

The Executive Fellow will begin by researching similar, successful programs from across the nation to determine best practices for EV transition, with an emphasis on successful strategies used within California. The Executive Fellow will gain a detailed understanding of the size, scope, and current system of vehicle management in San José, including both public use and fleet

vehicles as well as related infrastructure. The Executive Fellow will conduct a landscape and market analysis on:

- current city-owned and privately owned EV charging infrastructure,
- projections for private deployment of public charging infrastructure considering the billions in federal and state funding pledged over the next decade,
- pricing structures to incentivize low-carbon charging,
- current and projected demand/supply options for electric transportation,
- public-private partnerships,
- community needs and perceptions, and
- regional or state plans or policies that may influence decisions and direction.

Importantly, the Executive Fellow will assess the need for charging station placement in terms of geography, capacity, infrastructure type, and accessibility needs for both public and private use with an emphasis on equitable planning in low-middle income communities and communities of color – with particular focus on East San José and other charging deserts.

The Executive Fellow will use the collected information to design an effective strategic plan for reaching electric vehicle goals. This will include strategies for installing necessary charging infrastructure for equitable use, incentive and electricity rate design strategies to support midday charging when energy on the grid is cleanest, methods to evaluate grid resiliency and capacity for effective infrastructure deployment, strategies to maintain interdepartmental collaboration during implementation, and prioritization strategies as the city's fleet transitions to 100% electric. The Executive Fellow will also identify robust funding and pricing strategies to support eventual program implementation.

By April 2024, the Executive Fellow will have overseen the following:

- *Conduct a thorough market research and landscape analysis-* Research current EV use and infrastructure for both public and private parties; research EV electricity rate and retail charging pricing structures to incentivize midday charging; research EV market supply/demand in the area; survey private sector charging developers to project private sector investment in charging; assess the geography of current city-owned and private charging infrastructure to determine where additional infrastructure will be required; review national and local models for EV transition to identify successful strategies; engage with all relevant stakeholders, including other departments, staff members, private business, and community members to better understand their perspectives, priorities, and concerns with regard to electric vehicle charging infrastructure deployment
- *Form a comprehensive strategic plan and implementation framework -* Build strategic recommendations for equitable public and private electric vehicle adoption and infrastructure deployment, ensuring community needs, perspectives, and equity for are centered in all strategies; determine overall objectives and methodology for goal setting, evaluating, reporting, and initiating EV transition; establish a timeline for implementation aligned with the city's carbon neutralization goals; identify incentives and innovations to help facilitate residents' purchasing affordable, quality EV models and affordable charging rates that encourage low-carbon charging; identify infrastructure placement

strategies to ensure equitable and optimal power use; identify funding opportunities for program implementation

Fellow Support provided by the Placement:

Zachary Struyk, Assistant Director, Community Energy Department and his or her staff will facilitate introductions and meetings with key staff within the City as well as elected officials as appropriate.

Executive Sponsor: The Executive Sponsor is a high-ranking member of the agency's management team. He or she is the visible champion of the project within the agency and is the ultimate decision maker, with final approval on all phases, deliverables and scope changes. The Executive Sponsor will help ensure that this project achieves its full potential for impact. The designated Executive Sponsor for this project is Zachary Struyk, Assistant Director, Community Energy Department.

Project Supervisor: The Project Supervisor is the day-to-day driver of the project and will work directly with the fellow to oversee progress toward goals. He or she will introduce the fellow to key stakeholders, resolve conflicts and remove obstacles that may occur during project work, and will sign off on approvals needed to advance each phase. The designated Project Supervisor for this project is Kate Ziemba, Sr. Environmental Program Manager, Community Energy Department.

The City agrees to provide the Fellow with a dedicated workspace, a telephone, a computer, internet access, security access as appropriate, office supplies, and any other physical resources related to performance of the fellowship.

Financial Considerations Between the City and FUSE Corps regarding the Fellow:

The Community Energy Department will provide no stipend to the Fellow in addition to that provided by FUSE.

During a Fellow's appointment, the City, at its sole discretion, may authorize and pay for all reasonable project-related expenses incurred by such Fellow in connection with the performance of services pursuant to the Placement Agreement for such Fellow including, without limitation, business expenses, travel expenses, and office supplies, all in accordance with the City's applicable policies and procedures.

The Community Energy Department will have no financial obligation for expenses related to duties required by FUSE, such as travel by the Fellow to FUSE trainings or events.

Financial Commitment Between the City and FUSE as it Relates to the Individual Placement for FUSE Fellow.

By executing this Individual Placement Agreement, the Community Energy Department notifies FUSE that the Community Energy Department has appropriated sufficient funds and taken all


necessary steps to commit to the Placement and Funding Structure below. FUSE will submit invoices directly to the Community Energy Department for the two amounts listed below, the amount and timing of which are set forth for all departments in the City’s Master Contract with FUSE.

Timeline	Placement and Funding Structure
DATE OF EXECUTION	Agreement between FUSE and City Department to host a fellow in the upcoming program year
April 24, 2023	Payment of initial half of \$80,000 total fee is due (\$40,000)
May 1, 2023	Fellows’ first official day working onsite
October 24, 2023	Payment of second half of \$80,000 total fee is due (\$40,000)
April 19, 2024	Final day of work for Fellow

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers as of the Effective Date.

FUSE CORPS

CITY

By: 
Email: james@fusecorps.org
Date: 02/17/2023 GMT
 Name: James Weinberg
 Title: Chief Executive Officer
 Date: 02/17/2023

By: 
Email: sarah.zarate@sanjoseca.gov
Date: 02/17/2023 GMT
 Name: Sarah Zarate
 Title: Director, City Manager’s Office
 Date: 02/17/2023