

GRANT REQUEST FORM (GRF)

CEC-270 (Revised 10/2015)

CALIFORNIA ENERGY COMMISSION

New Agreement EPC-15-066 (To be completed by CGL Office)

Division	Agreement Manager:	MS-	Phone
ERDD	Diana Gonzalez	51	916-445-5309

Recipient's Legal Name	Federal ID Number
Groundwork San Diego-Chollas Creek	74-3184848

Title of Project
Developing an Advanced Energy Master Plan for the Encanto Neighborhood in San Diego

Term and Amount	Start Date	End Date	Amount
	6/1/2016	3/30/2018	\$ 1,500,000

Business Meeting Information
 ARFVTP agreements under \$75K delegated to Executive Director.

Proposed Business Meeting Date	5/17/2016	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Anthony Ng	Time Needed:	5 minutes

Please select one list serve. EPIC (Electric Program Investment Charge)

Agenda Item Subject and Description

GROUNDWORK SAN DIEGO-CHOLLAS CREEK. Proposed resolution approving agreement EPC-15-066 with Groundwork San Diego-Chollas Creek for a \$1,500,000.00 grant to fund development of a prototype plan called the Encanto Social-Economic Education Development (EnSEED), designed to transform an existing disadvantaged community in Southeastern San Diego into a community of near zero net energy buildings. This project will include close engagement of the local community, development of a final system design, financing plan, and a plan to obtain all required government review and approvals.

California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?
 Yes (skip to question 2) No (complete the following (PRC 21065 and 14 CCR 15378)):
 Explain why Agreement is not considered a "Project":
 Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because

2. If Agreement is considered a "Project" under CEQA:
 a) Agreement **IS** exempt. (Attach draft NOE)
 Statutory Exemption. List PRC and/or CCR section number: 15262 Feasibility and Planning Studies
 Categorical Exemption. List CCR section number: 15306 Information Collection
 Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why Agreement is exempt under the above section:

14 CCR Section 15306 Information Collection Exemption: This agreement will fund information collection, research, analysis and evaluation activities related to existing processes, planning, and funding opportunities for possible use by advanced energy development efforts, and which do not result in a serious or major disturbance of an environmental resource.

14 CCR 15262 Feasibility and Planning Studies: This agreement will fund feasibility and planning studies for possible development of an advanced energy community which has not been approved, adopted, or funded by an agency, board, or commission and will not result in the adoption of a plan that will have a legally binding effect on later activities.

14 CCR 15601 Common Sense Exemption: This agreement will fund information collection, research, analysis and evaluation activities related to existing processes, planning, and funding opportunities for possible use by advanced energy development efforts without the possibility of having a significant effect on the environment because it consists of information gathering, analysis, and sharing.

 b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)

Check all that apply

- | | |
|---|---|
| <input type="checkbox"/> Initial Study | <input type="checkbox"/> Environmental Impact Report |
| <input type="checkbox"/> Negative Declaration | <input type="checkbox"/> Statement of Overriding Considerations |
| <input type="checkbox"/> Mitigated Negative Declaration | |

List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)

GRANT REQUEST FORM (GRF)



Legal Company Name:	Budget
California State University Fullerton	\$ 78,200
The Regents of the University of California, San Diego	\$ 380,232
AECOM	\$ 30,000
TTG Environmental & Associates	\$ 30,000
Research Into Action	\$ 99,000
Ventura Partners	\$ 99,000
Turpin & Rattan Engineering, Inc.	\$ 99,000
U.S. Green Building Council	\$ 25,000
	\$ 0

List all key partners: (attach additional sheets as necessary)

Legal Company Name:

Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
EPIC	14-15	301.001B	\$1,500,000
			\$
			\$
			\$
			\$
			\$
R&D Program Area:	EDMFO: EDMF	TOTAL:	\$1,500,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Recipient's Administrator/ Officer		Recipient's Project Manager	
Name:	Leslie Reynolds	Name:	Srinivas Sukumar
Address:	5106 Federal Blvd Ste 203	Address:	5106 Federal Blvd Ste 203
City, State, Zip:	San Diego, CA 92105-5455	City, State, Zip:	San Diego, CA 92105-5455
Phone:	619-543-0430 / Fax: - -	Phone:	619-543-0430 / Fax: - -
E-Mail:	leslie-reynolds@att.net	E-Mail:	ssukumar@soe.ucsd.edu

Selection Process Used

Competitive Solicitation Solicitation #: GFO-15-312

First Come First Served Solicitation

The following items should be attached to this GRF

1. Exhibit A, Scope of Work	<input checked="" type="checkbox"/>	Attached
2. Exhibit B, Budget Detail	<input checked="" type="checkbox"/>	Attached
3. CEC 105, Questionnaire for Identifying Conflicts	<input checked="" type="checkbox"/>	Attached
4. Recipient Resolution	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEQA Documentation	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached

Agreement Manager _____ Date _____ Office Manager _____ Date _____ Deputy Director _____ Date _____

Exhibit A Scope of Work

I. TASK ACRONYM/TERM LISTS

A. Task List

Task #	CPR ¹	Task Name
1		General Project Tasks
2		Community Engagement and Collaboration
3	X	System Modeling and Planning
4		Financing Plan
5	X	Master Plan Development
6		Permitting Plan
7		Case Study Research Plan
8		Evaluation of Project Benefits
9		Technology/Knowledge Transfer Activities

B. Acronym/Term List

Acronym/Term	Meaning
CAISO	California Independent System Operator
CALEPA ENVIRO	California Environmental Protection Agency Environment
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CAP	Climate Action Plan
CEQA	California Environmental Quality Act
CPR	Critical Project Review
CPUC	California Public Utility Commission
DER	Distributed Energy Resource
Encanto Neighborhood or Encanto Community	A neighborhood located in the city of Encanto. The project area will be developed at this location and the terms Encanto Community will be used interchangeably with Encanto Neighborhood.
EnSEED	Encanto Social-Economic and Environmental Education Development
FEMA	Federal Emergency Management Agency
GHG	Green House Gas
MW	Mega Watts
NZNE	Near Zero Net Energy
PPP	Public Private Partnership
PV	Photo-Voltaic Solar
SDG&E	San Diego Gas and Electric
TAC	Technical Advisory Committee
TOU	Time of Use; pricing (TOU) typically applies to usage over broad blocks of hours (e.g., on-peak=6 hours for summer weekday afternoon; off-peak= all other hours in the summer months) where the price for each period is

¹ Please see subtask 1.3 in Part III of the Scope of Work (General Project Tasks) for a description of Critical Project Review (CPR) Meetings.

Exhibit A Scope of Work

	predetermined and constant.
ZNE	Zero Net Energy

II. PURPOSE OF AGREEMENT, PROBLEM/SOLUTION STATEMENT, AND GOALS AND OBJECTIVES

EnSEED Community

The EnSEED community is the community located in the EnSEED project area, bounded by I-94, I-805, Euclid Ave and Imperial Ave, will be located in Encanto, a disadvantaged community in Southeastern San Diego. Encanto demographics are 39% Hispanic, 34% African American, and 16% Asian, *with over 25% of residents living below the federal poverty level*. Encanto’s Area Median Income of \$35,000 is approximately half that of the overall region. Students enrolled in the elementary and middle schools serving Encanto are 85% to 100% eligible for free or reduced price meals. Encanto has transitioned only within the last decade from a former industrial area to a mixed-use, smart-growth transit corridor served by two high usage light-rail and intermodal regional bus stations. The Encanto Neighborhood, an EPA “Urban Area”, is a densely populated neighborhood. There are six school sites within the proposed project area boundary.

The EnSEED Community project consists of a mixture of residential and non-residential uses including gas stations, fire stations shopping centers, medical offices warehouses and schools. There are a total of 1,853 residential use buildings consisting of 908 single family homes, 721 multi-family homes, and 224 mobile homes. The energy and greenhouse gas production calculations were done using the energy consumption values provided by the CEC, which provides energy consumption values for various types of business and residential use.

EnSEED Community

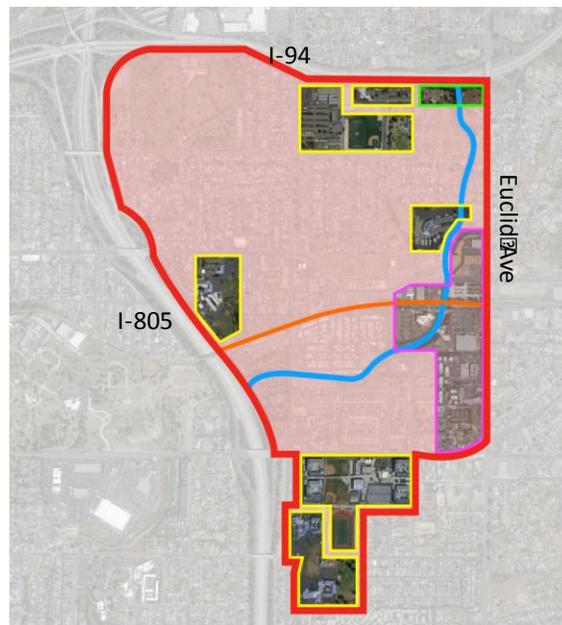


Exhibit A Scope of Work

A. Purpose of Agreement

The purpose of this Agreement is to fund an advanced energy community master plan in the Encanto Neighborhood that can be replicated throughout California. This prototype plan will be called Encanto Social-Economic and Environmental Education Development, (EnSEED), which will be designed to transform an existing disadvantaged community in Southeastern San Diego into a community of near zero net energy buildings (NZNE); highly efficient businesses; no and low-carbon generation of indigenous resources including sustainable bioenergy; more distributed energy resources (DER); and electrification of transportation modes that are all integrated. The purpose will include, through close engagement of the local community, development of a final system design, financing plan, a plan to obtain all local, state, and federal permitting, and improved system reliability resulting in significant public and ratepayer benefits.

B. Problem/ Solution Statement

Problem

Low income communities are disproportionately affected by climate change, but have long been denied access to the economic, environmental, and health benefits of many conservation technologies. Grid technologies may be no exception. Utilities and regulators have voiced concerns about extending smart grids to low income communities, yielding stereotypes that range from lack of citizen motivation and participation; negative impacts of Time of Use, (TOU) rates; and lack of energy savings potential.

Energy production, distribution and control in disadvantaged urban communities has historically been provided by large centralized power plants using fossil fuels often distant from the source of consumption, resulting in efficiency losses in transmission and the production of pollutants and greenhouse gases. Additionally, because the generating sources have been distant, communities typically rely on a sophisticated (albeit outdated) network of transmission and distribution lines that have significant vulnerability and inherent reliability concerns.

Solution

The proposed solution consists of upgrading existing residential and commercial businesses and working with the local school district to provide local renewable energy resources that would provide electric energy including heating and cooling. This would include installing rooftop PV on existing residential and commercial buildings in the Encanto Neighborhood. To more effectively utilize that PV generation distributed behind the meter, energy storage would be installed. This PV generation and energy storage could be utilized to capture peak load during the day and in the early evening. Additionally, it is proposed that a bio-gas fed fuel cell similar to the bio-gas fed 2.8 Mega Watts (MW) fuel cell that has been in operation at subcontractor's facility for over three years would be installed to provide base load generation.

The proposed solution will collaboratively transform the EnSEED community area into: zero net energy (ZNE) buildings and Near Net Zero Energy (NZNE); no and low-carbon generation of indigenous resources including sustainable bioenergy; and abundant distributed energy resources (DER), demand response, and electrification of transportation modes integrated into and optimized by a highly flexible and robust SDG&E distribution and CAISO transmission

Exhibit A Scope of Work

infrastructure.

It will also:

- Meet San Diego Unified School District’s goal of ZNE in 50% of its facilities by 2030 as required by the California Long-Term Energy Efficiency Strategic Plan.
- Improve quality of life and increase social equity in the disadvantaged neighborhoods of the Encanto Community, advancing the San Diego Climate Action Plan’s commitment to green job development and an equitable distribution of public facilities, infrastructure and services in “underserved communities”.
- Create a model for a community-based economy and participatory climate action where energy independence can be used as a tool to rebuild socio-economic well-being, without stimulating gentrification equity.

This project will contribute to the proposed solution by developing a plan for a model community with respect to California Public Utilities Code 769 to determine the optimal location and value of DER in redefining the distribution planning process concurrent with the CA Public Utilities Commission (CPUC) Integrated Distributed Energy Resources (IDER) Proceedings to determine appropriate DER sourcing methodologies and capture fully monetized DER valuations.

C. Goals and Objectives of the Agreement

Agreement Goals

The goals of this Agreement are to:

- Collaboratively create a plan to transform the defined project area within City of San Diego’s Encanto Neighborhood, in the top 25% of California Environmental Protection Agency Environment (CalEPA) 2.0 Disadvantaged Communities, into a community of near ZNE buildings; highly efficient businesses; no and low-carbon generation of indigenous resources including sustainable bioenergy; more DER, and electrification of transportation modes that are all integrated and optimized with a highly flexible and robust San Diego Gas & Electric (SDG&E) distribution and California Independent System Operator (CAISO) transmission infrastructure.
- Create a plan that meets SDUSD’s goal of zero ZNE in 50 percent of its facilities by 2030 as required by the California Long-Term Energy Efficiency Strategic Plan. EnSEED will include a planning, financing and permitting plan for this agreement (2016-2018).

Ratepayer Benefits:² This Agreement will result in the ratepayer benefits described in the following:

² California Public Resources Code, Section 25711.5(a) requires projects funded by the Electric Program Investment Charge (EPIC) to result in ratepayer benefits. The California Public Utilities Commission, which established the EPIC in 2011, defines ratepayer benefits as greater reliability, lower costs, and increased safety (See CPUC “Phase 2” Decision 12-05-037 at page 19, May 24, 2012, http://docs.cpuc.ca.gov/PublishedDocs/WORD_PDF/FINAL_DECISION/167664.PDF).

Exhibit A Scope of Work

- **Lower Costs:** Streamlined planning and permitting, as well as new financial models will lower the cost of AEC developments and assist with these type of projects becoming more affordable.
- **Economic Development:** By bringing the entire community to NZNE production and using available financing methods, the overall energy production costs will be lower than current utility rates and will be less vulnerable to increases in energy costs, which can occur on the larger power grid. It will reduce the need for transmission and distribution upgrades by providing local generation and ZNE community status.
- **Consumer Appeal:** Greater deployment of AECs will increase consumer familiarity and comfort with ZNE homes and communities, increasing the likelihood of consumers choosing to live in an AEC.

Technological Advancement and Breakthroughs:³

Senate Bill 375 (Steinberg, 2008) instructs local governments to develop sustainable community strategies to plan for achievement of greenhouse gas emission reduction targets. This project will help local governments better plan and permit Advanced Energy Communities which will help meet those emission reduction targets. This project will also develop innovative financial models that will make AECs more attractive for developers and buyers, increasing their chance of wider deployment.

Agreement Objectives

The objectives of this Agreement are to:

- Create a plan to achieve greater reliability, survivability and resiliency of critical infrastructure during periods of grid outage and natural disasters through enabling a diversity of energy resources operating as an optimized federation⁴ with the grid.
- Create a plan to lower the EnSEED community's energy costs by fully incorporating the present and future value streams that are being analyzed within the CPUC Proceeding 769⁵ including reduced Green House Gas (GHG) emissions and local air and water pollutants.
- Protect public safety through including in the plan a way to ensure adequate energy supply at Lincoln High School, a designated Red Cross and Federal Emergency Management Agency (FEMA) emergency community shelter for the surrounding Encanto Community of 66,000 residents.

³ California Public Resources Code, Section 25711.5(a) also requires EPIC-funded projects to lead to technological advancement and breakthroughs to overcome barriers that prevent the achievement of the state's statutory and energy goals.

⁴ An optimized federation of Zero Net Energy and Distributed Energy Resources integrated with the local distributed grid will be compliant with the IEEE 1547 standards. The federation of ZNE buildings and DER should not be confused with the definition of a microgrid which "is a group of interconnected loads and distributed energy resources within clearly defined electrical boundaries that acts as a single controllable entity with respect to the grid, and can autonomously connect and disconnect from the grid to enable it to operate in both grid-connected or island mode.

⁵ [Assigned Commissioner's Ruling on Guidance for Public Utilities Code Section 769 – Distribution Resource Planning, February 6, 2015](#)

Exhibit A Scope of Work

- Provide the public benefits of economic development, lower cost, and consumer appeal.

III. TASK 1 GENERAL PROJECT TASKS

PRODUCTS

Subtask 1.1 Products

The goal of this subtask is to establish the requirements for submitting project products (e.g., reports, summaries, plans, and presentation materials). Unless otherwise specified by the Commission Agreement Manager (CAM), the Recipient must deliver products as required below by the dates listed in the **Project Schedule (Part V)**. Products that require a draft version are indicated by marking “**(draft and final)**” after the product name in the “Products” section of the task/subtask. If “(draft and final)” does not appear after the product name, only a final version of the product is required. With respect to due dates within this Scope of Work, “**days**” means working days.

The Recipient shall:

For products that require a draft version

- Submit all draft products to the CAM for review and comment in accordance with the Project Schedule (Part V). The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt, unless otherwise specified in the task/subtask for which the product is required.
- Submit the final product to the CAM once agreement has been reached on the draft. The CAM will provide written approval of the final product within 15 days of receipt, unless otherwise specified in the task/subtask for which the product is required.
- If the CAM determines that the final product does not sufficiently incorporate his/her comments, submit the revised product to the CAM within 10 days of notice by the CAM, unless the CAM specifies a longer time period.

For products that require a final version only

- Submit the product to the CAM for approval.
- If the CAM determines that the product requires revision, submit the revised product to the CAM within 10 days of notice by the CAM, unless the CAM specifies a longer time period.

For all products

- Submit all data and documents required as products in accordance with the following Instructions for Submitting Electronic Files and Developing Software:
 - **Electronic File Format**
Submit all data and documents required as products under this Agreement in an electronic file format that is fully editable and compatible with the Energy Commission’s software and Microsoft (MS)-operating computing platforms, or with any other format approved by the CAM. Deliver an electronic copy of the full text of any Agreement data and documents in a format specified by the CAM, such as memory stick or CD-ROM.

Exhibit A Scope of Work

The following describes the accepted formats for electronic data and documents provided to the Energy Commission as products under this Agreement, and establishes the software versions that will be required to review and approve all software products:

- Data sets will be in MS Access or MS Excel file format (version 2007 or later), or any other format approved by the CAM.
- Text documents will be in MS Word file format, version 2007 or later.
- Documents intended for public distribution will be in PDF file format. The Recipient must also provide the native Microsoft file format.
- Project management documents will be in Microsoft Project file format, version 2007 or later.

- **Software Application Development**
Use the following standard Application Architecture components in compatible versions for any software application development required by this Agreement (e.g., databases, models, modeling tools), unless the CAM approves other software applications such as open source programs:
 - Microsoft ASP.NET framework (version 3.5 and up). Recommend 4.0.
 - Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5.
 - Visual Studio.NET (version 2008 and up). Recommend 2010.
 - C# Programming Language with Presentation (UI), Business Object and Data Layers.
 - SQL (Structured Query Language).
 - Microsoft SQL Server 2008, Stored Procedures. Recommend 2008 R2.
 - Microsoft SQL Reporting Services. Recommend 2008 R2.
 - XML (external interfaces).

Any exceptions to the Electronic File Format requirements above must be approved in writing by the CAM. The CAM will consult with the Energy Commission's Information Technology Services Branch to determine whether the exceptions are allowable.

MEETINGS

Subtask 1.2 Kick-off Meeting

The goal of this subtask is to establish the lines of communication and procedures for implementing this Agreement.

The Recipient shall:

- Attend a "Kick-off" meeting with the CAM, the Commission Agreement Officer (CAO), and any other Energy Commission staff relevant to the Agreement. The Recipient will bring its Project Manager and any other individuals designated by the CAM to this meeting. The administrative and technical aspects of the Agreement will be discussed at the meeting. Prior to the meeting, the CAM will provide an agenda to all potential meeting participants. The meeting may take place in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.

Exhibit A Scope of Work

The administrative portion of the meeting will include discussion of the following:

- Terms and conditions of the Agreement;
- Administrative products (subtask 1.1);
- CPR meetings (subtask 1.3);
- Match fund documentation (subtask 1.7);
- Permit documentation (subtask 1.8);
- Subcontracts (subtask 1.9); and
- Any other relevant topics.

The technical portion of the meeting will include discussion of the following:

- The CAM's expectations for accomplishing tasks described in the Scope of Work;
 - An updated Project Schedule;
 - Technical products (subtask 1.1);
 - Progress reports and invoices (subtask 1.5);
 - Final Report (subtask 1.6);
 - Technical Advisory Committee meetings (subtasks 1.10 and 1.11); and
 - Any other relevant topics.
-
- Provide an *Updated Project Schedule*, *List of Match Funds*, and *List of Permits*, as needed to reflect any changes in the documents.

The CAM shall:

- Designate the date and location of the meeting.
- Send the Recipient a *Kick-off Meeting Agenda*.

Recipient Products:

- Updated Project Schedule (*if applicable*)
- Updated List of Match Funds (*if applicable*)
- Updated List of Permits (*if applicable*)

CAM Product:

- Kick-off Meeting Agenda

Subtask 1.3 Critical Project Review (CPR) Meetings

The goal of this subtask is to determine if the project should continue to receive Energy Commission funding, and if so whether any modifications must be made to the tasks, products, schedule, or budget. CPR meetings provide the opportunity for frank discussions between the Energy Commission and the Recipient. As determined by the CAM, discussions may include project status, challenges, successes, advisory group findings and recommendations, final report preparation, and progress on technical transfer and production readiness activities (if applicable). Participants will include the CAM and the Recipient, and may include the CAO and any other individuals selected by the CAM to provide support to the Energy Commission.

CPR meetings generally take place at key, predetermined points in the Agreement, as determined by the CAM and as shown in the Task List on page 1 of this Exhibit. However, the CAM may schedule additional CPR meetings as necessary. The budget will be reallocated to cover the additional costs borne by the Recipient, but the overall Agreement amount will not increase. CPR meetings generally take place at the Energy Commission, but they may take

Exhibit A Scope of Work

place at another location, or may be conducted via electronic conferencing (e.g., WebEx) as determined by the CAM.

The Recipient shall:

- Prepare a *CPR Report* for each CPR meeting that: (1) discusses the progress of the Agreement toward achieving its goals and objectives; and (2) includes recommendations and conclusions regarding continued work on the project.
- Submit the CPR Report along with any other *Task Products* that correspond to the technical task for which the CPR meeting is required (i.e., if a CPR meeting is required for Task 2, submit the Task 2 products along with the CPR Report).
- Attend the CPR meeting.
- Present the CPR Report and any other required information at each CPR meeting.

The CAM shall:

- Determine the location, date, and time of each CPR meeting with the Recipient's input.
- Send the Recipient a *CPR Agenda* and a *List of Expected CPR Participants* in advance of the CPR meeting. If applicable, the agenda will include a discussion of match funding and permits.
- Conduct and make a record of each CPR meeting. Provide the Recipient with a *Schedule for Providing a Progress Determination* on continuation of the project.
- Determine whether to continue the project, and if so whether modifications are needed to the tasks, schedule, products, or budget for the remainder of the Agreement. If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Deputy Director of the Energy Research and Development Division.
- Provide the Recipient with a *Progress Determination* on continuation of the project, in accordance with the schedule. The Progress Determination may include a requirement that the Recipient revise one or more products.

Recipient Products:

- CPR Report(s)
- Task Products (draft and/or final as specified in the task)

CAM Products:

- CPR Agenda
- List of Expected CPR Participants
- Schedule for Providing a Progress Determination
- Progress Determination

Subtask 1.4 Final Meeting

The goal of this subtask is to complete the closeout of this Agreement.

The Recipient shall:

- Meet with Energy Commission staff to present project findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement. This meeting will be attended by the Recipient and CAM, at a minimum. The meeting may occur in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.

Exhibit A Scope of Work

The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be divided into two separate meetings at the CAM's discretion.

- The technical portion of the meeting will involve the presentation of findings, conclusions, and recommended next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
- The administrative portion of the meeting will involve a discussion with the CAM and the CAO of the following Agreement closeout items:
 - Disposition of any state-owned equipment.
 - Need to file a Uniform Commercial Code Financing Statement (Form UCC-1) regarding the Energy Commission's interest in patented technology.
 - The Energy Commission's request for specific "generated" data (not already provided in Agreement products).
 - Need to document the Recipient's disclosure of "subject inventions" developed under the Agreement.
 - "Surviving" Agreement provisions such as repayment provisions and confidential products.
 - Final invoicing and release of retention.
- Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Recipient and Commission staff during the meeting.
- Prepare a *Schedule for Completing Agreement Closeout Activities*.
- Provide *All Draft and Final Written Products* on a CD-ROM or USB memory stick, organized by the tasks in the Agreement.

Products:

- Final Meeting Agreement Summary (*if applicable*)
- Schedule for Completing Agreement Closeout Activities
- All Draft and Final Written Products

REPORTS AND INVOICES

Subtask 1.5 Progress Reports and Invoices

The goals of this subtask are to: (1) periodically verify that satisfactory and continued progress is made towards achieving the project objectives of this Agreement; and (2) ensure that invoices contain all required information and are submitted in the appropriate format.

The Recipient shall:

- Submit a monthly *Progress Report* to the CAM. Each progress report must:
 - Summarize all Agreement activities conducted by the Recipient for the preceding month, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. See the Progress Report Format Attachment for the recommended specifications.
 - Provide a synopsis of the project progress, including accomplishments, problems, milestones, products, schedule, fiscal status, and any evidence of progress such as photographs.
- Submit a monthly or quarterly *Invoice* that follows the instructions in the "Payment of Funds" section of the terms and conditions. In addition, each invoice must document and verify:

Exhibit A Scope of Work

- Energy Commission funds received by California-based entities;
- Energy Commission funds spent in California (*if applicable*); and
- Match fund expenditures.

Products:

- Progress Reports
- Invoices

Subtask 1.6 Final Report

The goal of this subtask is to prepare a comprehensive Final Report that describes the original purpose, approach, results, and conclusions of the work performed under this Agreement. The CAM will review and approve the Final Report, which will be due at least **two months** before the Agreement end date. When creating the Final Report Outline and the Final Report, the Recipient must use a Style Manual provided by the CAM.

Subtask 1.6.1 Final Report Outline

The Recipient shall:

- Prepare a *Final Report Outline* in accordance with the *Style Manual* provided by the CAM.
- Submit a draft of the outline to the CAM for review and comment.
- Once agreement has been reached on the draft, submit the final outline to the CAM. The CAM will provide written approval of the final outline within 10 days of receipt.

Recipient Products:

- Final Report Outline (draft and final)

CAM Product:

- Style Manual
- Comments on Draft Final Report Outline
- Acceptance of Final Report Outline

Subtask 1.6.2 Final Report

The Recipient shall:

- Prepare a *Final Report* for this Agreement in accordance with the approved Final Report Outline, Style Manual, and Final Report Template provided by the CAM with the following considerations:
- Ensure that the report includes the following items, in the following order:
 - Cover page
 - Credits page on the reverse side of cover with legal disclaimer
 - Acknowledgements page (optional)
 - Preface
 - Abstract, keywords, and citation page
 - Table of Contents (required, followed by List of Figures and List of Tables, if needed)
 - Executive summary
 - Body of the report

Exhibit A Scope of Work

- References (if applicable)
- Glossary/Acronyms (If more than 10 acronyms or abbreviations are used, it is required.)
- Bibliography (if applicable)
- Appendices (if applicable) (Create a separate volume if very large.)
- Attachments (if applicable)
- Ensure that the document is written in the third person.
- Ensure that the Executive Summary is understandable to the lay public.
- Briefly summarize the completed work. Succinctly describe the project results and whether or not the project goals were accomplished.
- Identify which specific ratepayers can benefit from the project results and how they can achieve the benefits.
- If it's necessary to use a technical term in the Executive Summary, provide a brief definition or explanation when the technical term is first used.
- Follow the Style Guide format requirements for headings, figures/tables, citations, and acronyms/abbreviations.
- Ensure that the document omits subjective comments and opinions. However, recommendations in the conclusion of the report are allowed.
- Include a brief description of the project results in the Abstract.
- Submit a draft of the report to the CAM for review and comment. The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt
- Consider incorporating all CAM comments into the Final Report. If the Recipient disagrees with any comment, provide a written response explaining why the comment was not incorporated into the final product
- Submit the revised Final Report and responses to comments within 10 days of notice by the CAM, unless the CAM specifies a longer time period or approves a request for additional time.
- Submit one bound copy of the *Final Report* to the CAM along with *Written Responses to Comments on the Draft Final Report*.

Products:

- Final Report (draft and final)
- Written Responses to Comments on the Draft Final Report

CAM Product:

- Written Comments on the Draft Final Report

MATCH FUNDS, PERMITS, AND SUBCONTRACTS

Subtask 1.7 Match Funds

The goal of this subtask is to ensure that the Recipient obtains any match funds planned for this Agreement and applies them to the Agreement during the Agreement term.

While the costs to obtain and document match funds are not reimbursable under this Agreement, the Recipient may spend match funds for this task. The Recipient may only spend match funds during the Agreement term, either concurrently or prior to the use of Energy Commission funds. Match funds must be identified in writing, and the Recipient must obtain any associated commitments before incurring any costs for which the Recipient will request reimbursement.

Exhibit A Scope of Work

The Recipient shall:

- Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement. 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 this 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 cash match funds, their source(s) (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied.
 - The amount of each in-kind contribution, a description of the contribution type (e.g., property, services), the documented market or book value, the 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 must identify its owner and provide a contact name, address, telephone number, and the address where the property is located.
- A copy of a letter of commitment from an authorized representative of each source of match funding that the funds or contributions have been secured.
- At the Kick-off meeting, discuss match funds and the impact on the project if they are significantly reduced or not obtained as committed. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide a *Supplemental Match Funds Notification Letter* to the CAM of receipt of additional match funds.
- Provide a *Match Funds Reduction Notification Letter* to the CAM if existing match funds are reduced during the course of the Agreement. Reduction of match funds may trigger a CPR meeting.

Products:

- Match Funds Status Letter
- Supplemental Match Funds Notification Letter *(if applicable)*
- Match Funds Reduction Notification Letter *(if applicable)*

Subtask 1.8 Permits

The goal of this subtask 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, with the exception of costs incurred by University of California recipients. Permits must be identified and obtained before the Recipient may incur any costs related to the use of the permit(s) for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If no permits are required at the start of this Agreement, then state this in the letter. If permits will be required during the course of the Agreement, provide in the letter:

Exhibit A Scope of Work

- A list of the permits that identifies: (1) the type of permit; and (2) the name, address, and telephone number of the permitting jurisdictions or lead agencies.
- The schedule the Recipient will follow in applying for and obtaining the permits.

The list of permits and the schedule for obtaining them will be discussed at the Kick-off meeting (subtask 1.2), and a timetable for submitting the updated list, schedule, and copies of the permits will be developed. The impact on the project 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 progress reports and will be a topic at CPR meetings.

- If during the course of the Agreement additional permits become necessary, then provide the CAM with an *Updated List of Permits* (including the appropriate information on each permit) and an *Updated Schedule for Acquiring Permits*.
- Send the CAM a *Copy of Each Approved Permit*.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 days. Either of these events may trigger a CPR meeting.

Products:

- Permit Status Letter
- Updated List of Permits (*if applicable*)
- Updated Schedule for Acquiring Permits (*if applicable*)
- Copy of each Approved Permit (*if applicable*)

Subtask 1.9 Subcontracts

The goals of this subtask are to: (1) procure subcontracts required to carry out the tasks under this Agreement; and (2) ensure that the subcontracts are consistent with the terms and conditions of this Agreement.

The Recipient shall:

- Manage and coordinate subcontractor activities in accordance with the requirements of this Agreement.
- Incorporate this Agreement by reference into each subcontract.
- Include any required Energy Commission flow-down provisions in each subcontract, in addition to a statement that the terms of this Agreement will prevail if they conflict with the subcontract terms.
- If required by the CAM, submit a draft of each *Subcontract* required to conduct the work under this Agreement.
- Submit a final copy of the executed subcontract.
- Notify and receive written approval from the CAM prior to adding any new subcontractors (see the discussion of subcontractor additions in the terms and conditions).

Products:

- Subcontracts (*draft if required by the CAM*)

TECHNICAL ADVISORY COMMITTEE

Subtask 1.10 Technical Advisory Committee (TAC)

The goal of this subtask is to create an advisory committee for this Agreement. The TAC should be composed of diverse professionals. The composition will vary depending on interest,

Exhibit A Scope of Work

availability, and need. TAC members will serve at the CAM's discretion. The purpose of the TAC is to:

- Provide guidance in project direction. The guidance may include scope and methodologies, timing, and coordination with other projects. The guidance may be based on:
 - Technical area expertise;
 - Knowledge of market applications; or
 - Linkages between the agreement work and other past, present, or future projects (both public and private sectors) that TAC members are aware of in a particular area.
- Review products and provide recommendations for needed product adjustments, refinements, or enhancements.
- Evaluate the tangible benefits of the project to the state of California, and provide recommendations as needed to enhance the benefits.
- Provide recommendations regarding information dissemination, market pathways, or commercialization strategies relevant to the project products.

The TAC may be composed of qualified professionals spanning the following types of disciplines:

- Researchers knowledgeable about the project subject matter;
- Members of trades that will apply the results of the project (e.g., designers, engineers, architects, contractors, and trade representatives);
- Public interest market transformation implementers;
- Product developers relevant to the project;
- U.S. Department of Energy research managers, or experts from other federal or state agencies relevant to the project;
- Public interest environmental groups;
- Utility representatives;
- Air district staff; and
- Members of relevant technical society committees.

The Recipient shall:

- Prepare a *List of Potential TAC Members* that includes the names, companies, physical and electronic addresses, and phone numbers of potential members. The list will be discussed at the Kick-off meeting, and a schedule for recruiting members and holding the first TAC meeting will be developed.
- Recruit TAC members. Ensure that each individual understands member obligations and the TAC meeting schedule developed in subtask 1.11.
- Prepare a *List of TAC Members* once all TAC members have committed to serving on the TAC.
- Submit *Documentation of TAC Member Commitment* (such as Letters of Acceptance) from each TAC member.

Products:

- List of Potential TAC Members
- List of TAC Members
- Documentation of TAC Member Commitment

Subtask 1.11 TAC Meetings

The goal of this subtask is for the TAC to provide strategic guidance for the project by participating in regular meetings, which may be held via teleconference.

Exhibit A

Scope of Work

The Recipient shall:

- Discuss the TAC meeting schedule with the CAM at the Kick-off meeting. Determine the number and location of meetings (in-person and via teleconference) in consultation with the CAM.
- Prepare a *TAC Meeting Schedule* that will be presented to the TAC members during recruiting. Revise the schedule after the first TAC meeting to incorporate meeting comments.
- Prepare a *TAC Meeting Agenda* and *TAC Meeting Back-up Materials* for each TAC meeting.
- Organize and lead TAC meetings in accordance with the TAC Meeting Schedule. Changes to the schedule must be pre-approved in writing by the CAM.
- Prepare *TAC Meeting Summaries* that include any recommended resolutions of major TAC issues.

Products:

- TAC Meeting Schedule (draft and final)
- TAC Meeting Agendas (draft and final)
- TAC Meeting Back-up Materials
- TAC Meeting Summaries

Exhibit A Scope of Work

IV. TECHNICAL TASKS

*Products that require a draft version are indicated by marking “(draft and final)” after the product name in the “Products” section of the task/subtask. If “(draft and final)” does not appear after the product name, only a final version of the product is required. **Subtask 1.1 (Products)** describes the procedure for submitting products to the CAM.*

Task 2 Community Engagement and Collaboration

The goal of this task is to create a model for new cross-sector collaboration on climate action inclusive of communities.

The Recipient shall:

- Design a project-area *Distributed Energy Climate Action Survey* (with input and approval from the CAM) in collaboration with subcontractor’s social scientists, engaging residents, pedagogues, environmental scientists, urban designers, social workers, and policy makers. This scientifically-vetted survey will be applied and analyzed at three points during the project period:
 - quantifying EnSEED community attitudes and beliefs at the onset and
 - at the mid-point to develop more intelligent intervention strategies,
 - and at the end, to assess the readiness of EnSEED community zone residents for a distributed energy system.
 - The survey will assess the EnSEED community’s current understanding of climate change, smart grid technology, home energy management, renewable energy/financial and energy security benefits, and other issues related to the project deliverables.
- Conduct *Distributed Energy Climate Action Survey*.
- Compile results and analysis of *Distributed Energy Climate Action Survey* into a *Distributed Energy Climate Action Survey Results*.
- Create and distribute the *Distributed Energy Climate Action Survey Results* widely in English and Spanish from online platforms, to telephone enumeration.
 - The results of this survey will reveal zones of vulnerability and opportunity, informing the development of specific strategies of community engagement and participation, through comprehensive education and outreach efforts to engage stakeholders in the project-area, including community workshops, online communications, and door to door.
- Design *EnSEED Workshop Materials* for community stakeholders (residents, business owners, developers etc.), serving as educational material for special workshops, activities, and online platforms, that raise awareness about the relationship between behavioral shifts and climate action, new energy technology and financial and community benefits.
 - Develop *Energy-Savings Tutorials* to be used at various meetings. These tutorials will discuss water and energy conservation/quality and smart meters awareness.
 - Develop *Home Energy Management Systems Training Materials*. These trainings will be developed to facilitate cross-learning between students and families from the six schools in the project area (Lincoln High, Gompers Preparatory Academy, Millennial Tech Middle, Horton Elementary, Chollas Mead Elementary and Porter Elementary).

Exhibit A Scope of Work

- Use online platforms to conduct outreach to business owners and individual households for distributing information ranging from cross-marketing and energy program effectiveness, as well as benefits that can incentivize and promote the local economy, and ways to adapt and retrofit individual homes to make them more energy efficient.
- Develop a EnSEED community wide *Recruitment Campaign Materials* to solicit local students from six targeted schools and residents to volunteer in EnSEED workshops and activities.

Products:

- Distributed Energy Climate Action Survey (Draft and Final)
- Distributed Energy Climate Action Survey Results (Draft and Final)
- EnSEED Workshop Materials
- Energy-Saving Tutorial
- Home Energy Management Systems Training Materials
- Recruitment Campaign Materials

Task 3 System Modeling and Planning

The goal of this task is to develop a new prototype of advanced energy communities and develop a demonstration project in the Encanto Neighborhood that includes various new renewable generating resources, energy storage systems, and automated energy management systems that can be deployed in a distributed fashion and integrated and optimized as a new prototype of neighborhood-based ZNE.

The Recipient shall:

- Create a *Technology Resource Plan* identifying all generating resources and energy efficiency improvements needed to provide a ZNE community. This plan will identify but not limited to the following:
 - Identify with the vetted DER-CAM model the most feasible clean energy technologies that would provide reliable, clean electrical energy and heating and cooling at very high efficiencies for this community.
 - Identify with commercially available optimizer models companies, such as Power Analytics and Spirae, the most effectively integration means with local utility grids based upon smart metering and dynamic market price signals.
 - Identify opportunities to integrate and leverage energy and water initiatives and proposition funding in the school district.
- Create a *Community Improvement Plan* that will identify improvements needed at residences and commercial business to meet ZNE requirements.
- Create a *Power Delivery Plan* that will identify improvements to the local electric distribution system to improve energy delivery to the community.

Products:

- *Technology Resource Plan* (Draft and Final)
- *Community Improvement Plan* (Draft and Final)
- *Power Delivery Plan* (Draft and Final)

Task 4 Financing Plan

Exhibit A Scope of Work

The goal of this task is to identify and secure a diverse range of public and private sources for the initial capital development of the ZNE community, financially attractive from a market standpoint (i.e., to developers, home buyers, renters, etc.).

The Recipient Shall:

- Perform an *Initial Financial Resource Study* to identify existing and planned programs that provide incentives and direct financing to support specific components of the proposed *Technology Resource Plan*.
- Identify Public Private Partnership (PPP) opportunities in providing low income communities with financing solutions for achieving ZNE community goals.
- Identify private funding sources of debt and equity funding for the various components of the proposed *Technology Resource Plan*.
- Identify existing commercial and residential properties that may sustain potential benefits from project implementation and contact appropriate parties to identify options for inclusion in project. Develop a *Term Sheet for Residential and Commercial Financing*.
- Leverage state-of-the-art techno-economic distributed energy finance underwriting capabilities of collaborating companies (eg: BlueFlame HyperQual Platform) to provide cost effective technical feasibility, individual and community energy savings projections, and financial analysis of DER project components.
- Provide financial analysis for investment requirements and ongoing financial structure of various project components, based on integration of funding and other incentives available.
- Create a *Community DER Financial Plan*, which shall include, but not be limited to the following:
 - A development/construction cost analysis to enable a financial analysis of various DER components.
 - An evaluation of cost effectiveness of various DER components
 - A financial analysis of investment requirements and the ongoing financial structure of various project components.
- Enable new ZNE community paradigms by designing a new streamlined community outreach process (*Community Data Collection Plan*) for collecting survey data and customer authorization to access customer utility account data for energy load and tariff structure using a harmonized technology platform.
- Based on the financial analysis and identification of potential funding sources, prioritize opportunities for financing capital development and conduct outreach to targeted financing sources.
- Submit proposals and applications for project financing from appropriate public and quasi-public agencies and private investors, lenders, and funders.
- Secure interest from a diverse portfolio of compatible funding sources in an amount required to implement the proposed project.
- Work with cross functional teams to help achieve the goal of a ZNE community by providing each community resident/business desiring to contribute to achieving ZNE status with tangible *Prequalification for Energy Loan* sheet outlining the technical and financial feasibility analysis and pre-qualified financing.

Products:

- Initial Financial Resource Study
- Term Sheet for Residential and Commercial Financing

Exhibit A Scope of Work

- Community DER Financial Plan
- Community Data Collection Plan
- Prequalification for Energy Loan Sheet

Task 5 Master Community Design

The goal of this task is to develop a master community design that will consist of a complete design package that will provide everything needed to execute project design and construction.

The Recipient Shall:

- Develop a *Master Community Design Plan* with CAM approval that will include, but not limited to, the following:
 - A Community Engagement Plan that includes: identified community project team members and key stakeholders and their involvement, contribution and commitment to the project goals.
 - An Integrated Plan document that will optimize the use of renewable generating resources installed in the school district property to support the local ZNE community.
 - Conceptual Design Plans that should include descriptions of the proposed location(s) for the development, preliminary designs of proposed buildings, energy technologies to be deployed, water conservation features, water saving technologies, potential interconnection sites, advanced energy infrastructure, and how these elements are combined in a systems approach.
 - Include a plan for integrating the existing electric utility facilities with the ZNE community generating facilities and coordinate this plan with the local utility, SDG&E.
 - Address and identify all regulatory and licensing issues related to implementation of the ZNE community and a plan for addressing them.
- Develop a *Tools and Recommendations Manual* for use in planning and building departments to allow for more streamlined review of future submittals of Advanced Energy Community plans.

Products:

- Master Community Design Plan (Draft and Final)
- Tools and Recommendations Manual

Task 6 Permitting Plan

The goal of this task is to identify all of the permitting requirements and prepare permit applications.

The Recipient shall:

- Develop a *Permitting Plan* to document the necessary permits and permit processes (City of San Diego, Unified School District, energy and air quality regulators, etc.) and prepare permit applications to the point deemed complete by the responsible permitting agency.
- Evaluate various project elements for applicable permit requirements.

Exhibit A Scope of Work

- Develop a *California Environmental Quality Act (CEQA) Plan* that will address CEQA review for these larger project components by conducting a consistency review with the recently approved City of San Diego Climate Action Plan (CAP) and associated CEQA Consistency Checklist that is being developed for the CAP by the City.
- Initiate the environmental review process with the City of San Diego, the Lead Agency. This process will determine the level of anticipated impact and the type of environmental documents that will need to be prepared and will consist of, but not be limited to: determining what actions within the Master Community Design Plan require government review, initiate environmental analysis of possible Master Community Design Plan projects and coordinate these planning processes with the City Climate Action Plan.

Products:

- Permitting Plan
- CEQA plan

TASK 7 Case Study Research Plan

The goal of this task is to develop a case study research plan and metrics for performance measurement of the agreement activities and systematically track progress of defined metrics for each of the tasks.

The Recipient shall:

- Design the case study research plan.
- Develop performance metrics, including both output and outcome measures to be finalized as part of the case study research plan.
- Collect and track data for the performance metrics.
- Implement ongoing QA/QC of the data tracking and monitoring and compile metrics in a dashboard-like assessment.
- Conduct an up-close, in-depth assessment of the project.
- Conduct two series of insight workshops to collect lessons learned: one for year 1 and a second for year 2 of the agreement. The facilitated insight workshops gather insights from team members and the data collection teams.
- Using the data collected for the performance metrics, observation of meetings, interviews with project team members, and the insight workshops will complete a final analysis and prepare the *Case Study Research Plan Report*. The case research plan report will be an up-close, in-depth, and detailed assessment of how the recipient's team accomplished regulatory streamlining and created a community prepared to support the development of an advanced energy community.

Products:

- Case Study Research Plan Report

TASK 8 Evaluation of Project Benefits

The goal of this task is to report the benefits resulting from this project.

The Recipient shall:

Exhibit A Scope of Work

- Complete three Project Benefits Questionnaires that correspond to three main intervals in the Agreement: (1) *Kick-off Meeting Benefits Questionnaire*; (2) *Mid-term Benefits Questionnaire*; and (3) *Final Meeting Benefits Questionnaire*.
- Provide all key assumptions used to estimate projected benefits, including targeted market sector (e.g., population and geographic location), projected market penetration, baseline and projected energy use and cost, operating conditions, and emission reduction calculations. Examples of information that may be requested in the questionnaires include:
 - For Product Development Projects and Project Demonstrations:
 - Published documents, including date, title, and periodical name.
 - Estimated or actual energy and cost savings, and estimated statewide energy savings once market potential has been realized. Identify all assumptions used in the estimates.
 - Greenhouse gas and criteria emissions reductions.
 - Other non-energy benefits such as reliability, public safety, lower operational cost, environmental improvement, indoor environmental quality, and societal benefits.
 - Data on potential job creation, market potential, economic development, and increased state revenue as a result of the project.
 - A discussion of project product downloads from websites, and publications in technical journals.
 - A comparison of project expectations and performance, and discussion of whether the goals and objectives of the Agreement have been met and what improvements are needed, if any.
 - Additional Information for Product Development Projects:
 - Outcome of product development efforts, such copyrights and license agreements.
 - Units sold or projected to be sold in California and outside of California.
 - Total annual sales or projected annual sales (in dollars) of products developed under the Agreement.
 - Investment dollars/follow-on private funding as a result of Energy Commission funding.
 - Patent numbers and applications, along with dates and brief descriptions.
 - Additional Information for Product Demonstrations:
 - Outcome of demonstrations and status of technology.
 - Number of similar installations.
 - Jobs created/retained as a result of the Agreement.
 - For Information/Tools and Other Research Studies:
 - Outcome of project.
 - Published documents, including date, title, and periodical name.
 - A discussion of policy development, stating if the project has been cited in government policy publications or technical journals, or has been used to inform regulatory bodies.
 - The number of website downloads.
 - An estimate of how the project information has affected energy use and cost, or have resulted in other non-energy benefits.
 - An estimate of energy and non-energy benefits.

Exhibit A Scope of Work

- Data on potential job creation, market potential, economic development, and increased state revenue as a result of project.
- A discussion of project product downloads from websites, and publications in technical journals.
- A comparison of project expectations and performance. Discuss whether the goals and objectives of the Agreement have been met and what improvements are needed, if any.
- Respond to CAM questions regarding responses to the questionnaires.

The Energy Commission may send the Recipient similar questionnaires after the Agreement term ends. Responses to these questionnaires will be voluntary.

Products:

- Kick-off Meeting Benefits Questionnaire
- Mid-term Benefits Questionnaire
- Final Meeting Benefits Questionnaire

TASK 9 Technology/Knowledge Transfer Activities

The goal of this task is to develop a plan to make the knowledge gained, experimental results, and lessons learned available to the public and key decision makers.

The Recipient shall:

- Prepare an *Initial Fact Sheet* at start of the project that describes the project. Use the format provided by the CAM.
- Prepare a *Final Project Fact Sheet* at the project's conclusion that discusses results. Use the format provided by the CAM.
- Prepare a *Technology/Knowledge Transfer Plan* that includes:
 - An explanation of how the knowledge gained from the project will be made available to the public, including the targeted market sector and potential outreach to end users, utilities, regulatory agencies, and others.
 - A description of the intended use(s) for and users of the project results.
 - Published documents, including date, title, and periodical name.
 - Copies of documents, fact sheets, journal articles, press releases, and other documents prepared for public dissemination. These documents must include the Legal Notice required in the terms and conditions. Indicate where and when the documents were disseminated.
 - A discussion of policy development. State if project has been or will be cited in government policy publications, or used to inform regulatory bodies.
 - The number of website downloads or public requests for project results.
 - Additional areas as determined by the CAM.
- Conduct technology transfer activities in accordance with the Technology/Knowledge Transfer Plan. These activities will be reported in the Progress Reports.
- When directed by the CAM, develop *Presentation Materials* for an Energy Commission-sponsored conference/workshop on the results of the project.
- When directed by the CAM, participate in annual EPIC symposium sponsored by the California Energy Commission.
- Provide at least six *High Quality Digital Photographs* (Minimum Resolution of 1300x500 Pixels in Landscape Ratio) of Pre and Post Technology Installation at the Project Sites.

Exhibit A Scope of Work

- Provide signed photo waiver release form by the Energy Commission.
- Prepare a *Technology/Knowledge Transfer Report* on technology transfer activities conducted during the project.

Products:

- Initial Fact Sheet (draft and final)
- Final Project Fact Sheet (draft and final)
- High Quality Digital Photographs
- Presentation Materials (draft and final)
- Technology/Knowledge Transfer Plan (draft and final)
- Technology/Knowledge Transfer Report (draft and final)

V. PROJECT SCHEDULE

Please see the attached Excel spreadsheet.

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: GROUNDWORK SAN DIEGO-CHOLLAS CREEK

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

RESOLVED, that the Energy Commission approves Agreement EPC-15-066 from GFO-15-312 with Groundwork San Diego-Chollas Creek for a \$1,500,000 grant to fund development of a prototype plan called the Encanto Social-Economic Education Development (EnSEED), designed to transform an existing disadvantaged community in Southeastern San Diego into a community of near zero net energy buildings. This project will include close engagement of the local community, development of a final system design, financing plan, and a plan to obtain all required government review and approvals; and

FURTHER BE IT RESOLVED, that the Executive Director or his/her designee shall execute the same on behalf of the Energy Commission.

CERTIFICATION

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on May 17, 2016.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Cody Goldthrite,
Secretariat