



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
December 11, 2024, Business Meeting  
Backup Materials for County of Santa Clara**

The following backup materials for the above-referenced agenda item are available in this PDF packet as listed below:

1. Proposed Resolution
2. Grant Request Form
3. Scope of Work

**[PROPOSED]**

**RESOLUTION NO: 24-1211-09a**

**STATE OF CALIFORNIA**

**STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: County of Santa Clara**

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

**RESOLVED**, that the CEC approves agreement EECBG-24-003 with County of Santa Clara for a \$700,000 grant, and adopting staff's recommendation that this action is exempt from CEQA. This agreement will support development of the Neighborhood Electrification Planning Pilot Program, Permit Support Pilot and Modernization Program, and planning for the replacement of county domestic hot water heaters and gas heat packaged units with more sustainable alternatives; and

**FURTHER BE IT RESOLVED**, that the Executive Director or their designee shall execute the same on behalf of the CEC.

**CERTIFICATION**

The undersigned Secretariat to the CEC 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 CEC held on December 11, 2024.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

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Kristine Banaag  
Secretariat



## GRANT REQUEST FORM (GRF)

### A. New Agreement Number

**IMPORTANT:** New Agreement # to be completed by Contracts, Grants, and Loans Office.

**New Agreement Number:** EECBG-24-003

### B. Division Information

1. Division Name: Efficiency Division
2. Agreement Manager: Lien Huynh
3. MS-:28
4. Phone Number: (916) 246-8252

### C. Recipient's Information

1. Recipient's Legal Name: County of Santa Clara
2. Federal ID Number: 94-6000533

### D. Title of Project

Title of project: Community Building Decarbonization Planning: Neighborhood Electrification Planning Pilot Program

### E. Term and Amount

1. Start Date: 01/01/2025
2. End Date: 04/30/2027
3. Amount: \$700,000

### F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 12/11/2024
3. Consent or Discussion? Discussion
4. Business Meeting Presenter Name: Lien Huynh
5. Time Needed for Business Meeting: 5 minutes
6. The email subscription topic is: Solicitations and Awards Announcements, Decarbonization Topics, Energy Efficiency Financing, Efficiency Topics, and Energy Efficiency Program for Existing Buildings.

#### Agenda Item Subject and Description:

County of Santa Clara. Proposed resolution approving agreement EECBG-24-003 with County of Santa Clara for a \$700,000 grant, and adopting staff's recommendation that this action is exempt from CEQA. This agreement will support development of the Neighborhood Electrification Planning Pilot Program, Permit Support Pilot and Modernization Program, and planning for the replacement of county domestic hot water heaters and gas heat packaged units with more sustainable alternatives. (EECBG Funding). Contact: Lien Huynh (Staff Presentation: 5 minutes)

### G. California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?  
Yes.



If yes, skip to question 2.

If no, complete the following (PRC 21065 and 14 CCR 15378) and 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 answer the following questions.**

a) Agreement **IS** exempt?

Yes.

Statutory Exemption?

No.

If yes, list PRC and/or CCR section number(s) and separate each with a comma. If no, enter "None" and go to the next question.

PRC section number: None.

CCR section number: None.

Categorical Exemption?

Yes.

If yes, list CCR section number(s) and separate each with a comma. If no, enter "None" and go to the next question.

CCR section number: 14 CCR 15301, 15306.

Common Sense Exemption? 14 CCR 15061 (b) (3)

No.

If yes, explain reason why Agreement is exempt under the above section. If no, enter "Not applicable" and go to the next section.

Per Cal. Code Regs., tit. 14, § 15306, projects consisting of basic data collection, research, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. This project involves development of a Neighborhood Electrification Planning Pilot Program through community outreach, research and home electrification planning, development of the Permit Support Pilot and Modernization Program, and planning for municipal building decarbonization through the replacement of county domestic hot water heaters and gas heat packaged units with more sustainable alternatives. The proposed project's outreach and planning activities will have no significant effect on the environment and fall within the categorical exemption of section 15306.

California Code of Regulations, title 14, section 15301 provides that projects that consist of the operation, repair, maintenance, permitting, licensing, and minor alteration of existing public or private structures, facilities, and mechanical equipment, involving negligible or no expansion of use, are categorically exempt from the provisions of CEQA. This project involves community engagement, funding studies and electrification planning to decarbonize existing residential facilities; plans to update and improve local or regional permitting programs, permitting compliance, and compliance assistance operations within existing municipal facilities; and planning the implementation of a portion of the County's



building decarbonization program for its existing facility portfolio. The activities will support existing uses of the residential and municipal facilities and will involve negligible or no expansion of use. Therefore, the project falls under Section 15301 and will not have a significant impact on the environment.

The project will not impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies; do not involve any cumulative impacts of successive projects of the same type in the same place that might be considered significant; do not involve unusual circumstances that might have a significant effect on the environment; will not result in damage to scenic resources within a highway officially designated as a state scenic highway; the project sites are not included on any list compiled pursuant to Government Code section 65962.5; and the projects will not cause a substantial adverse change in the significance of a historical resource. Therefore, none of the exceptions to categorical exemptions listed in CEQA Guidelines section 15300.2 apply to this project, and these projects will not have a significant effect on the environment.

b) Agreement **IS NOT** exempt.

**IMPORTANT:** consult with the legal office to determine next steps.

If yes, answer yes or no to all that applies. If no, list all as "no" and "None" as "yes".

Additional Documents	Applies
Initial Study	No
Negative Declaration	No
Mitigated Negative Declaration	No
Environmental Impact Report	No
Statement of Overriding Considerations	No
None	Yes

## H. Subcontractors

List all Subcontractors listed in the Budget (s) (major and minor). Insert additional rows if needed. If no subcontractors to report, enter "No subcontractors to report" and "0" to funds.

**Delete** any unused rows from the table

Subcontractor Legal Company Name	CEC Funds	Match Funds
Silicon Valley Clean Energy (SVCE)	\$0.00	\$50,000.00
TBD – Community Based Organization (planning and implementation support for engagement and outreach for Neighborhood Electrification Planning Pilot Program)	\$67,500.00	\$0.00
TBD – Consultant (assess County facilities to identify priority electrification opportunities and develop a Facilities and Fleet Department Electrification ROADMAP to replace greenhouse gas equipment by 2030)	\$200,000.00	\$0.00



### I. Vendors and Sellers for Equipment and Materials/Miscellaneous

List all Vendors and Sellers listed in Budget(s) for Equipment and Materials/Miscellaneous. Insert additional rows if needed. If no vendors or sellers to report, enter "No vendors or sellers to report" and "0" to funds. **Delete** any unused rows from the table.

Vendor/Seller Legal Company Name	CEC Funds	Match Funds
TBD (site assessments)	\$25,000.00	\$0.00
TBD (complete Neighborhood Housing Stock Study analysis, and provide as needed technical assistance in development of permit support pilot and training)	\$44,000.00	\$0.00

### J. Key Partners

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter "No key partners to report." **Delete** any unused rows from the table.

Key Partner Legal Company Name
Ava Community Energy
Bay Area Regional Energy Network (BayREN)
City of San Jose
Gridworks
Silicon Valley Clean Energy (SVCE)

### K. Budget Information

Include all budget information. Insert additional rows if needed. If no budget information to report, enter "N/A" for "Not Applicable" and "0" to Amount. **Delete** any unused rows from the table.

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
DOE IIJA EECBG	FY 2023/24	401.100	\$700,000.00

**TOTAL Amount:** \$700,000.00

R&D Program Area: Not applicable

Explanation for "Other" selection Not applicable

Reimbursement Contract #: Not applicable

Federal Agreement #: Not applicable



## L. Recipient's Contact Information

### 1. Recipient's Administrator/Officer

Name: Gilee Corral, Sustainability Manager

Address: 2310 N. 1<sup>st</sup> Street, Suite 201

City, State, Zip: San Jose, CA 95131

Phone: (669) 649-1758

E-Mail: [gillian.corral@ceo.sccgov.org](mailto:gillian.corral@ceo.sccgov.org)

### 2. Recipient's Project Manager

Name: Gilee Corral, Sustainability Manager

Address: 2310 N. 1<sup>st</sup> Street, Suite 201

City, State, Zip: San Jose, CA 95131

Phone: (669) 649-1758

E-Mail: [gillian.corral@ceo.sccgov.org](mailto:gillian.corral@ceo.sccgov.org)

## M. Selection Process Used

There are three types of selection process. List the one used for this GRF.

Selection Process	Additional Information
Competitive Solicitation #	GFO-23-403
First Come First Served	Not applicable
Other	Not applicable

## N. Attached Items

1. List all items that should be attached to this GRF by entering "Yes" or "No".

Item Number	Item Name	Attached
1	Exhibit A, Scope of Work/Schedule	Yes
2	Exhibit B, Budget Detail	Yes
3	CEC 105, Questionnaire for Identifying Conflicts	Yes
4	Recipient Resolution	No
5	Awardee CEQA Documentation	No



STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION

Grant Request Form  
CEC-270 (Revised 10/2022)

### **Approved By**

Individuals who approve this form must enter their full name and approval date in the MS Word version.

**Agreement Manager:** Lien Huynh

**Approval Date:** 09/23/2024

**Program Manager:** Devla Singh

**Approval Date:** 9/25/24

**Director:** Michael Sokol

**Approval Date:** 10/2/2024



# EXHIBIT A

## Scope of Work

### DEFINITION OF ACRONYMS/TERMS

Included in the table below are important acronyms and terms used throughout this Scope of Work (SOW).

ACRONYM/ TERM	DEFINITION
ARRA	American Recovery and Reinvestment Act of 2009
BAAQMD	Bay Area Air Quality Management District
BayREN	Bay Area Regional Energy Network
CAM	Commission Agreement Manager
CBO	Community-Based Organization
CEC	California Energy Commission
CEJST	Climate and Economic Justice Screening Tool
County	County of Santa Clara
CPR	Critical Project Review
DAC	Disadvantaged Community
DHW	Domestic Hot Water Heaters
DOE	Department of Energy (United States)
DPD	Department of Planning and Development
EECBG	Energy Efficiency and Conservation Block Grant
2021 EECBG	IIJA funding made available in 2021 under the EECBG
FAF	Facilities and Fleet Department
FARC	Federal Assistance Reporting Checklist
GHG	Greenhouse Gas
GIS	Geographic Information System
HPWH	Heat Pump Water Heaters
IIJA	Infrastructure Investment and Jobs Act
IEPR	Integrated Energy Policy Report
LGBDC	Local Government Building Decarbonization Challenge

## **EXHIBIT A**

### **Scope of Work**

<b>ACRONYM/ TERM</b>	<b>DEFINITION</b>
MS	Microsoft
PDF	Adobe Portable Document Format
PRC	Public Resources Code
SOW	Scope of Work
State	State of California
Subrecipient	County of Santa Clara
SVCE	Silicon Valley Clean Energy

### **PURPOSE**

The purpose of this agreement is to provide the County of Santa Clara (Subrecipient) with funding for the following eligible project activities:

- Community building decarbonization planning.
- Municipal building decarbonization planning.
- Advancing municipal operations to support building decarbonization.

### **PROBLEM STATEMENT**

Electrifying existing residential and local government operated buildings will significantly reduce greenhouse gas (GHG) emissions in each sector, as well as keep the Santa Clara County (County) in line with California (State) targets and on track to achieve carbon neutrality. However, decarbonizing existing residential buildings poses several potential equity risks. The expense of electrification can create significant barriers for low-income homeowners with accessing the health benefits associated with installation of all-electric technologies.

According to analysis from Silicon Valley Clean Energy (SVCE), water heaters tend to fail about every twelve (12) years and replacement installations with heat pump water heaters (HPWH) could lead to over 1,300 more permits per year in unincorporated territory starting in 2027. The activities in this grant agreement will help prepare unincorporated areas of the County for Bay Area Air Quality Management District (BAAQMD) rules implementation, which establish zero (0) nitrogen oxide emissions standards for new furnaces and water heaters installed in residential and commercial building that use gas appliances starting in 2027.

## EXHIBIT A

### Scope of Work

To prepare for the changes ahead, the Subrecipient will:

- Work with a consultant to identify, map, and prioritize electrification opportunities in municipally operated buildings, which will result in two (2) types of electrification replacement implementation by 2030.
- Partner with SVCE to assess the County's current building decarbonization permitting process in order to modernize municipal operations to best support the community with building decarbonization.
- Collaborate with local climate sustainability focused community-based organizations (CBOs) that serve the identified disadvantaged communities (DACs) to launch a neighborhood electrification pilot program accompanied with a neighborhood stock study.

This project will be essential to kickstart the prep, planning, and community awareness needed to successfully implement the project within County municipal operations and buildings, as well as residential homes. Furthermore, the project will provide a framework to expand similar programs in partnership with SVCE in additional DACs throughout the County.

## BACKGROUND

The Warren-Alquist State Energy Resources Conservation and Development Act, Public Resources Code (PRC) section 25000 et seq., established the California Energy Commission (CEC) as California's primary energy policy and planning agency. The Local Government Building Decarbonization Challenge (LGBDC) solicitation was designed, in part, to advance a portion of the strategies identified in the *2021 California Building Decarbonization Assessment*<sup>1</sup>, which was developed in response to Assembly Bill 3232 (Friedman, Chapter 373, Statutes of 2018) and advances the policy recommendations contained in the *2021 Integrated Energy Policy Report (IEPR), Volume I: Building Decarbonization*<sup>2</sup>.

In addition, the LGBDC aligns with and advances the requirements of a history of climate and energy legislation including: The 100 Percent (100%) Clean Energy Act of 2018, Senate Bill 100 (de León, Chapter 312, Statutes of 2018); Senate Bill 32 (Pavley, Chapter 249, Statutes of 2016); Senate Bill 350 (de León, Chapter 547, Statutes of 2015); and Assembly Bill 32 (Nunez, Chapter 488, Statutes of 2006).

Local governments play a critical role in helping the State meet its energy and climate goals, as they have a unique connection with their constituents and authority over local

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1 Kenney, Michael, Nicholas Janusch, Ingrid Neumann, and Mike Jaske. 2021. [California Building Decarbonization Assessment](https://www.energy.ca.gov/publications/2021/california-building-decarbonization-assessment). CEC. Publication Number: CEC-400-2021-006-CMF. <https://www.energy.ca.gov/publications/2021/california-building-decarbonization-assessment>.

2 Kenney, Michael, Jacob Wahlgren, Kristina Duloglo, Tiffany Mateo, Danuta Drozdowicz, and Stephanie Bailey. 2022. [Final 2021 Integrated Energy Policy Report, Volume I: Building Decarbonization](https://efiling.energy.ca.gov/GetDocument.aspx?tn=241599). CEC. Publication Number: CEC-100-2021-001-V1. <https://efiling.energy.ca.gov/GetDocument.aspx?tn=241599>

## **EXHIBIT A**

### **Scope of Work**

building and land use decisions. Many local governments have developed long term plans to address energy and climate issues. In fact, 42 percent (42%) of local governments in the State have a climate, energy, or sustainability plan to address GHG emissions. These action plans propose individual solutions to match the community's values and engage and mobilize the public.

The United States Department of Energy's (DOE) Energy Efficiency and Conservation Block Grant (EECBG) program was originally created by the Federal Energy Independence and Security Act of 2007 and expanded under the American Recovery and Reinvestment Act of 2009 (ARRA). New funding was allocated to the program in 2021 under the Infrastructure Investment and Jobs Act (IIJA) with the broad goals to reduce carbon emissions and energy use, improve energy efficiency, and increase community investment and local workforce development. IIJA funding made available in 2021 under the EECBG (2021 EECBG) allocated funds directly to state and certain local jurisdictions that met program criteria.

### **OBJECTIVES OF THE AGREEMENT**

The objectives of this agreement are as follows:

- Establish lines of communication and procedures for implementing this agreement.
- Detail all requirements for successful completion of the awarded project and any associated activities.
- Project Activity #1: Community Building Decarbonization Planning – Neighborhood Electrification Planning Pilot Program.
- Project Activity #2: Advance Municipal Operations to Support Building Decarbonization – Permit Support Pilot and Modernization Program.
- Project Activity #3: Municipal Building Decarbonization Planning.

### **DRAFT AND FINAL PRODUCTS/REPORTS**

When creating reports, the Subrecipient shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (CAM) or designated project contact, the following:

- [Energy Commission Style Manual: Fourth Edition](https://www.energy.ca.gov/sites/default/files/2021-04/CEC-180-2020-001.pdf) located at (<https://www.energy.ca.gov/sites/default/files/2021-04/CEC-180-2020-001.pdf>).
- [Consultant Report Template](https://www.energy.ca.gov/media/2216) available for download at (<https://www.energy.ca.gov/media/2216>).

The CEC typically requires submission of products in an electronic format. If a hard copy product is required, each final hard copy product shall be delivered as one (1) original, reproducible, 8 ½" by 11", camera-ready master in black ink, unless otherwise directed by

## **EXHIBIT A**

### **Scope of Work**

the CAM or designated project contact. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

### **ELECTRONIC FILE FORMAT**

The Subrecipient shall deliver an electronic copy of the full text in a compatible version of Microsoft (MS) Word (.doc or .docx).

Unless otherwise specified by the CAM or designated project contact, the following describes the accepted formats of electronic data and documents provided to the CEC as agreement products and establishes the computer platforms, operating systems, and application versions that will be required to review and approve all application products.

- Data sets shall be in MS Access, MS Excel, or another file format as specified by the CAM or designated project contact.
- Computer-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in Adobe Portable Document Format (PDF) file format, with the original file format provided as well.
- Project management documents shall be in a file format specified by the CAM or designated project contact.

### **PRIMARY TASKS**

The major categories of work are divided into the following tasks:

<b>TASK #</b>	<b>TASK NAME</b>
1	General Project Tasks
2	Technical Tasks
3	Final Reporting

#### **A. Task 1 – General Project Tasks**

- **Subtask 1.1: Kick-Off Meeting**

The goal of this subtask is to establish the lines of communication and procedures for implementing this agreement. At the discretion of the CAM, this meeting may be held via conference call, MS Teams, or Zoom.

**The CEC shall:**

- Arrange the meeting, including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.

## **EXHIBIT A**

### **Scope of Work**

- Provide a quarterly progress report template following the kick-off meeting.

#### **The Subrecipient shall:**

- Attend a “Kick-Off” meeting with the CAM, designated project contact, and any other CEC staff relevant to the agreement. The Subrecipient shall include its Project Manager and other individuals designated by the CEC in this meeting.
- This meeting will include a discussion of the administrative and technical aspects of this agreement, including the timing of the quarterly reporting periods.
- If necessary, prepare an updated Schedule of Products and Due Dates based on the decisions made in the kick-off meeting.

#### **CEC Products:**

- Kick-Off meeting agenda
- Quarterly progress report template

#### **Subrecipient Products:**

- Updated Schedule of Products and Due Dates (if applicable)

- **Subtask 1.2: Invoices and Reconciliation Reports**

The goal of this subtask is to ensure accurate and timely payment for work performed under the agreement. See Terms and Conditions (Exhibits C and D) for more information on invoicing.

Following signature and execution of the agreement, Subrecipients may request 50 percent (50%) of total awarded funds in advance by submitting an advance payment invoice to the CEC. Following full reconciliation of costs equal to, or more than, the initial 50 percent (50%) advance of awarded funds, the Subrecipient will have the option to submit a request for an additional advance of 25 percent (25%) of total awarded funds by submitting an advance payment invoice to the CEC. Following full reconciliation of all advance funds, the Subrecipient shall submit invoices, no more frequently than quarterly, for reimbursement of allowable costs.

#### **The CEC shall:**

- Provide an advance payment invoice template.
- Provide a reconciliation report template.
- Provide a standard invoice template.

#### **The Subrecipient shall:**

- Submit an advance payment invoice to request advance funds.

## **EXHIBIT A**

### **Scope of Work**

- To reconcile advance payments, prepare and submit reconciliation reports based on actual allowable costs incurred under this agreement in compliance with the Budget Worksheet (Exhibit B) and Terms and Conditions (Exhibits C and D). All reconciliation reports shall be submitted as frequently as quarterly and must be accompanied by a quarterly progress report as detailed in Subtask 1.3.
- Prepare and submit standard invoices for all reimbursable, allowable costs incurred performing tasks under this agreement in compliance with the Budget Worksheet (Exhibit B) and Terms and Conditions (Exhibits C and D). All invoices shall be submitted as frequently as quarterly and must be accompanied by a quarterly progress report as detailed in Subtask 1.3.
- Provide proof of payment for incurred costs when requested by the CAM or designated project contact.
- Following CAM approval of all products and the Final Report detailed in Task 3, submit a final invoice to receive the ten percent (10%) of funds held as retention.

#### **CEC Products:**

- Advance payment invoice template
- Reconciliation report template
- Standard invoice template

#### **Subrecipient Products:**

- First advance payment invoice (if applicable)
- Second advance payment invoice (if applicable)
- Quarterly reconciliation reports
- Quarterly standard invoices
- Proof of payment for incurred costs (if applicable)
- Final retention invoice

#### **• Subtask 1.3: Quarterly Progress Reports**

The goal of this subtask is to verify satisfactory and continued progress toward achieving the objectives of this agreement on time and within budget, as well as to comply with all DOE reporting requirements.

The purpose of the quarterly progress report is to summarize activities performed during the current reporting period, identify activities planned for the next reporting period, identify issues that may affect performance and expenditures, and form the basis for determining whether costs incurred and reconciled against advance

## **EXHIBIT A**

### **Scope of Work**

payments or submitted by accompanying invoices are consistent with work performed.

The Subrecipient shall be required to submit a progress report quarterly. If no invoices are submitted within the designated 90-day period, a progress report will still be required.

#### **The Subrecipient shall:**

- Prepare quarterly progress reports that summarize all agreement activities conducted by the Subrecipient for the quarterly reporting period, including an assessment of the ability to complete the agreement within the current budget and on the planned schedule and any anticipated cost overruns or delays.
- The first quarterly progress report is due fifteen (15) calendar days after the end of the quarter in which the agreement was signed, and activities commenced.
- Each subsequent report is due (fifteen) 15 days following the end of each quarter, either accompanying an invoice or reconciliation report, or as a standalone report.
- Submit each progress report to the CAM or designated project contact within fifteen (15) calendar days after the end of the quarterly reporting period.
- Provide all information required by DOE, including, but not limited to, the Federal Assistance Reporting Checklist (FARC).

#### **Subrecipient Products:**

- Quarterly progress reports

#### **• Subtask 1.4: Critical Project Review Meetings**

The CAM may schedule Critical Project Review (CPR) Meetings as necessary at any time during the agreement term. The goal of CPR Meetings is to determine whether products are being met and evaluate project implementation progress to ensure projects are complete within the agreement term, as well as to identify any needed modifications to the tasks, products, schedule, or budget.

At the discretion of the CAM, CPR Meetings may be held via conference call, MS Teams, or Zoom. The CEC meeting participants may include the CAM, designated project contact, and other key CEC management and staff. The Subrecipient shall include its Project Manager, key personnel, and others designated by the CAM or designated project contact.

#### **The CEC shall:**

- Arrange the meeting, including scheduling the date and time. When



## **EXHIBIT A**

### **Scope of Work**

scheduling, provide notice of at least ten (10) business days to the Subrecipient.

- Provide an agenda to all potential meeting participants prior to the CPR Meeting.
- Provide a written determination on whether modifications are needed to the tasks, products, schedule, and/or budget for the remainder of the agreement.

#### **The Subrecipient shall:**

- Prepare a CPR Report that discusses the progress of the agreement towards achieving its goals and objectives. The Subrecipient shall submit these documents to the CAM or designated project contact at least five (5) business days prior to each CPR Meeting.
- Attend and participate in discussion at the CPR Meeting.

#### **CEC Products:**

- CPR Meeting Agenda(s)

#### **Subrecipient Products:**

- CPR Report(s)

#### **• Subtask 1.5: Execute and Manage Subaward Agreements**

The goal of this subtask is to ensure the Subrecipient executes and manages any subaward agreements necessary to complete the tasks required for the project and to provide quality products. Sub-subrecipients shall complete tasks under this agreement consistent with the Terms and Conditions (Exhibits C and D). In the event of failure of the sub-subrecipient or vendor to satisfactorily perform services, the Subrecipient shall recommend solutions to resolve the problem. This subtask will also provide the CEC an opportunity to review subaward agreements to ensure that the tasks are consistent with this agreement, and the budgeted expenditures are reasonable and consistent with the allowable costs detailed in the Budget Worksheet (Exhibit B).

#### **The CEC shall:**

- Review subaward agreements prior to execution and provide feedback to the Subrecipient, if applicable.
- Review applicable documents for additional subaward agreements identified as necessary to complete the project under this agreement and provide feedback to the Subrecipient, if applicable.

#### **The Subrecipient shall:**

- Identify all activities requiring subaward agreements to complete work

## **EXHIBIT A**

### **Scope of Work**

under this agreement, as well as the specific sub-subrecipients for each, pursuant to the approved project as described in this SOW.

- Prior to execution, submit a copy of each subaward agreement to the CAM for review, if requested.
- Execute agreements with sub-subrecipients.
- Submit copies of all final executed subaward agreements, if requested by the CAM.
- Manage and coordinate sub-subrecipient and vendor activities.
- Enforce sub-subrecipient and vendor agreement provisions.
- In the event of sub-subrecipient or vendor failure to perform, recommend solutions to resolve the problem.
- If additional sub-subrecipients or vendors are identified as necessary to complete the project work under this agreement, notify the CAM within ten (10) calendar days of identifying this need and provide information on related project activities. The CAM may request copies of any applicable documents.

#### **Subrecipient Products:**

- List of all sub-subrecipient, vendors, and activities requiring subaward agreements to complete work under this agreement
- Copies of draft subaward agreements for review, if requested by the CAM
- Copies of final executed subaward agreements, if requested by the CAM
- Copies of applicable documents for any additional sub-subrecipients identified as necessary to complete the project work under this agreement

#### **• Subtask 1.6: Final Meeting**

The goal of this subtask is to discuss closeout of this agreement and review the project. At the discretion of the CAM, this meeting may be held via conference call, MS Teams, or Zoom.

#### **The Subrecipient shall:**

- Meet with CEC staff prior to the term end date of this agreement. The CAM will designate the specific location. The Subrecipient Project Manager and the CAM will attend this meeting. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of agreement closeout will be discussed at the meeting.

## **EXHIBIT A**

### **Scope of Work**

- Present findings, conclusions, and recommended next steps (if any) for the agreement based on the information included in the Final Report detailed in Task 3.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this agreement, based on determinations made within the meeting.

#### **Subrecipient Products:**

- Written documentation of meeting agreements and unresolved activities
- Schedule for completing closeout activities

### **B. Task 2 – Technical Project Tasks**

#### **Project Activity #1: Community Building Decarbonization Planning – Neighborhood Electrification Planning Pilot Program**

The Subrecipient, in collaboration with project partners, will conduct research, engage stakeholders, and seek feedback to inform community plans, draft individualized home electrification action plans, as well as other tasks and educational efforts that encourage adoption of energy efficiency, building decarbonization, and advanced building performance measures in new and existing homes in DACs of the unincorporated County.

- **Subtask 2.A.1: Identify Neighborhood for the Pilot**

The goal of this subtask is to research potential project areas and identify an underserved or disenfranchised neighborhood for conducting pilot activities.

#### **The Subrecipient shall:**

- Use the Climate and Economic Justice Screening Tool (CEJST) tool to identify neighborhood level block(s) that qualify as DACs. For example, the East Foothills or Alum Rock areas of the County.
- Create a geographic information system (GIS) map of the prospective project area.
- Review the GIS map with project partners and County subject matter experts to further refine the project's geographic scope.

#### **Subrecipient Products:**

- GIS map identifying project area boundary

## **EXHIBIT A**

### **Scope of Work**

- **Subtask 2.A.2: Conduct a Neighborhood Housing Stock Study**

The goal of this subtask is to leverage existing studies and tools to better understand housing characteristics of the selected neighborhood and cluster pilot activities on blocks that have similar housing stock.

**The Subrecipient shall:**

- Develop the Neighborhood Housing Stock Study.
- Review data on the selected neighborhood from the County's 2023 Energy Resilience and Equity Study.
- Request data from County Assessor's Office or SVCE on building type, building size, and building vintage for the study area (or for the most granular level that is available and anonymized).
- Request anonymized, aggregated data from SVCE on metrics for the study area, which may include but are not limited to, residential building energy consumption data, energy use intensity, GHG emissions, solar capacity, battery storage capacity, and electric vehicle registrations.
- Identify and utilize appropriate tool to evaluate potential areas for zonal electrification.
- Analyze and synthesize data into a Draft Assessment Report with assessment of risks, menu of identified opportunities for neighborhood electrification in the project area, similarities among housing stock, and priority areas to conduct engagement activities.
- Create fact sheets on recommendations for prototype electrification pathways by building type, size, and vintage for electrification of homes in the project area, including equipment and panel capacity options.
- Collaborate with project partners to generate a comprehensive Neighborhood Housing Stock Study with recommendations for priority project areas.

**Subrecipient Products:**

- Data analysis summaries from collected sources: 2023 Energy Resilience and Equity Study, SVCE, and County Assessor's Office
- Draft Assessment Report with findings
- Summary report detailing the fact sheets created to recommend prototype electrification pathways for homes in the project area by building type, size, and vintage
- Summary report of the processes involved in creating the Neighborhood Housing Stock Study

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### **Scope of Work**

- **Subtask 2.A.3: Develop and Implement a Neighborhood Engagement Strategy**

The goal of this subtask is to use the recommendations from Neighborhood Housing Stock Study to develop an outreach and engagement strategic plan for the pilot neighborhood. This plan will be co-developed in partnership with one (1) or more CBOs that serve the pilot neighborhood. Activities may include door-to-door outreach, focus groups, ambassadors, demonstration workshops, etc. Engagement events will be tailored in collaboration with project partners and stakeholders. Residents in the pilot area will be offered volunteer opportunities to support project events.

**The Subrecipient shall:**

- Determine if one (1) CBO partner or multiple partners are needed to cover the project area and complete project activities.
- Develop and issue a Request for Proposals or other competitive solicitation process for selecting the CBO partner(s) for supporting the development and implementation of the Neighborhood Engagement Strategy.
- Select CBO partner(s) and execute agreements with each partner.
- Co-create with CBO partner(s) a draft Neighborhood Engagement Strategy covering the project period including methods of engagement, selected activities and events, required resources, communications materials, staffing, and timelines for each project component.
- Consult relevant organizations and stakeholders to review, advise, and offer recommendations for strategy adjustments, which may include SVCE and Bay Area Regional Energy Network (BayREN).
- Incorporate feedback as applicable into the strategic plan and submit the final plan with the quarterly report.
- Execute engagement activities and events from the Neighborhood Engagement Strategic Plan with CBO partner(s), stakeholders, and neighborhood residents.
- Have CBO partner(s) track and document outcomes and number of people reached by the outreach activities and engagement strategies.
- Produce a report on the implementation activities that summarizes the engagement strategies, number of people reached, feedback received, key takeaways, and includes photos of the events.

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#### **Subrecipient Products:**

- Upon CAM request, provide fully executed agreement(s) between the Subrecipient and selected CBO partner(s) including SOW, timeline, and project deliverables
- Summary report of the processes involved in creating the Neighborhood Engagement Strategic Plan
- Implementation Activities Report

- **Subtask 2.A.4: Launch Neighborhood Electrification Planning Pilot**

The goal of this subtask is to educate residents in the selected neighborhood on available electrification resources and develop sample electrification plans for prototype homes in the neighborhood.

#### **The Subrecipient shall:**

- Lead the process of conducting site assessments.
- Contract with community-based organization for outreach activities, which may include: mailing to residents in the selected area with fact sheets on how they can electrify their home.
- Work with community-based organization to design resource fair with “office-hours” event that is tailored to the neighborhood, typical residential characteristics, and inclusive of language access needs as appropriate.
- Flier mailing to residents for up to two (2) resource fairs (including drop-in “office hours”) in a neighborhood location for residents to learn more about electrification services, available rebates, the fact sheets, and Q&A with technical staff to provide guidance and answer questions.
- At neighborhood resource fairs, share resources including SVCE programs, BayREN rebates, other incentives, etc. that residents can act on.
- Have the project team and energy advisors and/or contractors develop prototype / sample profile electrification plans homes based on basic criteria (e.g., vintage, size, type of home) for distribution to interested residents.
- Anonymized survey to gauge residents’ feedback on the information provided at the resource fairs, mailed fact sheets, and sample plans.
- Summarize findings and outcomes in a report.

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#### **Subrecipient Products:**

- Upon CAM request, provide fully executed agreement(s) between the Subrecipient and selected contractors
- Summary of findings from the Neighborhood Electrification Pilot

#### **Project Activity #2: Advance Municipal Operations to Support Building Decarbonization – Permit Support Pilot and Modernization Program**

The project includes plans to update and improve local or regional permitting programs, permitting compliance, compliance assistance, along with employee and stakeholder education. The County Department of Planning and Development (DPD) and the Office of Sustainability and Resilience will collaborate with SVCE to assess current operations such as planning, permitting, and inspections. Collectively, they will identify and address opportunities for improvement, as well as educate staff and other parties that coordinate activities with jurisdiction departments.

- **Subtask 2.B.1: Electrification Resource Toolkits**

The goal of this subtask is to work with SVCE to develop a resource toolkit for DPD staff to use at the permit counter to inform customers and contractors on building electrification technologies and incentives.

#### **The Subrecipient shall:**

- Create multi-lingual resources (paper-based and online) to inform customers and contractors on the general building decarbonization technologies available, the purpose, steps to accessing the technology, and to provide info on available financial incentives.
- Work with energy project partners or consultants to develop resource toolkit information and materials.
- Coordinate with CBOs in the selected neighborhood to support with dissemination of the information.

#### **Subrecipient Products:**

- Summary report of the processes involved in creating the toolkit resources and materials

- **Subtask 2.B.2: Electrification Training(s) for County Staff**

The goal of this subtask is to leverage SVCE's technical expertise to train County permit staff in building decarbonization technologies. Trainings will educate County staff on building electrification technologies, appliances, and installs. Information will be utilized at the leadership level to initiate updated processes and procedures for building permitting.

#### **The Subrecipient shall:**

- Partner with SVCE to prepare a series of trainings or one (1) longer

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session for County staff involved in permitting building decarbonization technologies.

- Work with energy project partners and DPD leadership to identify and register appropriate County staff in trainings.
- Develop a post-training survey to administer with participants and gather questions, comments, and feedback about additional information and support that may be needed to successfully upgrade building permitting and electrification installation processes.

#### **Subrecipient Products:**

- Summary report detailing the results of the electrification training(s)
- Summary of survey findings

- **Subtask 2.B.3: Electrification Pre-Application Support Materials and Resources for Residents**

The goal of this subtask is to prepare pre-application support materials for residents that clearly outline the steps of modernized permitting process. Modernizations in the County permitting process will be reconfigured and streamlined to be more user-friendly for applicants and will minimize the staff time required to process applications.

#### **The Subrecipient shall:**

- Work with SVCE and DPD staff to develop pre-application support materials and resources designed to support completion of residential building electrification permit applications.

#### **Subrecipient Products:**

- Summary report detailing the results of the pre-application informational resource materials

- **Subtask 2.B.4: Building Decarbonization Permit Process Enhancements**

The goal of this subtask is to work with SVCE to create a menu of prioritized building decarbonization permit enhancement strategies for future use by the County Planning Department. SVCE will work with the County to implement approaches from this list, which may include items such as reduced or eliminated permit fees for select electrification improvements, or a permit concierge service with “ready-to-approve” permits for building decarbonization projects.

#### **The Subrecipient shall:**

- Work closely with SVCE to identify challenges and roadblocks in the current building decarbonization permitting processes, develop



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procedures to streamline municipal operations, reduce staff time needed to process applications, and ensure the overall process is more user friendly for residents.

- Develop a menu of prioritized enhancement strategies for future implementation by the County Planning Department.

#### **Subrecipient Products:**

- Summary report identifying permit enhancement strategies assessed to produce a simplified building permit application process
- Draft outline for resource guides and materials to be produced for residents interested in the permitting process

### **Project Activity #3: Municipal Building Decarbonization Planning**

The project includes plans to outline the steps and objectives for implementing a portion of the County's building decarbonization program for the existing facility portfolio from the Carbon Neutrality by 2030 Roadmap for County Operations. The program will primarily focus on planning for the replacement of domestic hot water heaters (DHW) and gas heat packaged units with more sustainable alternatives, contributing towards carbon neutrality for County operations by 2030.

- **Subtask 2.C.1: Electrification Opportunities and Priorities (County Facilities and Equipment)**

The goal of this subtask is to identify equipment that can be feasibly electrified to reduce carbon emissions and prioritize equipment replacements based on their contribution to decarbonization efforts and overall energy savings potential.

#### **The Subrecipient shall:**

- Collaborate with a consultant to cross-reference the existing backlog list with electrification opportunities.
- Develop specification sheets that prioritize energy efficiency, sustainability, and compatibility with electrification goals.

#### **Subrecipient Products:**

- Summary report identifying carbon-generating equipment assessed that can be replaced with electrified versions to reduce the County's carbon footprint

- **Subtask 2.C.2: Draft Priority Equipment Electrification List**

The goal of this subtask is to identify equipment used in County Facilities and Fleet Department (FAF) with a focus on DHW and gas heat packaged units to determine which equipment replacements will provide the greatest reduction in carbon emissions.

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#### **The Subrecipient shall:**

- Work closely with consultant(s) to examine equipment and identify items to replace with electric-powered equipment, making sure to include cost estimates for replacement equipment at each individual site with recommended specification sheets.
- Create site-tailored specification sheets.
- Using site-tailored specification sheet information, develop a menu of priorities for County municipal building decarbonization planning that considers factors such as capacity, performance, and lifecycle cost in the selection process.

#### **Subrecipient Products:**

- Site-tailored Equipment Specification Sheets with recommendations
- Menu of priority equipment electrification replacements

- **Subtask 2.C.3: FAF Electrification ROADMAP**

The goal of this subtask is to utilize information from assessments, feedback on recommendations, and the subject matter expertise of consultants to develop a replacement roadmap for the County's FAF to implement by 2030.

#### **The Subrecipient shall:**

- Draft a comprehensive strategy document and ROADMAP outline.
- Gather feedback from County leadership and relevant stakeholders.
- Finalize the comprehensive strategy document outlining the ROADMAP for replacement of two (2) equipment types by 2030.

#### **Subrecipient Products:**

- Summary report detailing the results of the comprehensive strategy document outlining the ROADMAP for replacement of two (2) equipment types by 2030 (draft and final)

### **C. Task 3 – Final Reporting**

- **Subtask 3.1 – Final Report:**

The goal of this subtask is to prepare a comprehensive written Final Report that describes the original purpose, activities, outcomes, and lessons learned during the project under this agreement. The Subrecipient shall document successful completion of all project activities, tasks, and products.

Upon the request of the CAM or designated project contact, the Subrecipient shall provide photos, graphs, documents, and data summaries to fully describe the project

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and all outcomes, as well as to support distribution of project information to other parties.

The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background. In addition, the Final Report shall be a public document and must be completed prior to the termination date of the agreement or within sixty (60) days of the depletion of funds.

The CAM or designated project contact will provide the Subrecipient with the Final Report template.

**The CEC shall:**

- Provide a final report template to the Subrecipient upon request.

**CEC Products:**

- Final report template

- **Subtask 3.1.1 – Final Report Outline**

**The CEC shall:**

- Review and provide comments on the draft outline of the Final Report.

**The Subrecipient shall:**

- In accordance with the CEC Style Manual, prepare and submit a draft outline of the Final Report to the CAM or designated project contact for review and approval.
- Review comments received on the draft outline and if there are any issues with the recommended changes, discuss them with the CAM or designated project contact.
- Prepare and submit a final outline of the Final Report, incorporating CAM or designated project contact comments.

**CEC Products:**

- Comments on the draft outline of the Final Report (if applicable)

**Subrecipient Products:**

- Outline of the Final Report

- **Subtask 3.1.2 – Final Report**

**The CEC shall:**

- Review and provide comments on the draft version of the Final Report.

**The Subrecipient shall:**

- Prepare a draft version of the Final Report in accordance with the approved outline and submit it to the CAM or designated project

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contact for review and approval at least two (2) months prior to the agreement end date.

- Review comments received on the draft Final Report and if there are any issues with the recommended changes, discuss them with the CAM or designated project contact.
- Prepare and submit the last version of the Final Report, incorporating CAM or designated project contact comments.

#### **CEC Products:**

- Comments on the draft version of the Final Report (if applicable)

#### **Subrecipient Products:**

- Draft Final Report
- Final Report