



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
December 11, 2024, Business Meeting  
Backup Materials for City of Pinole**

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: 24-1211-09b**

**STATE OF CALIFORNIA**

**STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: City of Pinole**

**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-24-004 with City of Pinole for a \$700,000 grant, and adopting staff's recommendation that this action is exempt from CEQA. This agreement will support the Pinole Energy Enhancement Rebate Pilot Program and development of a virtual all-electric building resource center, draft building performance standard program, municipal building decarbonization plan, permitting compliance program, water heater loaner program, green workforce training program, and photovoltaic microgrid system design for the City's wastewater treatment plan; 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-24-004

### 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: City of Pinole
2. Federal ID Number: 94-6000394

### D. Title of Project

Title of project: Pinole Building Energy Climate Action and Adaptation Plan (CAAP) Measures Implementation

### 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:

City of Pinole. Proposed resolution approving agreement EECBG-24-004 with City of Pinole for a \$700,000 grant, and adopting staff's recommendation that this action is exempt from CEQA. This agreement will support the Pinole Energy Enhancement Rebate Pilot Program and development of a virtual all-electric building resource center, draft building performance standard program, municipal building decarbonization plan, permitting compliance program, water heater loaner program, green workforce training program, and photovoltaic microgrid system design for the City's wastewater treatment plant. (EECBG Funding). Contact: Lien Huynh (Staff Presentation: 5 minutes)



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

### 1. Is Agreement considered a “Project” under CEQA?

No

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. The City of Pinole will compile information related to electric buildings, research policies and programs, conduct outreach, draft a feasibility analysis and policy goals. The city will develop decarbonization plans for certain municipal buildings, develop a permitting compliance program, a water heater loaner program, supports a rebate program for energy efficiency measures, and green workforce training all related to decarbonization. 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. The project includes the design of a solar PV microgrid system at the city's existing wastewater treatment plant but does not involve any physical alterations of the site. 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.

Not applicable.

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
Contra Costa County	\$150,000	\$0

## 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 (consultant/software virtual all-electric building center)	\$35,000	\$0



Vendor/Seller Legal Company Name	CEC Funds	Match Funds
TBD (cost-effectiveness study conductor)	\$20,000	\$0
TBD (infrastructure and capacity feasibility study conductor)	\$35,000	\$0
TBD (cost feasibility analysis conductor)	\$15,000	\$0
TBD (tailored outreach and campaign materials producer)	\$15,000	\$0
TBD (building performance standard program support)	\$28,300	\$0
TBD (municipal building decarbonization plan consultant)	\$75,000	\$0
TBD (permit compliance performance consultant)	\$40,000	\$0
TBD (water heater loaner program consultant)	\$15,000	\$0
TBD (photovoltaic design for Wastewater Treatment Plant)	\$77,500	\$0
TBD (workforce development partners compensation)	\$55,000	\$0
Redwood Public Law, LLP	\$10,000	\$0

#### 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
No key partners to report.

#### 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

**TOTAL Amount:** \$700,000

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: Kapil Amin, Sustainability Project Manager

Address: 2131 Pear Street

City, State, Zip: Pinole, CA 94564

Phone: (714) 519-8947

E-Mail: [kamin@ci.pinole.ca.us](mailto:kamin@ci.pinole.ca.us)



## 2. Recipient's Project Manager

Name: Kapil Amin, Sustainability Project Manager

Address: 2131 Pear Street

City, State, Zip: Pinole, CA 94564

Phone: (714) 519-8947

## 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 Solicitation #	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	Yes
5	Awardee CEQA Documentation	No

## 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:** 10/15/2024

**Program Manager:** Devla Singh

**Approval Date:** 10/15/24

**Director:** Scott Blunk

**Approval Date:** 10/22/2024

# 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
AC	Air Conditioning
ARRA	American Recovery and Reinvestment Act of 2009
CAAP	Climate Action and Adaptation Plan
CAM	Commission Agreement Manager
CEC	California Energy Commission
City	City of Pinole
CPR	Critical Project Review
DOE	Department of Energy (United States)
EECBG	Energy Efficiency and Conservation Block Grant
2021 EECBG	IIJA funding made available in 2021 under the EECBG
EV	Electric Vehicle
FARC	Federal Assistance Reporting Checklist
GHG	Greenhouse Gas
HVAC	Heating, Ventilation, and Air Conditioning
IIJA	Infrastructure Investment and Jobs Act
IEPR	Integrated Energy Policy Report
LGBDC	Local Government Building Decarbonization Challenge
MCE	Marin Clean Energy
MS	Microsoft
PDF	Adobe Portable Document Format
PG&E	Pacific Gas and Electric Company
PEER	Pinole Energy Enhancement Rebate Pilot Program
PRC	Public Resources Code
PV	Photovoltaic
RFP	Request for Proposals



## EXHIBIT A

### Scope of Work

ACRONYM/ TERM	DEFINITION
SOW	Scope of Work
State	State of California
Subrecipient	City of Pinole
Sub-Subrecipient	A person or entity that receives grant funds directly from the Subrecipient, such as Contra Costa County
WWTP	Wastewater Treatment Plant

### PURPOSE

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

1. Community building decarbonization planning.
2. Municipal building decarbonization planning.
3. Advancing municipal operations to support building decarbonization.
4. Developing local codes, ordinances, and voluntary decarbonization measures.
5. Building decarbonization related workforce development activities.

### PROBLEM STATEMENT

The Subrecipient released its inaugural Climate Action and Adaptation Plan (CAAP) draft on April 19, 2024. An introduction to the CAAP was presented to Council on May 7, 2024. Council adopted the CAAP on August 20, 2024. The Subrecipient will initially focus on measures and actions that decarbonize buildings due to their significant greenhouse gas (GHG) reduction potential.

Grant funding will be utilized for vetted, time sensitive CAAP actions that fit all five (5) eligible project activities. Funds will support **Project Activity 4** work to adopt codes that avoid and wean gas infrastructure in residential and commercial buildings. For **Project Activity 1**, funds will be used towards feasibility studies of increased electricity demand, development of a Building Performance Standard Program, identification of a location for local energy generation and storage, and for researching regional policies and programs that can be explored to advocate support for carbon-free electricity as the most cost-effective energy option. Additionally, funds will be used for **Project Activity 1** to help develop a virtual all-electric building resource center informed by tailored outreach and engagement campaigns in preparation for streamlining reach code compliance by the community. A key component of this resource center is learning equity barriers and overcoming them (free electrification assessments, low up-front costs, and on-bill financing).

Furthermore, funds will be used for **Project Activity 5** work to begin forming a green workforce including outreach to members of vulnerable communities and the development of a workforce training program. Access to a local, green, and vetted workforce can drastically accelerate

## EXHIBIT A

### Scope of Work

reaching building decarbonization goals. A crucial component of meeting community compliance is the development of a comprehensive permitting compliance program and logistics for a water heater loan program for **Project Activity 3**. It is imperative the Subrecipient lead by example and therefore, funding will be used to develop a plan for **Project Activity 2** work electrifying all municipal buildings and facilities by 2035, which will also support our Capital Improvement Project, Facilities Master Plan.

CAAP Building Energy measures:

- Electrify one hundred percent (100%) of new construction in the City of Pinole (City) in 2024.
- Electrify existing residential buildings to reduce natural gas consumption twenty six percent (26%) by 2030 and one hundred percent (100%) by 2045.
- Electrify existing commercial and mixed-use (i.e., combined commercial and residential) buildings to reduce natural gas consumption eighteen percent (18%) by 2030 and one hundred percent (100%) by 2045.
- Upgrade all City accounts to Marin Clean Energy's (MCE's) Deep Green option by 2025 and electrify or otherwise decarbonize all municipal buildings and facilities by 2035.

While this is an extensive list of project activities, it is important to note that the City will cover staff costs for the Community Development Director, Building Official, Permit Techs, and Public Works Department, which are not included in the agreement budget. City covered staff tasks will include things like Request for Proposals (RFP) development, review, and commenting; meetings with consultants; outreach; and engagement. The only staff cost included in the agreement budget is for the City's Sustainability Project Manager. Only planning activities will be completed under this agreement.

Additionally, it is important to note that funding from this agreement will assist the City with setting up the programmatic features and conditions of the revolving fund under subtask 2.C.10 but will not actually provide funding for the revolving fund itself.

Further, this agreement will help to partially fund the design of a Photovoltaic (PV) Microgrid System for the City's Wastewater Treatment Plant (WWTP) under subtask 2.B.9. To complete the project activities detailed in this SOW, the City will cover any remaining costs not included in the agreement budget.

## 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

# EXHIBIT A

## Scope of Work

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 California (State) meet its energy and climate goals, as they have a unique connection with their constituents and authority over local 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:

- Project Activity #1: Community Building Decarbonization Planning;
- Project Activity #2: Municipal Building Decarbonization Planning;
- Project Activity #3: Advancing Municipal Operations to Support Building Decarbonization;
- Project Activity #4: Adoption of Codes and Ordinances; and
- Project Activity #5: Workforce Development.

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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

### 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 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:

TASK #	TASK NAME
1	General Project Tasks
2	Technical Tasks
3	Final Reporting

# EXHIBIT A

## Scope of Work

### 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.
- 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, Subrecipient 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.

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- Provide a reconciliation report template.
- Provide a standard invoice template.

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

- Submit an advance payment invoice to request advance funds.
- 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

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whether costs incurred and reconciled against advance 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 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.

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### **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 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.



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- 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, if request by the CAM

- **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.
- 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

# EXHIBIT A

## Scope of Work

### B. Task 2 – Technical Project Tasks

#### **Project Activity #1: Community Building Decarbonization Planning**

The development of a virtual all-electric building resource center will act as a one-stop shop for the community to explore available electrification assessments, turn-key installations by state-vetted contractor, low up-front costs and on-bill financing, and equipment/labor warranties.

The City will explore methods such as meeting and strategizing with MCE and Pacific Gas and Electric Company (PG&E) on how to complete a cost-effectiveness study to provide clean electricity at lower rate than gas and design utility rates to support electrification in way that appeases the utility provider and customer.

The City will also need to work with its electricity provider(s) to conduct an electrification infrastructure and capacity feasibility study to identify expected increases in electricity demand, as well as simultaneously identify infrastructure improvements and demand reduction through energy efficiency as well as local renewable and storage projects such as microgrids, bidirectional charging infrastructure, and virtual power plants to meet demand and unburden the grid via efficiency and load flexibility measures.

A cost-feasibility analysis for residential and commercial buildings will also be conducted to understand the upfront and on-bill costs, as well as working with the community and other jurisdictions to identify barriers with replacement and permit compliance. The development of a Building Performance Standard Program to yield a required energy use per square foot standard for commercial buildings over 20,000 square feet will also be studied. Targeted outreach and tailored campaigns will be crucial for the success of these building decarbonization goals.

- **Subtask 2.A.1: Develop a Virtual All-Electric Building Resource Center**

The goal of this subtask is a one-stop-shop for the community to explore local resources and contractors for a streamlined approach to achieve ordinance compliance. The virtual all-electric building resource center will be a conduit for the Pinole community to accelerate the building energy goals in the CAAP. It will be a streamlined and simple resource that will house all information on how to get started with electrification projects, connect with local and vetted contractors, provide available rebates and financing, and permitting support such as concierge services and more.

Development of this virtual all-electric building resource center will include the ability for the CEC to provide comments and feedback on the draft version before its final launch.

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

- Develop a virtual all-electric building resource center available in different languages.

#### **Subrecipient Products:**

- Website link and summary report on development of the draft virtual all-electric building resource center
- Website link and summary report on development of the final virtual all-electric building resource center

## **EXHIBIT A**

### **Scope of Work**

- **Subtask 2.A.2: Compile Case Studies and Cost-Effective Strategies for Electric Buildings by Prototype**

The goal of this subtask is to compile case studies and cost-effective strategies for electric buildings by prototype to present easily digestible information that succinctly conveys electrification as the most beneficial option.

**The Subrecipient shall:**

- Compile case studies and cost-effective strategies for electric buildings by prototype.

**Subrecipient Products:**

- Written compilation of case studies/cost-effective strategies for electric buildings by prototype

- **Subtask 2.A.3: Conduct Outreach and Engagement to Building Developers, Owners, and Contractors**

The goal of this subtask is to conduct outreach and engagement with community businesses, such as building developers, owners, and contractors, to greatly consider the cost and environmental benefits of building decarbonization.

**The Subrecipient shall:**

- Provide outreach and engagement to building owners, developers, and contractors.
- Collect only publicly available information, such as business email addresses, phone numbers, etc.

**Subrecipient Products:**

- Documentation of outreach and engagement activities, which will include agendas, location information, as well as outreach materials and detailed information about other methods of outreach (mailings, emails, community partner support, etc.)

- **Subtask 2.A.4: Explore Regional Policy and Programs that Allow for Utility Rates that are Supportive of Electricity**

The goal of this subtask is to explore where the City can leverage existing regional policies and programs supporting utility rates, which make electricity the more affordable option, and compile a list of these policies, programs, methods, and strategies.

**The Subrecipient shall:**

- Research regional policies and programs that can be explored to advocate, either by support on the City's platform or integration into City operations, support for carbon-free electricity as the most cost-effective energy option.

**Subrecipient Products:**

- Written documentation of staff research on regional policies and programs

## **EXHIBIT A**

### **Scope of Work**

- **Subtask 2.A.5: Strategize Methods for Completing a Cost-Effectiveness Study and Designing Utility Rates that are Supportive of Electrification**

The goal of this subtask is to strategize methods for conducting a cost-effectiveness study and designing utility rates to further increase adoption of electrification by positioning electricity as the most attractive option for energy consumption.

**The Subrecipient shall:**

- Work with MCE and PG&E to strategize methods that can be explored to design utility rates and conduct a cost-effectiveness study to provide clean electricity at rates lower than natural gas rates.

**Subrecipient Products:**

- Meeting minutes with MCE and PG&E and written updates on the methods, feasibility, and progress for conducting a cost-effectiveness study and utility rate design supporting electrification

- **Subtask 2.A.6: Electrification Infrastructure and Capacity Feasibility Study**

The goal of this subtask to learn the electrification infrastructure and capacity with increased demand and scope areas for local energy generation and storage to meet demand.

**The Subrecipient shall:**

- Conduct the Electrification Infrastructure and Capacity Feasibility Study.

**Subrecipient Products:**

- Written report including findings of the Electrification and Capacity Feasibility Study

- **Subtask 2.A.7: Cost-Feasibility Analysis for Building Electrification**

The goal of this subtask is to determine the up front and on-bill costs for electrification strategies and learning barriers (including equity barriers) by conducting a Cost-Feasibility Analysis for Building Electrification.

**The Subrecipient shall:**

- Conduct the Cost-Feasibility Analysis for Building Electrification, including information on electrification strategies and learning/equity barriers.

**Subrecipient Products:**

- Written report including findings of the Cost-Feasibility Analysis for Building Electrification

- **Subtask 2.A.8: Targeted Outreach and Tailored Campaigns**

The goal of this subtask is to further identify barriers to electrification and provide education on resources via targeted outreach and tailored campaigns.

## **EXHIBIT A**

### **Scope of Work**

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

- Develop and conduct targeted outreach and tailored campaigns to identify barriers to electrification and provide education on resources.

#### **Subrecipient Products:**

- Written documentation detailing targeted outreach and tailored campaigns

- **Subtask 2.A.9: Building Performance Standard Program**

The goal of this subtask is to develop a Building Performance Standard Program that yields a threshold for energy use per square foot in commercial and industrial buildings over 20,000 square feet. It will include implementation and compliance support.

A Draft Building Performance Standard Program will be provided to the CEC for comment and feedback before establishing the final program. It will include a pre-development phase (program and policy cost-effective analyses), data collection phase (historical electricity and natural gas consumption data), retro commissioning phase, and a GHG performance standard.

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

- Develop a Building Performance Standard Program, which will include policy goals, stakeholder engagement, performance metrics, covered buildings, performance targets, timeline, and compliance pathways.

#### **Subrecipient Products:**

- Draft Building Performance Standard Program
- Final Building Performance Standard Program

### **Project Activity #2: Municipal Building Decarbonization Planning**

The CAAP directs the City to develop a plan to electrify and decarbonize all municipal building and facilities by 2035. The plan will include an inventory of existing fossil fuel-powered buildings and facilities, available alternatives and costs, a prioritization schedule which benefits vulnerable communities first.

- **Subtask 2.B.1: Select a Consultant to Support Plan Development**

The goal of this subtask is to release an RFP to hire a specialized consultant project manager that is skilled with municipal building decarbonization planning.

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

- Release an RFP and select a specialized consultant to support development of a Municipal Building Decarbonization Plan.

#### **Subrecipient Products:**

- RFP and proposal documents from the selected consultant

# EXHIBIT A

## Scope of Work

- **Subtask 2.B.2: Inventory of Existing Fossil-Fuel Powered Equipment**

The goal of this subtask is to produce an inventory of existing fossil-fuel powered equipment to understand the breadth of necessary changes to achieve the plan's goals.

**The Subrecipient shall:**

- Produce an inventory of existing fossil-fuel powered equipment in municipal buildings.

**Subrecipient Products:**

- Written inventory of existing fossil-fuel powered equipment in municipal buildings

- **Subtask 2.B.3: Research Alternatives and Lifecycle Costs**

The goal of this subtask is to research clean energy equipment and understand lifecycle costs, such as energy generation; storage; electric vehicle (EV) charging capacity; heating, ventilation, and air conditioning (HVAC); lighting equipment; water heaters; occupancy sensors; boilers; pool pumps; etc.

**The Subrecipient shall:**

- Research clean energy alternatives to equipment and lifecycle costs.

**Subrecipient Products:**

- Detailed list of cost-effective alternatives and their lifecycle costs resulting from the research efforts

- **Subtask 2.B.4: Prioritized Schedule of Upgrades by Need for Vulnerable Communities**

The goal of this subtask is to determine the rollout of clean energy equipment by creating a prioritized schedule of upgrades by need for vulnerable communities.

The three (3) municipal buildings prioritized for energy upgrades first will be the Senior Center, Tiny Tots facilities, and Youth Center, as these buildings primarily serve youth and senior populations who are more susceptible to poor air quality attributed to natural gas equipment.

**The Subrecipient shall:**

- Develop a prioritized schedule of upgrades by impact for the buildings that serve vulnerable communities. The schedule will include municipal building name, respective clean energy equipment, and planned procurement and installation dates.

**Subrecipient Products:**

- Written prioritized schedule of upgrades

- **Subtask 2.B.5: Draft Municipal Decarbonization Plan**

The goal of this subtask is to prepare findings for a Draft Municipal Decarbonization Plan, which will encompass the current inventory, clean alternatives and lifecycle cost comparison, and schedule of upgrades.

## **EXHIBIT A**

### **Scope of Work**

**The Subrecipient shall:**

- Develop findings into a Draft Municipal Decarbonization Plan.

**Subrecipient Products:**

- Draft Municipal Building Decarbonization Plan

- **Subtask 2.B.6: Seek Input on the Draft Municipal Building Decarbonization Plan**

The goal of this subtask is to create a plan that is implementation and actionable by seeking input from staff and the public.

**The Subrecipient shall:**

- Gather and incorporate feedback from staff and public via virtual comment boards on the Draft Municipal Building Decarbonization Plan.

**Subrecipient Products:**

- Written documentation of staff and public input on the Draft Municipal Building Decarbonization Plan

- **Subtask 2.B.7: Final Municipal Building Decarbonization Plan**

The goal of this subtask is to create the final version of the Municipal Building Decarbonization Plan for final adoption.

**The Subrecipient shall:**

- Finalize the Municipal Building Decarbonization Plan for final Council approval and adoption

**Subrecipient Products:**

- Final Municipal Building Decarbonization Plan

- **Subtask 2.B.8: Select Consultant for Designing a PV Microgrid System for the City's WWTP**

The goal of this subtask is release an RFP to select a consultant to design a PV Microgrid System for the City's WWTP.

**The Subrecipient shall:**

- Release an RFP and select a consultant to design a PV Microgrid System for the WWTP.

**Subrecipient Products:**

- RFP and proposal documents from the selected consultant

- **Subtask 2.B.9: Final Design of PV Microgrid System**

The goal of this subtask is to review the draft design and finalize the design of the PV Microgrid System from the consultant.

## **EXHIBIT A**

### **Scope of Work**

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

- Review the draft design and approve the final design of the PV Microgrid System.

#### **Subrecipient Products:**

- Draft design of the PV Microgrid System
- Final design of the PV Microgrid System

### **Project Activity #3: Advancing Municipal Operations to Support Building Decarbonization**

To reach compliance with a new reach code adoption in the CAAP, it is imperative that City modify operations in order to streamline and expedite decarbonization goals. The CAAP directs the City to enforce ordinance compliance through a comprehensive permitting compliance program which includes features such as dedicated time for routine staff training, developing easy-to-understand web-based compliance checklists and permit applications, online permitting systems, and zero-cost permit fees for heat pumps. Additionally, the City would like to incorporate a Water Heater Loaner Program at City Hall where the community can check out temporary water heaters if an electrical panel upgrade is required.

- **Subtask 2.C.1: Technical Assistance to Develop a Comprehensive Permitting Compliance Program**

The goal of this subtask is to research and select an organization that is skilled in developing comprehensive permitting compliance programs.

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

- Research technical assistance and select an organization to develop a Permitting Compliance Program.

#### **Subrecipient Products:**

- Written documentation of technical assistance research
- Contract documents with the selected skilled organization, if request by CAM

- **Subtask 2.C.2: Develop Features of the Permitting Compliance Program**

The goal of this subtask is to brainstorm the most impactful and necessary programmatic features of a Permitting Compliance Program such as protected time to focus on compliance, easy-to-understand compliance checklist, and zero-cost permit fees.

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

- Develop potential programmatic features of the Permitting Compliance Program.

#### **Subrecipient Products:**

- Written documentation of potential programmatic features of the Permitting Compliance Program



# EXHIBIT A

## Scope of Work

- **Subtask 2.C.3: Seek Input from Staff on the Permitting Compliance Program**

The goal of this subtask is to vet the brainstormed potential programmatic features with staff to reduce them to the most impactful and necessary features for a streamlined Permitting Compliance Program.

**The Subrecipient shall:**

- Seek input from staff on the potential programmatic features of the Permitting Compliance Program.

**Subrecipient Products:**

- Written documentation of staff input on the Permitting Compliance Program

- **Subtask 2.C.4: Pilot and Troubleshooting of Permitting Compliance Program**

The goal of this subtask is to soft launch a pilot the Permitting Compliance Program and understand where there are bugs and troubleshoot accordingly for a refined and smooth program.

**The Subrecipient shall:**

- Pilot the Permitting Compliance Program and keep a record of bugs and troubleshooting solutions.

**Subrecipient Products:**

- Written record of bugs and troubleshooting solutions on the piloted Permitting Compliance Program

- **Subtask 2.C.5: Final Permitting Compliance Program**

The goal of this subtask is to incorporate findings from the soft launch pilot and fine-tune for a final well-coordinated Permitting Compliance Program.

**The Subrecipient shall:**

- Finalize the Permitting Compliance Program

**Subrecipient Products:**

- Summary report on the Final Permitting Compliance Program including, but not limited to, the following:
  - Providing dedicated time for routine staff training to incorporate into existing building inspections.
  - Imposing fees for noncompliance to offset staff costs and encourage voluntary compliance.
  - Establishing easy-to-understand web-based compliance checklists and permit applications.
  - Facilitating online permitting.
  - Providing zero-cost permit fees for heat pump installations.

## **EXHIBIT A**

### **Scope of Work**

- **Subtask 2.C.6: Develop Logistics for the Water Heater Loaner Program**

The goal of this subtask is to develop and brainstorm ideas for a Water Heater Loaner Program.

**The Subrecipient shall:**

- Develop and brainstorm ideas for the Water Heater Loaner Program

**Subrecipient Products:**

- Written documentation of ideas for the Water Heater Loaner Program

- **Subtask 2.C.7: Seek Input from Staff on the Water Heater Loaner Program**

The goal of this subtask is to vet the brainstormed ideas with staff to reduce them to the most impactful and necessary features for the final Water Heater Loaner Program.

**The Subrecipient shall:**

- Seek input from staff on the Water Heater Loaner Program.

**Subrecipient Products:**

- Written documentation of staff input on the Water Heater Loaner Program

- **Subtask 2.C.8: Finalize the Water Heater Loaner Program**

The goal of this subtask is to produce a streamlined final Water Heater Loaner Program.

**The Subrecipient shall:**

- Finalize the details of the Water Heater Loaner program including program conditions and rules, checkout periods, process to get started, etc.

**Subrecipient Products:**

- Summary report on the Final Water Heater Loaner Program

- **Subtask 2.C.9: Seek Approval of the Water Heater Loaner Program**

The goal of this subtask is to seek Council approval of the Water Heater Loaner Program.

**The Subrecipient shall:**

- Seek approval of the of the finalized Water Heater Loaner Program.

**Subrecipient Products:**

- Written documentation for Council approval of the Water Heater Loaner Program

- **Subtask 2.C.10: Develop a Revolving Fund Program to Accelerate Community Building Decarbonization Measures Implementation**

The goal of this subtask is to set up the programmatic features and conditions of a Revolving Fund Program offered by the City to members of the community without disposable income to receive a zero (0) or low interest loan to begin building decarbonization measures that might have high initial costs.

## **EXHIBIT A**

### **Scope of Work**

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

- Develop features and conditions of the Revolving Fund Program.

#### **Subrecipient Products:**

- Written details on the features and conditions of the Revolving Fund Program
- **Subtask 2.C.11: Replenish Sub-Subrecipient (Contra Costa County) with Additional Funds for Rebates and Program Administration Costs for the City's Already Established Pinole Energy Enhancement Rebate (PEER) Pilot Program Initiative**

The goal of this subtask is to replenish the City's PEER Pilot Program Initiative, which provides rebates to incentivize the community into implementing building decarbonization and energy-efficiency measures.

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

- Provide funds to the sub-subrecipient Contra Costa County for use as rebates in the PEER Pilot Program Initiative.

#### **Subrecipient Products:**

- Written program report from sub-subrecipient Costa County

#### **Project Activity #4: Adoption of Codes and Ordinances**

The City's CAAP directs the development and adoption of different codes and ordinances in order to achieve building decarbonization goals. Grant funding will be used to support Council adoption of two (2) reach codes and two (2) ordinances:

- **Subtask 2.D.1: Seek Council Adoption for Codes and Ordinances**

The goal of this subtask is only to seek Council adoption of the following developed codes and ordinances:

- A reach code requiring all central air conditioning (AC) unit's installations and replacements be two-way for existing residential.
- A reach code requiring all central AC unit's installations and replacements be two-way for existing commercial.
- A single margin energy score or more stringent ordinance to avoid new natural gas building construction.
- An end-of-flow ordinance that would require natural gas lines be capped and decommissioned in existing buildings by 2045.

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

- Seek Council adoption

#### **Subrecipient Products:**

- Written documentation seeking Council adoption of codes and ordinances

# EXHIBIT A

## Scope of Work

### Project Activity #5: Workforce Development

A green workforce to streamline and carry out installations is central to increasing ordinance compliance. Funding will be used to help shape and develop this workforce as well as develop curriculum for workforce training programs. Training programs will provide installers, local contractors, and building owners/operations key information for a robust workforce program. With targeted outreach to members of vulnerable communities, this process will greatly consider equity by bringing their awareness of the workforce development.

- **Subtask 2.E.1: Work with CAAP Partners to Develop Recruitment Strategies for a Green Workforce**

The goal of this subtask is to work with CAAP partners to develop a strategy plan for how to recruit the green workforce composed of members who will most benefit from the opportunity.

**The Subrecipient shall:**

- Work with CAAP partners to develop recruitment strategies for a green workforce composed of members who will most benefit from the opportunity.

**Subrecipient Products:**

- Written documentation of developed recruitment strategies for a green workforce

- **Subtask 2.E.2: Work with CAAP Partners to Develop Green Workforce Trainings Curriculum**

The goal of this subtask is to work with CAAP partners to develop curriculum for the green workforce trainings.

**The Subrecipient shall:**

- Work with CAAP partners to develop green workforce training curriculum.

**Subrecipient Products:**

- Online green workforce training curriculum slides and web link (if available)

- **Subtask 2.E.3: Seek Input on Recruitment Strategies and Green Workforce Trainings**

The goal of this subtask is to seek input on recruitment strategies and green workforce trainings from stakeholders, such as installers, local contractors, building owners, developers, Contra Costa College, Workforce Development Board of Contra Costa County, etc.

**The Subrecipient shall:**

- Seek input on the green workforce trainings from stakeholders.

**Subrecipient Products:**

- Written documentation detailing the process of seeking input from stakeholders on the green workforce trainings

## **EXHIBIT A**

### **Scope of Work**

- **Subtask 2.E.4: Develop a System to Refer Workers and Track Building Decarbonization Projects Completed by the Workforce**

The goal of this subtask is to develop a system for referring prospective installers and contractors who completed green workforce training and tracking the number of Building Decarbonization Projects completed by the trained green workforce.

**The Subrecipient shall:**

- Develop a system for referring prospective installers and contractors and tracking the number of Building Decarbonization Projects completed by the trained green workforce.

**Subrecipient Products:**

- Written summary about the system for referring prospective installers and contractors and tracking the number of Building Decarbonization Projects completed by the trained green workforce

### **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 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

# **EXHIBIT A**

## **Scope of Work**

### **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:**

- Draft outline of the Final Report
- Final 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 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