



STATE OF CALIFORNIA

**GRANT REQUEST FORM (GRF)**

CEC-270 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

**A) New Agreement # EPC-22-008 (to be completed by CGL office)**

<b>B) Division</b>	<b>Agreement Manager:</b>	<b>MS #:</b>	<b>Phone</b>
ERDD	Mike Gravely	43	916-704-4339

<b>C) Recipient's Legal Name</b>	<b>Federal ID Number</b>
THE LATINO EQUITY ADVOCACY & POLICY INSTITUTE, THE LEAP INSTITUTE	82-3403967

<b>D) Title of Project</b>
LEAP MORBUG

**E) Term and Amount**

<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>
10/14/22	3/31/2026	\$ 675,103

**F) Business Meeting Information**

☐ ARFVTP agreements \$75K and under delegated to Executive Director

Proposed Business Meeting Date 10/12/2022 ☐ Consent ☒ Discussion

Business Meeting Presenter Mike Gravely Time Needed: 5 minutes

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

**Agenda Item Subject and Description:****The Latino Equity Advocacy & Policy Institute, the LEAP Institute.**

Proposed resolution approving Agreement EPC-22-008 with The Latino Equity Advocacy & Policy Institute for a \$675,103 grant to develop and demonstrate the mobile renewable backup generation of more than 12 kWh of lithium-ion batteries with renewable power generation, and adopting staff's determination that this action is exempt from CEQA. Backup generation technologies will be demonstrated in three different climate zones in an investor-owned utility service territory located in either a disadvantaged or low-income community. (EPIC Funding)  
Contact: Mike Gravely (Staff Presentation: 5 minutes)

**G) California Environmental Quality Act (CEQA) Compliance**

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

☒ Yes (skip to question 2)

☐ No (complete the following (PRC 21065 and 14 CCR 15378)):

Explain why Agreement is not considered a "Project":

2. If Agreement is considered a "Project" under CEQA:

a) ☒ Agreement **IS** exempt.

☐ Statutory Exemption. List PRC and/or CCR section number:

☒ Categorical Exemption. List CCR section number:  
Cal. Code Regs., tit. 14, § 15311

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

**GRANT REQUEST FORM (GRF)**

Explain reason why Agreement is exempt under the above section:

This project involves the development and short-term demonstrating of mobile renewable generation for backup power, which will also provide shelter for up to six people (shade, rain, heating/cooling, air purification), as well as four 110V plugs, nineteen USB receptacles, six rechargeable lights, a 32-channel cellular hotspot, smart phone monitoring and control, a weather station, and an air quality monitor. This project is exempt under Cal. Code Regs., tit. 14, 15311 because it involves construction or replacement of a minor structures accessory to existing commercial, industrial, or institutional facilities, including but not limited to placement of seasonal or temporary use items such as mobile food units or temporary restrooms or other facilities designed for public use.

This project does not involve impacts on any particularly sensitive environment; any cumulative impacts of successive projects of the same type in the same place that might be considered significant; does 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 site is not included on any list compiled pursuant to Government Code section 65962.5, and the project 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 this project will not have a significant effect on the environment.

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

Check all that apply

- ☐ Initial Study
- ☐ Negative Declaration
- ☐ Mitigated Negative Declaration
- ☐ Environmental Impact Report
- ☐ Statement of Overriding Considerations

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

Legal Company Name:	Budget
Sailrite (equipment vendor)	\$ 11,200
Ecoflow/Bluetti (equipment vendor)	\$ 44,000

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

Legal Company Name:



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**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
EPIC	20-21	301.001H	\$ 675,103

R&amp;D Program Area: EERO: Buildings

TOTAL: \$675,103

Explanation for "Other" selection

Reimbursement Contract #: Federal Agreement #:

**K) Recipient's Contact Information****1. Recipient's Administrator/Officer**

Name: Rey León

Address: 1515 E Divisadero St Ste 108

City, State, Zip: Fresno, CA 93721-1115

Phone: 559-269-9563

E-Mail: rleon@valleyleap.org

**2. Recipient's Project Manager**

Name: Rey León

Address: 1515 E Divisadero St Ste 108

City, State, Zip: Fresno, CA 93721-1115

Phone: 559-269-9563

E-Mail: rleon@valleyleap.org

**L) Selection Process Used**

- ☒ Competitive Solicitation #: GFO-20-310-07
- ☐ First Come First Served Solicitation Solicitation #:
- ☐ Other: (e.g., non-competitive bid/sole source, program specific follow-on funding)

**M) The following items should be attached to this GRF**

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

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**Agreement Manager**

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**Date**

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**Office Manager**

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**Date**

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**Deputy Director**

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**Date**

**Exhibit A**  
**Scope of Work**  
**The LEAP Institute, Inc.**

**I. TASK ACRONYM/TERM LISTS**

**A. Task List**

<b>Task #</b>	<b>CPR<sup>1</sup></b>	<b>Task Name</b>
1		General Project Tasks
2	X	Develop a Measurement, Verification & Optimization Plan
3	X	Assemble the LEAP MORBUGs
4	X	Demonstrate the LEAP MORBUGs
5		Evaluation of Project Benefits
6		Technology/Knowledge Transfer Activities

**B. Acronym/Term List**

<b>Acronym/Term</b>	<b>Meaning</b>
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
CPR	Critical Project Review
DAC	Disadvantage Community as defined by the current CalEnviroScreen <u>&gt;75%</u>
GHG	Greenhouse gases
li-ion	Lithium-ion
MVOP	Measurement, Verification and Optimization Plan
MORBUG	Mobile Renewable Backup Generation
PSPS	Public Safety Power Shutoff
Recipient	The LEAP Institute
TAC	Technical Advisory Committee
ZEV	Zero emission vehicles

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

**Exhibit A**  
**Scope of Work**  
**The LEAP Institute, Inc.**

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

**A. Purpose of Agreement**

The purpose of this Agreement is to fund four Mobile Renewable Backup Generation units (MORBUGs) that are (1) put together and operated in a Disadvantage Community as defined by the current CalEnviroScreen  $\geq 75\%$  (DAC), (2) demonstrated in three different climate zones for all four seasons for two weeks at a time, (3) easy to setup, and (4) resolves social justice<sup>2</sup> issues revolving around Public Safety Power Shutoffs (PSPS).

**B. Problem/ Solution Statement**

**Problem**

California is plagued by wildfires and PSPS. The result is either that there is no power, or the power is supplied by non-renewable energy, usually diesel generators that produce criteria pollutants, GHGs, and air toxics.

California also has a wide socio-economic range as measured by the CalEnviroScreen. Historically underserved communities experience a weakened and less resilient grid and are more vulnerable during periods of planned or unplanned power shutoffs.

**Solution**

The Recipient has developed novel LEAP MORBUGs. Each is based on three integrated systems, (1) Solar Tent, (2) Portable Power Station, and (3) Control, Monitor, and Log. The LEAP MORBUG has zero emissions and provides over 12 kWh of lithium-ion (li-ion) battery storage, and has an installed capacity of over 2.64 kW of flexible and highly efficient solar panels.

LEAP MORBUGs will be put together at a location based in Huron, California, which has a CalEnviroScreen 4.0 score over 80%, and when not being demonstrated will be used in electric vehicles and for their charging.

**C. Goals and Objectives of the Agreement**

**Agreement Goals**

The goals of this Agreement are to:

- Develop four LEAP MORBUGs as efficiently and as cost effective as possible
- Use and deploy the LEAP MORBUGs in Huron, CA
- Conduct demonstrations of the LEAP MORBUGs in a various CA Climate Zones and seasons
- Implement the Measurement, Verification and Optimization Plan (MVOP) including physical and social metrics.

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<sup>2</sup> Social Equity, Economic Justice, Environmental Justice, Education Equity, Health Equity, Climate Justice, and Transportation Equity (all referred to as Social Justice).

## Exhibit A Scope of Work The LEAP Institute, Inc.

Ratepayer Benefits:<sup>3</sup> This Agreement will result in the ratepayer benefits of greater electricity reliability, lower costs, or increased safety during PSPS by creating MORBUGs that provides renewable backup power from li-ion batteries and highly efficient solar panels. LEAP MORBUGs have the additional benefits of traveling to the demonstration sites by zero-emission vehicle (ZEV), providing mobility at the demonstration sites by ZEV, and creating self-contained habitation for emergency personnel.

Technological Advancement and Breakthroughs:<sup>4</sup> This Agreement will lead to technological advancement and breakthroughs to overcome barriers to the achievement of the State of California's statutory energy goals by replacing non-renewable backup generators, with renewable backup generators, that are deployed to the emergency site by ZEVs, and when at the site provide renewable power, habitation and transportation.

### **Agreement Objectives**

The objectives of this Agreement are to:

- Assemble four LEAP MORBUGs
- Refine the supply chain for assembling LEAP MORBUGs
- Develop and implement an M&V plan
- Demonstrate LEAP MORBUGs in a variety of California climate zones and seasons
- Implement the MVOP including physical and social metrics
- Issue the invoices and reports required

## **III. TASK 1 GENERAL PROJECT TASKS**

### **PRODUCTS**

#### **Subtask 1.1 Products**

The goal of this subtask is to establish the requirements for submitting project products (e.g., reports, summaries, plans, and presentation materials). Unless otherwise specified by the Commission Agreement Manager (CAM), the Recipient must deliver products as required below by the dates listed in the **Project Schedule (Part V)**. All products submitted which will be viewed by the public, must comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations. All technical tasks should include product(s). Products that require a draft version are indicated by marking “**(draft and final)**” after the product name in the “Products” section of the task/subtask. If “(draft and final)” does not appear after the product name, only a final version of the product is required. With respect to due dates within this Scope of Work, “**days**” means working days.

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<sup>3</sup> California Public Resources Code, Section 25711.5(a) requires projects funded by the Electric Program Investment Charge (EPIC) to result in ratepayer benefits. The California Public Utilities Commission, which established the EPIC in 2011, defines ratepayer benefits as greater reliability, lower costs, and increased safety (See CPUC “Phase 2” Decision 12-05-037 at page 19, May 24, 2012, [http://docs.cpuc.ca.gov/PublishedDocs/WORD\\_PDF/FINAL\\_DECISION/167664.PDF](http://docs.cpuc.ca.gov/PublishedDocs/WORD_PDF/FINAL_DECISION/167664.PDF)).

## **Exhibit A Scope of Work The LEAP Institute, Inc.**

### **The Recipient shall:**

#### For products that require a draft version, including the Final Report Outline and Final Report

- Submit all draft products to the CAM for review and comment in accordance with the Project Schedule (Part V). The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt, unless otherwise specified in the task/subtask for which the product is required.
- Consider incorporating all CAM comments into the final product. If the Recipient disagrees with any comment, provide a written response explaining why the comment was not incorporated into the final product.
- Submit the revised product and responses to comments within 10 days of notice by the CAM, unless the CAM specifies a longer time period, or approves a request for additional time.

#### For products that require a final version only

- Submit the product to the CAM for acceptance. The CAM may request minor revisions or explanations prior to acceptance.

#### For all products

- Submit all data and documents required as products in accordance with the following:

#### Instructions for Submitting Electronic Files and Developing Software:

##### ○ **Electronic File Format**

- Submit all data and documents required as products under this Agreement in an electronic file format that is fully editable and compatible with the California Energy Commission's (CEC) software and Microsoft (MS)-operating computing platforms, or with any other format approved by the CAM. Deliver an electronic copy of the full text of any Agreement data and documents in a format specified by the CAM, such as memory stick.

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

- Data sets will be in MS Access or MS Excel file format (version 2007 or later), or any other format approved by the CAM.
- Text documents will be in MS Word file format, version 2007 or later.
- Project management documents will be in Microsoft Project file format, version 2007 or later.

##### ○ **Software Application Development**

Use the following standard Application Architecture components in compatible versions for any software application development required by this Agreement (e.g., databases, models, modeling tools), unless the CAM approves other software applications such as open source programs:

- Microsoft ASP.NET framework (version 3.5 and up). Recommend 4.0.

**Exhibit A**  
**Scope of Work**  
**The LEAP Institute, Inc.**

- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5.
- Visual Studio.NET (version 2008 and up). Recommend 2010.
- C# Programming Language with Presentation (UI), Business Object and Data Layers.
- SQL (Structured Query Language).
- Microsoft SQL Server 2008, Stored Procedures. Recommend 2008 R2.
- Microsoft SQL Reporting Services. Recommend 2008 R2.
- XML (external interfaces).

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

## **MEETINGS**

### **Subtask 1.2 Kick-off Meeting**

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

#### **The Recipient shall:**

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

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

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

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

- The CAM's expectations for accomplishing tasks described in the Scope of Work;
- An updated Project Schedule;
- Technical products (subtask 1.1);
- Progress reports (subtask 1.5);
- Final Report (subtask 1.6);
- Technical Advisory Committee meetings (subtasks 1.10 and 1.11); and
- Any other relevant topics.



**Exhibit A**  
**Scope of Work**  
**The LEAP Institute, Inc.**

- Provide *Kick-off Meeting Presentation* to include but not limited to:
  - Project overview (i.e. project description, goals and objectives, technical tasks, expected benefits, etc.)
  - Project schedule that identifies milestones
  - List of potential risk factors and hurdles, and mitigation strategy
- Provide an *Updated Project Schedule*, *Match Funds Status Letter*, and *Permit Status Letter*, as needed to reflect any changes in the documents.

**The CAM shall:**

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

**Recipient Products:**

- Kick-off Meeting Presentation
- Updated Project Schedule (*if applicable*)
- Match Funds Status Letter (subtask 1.7) (*if applicable*)
- Permit Status Letter (subtask 1.8) (*if applicable*)

**CAM Product:**

- Kick-off Meeting Agenda

**Subtask 1.3 Critical Project Review (CPR) Meetings**

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

CPR meetings generally take place at key, predetermined points in the Agreement, as determined by the CAM and as shown in the Task List on page 1 of this Exhibit. However, the CAM may schedule additional CPR meetings as necessary. The budget will be reallocated to cover the additional costs borne by the Recipient, but the overall Agreement amount will not increase. CPR meetings generally take place at the CEC, but they may take place at another location, or may be conducted via electronic conferencing (e.g., WebEx) as determined by the CAM.

**The Recipient shall:**

- Prepare and submit a *CPR Report* for each CPR meeting that: (1) discusses the progress of the Agreement toward achieving its goals and objectives; and (2) includes recommendations and conclusions regarding continued work on the project.
- Attend the CPR meeting.
- Present the CPR Report and any other required information at each CPR meeting.

## **Exhibit A Scope of Work The LEAP Institute, Inc.**

### **The CAM shall:**

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

### **Recipient Products:**

- CPR Report(s)

### **CAM Products:**

- CPR Agenda
- Progress Determination

### **Subtask 1.4 Final Meeting**

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

### **The Recipient shall:**

- Meet with CEC staff to present project findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement. This meeting will be attended by the Recipient and CAM, at a minimum. The meeting may occur in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.  
The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be divided into two separate meetings at the CAM's discretion.
  - The technical portion of the meeting will involve the presentation of findings, conclusions, and recommended next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
  - The administrative portion of the meeting will involve a discussion with the CAM and the CAO of the following Agreement closeout items:
    - Disposition of any procured equipment.
    - The CEC's request for specific "generated" data (not already provided in Agreement products).
    - Need to document the Recipient's disclosure of "subject inventions" developed under the Agreement.
    - "Surviving" Agreement provisions such as repayment provisions and confidential products.
    - Final invoicing and release of retention.
- Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Recipient and Commission staff during the meeting.
- Prepare a *Schedule for Completing Agreement Closeout Activities*.

**Exhibit A**  
**Scope of Work**  
**The LEAP Institute, Inc.**

- Provide copies of *All Final Products* on a USB memory stick, organized by the tasks in the Agreement.

**Products:**

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

**REPORTS AND INVOICES**

**Subtask 1.5 Progress Reports and Invoices**

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

**The Recipient shall:**

- Submit a quarterly *Progress Report* to the CAM. Each progress report must:
  - Summarize progress made on all Agreement activities as specified in the scope of work for the preceding month, including accomplishments, problems, milestones, products, schedule, fiscal status, and an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. See the Progress Report Format Attachment for the recommended specifications.
- Conduct a monthly call with the CAM and submit a Monthly Call Form.
- Submit a monthly or quarterly *Invoice* that follows the instructions in the “Payment of Funds” section of the terms and conditions, including a financial report on Match Funds and in-state expenditures.

**Products:**

- Progress Reports
- Monthly Call Form
- Invoices

**Subtask 1.6 Final Report**

The goal of this subtask is to prepare a comprehensive Final Report that describes the original purpose, approach, results, and conclusions of the work performed under this Agreement. When creating the Final Report Outline and the Final Report, the Recipient must use the CEC Style Manual provided by the CAM.

**Subtask 1.6.1 Final Report Outline**

**The Recipient shall:**

- Prepare a *Final Report Outline* in accordance with the *Energy Commission Style Manual* provided by the CAM.

**Recipient Products:**

- Final Report Outline (draft and final)

**CAM Product:**

- Energy Commission Style Manual

**Exhibit A**  
**Scope of Work**  
**The LEAP Institute, Inc.**

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

**Subtask 1.6.2 Final Report**

**The Recipient shall:**

- Prepare a *Final Report* for this Agreement in accordance with the approved Final Report Outline, Energy Commission Style Manual, and Final Report Template provided by the CAM with the following considerations:
  - Ensure that the report includes the following items, in the following order:
    - Cover page (**required**)
    - Credits page on the reverse side of cover with legal disclaimer (**required**)
    - Acknowledgements page (optional)
    - Preface (**required**)
    - Abstract, keywords, and citation page (**required**)
    - Table of Contents (**required**, followed by List of Figures and List of Tables, if needed)
    - Executive summary (**required**)
    - Body of the report (**required**)
    - References (if applicable)
    - Glossary/Acronyms (If more than 10 acronyms or abbreviations are used, it is required.)
    - Bibliography (if applicable)
    - Appendices (if applicable) (Create a separate volume if very large.)
    - Attachments (if applicable)
- Submit a draft of the Executive Summary to the TAC for review and comment.
- Develop and submit a *Summary of TAC Comments* received on the Executive Summary. For each comment received, the Recipient will identify in the summary the following:
  - Comments the Recipient proposes to incorporate.
  - Comments the Recipient does propose to incorporate and an explanation for why.
- Submit a draft of the report to the CAM for review and comment. The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt.
- Incorporate all CAM comments into the *Final Report*. If the Recipient disagrees with any comment, provide a *Written Responses to Comments* explaining why the comments were not incorporated into the final product.
- Submit the revised *Final Report* electronically with any Written Responses to Comments within 10 days of receipt of CAM's Written Comments on the Draft Final Report, unless the CAM specifies a longer time period or approves a request for additional time.

**Products:**

- Summary of TAC Comments
- Draft Final Report
- Written Responses to Comments (*if applicable*)
- Final Report

**Exhibit A**  
**Scope of Work**  
**The LEAP Institute, Inc.**

**CAM Product:**

- Written Comments on the Draft Final Report

***MATCH FUNDS, PERMITS, AND SUBCONTRACTS***

**Subtask 1.7 Match Funds**

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

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

**The Recipient shall:**

- Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement. If no match funds were part of the proposal that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state this in the letter.

If match funds were a part of the proposal that led to the CEC awarding this Agreement, then provide in the letter:

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

## **Exhibit A**

### **Scope of Work**

#### **The LEAP Institute, Inc.**

##### **Products:**

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

##### **Subtask 1.8 Permits**

The goal of this subtask is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track. Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement, with the exception of costs incurred by University of California recipients. Permits must be identified and obtained before the Recipient may incur any costs related to the use of the permit(s) for which the Recipient will request reimbursement.

##### **The Recipient shall:**

- Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If no permits are required at the start of this Agreement, then state this in the letter. If permits will be required during the course of the Agreement, provide in the letter:
  - A list of the permits that identifies: (1) the type of permit; and (2) the name, address, and telephone number of the permitting jurisdictions or lead agencies.
  - The schedule the Recipient will follow in applying for and obtaining the permits.

The list of permits and the schedule for obtaining them will be discussed at the Kick-off meeting (subtask 1.2), and a timetable for submitting the updated list, schedule, and copies of the permits will be developed. The impact on the project if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in progress reports and will be a topic at CPR meetings.

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

##### **Products:**

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

##### **Subtask 1.9 Subcontracts**

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

##### **The Recipient shall:**

- Manage and coordinate subcontractor activities in accordance with the requirements of this Agreement.
- Incorporate this Agreement by reference into each subcontract.

**Exhibit A**  
**Scope of Work**  
**The LEAP Institute, Inc.**

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

**Products:**

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

**TECHNICAL ADVISORY COMMITTEE**

**Subtask 1.10 Technical Advisory Committee (TAC)**

The goal of this subtask is to create an advisory committee for this Agreement. The TAC should be composed of diverse professionals. The composition will vary depending on interest, availability, and need. TAC members will serve at the CAM's discretion. The purpose of the TAC is to:

- Provide guidance in project direction. The guidance may include scope and methodologies, timing, and coordination with other projects. The guidance may be based on:
  - Technical area expertise;
  - Knowledge of market applications; or
  - Linkages between the agreement work and other past, present, or future projects (both public and private sectors) that TAC members are aware of in a particular area.
- Review products and provide recommendations for needed product adjustments, refinements, or enhancements.
- Evaluate the tangible benefits of the project to the state of California, and provide recommendations as needed to enhance the benefits.
- Provide recommendations regarding information dissemination, market pathways, or commercialization strategies relevant to the project products.
- Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
- Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.
- Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
- Advocate, to the extent the TAC members feel is appropriate, on behalf of the project in its effort to build partnerships, governmental support and relationships with a national spectrum of influential leaders.
- Ask probing questions that insure a long-term perspective on decision-making and progress toward the project's strategic goals.

## **Exhibit A**

### **Scope of Work**

#### **The LEAP Institute, Inc.**

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

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

#### **The Recipient shall:**

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

#### **Products:**

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

#### **Subtask 1.11 TAC Meetings**

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

#### **The Recipient shall:**

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



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- Prepare *TAC Meeting Summaries* that include any recommended resolutions of major TAC issues.

**The TAC shall:**

- Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
- Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.
- Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
- Advocate on behalf of the project in its effort to build partnerships, governmental support and relationships with a national spectrum of influential leaders.
- Ask probing questions that insure a long-term perspective on decision-making and progress toward the project's strategic goals.
- Review and provide comments to proposed project performance metrics.
- Review and provide comments to proposed project Draft Technology Transfer Plan.

**Products:**

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

**Subtask 1.12 Project Performance Metrics**

The goal of this subtask is to identify key performance targets for the project. The performance targets should be a combination of scientific, engineering, techno-economic, and/or programmatic metrics that provide the most significant indicator of the research or technology's potential success.

**The Recipient shall:**

- Complete and submit the draft *Project Performance Metrics Questionnaire* to the CAM prior to the Kick-off Meeting.
- Present the draft *Project Performance Metrics Questionnaire* at the first TAC meeting to solicit input and comments from the TAC members.
- Develop and submit a *TAC Performance Metrics Summary* that summarizes comments received from the TAC members on the proposed project performance metrics. The *TAC Performance Metrics Summary* will identify:
  - TAC comments the recipient proposes to incorporate into the final *Project Performance Metrics Questionnaire*.
  - TAC comments the recipient does not propose to incorporate with and explanation why.
- Submit a final *Project Performance Metrics Questionnaire* with incorporated TAC feedback.
- Develop and submit a *Project Performance Metrics Results* document describing the extent to which the recipient met each of the performance metrics in the final *Project Performance Metrics Questionnaire*.
- Discuss the final *Project Performance Metrics Questionnaire* and *Project Performance Metrics Results* at the Final Meeting.

## Exhibit A Scope of Work The LEAP Institute, Inc.

### Products:

- Project Performance Metrics Questionnaire (draft and final)
- TAC Performance Metrics Summary
- Project Performance Metrics Results

### TECHNICAL TASKS

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

### TASK 2: DEVELOP A MEASUREMENT, VERIFICATION AND OPTIMIZATION PLAN

The goal of this task will develop a MVOP for the LEAP MORBUGs, which will identify data to be collected, method of collection, frequency to capture key operating data, and fully describe performance in different operating conditions. This task will collect information such as climatic data, load levels, generation levels, system response to varying loads and climate conditions, and maintenance logs.

### The Recipient shall:

- Develop a *Draft Measurement Plan* include the following:
  - The tests being conducted
  - Establish the type and frequency of the testing
  - Critical metrics being validated
  - Measurement tools for verification
  - Desired certifications
  - Social Justice survey
  - Consultation with the Community Engagement Council
  - Submit and respond to the CAM to include summary of recommendation, comments, and changes
- Develop a *Draft Verification Plan* to include:
  - Follow the *Measurement Plan*
  - Process and results of the final demonstration
  - Testing of the product
  - Technical issues
  - Social Issues
  - Consultation with the Community Engagement Council
  - Lessons learned for this phase in the project
  - Submit and respond to the CAM to include summary of recommendation, comments, and changes
- Develop a *Draft Optimization Plan* to include:
  - Follow the *Measurement and Verification Plans*
  - Process and results of the final demonstration
  - Optimize the Technical and Social impacts of the LEAP MORBUG
  - Consultation with the Community Engagement Council
  - Lessons learned for this phase in the project
  - Submit and respond to the CAM to include summary of recommendation, comments, and changes

**Exhibit A**  
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- Develop the *Final Measurement, Verification, and Optimization Plan (MVOP)*, which will identify data to be collected, method of collection, frequency to capture key operating data, and fully describe performance in different operating conditions. The MVOP will also include metrics for Social Equity, Economic Justice, Environmental Justice, Education Equity, Health Equity, Climate Justice, and Transportation Equity (all referred to as Social Justice)
- Prepare a *CPR Report #1* and participate in a CPR meeting in accordance with subtask 1.3 (CPR Meetings)

**Products:**

- Draft Measurement, Verification, and Optimization Plan
- Final Measurement, Verification, and Optimization Plan
- CPR Report #1

**TASK 3: ASSEMBLE THE MORBUGs**

The goal of this task is to assemble four LEAP MORBUGs.

**The Recipient shall:**

- Conduct a trade study on the components comparing:
  - Integration with other components
  - Price, features, quality, lead time, reputation
  - Develop and check referrals
  - Check supply chain availability
- Order, receive, and test the components
  - Verify that all components are received
  - Make sure that they were not damaged in shipping
  - Quality control testing to make sure the components working according to expectations
  - Include status of components in *Progress Reports* to CAM in accordance with subtask 1.5
- Assemble four LEAP MORBUGs
  - Develop an *Assembly Plan*, which includes how to combine and interconnect the components
  - Consult with the Community Engagement Council for their input on the components of the MORBUGs and if they meet certain community needs
  - Train LEAP employees in the *Assembly Plan*
  - Execute the *Assembly Plan* for four LEAP MORBUGs
  - Record *Lessons Learned for Assembly Process* including:
    - Identify the efforts learned to improve labor efficiency over time required to assemble a single system.
    - Identify opportunities to lower system cost and reduce the number of hours and materials required to develop each system
    - Develop and demonstrate how a system labor hours tracking can be developed to better tracked the required number of hours for each system.
    - Develop a cost comparison on the cost of kilowatts delivered of this system when compared to available fossil fuel systems.

**Exhibit A**  
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- Test LEAP MORBUGs
  - Summarize technical issues encountered during testing
  - Record *Lessons Learned for Testing Phase* in the project
  - Include the status of assembly in *Progress Reports* to CAM in accordance with subtask 1.5
- Prepare *CPR Report #2* upon finishing assembly, and participate in a CPR meeting in accordance with subtask 1.3 (CPR Meetings)

**Products:**

- Assembly Plan
- Lessons Learned for Assembly Process
- Lessons Learned for Testing Phase
- CPR Report #2

**TASK 4: DEMONSTRATE THE MORBUGs**

The goal of this task is to demonstrate the LEAP MORBUGs.

**The Recipient shall:**

- Develop a *Schedule of Sites* which will include:
  - Each Location for four seasons
  - Make reservations
  - Include a site status in the *Quarterly Progress Reports* to CAM in accordance with subtask 1.5
- Transport the LEAP MORBUGs to the locations, record the time, mileage, and personnel
- Determine the best site at the locations for optimal sun exposure or shade
- Setup the LEAP MORBUGs
- Run the LEAP MORBUGs according to the Final MVOP
- Breakdown the LEAP MORBUGs and clean up the locations
- Transport LEAP MORBUGs back to point of origin
- Summarize *Lessons Learned on MORBUGs* including:
  - Results from field deployment and field performance verification activities
  - Overall product competitiveness evaluation when compared with alternative systems with the same capability
  - Improvements in system design that resulted from the field deployments
- Include status of MORBUGs in *Progress Reports* to CAM in accordance with subtask 1.5
- Prepare *CPR Report #3* and participate in a CPR meeting, upon finishing the demonstrations, in accordance with subtask 1.3 (CPR Meetings)

**Products:**

- Schedule of Sites
- Lessons Learned on MORBUGs
- CPR Report #3

**Exhibit A**  
**Scope of Work**  
**The LEAP Institute, Inc.**

**TASK 5: EVALUATION OF PROJECT BENEFITS**

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

**The Recipient shall:**

- Complete the *Initial Project Benefits Questionnaire*. The Initial Project Benefits Questionnaire shall be initially completed by the Recipient with 'Kick-off' selected for the 'Relevant data collection period' and submitted to the CAM for review and approval.
- Complete the *Annual Survey* by December 15th of each year. The Annual Survey includes but is not limited to the following information:
  - Technology commercialization progress
  - New media and publications
  - Company growth
  - Follow-on funding and awards received
- Complete the *Final Project Benefits Questionnaire*. The Final Project Benefits Questionnaire shall be completed by the Recipient with 'Final' selected for the 'Relevant data collection period' and submitted to the CAM for review and approval.
- Respond to CAM questions regarding the questionnaire drafts.
- Complete and update the project profile on the CEC's public online project and recipient directory on the [Energize Innovation website \(www.energizeinnovation.fund\)](http://www.energizeinnovation.fund), and provide *Documentation of Project Profile on EnergizeInnovation.fund*, including the profile link.
- If the Prime Recipient is an Innovation Partner on the project, complete and update the organizational profile on the CEC's public online project and recipient directory on the [Energize Innovation website \(www.energizeinnovation.fund\)](http://www.energizeinnovation.fund), and provide *Documentation of Organization Profile on EnergizeInnovation.fund*, including the profile link.

**Products:**

- Initial Project Benefits Questionnaire
- Annual Survey(s)
- Final Project Benefits Questionnaire
- Documentation of Project Profile on EnergizeInnovation.fund
- Documentation of Organization Profile on EnergizeInnovation.fund

**TASK 6: TECHNOLOGY/KNOWLEDGE TRANSFER ACTIVITIES**

The goal of this task is to conduct activities that will accelerate the commercial adoption of the technology being supported under this agreement. Eligible activities include, but are not limited to, the following:

- Scale-up analysis including manufacturing analysis, independent design verification, and process improvement efforts.
- Technology verification testing, or application to a test bed program located in California.
- Legal services or licensing to secure necessary intellectual property to further develop the technology
- Market research, business plan development, and cost-performance modeling.
- Entry into an incubator or accelerator program located in California.

**Exhibit A**  
**Scope of Work**  
**The LEAP Institute, Inc.**

**The Recipient Shall:**

- Develop and submit a *Technology Transfer Plan* that identifies the proposed activities the recipient will conduct to accelerate the successful commercial adoption of the technology.
- Present the draft *Technology Transfer Plan* to the TAC for feedback and comments.
- Develop and submit a *Summary of TAC Comments* that summarizes comments received from the TAC members on the Draft Technology Transfer Plan. This document will identify:
  - TAC comments the recipient proposes to incorporate into the *Final Technology Transfer Plan*.
  - TAC comments the recipient does not propose to incorporate with and explanation why.
- Submit the final *Technology Transfer Plan* to the CAM for approval.
- Implement activities identified in Final Technology Transfer Plan.
- Develop and submit a *Technology Transfer Summary Report* that includes high level summaries of the activities, results, and lessons learned of tasks performed relating to implementing the *Final Technology Transfer Plan*. This report should not include any proprietary information.
- When directed by the CAM, develop presentation materials for an CEC- sponsored conference/workshop(s) on the project.
- When directed by the CAM, participate in annual EPIC symposium(s) sponsored by the CEC.
- Provide at least (6) six *High Quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) of pre and post technology installation at the project sites or related project photographs.

**Products:**

- Technology Transfer Plan (Draft/Final)
- Summary of TAC Comments
- Technology Transfer Summary Report (Draft/Final)
- High Quality Digital Photographs

**I. PROJECT SCHEDULE**

Please see the attached Excel spreadsheet.

**STATE OF CALIFORNIA**  
**STATE ENERGY RESOURCES**  
**CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: The Latino Equity Advocacy & Policy Institute, the LEAP Institute**

**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 EPC-22-008 with The Latino Equity Advocacy & Policy Institute for a \$675,103 grant to develop and demonstrate the mobile renewable backup generation of more than 12 kWh of lithium-ion batteries with renewable power generation. Backup generation technologies will be demonstrated in three different climate zones in an investor-owned utility service territory located in either a disadvantaged or low-income community; 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 October 12, 2022.

AYE:  
NAY:  
ABSENT:  
ABSTAIN:

Dated:

\_\_\_\_\_  
Liza Lopez  
Secretariat