CALIFORNIA ENERGY COMMISSION

CALIFORNIA NATURAL RESOURCES AGENCY

California Energy Commission
November 13, 2024 Business Meeting
Backup Materials for NeoCharge Incorporated

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: 24-1113-05a

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: NeoCharge Incorporated

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-24-022 with NeoCharge Incorporated for a $1,650,024 grant. This agreement will develop and demonstrate a dynamic load management system that can optimize residential EV charging throughout California based on panel capacity constraints, grid conditions, localized marginal emissions, and user preferences; 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 November 13, 2024.

AYE:
NAY:
ABSENT:
ABSTAIN:

Dated:

____
Kristine Banaag
Secretariat

STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

CEC-270 (Revised 01/2024)

GRANT REQUEST FORM (GRF)

A. New Agreement Number

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

New Agreement Number: EPC-24-022

B. Division Information

1. Division Name: ERDD
2. Agreement Manager: Katelynn Dinius
3. MS-:51
4. Phone Number: 916-776-3468

C. Recipient's Information

1. Recipient's Legal Name: NeoCharge Incorporated
2. Federal ID Number: 83-2691713

D. Title of Project

Title of project: NeoCharge Home: Enabling Equitable EV Adoption through Dynamic Load Management

E. Term and Amount

1. Start Date: 12/2/2024
2. End Date: 12/31/2027
3. Amount: $1,650,024

F. Business Meeting Information

1. Are the ARFVTP agreements $75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 11/13/2024 .
3. Consent or Discussion? Discussion
4. Business Meeting Presenter Name: Katelynn Dinius
5. Time Needed for Business Meeting: 5 minutes.
6. The email subscription topic is: EPIC (Electric Program Investment Charge).

Agenda Item Subject and Description:

NeoCharge Incorporated. Proposed resolution approving agreement EPC-24-022 with NeoCharge Incorporated for a $1,650,024 grant, and adopting staff's recommendation that this action is exempt from CEQA. This agreement will develop and demonstrate a dynamic load management system that can optimize residential EV charging based on panel capacity constraints, grid conditions, localized marginal emissions, and user preferences at EV charger installations throughout California. (EPIC funding) Contact: Katelynn Dinius

G. California Environmental Quality Act (CEQA) Compliance

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

   If yes, skip to question 2.

   If no, complete the following (PRC 21065 and 14 CCR 15378) and explain why Agreement is not considered a "Project":

Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because:

2. **If Agreement is considered a "Project" under CEQA answer the following questions.**

a) Agreement **IS** exempt?

Yes

<u>Statutory Exemption?</u>
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

<u>Categorical Exemption?</u>
Yes

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

Cal. Code Regs., tit 14, § 15301 provides that projects that consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use, are categorically exempt from the provisions of CEQA. The locations affected by the proposed project are at existing facilities, which have already been graded, disturbed, paved, and have structures constructed. Installation and deployment of the dynamic load management software and electrical panel capacity monitoring will require limited alteration activities such as installation of electric vehicle supply equipment and installation of current transformer clamps on existing electrical panels at residential sites. The project activities involve negligible or no expansion of existing or former use and will not have a significant effect on the environment and thus fits within section 15301.

Additionally, this 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; does not involve impacts on any particularly sensitive environment; does not involve 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.

Common Sense Exemption? 14 CCR 15061 (b) (3)
No

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

No

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. Is this project considered "Infrastructure"?

No

I. 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
GRID Alternatives	$ 621,485	$0
Alliance for Sustainable Energy, LLC	$ 64,279	$0

J. 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- EVSE Install	$52,395	$22,455
Amazon Web Services, Inc.	$49,500	$0
TBD-Software Programming	$66,000	$0

K. 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

L. 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
EPIC	23-24	301.001K	$ 1,650,024

TOTAL Amount: $ 1,650,024

R&D Program Area: ESTB: Transportation

Explanation for “Other” selection Not applicable

Reimbursement Contract #: Not applicable

Federal Agreement #: 101

M. Recipient’s Contact Information

1. Recipient’s Administrator/Officer

Name: Spencer Harrison

Address: 75 Higuera St Ste 120

City, State, Zip: San Luis Obispo, CA 93401-5426

Phone: 858-952-8117

E-Mail: spencer@neocharge.io

3. Recipient’s Project Manager

Name: Spencer Harrison

Address: 75 Higuera St Ste 120

City, State, Zip: San Luis Obispo, CA 93401-5426

Phone: 858-952-8117

E-Mail: spencer@neocharge.io

N. Selection Process Used

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

Selection Process	Additional Information
Competitive Solicitation #	GFO-23-306

First Come First Served Solicitation #	Not applicable
Other	Not applicable

O. Attached Items

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

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

Approved By

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

Agreement Manager: Katelynn Dinius

Approval Date: September 30, 2024

Branch Manager: Reynaldo Gonzalez

Approval Date: October 4, 2024

Director: Delegated to Branch Manager

Approval Date: October 4, 2024

Exhibit A
Scope of Work
NeoCharge Inc.

I. TASK ACRONYM/TERM LISTS

A. Task List

Task #	CPR[1]	Task Name
1		General Project Tasks
2	X	Product Development
3		Site Qualification and Deployments
4	X	Measurement and Verification
5		Evaluation of Project Benefits
6		Technology/Knowledge Transfer Activities

B. Acronym/Term List

Acronym/Term	Meaning
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CBO	Community Based Organization
CEC	California Energy Commission
CPR	Critical Project Review
CT	Current Transformer
EV	Electric Vehicle
EVITP	Electric Vehicle Infrastructure Training Program
L2	Level 2
OCPP	Open Charge Point Protocol
TAC	Technical Advisory Committee

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

A. Purpose of Agreement

The purpose of this agreement is the fund the development and demonstration of NeoCharge Home, a dynamic load management system that can optimize residential electric vehicle charging based on panel capacity constraints, grid conditions, localized marginal emissions, and user preferences.

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

B. Problem/ Solution Statement

Problem

California's ambitious goals for widespread transportation electrification face significant barriers due to high-cost infrastructure upgrade challenges associated with residential EV charging. The majority of EV charging occurs at home, and installation of Level 2 (L2) chargers often necessitates panel upgrades, which typically cost homeowners an average of $4,000.[2] This financial burden disproportionately affects low-income and disadvantaged communities, hindering EV adoption among these populations. Additionally, the increased demand for EV charging will require substantial utility distribution infrastructure upgrades, with costs estimated to reach $26-51 billion by 2030.[3] Despite the critical need for affordable and equitable charging solutions, existing technologies have not adequately addressed these challenges in a scalable, interoperable, and cost-effective manner.

The urgency to address electrical infrastructure capacity issues is amplified by California's clean energy goals to deploy 5 million EVs by 2030[4], require 100 percent of in-state new passenger vehicle and truck sales to be zero-emission by 2035, and achieve a 100% clean electricity grid by 2045. These targets exceed current infrastructure capabilities, making it imperative to introduce innovative dynamic load management solutions at this critical juncture.

Solution

The Recipient will develop NeoCharge Home to address California's residential EV charging and electrical infrastructure challenges. This innovative system, comprising of NeoCharge Connect software and WiFi-enabled current transformer (CT) clamps, will enable low-cost, dynamic, and safe EV charging without expensive electrical upgrades to the home or distribution grid. NeoCharge Home will keep energy usage within safe operating limits of existing panel capacity and make EV charging accessible to more Californians, especially those in low-income and disadvantaged communities facing financial barriers to upgrading their electrical infrastructure.

NeoCharge Home's advanced load management capabilities will optimize home energy use and dynamically adjust charging schedules to alleviate grid strain, reduce carbon emissions, and reduce the need for costly distribution upgrades. NeoCharge Home will support grid stability by intelligently shifting charging loads to off-peak hours and responding to real-time grid conditions. The solution's user-friendly interface and seamless integration with utility programs for off-peak charging will make it easy for residents to align their charging behavior with state policies aimed at reducing emissions, improving ratepayer affordability, and promoting clean energy adoption.

C. Goals and Objectives of the Agreement

Agreement Goals

The goals of this Agreement are to:

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[2] *PG&E, Service Upgrades for Electrification Retrofits Study Final Report* (May 27, 2022)
[3] CPUC. (2023). Electrification Impacts Study Part 1: Bottom-Up Load Forecasting and System-Level Electrification Impacts Cost Estimates. Kevala.
[4] California Air Resources Board, *Zero-Emission Vehicle (ZEV) Action Plan 2018*, July 2018.

- Develop a low-cost, scalable, and safe solution for dynamic load management of residential EV charging.
- Demonstrate the solution's capability to manage residential electrical loads within capacity panel constraints, reduce the need for distribution grid upgrades when installing residential charging systems, and support electric grid stability.
- Increase accessibility to solution and facilitate the widespread adoption of EVs, especially in low-income and disadvantaged communities through partnership with community based organization(s).

Ratepayer Benefits:[5]

This Agreement will result in the ratepayer benefits of lower costs, increased grid stability, and improved air quality, particularly in low-income and disadvantaged communities. By enabling managed residential EV charging without panel upgrades, NeoCharge Home can save customers up to $584 annually on utility bills and an average of $3,000 on installation costs. These savings extend to the utility and ratepayers with substantial potential reductions in distribution upgrade costs. The dynamic load management capabilities optimize charging to reduce peak demand, alleviate grid strain, and enhance safety. Furthermore, by shifting loads to align with renewable generation and reduce reliance on peaking power plants, NeoCharge Home contributes to emissions reductions and improved air quality in communities disproportionately burdened by transportation and energy infrastructure. The project's emphasis on accessibility and workforce development ensures an equitable distribution of benefits.

Technological Advancement and Breakthroughs:[6]

This Agreement will lead to technological advancement and breakthroughs to directly address California's legislative mandates for reducing greenhouse gas emissions and integrating renewable energy into the grid. The NeoCharge Home plays a pivotal role in reducing reliance on fossil fuels and lowering greenhouse gas emissions, in line with Assembly Bill (AB) 32 and Senate Bill (SB) 32's requirements, by optimizing the timing of EV charging to coincide with periods of low grid demand and high renewable energy availability. Furthermore, its ability to facilitate dynamic load management according to distribution grid conditions, enhances the grid's efficiency, safety, and reliability, supporting SB 676 for EV grid integration and SB 410 for improved grid connection processes. The intelligent EV and distributed energy resource optimization features ensure that EVs put less strain California's electrical infrastructure, advancing the state towards meeting the renewable energy targets set by SB 100 and SB 1020. Moreover, the NeoCharge Home system's innovative technology not only promotes the adoption of cleaner energy but also ensures that the benefits of electrification are accessible across all communities, aligning with the equity considerations of AB 2127.

[5] 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).

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

Exhibit A
Scope of Work
NeoCharge Inc.

Agreement Objectives

The objectives of this Agreement are to:

- Develop and demonstrate the NeoCharge Home system across 150-200 diverse residential sites in California's IOU territories, with at least 75% of installations in low-income and disadvantaged communities.
- Achieve compatibility with over 90% of EVs through telematics integration and all Open Charge Point Protocol (OCPP) compliant L2 chargers.
- Demonstrate load management capabilities that reduce peak demand by at least 20%, increase renewable energy utilization for charging by 30%, and provide average cost savings of $3,000 per household versus panel upgrades.
- Implement an equitable workforce development program in collaboration with Community Based Organization (CBO) partner and train/certify individuals from low-income and disadvantaged communities as Electric Vehicle Infrastructure Training Program (EVITP)-certified electricians to support the installation and maintenance of NeoCharge Home systems and residential EV chargers.

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.

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.
  - 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, and other CEC staff relevant to the Agreement. The Recipient's Project Manager and any other individuals deemed necessary by the CAM or the Project Manager shall participate in 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., Teams, Zoom), with approval of the CAM.

  The Kick-off meeting will include discussion of the following:
  - The CAM's expectations for accomplishing tasks described in the Scope of Work;
  - An updated Project Schedule;
  - Terms and conditions of the Agreement;
  - Invoicing and auditing procedures;
  - Travel;
  - Equipment purchases;
  - Administrative and Technical products (subtask 1.1);
  - CPR meetings (subtask 1.3);
  - Monthly Calls (subtask 1.5)
  - Quarterly Progress reports (subtask 1.6)
  - Final Report (subtask 1.7)
  - Match funds (subtask 1.8);
  - Permit documentation (subtask 1.9);
  - Subawards(subtask 1.10);
  - Technical Advisory Committee meetings (subtasks 1.11 and 1.12);
  - Agreement changes;
  - Performance Evaluations; and
  - Any other relevant topics.

- 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 may 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.

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 may 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. A determination of unsatisfactory progress This may result in project delays, including a potential Stop Work Order, while the CEC determines whether the project should continue.
- 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(s)
- 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 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*.
- Provide copies of *All Final Products* organized by the tasks in the Agreement.

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

MONTHLY CALLS, REPORTS AND INVOICES

Subtask 1.5 Monthly Calls
The goal of this task is to have calls at least monthly between the CAM and Recipient to verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement on time and within budget.

The objectives of this task are to verbally summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, to verify match funds are being proportionally spent concurrently or in advance of CEC funds or are being spent in accordance with an approved Match Funding Spending Plan, to form the basis for determining whether invoices are consistent with work performed, and to answer any other questions from the CAM. Monthly calls might not be held on those months when a quarterly progress report is submitted or the CAM determines that a monthly call is unnecessary.

The CAM shall:

- Schedule monthly calls.
- Provide questions to the Recipient prior to the monthly call.
- Provide call summary notes to Recipient of items discussed during call.

The Recipient shall:

- Review the questions provided by CAM prior to the monthly call
- Provide verbal answers to the CAM during the call.

Product:

- Email to CAM concurring with call summary notes.

Subtask 1.6 Quarterly 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 reporting period, 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. Progress reports are due to the CAM the 10th day of each January, April, July, and October. The Quarterly Progress Report template can be found on the ECAMS Resources webpage available at: https://www.energy.ca.gov/media/4691
- Submit a monthly or quarterly *Invoice* on the invoice template(s) provided by the CAM.

Recipient Products:

- Quarterly Progress Reports
- Invoices

CAM Product:

- Invoice template

Subtask 1.7 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 1.7.1 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 Products:
- Energy Commission Style Manual
- Comments on Draft Final Report Outline
- Acceptance of Final Report Outline

Subtask 1.7.2 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 on Draft Final Report* 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 on Draft Final Report
- Draft Final Report
- Written Responses to Comments *(if applicable)*
- Final Report

CAM Product:
- Written Comments on the Draft Final Report

MATCH FUNDS, PERMITS, AND SUBAWARDS

Subtask 1.8 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. 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 <u>no match funds</u> were part of the application 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 application 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.

Products:

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

Subtask 1.9 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 <u>no permits</u> 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 1.10 Subawards
The goals of this subtask are to: (1) procure subawards required to carry out the tasks under this Agreement; and (2) ensure that the subawards are consistent with the terms and conditions of this Agreement.

The Recipient shall:
- Manage and coordinate subrecipients activities in accordance with the requirements of this Agreement.
- Incorporate this Agreement by reference into each subaward.
- Include any required Energy Commission flow-down provisions in each subaward, in addition to a statement that the terms of this Agreement will prevail if they conflict with the subaward terms.
- If requested by the CAM, submit a draft of each *Subaward* required to conduct the work under this Agreement.
- If requested by the CAM, submit a final copy of each executed subaward.
- Notify and receive written approval from the CAM prior to adding any new subrecipient (see the terms regarding of subrecipient additions in the terms and conditions).

Products:
- Subawards *(if requested by the CAM)*

TECHNICAL ADVISORY COMMITTEE
Subtask 1.11 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.

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 1.12.
- 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 1.12 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.
- 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 1.13 Project Performance Metrics
The goal of this subtask is to finalize key performance targets for the project based on feedback from the TAC and report on final results in achieving those targets. 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 project performance metrics section of the *Initial Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task, to the CAM.
- Present the draft project performance metrics 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 *Initial Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task.
    - TAC comments the Recipient does not propose to incorporate with and explanation why.
- 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 Benefits Questionnaire*, developed in the Evaluation of Project Benefits task.
- Discuss the *Project Performance Metrics Results* at the Final Meeting.

Products:
- TAC Performance Metrics Summary
- Project Performance Metrics Results

IV. TECHNICAL TASKS

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

TASK 2: Product Development

The goal of this task is to complete initial development and integration of the NeoCharge Home solution, ensuring hardware and software components are integrated and can achieve performance metrics for load management and safety.

The Recipient shall:

- Create a *Software Algorithm Enhancement Plan* that includes, but is not limited to, an outline of:
    - Critical grid signals and distribution grid conditions used to optimize charging schedule.
    - Critical metrics being validated.
    - Optimization methods and scenarios.
    - Measurement tools for verification.
    - Desired outcomes.
- Enhance NeoCharge Connect software algorithms by:
    - Developing intelligent home EV charging and energy controls that utilize:
        - Marginal emissions data to reduce local emissions, such as those obtainable from WattTime.
        - Dynamic wholesale energy market price data to respond to the grid in real time.
        - Distribution service transformer data to reduce peak load.
    - Ensuring optimized charging schedules are in harmony with grid demands and consumer driving patterns.
- Develop a *User Interface Enhancement Package* by:
    - Enhancing the NeoCharge Connect user interface and experience.
    - Integrating CT clamp technology and electric panel power readings.
    - Enable the prioritization of home energy devices.
    - Offering insights into current grid conditions.
    - Providing charging forecasts with grid signals.
    - Delivering detailed reports quarterly on energy savings and emission reductions.
- Integrate Non-Intrusive CT Clamps by:
    - Developing the integration of custom CT clamps with the NeoCharge Connect platform.
    - Ensuring safe management of electrical loads within the home's panel capacity according to NEC 625.42, NEC 750.30, and NEC 220.70.
- Create a NeoCharge Home *Testing and Validation Plan* that includes, but is not limited to, an outline of:
    - Pre-demonstration tests being conducted.
    - General procedure of pre-demonstration tests.
    - Critical metrics being validated.
    - Measurement tools for verification.
    - Desired outcomes.

- Prepare a NeoCharge Home *Testing and Verification Report* that includes but is not limited to:
    - Results of pre-demonstration testing discussing:
        - System's performance in multiple real-world residential test settings to avoid electrical circuit overload in load management mode.
        - System's capability to prevent thermal overloading of grid components such as distribution transformers.
    - Technical issues encountered during pre-demonstration testing and how issues were addressed.
- Prepare a *CPR Report #1* in accordance with subtask 1.3 (CPR Meetings).
- Participate in a CPR meeting (CPR #1).

Products:
- Software Algorithms Enhancement Plan (draft and final)
- User Interface Enhancement Package
- Testing and Validation Plan (draft and final)
- Testing and Verification Report
- CPR Report #1

TASK 3: Site Qualification and Deployments
The goal of this task is to complete the site qualification process and successfully deploy up to 200 NeoCharge Home systems across residential sites, with 75% committed to low-income and disadvantaged communities.

The Recipient shall:
- Create a *Site Selection and Qualification Plan* that includes, but is not limited to, an outline of:
    - Criteria for site selection, prioritizing low-income and disadvantaged communities, single-family homes or townhomes with vehicle access to a 240V outlet, panel capacity constraints, lack of existing L2 charger, location in IOU territory, and connection to the same grid infrastructure as other deployment sites.
    - Strategies for identifying and confirming up to 200 suitable deployment sites, with 75% in low-income and disadvantaged communities, leveraging the Recipient and project partner’s extensive customer networks.
    - Collaboration with community-based organizations, communities, and local stakeholders to ensure project alignment with community needs and priorities.
- Develop a *Workforce Development Plan* in collaboration with project CBO that includes but is not limited to:
    - Strategies for recruiting and training local contractors, electricians, and job trainees from low-income and disadvantaged communities, achieving EVITP certifications.
    - Targets for the number of contractors to be added to GRID Alternatives' Mission-Aligned Contractor Network and job trainees to be engaged in the project.
    - Plans for providing hands-on experience, skills development, and pathways to equitable clean energy jobs.
- Prepare communities and sites by:
    - Engaging community members, community-based organizations, and local stakeholders through meetings, informational sessions, and culturally relevant

multilingual educational materials developed using Access Clean California's resources.
    - Ensuring support, readiness, and education on NeoCharge Home benefits, functionalities, and the importance of the project in advancing energy equity and clean transportation access.
    - Identifying and addressing any concerns or barriers to participation in the project.
    - Work with CBO to promote incentives and encourage participation.
- Execute Deployments by:
    - Installing and activating NeoCharge Home systems at each confirmed site, following all necessary safety protocols and guidelines.
    - Coordinating logistics, schedules, and resources for efficient deployments by the CBO's network of EVITP-certified electricians.
    - Documenting the deployment process, challenges encountered, and solutions implemented.
- Prepare a *Deployment Report* that includes but is not limited to:
    - High-level executive summary discussing:
        - Process and results of the deployments, including the number of sites deployed in low-income and disadvantaged communities.
        - Challenges encountered and solutions implemented.
        - Impact on community energy management, EV charging access, and energy equity.
        - Feedback gathered from participants and community stakeholders, and areas for improvement.
        - Workforce development outcomes achieved through collaboration with GRID Alternatives, such as the number of contractors added to their Mission-Aligned Contractor Network and the number of job trainees engaged.

Products:
- Site Selection and Qualification Plan (draft and final)
- Workforce Development Plan
- Deployment Report

TASK 4 Measurement and Verification

The goal of this task is to collect and analyze comprehensive data from the NeoCharge Home deployments and lab simulations to validate the system's performance, grid impacts, and ratepayer benefits.

The Recipient shall:
- Create a *Measurement and Verification Plan* that includes, but is not limited to, an outline of:
    - Data collection framework and methodology, including the four testing groups related to energization time, avoided/deferred electric panel upgrades, setting loads according to real-time energy consumption, load management, user preferences, and grid impact.
    - Key metrics to be tracked, such as utilization rates of new interface features and participation in gamification elements.
    - Data sources and integration strategies.
    - Customer survey design and administration.

- Monitor and record energy savings and load management by:
    - Tracking and documenting key metrics such as capacity of electric service, number and type of vehicles, charging session details, installation savings, peak load reductions, energy savings, and effectiveness of load management strategies.
    - Calculating utility bill savings through NeoCharge Connect.
- Analyze user engagement and interface interaction by evaluating user engagement with the NeoCharge Connect platform through user surveys and app data.
- Conduct lab simulations and prepare a *Lab Simulations Report* that includes, but is not limited to, information gathered from the following activities:
    - Collaborating with laboratory partner to design and execute a comprehensive simulation plan that simulates the impact of NeoCharge Home on various residential scenarios.
    - Analyzing the data to understand the system's effect on service transformer load and potential for avoiding infrastructure upgrade costs.
    - Documenting the simulation methodology, results, and key findings.
    - Incorporating feedback from project stakeholders.
- Analyze the impact of deployed NeoCharge Home systems and lab simulation results on local grid stability, service transformer load, and the potential to defer or eliminate the need for distribution upgrades.
- Prepare a high-level *Comprehensive Analysis and Insights Report* that includes but is not limited to:
    - Key findings and insights from data analysis and lab simulations.
    - Trends and patterns identified including potential benefits of the NeoCharge Home solution on local grid stability, service transformer load, and the potential to defer or eliminate the need for distribution upgrades.
    - Recommendations for continual improvement of NeoCharge Home and its deployment strategies.
    - Project's contributions to increasing access to clean energy technologies and improving energy equity in low-income and disadvantaged communities.
- Prepare a *CPR Report #2* in accordance with subtask 1.3 (CPR Meetings).
- Participate in a CPR meeting (CPR #2).

Products:
- Measurement and Verification Plan (draft and final)
- Lab Simulations Report (draft and final)
- Comprehensive Analysis and Insights Report (draft and final)
- CPR Report #2

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 January 31st 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), 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), 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 ensure the technological learning that resulted from the demonstration(s) is captured and disseminated to the range of professions that will be responsible for future deployments of this technology or similar technologies.

The Recipient Shall:

- Develop and submit a *Project Case Study Plan* that outlines how the Recipient will document the planning, construction, commissioning, and operation of the technology or system being demonstrated. The Project Case Study Plan should include:
    - An outline of the objectives, goals, and activities of the case study.
    - The organization that will be conducting the case study and the plan for conducting it.
    - A list of professions and practitioners involved in the technology’s deployment.
    - Specific activities the recipient will take to ensure the learning that results from the project is disseminated to those professions and practitioners.
    - Presentations/webinars/training events to disseminate the results of the case study.
- Present the draft *Project Case Study Plan* to the TAC for review and comment.

- Develop and submit a *Summary of TAC Comments* that summarizes comments received from the TAC members on the draft *Project Case Study 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 *Project Case Study Plan* to the CAM for approval.
- Execute the final Project Case Study Plan and develop and submit a Project Case Study.
- When directed by the CAM, develop presentation materials for a CEC sponsored conference/workshop(s) on the project.
- When directed by the CAM, participate in annual EPIC symposium(s) sponsored by the California 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:
- Project Case Study Plan (draft and final)
- Summary of TAC Comments
- Project Case Study (draft and final)
- High Quality Digital Photographs

V. PROJECT SCHEDULE

Please see the attached Excel spreadsheet.