



**California Energy Commission
October 08, 2025 Business Meeting
Backup Materials for Port San Luis Harbor District**

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: 25-1008-XX

STATE OF CALIFORNIA

**STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION: Port San Luis Harbor District

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 OSW-25-004 with the Port San Luis Harbor District for a \$3,000,000 grant. This project will build upon feasibility efforts led by Port San Luis Harbor District to become an operation and maintenance terminal for offshore wind. This project will support engineering design, prepare for future development phases, and execute community, stakeholder, tribal, and agency engagement on the Central Coast; 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 08, 2025.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

Kim Todd
Secretariat



GRANT REQUEST FORM (GRF)

A. New Agreement Number

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

New Agreement Number: OSW-25-004

B. Division Information

1. Division Name: Siting, Transmission, and Environmental Division
2. Agreement Manager: Reid Boggiano
3. MS-: Not Applicable
4. Phone Number: 279-226-1139

C. Recipient's Information

1. Recipient's Legal Name: Port San Luis Harbor District
2. Federal ID Number: 95-2373972

D. Title of Project

Title of project: Port San Luis Offshore Wind Operations Maintenance Terminal

E. Term and Amount

1. Start Date: 10/09/2025
2. End Date: 03/31/2030
3. Amount: \$3,000,000

F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 10-08-2025
3. Consent or Discussion? Discussion
4. Business Meeting Presenter Name: Reid Boggiano
5. Time Needed for Business Meeting: 5 minutes
6. The email subscription topic is: Offshore Wind Renewable Energy

Agenda Item Subject and Description:

PORT SAN LUIS HARBOR DISTRICT. Proposed resolution approving agreement OSW-25-004 with the Port San Luis Harbor District for a \$3,000,000 grant, and adopting staff's recommendation that this action is exempt from CEQA. This project will build upon feasibility efforts led by Port San Luis Harbor District to become an operation and maintenance terminal for offshore wind. This project will support engineering design, prepare for future development phases, and execute community, stakeholder, tribal, and agency engagement on the Central Coast. (Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Fund) Contact: Reid Boggiano

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":



2. If Agreement is considered a “Project” under CEQA answer the following questions.

a) Agreement **IS** exempt?

Yes

Statutory Exemption?

Yes

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: Cal. Code Regs., tit. 14, § 15262

Categorical Exemption?

Yes

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

CCR section number: Cal. Code Regs., tit. 14, § 15306

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

No

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

Not applicable

Cal. Code Regs., tit. 14, section 15306 provides that basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource are categorically exempt from the provisions of the California Environmental Quality Act (CEQA). This project consists of paper design and planning studies such as onshore and marine terminal engineering and design work, as well as commercial and technical planning elements informed by community, tribal, stakeholder, and agency input. CEC funds will be used to complete 15% and 30% engineering design packages for the proposed project, conduct project cost analyses based upon these designs, develop an emissions reduction strategy, as well as to start permit application preparation. The project does not include any investigations or analyses that involve physical disturbances or modifications to the project site. For these reasons, the proposed project will have no significant effect on the environment and is categorically exempt under section 15306.

In addition, this agreement involves only feasibility or planning studies for possible future actions that appropriate agencies, boards, or commissions have not approved, adopted, or funded. Environmental factors of this research have been considered. Therefore, the project is exempt from Cal. Code Regs., tit. 14, section 15262.

This project 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.

For these reasons, the proposed work will not have any significant effect on the environment and falls under sections 15306 and 15262.

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
TBD, Community and Tribal Engagement Capacity Building (Local Community Groups)	\$ 70,000	\$0
TBD, Community and Tribal Engagement Capacity Building (Tribal Governments)	\$ 75,000	\$0
TBD, Community and Tribal Engagement Capacity Building (Local Stakeholders)	\$ 155,000	\$0
Clean Energy Terminals, LLC	\$ 2,034,073	\$0



Subcontractor Legal Company Name	CEC Funds	Match Funds
The HRM Corp. (dba HRM Consultants)	\$ 15,000	\$0
Build Momentum (dba Momentum)	\$ 160,000	\$0
Mott MacDonald Group, Inc. (dba Mott MacDonald)	\$1,249,073	\$0
SWCA, Inc. (dba SWCA Environmental Consultanting)	\$510,000	\$0
Xodus Group, Inc.	\$55,000	\$0
The Jam Law Group, APC	\$10,000	\$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
No vendors to report		

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
6093 (Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Fund)	2025	701.693	\$3,000,000

TOTAL Amount: \$3,000,000

R&D Program Area: Enter R&D Program Area. Example: EDMFO: EDMF

Explanation for "Other" selection Enter explanation for "Other"



Reimbursement Contract #: Enter Reimbursement Contract Number

Federal Agreement #: Enter Federal Agreement Number

M. Recipient's Contact Information

1. Recipient's Administrator/Officer

Name: Matt Ashton

Address: 3950 Avila Beach Drive

City, State, Zip: Avila Beach, CA 93424

Phone: 805-595-5413

E-Mail: matta@portsanluis.com

2. Recipient's Project Manager

Name: Matt Ashton

Address: 3950 Avila Beach Drive

City, State, Zip: Avila Beach, CA 93424

Phone: 805-595-5413

E-Mail: matta@portsanluis.com

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-24-701
First Come First Served Solicitation #	N/A
Other	N/A

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



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

Grant Request Form
CEC-270 (Revised 01/2024)

Item Number	Item Name	Attached
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: Reid Boggiano

Approval Date: 3/27/26

Office Manager: Sean Simon

Approval Date: 3/27/25

Deputy Director: Elizabeth Huber

Approval Date: 3/27/25

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Scope of Work
Port San Luis Harbor District

I. TASK ACRONYM/TERM LIST

A. Task List

Task #	CPR ¹	Task Name
1		General Project Tasks
2		Community, Tribal, Stakeholder, and Agency Engagement
3		15% and 30% Preliminary Engineering Design
4		Workforce Development and Supply Chain Pathways
5		Evaluation of Project Benefits

B. Acronym/Term List

Acronym/Term	Meaning
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
CPR	Critical Project Review
CTBA	Community and Tribal Benefits Agreement
OEM	Original Equipment Manufacturer
O&M	Operations & Maintenance
S&I	Staging & Integration
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 to mature the proposed Port San Luis O&M terminal's engineering design, prepare the project for coastal permitting, and deepen community, stakeholder, tribal, and agency engagement on the project across the Central Coast.

B. Problem/ Solution Statement

Problem

Recent port studies and public feedback have concluded that larger offshore wind-related port facilities, such as the Staging & Integration (S&I) ports under development in Humboldt Bay and Long Beach, are not well-suited to the Central Coast. While S&I ports are required for the construction of offshore wind projects, offshore wind turbines cannot be installed without a separate operational O&M terminal. Without fit-for-purpose O&M facilities, California is at risk of missing its clean energy and economic development goals.

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.

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Solution

Smaller facilities such as O&M terminals, which typically consist of two to three deep-water berths to support vessels that come into port approximately once every other week and upland facilities of no more than five acres, could be a good fit for the Central Coast region. An O&M terminal at Port San Luis would offer an efficient and less invasive infrastructure footprint, with operations designed to align with community and environmental priorities. As such, Port San Luis has been identified by multiple independent studies as a high-potential location for O&M facilities.

The proposed Port of San Luis O&M Terminal is poised to be the first O&M facility constructed and operating in California, given the project's early development, as well as access to electrical grid transmission capacity. The O&M terminal could be utilized by multiple wind projects located in federal waters off California's Central Coast.

C. Goals and Objectives of the Agreement

Agreement Goals

The goals of this Agreement are to:

1. Mature the proposed Port San Luis O&M terminal's engineering design and prepare the project for future development phases.
2. Deepen local community, tribal nation, stakeholder, and government agency education and engagement on the proposed terminal development opportunity.
3. Position local residents, local community organizations, interested stakeholder organizations, and local tribal individuals and governments to realize benefits from the potential development of the Port San Luis O&M Terminal.
4. Expand the Recipient's capacity to effectively oversee the development of a potential Port San Luis O&M Terminal and support the realization of a new long-term revenue stream for the Recipient.
5. Develop an emissions-reduction strategy for the proposed terminal development project, including both construction and long-term operations.
6. Identify workforce development and supply chain opportunities for local individuals, educational institutions, and businesses to positively benefit from the proposed terminal development project.

Agreement Objectives

The objectives of this Agreement are to:

- Prepare a 30 percent engineering design for making upgrades to port infrastructure that positions the port to initiate project environmental review and permitting.
- Identify potential community group, tribal, stakeholder, and agency priorities for potential inclusion in a future Community and Tribal Benefits Agreement (CTBA).
- Develop a workforce pathways report that shows how a wide variety of workforce system partners, such as high schools, vocational-technical schools, community colleges, four-year universities, union apprenticeship program, can prepare the regions' learners for careers in offshore wind.

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- Ensure local community, tribal nation, stakeholder, and agency groups understand the proposed O&M terminal development effort and have meaningful bilateral dialogue about the benefits and impacts of the initiative.

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**

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

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.

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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,

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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., Microsoft Teams, Zoom, and 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

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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.

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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:

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- 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:

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- 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. The Recipient may only spend match funds during this Agreement term, either concurrently or prior to the use of CEC funds for each task during the term of this Agreement. 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 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*)

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- 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 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 1.10 Obtain and Execute Subawards and Agreements with Site Hosts

The goal of this task is to ensure quality products and to execute subrecipients and site host agreements, as applicable, required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient's own procurement and contracting policies and procedures.

The Recipient shall:

- Execute and manage subawards and coordinate subrecipient activities.
- Execute and manage site host agreements, and ensure the right to use the project site throughout the term of the Agreement, as applicable. A site host agreement is not required if the Recipient is the site host.

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- Notify the CEC in writing immediately, but no later than five calendar days, if there is a reasonable likelihood the project site cannot be acquired or can no longer be used for the project.
- Submit a letter to the CAM describing the subawards and any site host agreement needed or stating that no subawards or site host agreements are required.
- If requested by the CAM, submit a draft of each subaward and any site host agreement required to conduct the work under this Agreement to the CAM for review.
- If requested by the CAM, submit a final copy of each executed subaward and any site host agreement.
- If Recipient intends to add new subrecipients or change subrecipients, then the Recipient shall notify the CAM.

Products:

- Letter describing the subawards needed, or stating that no subawards are required
- Draft subaward (if requested)
- Final subaward (if requested)
- Draft site host agreement (if requested)
- Final site host agreement (if requested)

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.

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- 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 and project developers relevant to the project;
- U.S. Department of Energy, U.S. Department of Transportation, U.S. Army Corps. of Engineers, California Coastal Commission, California State Lands Commission, California Department of Fish and Wildlife, research managers, or experts from other federal or state agencies relevant to the project;
- Public interest environmental groups;
- Public interest environmental justice organizations;
- Tribal governments an/or their representatives;
- 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 or organizations, physical and electronic addresses, and phone numbers of potential members. The list will be discussed at the Kick-off meeting at which time the CAM will provide input on the TAC member list, 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.

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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.

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.

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- 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 COMMUNITY, TRIBAL, STAKEHOLDER, AND AGENCY ENGAGEMENT

The goal of this task is to ensure robust bilateral dialogue between the project team and interested stakeholder groups so that the O&M terminal infrastructure development project accurately reflects the values of its host communities (i.e., gather local input on how to ensure the project minimizes impacts to local residents and ocean users, is environmentally responsible, is sensitive to tribal cultural sites and resources, puts safety first, and ensures long-term economic sustainability). The outcome of this engagement will be broad-based community, tribal, stakeholder, and agency understanding of the proposed project and an initial list of potential opportunities that could be supported through an O&M terminal-specific CTBA. Recipient’s staff shall provide ongoing input and oversight on all Task 2 subtasks. Recipient will utilize its stakeholder map that includes local community organizations, local environmental and environmental justice organizations, other interested San Luis Bay ocean users, local business organizations, and local workforce and educational partners to ensure engagement with interested stakeholder groups.

Subtask 2.1: Develop and Implement a Community Engagement Strategy

The goal of this subtask is to implement a meaningful engagement strategy with local communities and under-resourced groups, including residents of Avila Beach, local environmental justice groups, local advisory groups such as the Avila Valley Advisory Council, and local community institutions such as the Avila Beach Community Foundation.

The Recipient shall:

- Build on the Recipient’s ongoing community engagement work.
- Incorporate equity-oriented community engagement best-practices.

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- Identify and engage with under-resourced communities in the Port San Luis region by working with regional organizations that focus on environmental justice issues, e.g., the San Luis Obispo (SLO) Climate Coalition and Environmental Center of San Luis Obispo (ECO SLO).
- Provide funding to 5-10 environmental justice and community organizations to support targeted community outreach. Examples of such potential community organizations include the Friends of Avila Pier, the Central Coast Aquarium, and the Avila Beach Community Foundation.
- Inform, educate, and involve local environmental justice and community members on project planning, including sharing project timelines, permitting statuses, information on California's broader offshore wind market, and ongoing opportunities to provide input on the project.
- Communicate specific and tangible community benefits and impacts that are expected from developing the broader infrastructure project. Examples of potential community benefits include investments in local infrastructure, local job creation, workforce development partnership opportunities, potential community investments (i.e., through a CTBA). Examples of potential impacts include possible increases to traffic, potential local emissions impacts, potential local health impacts, and additional vessel calls in the harbor.
- Work with a range of community partners to ensure the project reaches out to a broad and diverse set of interested stakeholders. Specifically, the project will work with local organizations such as environmental justice groups, local workforce partners, local business chambers, and state-wide affinity group chambers to ensure outreach and participation from under-represented groups such as minority-, women-, and LGBT-owned businesses.
- Establish a local community engagement board for the project which can provide ongoing counsel to the Recipient on community engagement strategies and community concerns. This board may also include representatives from local stakeholder organizations.
- Prepare and submit to the CAM a *Pre-Planning Community Engagement Report*, *Post-Planning Community Engagement Report*, and *End-of-Project Community Engagement Report* that each provide an overview of the community engagement and outreach efforts undertaken so far in the project, a list of local community organizations receiving funds as subrecipients, a summary of the results of engagement activities, and a discussion about the concerns, feedback, and suggestions from community members.
- Develop a *Community Benefits Framework* to ensure equitable and transparent engagement. The framework will outline the approach and criteria for distributing funding or stipends to participants and identify strategic areas for investment. The framework must be submitted to the CAM for review and approval before CEC funds can be allocated to participants.

Products:

- *Pre-Planning Community Engagement Report*
- *Post-Planning Community Engagement Report*
- *End-of-Project Community Engagement Report*
- *Community Capacity Engagement Framework (draft and final)*

Subtask 2.2: Develop and Implement a Tribal Engagement Strategy

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The goal of this subtask is to implement a meaningful consultation and engagement strategy with Native American tribes in the Port San Luis region. This sub-task will build upon these efforts and expand engagement with local tribal governments which have a deep historic association with the Port San Luis region.

The Recipient shall:

- Engage with tribal governments in the Port San Luis region and seek feedback on how to improve or refine the project's tribal engagement and consultation strategy.
- Inform, educate, and involve local tribal governments and stakeholders in project planning as part of engagement strategy execution, e.g., sharing project timelines, permitting statuses, information on California's broader offshore wind market, and ongoing opportunities to provide input on the project.
- Communicate specific and tangible community benefits and impacts that are expected to result from developing the project. Examples of potential benefits include investments in local infrastructure, local job creation, workforce development partnership opportunities, potential community investments (i.e., through a CTBA). Examples of potential impacts include possible increases to traffic, potential local emissions impacts, potential local health impacts, and additional vessel calls in the harbor.
- Prepare and submit to the CAM a *Pre-Planning Tribal Consultation and Engagement Report*, *Post-Planning Tribal Consultation and Engagement Report*, and *End-of-Project Tribal Consultation and Engagement Report* that each provide an overview of efforts undertaken and summarize the results of consultation and engagement activities. Each report will include a discussion of the concerns, feedback, and suggestions from California Native American tribes in the Port San Luis region.
- Develop a *Tribal Benefits Framework* to ensure equitable and transparent engagement. The framework will outline the approach and criteria for distributing funding or stipends to participants and identify strategic areas for investment. The framework must be submitted to the CAM for review and approval before CEC funds can be allocated to participants.

Products:

- *Pre-Planning Tribal Consultation and Engagement Report*
- *Post-planning Tribal Consultation and Engagement Report*
- *End of Project Tribal Consultation and Engagement Report*
- *Tribal Capacity Engagement Framework (draft and final)*

Subtask 2.3: Develop and Implement a Stakeholder Engagement Strategy

The goal of this subtask is to implement a meaningful stakeholder engagement strategy that includes, but is not limited to, labor and workforce organizations, offshore wind developers, relevant offshore wind supply chain companies (e.g., vessel manufacturers and turbine OEMs), environmental organizations, port and harbor users and tenants, and recreational and commercial fishing organizations. This strategy will build on the Recipient's ongoing stakeholder engagement work.

The Recipient shall:

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- Build on Recipient's ongoing stakeholder engagement work with the commercial fishing community in the Port San Luis region, local unions, local ocean users, and local environmental groups.
- Provide funding to 5-10 local stakeholder organizations (e.g., the Port San Luis Commercial Fisherman's Association, Cal Poly University, Cuesta College, Allan Hancock College, and local environmental groups) to support stakeholder engagement.
- Inform, educate, and involve interested stakeholders on project planning, including but not limited to sharing project timelines, permitting statuses, information on California's broader offshore wind market, and ongoing opportunities to provide input on the project.
- Communicate specific and tangible potential stakeholder benefits and impacts that are expected and resulted from developing the project. Examples of stakeholder benefits include investments in local infrastructure, local job creation, workforce development partnership opportunities, potential community investments (i.e., through a CTBA). Examples of potential impacts include possible increases to traffic, potential local emissions impacts, potential local health impacts, and additional vessel calls in the harbor.
- Engage offshore wind industry stakeholders such as offshore wind project developers that could be potential future terminal users, turbine OEMs that could execute maintenance programs for the offshore wind developers, and other supply chain partners such as vessel owners and operators to ensure the terminal is receiving appropriate engineering and operational inputs.
- Prepare and submit to the CAM a *Pre-Planning Stakeholder Engagement Report*, *Post-Planning Stakeholder Engagement Report*, and *End-of-Project Stakeholder Engagement Report* that each provide an overview of stakeholder engagement and outreach efforts undertaken and summarize the results of engagement activities. Each report will include a discussion of the concerns, feedback, and suggestions from stakeholders.
- Develop a *Stakeholder Benefits Framework* to ensure equitable and transparent engagement. The framework will outline the approach and criteria for distributing funding or stipends to participants and identify strategic areas for investment. The framework must be submitted to the CAM for review and approval before CEC funds can be allocated to participants.

Products:

- *Pre-Planning Stakeholder Engagement Report*
- *Post-planning Stakeholder Engagement Report*
- *End of Project Stakeholder Engagement Report*
- *Stakeholder Capacity Engagement Framework (draft and final)*

Subtask 2.4: Develop and Implement an Agency Engagement Strategy

The goal of this subtask is to implement a meaningful agency engagement strategy that includes applicable federal, state, and local agencies and elected officials. This strategy will build on the Recipient's ongoing agency engagement work, e.g., project briefings with the local county officials and departments, State Assembly and Senate representatives, and the region's federal delegation.

The Recipient shall:

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- Build on the Recipient's ongoing agency engagement work, including but not limited to project briefings with the local county officials and departments, State Assembly and Senate representatives, and the region's federal delegation.
- Inform, educate, and involve relevant agencies on project planning so that they can provide direct input. Provide recommendations on additional stakeholders and community members to engage.
- Review specific and tangible community benefits and project impacts with agency and local elected officials so that they can provide input on ways to further expand opportunities for their constituents and mitigate potential local challenges.
- Work with relevant agencies and local elected officials to publicize the potential benefits expected from the project, including investments in local infrastructure, local job creation, workforce development partnership opportunities, potential community investments (i.e., through a CTBA).
- Prepare and submit to the CAM a *Pre-Planning Agency Engagement Report*, *Post-Planning Agency Engagement Report*, and *End-of-Project Stakeholder Engagement Report* that each provide an overview of agency engagement and outreach efforts undertaken and summarize the results of engagement activities. Each report will include a discussion of the concerns, feedback, and suggestions from relevant agencies and elected officials.

Products:

- *Pre-Planning Agency Engagement Report*
- *Post-Planning Agency Engagement Report*
- *End of Project Agency Engagement Report*

Subtask 2.5: Develop Initial List of Potential Community and Tribal Benefits Agreement Opportunities.

Recipient will utilize the input, engagement, and consultation described above to identify community, tribal nation, stakeholder, and agency priorities for potential inclusion in a future CTBA. While the final list of community investments and the specific terms of a CTBA will need to be resolved over a period of many months as the terminal project matures (and finalized in conjunction with a signed lease agreement between CET and the Recipient), both parties understand the importance of publicly stating their upfront commitment to a CTBA and to meaningful bilateral dialogue with community stakeholders from the outset of the agreement term.

The Recipient shall:

- Develop an *Initial List of Potential Community and Tribal Benefits Agreement Opportunities* and submit to the CAM.

Products:

- *Initial List of Potential Community and Tribal Benefits Agreement Opportunities*

TASK 3 PRELIMINARY ENGINEERING DESIGN AND COST ESTIMATE

EXHIBIT A

Scope of Work

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Subtask 3.1: Complete 15% and 30% Engineering Designs

The goal of this task is to mature the O&M terminal technical design through 15% engineering design completion and 30% design completion milestones. These activities are a critical step toward preparing the project for the coastal permitting process.

The Recipient shall:

- Execute Requests for Information with relevant industry stakeholders, e.g., Central Coast offshore wind developers, offshore wind OEMs, and potential vessel owners to gather technical design inputs (as needed).
- Refine the overall project scope and develop an initial site plan, taking into account Recipient's previous input from relevant technical and environmental investigations.
- Detail technical specification and design assumptions.
- Research relevant building codes.
- Prepare a Project Execution Plan (i.e., an internal project plan to guide sequencing and execution of the 15% and 30% design workflows, as well as the project costing and emissions reduction work tasks).
- Update concept-level technical site assessments and analyses to support the 15% and 30% engineering design workflows.
- Update concept-level environmental assessments to support the 15% and 30% engineering design workflows.
- Develop 15% Engineering Design Drawings which help define the proposed project's major design elements. Note: the 15% Engineering Design Drawings are internal project technical documents (e.g., large format stamped engineering drawings and accompanying technical reports). These internal documents are generally not suitable for non-technical reviews or general stakeholder engagement).
- Prepare a *15% Design Summary Report* to be submitted to the CAM. The 15% Design Summary Report will identify the key learnings and implications from the 15% Engineering Design Drawings and summarize them in a short-form document that can be more easily digested by non-technical reviewers and outside stakeholders.
- Utilize the above engagement reports to share relevant design information and gather relevant technical inputs.
- Refine the site plan and layouts, identifying existing and proposed buildings, facilities, contours, roadways, utilities, or signs in the immediate area of the project site or relevant to the proposed work.
- Prepare *Project Renderings* (i.e., 2D and 3D technical visualizations of what the project could look and feel like from several vantage points).

Develop a 30% Engineering Design Drawings which further refine the proposed project's major design elements. Note: the 30% Engineering Design Drawings are internal project technical documents (e.g., large format stamped engineering drawings, accompanying technical reports). These internal documents are generally not suitable for non-technical reviews or general stakeholder engagement).

- Prepare a *30% Design Summary Report* to be submitted to the CAM. The 30% Design Summary Report will identify the key learnings and implications from the 30% Engineering Design Drawings and summarize them in a short-form document that can be more easily digested by non-technical reviewers and outside stakeholders.
- Utilize the above engagement strategies to share relevant design updates and gather relevant technical inputs.

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- Execute initial permit application development work that utilizes the information from the 15% and 30% Engineering Design Drawings to inform potential local, state, and costal permit applications.

Products:

- *15% Design Summary Report*
- *Project Renderings*
- *30% Design Summary Report*

Subtask 3.2 Prepare a Cost Estimate for Developing a Final Project

The goal of this subtask is to prepare a Class 4 and Class 3 cost estimate for the full-scale infrastructure development project. This work will build upon the 15% and 30% engineering design work prepared in Subtask 3.1.

The Recipient shall:

- Prepare a Class 4 cost estimate for the terminal development project in conjunction with the 15% Engineering Design Drawings.
- Incorporate the Class 4 cost estimate into the project's internal financial model to evaluate the impact of the Class 4 cost estimate on potential tenant lease rates required for the project to be commercially feasible.
- Investigate opportunities for state and federal funding to help offset the revenue needed from tenant leases.
- Prepare a Class 3 cost estimate for the terminal development project in conjunction with the 30% Engineering Design Drawings.
- Incorporate the Class 3 cost estimate into the project's internal financial model to evaluate the impact of the Class 3 cost estimate on potential tenant lease rates required for the project to be commercially feasible.
- Refine opportunities for state and federal funding to help offset the revenue needed from tenant leases.
- Develop a *Final Summary Project Cost Recovery Report* to be submitted to the CAM, including potential sources of public funding to offset lease rates charged to offshore wind developer tenants (which are ultimately passed on to ratepayers).

Products:

- *Final Summary Project Cost Recovery Report*

Subtask 3.3: Develop an Emissions Reduction Strategy

Recipient will develop an emissions-reduction strategy for the proposed terminal development project, including both construction and long-term operations. This strategy will include an evaluation of the feasibility of the terminal development achieving net zero emissions over time.

The Recipient shall:

- Evaluate the potential sources of emissions across the construction and long-term operations.
- Identify potential strategies for minimizing or eliminating emissions over time and assess the feasibility of these potential strategies regarding cost to implement, availability of required technology, and whether such strategies can reasonably be deployed on a project of the O&M terminal's size and scope.

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- Where strategies are not immediately feasible, determine a timeline where such strategies might become feasible for the project to implement.
- Identify the cost impacts of implementing potential emissions reduction strategies and evaluate whether there are potential state or federal grant opportunities which could be used to offset passing such costs through to tenants (and ultimately ratepayers).
- Determine a set of publicly stated emission-reduction principles for the project based upon the above work.
- Develop a *Summary Emissions Reduction Strategy Report* to be submitted to the CAM outlining the findings of the above work and the project's emission-reduction principles.

Products:

- *Summary Emissions Reduction Strategy Report*

Subtask 3.4: Owner's Engineering Oversight and Project Management

The goal of this subtask is to ensure that the Recipient's board and staff have sufficient technical and project management capacity to provide inputs into, review, and provide final approval of the 15% and 30% Engineering Design Drawings. This step is critical for ensuring alignment within the public-private partnership approach being pursued by the Recipient. In addition to directly executing this task using relevant internal staff subject matter experts, the Recipient will competitively procure a qualified engineering firm to provide input into and review relevant engineering work, including the 15% Design Package and 30% Engineering Design Drawings.

The Recipient shall:

- Conduct ongoing staff-level and subject matter collaboration and oversight in the technical design process with its subcontractors and vendors.
- Utilize internal staff resources to support the development of local, state, and federal permit applications that are linked to the 15% Engineering Design Drawings and 30% Engineering Design Drawings.
- Procure an engineering firm to provide input into and review relevant engineering work, including the 15% Engineering Design Package and 30% Engineering Design Drawings.
- Utilize the selected owner's engineer to review the 15% Engineering Design Drawings.
- Prepare and submit to the CAM a *15% Design Owner's Engineer Letter Report* that outlines the technical review of the 15% Engineering Design Drawings and incorporates input from Recipient's subcontractors.
- Utilize the selected owner's engineer to review the 30% Engineering Design Package.
- Prepare and submit to the CAM a *30% Design Owner's Engineer Letter Report* that outlines the technical review of the 15% Engineering Design Drawings and incorporates input from Recipient's subcontractors.
- In addition to the above steps, this task also includes ongoing project management tasks for the Recipient's Staff to participate in the 15% Engineering Design Drawing and 30% Engineering Design Drawing development process (as necessary).

Products:

- *15% Design Owner's Engineer Letter Report*
- *30% Design Owner's Engineer Letter Report*

TASK 4 WORKFORCE DEVELOPMENT AND SUPPLY CHAIN PATHWAYS

EXHIBIT A

Scope of Work

Port San Luis Harbor District

The goal of this task is to develop strategies for how the Recipient can partner with local workforce development and educational institutions to create pathways for local individuals, especially those with tribal heritage and those from historically underserved communities, to participate in the career opportunities catalyzed by the O&M terminal development. In addition, this task will identify how the proposed terminal development project can support the goals outlined in Assembly Bill 3, including a refined seaport readiness evaluation and assessments of the feasibility of achieving 50% and 65% in-state assembly and manufacturing of offshore wind energy projects and specified federal domestic content thresholds for offshore wind energy projects.

Subtask 4.1: Partner with Local Entities to Develop Workforce Pathway Strategies

Recipient shall estimate the potential local job creation opportunities of an O&M terminal development project at the job-code level. The goal of this subtask is to utilize the data regarding job creation to begin developing strategies and partnerships for local workforce institutions, (e.g., Cal Poly, Cuesta College, and Allan Hancock College) to create pathways to these new clean energy careers.

The Recipient shall:

- Share job creation levels and job type information with local workforce partners such as local universities, community colleges, economic development non-profit organizations, and other governmental workforce developmental entities.
- Identify offshore wind educational pathway work and models completed elsewhere in the U.S. that might be applicable to the Central Coast.
- Collaborate with local partners to identify an initial set of potential workforce development strategies that local partner organizations could start to implement to ensure individuals, including those with tribal heritage and those from historically overburdened communities, are able to access the new career opportunities catalyzed by the O&M terminal development project.
- Develop an *Initial Regional Workforce Pathway Assessment Report* to be shared with the CAM and then made available to local workforce entities.
- Share learnings from the work with other West Coast regions considering O&M terminal projects.

Products:

- *Initial Regional Workforce Pathways Assessment Report*

Subtask 4.2: Align with the California Offshore Wind Advancement Act (AB 3)

The goal of this subtask is to clarify how the Port San Luis O&M Terminal development will support the goals set out in AB 3, specifically how the project increases the California's seaport readiness to support offshore wind market development. Recipient will analyze how the terminal development project can support California's goal of achieving 50% and 65% in-state assembly and manufacturing of offshore wind energy projects.

The Recipient shall:

- Review AB 3 statutory requirements.
- Engage with the CEC, through the CAM, to understand the then-current status of the CEC's efforts related to the execution of AB 3 requirements.

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Port San Luis Harbor District

- Work with project team members to develop initial insights on how the terminal development project could impact California's seaport readiness for offshore wind.
- Develop initial insights on how the terminal development project could support California to accelerate the localization of assembly and manufacturing facilities in California, especially in the San Francisco Bay, Stockton, San Diego, San Pedro Bay, and Humboldt Bay regions.
- Share the insights with the relevant CEC team members, coordinating through the CAM.
- Summarize the insights gathered, including feedback from the relevant CEC team members in an *AB 3 Alignment Report* to be shared with the CAM and other local economic development entities and government stakeholders.

Products:

- *AB 3 Alignment Report*

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 in the Agreement term. The Annual Survey includes but is not limited to the following information:
 - Project progress
 - New media and publications
 - 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 the CAM's questions regarding the questionnaire drafts.

Products:

- *Initial Project Benefits Questionnaire*
- *Annual Survey(s)*
- *Final Project Benefits Questionnaire*

IV. PROJECT SCHEDULE

Please see the attached Excel spreadsheet.