



## CALIFORNIA ENERGY COMMISSION



CALIFORNIA  
NATURAL  
RESOURCES  
AGENCY

### California Energy Commission January 21, 2026 Business Meeting Backup Materials for Last Frontier Healthcare District (LFHD)

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: 26-0126-XX**

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

**RESOLUTION: Last Frontier Healthcare District (LFHD)**

**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 GEO-25-002 with Last Frontier Healthcare District (LFHD) for a \$1,500,000 grant. This project will improve and expand the existing geothermal heating system utilized by the Modoc Medical Center in the City of Alturas. The strategy is to convert an existing, unused geothermal production well into an injection well. The additional injection well will provide the necessary injection capacity to serve the expanded Modoc Medical Center facilities and future users. The project will provide economic benefits to Alturas and the surrounding Modoc County communities by lowering heating costs, providing services to medical personnel, and supporting local businesses; 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 January 21, 2026.

AYE:  
NAY:  
ABSENT:  
ABSTAIN:

Dated:

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Kim Todd  
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:** GEO-25-002

**B. Division Information**

1. Division Name: Reliability, Renewable Energy & Decarbonization Incentives
2. Agreement Manager: Jordan Duncan
3. MS-: 45
4. Phone Number: 916-244-9842

**C. Recipient's Information**

1. Recipient's Legal Name: Last Frontier Healthcare District
2. Federal ID Number: 68-0095320

**D. Title of Project**

Title of project: Geothermal Injection Capacity Expansion

**E. Term and Amount**

1. Start Date: March 30, 2026
2. End Date: June 29, 2029
3. Amount: \$1,500,000

**F. Business Meeting Information**

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: January 21, 2026
3. Consent or Discussion? Consent
4. Business Meeting Presenter Name:
5. Time Needed for Business Meeting:
6. The email subscription topic is: Geothermal

**Agenda Item Subject and Description:**

Proposed resolution approving agreement GEO-25-002 with Last Frontier Healthcare District (LFHD) for a \$1,500,000 grant and adopting staff's recommendation that this action is exempt from CEQA. This project will improve and expand the existing geothermal heating system utilized by the Modoc Medical Center in the City of Alturas. The strategy is to convert an existing, unused geothermal production well into an injection well. The additional injection well will provide the necessary injection capacity to serve the expanded Modoc Medical Center facilities and future users. The project will provide economic benefits to Alturas and the surrounding Modoc County communities by lowering heating costs, providing services to medical personnel, and supporting local businesses. (Geothermal Resources Development Account) Contact: Jordan Duncan

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

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

Yes

If yes, skip to question 2.



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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: If Agreement is considered a "Project" under CEQA skip to question 2. Otherwise, provide explanation.

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

a) Agreement **IS** exempt?

Yes

Statutory Exemption?

No

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

PRC section number: None

CCR section number: None

Categorical Exemption?

Yes

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

CCR section number: 14 CCR §§ 15301, 15302

Cal. Code Regs., tit. 14 § 15301 provides that the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing 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.

This project will involve minor alteration of existing structures involving negligible or no expansion of existing or former use. This project will increase injection capacity for a geothermal heating system currently serving the Modoc Medical Center, Modoc Schools, and swimming pool by converting an existing, unused geothermal production well into an injection well. Existing pipelines will be accessed, and new pipelines will be installed in the parking lot and roadways of the High School. This conversion only entails modest alterations to the unused production well and geothermal heating system and makes no significant changes to roads, the well pad, or surrounding vegetation, nor does it entail complicated modifications, such as major reconstruction of the injection well. The well is currently unused but was formerly a geothermal production well connected to a geothermal aquifer. The production well will be converted to an injection well to inject geothermal water after heat extraction into the same geothermal aquifer. The injection well will be cleaned and opened to its original drilled depth. The integrity of the injection well casing will be tested to ensure injected geothermal water is not allowed to escape, meaning it will be geologically confined within the injection well until it reaches the appropriate depth to remain in the aquifer. Although unlikely, there is a possibility that the injection well may be deepened slightly to increase injection capacity. All trenching will be conducted in previously disturbed areas, such as the parking lot and roadways of the High School. Project activities will be performed in accordance with all applicable rules and regulations, including obtaining a permit for the well modifications from the California Geologic Energy Management Division.



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Cal. Code Regs., tit. 14 § 15302 provides that the replacement or reconstruction of existing structures where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced are categorically exempt from the provisions of CEQA.

This project will involve the replacement or reconstruction of existing structures, where the new structure will be located on the same site as the replaced structure and will have substantially the same purpose and capacity as the structure replaced. This project is comparable to the replacement or reconstruction of existing utility systems involving negligible expansion of capacity, as described in Cal. Code Regs., tit. 14, § 15302 (c). This project will convert an existing unused geothermal production well into an injection well. The former production well, converted to a new injection well, will serve the same purpose- to provide geothermal heating to Modoc Medical Center facilities. Although the well is currently unused, it was formerly a geothermal production well with production capacity for heating. This project will convert the production well to an injection well in order to increase capacity for Modoc Medical Center's geothermal heating system.

The project will not impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies; 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. 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. Therefore, the project will not have a significant effect on the environment and is categorically exempt under CEQA Guidelines sections 15301 and 15302.

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.

b) Not applicable 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     |



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**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 |
|---|-----------|-------------|
| SHN Consulting Engineers & Geologists, Inc. | \$ 99,972 | \$ 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                              | \$ 1,400,028 | \$ 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      |
|-------------------------------------|
| Modoc Joint Unified School District |

**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         |
|----------------|-------------------------------|--------------------|----------------|
| GRDA           | FY22/23                       | 501.008N           | \$360,000.00   |
| GRDA           | FY23/24                       | 501.008O           | \$1,140,000.00 |

**TOTAL Amount:** \$1,500,000.00

R&D Program Area: Geothermal Grant and Loan Program

Explanation for “Other” selection N/A

Reimbursement Contract #: N/A

Federal Agreement #: N/A



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#### **M. Recipient's Contact Information**

##### **1. Recipient's Administrator/Officer**

Name: Kevin Kramer

Address: 1111 N. Nagle Street

City, State, Zip: Alturas, CA 96101

Phone: (530) 708-8801

E-Mail: kkramer@modocmedicalcenter.org

##### **2. Recipient's Project Manager**

Name: Darryl Anderson

Address: 17681 Highway 395

City, State, Zip: Lakeview, OR 97630

Phone: (541) 947-4407

E-Mail: danderson@shn-engr.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-23-402             |
| First Come First Served<br>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                             | Yes      |
| 5           | Awardee CEQA Documentation                       | Yes      |

**Approved By**



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

**Agreement Manager:** Jordan Duncan

**Approval Date:** 10/21/2025

**Office Manager:** Elizabeth Giorgi

**Approval Date:** 10/27/2025

**Deputy Director:** Deana Carrillo

**Approval Date:** 12/09/2025

**Exhibit A**  
**Scope of Work**  
**Last Frontier Healthcare District**

**I. TASK LIST**

| Task # | CPR <sup>1</sup> | Task Name  |
|--------|------------------|--|
| 1      |                  | Administration                                     |
| 2      |                  | Design for the Injection Well                      |
| 3      | X                | Bidding for Well Rework and Piping Improvements    |
| 4      | X                | Rework on AL-1 Well                                |
| 5      |                  | Project Commissioning                              |
| 6      |                  | Project Closeout                                   |
| 7      |                  | Public Outreach and Technology Transfer Activities |

**II. KEY NAME LIST**

| Task # | Key Personnel  | Key Subcontractor(s)                        | Key Partner(s)   |
|--------|--|---|------------------|
| 1      | LFHD staff: Kevin Kramer<br>SHN staff: Darryl Anderson, Carmen Tague | SHN Consulting Engineers & Geologists, Inc. |                  |
| 2      | SHN staff: Darryl Anderson   | SHN Consulting Engineers & Geologists, Inc. |                  |
| 3      | SHN staff: Darryl Anderson, Carmen Tague                             | SHN Consulting Engineers & Geologists, Inc. |                  |
| 4      | SHN staff: Darryl Anderson   | SHN Consulting Engineers & Geologists, Inc. | TBD – Contractor |
| 5      | SHN staff: Darryl Anderson   | SHN Consulting Engineers & Geologists, Inc. |                  |
| 6      | LFHD staff: Kevin Kramer<br>SHN staff: Darryl Anderson               | SHN Consulting Engineers & Geologists, Inc. |                  |
| 7      | LFHD staff: Kevin Kramer<br>SHN staff: Darryl Anderson               | SHN Consulting Engineers & Geologists, Inc. |                  |

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

**Exhibit A**  
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**III. GLOSSARY**

| <b>Term/<br/>Acronym</b> | <b>Definition</b>  |
|--------------------------|--|
| CAM                      | Commission Agreement Manager   |
| CAO                      | Commission Agreement Officer   |
| CEC                      | State Energy Resources Conservation and Development Commission or, the California Energy Commission. |
| CPR                      | Critical Project Review  |
| GRDA                     | Geothermal Resources Development Account   |
| LFHD                     | Last Frontier Healthcare District  |
| MJUSD                    | Modoc Joint Union School District  |
| Recipient                | LFHD   |
| RREDI                    | Reliability, Renewable Energy & Decarbonization Incentives Division                                  |
| SHN                      | SHN Consulting Engineers & Geologists, Inc.  |
| TAC                      | Technical Advisory Committee   |

**Exhibit A**  
**Scope of Work**  
**Last Frontier Healthcare District**

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

**Purpose of agreement**

The purpose of this Agreement is to improve and expand the existing geothermal heating system utilized by the Modoc Medical Center in Alturas, California, and provide heating to additional buildings. The project will provide some economic benefits to Alturas and surrounding Modoc County communities, which are classified as disadvantaged communities, by lowering heating costs and providing services to personnel and supporting local businesses.

**Problem and Solution Statement:**

**Problem**

The existing geothermal heating system, operated by Modoc Joint Union School District (MJUSD) and utilized by Modoc Medical Center for heating their facilities, does not have adequate injection capacity for expansion of the system to additional buildings. The Modoc Medical Center is expanding its facilities and wishes to utilize geothermal heating for the new buildings. The existing geothermal heating system has more than enough production capacity to provide this heating. However, all geothermal effluent used by the system must be injected back into the aquifer through an injection well. The system currently has one injection well, AL-4, but this well does not have the capacity to handle the increased injection demand that would result from system expansion. This is a rural area, and public facilities are faced with declining budgets and increasing community needs. The use of the existing geothermal system for heating has provided enormous cost savings for both the MJUSD and the Last Frontier Healthcare District (LFHD, Recipient), but cost barriers still prevent these public organizations from making major improvements to the system, like increasing injection capacity. The existing geothermal heating system cannot be expanded to include the new Modoc Medical Center facilities, or additional users, without increasing the system's injection capacity.

**Solution**

The project will convert an existing, unused, geothermal production well into an injection well. The additional injection well will provide adequate injection capacity to serve the expanded Modoc Medical Center facilities, as well as allow for the addition of future users. Conversion of the existing well will be less costly than drilling a new well, and most of the existing piping can be used to reroute some of the system's geothermal effluent to the repurposed injection well.

**Goals of the Agreement:**

The goal of this Agreement is to increase the injection capacity of the existing geothermal heating system, allowing for expansion of the system and increasing the use of geothermal resources in the Alturas area.

**Objectives of the Agreement:**

The objectives of this Agreement are to:

- Design and construct improvements to convert the existing production well (AL-1) into an injection well.

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- Design and construct necessary piping improvements to route geothermal effluent to well AL-1 for injection.

## **V. ADMINISTRATION 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 VII)**. 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

## **Exhibit A**

### **Scope of Work**

### **Last Frontier Healthcare District**

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 Attend Kick-off Meeting**

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement. The CAM shall designate the date and location of this meeting and provide an agenda to the Recipient prior to the meeting.

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

- Attend a "Kick-Off" meeting with the Commission Agreement Manager (CAM), the Commission Agreement Officer (CAO), and a representative of the CEC Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the CAM to this meeting.
- Discuss the following administrative and technical aspects of this Agreement:

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- Agreement Terms and Conditions.
- Invoicing and auditing procedures.
- Critical Project Review (CPR) (Subtask 1.3).
- Monthly Progress Reports (Subtask 1.5).
- Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions).
- Final Report (Subtask 1.6).
- Match fund documentation (Subtask 1.7) No reimbursable work may be done until this documentation is in place.
- Permit documentation (Subtask 1.8).
- Subcontracts needed to carry out project (Subtask 1.9).
- The CAM's expectations for accomplishing tasks described in the Scope of Work.
- An updated Product Schedule and Due Dates.
- Technical Advisory Committee meetings (subtasks 1.10 and 1.11).
- Any other relevant topics.

**Recipient Products:**

- Kick-off Meeting Presentation.
- Updated Products Schedule.
- Updated List of Match Funds (if applicable).
- Updated List of Permits (if applicable).

**CAM Product:**

- Kick-Off Meeting Agenda.

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

CPR meetings provide the opportunity for frank discussions between the CEC and the Recipient. The goal of this task is to determine if the project should continue to receive CEC funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule, or budget.

The CAM may schedule CPR meetings as necessary, and meeting costs will be borne by the Recipient. 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).

Meeting participants include the CAM and the Recipient and may include the CAO, Reliability, Renewable Energy & Decarbonization Incentives (RREDI) Division or other CEC staff and management as well as other individuals selected by the CAM to provide support to the CEC.

**The CAM shall:**

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- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the CEC, but they may take place at another location or remotely.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. Prepare a schedule for providing the progress determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (please see section 6 of the Terms and Conditions). If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Director of the RREDI Division for his or her concurrence.
- Provide the Recipient with a progress determination on continuation of the project, in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more products.

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

- Prepare a CPR Report for each CPR that (1) discusses the progress of the Agreement toward achieving its goals and objectives. This report shall (2) include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Recipient shall submit these documents to the CAM and any other designated reviewers at least 15 working days in advance of each CPR meeting.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

#### **CAM Products:**

- Agenda and a list of expected participants.
- Schedule for Progress Determination.
- Progress Determination.

#### **Recipient Product:**

- CPR Report(s).

### **Subtask 1.4 Final Meeting**

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

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

- Meet with CEC staff to present the project findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.
- This meeting will be attended by, at a minimum, the Recipient, the CAO, and 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 CAMs discretion.

## **Exhibit A**

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- The technical portion of the meeting will involve a presentation of an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements. The CAM will determine the appropriate meeting participants.
- The administrative portion of the meeting shall be a discussion with the CAM and the CAO the following Agreement closeout items:
  - Disposition of any procured equipment purchased with CEC funds (Options) (if applicable).
  - CEC requests for specific “generated” data (not already provided in Agreement products).
  - Documentation of Recipient’s disclosure of “subject inventions” developed under the Agreement (if applicable).
  - “Surviving” Agreement provisions such as repayment provisions and confidential products (if applicable).
  - Final invoicing and release of retention.
- Prepare a schedule for completing the closeout activities for this Agreement.
- Prepare a Final Meeting Agreement Summary that documents any agreements made between the Recipient and CEC staff during the meeting.
- Prepare a *Schedule for Completing Agreement Closeout Activities*.
- Provide copies of *All Final Products* on a USB memory stick, organized by the tasks in the Agreement.

#### **Products:**

- Final Meeting Agreement Summary (if applicable)
- Schedule for completing agreement closeout activities.
- All Final Products.

### **Reports and Invoices**

#### **Subtask 1.5 Progress Reports and Invoices**

The goal of this task is to (1) periodically verify that satisfactory and continued progress is made towards achieving the project objectives of this Agreement on time and within budget and (2) ensure that invoices contain all required information and are submitted in the appropriate format.

The objectives of this task are to 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, and to form the basis for determining whether invoices are consistent with work performed.

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

- Prepare a Monthly Progress Report that summarizes all Agreement activities conducted by the Recipient, as specified in the scope of work for the preceding month of the reporting period, including an assessment of the ability to complete the Agreement within the current

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budget and any anticipated cost overruns, accomplishments, milestones, products, schedule, fiscal status.

- Each progress report is due to the CAM within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 of the Terms and Conditions of this Agreement.
- Submit a monthly or quarterly Invoice that follows the instructions in Section 8 (Payment of Funds) of the Exhibit C standard terms and conditions, including a financial report on Match Funds and in-state expenditures.

#### **Product:**

- Monthly Progress Reports.
- Invoices.

#### **Subtask 1.6 Final Report**

The goal of this task is to prepare a comprehensive Final Report is to assess the project's success in achieving the Agreement's goals and objectives.

The objectives of the Final Report are to clearly and completely describe the project's purpose, approach, activities performed, discussion 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.

The Final Report shall be a public document. If the Recipient has obtained confidential status from the CEC for any project tasks and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

#### ***Task 1.6.1 Final Report Outline***

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

- Prepare an Outline of the Final Report, in accordance with the CEC *Style Manual* provided by the CAM.

##### **Recipient Products:**

- Final Report Outline (Draft and Final).

##### **CAM Products:**

- CEC Style Manual.
- Web Accessibility Guidelines.
- Comments on Draft Final Report Outline.

#### ***Task 1.6.2 Final Report***

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

- Prepare a Draft Final Report in accordance with the approved Final Report Outline, CEC *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:

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- 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).
- Ensure that the report is following CEC's Digital Accessibility Standards.
- 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 shall provide written comments on the Draft Final Report within fifteen (15) business days of receipt. The Draft Final Report must be submitted at least 60 days before the end of the Agreement Term. If the Recipient disagrees with any comment, provide a *Written Responses to Comments* explaining why the comments were not incorporated into the final product.
- Prepare and submit a Final Report that addresses any comments from the CAM.
- 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.
- Submit a hardcopy and electronic files (in both MS Word and .pdf formats) of the Final Report to the CAM for final review and formatting prior to CEC publication of the report. The .pdf file must follow ADA Guidelines.
- Work with the CAM as necessary to address any questions about the Final Report or any formatting requirements necessary for CEC publication of the Final Report.

**Recipient Products:**

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

#### **CAM Products:**

- Written Comments on Draft Final Report.

#### **Subtask 1.7 Identify and Obtain Match Funds**

The goal of this task is to ensure that the Recipient obtains any match funds planned for this Agreement are obtained for and applies them to this 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 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 obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

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

- Prepare a Match Funds Status Letter documenting the match funds committed to this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state this in the letter. If match funds were a part of the proposal that led to the CEC awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
  - Amount of each cash match funds, its source(s), including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
  - Amount of each in-kind contribution, a description, of the contribution type (e.g., property, services), the documented market or book value, and 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 and telephone number, and the address where the property is located.
- If different from the solicitation application, provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant, a copy of the executed grant shall be submitted in place of a letter of commitment.
- At the Kick-off meeting, discuss match funds and the implications or impact to the Agreement 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 the Supplemental Match Funds Notification Letter to the CAM during the course of the Agreement additional match funds are received.

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- Provide the Match Funds Reduction Notification Letter and Notify the CAM within 10 days if during the course of the Agreement existing match funds are reduced and may trigger an additional CPR meeting.

#### **Products:**

- Match Funds Status Letter.
- Copy(ies) of each match fund commitment letter(s).
- Supplemental Match Funds Notification Letter(s) for new match funds (if applicable).
- Match Funds Reduction Notification Letter that matches funds were reduced (if applicable).

#### **Subtask 1.8 Identify and Obtain Required Permits**

The goal of this task 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. Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

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

- Prepare a Permit Status Letter documenting the permits required to conduct this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
  - A list of the permits that identifies the:
    - Type of permit.
    - Name, address and telephone number of the permitting jurisdictions or lead agencies.
  - The schedule the Recipient will follow in applying for and obtaining these permits.
- The list of permits and the schedule for obtaining them will be discussed at the kick-off meeting and develop a timetable for submitting the updated list, schedule, and the copies of the permits. The implications to the Agreement 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 the Progress Reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the CAM with an Updated List of Permits (including the appropriate information on each permit) and an updated Schedule for Acquiring Permits to the CAM.
- As permits are obtained, send a copy of each approved permit to the CAM.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 working days. Either of these events may trigger an additional CPR.

#### **Products:**

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- Permit Status Letter documenting the permits or stating that no permits are required.
- A copy of each final approved permit (if applicable).
- Updated list of permits as they change during the term of the Agreement (if applicable).
- Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable).

#### **Subtask 1.9 Obtain and Execute Subcontracts**

The goal of this task is to (1) ensure quality products and (2) to procure subcontractors required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient's own procurement policies and procedures. It will also provide the CEC an opportunity to review the subcontracts to ensure that the tasks are consistent with this Agreement, and that the budgeted expenditures are reasonable and consistent with applicable cost principles.

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

- Manage and coordinate subcontractor activities in accordance with the requirements of this Agreement.
- Incorporate this Agreement by reference into each subcontract.
- Submit a draft of each subcontract required to conduct the work under this Agreement to the CAM for review.
- Include any required CEC flow-down provisions in each subcontract, in addition to a statement that the terms of this Agreement will prevail if they conflict with the subcontract terms.
- Submit a final copy of the executed subcontract.
- If Recipient decides to add new subcontractors, then the Recipient shall notify and receive written approval from the CAM prior to adding any new subcontractors.

#### **Products:**

- Subcontracts (draft and final)

#### **Technical Advisory Committee**

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

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

- Provide guidance in project direction. The guidance may include scope and methodologies, timing, and coordination with other projects. The guidance may be based on:
  - Technical area expertise.
  - Knowledge of market applications; or
  - Linkages between the agreement work and other past, present, or future projects (both public and private sectors) that TAC members are aware of in a particular area.

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- 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 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 1.11.
- Prepare a *List of TAC Members* once all TAC members have committed to serving on the TAC.

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- Submit *Documentation of TAC Member Commitment* (such as Letters of Acceptance) from each TAC member.

#### **Products:**

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

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

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

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

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

#### **Products:**

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

## **VI. TECHNICAL TASKS**

### **TASK 2 DESIGN FOR THE INJECTION WELL**

The goal of this task is to develop a cost-effective, efficient design that will meet the needs of LFHD. This task will utilize historical information and current testing data to develop drawings and specifications to convert the well AL-1 from a production well to an injection well.

**The Recipient shall:**

- Develop a Design Drawing Report that contains all necessary information to build the project. Design Drawings will include, but are not limited to:
  - Site plan.
  - Well rework detail and specifications.
  - Pipe routes and installation details.
  - Valve type, location, and installation details.
  - Injection pumps and equipment.
  - Structure of the new well house.
  - Instrumentation and panel control modifications.
- Develop a Technical Specifications Document that contains all necessary information to build the project. That includes but is not limited to identification of the applicable standards and codes, materials and equipment needed, construction and installation procedures, environmental and safety requirements.

**Products:**

- Design Drawing Report (draft and final).
- Technical Specifications Document (draft and final).

### **TASK 3 BIDDING FOR WELL REWORK AND PIPING IMPROVEMENTS**

The goal of this task is to solicit bids from qualified contract firms for both the well rework activities and piping improvements. Two separate bids will be requested in this task: one for well improvements, tailored for drilling companies, and another for piping, injection equipment, and related work, intended for general contractors.

**The Recipient shall:**

- Prepare two Bidding Packages per California public contracting regulations, one for well rework and one for piping improvement. The Bidding Packages will include, but is not limited to:
  - Bid schedule.

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- Instructions to bidders.
- First tier subcontractor disclosure.
- Bidding bond.
- Project contact information.
- Prevailing wage information.
- Design drawings.
- Technical specifications.
- Advertise the project per California public contracting regulations and develop two Bidding Tabulation Sheets for both drilling and piping bids.
- Select the lowest responsible bidders.
- Prepare a Notice of Award Letter to be sent to the successful bidders.
- **Products:**
  - Bidding Packages.
  - Bidding Tabulation Sheets.
  - Notice of Award Letters.

### **TASK 4 REWORK AND PIPING ON AL-1 WELL**

The goal of this task is to deliver a quality project that is completed on schedule, within budget, and in accordance with the final design drawings and specifications. This is the core task of the project, completing modifications to the AL-1 well.

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

- Provide the contractors with rework and piping surveying as needed.
- Perform required rework and piping testing.
- Develop a Rework and Piping Testing Report that includes, but is not limited to, the results of the rework testing, well cuttings, and well injection tests.
- Perform daily rework inspections. These inspections include, but are not limited to:
  - Monitoring of well rework activities.
  - Monitoring of pipe installation activities.
- Develop a Rework and Piping Inspection Report that includes, but is not limited to, a description of the daily inspections performed by the design subconsultant and/or project manager.
- Review contractor change order documents and pay request. Submit approved Contractor Change Documents and Pay Request.

#### **Products:**

- Rework and Piping Testing Report (draft and final).
- Rework and Piping Inspection Report (draft and final).

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- Contractor Change Order Documents and Pay Request Approvals.

**TASK 5 PROJECT COMMISSIONING**

The goal of this task is to verify all project elements have been constructed using as a reference the final design documents and all elements of the project are operational. An injection well test will be conducted at well AL-1 to make sure the well is functioning properly. Piping flows will be verified to ensure geothermal effluent is being routed correctly to either injection well, AL-1 and AL-4.

**The Recipient shall:**

- Review all contractor submittals and manufacturer data on equipment operating and maintenance procedures.
- Develop a Test Plan Document to support the validation of the status of all equipment, that includes, but is not limited to, injection well validation, expected metrics, mitigation plan and procedures.
- Test and verify the operational status of all equipment, including, but not limited to:
  - Pump and motor controls.
  - System controls.
  - Piping flows.
- Develop a Test and Validation of Results Document that includes, but is not limited to, the results of the injection well validation, meeting of the expected metrics, and any key information of the testing and validation process.
- Develop the Project Operation and Maintenance Manual that includes, but is not limited to, all maintenance and operation procedures for all equipment and systems installed and reworked.

**Products:**

- Test Plan Document (draft and final).
- Test and Validation of Results Document (draft and final).
- Project Operation and Maintenance Manual (draft and final).

**TASK 6 PROJECT CLOSEOUT**

The goal of this task is to ensure all project tasks have been completed and all requirements have been met. These activities ensure LFHD, MJUSD, and other stakeholders are receiving a complete, quality product that functions correctly and the project brings the expected economic and social benefits to the community. This task also ensures that all regulatory and funding agency requirements have been met, and all necessary documentation is complete and available.

**The Recipient shall:**

- Meet with contractors to finalize all details regarding rework.
- Verify all rework requirements have been met, as specified in task 4.
- Verify that contractors have paid all material suppliers and subcontractors. Submit Final Pay Request Documents.

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- Establish a final completion date for the beginning of the warranty term. Submit Warranty Documents.
- Develop a Social and Economic Benefits Report that includes, but is not limited to, an analysis of the economic dynamics and job creation in Alturas resulting from the project, reductions in heating costs, and potential revenue gains from the addition of new users, and other benefits.
- Develop an Engineer's Acceptance Report that includes, but is not limited to, the certification by the project engineer or project manager that all rework is complete and acceptable.
- Develop a Contractor's Acceptance Report that includes, but is not limited to, a certificate that rework is complete and all suppliers and subcontractors have been paid.

#### **Products:**

- Final Pay Request Documents.
- Warranty Documents.
- Social and Economic Benefits Report (draft and final).
- Final Engineer's Acceptance Report.
- Final Contractor's Acceptance Report.

## **TASK 7 PUBLIC OUTREACH AND TECHNOLOGY TRANSFER ACTIVITIES**

The goal of this task is to develop a plan for public outreach during the term of the Agreement and to make the knowledge gained, results and lessons learned from Agreement tasks available to the public, interested parties and appropriate decision-makers.

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

- Develop and submit a Public Outreach and Technology Transfer Plan explaining any public outreach actions proposed during the term of the Agreement and how the knowledge gained from Agreement tasks will be made available to the public. Key elements from this report shall be included in the Final Report for this Agreement.
- Present the draft Public Outreach and Technology Transfer Plan to the Technical Advisory Committee (TAC) for feedback and comments.
- Develop and submit a Summary of TAC Comments that summarizes comments received from the TAC members on the Draft Public Outreach and Technology Transfer Plan. This document will identify:
  - TAC comments the Recipient proposes to incorporate into the final Public Outreach and Technology Transfer Plan.
  - TAC comments the Recipient does not propose to incorporate with an explanation why.
- Submit the final Public Outreach and Technology Transfer Plan to the CAM for approval.
- Conduct and implement the public outreach/technology transfer activities in accordance with the Final Public Outreach and Technology Transfer Plan.

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- Develop and submit Monthly Progress Reports that include high level summaries of the activities, results, and lessons learned of tasks performed relating to implementing the Final Public Outreach and Technology Transfer Plan. This report should not include any proprietary information.
- 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, if applicable.

**Products:**

- Draft Public Outreach and Technology Transfer Plan.
- Summary of TAC Comments.
- Final Public Outreach and Technology Transfer Plan.
- Monthly Progress Reports (draft and final).
- High Quality Digital Photographs, if applicable.

**VII. PROJECT SCHEDULE**

Please see the Excel spreadsheet in Attachment 6.