



**California Energy Commission  
February 11, 2026 Business Meeting  
Backup Materials for HP Hood LLC**

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: 26-0211-XX**

**STATE OF CALIFORNIA**

**STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: HP Hood LLC**

**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 FPI-25-004 with HP Hood LLC for a \$1,002,900 grant. This project will implement wastewater treatment upgrades and steam system efficiency measures at HP Hood LLC's dairy and plant-based beverage manufacturing facility in Sacramento. These upgrades will improve energy efficiency and reduce the facility's energy usage, water consumption, and greenhouse gas emissions; 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 February 11, 2026.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

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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:** FPI-25-004

### B. Division Information

1. Division Name: ERDD
2. Agreement Manager: Claire Sweeney
3. MS-51
4. Phone Number: 916-232-8182

### C. Recipient's Information

1. Recipient's Legal Name: HP Hood LLC

### D. Title of Project

Title of project: HP Hood Energy Efficiency and Wastewater Treatment Project

### E. Term and Amount

1. Start Date: 2/23/2026
2. End Date: 12/31/2029
3. Amount: \$1,002,900.00

### F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 2/11/2026 .
3. Consent or Discussion? Consent
4. Business Meeting Presenter Name: Claire Sweeney
5. Time Needed for Business Meeting: 0 minutes.
6. The email subscription topic is: Food Production Investment Program (FPIP).

#### **Agenda Item Subject and Description:**

**HP Hood LLC.** Proposed resolution approving agreement FPI-25-004 with HP Hood LLC for a \$1,002,900 grant and adopting staff's determination that this action is exempt from CEQA. This project will implement wastewater treatment upgrades and steam system efficiency measures at the Recipient's dairy and plant-based beverage manufacturing facility in Sacramento, California. These upgrades will improve energy efficiency and reduce the facility's energy usage, water consumption, and greenhouse gas emissions. (FPIP funding) Contact: Claire Sweeney

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

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

Yes

If yes, skip to question 2.

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



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

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

a) Agreement **IS** exempt?

Yes

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: Cal. Code Regs., tit. 14, § 15301 ;

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.

Cal. Code Regs., tit. 14, § 15301. This project will involve minor alteration of an existing facility and mechanical equipment at an existing food processing facility and will result in no expansion of existing use. The water treatment system consists of a screw press, screw conveyor, control panel, flowmeter, feed pump, polymer feeder, and an equalization tank. The energy efficiency upgrades include insulation and condensate pumps and headers. The materials used to construct the system are not hazardous to human health and do not have a significant effect on the environment. All required permits for the installation and operation of the equipment will be obtained prior to installation and demonstration. The demonstration will not have a significant impact on local air quality, noise, or traffic. For these reasons, the project will not have a significant effect on the environment and falls under the categorical exemption listed in 14 C.C.R. § 15301.

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.

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
Barry-Wehmiller Design Group, Inc.	\$ 99,999	\$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
GGRF	23-24	303.203	\$ 1,002,900

**TOTAL Amount:** \$ 1,002,900

R&D Program Area: ICMB: FPIP

Explanation for "Other" selection Not applicable

Reimbursement Contract #: Not applicable

Federal Agreement #: 101 Local Assistance

## M. Recipient's Contact Information

### 1. Recipient's Administrator/Officer

Name: Kirsten Dotson

Address: 6 Kimball Ln

City, State, Zip: Lynnfield, MA 01940-2682

Phone: 617-456-3590

E-Mail: kirsten.dotson@hphood.com

### 2. Recipient's Project Manager

Name: Sheri Rao

Address: 6 Kimball Ln

City, State, Zip: Lynnfield, MA 01940-2682

Phone: 617-887-8434

E-Mail: sheri.rao@hphood.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-24-311
First Come First Served Solicitation #	Not applicable
Other	Not applicable



## O. Attached Items

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

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

### Approved By

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

**Agreement Manager:** Claire Sweeney

**Approval Date:** 12/30/2025

**Branch Manager:** Alex Horangic

**Approval Date:** 12/30/2025

**Director:** Alex Horangic for Jonah Steinbuck

**Approval Date:** 12/30/2025

**Exhibit A  
Scope of Work  
HP Hood LLC**

**I. TASK ACRONYM/TERM LISTS**

**A. Task List**

<b>Task #</b>	<b>CPR<sup>1</sup></b>	<b>Task Name</b>
1		General Project Tasks
2		Project Engineering Design
3		Site Preparation and Equipment Procurement
4	X	Equipment Installation
5		Measurement and Verification
6		Technology/Knowledge Transfer Activities

**B. Acronym/Term List**

<b>Acronym/Term</b>	<b>Meaning</b>
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
CER	Capital Expenditure Request
CPR	Critical Project Review
EQ Tank	Equalization Tank
FPIP	Food Production Investment Program
GHG	Greenhouse Gas

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

**A. Purpose of Agreement**

The purpose of this Agreement is to implement wastewater treatment upgrades and energy efficiency improvements at the Recipient's dairy and plant-based beverage facility in Sacramento, CA. The project will implement wastewater treatment upgrades, steam system insulation, and condensate recovery to reduce energy and water consumption, lower greenhouse gas (GHG) emissions, and improve system efficiency and operational performance.

**B. Problem/ Solution Statement**

**Problem**

The Recipient's facility operates with inefficient and outdated technology and processes for steam generation and wastewater treatment. Heat is lost through uninsulated radiant surfaces on hot water valves and fittings, and the facility lacks an effective system to recover and reuse boiler condensate. In addition, the wastewater treatment equalization (EQ) tank is undersized relative to current production levels, resulting in increased chemical usage and unstable

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



## **Exhibit A Scope of Work HP Hood LLC**

wastewater flows that require more energy-intensive treatment operations. These deficiencies increase the facility's energy consumption and operating costs, reduce overall steam system and wastewater system performance, and contribute to higher GHG emissions and local pollutants.

### **Solution**

The Recipient will implement targeted upgrades to the facility's steam and wastewater systems. Steam system improvements include installing insulation on hot water and steam system components to reduce heat losses, along with low-pressure condensate headers and pumps to recover and return condensate to the boiler. Wastewater system upgrades include installation of a dewatering screw press and a properly sized equalization tank to improve wastewater flow management and treatment efficiency. Together, these upgrades will reduce energy and water consumption, lower GHG emissions, decrease chemical usage and sludge hauling, and improve overall system efficiency and operational reliability.

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

The goals of this Agreement are to:

- Lower GHG emissions at the Recipient's facility.
- Reduce energy and water consumption at the Recipient's facility by improving heat recovery, condensate management, and wastewater treatment performance.
- Improve system reliability and operational performance by upgrading key components of the steam generation and wastewater treatment systems.
- Enhance workplace safety and sustainability by insulating hot surfaces, reducing thermal exposure risks, and improving condensate recovery wastewater handling practices.

### **Agreement Objectives**

The objectives of this Agreement are to:

- Reduce GHG emissions by approximately 2,000 metric tons of carbon dioxide equivalent per year.
- Reduce electricity consumption by approximately 115,000 kilowatt hours per year.
- Reduce natural gas consumption by approximately 260,000 therms per year.
- Reduce water usage by approximately 2,400,000 gallons per year.
- Lower operating costs through reduced energy consumption, decreased chemical usage, and reduced sludge hauling requirements.

## **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

## **Exhibit A Scope of Work HP Hood LLC**

technical tasks should include product(s). Products that require a draft version are indicated by marking “**(draft and final)**” after the product name in the “Products” section of the task/subtask. If “(draft and final)” does not appear after the product name, only a final version of the product is required. With respect to due dates within this Scope of Work, “**days**” means working days.

### **The Recipient shall:**

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

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

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

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

#### For all products

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

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

##### ○ **Electronic File Format**

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

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

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

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

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

## **Exhibit A Scope of Work HP Hood LLC**

- Microsoft ASP.NET framework (version 3.5 and up). Recommend 4.0.
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5.
- Visual Studio.NET (version 2008 and up). Recommend 2010.
- C# Programming Language with Presentation (UI), Business Object and Data Layers.
- SQL (Structured Query Language).
- Microsoft SQL Server 2008, Stored Procedures. Recommend 2008 R2.
- Microsoft SQL Reporting Services. Recommend 2008 R2.
- XML (external interfaces).

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

### **MEETINGS**

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

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

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

- Attend a "Kick-off" meeting with the CAM, and other CEC staff relevant to the Agreement. The Recipient's Project Manager and any other individuals deemed necessary by the CAM or the Project Manager shall participate in this meeting. The administrative and technical aspects of the Agreement will be discussed at the meeting. Prior to the meeting, the CAM will provide an agenda to all potential meeting participants. The meeting may take place in person or by electronic conferencing (e.g., Teams, Zoom), with approval of the CAM.

The Kick-off meeting will include discussion of the following:

- The CAM's expectations for accomplishing tasks described in the Scope of Work;
- An updated Project Schedule;
- Terms and conditions of the Agreement;
- Invoicing and auditing procedures;
- 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);
- Agreement changes;
- Performance Evaluations; and
- Any other relevant topics.

## **Exhibit A Scope of Work HP Hood LLC**

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

### **The CAM shall:**

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

### **Recipient Products:**

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

### **CAM Product:**

- Kick-off Meeting Agenda

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

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

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

### **The Recipient shall:**

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

## **Exhibit A Scope of Work HP Hood LLC**

### **The CAM shall:**

- Determine the location, date, and time of each CPR meeting with the Recipient's input.
- Send the Recipient a *CPR Agenda* with a list of expected CPR participants in advance of the CPR meeting. If applicable, the agenda may include a discussion of match funding and permits.
- Conduct and make a record of each CPR meeting. Provide the Recipient with a schedule for providing a Progress Determination on continuation of the project.
- Determine whether to continue the project, and if so whether modifications are needed to the tasks, schedule, products, or budget for the remainder of the Agreement. A determination of unsatisfactory progress This may result in project delays, including a potential Stop Work Order, while the CEC determines whether the project should continue.
- Provide the Recipient with a *Progress Determination* on continuation of the project, in accordance with the schedule. The Progress Determination may include a requirement that the Recipient revise one or more products.

### **Recipient Products:**

- CPR Report(s)

### **CAM Products:**

- CPR Agenda(s)
- Progress Determination

### **Subtask 1.4 Final Meeting**

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

### **The Recipient shall:**

- Meet with CEC staff to present project findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement. This meeting will be attended by the Recipient and CAM, at a minimum. The meeting may occur in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.

The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be divided into two separate meetings at the CAM's discretion.

- The technical portion of the meeting will involve the presentation of findings, conclusions, and recommended next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
- The administrative portion of the meeting will involve a discussion with the CAM of the following Agreement closeout items:
  - Disposition of any procured equipment.
  - The CEC's request for specific "generated" data (not already provided in Agreement products).
  - Need to document the Recipient's disclosure of "subject inventions" developed under the Agreement.
  - "Surviving" Agreement provisions such as repayment provisions and confidential products.
  - Final invoicing and release of retention.

## **Exhibit A Scope of Work HP Hood LLC**

- Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Recipient and Commission staff during the meeting.
- Prepare a *Schedule for Completing Agreement Closeout Activities*.
- Provide copies of *All Final Products* organized by the tasks in the Agreement.

### **Products:**

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

### **MONTHLY CALLS, REPORTS AND INVOICES**

#### **Subtask 1.5 Monthly Calls**

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

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

#### **The CAM shall:**

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

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

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

#### **Product:**

- Email to CAM concurring with call summary notes.

#### **Subtask 1.6 Quarterly Progress Reports and Invoices**

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

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

- Submit a *Quarterly Progress Report* to the CAM. Each progress report must:
  - Summarize progress made on all Agreement activities as specified in the scope of work for the reporting period, including accomplishments, problems, milestones, products, schedule, fiscal status, and an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Progress reports are due to the CAM the 10th day of each January, April, July, and

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October. The Quarterly Progress Report template can be found on the ECAMS Resources webpage available at: <https://www.energy.ca.gov/media/4691>

- Submit a monthly or quarterly *Invoice* on the invoice template(s) provided by the CAM.

### **Recipient Products:**

- Quarterly Progress Reports
- Invoices

### **CAM Product:**

- Invoice template

### **Subtask 1.7 Final Report**

The goal of this subtask is to prepare a comprehensive Final Report that describes the original purpose, approach, results, and conclusions of the work performed under this Agreement.

When creating the Final Report Outline and the Final Report, the Recipient must use the CEC Style Manual provided by the CAM.

#### **Subtask 1.7.1 Final Report Outline**

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

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

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

- Final Report Outline (draft and final)

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

- Energy Commission Style Manual
- Comments on Draft Final Report Outline
- Acceptance of Final Report Outline

#### **Subtask 1.7.2 Final Report**

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

- Prepare a *Final Report* for this Agreement in accordance with the approved Final Report Outline, Energy Commission Style Manual, and Final Report Template provided by the CAM with the following considerations:
  - Ensure that the report includes the following items, in the following order:
    - Cover page (**required**)
    - Credits page on the reverse side of cover with legal disclaimer (**required**)
    - Acknowledgements page (optional)
    - Preface (**required**)
    - Abstract, keywords, and citation page (**required**)
    - Table of Contents (**required**, followed by List of Figures and List of Tables, if needed)
    - Executive summary (**required**)
    - Body of the report (**required**)
    - References (if applicable)

## Exhibit A Scope of Work HP Hood LLC

- 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 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:

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

### CAM Product:

- Written Comments on the Draft Final Report

## **MATCH FUNDS, PERMITS, AND SUBAWARDS**

### **Subtask 1.8 Match Funds**

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

While the costs to obtain and document match funds are not reimbursable under this Agreement, the Recipient may spend match funds for this task. Match funds must be identified in writing, and the Recipient must obtain any associated commitments before incurring any costs for which the Recipient will request reimbursement.

### **The Recipient shall:**

- Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement. If 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



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equipment or other tangible or real property, the Recipient must identify its owner and provide a contact name, address, telephone number, and the address where the property is located.

- If different from the solicitation application, provide a letter of commitment from an authorized representative of each source of match funding that the funds or contributions have been secured.
- At the Kick-off meeting, discuss match funds and the impact on the project if they are significantly reduced or not obtained as committed. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide a *Supplemental Match Funds Notification Letter* to the CAM of receipt of additional match funds.
- Provide a *Match Funds Reduction Notification Letter* to the CAM if existing match funds are reduced during the course of the Agreement. Reduction of match funds may trigger a CPR meeting.

### Products:

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

### Subtask 1.9 Permits

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

### The Recipient shall:

- Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If 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.

## **Exhibit A Scope of Work HP Hood LLC**

### **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 goals of this subtask are to: (1) procure and execute subrecipients and site host agreements, as applicable, required to carry out the tasks under this Agreement; and (2) ensure that the subrecipients and site host agreements are consistent with the Agreement terms and conditions and the Recipient's own contracting policies and procedures.

### **The Recipient shall:**

- Execute and manage subawards and coordinate subrecipients activities in accordance with the requirements of this Agreement.
- Include any required Energy Commission flow-down provisions in each subaward, in addition to a statement that the terms of this Agreement will prevail if they conflict with the subaward terms.
- Submit a *Subaward and Site 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.
- If requested by the CAM, submit a final copy of each executed *Subaward* and any *Site Host Agreement*.
- Notify and receive written approval from the CAM prior to adding any new subrecipient (see the terms regarding subrecipient additions in the terms and conditions).

### **Products:**

- Subaward and Site Letter
- Draft Subawards (*if requested by the CAM*)
- Draft Site Host Agreement (*if requested by the CAM*)
- Final Subawards (*if requested by the CAM*)
- Final Site Host Agreement (*if requested by the CAM*)

## **IV. TECHNICAL TASKS**

### **TASK 2 PROJECT ENGINEERING DESIGN**

The goal of this task is to design the necessary equipment and plan the equipment layout for the project site. This task includes the detailed design of the low-pressure condensate system, thermal piping insulation, wastewater dewatering system, and the equalization tank (EQ tank). The engineering design will ensure that all equipment is properly sized, integrated with existing facility systems, and suitable for installation and operation at the project site.

## **Exhibit A Scope of Work HP Hood LLC**

### **The Recipient shall:**

- Conduct a project kickoff meeting with facility staff and contractors to review the approved scope, schedule, roles, and expectations, and distribute a written meeting summary.
- Perform site verification and collect baseline documentation required for engineering design, including, but not limited to, existing drawings, layouts, measurements, and relevant site conditions.
- Coordinate with internal stakeholders to identify production constraints, safety and site access requirements, and information technology considerations affecting project implementation.
- Prepare a Functional Operations Description to document control system availability and integration requirements.
- Engage the Recipient's Senior Manager, Sustainability, to lead data collection and analysis activities, including, but not limited to, development of heat and mass balances, characterization of steam and wastewater system performance, and establishment of baseline energy use and GHG emissions.
- Complete detailed engineering design in coordination with equipment vendors, including, but not limited to, final equipment layouts, installation documentation, equipment specifications, instrumentation requirements, control strategies, and preliminary cost estimates.
- Provide a *Project Design Memo* that shall include, but not be limited to:
  - Summary of the steps taken to reach the final design and final layout;
  - Identification of barriers involved and discuss the steps taken to overcome those barriers; and
  - Discussion of the final engineer design and equipment layout for each site.

### **Products:**

- Project Design Memo

### **TASK 3 SITE PREPARATION AND EQUIPMENT PROCUREMENT)**

The goal of this task is to procure the necessary equipment and materials for this project.

### **The Recipient shall:**

- Coordinate site surveys with equipment vendors and establish site staging, laydown, and equipment organization areas as needed.
- Obtain and document all required insurance and permits, including, but not limited to, permits for construction of the EQ tank foundation, and update the project schedule based on equipment lead times.
- Evaluate vendor proposals for technical compliance, efficiency, delivery schedules, and warranties; complete vendor due diligence as necessary; and finalize equipment selections, including, but not limited to, insulation materials, condensate recovery equipment, wastewater dewatering equipment, EQ tank, and ancillary components.
- Complete internal approvals, including, but not limited to, a Capital Expenditure Request, and obtain review and sign-off from applicable internal stakeholders, including, but not limited to, operations, engineering, IT, Environmental Health and Safety, Food Safety and Quality, and finance.

## **Exhibit A Scope of Work HP Hood LLC**

- Negotiate and execute supplier and construction contracts, onboard vendors into internal procurement systems, and issue and track purchase orders, including, but not limited to, required spare parts.
- Conduct factory acceptance testing as required and coordinate pre-construction planning with facility operations, engineering, and maintenance staff to confirm installation sequencing, production impacts, and planned system shutdowns.
- Prepare training materials and conduct training for plant personnel on new equipment, processes, and safety procedures in accordance with facility food safety and operational requirements.
- Complete pre-construction activities, including, but not limited to, utility tie-ins, control panel foundations, network upgrades, and construction of equipment foundations, as applicable.
- Conduct a pre-installation readiness review to verify receipt, inspection, and staging of all equipment and materials.
- Provide a *Site Preparation and Equipment Procurement Memo* that shall include, but not be limited to:
  - Summary of the steps to prepare the site(s);
  - Copy of the performance specifications for each piece of equipment purchased by the grant;
  - Summary of the bids received and from whom;
  - Copies of all required permits needed for installation at each site;
  - Copies of the final procurement documents and purchase orders; and
  - Status of the planned installation including, but not limited to, a preliminary schedule for equipment delivery and installation for each site.

### **Products:**

- Site Preparation and Equipment Procurement Memo

### **TASK 4 EQUIPMENT INSTALLATION**

The goal of this task is to install and commission the equipment for this project.

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

- Implement site safety and access controls for all installation activities, including, but not limited to, required training, protective measures, and compliance with applicable safety procedures.
- Install and integrate project equipment and materials in accordance with approved engineering designs, adjusting as necessary to meet performance requirements.
- Conduct required inspections, testing, and quality assurance activities to verify that all equipment and systems comply with applicable codes, standards, and performance specifications.
- Start up and commission the installed equipment upon successful completion of testing and initiate post-installation monitoring and measurement activities as applicable.
- Complete installation closeout activities, including, but not limited to, risk reviews, collection of vendor documentation, and transfer of operational materials to facility staff.
- Conduct an after-action review to document lessons learned and finalize operational management of change documentation.
- Provide an *Equipment Installation Memo* that shall include, but not be limited to:

## Exhibit A Scope of Work HP Hood LLC

- Summary of the equipment installation requirements for each demonstration site;
- Identification of barriers involved during installation and discuss the steps taken to overcome those barriers; and
- Discuss results of equipment start-up and commissioning at each site with respect to whether the equipment installed meets the stated performance specifications.
- Prepare a *CPR Report #1* in accordance with subtask 1.3.
- Participate in a CPR Meeting.

### Products:

- Equipment Installation Memo (*draft and final*)
- CPR Report #1

### TASK 5 MEASUREMENT AND VERIFICATION

The goal of this task is to report the benefits resulting from this project by performing measurement and verification (M&V) of GHG and energy consumption reduction.

#### The Recipient shall:

- Enter into an agreement with M&V subcontractor per Task 1.9 (if using an outside vendor)
- Coordinate site visits with the M&V subcontractor at the demonstration site(s)
- Develop M&V protocol for **pre-installation** measurement (and calculation):
  - Electric, natural gas and/or other fossil fuel consumption and GHG emissions (use appropriate emissions factor from Attachment 8 of the grant solicitation) of the equipment/process/system(s)/sub-system(s) that are to be upgraded and/or replaced and/or modified.
  - Ensure installation of sub-metering equipment and data loggers for pre/post data analysis.
- Prepare and provide a detailed *M&V Plan* for each project demonstration site to include but not be limited to:
  - A description of the monitoring equipment and instrumentation which will be used.
  - A description of the key input parameters and output metrics that will be measured.
  - A description of the M&V protocol and analysis methods to be employed.
  - A description of the independent, third-party M&V services to be employed, if applicable.
- Perform three months (or a shorter period as approved in writing by the CAM) of pre-installation measurements (and calculations) based on the M&V protocol for pre-installation.
- Prepare and provide a *Pre-Installation M&V Findings Report* for each demonstration site that includes, but is not limited to, M&V protocol, pre-install measurements (and calculations), analysis, and results performed in this task.
- Develop M&V protocol for **post-installation** measurements (and calculations) of:
  - Electric, natural gas and/or other fossil fuel consumption and GHG emissions (use appropriate emissions factor from Attachment 8 of the grant solicitation) of the equipment/process/system(s)/sub-system(s) that will be upgraded and/or replaced and/or modified

## Exhibit A Scope of Work HP Hood LLC

- Perform at least 12 months or two seasons, for seasonal facilities, (or a shorter period as approved in writing by the CAM) of post-installation measurements based on M&V protocol for post-installation.
- Provide a summary of post-installation M&V progress in Progress Report(s) (see subtask 1.5) which shall include but not be limited to:
  - A narrative on operational highlights from the reporting period, including any stoppages in operation and why; and
  - A summary of M&V findings from the reporting period.
- Analyze post-installation electrical, natural gas and/or other fossil fuel consumption and GHG emissions.
- Prepare and provide a *Post-Installation M&V Findings Report* for each demonstration site that includes, but is not limited to, M&V protocol, pre- and post-install measurements (and calculations), analysis, and results performed in this task. Results should at a minimum report on the reduction of electricity, natural gas and/or other fossil fuel usage and reductions of GHG emissions that directly result from this project.
- Provide all key assumptions used to estimate and determine energy and GHG reductions (and additions, if applicable).
- Provide all key assumptions used to estimate projected benefits, including, but not limited to, targeted market sector (e.g., population and geographic location), projected market penetration, baseline and projected energy use and cost, operating conditions, and emission reduction calculations.

### Products:

- M&V Plan (draft and final)
- Pre-Installation M&V Findings Report (*draft and final*)
- Post-Installation M&V Findings Report(s) (*draft and final*)

### TASK 6 TECHNOLOGY/KNOWLEDGE TRANSFER ACTIVITIES

The goal of this task is to make the knowledge gained, project results, and lessons learned available to the public and key decision-makers.

#### The Recipient shall:

- If requested by the CAM, complete and update the project profile on the CEC's public online project and recipient directory on the [Energize Innovation website \(www.energizeinnovation.fund\)](http://www.energizeinnovation.fund), and provide *Documentation of Project Profile on EnergizeInnovation.fund*, including the profile link, as determined by the CAM.
- If requested by the CAM, and if the Prime Recipient is an Innovation Partner on the project, complete and update the organizational profile on the CEC's public online project and recipient directory on the [Energize Innovation website \(www.energizeinnovation.fund\)](http://www.energizeinnovation.fund) and provide *Documentation of Organization Profile on EnergizeInnovation.fund*, including the profile link, as determined by the CAM.
- When directed by the CAM, develop *Presentation Materials* to be presented at a CEC sponsored conference/workshop(s) on the project.
- When directed by the CAM, participate in annual symposium(s) sponsored by the CEC.
- Provide at least (6) six *High Quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) of pre and post technology installation at the project sites or related project photographs.

**Exhibit A**  
**Scope of Work**  
**HP Hood LLC**

**Products:**

- Documentation of Project Profile on EnergizeInnovation.fund *(if requested by the CAM)*
- Documentation of Organization Profile on EnergizeInnovation.fund *(if requested by the CAM)*
- Presentation Materials *(draft and final)*
- High Quality Digital Photographs

**V. PROJECT SCHEDULE**

Please see the attached Excel spreadsheet.