



California
ENERGY COMMISSION



**California Energy Commission
August 17, 2026 Business Meeting
Backup Materials for City of Burbank**

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

CALIFORNIA ENERGY COMMISSION
PROPOSED RESOLUTION: City of Burbank
RESOLUTION NO: 26-0817-XX

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 CER-26-001 with City of Burbank for a \$5,186,701 grant to upgrade approximately 30 circuit miles of Burbank's distribution lines from 4 kilovolts (kV) to 12kV. The project will install supporting components including poles and transformers, as well as additional grid hardening equipment such as switchgear, protective relays, vaults, and conduit systems. By upgrading aging distribution lines, the project will reduce the frequency and duration of load-induced outages, decrease line losses, and increase the efficiency of energy delivery across the city. This grid modernizing measure strengthens the system's ability to withstand and quickly recover from disruptive weather events; and

FURTHER BE IT RESOLVED, that the Executive Director or their designee shall execute the same on behalf of the CEC.

APPROVED AND ADOPTED this 17 day of August 2026, by the following vote:

AYE:

NAY:

ABSENT:

ABSTAIN:

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 approved and adopted by affirmative vote of the CEC at a meeting held on August 17, 2026.

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: CER-26-001

B. Division Information

1. Division Name: ERDD
2. Agreement Manager: Alana Webre
3. MS-:None
4. Phone Number:

C. Recipient's Information

1. Recipient's Legal Name: City of Burbank

D. Title of Project

Title of project: Burbank Grid Forward

E. Term and Amount

1. Start Date: 9/14/2026
2. End Date: 4/30/2032
3. Amount: \$5,186,701.00

F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 08/17/2026
3. Consent or Discussion? Discussion
4. Business Meeting Presenter Name: Alana Webre
5. Time Needed for Business Meeting: 5 minutes.
6. The email subscription topic is: Community Energy Reliability and Resilience Investment (CERRI) Program

Project Description:

CITY OF BURBANK. Proposed resolution approving agreement CER-26-001 with City of Burbank for a \$5,186,701 grant to upgrade approximately 30 circuit miles of Burbank's distribution lines from 4kV to 12kV and adopting staff's recommendation that this action is exempt from CEQA. The project will install supporting components including poles and transformers, as well as additional grid hardening equipment such as switchgear, protective relays, vaults, and conduit systems. By upgrading aging distribution lines, the project will reduce the frequency and duration of load-induced outages, decrease line losses, and increase the efficiency of energy delivery across the city. This grid modernizing measure strengthens the system's ability to withstand and quickly recover from disruptive weather events. (CERRI funding) Contact: Alana Webre



G. California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a “Project” under CEQA?

Yes

If yes, skip to question 2.

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

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

a) Agreement **IS** exempt?

Yes

Statutory Exemption?

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:

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: CCR 14; 15301. 15302, 15304

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.

14 CCR section 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 use beyond that existing are categorically exempt from the provisions of CEQA. This project will involve minor alteration of existing facilities by converting the existing 4 kilovolt (kV) electrical distribution system to a 12 kV system but involves no expanding capacity beyond current service levels and will not result in significant adverse effects on sensitive environmental, biological, cultural, or historical resources within the City of Burbank service territory. For these reasons, the project will not have a significant effect on the environment and falls under the categorical exemption listed in 14 CCR 14 section 15301.

14 CCR 14 section 15302 provides exemption for replacement or reconstruction of existing structures and facilities where the new structure is to be located on the same site for no substantial expansion of purpose and capacity are categorically exempt from CEQA.



The existing 4 kV system poles and ancillary infrastructure will be replaced in the same locations with new poles, overhead crossarms and equipment, and conductor, as needed, to accommodate clearance requirements for 12 kV voltage class. Due to the urban nature of the project location, the lack of sensitive resources, and the limitations of the work areas to the existing utility right of way, the project will not have a significant effect on the environment and falls under the categorical exemption listed in 14 CCR 14 section 15302.

14 CCR 14 section 15304 provides exemption for minor alterations in the condition of land, water, and/or vegetation. This project involves limited trenching in previously disturbed land including street or sidewalk areas within public rights-of-way to install underground conduits for the new 12kV poles and does not involve new ground disturbance. Prior to project completion, the trenches will be covered and compacted back to grade and will not be visible. There will be no further activities that cause environmental disturbance than the one listed above. For this reason, the project falls under the categorical exemption listed in 14 CCR; 15304.

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. 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”?

Yes

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
Burbank Armenian Association	\$ 99,000	\$0

J. Vendors and Sellers for Equipment and Materials/Miscellaneous

List all Vendors and Sellers listed in Budget(s) for Equipment and Materials/Miscellaneous. Insert additional rows if needed. If no vendors or sellers to report, enter “No vendors or sellers to report” and “0” to funds. **Delete** any unused rows from the table.

Vendor/Seller Legal Company Name	CEC Funds	Match Funds
No vendors to report	\$	\$

K. Key Partners

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter “No key partners to report.” **Delete** any unused rows from the table.

Key Partner Legal Company Name
No key partners to report

L. Budget Information

Include all budget information. Insert additional rows if needed. If no budget information to report, enter “N/A” for “Not Applicable” and “0” to Amount. **Delete** any unused rows from the table.

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
FED	23-24	303.113	\$ 798,339
FED	24-25	303.890	\$ 4,388,362

TOTAL Amount: \$ 5,186,701



R&D Program Area: CERRI
Explanation for “Other” selection Not applicable
Reimbursement Contract #: Not applicable
Federal Agreement #: 0002736

M. Recipient’s Contact Information

1. Recipient’s Administrator/Officer

Name: Michael Wang
Address: 164 W MAGNOLIA BLVD PO BOX 631
City, State, Zip: BURBANK, CA 91502-1720
Phone: 818-238-3578
E-Mail: mwang@burbankca.gov

2. Recipient’s Project Manager

Name: Michael Wang
Address: 164 W MAGNOLIA BLVD PO BOX 631
City, State, Zip: BURBANK, CA 91502-1720
Phone: 818-238-3578
E-Mail: mwang@burbankca.gov

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-23-312r2
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	No

Approved By

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

Agreement Manager: Alana Webre

Approval Date: 6/29/26

Branch Manager: Alex Horangic

Approval Date: 7/1/2026

Director: Jonah Steinbuck (*delegated to Manager*)

Approval Date: n/a

Exhibit A Scope of Work City of Burbank

I. TASK ACRONYM/TERM LISTS

A. Task List

Task #	CPR ¹	Task Name
1		General Project Tasks
2		Procurement and Material Staging – Corridor #1
3		Construction and Installation – Corridor #1
4	X	Commissioning and Integration – Corridor #1
5		Procurement and Material Staging – Corridor #2
6		Construction and Installation – Corridor #2
7	X	Commissioning and Integration – Corridor #2
8		Engagement and Impacts
9		Workforce Development

B. Acronym/Term List

Acronym/Term	Meaning
AMI	Advanced Metering Infrastructure
BIL	Bipartisan Infrastructure Law
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CBA	Collective Bargaining Agreement: Also referred to as “bargaining agreement” and sometimes known as a “labor-management agreement” or “union contract.” These terms refer to an agreement between an employer and a union establishing wages, hours, and other terms and conditions of employment for employees in the bargaining unit represented by the union.
CBO	Community Based Organization
CEC	California Energy Commission
Contractor	A legal entity contracted by the prime or subrecipient to provide goods and/or services within normal business operations, provides similar goods or services to many different purchasers, operates in a competitive environment, provides goods or services that are ancillary to the operation of the CERRI Program.
CPR	Critical Project Review
DBA	Davis-Bacon Act
DOE	U.S. Department of Energy
DOL	U.S. Department of Labor
kV	Kilovolt
LATTC	Los Angeles Trade Technical College
WD	Wage Determination: A WD is the list of basic hourly wage rates and fringe benefit rates for each classification of laborers and mechanics (“labor classification”) in a predetermined geographic area for a particular type of

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

Exhibit A Scope of Work City of Burbank

Acronym/Term	Meaning
	construction, as established by the DOL Wage and Hour Division. The WD identifies the specific information to be loaded into LCPtracker for a particular project. In some cases, the WD is known at award and in others at a later time. In cases where there is a CBA or a WD is not available in SAM.gov, a separate process exists via Office of General Counsel (OGC)/DOL for conformance/conversion to a specific WD for the project/prime (DOE BIL DBA guidance on conformance is forthcoming). Note that this process can take up to 60 days.
QPR	Quarterly Progress Report
SCADA	Supervisory Control and Data Acquisition

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

A. Purpose of Agreement

The purpose of this Agreement is to fund the City of Burbank’s *Burbank Grid Forward Project* to modernize Burbank’s aging 4kV electrical distribution system by upgrading it to a more resilient and efficient 12kV system across two priority corridors (Corridor #1 and Corridor #2). This effort, led by Burbank Water and Power, aims to enhance grid reliability, reduce power outages caused by extreme weather, ensure affordable power is available to all Burbank residents, provide job opportunities in the growing utilities sector, and support California’s broader energy resilience and decarbonization goals.

B. Problem/ Solution Statement

Problem

According to the California Grid Resilience Report, Burbank (located in Climate Zone 9) ranks in the 99th percentile for fire weather conditions, making it one of the most at-risk areas in the state for extreme heat, low humidity, and strong winds.² These wildfire-prone conditions place added stress on Burbank’s aging 4 kV distribution infrastructure, much of which dates back to the 1940s–1960s and is operating well beyond its intended lifespan.³ As load demand has increased due to widespread air-conditioning, electric vehicle charging, and modern appliances, the system has become increasingly vulnerable to overloaded feeders, voltage instability, and energy losses.⁴ The combination of deteriorating infrastructure and high fire risk in the local Verdugo and Santa Monica (Griffith Park) Mountains significantly raises the potential for

² Baringa staff. 2025. *California Grid Resilience Report*. Baringa Partners LLP.
<https://www.baringa.com/globalassets/industries/energy-and-resources/grid-resilience-reports/grid-resilience-report-california.pdf>.

³ Burbank Water and Power staff. 2023. *Update on Burbank Water and Power’s Electric Distribution Master Plan*. City of Burbank.
https://burbank.granicus.com/MetaViewer.php?clip_id=10121&meta_id=411370&view_id=45&utm_source=chatgpt.com

⁴ IBID

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equipment failure and wildfire-related hazards, especially with several substations now over 60 years old.⁵

The Recipient has taken significant steps to address its aging electrical infrastructure over the past decade. It has navigated funding limitations, complex coordination, and the logistical challenges of replacing systems across multiple corridors while maintaining daily operations. While the City has made steady progress, the pace of upgrades has not kept up with the growing challenges associated with extreme weather and wildfire risk. Addressing these issues solely with local resources remains difficult. Support from the California Energy Commission is needed to help accelerate the transition to a more resilient and reliable grid that can meet increasing demand and support the state's energy objectives.

Solution

The Burbank Grid Forward Project will modernize the city's aging 4kV electrical distribution system by converting it to a more resilient and efficient 12kV system across two corridors designated as California Climate Investments priority areas. The project includes the installation of 12kV-rated transformers, conductors, fault indicators, sectionalizing switches, and overcurrent protection devices. These technical upgrades will be supported by weather-hardened equipment to better withstand the area's high heat, strong winds, and dry conditions. In addition, feeder circuits will be replaced or upgraded (both overhead and underground, as applicable).

To further enhance system resilience and responsiveness, the project will leverage existing advanced grid technologies, including Supervisory Control and Data Acquisition (SCADA), smart relays, and Advanced Metering Infrastructure (AMI), all of which are already installed at the 12kV substations. These systems enable real-time monitoring, fault isolation, and dynamic load balancing, allowing the Recipient to detect issues early and respond more quickly to system stress or outages. A rigorous commissioning process, including load testing, voltage regulation, and SCADA connectivity, will ensure the new infrastructure functions reliably and efficiently. Through the deployment of hardened infrastructure and smart grid capabilities, the Burbank Grid Forward Project will reduce the frequency and duration of outages, safeguard critical services, and enhance operational reliability year-round as climate-related threats continue to intensify.

C. Goals and Objectives of the Agreement

Agreement Goals

The goals of this Agreement are to:

- Upgrade Burbank's aging 4kV electrical distribution system to a modern 12kV system to ensure reliable, resilient power delivery in the face of increasing risks from extreme weather events.
- Reduce the frequency and duration of outages, particularly in Burbank's underserved neighborhoods.

⁵ IBID

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- Advance workforce development by engaging registered apprenticeships and the Los Angeles Trade and Technical College (LATTC) to prepare workers for energy and utility-related careers.
- Engage residents, businesses, and community-based organizations through targeted outreach and education efforts to increase awareness of grid improvements, promote affordable energy options, and build trust and collaboration with the communities most affected by reliability challenges.
- Support California's energy policies by improving infrastructure resilience.

Agreement Benefits

This Agreement will deliver multiple measurable community benefits, including a reduction in outage frequency, fewer sustained feeder outages, fewer momentary interruptions per customer per year, increased load capacity, and improved overall service availability. The project will result in the decommissioning of two 4 kV substations, thus reducing operations and maintenance costs for the Recipient, which will result in cost savings for the utility's customers. Beyond the direct impacts, Burbank Grid Forward will also generate significant indirect benefits for the community. Improved grid reliability will support economic continuity for local businesses, reduce equipment damage and food spoilage for residents, and minimize disruptions to critical services such as schools and healthcare facilities. Increased fire resilience will reduce the likelihood of emergency evacuations and property damage, thereby helping to protect both lives and infrastructure.

Additionally, as part of the project's engagement efforts, outreach events will be held to inform residents about the City's existing economic assistance programs, including bill discount programs, payment plans, and energy efficiency incentives. These events will help ensure that households are aware of and able to access resources that can make their power more affordable.

Workforce Development

This Agreement will create workforce development benefits by leveraging the City of Burbank's highly qualified Line Section Department. The Department will lead the recruitment, hiring, and retention of qualified candidates for the project. With extensive experience in attracting and managing a diverse municipal workforce, this office will ensure that all staffing efforts align with the City's standards for excellence. Positions related to the utility infrastructure upgrade, such as line-workers, technicians, and support personnel, will be clearly defined and advertised across regional job boards, community networks, and targeted outreach channels.

In support of workforce development and to expand access to utility-sector career pathways, the City will also collaborate with LATTC to engage recent graduates of its Construction, Maintenance, and Utilities Pathway, specifically those completing the Electrical Line-Worker (Lineman) Program, to help fill key roles associated with the project. LATTC graduates will be invited to participate in informational sessions, site tours, or hiring fairs tailored to the project, and may be fast-tracked through the application process based on alignment of credentials. Once hired, onboarding and training will begin. The Recipient enrolls individuals into a state-certified 4-year Line Mechanic Apprentice program, which combines formal classroom instruction and on-the-job training under mentorship by licensed journeyman linemen. To retain talent, the City will use its existing employee support systems and competitive rates and

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benefits. Employee support systems include mentoring, continuing education reimbursement, and promotional pathways to encourage long-term engagement. These activities will result in the successful recruitment and retention of a qualified, diverse workforce to support the project's implementation while also expanding local career pathways in the utility sector. By aligning with established training programs and leveraging the City's internal recruitment expertise, the project will help build a resilient talent pipeline, support long-term workforce sustainability, and create economic opportunities for individuals from priority communities. In addition, by engaging trainees and apprentices directly in project activities, the effort will provide hands-on experience that strengthens skill development and supports clear pathways into high-quality careers.

Agreement Objectives

The objectives of this Agreement are to:

- By the end of the project period, upgrade up to 30 circuit miles of distribution lines from 4kV to 12kV, reducing the potential for load-induced electric outages.
- By the end of the project, replace/install up to 318 units of climate-hardened equipment, such as weather-resistant transformers, reclosers, and sectionalizing switches, to reduce fire and storm-related outages.
- By the end of the project period, install up to 212 distribution poles for the 4kV to 12kV upgrade within the two corridors of focus.
- By the end of the project period, install up to 2,121 units of crossarms, insulators, and bracing for the 4kV to 12kV upgrade within the two corridors of focus.
- By the end of the project period, achieve measurable improvements in reliability benchmarks, with targeted reductions to a System Average Interruption Duration Index (SAIDI) of 15.436, a System Average Interruption Frequency Index (SAIFI) of 0.3007, and a Customer Average Interruption Duration Index (CAIDI) of 45.86, demonstrating enhanced grid resilience and service quality for all customers.
- During the span of the project, demonstrate project benefits by tracking all project impact and build metrics.
- During the span of the project, host annual outreach events (up to 3 total) to share project updates, gather community feedback, and connect residents, particularly those in priority communities, with available utility assistance programs and energy-saving resources.
- By the end of the project period, partner with LATTC to recruit, train, and place approximately 15 individuals, prioritizing candidates from priority communities, into utility sector jobs.

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TASK 1 GENERAL PROJECT TASKS

PRODUCTS

Subtask 1.1 Products

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

The Recipient shall:

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

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

For products that require a final version only

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

For all products

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

Instructions for Submitting Electronic Files and Developing Software:

○ **Electronic File Format**

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

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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 or any other format approved by the CAM.
- **Software Application Development**
- Use the following standard Application Architecture components in compatible versions for any software application development required by this Agreement (e.g., databases, models, modeling tools), unless the CAM approves other software applications such as open-source programs:
- Microsoft ASP.NET framework (version 3.5 and up). Recommend 4.0.
 - Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5.
 - Visual Studio.NET (version 2008 and up). Recommend 2010.
 - C# Programming Language with Presentation (UI), Business Object and Data Layers.
 - SQL (Structured Query Language).
 - Microsoft SQL Server 2008, Stored Procedures. Recommend 2008 R2.
 - Microsoft SQL Reporting Services. Recommend 2008 R2.
 - XML (external interfaces).

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

MEETINGS

Subtask 1.2 Kick-off Meeting

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

The Recipient shall:

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

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

- Terms and conditions of the Agreement;
- Invoicing and auditing procedures;
- Administrative products (subtask 1.1);
- CPR meetings (subtask 1.3);
- Match fund documentation (subtask 1.7);

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- Permit documentation (subtask 1.8);
- Subcontracts (subtask 1.9); and
- Any other relevant topics.

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

- The CAM's expectations for accomplishing tasks described in the Scope of Work;
 - An updated Project Schedule;
 - Technical products (subtask 1.1);
 - Progress reports (subtask 1.5);
 - Monthly Call (subtask 1.5.1);
 - Final Report (subtask 1.6);
 - Any other relevant topics.
- Provide *Kick-off Meeting Presentation* to include but not limited to:
 - Project overview (i.e., project description, goals and objectives, technical tasks, expected benefits)
 - 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, report preparation, and progress on Engagement and Workforce Development activities. Participants will include the CAM and the Recipient and may include the CAO and any other individuals selected by the CAM to provide support to the CEC.

CPR meetings generally take place at key, predetermined points in the Agreement, as determined by the CAM and as shown in the Task List on page 1 of this Exhibit. However, the CAM may schedule additional CPR meetings as necessary. The budget will be reallocated to cover the additional costs borne by the Recipient, but the overall Agreement

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amount will not increase. CPR meetings generally take place at the CEC, but they may take place at another location, or may be conducted via electronic conferencing (e.g., Microsoft Teams) as determined by the CAM.

The Recipient shall:

- Prepare and submit a *CPR Report and/or presentation* based on the CAM's determination 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 or presentation and any other required information at each CPR meeting.

The CAM shall:

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

Recipient Products:

- CPR Report(s) and/or Presentation(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, as applicable, project outcomes, 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., Microsoft Teams), with approval of the CAM.

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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 project results and benefits (including Project Metrics), challenges experienced, and recommended next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
- The administrative portion of the meeting will involve a discussion with the CAM and the CAO of the following Agreement closeout items:
 - Disposition of any procured equipment.
 - The CEC's request for specific "generated" data (not already provided in Agreement products).
 - Any "Surviving" Agreement provisions such as repayment provisions and confidential products.
 - Final invoicing and release of retention.
- Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Recipient and Commission staff during the meeting.
- Prepare a *Schedule for Completing Agreement Closeout Activities* if deemed necessary by the CAM.
- Prepare a *Tangible Personal Property Report (SF-428)* if deemed necessary by the CAM.
- Prepare a *Tangible Personal Property Report: Final Report (SF-428-B)* if deemed necessary by the CAM.
- Prepare a *Tangible Personal Property Report: Disposition Request / Report (SF-428-C)* if deemed necessary by the CAM.
- Provide copies of *All Final Products* on a USB memory stick, or via a secure File Transfer Protocol (FTP) site, organized by the tasks in the Agreement.

Products:

- Final Meeting Agreement Summary (*if applicable*)
- Schedule for Completing Agreement Closeout Activities (*if applicable*)
- Tangible Personal Property Report (SF-428) (*if applicable*)
- Tangible Personal Property Report: Final Report (SF-428-B) (*if applicable*)
- Tangible Personal Property Report: Disposition Request / Report (SF-428-C) (*if applicable*)
- All Final Products

REPORTS AND INVOICES, MONTHLY CALLS, AND BABA COMPLIANCE

Subtask 1.5 Project Management 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 (QPR)* to the CAM. Each progress report must:
 - Detail progress made on all Agreement activities as specified in the Scope of Work for the preceding quarter, including baseline budget and incurred cost, milestones (as defined in the Project Schedule), build metrics, and risk management activities.
 - QPRs must be submitted no later than 15 days after the end of the Federal Fiscal

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Quarter.

- See the Quarterly Progress Report Format Attachment and Instructions for the required specifications:
 - Quarterly Progress Report Instructions:
<https://www.energy.ca.gov/media/9027>
 - Quarterly Progress Report Template:
<https://www.energy.ca.gov/media/9028>
- Submit a monthly or quarterly *Invoice* that follows the instructions in the “Payment of Funds” section of the terms and conditions, including a financial report on Match Funds and in-state expenditures.
- If necessary, submit a waiver for all project materials noncompliant with Build America, Buy America (BABA) requirements. For all BABA compliant project materials, submit a BABA certification to demonstrate proof of compliance. A BABA certification letter must show proof of BABA compliance and includes the:
 - Official Company Letterhead: Include company name and logo, contact information (address, phone number, email)
 - Project Name, Location, and Agreement Title, for easy identification of the particular project.
 - Product Name: Provide the specific name of the piece of equipment.
 - Product Identifier: Reference the specific product ID (e.g. SKU, PSC, or NAICS code).
 - Product Description: What it is or what it does.
 - Location of Final Manufacturing Processes: City & State
 - Certification that the manufactured product(s) shipped/provided to the subject project is/are in full compliance with the Build America, Buy America Act requirement as mandated in the Infrastructure Investment and Jobs Act (IIJA) Pub. L. No. 117-58, §§ 70901-52 (and applicable federal regulations).
Certification that this/these product(s) meet(s) the 55 percent component cost test, where the cost of components that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components; and final manufacturing occurred in the United States.

Products:

- Quarterly Progress Reports
- Invoices
- BABA waiver (if applicable)
- BABA certification (if applicable)

Subtask 1.5.1 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.

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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.
- Complete *Field Inspection Reports - Corridors #1 and #2*. These reports document site conditions, observations, and compliance with project specifications to support ongoing construction oversight and quality assurance. After construction and installation on each site are complete, field inspection reports are submitted with the Monthly Call Form.

Product:

- Email to CAM concurring with call summary notes.
- Field Inspection Reports – Corridors #1 and #2

Subtask 1.5.2 Davis-Bacon Act Reporting Compliance

The goal of this subtask is to ensure compliance with federal Davis-Bacon Act (DBA) requirements. BIL Title XI, Section 41101, applies wage rate requirements under DBA for construction, alteration, or repair work on Bipartisan Infrastructure Law (BIL) activities. This means that laborers and mechanics performing construction, alternation or repair on BIL projects shall be paid wages at the rates not less than those prevailing on similar projects in the locality as determined by the Secretary of Labor. In the case of a multi-phase project, DBA and associated compliance activities would not be triggered until the start of construction.

Please review the [Bipartisan Infrastructure Law Davis Bacon Act Compliance Using LCP Tracker with Monitoring and Reporting Guidance for BIL DBA Funding Recipients](https://www.energy.gov/sites/default/files/2024-02/BIL%20DBA%20Compliance%20using%20LCPtracker%20-%20External%20Guidance%20Final_0.pdf)

(https://www.energy.gov/sites/default/files/2024-02/BIL%20DBA%20Compliance%20using%20LCPtracker%20-%20External%20Guidance%20Final_0.pdf) for more information.

The Recipient shall:

- Submit proposed Wage Determination(s) (WD) or Collective Bargaining Agreement(s) (CBA), for set-up information in LCPtracker for prime recipient and all subrecipients and

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contractors, to the Department of Energy (DOE) Technical Project Officer (TPO) as soon as possible and no later than one month prior to start of construction.

- Notify the CAM and TPO/Contracting Officer (CO) if the recipient has a CBA.
 - A CBA will need a separate process of being sent to Department of Labor (DOL) for conformance/conversion to a specific WD for the project/prime.
- Provide access to LCPtracker for subrecipients and subcontractors.
 - Including verification of identity.
- Ensure that all DBA/prevaling wage requirements flow down to subrecipients and subcontractors.
- Submit weekly payrolls to LCPtracker.
- Monitor all weekly payroll submissions (prime, subs, and contractors).
- Ensure compliance with weekly payroll submissions and work with subrecipients/subcontractors to correct submissions as needed.
- Submit Semi-Annual DBA Enforcement Reports in accordance with deadlines set by DOE.
- Notify CAM and TPO of any concerns with DBA compliance.
- Ensure that all subrecipients and contractors submit proposed WD(s) or CBA(s).

Products:

- Proposed WD(s) or CBA(s) submitted to LCPtracker
- Weekly payrolls submitted to LCPtracker
- Semi-Annual DBA Enforcement Report

Subtask 1.6 Final Report

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

Subtask 1.6.1 Final Report Outline

The Recipient shall:

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

Recipient Products:

- Final Report Outline (draft and final)

CAM Product:

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

Subtask 1.6.2 Final Report

The Recipient shall:

Prepare a *Final Report* for this Agreement in accordance with the approved Final Report Outline, Energy Commission Style Manual, and Final Report Template provided by the

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CAM. Report elements that may be required are as follows:

- Cover page
- Credits page on the reverse side of cover with legal disclaimer
- Acknowledgements page
- Preface
- Abstract, keywords, and citation page
- Table of Contents
- Executive summary
- Body of the report
- References
- Glossary/Acronyms
- Bibliography
- Appendices
- Attachments
- 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 SUBCONTRACTS

Subtask 1.7 Match Funds

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

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

The Recipient shall:

- Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement.
Provide in the letter:
 - A list of the match funds that identifies:

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- The amount of cash match funds, their source(s) (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied.
- The amount of each in-kind contribution, a description of the contribution type (e.g., property, services), the documented market or book value, the source (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient must identify its owner and provide a contact name, address, telephone number, and the address where the property is located.
- If different from the solicitation application, provide a letter of commitment from an authorized representative of each source of match funding that the funds or contributions have been secured.
- At the Kick-off meeting, discuss match funds and the impact on the project if they are significantly reduced or not obtained as committed. Match funds will be included as a line item in the Quarterly 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 Agreement. Reduction of match funds may trigger a CPR meeting, or, if federal requirements are violated by the reduction, cancellation of the Agreement.
- Complete a *Match Fund Spending Plan* that outlines how CEC and match funds, per budget category, will be spent over the term of the agreement.

Products:

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

Subtask 1.8 Permits

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

The Recipient shall:

- Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If no permits are required at the start of this Agreement, then state this in the letter. If permits will be required during the 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

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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 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 Agreement permits are not obtained on time or are denied, notify the CAM within 5 days. Either of these events may trigger a CPR meeting.

Products:

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

Subtask 1.9 Obtain and Execute Subcontracts and Agreements with Site Hosts

The goals of this subtask are to: (1) procure and execute subcontracts and site host agreements, as applicable, required to carry out the tasks under this Agreement; and (2) ensure that the subcontracts 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 subcontracts and coordinate subcontractor activities in accordance with the requirements of this Agreement.
- Execute and manage site host agreements and ensure the right to use the project site throughout the term of the Agreement, as applicable. A site host agreement is not required if the Recipient is the site host.
- Notify the CEC in writing immediately, but no later than five calendar days, if there is a reasonable likelihood the project site cannot be acquired or can no longer be used for the project.
- Incorporate this Agreement by reference into each subcontract.
- 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 *Subcontract and Site Letter* to the CAM describing the subcontracts and any site host agreement needed or stating that no subcontracts or site host agreements are required.
- If requested by the CAM, submit a draft of each *Subcontract* 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 subcontract.
- Notify and receive written approval from the CAM prior to adding any new subcontractors (see the terms regarding subcontractor additions in the terms and conditions).

Products:

- Subcontract and Site Letter
- Draft Subcontracts (*if required by the CAM*)

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- Draft Site Host Agreement (*if requested by the CAM*)
- Final Subcontracts (*if requested by the CAM*)
- Final Site Host Agreement (*if requested by the CAM*)

Subtask 1.10 Project Metrics

The goal of this subtask is to finalize key performance measures for the project and report on final results in achieving those measures. The performance measures should be a combination of job creation and training, engagement activities and events, and impact metrics that provide the most significant indicator of the project's potential success.

The Recipient shall:

- Complete and submit the *Project Metrics and Impact Report* to the CAM prior to December 15 of each project year, ending two years after project completion. Each Project Metrics and Impact Report must:
 - Detail baseline impact metrics (performance measures), current fiscal year impact metrics (performance measures), job creation and training, workforce demographics, and engagement activities and events.
 - Follow the Project Metrics and Impact Report Format Attachment and Instructions for the required specifications:
 - Annual Project Metrics and Impact Report Instructions:
<https://www.energy.ca.gov/media/9029>
 - Annual Project Metrics and Impact Report Template:
<https://www.energy.ca.gov/media/9030>
- Develop and submit a *Project Metrics Results* document describing the extent to which the Recipient met each of the initial performance metrics.
- Discuss the *Project Metrics Results* at the Final Meeting.

Products:

- Project Metrics and Impact Report (submitted annually)
- Project Metrics Results

III. TECHNICAL TASKS

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

TASK 2: PROCUREMENT AND MATERIAL STAGING – CORRIDOR #1

The goal of this task is to ensure all critical materials are ordered, received, and stored in alignment with the construction timeline. Effective staging within Corridor #1 (called Corridor #1) reduces delays, supports efficient field operations, and safeguards supply chain continuity.

The Recipient shall:

- Order long-lead items (e.g., switchgear, reclosers, padmount transformers).
- Secure staging areas and storage for the corridor.

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- Track inventory and delivery of items through a *Procurement and Inventory Control Report – Corridor #1*. This report provides a record of materials purchased, inventory levels, and distribution to ensure timely availability of resources and alignment with project requirements.
- Provide at least (6) six *High-Quality Digital Photographs: Corridor #1 Before Upgrade* (minimum resolution of 1300x500 pixels in landscape ratio) for visual documentation of existing site conditions and equipment prior to the start of construction or improvements.

Products:

- Procurement and Inventory Control Report - Corridor #1
- High-Quality Digital Photographs: Corridor #1 Before Upgrade

TASK 3: CONSTRUCTION AND INSTALLATION – CORRIDOR #1

The goal of this task is to complete the physical upgrades safely, efficiently, and to standard while minimizing disruption to the public within the corridor. This phase establishes the permanent 12kV infrastructure needed to support future system reliability.

The Recipient shall:

- De-energize and safely remove existing 4kV lines and equipment.
- Install new 12kV overhead or underground feeder lines.
- Install associated vaults, conduit, switchgear, and transformers.
- Conduct cable splicing, terminations, and equipment grounding.
- Maintain traffic and pedestrian safety with control measures.
- Provide at least (6) six *High-Quality Digital Photographs: Corridor #1 After Upgrade* (minimum resolution of 1300x500 pixels in landscape ratio) for visual documentation of completed improvements, showcasing the final condition of the site and installed equipment.

Products:

- High-Quality Digital Photographs: Corridor #1 After Upgrade

TASK 4: COMMISSIONING AND INTEGRATION – CORRIDOR #1

The goal of this task is to verify that the new system, within Corridor #1, operates as designed and integrates seamlessly with the Recipient's SCADA and grid management systems. This step ensures safety, reliability, and full operational readiness before energization.

The Recipient shall:

- Within the Corridor #1:
 - Energize new 12kV feeders in coordination with the Recipient's dispatch,
 - Conduct system load testing, voltage regulation checks, and SCADA integration,
 - Verify proper operation of protective devices and remote monitoring, and
 - Transition loads from temporary to permanent systems.
- Completion of *Commissioning Report - Corridor #1*. This report details the testing, verification, and performance of systems and equipment to confirm they meet design specifications and are ready for operation. The report will include:

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- Comprehensive documentation of system testing, performance verification, and inspection results,
- Functional checks on transformers, switchgear, reclosers, and SCADA-connected devices, and
- Approved by commissioning engineers.
- Completion of *Commissioning Completion Certificate- Corridor #1 Golden Stat*. This sign-off assurance serves as formal confirmation that all systems and equipment have been successfully tested, verified, and accepted for operation in accordance with project requirements.
- Prepare a *Task 4 CPR Report* and attend Task 4 CPR Meeting with the CAM in accordance with subtask 1.3 (CPR Meetings).

Products:

- Commissioning Report- Corridor #1
- Commissioning Completion Certificate- Corridor #1
- Task 4 CPR Report

TASK 5: PROCUREMENT AND MATERIAL STAGING – CORRIDOR #2

The goal of this task is to ensure all critical materials are ordered, received, and stored in alignment with the construction timeline. Effective staging within the Corridor #2 (called the Hillside Corridor) reduces delays, supports efficient field operations, and safeguards supply chain continuity.

The Recipient shall:

- Order long-lead items (e.g., switchgear, reclosers, padmount transformers).
- Secure staging areas and storage for the corridor.
- Track inventory and delivery of items through a *Procurement and Inventory Control Report - Corridor #2*. This report provides a record of materials purchased, inventory levels, and distribution to ensure the timely availability of resources and alignment with project requirements.
- Provide at least (6) six *High-Quality Digital Photographs: Corridor #2 Before Upgrade* (minimum resolution of 1300x500 pixels in landscape ratio) for visual documentation of existing site conditions and equipment prior to the start of construction or improvements.

Products:

- Procurement and Inventory Control Report- Corridor #2
- High-Quality Digital Photographs: Corridor #2 Before Upgrade

TASK 6: CONSTRUCTION AND INSTALLATION – CORRIDOR #2 HILLSIDE

The goal of this task is to complete the physical upgrades safely, efficiently, and to standard while minimizing disruption to the public within the Corridor #2. This phase establishes the permanent 12kV infrastructure needed to support future system reliability.

The Recipient shall:

- De-energize and safely remove existing 4kV lines and equipment.
- Install new 12kV overhead or underground feeder lines.
- Install associated vaults, conduit, switchgear, and transformers.

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- Conduct cable splicing, terminations, and equipment grounding.
- Maintain traffic and pedestrian safety with control measures.
- Provide at least (6) six *High-Quality Digital Photographs: Corridor #2 After Upgrade* (minimum resolution of 1300x500 pixels in landscape ratio) for visual documentation of completed improvements, showcasing the final condition of the site and installed equipment.

Products:

- High-Quality Digital Photographs: Corridor #2 After Upgrade

TASK 7: COMMISSIONING AND INTEGRATION – CORRIDOR #2 HILLSIDE

The goal of this task is to verify that the new system, within Corridor #2, operates as designed and integrates seamlessly with THE RECIPIENT's SCADA and grid management systems. This step ensures safety, reliability, and full operational readiness before energization.

The Recipient shall:

- Within Corridor #2:
 - Energize new 12kV feeders in coordination with the Recipient's dispatch.
 - Conduct system load testing, voltage regulation checks, and SCADA integration.
 - Verify proper operation of protective devices and remote monitoring.
 - Transition loads from temporary to permanent systems.
- Completion of *Commissioning Report - Corridor #2*. This report details the testing, verification, and performance of systems and equipment to confirm they meet design specifications and are ready for operation. The report will include:
 - Comprehensive documentation of system testing, performance verification, and inspection results,
 - Functional checks on transformers, switchgear, reclosers, and SCADA-connected devices, and
 - Approved by commissioning engineers.
- Completion of *Commissioning Completion Certificate- Corridor #2*. This sign-off assurance serves as formal confirmation that all systems and equipment have been successfully tested, verified, and accepted for operation in accordance with project requirements.
- Prepare a *Task 7 CPR Report* and attend Task 7 CPR Meeting with the CAM in accordance with subtask 1.3 (CPR Meetings).

Products:

- Commissioning Report- Corridor #2
- Commissioning Completion Certificate- Corridor #2
- Task 7 CPR Report

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TASK 8: ENGAGEMENT

The goal of this task is to plan and execute engagement activities and report on benefits and metrics identified in Project Metrics.

The Recipient shall:

- Develop and submit an *Engagement Plan* in coordination with a community-based organization(s) or Tribe(s), which outlines the planned engagement activities and summarizes the qualitative and quantitative impacts of engagement. The plan should include a timeline, locations, role of the CBO(s) or Tribe(s), type of engagement and method, and any other relevant information.
 - Outlines how the Recipient will partner with its CBO partner to inform, educate, and engage residents, detailing planned outreach activities, support strategies, and measurable qualitative and quantitative impacts tailored to priority communities.
- In coordination with the CBO, conduct all activities listed in the *Engagement* task and provide a copy of any relevant *Engagement Materials* to the CAM. These materials document the content shared with community members and stakeholders during outreach activities. Activities include, but are not limited to:
 - Host Annual Outreach Workshops (up to 3 total during construction) to educate residents on project updates and electric outage preparedness, as well as informational sessions that highlight how the Grid Forward upgrades will improve service, resilience, and affordability.
 - Provide quarterly updates to CBO, the Recipient, and City of Burbank webpages with updates on Burbank Grid Forward's progress.
- Invite CAM to all engagement activities as an optional attendee.
- Track the following engagement objectives and:
- Prepare an *Engagement Report* which details the project's engagement efforts, plus the results and metrics. The report will demonstrate how the Recipient incorporated community feedback into the project, and list benefits. It will also provide a summary of outreach activities conducted, documents outcomes and lessons learned, and evaluates the effectiveness of strategies outlined in the original plan. The following engagement objectives will be tracked and reported on:
 - Annually, at least 75% of attendees at workshops (up to 3 total over the life of the project) will report an increased understanding of Burbank Grid Forward's progress, the benefits of grid modernization, and outage preparedness based on post-event surveys.
 - Annually, 100% of attendees at workshops (up to 3 total over the life of the project) will be offered a structured opportunity to ask questions and share feedback on how the Burbank Grid Forward project impacts their daily lives, ensuring meaningful two-way communication between the project team and the community.
- Provide at least (6) six *High-Quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) to provide clear, detailed visual documentation of project activities, facilities, and engagement efforts.

Products:

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- Engagement Plan (draft and final)
- Engagement Report (draft and final)
- Copies of engagement materials (data, presentations, photos, literature, etc.)
- High-Quality Digital Photographs

TASK 9: WORKFORCE DEVELOPMENT

The goal of this task is to develop and execute a workforce development plan that will attract, train, and retain a skilled workforce by leveraging the City of Burbank's Line Section Department, and in partnership with LATTC to engage recent graduates of its Construction, Maintenance, and Utilities Pathway, specifically those completing the Electrical Line-Worker (Lineman) Program, to help fill key roles associated with the project and gain experience for durable career in the energy industry. THE RECIPIENT will enroll new employees (as appropriate) in a state-certified 4-year Line Mechanic Apprenticeship program, which combines formal classroom instruction with on-the-job training under the guidance of licensed journeyman linemen.

The Recipient Shall:

- Develop and submit a *Workforce Development Plan* that outlines the planned activities the recipient will conduct and the roles of all participants and partners; summarizes the quantitative and qualitative impacts of the activities; and includes a timeline of activities with locations, remote options, and so on. The plan outlines the strategies and measurable steps (such as apprenticeships, training programs, upskilling, and partnerships with local institutions) designed to attract, train, and retain a skilled workforce from priority communities, while addressing existing workforce gaps and fostering long-term resilience in the energy sector.
- Implement activities identified in the *Workforce Development Plan*. These activities include, but are not limited to:
 - Post 100% of project job openings to the city's Job Seekers page.
 - Offer 100% of potential project job candidates services through Job Connect.
 - Work with the City's Line Section Department and LATTC for feedback on the Workforce Development Plan and Report.
 - Advise 100% of graduates from LATTC's Lineman Program of project job openings.
 - Recruit, train, and place approximately 15 individuals, prioritizing candidates from priority communities, into utility sector jobs.
- Submit copies of any *Training and Promotional Materials*. These materials capture the resources used to educate participants and raise awareness of the program, including curricula, guides, handouts, presentations, and outreach collateral.
- Prepare a *Workforce Development Report* providing a detailed, measurable account of implementation progress (such as the number of participants trained, apprenticeships created, career pathways established, and partnerships formed) to evaluate the success of strategies laid out in the Workforce Development Plan and ensure accountability toward equity and resilience goals. The report will include the number of apprenticeships and internships filled, the types of training programs offered, the number of individuals completing each program, and new jobs created due to the workforce development initiatives.

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- Provide at least (6) six *High-Quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) of outreach events, career fairs, or information sessions hosted by the City of Burbank or LATTC that promote project-related job opportunities. These photographs will provide clear visual evidence of training, participant engagement, and program impact.

Products:

- Workforce Development Plan (draft and final)
- Workforce Development Report (draft and final)
- Copies of Training and Promotional Materials
- High-Quality Digital Photographs

IV. PROJECT SCHEDULE

Please see the attached Excel spreadsheet.