**California Energy Commission**
**August 17, 2026 Business Meeting**
**Backup Materials for Los Angeles Department of Water and Power**

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: Los Angeles Department of Water and Power**

**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-26-002 with Los Angeles Department of Water and Power for a $13,831,203 grant. This project will replace approximately 30 miles of 34.5kV and 4.8kV underground cable in the project area over the course of five years. These upgrades will replace aging underground infrastructure, including equipment that is past its service life and at risk of failure. By expediting the replacement of underground infrastructure, the project will increase energy flow capacity without increasing generation capacity, and reduce vulnerability to extreme weather conditions such as heatwaves and storms, improving overall energy reliability; 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

STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

CEC-270 (Revised 01/2024)

# GRANT REQUEST FORM (GRF)

## A. New Agreement Number

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

**New Agreement Number**: CER-26-002

## B. Division Information

1. Division Name: ERDD
2. Agreement Manager: Abigail Jacob
3. MS-:51
4. Phone Number: 916-232-6325

## C. Recipient's Information

1. Recipient's Legal Name: Los Angeles Department of Water and Power

## D. Title of Project

Title of project: Underground Cable Resilience Retrofit Project

## E. Term and Amount

1. Start Date: 10/1/2026
2. End Date: 12/30/2031
3. Amount: $13,831,203.00

## F. Business Meeting Information

1. Are the ARFVTP agreements $75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 8/17/2026
3. Consent or Discussion? Consent
4. Business Meeting Presenter Name: Abigail Jacob
5. Time Needed for Business Meeting: 3 minutes.
6. The email subscription topic is: Community Energy Relibility and Resilience Invesment (CERRI) Program.

**Project Description:**

**Los Angeles Department of Water and Power.** Proposed resolution approving agreement CER-26-002 with Los Angeles Department of Water and Power for a $13,831,203 grant and adopting staff's determination that this action is exempt from CEQA. This project will replace approximately 30 miles of 34.5kV and 4.8kV underground cable in the project area over the course of five years. These upgrades will replace aging underground infrastructure, including equipment that is past its service life and at risk of failure. By expediting the replacement of underground infrastructure, the project will increase energy flow capacity without increasing generation capacity, and will reduce vulnerability to extreme weather conditions such as heatwaves and storms, improving overall energy reliability. (CERRI funding) Contact: Abigail Jacob

## 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, § 15302 ;

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

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

In accordance with CEQA Guidelines section 15302, Class 2 Categorical Exemptions, the replacement or reconstruction of existing structures and facilities where the new structure is located on the same site as the structure being replaced and will have substantially the same purpose and capacity as the structure replaced, including replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity, are categorically exempt from CEQA. Since the jobs undertaken as part of the Underground Cable Resilience Retrofit Project entails removing old, degraded cable and replacing with new cable and associated equipment in the same, existing conduit systems and substructures, these projects have been determined exempt from CEQA and no further CEQA documentation is needed.

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"?

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 |
|---|---|---|
| Central City Neighborhood Partners | $ 893,097 | $1,027,063 |

## 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 | $ 13,831,203 |

**TOTAL Amount:** $ 13,831,203

R&D Program Area: Admin: General

Explanation for “Other” selection Not applicable

Reimbursement Contract #: Not applicable

Federal Agreement #: 0002736

## M. Recipient’s Contact Information

### 1. Recipient’s Administrator/Officer

Name: Hamilton Ching

Address: 111 N Hope St

City, State, Zip: Los Angeles, CA 90012-2607

Phone: (213) 267-3342

E-Mail: Hamilton.Ching@ladwp.com

### 2. Recipient’s Project Manager

Name: Christopher Bautista

Address: 111 N Hope St

City, State, Zip: Los Angeles, CA 90012-2607

Phone: 213-367-3923

E-Mail: Christopher.Bautista@ladwp.com

## N. Selection Process Used

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

| Selection Process | Additional Information |
|---|---|
| Competitive Solicitation # | GFO-23-312r2 |
| 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 | Yes |

### Approved By

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

**Agreement Manager:** Abigail Jacob

**Approval Date:** 06/29/2026

**Branch Manager:** Angela Gould for Alex Horangic

**Approval Date:** 06/30/2026

**Director:** Angela Gould for Jonah Steinbuck

**Approval Date:** 06/30/2026

# EXHIBIT A
# Scope of Work

## Los Angeles Department of Water and Power

## I. TASK ACRONYM/TERM LISTS

### A. Task List

| Task # | CPR[1] | Task Name |
|---|---|---|
| 1 | | General Project Tasks |
| 2 | X | Design Cable Replacement Jobs & Modernization |
| 3 | | Service Procurement and Material Acquisition |
| 4 | | Construct Cable Replacement Jobs |
| 5 | X | Closure of Cable Replacement Jobs |
| 6 | | Engagement and Impacts |
| 7 | X | Workforce Development |

### B. Acronym/Term List

| Acronym/Term | Meaning |
|---|---|
| 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 |
| DAC | Disadvantaged Communities |
| DBA | Davis-Bacon Act |
| DOE | U.S. Department of Energy |
| DOL | U.S. Department of Labor |
| FY | Fiscal year |
| GIS | Geographic Information Systems Map |

[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.

| Acronym/Term | Meaning |
|---|---|
| PILC | Paper Insulated Lead Covered cable |
| QPR | Quarterly Progress Report |
| 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 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. |
| WMIS | Work Management Information System |

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

### A. Purpose of Agreement

The purpose of this Agreement is to accelerate the replacement of approximately 30 miles of 34.5kV and 4.8kV underground cable in the project area over the course of five years. These upgrades will replace aging underground infrastructure, including equipment that is past its service life and at risk of failure. By expediting the replacement of underground infrastructure, the project will increase energy flow capacity without increasing generation capacity, and will reduce vulnerability to extreme weather conditions such as heatwaves and storms, improving overall energy reliability.

### B. Solution Statement

**Problem**

The Recipient’s distribution system is littered with fatigued paper insulated lead covered (PILC) and synthetic cables. The old and deteriorating cables are points of failure that have led to safety and reliability issues. Due to lack of labor resources, the cables have not been replaced in the project area yet because other parts of the distribution system showed higher risk of failure and needed to be replaced first. Now that previous heat and rainstorms have further degraded the distribution system in the area, underground infrastructure replacement work must begin to improve reliability.

**Solution**

The Recipient’s ongoing cable replacement project aims to replace 60 miles of old 4.8kV and 34.5kV cable per year. Additional funding from the California Energy Commission (CEC)'s Community Energy Reliability and Resilience Investment (CERRI) Program and the Infrastructure Investment and Jobs Act (IIJA) 40101(d) would allow the Recipient to accelerate and scale efforts to replace degrading assets, especially in communities in the Downtown Los Angeles area where reliability has suffered.

This project enhances the reliability and safety of the electrical distribution system, thereby accelerating their transition to clean energy and ensuring access to the benefits of modern, efficient, and cost-effective electric service.

## C. Goals and Objectives of the Agreement

**Agreement Goals**
The goals of this Agreement are to:

- Increase overall system reliability, targeting circuits in communities with lower reliability metrics;
- Enhance system safety; and
- Reduce Operation & Maintenance costs resulting from failing circuits.

**Benefits**
This Agreement will result in benefits such as improved energy access, increased electrification, enhanced reliability, and better environmental quality. Many of the communities in Los Angeles experience high energy burdens and aging infrastructure. In particular, many of these areas are served by the aging 4.8kV underground system.

Bolstered resources and funding to the cable replacement program will directly alleviate these energy burdens and modernize critical infrastructure. The aforementioned communities will see increased power reliability, access to power, and environmental quality.

**Workforce Development**
This Agreement will create workforce development benefits by using the existing programs made possible by the Recipient's relationships with its member unions, like the International Brotherhood of Electrical Workers (IBEW). Through targeted outreach and engagement, the Recipient is able to develop its future workforce by increasing community knowledge of civil service careers and raising awareness of existing job opportunities.

The collaboration between the Recipient and its member unions, exemplified by initiatives like the Utility Pre-Craft Trainee Program and targeted hiring campaigns in Los Angeles, has led to the creation of numerous well-paying, locally sourced community jobs. Additionally, the Recipient's procurement practices and partnerships with community organizations have further stimulated job growth while its commitment to fostering high-quality employment opportunities and workforce development initiatives and outreach ensures a sustainable future for Los Angeles communities. Through comprehensive strategies and partnerships with labor unions and community advocates, the Recipient aims to empower individuals, promote sustainability, and improve grid reliability across the city.

Increased capabilities for targeted outreach enabled by this grant funding will allow the Recipient to more effectively engage the local communities covered by the project area. In addition to information about the cable retrofit project, outreach will include information about initiatives like the utility pre-craft trainee program and the potential for community members to actively work on projects like the Underground Cable Resilience Retrofit that seek to improve their local communities and create a more reliable and resilient grid. Through the Recipient's comprehensive, collaborative model, the Underground Cable Resilience Retrofit project transforms from an important infrastructure upgrade into a powerful engine for workforce development, economic mobility, and community empowerment across Los Angeles communities.

## Agreement Objectives

The objectives of this Agreement are to:

- Replace an additional 6 miles of fatigued cable per year for 5 years, for a total of 66 miles per year. This would be a 10% increase compared to the standard 60 miles per year established by the cable replacement program.
- Reduce frequency and magnitude of grid outages (System Average Interruption Duration Index, System Average Interruption Frequency Index, and Customer Average Interruption Duration Index) in urban, densely populated areas around Downtown Los Angeles.

## III. TASK 1 GENERAL PROJECT TASKS

***PRODUCTS***

### Subtask 1.1 Products

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

**The Recipient shall:**

<u>For products that require a draft version, including the Final Report Outline and Final Report</u>

- 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.

<u>For products that require a final version only</u>

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

<u>For all products</u>

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

<u>Instructions for Submitting Electronic Files and Developing Software</u>:

- **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 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 <u>administrative portion</u> 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);
- 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 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.
- 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 *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

***MONTHLY CALL, REPORTS AND INVOICES***

**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 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.

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
- Submit *Monthly Call Form* prior to the monthly call.
- Provide verbal answers to the CAM during the call.

**Product:**

- Monthly Call Form
- Email to CAM concurring with call summary notes.

**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. Bipartisan Infrastructure Law (BIL) Title XI, Section 41101, applies wage rate requirements under DBA for construction, alteration, or repair work on (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) 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 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/prevailing 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 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:
    - 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 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)*
- 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 *Annual Project Metrics and Impact Report* to the CAM prior to December 15 of each project year, ending two years after project completion. Each Program 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.
- See 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:**

- Annual Project Metrics and Impact Report (submitted annually and two full reporting periods after project completion)
- Project Metrics Results

## IV. TECHNICAL TASKS

Technical Tasks 2 through 5 will be repeated after each phase of design and construction for every fiscal year. Products for each fiscal year will be labeled with both the fiscal year and product name. Activities under "The Recipient shall" section will be described once, with the understanding that they will occur each fiscal year.

All tasks are repeated in each of the five budget periods and yearly performance is tracked in the Milestones listed below. Circuit-miles designed and constructed are in addition to the 6 circuit-mile target for each of the Fiscal Years. Fiscal Years start on July 1 of Current Year and end June 30 of the next year:

Milestone 1: Complete designs for 6 circuit-miles of cable replacement in FY (fiscal year) 2026 – 2027.
Milestone 2: Construct 6 circuit-miles of cable replacement in FY 2026 – 2027.
Milestone 3: Complete designs for 6 circuit-miles of cable replacement in FY 2027 – 2028.
Milestone 4: Construct 6 circuit-miles of cable replacement in FY 2027 – 2028.
Milestone 5: Complete designs for 6 circuit-miles of cable replacement in FY 2028 – 2029.
Milestone 6: Construct 6 circuit-miles of cable replacement in FY 2028 – 2029.
Milestone 7: Complete designs for 6 circuit-miles of cable replacement in FY 2029 – 2030.
Milestone 8: Construct 6 circuit-miles of cable replacement and in FY 2029 – 2030.
Milestone 9: Complete designs for 6 circuit-miles of cable replacement in FY 2030 – 2031.
Milestone 10: Construct 6 circuit-miles of cable replacement in FY 2030 – 2031.

### *TASK 2.0: DESIGN CABLE REPLACEMENT JOBS & MODERNIZATION*

The goals of these tasks are to design cable replacement jobs to modernize distribution infrastructure and prepare complete construction work packages for deteriorated underground cables targeted for replacement.

**The Recipient shall:**

- Conduct circuit selection based on age, physical condition, outages, and maintenance history
- Develop and assign design jobs to distribution engineers
- Gather records as needed to complete design, prepare cable replacement design drawing with geography, wiring diagrams, duct section details, material list, notes, design specifications, and cost estimates for jobs to be part of *Construction Work Packages (FY2026-2027 to FY2030-2031).*
- Release jobs to Construction crews for execution
- Prepare a *CPR Presentation #1* and participate in CPR meeting per subtask 1.3.

**Subtask 2.1 – Circuit Selection**

Reliability engineering team and/or design engineers research age of cable, physical condition, interruptions on circuit, field conditions, and any maintenance issues. Identify circuit and scope of cable work for replacement.

**Subtask 2.2 – Design Job Assignments**
Supervising distribution engineer creates work requests and assigns jobs to distribution design engineer and provides job tracking and technical assistance as needed.

**Subtask 2.3 – Design Preparation**
Design engineer gathers records as needed to complete design, prepares cable replacement design drawing with geography, wiring diagrams, duct section details, material list, notes, design specifications, and cost estimates for jobs to be part of Construction Work Package.

**Subtask 2.4 – Design Review and Approval**
Review and approve Construction Work Package.

**Subtask 2.5 – Job Release to Construction**
Distribution Engineering section releases job to Construction crews to commence Cable Replacement jobs.

**Products:**
- Construction Work Packages for FY 2026 – 2027
- Construction Work Packages for FY 2027 – 2028
- Construction Work Packages for FY 2028 – 2029
- Construction Work Packages for FY 2029 – 2030
- Construction Work Packages for FY 2030 – 2031
- CPR Presentation #1

## *TASK 3.0: SERVICE PROCUREMENT AND MATERIAL ACQUISITION*
The goal of this task is to procure all necessary materials and services for construction, ensuring that contractors and construction crews have the required work packages, equipment, and supplies. Specifically, Construction crews receive Construction Work Packages from the Distribution Engineering section to plan work with Contract Operations crew and contractors to perform work as necessary and obtain materials.

**The Recipient shall:**
- Process construction work packages from Distribution Engineering section
- Coordinate with Contract Operations crew and contractors for procurement and service agreements
- Obtain and stage all necessary materials and equipment for construction
- Prepare *Construction Work Package Processing Confirmation (FY2026-2027 to FY2030-2031)*, which may include receipt of construction work package delivery through e-mail or work management software screenshot
- Submit *Material Procurement Records (FY2026-2027 to FY2030-2031)*, which may include documentation from warehouses to show materials to be used for specific cable replacement projects

**Products:**
- Construction Work Package Processing Confirmation FY 2026 – 2027
- Construction Work Package Processing Confirmation FY 2027 – 2028
- Construction Work Package Processing Confirmation FY 2028 – 2029

- Construction Work Package Processing Confirmation FY 2029 – 2030
- Construction Work Package Processing Confirmation FY 2030 – 2031
- Material Procurement Records FY 2026 – 2027
- Material Procurement Records FY 2027 – 2028
- Material Procurement Records FY 2028 – 2029
- Material Procurement Records FY 2029 – 2030
- Material Procurement Records FY 2030 – 2031

## *TASK 4.0: CONSTRUCT CABLE REPLACEMENT JOBS*

The goal of these tasks is to execute underground cable replacement construction jobs safely and efficiently, including preparation, removal of deteriorated cable, installation of new cable and equipment, splicing, and quality assurance.

**The Recipient shall:**

- Assign construction work packages to field crews and conduct job briefings
- Prepare work areas, including identifying conduit conditions, outages, and customer impacts
- Develop *Customer Outage Notifications* for customers and document each notice issued (as applicable)
- Pull, splice, terminate, and install new cable and equipment in accordance with the Recipient's standards
- Remove deteriorated underground cables and associated equipment
- Perform quality assurance inspections on all construction work and produce *Digital Photographs (FY2026-2027 to FY2030-2031)* of completed cable and equipment work inside the underground structures

**Subtask 4.1 – Construction Assignment**

Superintendent assigns work packages to construction crews to build job and discusses job with crew foreman.

**Subtask 4.2 – Job Preparation**

Prepare crews, identify location of work to be performed, substructure location and conditions, conduit condition and availability, traffic conditions, outages required, and customers impacted. Acquire cable, accessories, and equipment from Stores to perform work.

**Subtask 4.3 – Cable Pulling**

Crews will clean ducts, pump water out of structures, and pull cable in spare conduits. If no spare conduits are available, arrangements will be made for outages to remove old cable and install new cable in same ducts, and notify customers impacted by outage of planned work. Installation of cable rack and accessories. Cables will be capped as required to prevent water intrusion and cable contamination while awaiting cable splicing and terminating.

**Subtask 4.4 – Cable Removal**

Remove old, deteriorated cables and equipment (prepares ducts and racking after cable removal if in same duct).

**Subtask 4.5 – Splicing**
Perform cable splicing, terminating, and installation of equipment (including underground monitoring devices) per the Recipient's Underground Construction Standards. Foreman performs quality assurance on work.

**Products:**
- Customer Outage Notifications (as applicable)
- Digital Photographs FY 2026 – 2027
- Digital Photographs FY 2027 – 2028
- Digital Photographs FY 2028 – 2029
- Digital Photographs FY 2029 – 2030
- Digital Photographs FY 2030 – 2031

## *TASK 5.0: CLOSURE OF CABLE REPLACEMENT JOBS*
The goals of these tasks are to finalize and close out completed cable replacement jobs, ensuring all documentation, records, and system maps are updated to reflect as-built conditions.

**The Recipient shall:**
- Prepare and verify *As-Built Construction Drawings (FY2026-2027 to FY2030-2031)* that include marked up drawings of completed work in the field
- Update the Work Management Information System (WMIS) with as-built information
- Distribute as-built documentation to engineers and required staff
- Provide documentation of *WMIS Updates (FY2026-2027 to FY2030-2031)*, including screenshots of job closure in the WMIS system software.
- Update Geographic Information System (GIS) maps and system records with as-built data.
- Provide documentation of the *GIS System Map Update (FY2026-2027 to FY2030-2031)*, including project location screenshots.
- Close construction jobs in the Recipient's systems, updating charges and records
- Prepare a *CPR Presentation #2* and participate in CPR meeting per subtask 1.3.

**Subtask 5.1 – As-Built Preparation**
Foreman ensures cables and equipment is installed per design or prepare mark-up of Foreman's Print (As-Built) if changes are required.

**Subtask 5.2 – WMIS As-Built**
Foreman ensures Work Management Information System Reflects As-Built Information.

**Subtask 5.3 – As-Built Distribution**
Provide foreman's print (As-Built) of construction drawing to Engineer and required personnel.

**Subtask 5.4 – Posting**
Power GIS Maps and Records team updates maps and records per foreman's print (As-Built).

**Subtask 5.5 – Job Closure**
Cable Replacement Job is closed after updating charges and records.

**Products:**

- As-Built Construction Drawings FY 2026 – 2027
- As-Built Construction Drawings FY 2027 – 2028
- As-Built Construction Drawings FY 2028 – 2029
- As-Built Construction Drawings FY 2029 – 2030
- As-Built Construction Drawings FY 2030 – 2031
- WMIS Updates FY 2026 – 2027
- WMIS Updates FY 2027 – 2028
- WMIS Updates FY 2028 – 2029
- WMIS Updates FY 2029 – 2030
- WMIS Updates FY 2030 – 2031
- GIS System Map Update FY 2026 – 2027
- GIS System Map Update FY 2027 – 2028
- GIS System Map Update FY 2028 – 2029
- GIS System Map Update FY 2029 – 2030
- GIS System Map Update FY 2030 – 2031
- CPR Presentation #2

## *TASK 6: ENGAGEMENT AND IMPACTS*

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 Community Based Organization (CBO(s)) or Tribe(s), type of engagement and method, and any other relevant information.
  - Develop a fluid 5-year engagement plan including but not limited to outreach strategies, key stakeholders throughout the project area, potential meeting locations, in-person and virtual public community meetings, key tabling events, project informational meetings, educational workshops, e-newsletter schedule, survey distribution and collection, social media post schedule, and other pertinent information such as engagement goals, timelines, and methods
  - Implementation of the engagement plan including documentation of all activities, data collection, and information gathering
- Compile and analyze key demographic and geographic data to produce an area data assessment.
  - Research area demographics, local recurring events, and other available information utilizing public data sets and the Recipient’s CBO partner, Central City Neighborhood Partners Application Page 16 of 65 internet resources; utilize information to further develop engagement locations and timeframes
  - Identify key stakeholders including local organizations, faith-based entities, schools, parks, businesses and other vital centers, local government officials, neighborhood councils, etc.; utilize information to further develop engagement and available resources through collaboration with local stakeholders, CBO partners, and others who will support the program
  - Identify language support needs and communication strategies including identifying available resources to support groups requiring translation or interpretation services

  - Generate a summary report of area data
- Produce printed and digital outreach material that clearly communicate project information
  - Develop outreach materials including flyers, surveys, presentation boards, etc. for print and digital media
  - Generate program specific email and other online resources to facilitate engagement
- Organize public meetings and collect feedback
  - Coordination and facilitation of in-person and/or virtual public meetings that are accessible to the participants and offer language interpretation, a minimum of once per month; to include outreach for the public meeting and accurate documentation and reporting meeting details and feedback
  - Distribution of notices to impacted residents/businesses regarding project-related impacts
- Prepare regular progress update reports
  - Detailed monthly progress report that tracks all engagement efforts and feedback
  - Quarterly and yearly review of the engagement plan including updates as needed to ensure quality, community focus, and goal achievement
  - Any other report/update as requested
- Conduct all activities listed in the *Engagement Plan* and provide a copy of any relevant *Engagement Materials* to the CAM.
  - Invite CAM to all engagement activities as an optional attendee.
- 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 evaluate the effectiveness of strategies outlined in the original plan.
- 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:**

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

### *TASK 7: 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 through the following:
The Recipient's CBO partner, Central City Neighborhood Partners (CCNP), will research and compile information on the Recipient's available apprenticeships, internships, and full-time positions, and use this to develop a 5-year workforce plan that educates, engages, and refers local residents to these opportunities. The plan will include in-person and virtual outreach, quarterly engagement activities, language access strategies, and partnerships with local CBOs.

Implementation will focus on outreach, data collection, and documentation of all activities, supported by monthly progress reports tracking workforce efforts, feedback, and barriers. CCNP may leverage its history of collaboration through the FamilySource Center network and partnerships with WorkSource, YouthSource, and BusinessSource Centers. In addition, CCNP's experience in vendor development, LGBTQ+ competency training, and expanded learning ensures culturally responsive engagement. These efforts will create pathways to durable energy careers while strengthening community trust and participation. Specifically, this project will connect local residents to civil service opportunities at LADWP by offering apprenticeships, internships, and full-time positions tied to the project. Trainees and apprentices will gain valuable hands-on experience by working directly on the project.

**The Recipient Shall:**

- Develop and submit a *Workforce Development Plan* which 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.
    - Research and compile information regarding apprenticeships, internships, training programs, and full-time positions available through the Recipient.
    - Develop a fluid 5-year workforce plan to educate, engage, and refer local residents to the Recipient's workforce opportunities, including in-person and virtual outreach, quarterly engagement activities, partnerships, and language access plans.
- Implement activities identified in the *Workforce Development Plan* through workforce outreach and engagement.
    - including documentation of all activities, data collection, and information gathering
    - Provide detailed monthly progress report that tracks all workforce activity efforts, feedback and/or identified barriers
- Submit copies of any *Training and Promotional Materials*.
- Prepare a *Workforce Development Report* detailing the efforts and outcomes of job training, apprenticeships, internships, job fairs, and curriculum. 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.
- Provide at least (6) six *High-quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) of workforce development classes, training labs, etc.
- Prepare a *CPR Presentation #3* and participate in CPR meeting per subtask 1.3.

**Products:**

- Workforce Development Plan (draft and final)
- Workforce Development Report (draft and final)
- Copies of Training and Promotional Materials
- High-quality Digital Photographs
- CPR Presentation #3

## V. Project schedule

Please see the attached Excel spreadsheet.