**Attachment 02**

**Exhibit A**

**SCOPE OF WORK**

**TECHNICAL TASK LIST**

| **Task #** | **CPR** | **Task Name** |
| --- | --- | --- |
| 1 |  | Administration |
| 2 |  | Block Grant Internal Controls, Processes and Procedures |
| 3 |  | Website Design, Development, Maintenance, and Implementation |
| 4 | X | Overall Project Plan Development |
| 5 | X | Sub-Grant Solicitation Development |
| 6 | X | Sub-Grant Implementation |
| 7 |  | Data Collection/Analysis |
| 8 |  | Manufacturing Sub-Grant Project Fact Sheets |
| *<Etc.>* |  | *<Insert Task Name>* |

**KEY NAME LIST**

*<Insert the Task numbers and the Key names for each Task in your Project. Include Key names only if the value of the project would significantly change without those personnel, subcontractors, or partners. Add additional lines as needed. Alternatively, you may delete this table if there are no key names.>*

| **Task #** | **Key Personnel** | **Key Subcontractor(s)** | **Key Partner(s)** |
| --- | --- | --- | --- |
| 1 | <Name> | <Name> | <Name> |
| 2 | <Name> | <Name> | <Name> |
| 3 | <Name> | <Name> | <Name> |
| *<Etc.>* | <Name> | <Name> | <Name> |

**GLOSSARY**

Specific terms and acronyms used throughout this scope of work are defined as follows:

| **Term/ Acronym** | **Definition** |
| --- | --- |
| CAM | Commission Agreement Manager |
| CAO | Commission Agreement Officer |
| CEC | California Energy Commission |
| CTP | Clean Transportation Program |
| CPR | Critical Project Review |
| FTD | Fuels and Transportation Division |
| Recipient / Implementer | <Insert Recipient’s legal name.> |
| ZEV | Zero Emission Vehicle |
|  | <Insert additional rows as needed.> |

*<Applicants* ***DO NOT*** *need to complete items listed under “Background.” This will be completed by the CAM during agreement development if proposal is recommended for funding.>*

**Background**

**CAM instructions for background section:**

* **If the agreement is funded entirely by ZVI delete the ARV Agreements paragraph highlighted below.**
* **If the agreement is funded entirely by CTP delete the ZVI Agreements paragraph highlighted below.**
* **If the agreement is funded both by ZVI and CTP keep both paragraphs.**

**ZVI Agreements**

The Budget Act of 2021 (AB 128, Ting, Chapter 21, Statutes of 2021, as amended by Senate Bill (SB) 129, Skinner, Chapter 69, Statutes of 2021 and SB 170, Skinner, Chapter 240, **Statutes of 2021** [~~Budget Act of 2021~~]) **and the Budget Act of 2022 (SB 154, Skinner, Chapter 43, Statutes of 2022, as amended by AB 178, Ting, Chapter 45, Statutes of 2022)** appropriated [~~$785,000,000]~~ **$250,000,000** from the General Fund to support [~~infrastructure deployments and]~~ manufacturing projects **to increase in-state manufacturing of zero-emission vehicles, zero-emission vehicle components, and zero-emission vehicle charging or refueling equipment. [**~~for zero-emission light-duty and medium- and heavy-duty vehicles.]~~

**ARV Agreements**

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program. The statute authorizes the California Energy Commission (CEC) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state’s climate change, clean air, and alternative energy policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the Clean Transportation Program through January 1, 2024. The Clean Transportation Program has an annual budget of approximately $100 million and provides financial support for projects that:

* Reduce California’s use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
* Produce sustainable alternative and renewable low-carbon fuels in California.
* Expand alternative fueling infrastructure and fueling stations.
* Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
* Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
* Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
* Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

On [***insert date***], the CEC released a Grant Solicitation and Application Package entitled “ZEV Battery Manufacturing Block Grant” under the Clean Transportation Program. This competitive grant solicitation was to seek a block grant implementer to design and implement [~~up to $100 million~~] **$25 million** in grant funds for various ZEV battery manufacturing projects throughout California. In response to [~~GFO-20-606~~] **GFO-21-606**, the Recipient submitted application #XX which was proposed for funding in the CEC’s Notice of Proposed Awards on [***insert date***]. [~~GFO-20-606~~] **GFO-21-606** and Recipient’s application are hereby incorporated by reference into this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient’s Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient’s Application and the terms of CEC’s Award, CEC’s Award shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Recipient’s Application, the terms of this Agreement shall control.

**Problem Statement**

[~~The Clean Transportation Program has issued five solicitations for manufacturing grants since program inception. The program’s manufacturing portfolio includes 26 projects receiving $55.4 million in program funds. Each of the solicitations have been oversubscribed. Past awardees include Proterra, ChargePoint, Motiv, Zero Motorcycles, FreeWire Technologies, and Cummins Electrified Power. Commercial products include vertically integrated transit buses, electric vehicle supply equipment, electric motorcycles, powertrains, battery packs, control systems, and software/firmware.~~]

Senate Bill 129 (Skinner, Chapter 69, Statutes of 2021), the Budget Act of 2021, **and Senate Bill 154 (Skinner, Chapter 43, Statutes of 2022), the Budget Act of 2022, each** authorize[~~s~~] the CEC to provide $125 million (roughly [~~$118 million-$120 million~~] **$238 million total** after administrative costs) in general fund monies towards grants that “increase in-state manufacturing of zero-emission vehicles, zero-emission vehicle components, and zero-emission vehicle charging or refueling equipment.” [~~An additional $125 million for fiscal year 2022-2023 was included in the Governor’s budget plans, but is pending Legislative approval in next year’s budget cycle.~~]

The Budget Act also stipulates that projects should be selected based on the following criteria:

* Likelihood that manufacturing activities would not have otherwise occurred in-state either in terms of the entity’s presence in California or at the scale that may not otherwise be achieved without the manufacturing grant.
* Number and quality of direct and indirect jobs created.
* Economic impact to the state.
* Ability of the project to contribute to California’s goals of zero-emission transportation.

**Goals of the Agreement**

The goal of this Agreement is toprovide a block grant to a not-for-profit technology entity to design and implement sub-grants for ZEV battery manufacturers throughout California.

**Objectives of the Agreement**

The objective of this Agreement is to provide a nimble and flexible mechanisms to increase the manufacture of ZEV batteries throughout California.

**TASK 1 ADMINISTRATION**

**Task 1.1 Attend Kick-off Meeting**

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

**The Recipient shall:**

* Attend a “Kick-Off” meeting with the CAM, the Commission Agreement Officer (CAO), and a representative of the CEC Accounting Office. The Recipient shall bring their Project Manager, Agreement Administrator, Accounting Officer, and any others determined necessary by the Recipient or specifically requested by the CAM to this meeting.
* Discuss the following administrative and technical aspects of this Agreement:
* Agreement Terms and Conditions **and Special Terms and Conditions**
* Critical Project Review (Task 1.2)
* Match fund documentation (Task 1.7) No reimbursable work may be done until this documentation is in place.
* Permit documentation (Task 1.8)
* Subawards needed to carry out project (Task 1.9)
* The CAM’s expectations for accomplishing tasks described in the Scope of Work
* An updated Schedule of Products and Due Dates
* Monthly Calls (Task 1.4)
* Quarterly Progress Reports (Task 1.5)
* Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
* Final Report (Task 1.6)

**Recipient Products:**

* Updated Schedule of Products
* Updated List of Match Funds
* Updated List of Permits

**Commission Agreement Manager Product:**

* Kick-Off Meeting Agenda

**Task 1.2 Critical Project Review (CPR) Meetings**

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

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

Meeting participants include the CAM and the Recipient and may include the CAO, the Fuels and Transportation Division (FTD) program lead, other CEC staff and Management as well as other individuals selected by the CAM to provide support to the CEC.

**The CAM shall:**

* Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the CEC, but they may take place at another location or remotely.
* Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
* Conduct and make a record of each CPR meeting. Prepare a schedule for providing the written determination described below.
* Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (please see section 8 of the Terms and Conditions). If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.
* Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

**The Recipient shall:**

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

**CAM Products:**

* Agenda and a list of expected participants
* Schedule for written determination
* Written determination

**Recipient Product:**

* CPR Report(s)

# Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement.

The Recipient shall:

* Meet with CEC staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.

This meeting will be attended by, at a minimum, the Recipient and the CAM. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the CAM.

The technical portion of the meeting shall present an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements. The CAM will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the CAM about the following Agreement closeout items:

* What to do with any equipment purchased with CEC funds (Options)
* CEC’s request for specific “generated” data (not already provided in Agreement products)
* Need to document Recipient’s disclosure of “subject inventions” developed under the Agreement
* “Surviving” Agreement provisions
* Final invoicing and release of retention
* Prepare a schedule for completing the closeout activities for this Agreement.

**Products:**

* Written documentation of meeting agreements
* Schedule for completing closeout activities

Task 1.4 Monthly Calls

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

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

**The CAM shall:**

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

**The Recipient shall:**

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

**Product:**

* Email to CAM concurring with call summary notes.

Task 1.5 Quarterly Progress Reports

The goal of this task is to periodically 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 summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

**The Recipient shall:**

* Prepare a Quarterly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Progress reports are due to the CAM the 10th day of each January, April, July, and October. The Quarterly Progress Report template can be found on the ECAMS Resources webpage available at <https://www.energy.ca.gov/media/4691>.

**Product:**

* Quarterly Progress Reports

Task 1.6 Final Report

The goal of the Final Report is to assess the project’s success in achieving the Agreement’s goals and objectives, advancing science and technology, and providing energy-related and other benefits to California.

The objectives of the Final Report are to clearly and completely describe the project’s purpose, approach, activities performed, results, and advancements in science and technology; to present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements to the FTD project management processes.

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

In addition to any other applicable requirements, the Final Report must comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability; all applicable regulations and guidelines issued pursuant to the ADA; Cal. Gov. Code sects. 7405 and 11135; and Web Content Accessibility Guidelines 2.0, or a subsequent version, as published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

The Recipient shall:

* Prepare an Outline of the Final Report, if requested by the CAM.
* Prepare a Final Report complying with ADA requirements and following the latest version of the Final Report guidelines which will be provided by the CAM. The CAM shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
* Submit one bound copy of the Final Report with the final invoice.
* Include within the Final Report:
  1. Total fund expenditures (including match and in-kind funds)
  2. Contributions of the block grant toward the state’s goals of ZEV deployment and economic development
  3. Manufacturing process improvements
  4. Outreach efforts
  5. Implementation challenges

**Products:**

* Outline of the Final Report, if requested
* Draft Final Report
* Final Report

**Task 1.7 Identify and Obtain Matching Funds**

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the CEC budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

**The Recipient shall:**

* Prepare a letter documenting the match funding committed to this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a part of the proposal that led to the CEC awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
  + Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
  + Amount of each in-kind contribution, a description, documented market or book value, and its 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 shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
* Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
* Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
* Provide the appropriate information to the CAM if during the course of the Agreement additional match funds are received.
* Notify the CAM within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR meeting.

Products:

* A letter regarding match funds or stating that no match funds are provided
* Copy(ies) of each match fund commitment letter(s) (if applicable)
* Letter(s) for new match funds (if applicable)
* Letter that match funds were reduced (if applicable)

**Task 1.8 Identify and Obtain Required Permits**

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Although the CEC budget for this task will be zero dollars, the Recipient may budget match funds for any expected expenditures associated with obtaining permits. Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

**The Recipient shall:**

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

Products:

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

**Task 1.9 Obtain and Execute Subawards**

The goal of this task is to ensure quality products and to procure subrecipients required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions **and Special Terms and Conditions** and the Recipient’s own procurement policies and procedures.

**The Recipient shall:**

* Manage and coordinate subrecipient activities.
* If requested by the CAM, submit a draft of each subaward required to conduct the work under this Agreement to the CAM for review.
* If requested by the CAM, submit a final copy of the executed subaward.
* If Recipient intends to add new subrecipients, or change subrecipients, then the Recipient shall notify the CAM.

**Products:**

* Letter describing the subawards needed, or stating that no subawards are required
* Draft subcontracts
* Final subcontracts

**TECHNICAL TASKS**

**TASK 2 – BLOCK GRANT INTERNAL CONTROLS, PROCESSES, AND PROCEDURES**

The goal of this task is to establish the written internal controls, processes and procedures to: receive, handle, and account for block grant funding; receive and evaluate sub-grant requests; effect payment for valid sub-grant payment requests; and provide monthly fiscal accounting and reporting to the CAM.

**The Recipient shall:**

* Develop and submit written Internal Controls, Processes, and Procedures for review and approval by the CAM.
* As necessary, no less than annually, update and submit written internal controls, processes and procedures for review and approval by the CAM.
* Establish and implement procedures to separate accept, track, disburse, and report on funding from sources other than the CEC.

**Products:**

* Internal Controls, Processes, and Procedures
* Updated Internal Controls, Processes, and Procedures.

**TASK 3 – WEBSITE DESIGN, DEVELOPMENT, MAINTENANCE, AND IMPLEMENTATION**

The goal of this task is to design, develop and implement a robust, user-friendly website.

**The Recipient shall:**

* Design a robust, user-friendly program website that will include, but not be limited to:
  + Advertise the availability of sub-grants including the available funding, minimum eligibility and technical requirements.
  + The ability to sign up for, attend, and watch recordings of pre-application workshops.
  + To view the NOPA for sub-grant awards.
  + A mailing list to receive updates and notifications.
  + Report on the status of sub-grants, including amount of funding received and remaining for each active sub-grant.
  + Provide instructions and forms to parties interested in financially contributing to existing or potential sub-grants.
  + Provide the ability for interested manufacturers to submit required documents to apply for and participate in sub-grants including application forms, payment requests, and appropriate documentation;
  + Provide the capability for sub-grant applicants and participants to access, in real time, the status of sub-grant applications and payments; and
  + The ability to read and submit information in multiple languages (English and Spanish at a minimum)
* Develop and submit website design and content for review and approval by the CAM.
* Regularly update, maintain, protect, and ensure the security of the entire website. Keep information current including adding new manufacturing sub-grant projects as they are developed and implemented.

**Product:**

* Website design and content

**TASK 4 – OVERALL PROJECT PLAN DEVELOPMENT**

The goal of this task is to develop an Overall Project Plan that describes:

* Timeline that details milestones, key performance indicators, metrics, and actions or decisions by the Recipient, CEC, and/or potential project partners.
* Target launch timeline for the award of sub-grants.
* Planned outreach and engagement activities including workshops.
* Recipient’s plan to quickly scale if additional sub-grant funds become available that may require a rapid project launch.
* Recipient’s approach in managing multiple sub-grants and scaling of resources.

**The Recipient shall:**

* Develop and submit an Overall Project Plan for review and approval by the CAM.
* Update the Overall Project Plan regularly, no less than quarterly. Submit the updated Overall Project Plan for review and approval by the CAM.

**Products:**

* Overall Project Plan
* Updated Overall Project Plan

**[CPR WILL BE HELD IN THIS TASK. See Task 1.2 for details]**

**TASK 5 – SUB-GRANT SOLICITATION DEVELOPMENT**

The goal of this task is to design, in consultation with the CEC, and submit a targeted ZEV battery manufacturing sub-grant solicitation to the CAM for review and approval. The design of the solicitation shall include, at a minimum:

* Types of eligible ZEV battery manufacturing
* The high, low, and average sub-grant amount to target
* Total funding (administrative and sub-grant) required to implement the solicitation and anticipated sub-grants
* Appropriate, user-friendly application documents, including instruction forms.
* Key performance indicators and metrics.
* Sub-grant requirements, including:
* Attending meetings and submitting reports
* Conducting outreach
* Obtaining permits
* Executing subcontracts
* Implementing or enhancing ZEV battery manufacturing practices and equipment
* Collecting data on the performance of the manufacturing enhancements for six months
* Manufacturing Sub-Grant Plan with a timeline detailing milestones and actions or decisions by the Recipient, CEC, and/or potential project partners. The plan shall include:
* All phases of the sub-grant including planning, development, implementation, and close-out.
* Estimates of how quickly the new or enhanced ZEV battery manufacturing can be deployed from project launch to “steel in the ground.
* A description of the application intake process, application assessment, notifying applicants of awards, and streamlining the process to ensure timely deployment of manufacturing enhancements.

The project plan shall be updated regularly, no less than quarterly.

* Strategies to leverage private funding to supplement public funds.

**The Recipient shall:**

* Research and analyze opportunities to establish or enhance ZEV battery manufacturing through grant funding.
* Engage ZEV battery manufacturers in the planning process of developing the solicitation.
* Plan, host/attend, and conduct workshops to:
* Identify grant funding opportunities that will facilitate ZEV battery manufacturing.
* Seek feedback on the designs of the solicitation and subsequent sub-grants.
* Work with the CAM to develop the ZEV Battery Manufacturing Sub-Grant Solicitation
* Develop and submit proposed sub-grant applications for review and approval by the CAM.
* Work with the CAM to amend this Agreement to incorporate each CAM-approved sub-grant including key performance indicators and metrics into this Agreement.

**Products:**

* Draft ZEV Battery Manufacturing Sub-Grant Solicitation
* Final ZEV Battery Manufacturing Sub-Grant Solicitation
* Proposed sub-grant awards
* Amendments to this Agreement to incorporate sub-grants

**[CPR WILL BE HELD IN THIS TASK. See Task 1.2 for details]**

**TASK 6 – SUB-GRANT IMPEMENTATION**

The goal of this task is to implement and administer the sub-grants approved from Task 5.

No sub-grants may be awarded prior to CEC making CEQA findings, and the implementer shall communicate this limitation to applicants for sub-grants. Prior to approval of a sub-grant application, the CEC must comply with the California Environmental Quality Act (CEQA). The block grant implementer cannot enter into any sub-grant prior to CEC making CEQA findings at a Business Meeting. To comply with CEQA, the Commission must have CEQA-related information from sub-grant applicants and sometimes other entities, such as local governments, in a timely manner. The implementer is responsible to provide this information for each proposed sub-grant to the CEC using the CEQA Worksheet (Attachment 7).

Sub-grants must be selected for CEQA-readiness.

It is critical that the implementer select CEQA-ready sub-grant applications that minimize the time required for the CEC to comply with CEQA and provide all CEQA-related information to the CEC in a timely manner. For example, if a project requires an Environmental Impact Report, the process to complete it can take many months, and the CEC may not be able to or may not wish to undertake this review. If the proposed project clearly falls under a statutory or categorical exemption, or is a project for which another state agency or local jurisdiction has already adopted a CEQA finding that the project will cause no significant effect on the environment, the project will likely have greater success in attaining rapid completion of CEQA requirements. Other examples of situations that may arise related to CEQA review include but are not limited to:

* Example 1: If another state agency or local jurisdiction, such as a city or county, has taken the role of lead agency under CEQA, the CEC’s review may be delayed while waiting for a determination from the lead agency.
* Example 2: If the proposed work is part of a larger project for which a detailed environmental analysis has been or will be prepared by another state agency or local jurisdiction, the CEC’s review may be delayed as a result of waiting for a supplemental or initial analysis, respectively, from the other agency.
* Example 3: If the nature of the proposed work is such that a project is not categorically or otherwise exempt from the requirements of CEQA, and an initial study or other detailed environmental analysis appears to be necessary, the CEC’s review, or the lead agency’s review, may require an extended length of time. If an initial study or environmental impact report has already been completed by another state agency or a local jurisdiction, serving as the lead agency, the implementer must ensure that such an analysis covers the work of the proposed project, or must obtain a revised analysis and determination from the lead agency reviewing the proposed project.

The above examples are not exhaustive of instances in which the CEC may or may not be able to comply with CEQA within its resource and time constraints, and are only provided as further clarification for potential sub-grant selection.

Reservation of Right to Cancel Proposed Sub-Award

In addition to any other right reserved to it under this solicitation or that it otherwise has, if the CEC determines, in its sole and absolute discretion, that the time required for CEQA review associated with a proposed project might adversely impact the time available for the proposed project or might consume excessive CEC resources, the CEC may instruct the implementer to cancel the proposed sub-award, regardless of the implementer’s or proposed sub-awardee's diligence in submitting information and materials for CEQA review.

The CEC will use the information provided by the implementer to draft the CEQA documents and will present them at a CEC business meeting for approval. The implementer shall not enter into a sub-grant unless and until the CEC makes findings under CEQA for the project proposed in the sub-grant, and will communicate this limitation to applicants for sub-grants.

**The Recipient shall:**

* Develop a sub-grant agreement for each awarded sub-grant and submit to the CAM for review and approval.
* Assist each sub-grant recipient to develop an outreach and advertisement plan for their ZEV battery manufacturing project including development of appropriate outreach materials to reach targeted markets and areas, in the languages needed by the community – and submit the plan to the CAM for review and approval.
* Upload sub-grant information, sub-grant agreement, and relevant documents to website developed under Task 3.
* Submit the information and materials needed to create a CEQA declaration for each proposed sub-grant project, in the form of a CEQA Worksheet, to the CAM.
* Upon approval of a sub-grant by the CAM and CEC, develop and institute a system to ensure sub-grant funds are available in the Recipient’s account to pay for the approved sub-grants. The Recipient shall forecast the amount of sub-grant funds needed to cover approved sub-grant payments and submit an invoice the CEC for funds designated for the sub-grants.
* Receive, evaluate, and process sub-grant payment requests.

**Products:**

* A CEQA Worksheet (Attachment 7) for each proposed sub-grant project.
* Agreement documents for each awarded sub-grant.
* Outreach materials for each sub-grant recipient.
* Upon CAM request, sub-grant project records, including, but not limited to financial records, sub-grant payment documentation (e.g., completed sub-grant payment request forms, photographs of manufacturing enhancements, and other appropriate documentation to confirm compliance with sub-grant requirements), problems/issues experienced, and how identified problems/issues were resolved.

**[CPR WILL BE HELD IN THIS TASK. See Task 1.2 for details]**

**TASK 7 – DATA COLLECTION/ANALYSIS**

The goal of this task is to collect operational data from each manufacturing sub-grant recipient, to analyze that data for economic and environmental impacts, and to include the data and analysis in the Final Report.

**The Recipient shall:**

* Develop a six-month data collection test plan for sub-grant recipients, as part of the solicitation development in Task 5. The data to be collected by sub-grant recipients is to include:
* Key project issues encountered and resolution of the issues.
* A minimum of 6 months of project and operations data.
* The number and description of units produced from product beta testing and validation through commercial production.
* The kilowatt-hours of battery storage manufactured due to the sub-grant, and what would have been manufactured without the sub-grant, and anticipated to be manufactured per year three years after the completion of the project.
* A comparison of project performance and expectations provided in the original project proposal with actual project performance, results, and accomplishments.
* Data on specific jobs and economic impact as a direct result of the project.
* Submit to the CAM the Data Collection Report for each individual manufacturing sub-grant project.
* Collect, analyze and compile the data collection reports from the sub-grant recipients into a standardized format. Integrate these combined reports, with combined statistics and summary, into the Final Report.

**Products:**

* Data Collection Report(s)
* Combined data collection information and analysis will be included in the Final Report

**TASK 8 – MANUFACTURING SUB-GRANT PROJECT FACT SHEETS**

The goal of this task is to develop an initial and final project fact sheet for each manufacturing sub-grant project that describes the CEC-funded project and the benefits resulting from the project for the public and key decision makers.

**The Recipient shall:**

* Prepare an Initial Manufacturing Sub-Grant Project Fact Sheet at the start of each sub-grant that describes the project and the expected benefits. Use the format provided by the CAM.
* Prepare a Final Manufacturing Sub-Grant Project Fact Sheet at each sub-grant’s conclusion that describes the project, the actual benefits resulting from the project, and lessons learned from implementing the sub-grant for the project. Use the format provided by the CAM.
* Provide at least (6) six High Quality Digital Photographs (minimum resolution of 1300x400 pixels in landscape ratio) of sub-grant-facilitated technology installation at the manufacturing sub-grant project sites or related project photographs.

**Products:**

* Initial Manufacturing Sub-Grant Project Fact Sheet
* Final Manufacturing Sub-Grant Project Fact Sheet
* High Quality Digital Photographs

**<Add additional tasks needed for the Agreement>**

**TASK *<Number> <TITLE IN ALL CAPS>***

The goal of this task is to ... ***<Complete the sentence with a brief description of the goal(s). Please be brief, two to three sentences maximum.>***

**The Recipient shall:**

* List each individual **activity**with a separate bullet*.* Begin each bullet with a verb to complete the sentence beginning with “The Recipient shall.”
* Organize activities in the order in which they will occur.
* Use this section to describe the essential elements of the process you will use to complete the project. The contents of each product shall be described in this section.

**Product(s):**

* *<Insert 1st product (name only)*
* *<Insert 2nd product (name only)*
* *<Insert 3rd product (name only)*

Only the names of each product shall appear in the “Products” section. Use exactly the same name to identify a product (report, data set, project plan, etc.) in the activity and I the list of products.

Products incorporate the knowledge and understanding gained by performing the activities, and are submitted to the CEC for review, comment and approval. Products include, but are not limited to, written reports that describe methods, test plans, results of testing, analysis of data, conclusions, and recommendations for future study, workshop agendas and summaries, description and photographs of equipment/product developed, summaries of advisory group meetings, computer software with written instructions for data input and use of the software, if intended for public or CEC use, and production prototypes. The summaries of the Products should be sufficiently detailed to be of use to stakeholders and other researchers. The level of detail should be sufficient for an observer to assess whether the project objectives and goals have been successfully met.