

Exhibit A-1 Work Authorization Example

Work Authorization No.: [xxx] Amendment No.: [xxx] Agreement Task(s): [xxx]

MIS Code: [xxx] Funding Code: [xxx]

Project Title: **[Technical Area, e.g., Visual Resources] – [Project Name]**

1. This Work Authorization (WA) is entered into pursuant to the provisions of Standard Agreement No. 800-22-XXX initiated on the [xxx] between the State Energy Resources Conservation and Development Commission (Energy Commission), and Contractor. This WA is hereby made part of the said Standard Agreement.
2. The Effective Date of this WA is the date the Energy Commission's Commission Agreement Manager signs the WA. The Energy Commission's Commission Agreement Manager shall be the last party to sign. No work is authorized, nor shall any work begin, until on or after the Effective Date. The term of this WA is from the Effective Date to **[end date]**.
3. The purpose of this WA is to conduct a **[Technical Area, e.g. Visual Resources]** Assessment for the **[Project Name]** Project. See attached scope of work for a detailed description of the tasks to be performed, deliverables, and due dates.
 - Completion Criteria. Acceptance of all deliverables listed in the attached scope of work by the individual identified in this WA as the Commission WA Manager will signify the successful completion of this WA.
4. The budget for this WA shall not exceed [xxx]. See attached budget sheet for a detailed budget description for this WA.

IMPORTANT NOTICE

The actual costs of an approved, completed WA shall not exceed the authorized amount of the WA budget. If, in the performance of the WA, the Contractor or Commission Agreement Manager determines that the actual costs might exceed the WA budget amount, Contractor or Commission Agreement Manager shall immediately notify the other. Upon such notification, the Commission Agreement Manager may:

1. Amend the WA scope of work to accomplish the work within the budget; or
2. Amend the WA to augment the budget; or
3. Direct the Contractor to complete the work for the budgeted amount without changing the scope of work; or
4. Terminate the WA.

Any expenses incurred by the Contractor or Subcontractor that have not been duly authorized shall be borne by the Contractor. No amendments to this WA shall be made for work undertaken without the specific approval of the Energy Commission WA Manager and Commission Agreement Manager.

- 5. The Energy Commission WA Manager for this WA is **[WA Manager]**.
- 6. The following contract personnel will lead the work under this WA:

[Contractor]: **[Lead Personnel 1] [DVBE Status]**
[Subcontractor 1]: **[Lead Personnel 2] [DVBE Status]**

[WA Manager], WA Manager
California Energy Commission

[Energy Efficiency Office Manager], Energy
Efficiency Office Manager California Energy
Commission

<u>AUTHORIZATIONS</u>	
<hr/> [Contractor Representative] , Program Manager	<hr/> Date
<hr/> [Commission Agreement Manager] , Commission Agreement Manager California Energy Commission	<hr/> Date

EXHIBIT A-1
WORK AUTHORIZATION EXAMPLE

ENERGY EFFICIENCY TECHNICAL SUPPORT 2023
CONTRACT NO. 800-XX-XXX
[CONTRACTOR]

WORK AUTHORIZATION NO.: [XXX]
[NAME OF SUBJECT AREA] ASSESSMENT FOR THE [PROJECT NAME] PROJECT
DATE PREPARED – [DATE]

The California Energy Commission (Energy Commission) has requested that the [Contractor] conduct a [Name of Subject Area] Assessment for the [Name of Project] Application for Certification (AFC). [Contractor] has selected the following key technical personnel to perform the work specified in this Work Authorization. Their key technical personnel for this Work Authorization are referred to as the [Contractor] Team.

- [Key Personnel 1]
- [Key Personnel 2]

[Name of Energy Commission personnel] is a [Name of Subject Area Unit] Supervisor at the Energy Commission. For the purposes of this Work Authorization, [Name of Energy Commission Personnel] is the Work Authorization Manager (WA Manager). The WA Manager's designated Technical Lead for this Work Authorization is the [Name of Subject Area Unit] Technical Lead. The WA Manager or Technical Lead will provide the [Contractor] Team with an anticipated project schedule at the beginning of this AFC proceeding and advise the [Contractor] Team of schedule changes. All deliverable due dates are tied to the Commission's Project Manager's schedule. Exact due dates will be directed in writing by the WA Manager or Technical Lead as they are identified.

The attached spreadsheet presents the personnel, the authorized budgeted amounts, and the Other Direct Costs (ODCs) associated with this Work Authorization. The Work Authorization has been broken into twelve specific tasks, as described below:

Task 1. Initiate Project Research

The purpose of this task is for the [Contractor] Team to become knowledgeable about the [Name of Project] project, so that the [Contractor] Team can perform the technical work described in this Work Authorization. The [Contractor] Team shall read the documents listed below prior to participating in the kick-off meeting. Unless noted, the following documents shall be placed in the Project File Transfer Protocol (FTP) site (or can be found on the Commission's website) by the Commission's project manager:

- [Name of Project] project AFC;
- Data adequacy worksheets for the [Name of Subject Area Unit] technical area (available from Commission's website at <http://www.energy.ca.gov/sitingcases/documents/>);
- Completed data adequacy worksheets on the [Name of Subject Area] section of the [Name of Project] Project's AFC (available from the project's Web page on the Commission's website);

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Work Authorization [XXX]
[Name of Subject Area Unit] for [Name of Project] Project

- Supplemental and replacement information regarding [Name of Subject Area unit] provided by the [Name of Project] project applicant in response to Commission “data inadequacy” findings;
- Format for preparing data requests;
- Sample [Name of Subject Area] section from an acceptable staff assessment (PSA or FSA); and
- [Name of Subject Area] assessment methodology.

Deliverables and Due Dates:

Read materials as soon as possible and before the kick-off meeting.

Task 2. Participate in the Kick-Off Meeting

If directed by the WA Manager, the [Contractor] Team shall participate in the kick-off meeting via telephone with the WA Manager or Technical Lead. The purpose of the kick-off meeting is to discuss the tasks listed in this Work Authorization, the status of the [Name of Project] project’s timeline, and issues of concern related to the [Name of Subject Area] technical analysis.

Deliverables and Due Dates:

Kick-off Call and Meeting: Specific due dates will be directed by the WA Manager or technical lead, pursuant to the siting case schedule set by the project manager.

Task 3. Visit [Name of Project] Project Site

The purpose of this site visit is to see the regional and local settings for the proposed [Name of Project] project and gather information for assessing the [Name of Subject Area] impacts. The [Name of Project] Project is located at [Regional Description for Travel Purposes]. Prior to the site visit, the WA Manager or Technical Lead will prepare a site visit “to-do” list and provide it to the [Contractor] Team. This Work Authorization authorizes the budgeted amounts for travel for this task as indicated in the attached budget sheets. Prior to the [Contractor] Team’s actually incurring travel costs or undertaking travel, however, the WA Manager must approve the details of any travel conducted under this Work Authorization (who travels, specific costs, etc.). The WA Manager may authorize additional trips without a WA amendment, if there is surplus travel budget, as long as the trips occur within the same tasks and for the same purpose as specified in the attached travel matrix, and the total travel budget is not exceeded.

Deliverables and Due Dates:

Site Visit Summary: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

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Work Authorization [XXX]
[Name of Subject Area Unit] for [Name of Project] Project

Task 4. Prepare Data Requests and Issues Identification Report

Data Requests solicit more detailed project information from the applicant than the AFC provided under the Commission’s data adequacy regulations. If the [Contractor] Team determines that additional information is needed, the [Contractor] Team shall confer with the WA Manager. If the WA Manager agrees, the [Contractor] Team shall prepare Data Requests, using the Commission-provided format for Data Requests (data requests included in cost estimate). The Data Requests may include additional requests for information on the existing project setting; applicable laws, ordinances, regulations and standards (LORS); the proposed facility’s features; potential environmental impacts; mitigation measures; and issues regarding project compliance with LORS.

The [Contractor] Team shall submit any Data Requests to the WA Manager for review. The WA Manager will review the data requests and consult with the [Contractor] Team regarding any changes. The Commission’s [Name of Project] Project Manager will forward the Data Requests to the applicant for response. The Commission’s Project Manager will forward copies of the applicant’s responses to the Data Requests to the [Contractor] Team.

The Issue Identification Report informs the [Name of Project] Project Siting Committee regarding which technical areas could be potentially significant to address during the siting case. If directed by the Energy Commission’s WA Manager, the [Contractor] Team will draft a [Name of Subject Area] section for the Issue Identification Report, and submit it to the Energy Commission’s WA Manager for review and approval. The [Contractor] Team shall incorporate any comments and suggested improvements, as appropriate.

Deliverables and Due Dates:

Data Requests: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Issue Identification Report: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Task 5. Participate in Data Request and Data Response/Issue Resolution Workshops

Data Request/Data Response/Issue Resolution Workshops clarify issues with the Energy Commission data requests for the applicant, clarify the applicant’s data responses and provide information to all parties and the public concerning issues identified by staff. If directed by the WA Manager, the [Contractor] Team shall attend Data Request/Data Response/Issue Resolution Workshops and answer any questions posed by the applicant or other workshop attendees as necessary. This Work Authorization authorizes travel for this subtask. In addition, the WA Manager must approve the details of any travel conducted under this Work Authorization (who travels, specific costs, etc.) prior to the travel occurring. The WA Manager may authorize additional trips without a WA amendment, if there is surplus travel budget, as long as the trips

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Work Authorization [XXX]
[Name of Subject Area Unit] for [Name of Project] Project

occur within the same tasks and for the same purpose as specified in the attached travel matrix, and the total travel budget is not exceeded.

If directed by the WA Manager or Technical Lead, the [Contractor] Team shall prepare a written summary of the [Name of Subject Area] issues raised and discussed at this workshop and provide a copy to the WA Manager and Technical Lead.

Deliverables and Due Dates:

Data Request/Data Response/Issue Resolution Workshop: As directed by the WA Manager, pursuant to the siting case schedule set by the Project Manager.

Summary of Data Request/Data Response/ Issue Resolution Workshop: As directed by the WA Manager or Technical Lead.

Task 6. Coordinate with Other Agencies

The purposes of this task are: 1) to ensure that the federal, state, regional, and local agencies involved with [Name of Subject Area] protection are aware of the proposed [Name of Project] Project, and 2) to request that these agencies identify issues or requirements not already documented by the applicant. The WA Manager or Technical Lead will determine and recommend all appropriate agencies to contact after consultation with the [Contractor] Team. Once approved the [Contractor] Team shall contact these and any other appropriate agencies to determine:

- The agencies' awareness of the proposed [Name of Project] Project, including the applicant's proposed measures to mitigate environmental impacts and to comply with all applicable LORS relevant to that agency;
- Outstanding issues and concerns about the Project's environmental impacts or applicant's ability to comply with applicable LORS;
- Any additional or more effective mitigation or compliance measures; and
- Other information as requested by the WA Manager.

The [Contractor] Team shall prepare written Reports of Conversation, which document the information collected from substantive conversations with agency representatives, and shall provide copies to the WA Manager and Technical Lead.

Deliverables and Due Dates:

Reports of Conversation: As directed by the WA Manager or Technical Lead, and within one calendar week after each conversation.

Task 7. Prepare Preliminary Staff Assessment, [Name of Subject Area] Section

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Work Authorization [XXX]
[Name of Subject Area Unit] for [Name of Project] Project

The Preliminary Staff Assessment (PSA) provides draft testimony about the proposed [Name of Project] Project for review by the Applicant, any other interested parties, and the public. It provides an independent analysis of the project, including conclusions and proposed conditions of certification, which apply to the design, construction, operation, and closure of the facility and are supported by substantial evidence.

Prior to initiating, or during work under this task, the [Contractor] Team may be requested to attend a strategy meeting at the Commission's headquarters in Sacramento, or participate in a conference call (cost estimate assumes meeting attendance by conference call). If the [Contractor] Team is directed to attend a strategy meeting, the WA Manager or Technical Lead will contact the [Contractor] Team regarding the meeting's time, date and location. This Work Authorization authorizes the budgeted amounts for travel for this task as indicated in the attached budget sheets. Prior to the [Contractor] Team's actually incurring travel costs or undertaking travel, however, the WA Manager must approve the details of any travel conducted under this Work Authorization (who travels, specific costs, etc.). The WA Manager may authorize additional trips without a WA amendment, if there is surplus travel budget, as long as the trips occur within the same tasks and for the same purpose as specified in the attached travel matrix, and the total travel budget is not exceeded. At the meeting, the [Contractor] Team shall assist in planning how the PSA section on [Name of Subject Area] will be prepared, including analysis approach and how key issues will be communicated and resolved.

Using the Methodology for [Name of Subject Area] assessment, writing guidelines, and samples provided by the WA Manager or Technical Lead, the [Contractor] Team shall draft the [Name of Subject Area] section of the [Name of Project] project's PSA. The Contractor's [Name of Subject Area Unit] Issue Area Coordinator shall review the [Contractor] Team's draft PSA to ensure that it meets the standard of performance before forwarding an electronic version of it to the WA Manager for approval. The following Commission staff must review and approve the draft [Name of Subject Area] section:

1. WA Manager
2. Engineering [or Environmental] Office Manager

The WA Manager and the Engineering [or Environmental] Office Manager shall review the draft PSA section and contact the [Contractor] Team for a conference call or meeting to discuss their comments. As appropriate, the [Contractor] Team shall modify the draft [Name of Subject Area] section, by incorporating Commission staff's comments and suggested improvements. If the [Contractor] Team does not agree with any Commission staff-proposed changes to the testimony, the [Contractor] Team shall immediately notify the WA Manager and have a person-to-person conversation to resolve this issue.

After the Engineering [or Environmental] Office Manager has approved the draft [Name of Subject Area Unit] analysis, the WA Manager will submit the draft Staff Assessment to the Project Manager for further review by the Energy Commission's Compliance, Siting and Legal offices. If further changes are requested by any of these offices, the WA Manager and Engineering [or Environmental] Office Manager will contact the [Contractor] Team for a conference call or

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Work Authorization [XXX]
[Name of Subject Area Unit] for [Name of Project] Project

meeting to discuss the comments. As appropriate, the [Contractor] Team shall modify the draft [Name of Subject Area] section, by incorporating Commission staff's comments and suggested improvements and send to the WA Manager a copy of the updated Staff Assessment. If the [Contractor] Team does not agree with any Commission staff-proposed changes to the testimony, the WA Manager will arrange a conference call to resolve the issue.

Once the updated section has been approved by all Commission staff, it will be deemed a final [Name of Subject Area] section of the PSA. The Commission's Project Manager will incorporate the final [Name of Subject Area] section into the complete PSA for publication.

Deliverables and Due Dates:

Strategy Meeting, pursuant to the siting case schedule set by the Project Manager

Draft [Name of Subject Area Unit] section of PSA: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Updated [Name of Subject Area Unit] section: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Task 8. Participate in PSA Workshop

The purpose of the PSA workshop is to receive comments regarding the PSA's accuracy and completeness from all interested parties and the public. If the [Name of Subject Area] section of the PSA may be discussed at a public workshop and the WA Manager determines that the [Contractor] Team needs to participate, the [Contractor] Team shall participate in the PSA workshop as directed by the WA Manager. The WA Manager or Technical Lead will contact the [Contractor] Team regarding the workshop's time, date, and location. This Work Authorization authorizes the budgeted amounts for travel for this task as indicated in the attached budget sheets. Prior to the [Contractor] Team's actually incurring travel costs or undertaking travel, however, the WA Manager must approve the details of any travel conducted under this Work Authorization (who travels, specific costs, etc.). The WA Manager may authorize additional trips without a WA amendment, if there is surplus travel budget, as long as the trips occur within the same tasks and for the same purpose as specified in the attached travel matrix, and the total travel budget is not exceeded.

Participation may include, but is not limited to, the following activities:

- Presenting an overview of the [Name of Subject Area] section's analysis, conclusions, and recommended conditions of certification;
- Answering questions posed by the applicant, other parties, interested agencies, and the public;
- Posing questions to the applicant, other parties, or interested agencies;
- Discussing the validity of the analysis and conclusions, and the feasibility and appropriateness of recommended conditions of certification.

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Work Authorization [XXX]
[Name of Subject Area Unit] for [Name of Project] Project

Deliverables and Due Dates:

Participation in PSA Workshop: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Task 9. Prepare Final Staff Assessment or Staff Assessment

The Final Staff Assessment (FSA) is the written testimony of the technical experts about the potential impacts of the proposed project and their evaluation of proposed mitigation measures and LORS compliance strategies. The FSA's content may be very similar to the information already contained in the PSA, but it will also provide responses to comments received at the public workshop or submitted to the Commission's Docket Unit during the public comment period on the PSA, may contain revised content as a result of these comments, and address any new issues or evidence obtained from that workshop and other sources.

Prior to initiating work under this task, the [Contractor] Team may be directed by the WA Manager to participate in a strategy meeting at the Commission's headquarters in Sacramento (cost estimate assumes that the [Contractor] Team will participate in the meeting via conference call). At this meeting, the [Contractor] Team shall help plan how the FSA's [Name of Subject Area] section will be prepared. Under the direction of the WA Manager, the [Contractor] Team shall revise the [Name of Subject Area] section of the [Name of Project] Project's PSA to produce a draft [Name of Subject Area] section for the FSA.

The draft section must be reviewed and approved by the following Commission staff:

1. WA Manager
2. Engineering [or Environmental] Office Manager

The WA Manager and the Engineering [or Environmental] Office Manager shall review the draft FSA section and contact the [Contractor] Team for a conference call or meeting to discuss their comments. As appropriate, the [Contractor] Team shall incorporate Commission staff's comments and suggested improvements to the [Name of Subject Area] section. If the [Contractor] Team does not agree with any Energy Commission staff-proposed changes to the testimony, the [Contractor] Team shall immediately notify the WA Manager and have a person-to-person conversation to resolve this issue.

After the Engineering [or Environmental] Office Manager has approved the draft [Name of Subject Area] FSA section, the WA Manager will submit the draft FSA section to the Project Manager for further review by the Energy Commission's Compliance, Siting and Legal offices. If further changes are requested by any of these offices, the WA Manager and Engineering [or Environmental] Office Manager will contact the [Contractor] Team for a conference call or meeting to discuss the comments. As appropriate, the [Contractor] Team shall modify the draft [Name of Subject Area Unit] section, by incorporating Commission staff's comments and suggested improvements and send to the WA Manager a copy of the updated FSA section. If the

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Work Authorization [XXX]
[Name of Subject Area Unit] for [Name of Project] Project

[Contractor] Team does not agree with any Commission staff-proposed changes to the testimony, the WA Manager will arrange a conference call to resolve the issue.

The Commission's Project Manager will incorporate the updated [Name of Subject Area] section into the complete FSA for publication.

Deliverables and Due Dates:

Strategy Meeting: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Draft [Name of Subject Area] section of FSA: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Updated [Name of Subject Area] section of FSA: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Task 10. Prepare for and Testify at Evidentiary Hearing, and Prepare Supplemental Testimony when Required

The purpose of the evidentiary hearing is to establish a complete record of evidence upon which the [Name of Project] Project Siting Committee will base its decision.

If directed to do so by the WA Manager, the [Contractor] Team shall attend an "expert witness" training session at the Energy Commission's headquarters in Sacramento, which will be scheduled and conducted by the Energy Commission's staff counsel for the [Name of Project] Project before the evidentiary hearing. This training is intended to prepare the [Contractor] Team for direct and cross-examination. In addition, the [Contractor] Team shall assist in developing questions, which will be posed to other witnesses testifying on [Name of Subject Area] issues.

If circumstances require, the [Contractor] Team may be requested to prepare supplemental written testimony for filing prior to the evidentiary hearing. The [Name of Project] Project Manager will notify the [Contractor] Team and the WA Manager if there is a need for supplemental testimony.

The WA Manager or Technical Lead will notify the [Contractor] Team about the time, date, and location of the evidentiary hearing. This Work Authorization authorizes travel for this task. In addition, the WA Manager must approve the details of any travel conducted under this Work Authorization (who travels, specific costs, etc.) prior to the travel occurring. The WA Manager may authorize additional trips without a WA amendment, if there is surplus travel budget, as long as the trips occur within the same tasks and for the same purpose as specified in the attached travel matrix, and the total travel budget is not exceeded. At this public hearing, the [Contractor] Team shall testify on the [Name of Subject Area] testimony, including the impact analysis, conclusions, and recommendations. As needed, the [Contractor] Team shall also answer any questions posed about the [Name of Subject Area] testimony.

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WORK AUTHORIZATION EXAMPLE

Work Authorization [XXX]
[Name of Subject Area Unit] for [Name of Project] Project

The [Name of Project] Project Siting Committee may request additional analyses as a result of the public hearing. If directed by the WA Manager, the [Contractor] Team shall prepare additional written testimony on [Name of Subject Area] for review by the Commission.

Deliverables and Due Dates:

Participate in expert witness training: as directed by the WA Manager.
Prepare Supplemental Testimony (Pre- and/or Post-Hearing): as directed by the WA Manager.
Prepare Questions for Other Parties' Witnesses: as directed by the WA Manager
Testify at Evidentiary Hearing: as directed by the WA Manager.

Task 11. Assist Staff Counsel in Preparing Briefs

The Commission's staff counsel typically must prepare opening and closing (reply) briefs for the [Name of Project] Project Siting Committee. Upon request by the staff counsel, the WA Manager will direct the [Contractor] Team to advise the staff counsel on which points in the parties' testimonies to emphasize and refute in these briefs, provide content for the draft briefs, and review and comment on draft briefs.

Deliverables and Due Dates:

Content for staff briefs: as directed by the WA Manager.
Comments on staff briefs: as directed by the WA Manager.

Task 12. Review Presiding Member's Proposed Decision

The [Name of Project] Project Siting Committee will prepare a written Presiding Member's Proposed Decision (PMPD). If directed by the WA Manager, the [Contractor] Team shall review the PMPD and provide written comments on the validity of the PMPD's discussion regarding [Name of Subject Area] to the WA Manager. If the [Name of Project] Siting Committee prepares a revised PMPD, the [Contractor] Team shall review the revised PMPD and provide written comments, if directed by the WA Manager.

Deliverables and Due Dates:

Written comments on PMPD: as directed by the WA Manager.

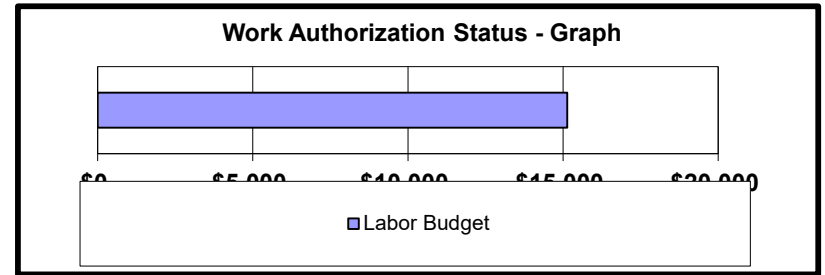
Written comments on revised PMPD: as directed by the WA Manager.

The attached spreadsheet provides an estimate of the number of hours needed for WA-[XXXXXX] ([Name of Subject Area Unit] Assessment for the [Name of Project] Project). Upon Energy Commission approval of WA- [XXXXXX], the total cost for this Work Authorization will be \$[XXX].

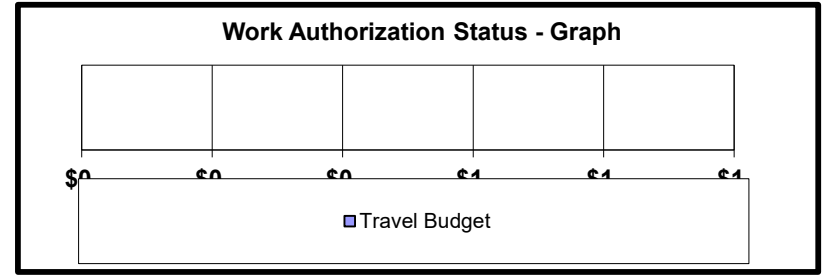
**California Energy Commission
Energy Efficiency Technical Support 2023**

**Work Authorization [xxx] [Work Authorization Title]
Contract No. 800-XX-XXX
Budget Example**

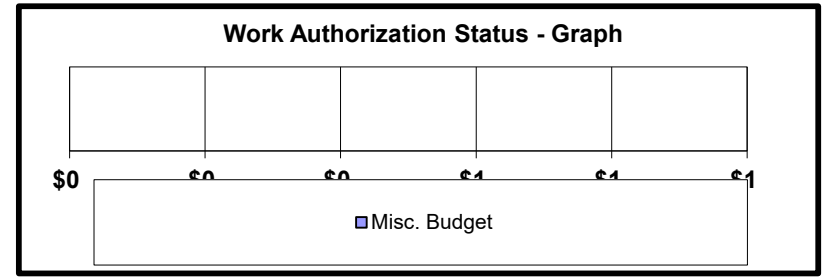
Labor Costs*					
Company	Original	Mod 1	Mod 2	Mod 3	Totals
Prime Contractor	\$0.00				\$0.00
[Subcontractor Name]	\$15,136.00				\$15,136.00
Total Labor Budgets	\$15,136.00	\$0.00	\$0.00	\$0.00	\$15,136.00
Approved Labor Budget Amount					\$15,136.00



Travel Costs*					
Company	Original	Mod 1	Mod 2	Mod 3	Totals
Prime Contractor	\$XXX.XX				\$XXX.XX
[Subcontractor Name]	\$XXX.XX				\$XXX.XX
Total Travel Budget	\$XXX.XX	\$0.00	\$0.00	\$0.00	\$XXX.XX
Approved Travel Budget Amount					\$XXX.XX



Other Direct Costs*					
Company	Original	Mod 1	Mod 2	Mod 3	Totals
Prime Contractor	\$XXX.XX				\$XXX.XX
[Subcontractor Name]	\$XXX.XX				\$XXX.XX
Total ODC Budget	\$XXX.XX	\$0.00	\$0.00	\$0.00	\$XXX.XX
Approved ODC Budget Amount					\$XXX.XX



TOTAL WORK AUTHORIZATION BUDGET	\$XXX.XX
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* Note: Sample numerical values are used here to demonstrate the Work Authorization Status Graphs. Actual budgets for each WA are determined on an individual basis.

**California Energy Commission
Energy Efficiency Technical Support 2023**

Work Authorization [xxx] [Work Authorization Title]
Contract No. 800-XX-XXX

Budget Example

	Task 1 Project Research	Task 2 Kick-Off Meeting	Task 3 Project Visit	Task 4 Data Requests Preparation	Task 5 Responses/ Workshops	Task 6 Collect Info from Agencies	Task 7 Preliminary Staff Assessm.	Task 8 PSA Workshop	Task 9 Final Staff Assessm.	Task 10 Preparation/ Evidentiary Hearing	Task 11 Assistance of Brief Preparation	Task 12 Review Proposed Action	Total
PRIME CONTRACTOR LABOR COST													
Total Prime Contractor Labor Cost													
PRIME CONTRACTOR TRAVEL AND ODCs													
Total Prime Contractor Travel													
Total Prime Contractor ODCs													
SUBCONTRACTORS LABOR COST													
[Subcontractor Name]	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
SUBCONTRACTORS TRAVEL COST													
[Subcontractor Name]			\$xxx.xx					\$xxx.xx		\$xxx.xx	\$xxx.xx		\$xxx.xx
SUBCONTRACTORS ODCs													
[Subcontractor Name]				\$xxx.xx		\$xxx.xx	\$xxx.xx		\$xxx.xx				\$xxx.xx
Total Subcontractors													\$xxx.xx
Total for This Work Authorization	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx

**California Energy Commission
Energy Efficiency Technical Support 2023**

Subcontractor: [Subcontractor Name]
Work Authorization [xxx] [Work Authorization Title]
Contract No. 800-XX-XXX

Budget Example

Labor Hours	Fully Loaded	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Taks 7	Taks 8	Task 9	Task 10	Task 11	Task 12	Total
	Hourly Rate	Project Research	Kick-Off Meeting	Project Visit	Data Requests Preparation	Responses/ Workshops	Collect Info from Agencies	Preliminary Staff Assessm.	PSA Workshop	Final Staff Assessm.	Preparation/ Evidentiary Hearing	Assistance of Brief Preparation	Review Proposed Action	
[Subcontractor Name]	\$xx.xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Labor Hours														

Labor Costs														
[Subcontractor Name]		\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
Subtotal Labor Cost		\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
Total Labor Cost		\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx

Travel Costs													
Travel				\$xxx.xx					\$xxx.xx		\$xxx.xx	\$xxx.xx	\$xxx.xx
Subtotal Travel Costs				\$xxx.xx					\$xxx.xx		\$xxx.xx	\$xxx.xx	\$xxx.xx
Total Travel Costs				\$xxx.xx					\$xxx.xx		\$xxx.xx	\$xxx.xx	\$xxx.xx

Other Direct Costs													
Mailing (example only)					\$xxx.xx		\$xxx.xx	\$xxx.xx		\$xxx.xx			\$xxx.xx
Lab Analysis (example only)					\$xxx.xx		\$xxx.xx	\$xxx.xx		\$xxx.xx			\$xxx.xx
Subtotal ODCs					\$xxx.xx		\$xxx.xx	\$xxx.xx		\$xxx.xx			\$xxx.xx
Total Other Direct Costs					\$xxx.xx		\$xxx.xx	\$xxx.xx		\$xxx.xx			\$xxx.xx

Total		\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
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Attachment 11c
PENERGY EFFICIENCY TECHNICAL SUPPORT 2023
CONTRACT NO. 800-XX-XXX
WORK AUTHORIZATION NO.: [XXX]

WORK AUTHORIZATION ATTACHMENT A

Travel Breakdown

Approx. Month/Year	Task	Trip Purpose/Destination	Subcontractor	Amount
[MONTH/YEAR]	2	Kick-off Meeting/Sacramento	[Key Personnel]	\$XXX
[MONTH/YEAR]	3	Site Visit/[Project Location]	[Key Personnel]	\$XXX
[MONTH/YEAR]	5	Data Request & Data Response and Issue Resolution Workshops / [Project Vicinity]	[Key Personnel]	\$XXX
[MONTH/YEAR]	8	PSA Workshop/[Project Vicinity]	[Key Personnel]	\$XXX
[MONTH/YEAR]	10	Evidentiary Hearing/[Project Vicinity]	[Key Personnel]	\$XXX
			TOTAL:	\$X,XXX