**Instructions for completing this Scope of Work appear in blue. Carefully read the instructions before completing each section. Delete the instructions after completing each section. Insert the name of the applicant/recipient where indicated above in blue.**

**The Scope of Work identifies the tasks required to complete the project, including the tasks for the applicable project category as described in the Project Activities Section I.C.2.**

1. **TASK ACRONYM/TERM LISTS**
2. **Task List**

* Insert task numbers and names that match those listed in Part IV (Technical Tasks) of the Scope of Work. Tasks 1, TBD-1, and TBD-2 are **mandatory**.
* Do not include subtask numbers or names.

| **Task #** | **CPR[[1]](#footnote-2)** | **Task Name** |
| --- | --- | --- |
| 1 |  | General Project Tasks |
| 2 |  | [TBD, *add tasks as necessary*] |
| [TBD-1] |  | Evaluation of Project Benefits |

1. **Acronym/Term List**

* Only include acronyms that are used **more than once** in this Scope of Work.
* Define terms that are unusual or technical.
* Place acronyms/terms in **alphabetical order**.

| **Acronym/Term** | **Meaning** |
| --- | --- |
| CAM | Commission Agreement Manager |
| CAO | Commission Agreement Officer |
| CEC | California Energy Commission |
| CPR | Critical Project Review |
| TAC | Technical Advisory Committee |

1. **PURPOSE OF AGREEMENT, PROBLEM/SOLUTION STATEMENT, AND GOALS AND OBJECTIVES**
2. **Purpose of Agreement**

The purpose of this Agreement is to fund [Describe the purpose of the project funded by the Agreement in **one to two brief sentences**].

**Example:**

The purpose of this Agreement is to fund the planning and design of a terminal at the port that will prepare the port site for readiness to construct upgrades that will allow the terminal to eventually manufacture floating foundations for offshore wind energy projects.

1. **Problem/ Solution Statement**

**Problem**

[Describe the problem that the project will address (e.g., cost barriers, knowledge gaps). Explain why the problem has not been addressed by any other entity, and why it must be addressed at this time. Limit to **one to two paragraphs. Use brief sentences.**]

**Example:**

The federal government has announced a goal to deploy 15 gigawatts (GW) of floating offshore wind in the United States by 2035. The California Energy Commission (CEC) has established planning goals of 25 GW of floating offshore wind by 2045. Further, the Bureau of Ocean Energy Management has leased 3 sites off Morro Bay and 2 sites off Humboldt Bay. These production goals and lease agreements will drive industry development, including the development of port infrastructure that is purpose-built to support the deployment of offshore wind projects in the Pacific Ocean.

Services required to support the offshore wind energy industry generally include a turbine staging and integration facility, manufacturing facility, and an operation and maintenance facility. The components and final assembled floating offshore wind turbines are very large structures that depend heavily upon the adequacy of port infrastructure, which must support a range of activities, including but not limited to: vessel delivery and offload or fabrication of the wind turbine components, storage of the components, delivery or fabrication and float- off of the floating substructure, assembly of the wind turbine generator components on the substructure, and tow-out of the fully integrated devices. As explained in the Assembly Bill 525 Offshore Wind Energy Strategic Plan, multiple port sites will be required in California to develop offshore wind. The planning for these sites should begin immediately so that they are ready to meet the needs of the offshore wind industry.

**Solution**

[Describe how the project will solve the problem described above

Limit to **two to four paragraphs. Use brief sentences.**]

**Example:**

The Recipient has identified underutilized space at the Port that is ideally situated to support the manufacturing of floating offshore wind foundations. This space is currently not ready to manufacture large foundations, and the early-stage planning supported by this agreement will advance the Port’s understanding of the cost and design requirements to meet this need.

1. **Goals and Objectives of the Agreement**

**Agreement Goals**

The goal of this Agreement is to: OR

The goals of this Agreement are to:

* [Describe each Agreement goal using a **bulleted list** unless there is only one goal. “Goal” means a broad technical, social, or economic project outcome.]
* [TBD]

**Examples:**

The goal of this Agreement is to:

* Assess the capabilities of the Port’s underutilized terminal to manufacture floating offshore wind foundations.
* Develop a plan and design for redeveloping the underutilized terminal, including costs, timeline, and environmental constraints.
* Build a community engagement strategy that meaningfully incorporates community perspectives and positions communities to realize benefits in the eventual redevelopment of the Port terminal.

**Agreement Objectives**

The objective of this Agreement is to: OR

The objectives of this Agreement are to:

* [Describe each Agreement objective using a **bulleted list** unless there is only one objective. “Objective” means a specific, measurable project outcome. Use any performance metrics that are relevant to the project.]
* [TBD]

**Examples:**

The objectives of this Agreement are to:

* Prepare a 30 percent engineering design for making upgrades to port infrastructure that positions the port to initiate project environmental review and permitting.
* Reach commitments with original equipment manufacturers of floating offshore wind platforms to work with the port to ensure port planning takes manufacturer needs into account.
* Establish a community working group that informs the ports’ planning for terminal upgrades and develop methods for ensuring communities adjacent to the port have long-term resources to remain engaged for the life of the project.

**The language in Task 1 is standard for each agreement. Do not revise it.**

1. **TASK 1 GENERAL PROJECT TASKS**

**PRODUCTS**

**Subtask 1.1 Products**

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

**The Recipient shall:**

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

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

For products that require a final version only

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

For all products

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

Instructions for Submitting Electronic Files and Developing Software:

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

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

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

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

* + - Microsoft ASP.NET framework (version 3.5 and up). Recommend 4.0.
    - Microsoft Internet Information Services (IIS), (version 6 and up)

Recommend 7.5.

* + - Visual Studio.NET (version 2008 and up). Recommend 2010.
    - C# Programming Language with Presentation (UI), Business Object and Data Layers.
    - SQL (Structured Query Language).
    - Microsoft SQL Server 2008, Stored Procedures. Recommend 2008 R2.
    - Microsoft SQL Reporting Services. Recommend 2008 R2.
    - XML (external interfaces).

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

**MEETINGS**

**Subtask 1.2 Kick-off Meeting**

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

**The Recipient shall:**

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

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

* The CAM’s expectations for accomplishing tasks described in the Scope of Work;
* An updated Project Schedule;
* Terms and conditions of the Agreement;
* Invoicing and auditing procedures;
* Travel;
* Equipment purchases;
* Administrative and Technical products (subtask 1.1);
* CPR meetings (subtask 1.3);
* Monthly Calls (subtask 1.5)
* Quarterly Progress reports (subtask 1.6)
* Final Report (subtask 1.7)
* Match funds (subtask 1.8);
* Permit documentation (subtask 1.9);
* Subawards(subtask 1.10);
* Technical Advisory Committee meetings (subtasks 1.11 and 1.12);
* Agreement changes;
* Performance Evaluations; and
* 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, etc.)
  + Project schedule that identifies milestones
  + List of potential risk factors and hurdles, and mitigation strategy
* Provide an *Updated Project Schedule, Match Funds Status Letter,* and *Permit Status Letter*, as needed to reflect any changes in the documents.

**The CAM shall:**

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

**Recipient Products:**

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

**CAM Product:**

* Kick-off Meeting Agenda

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

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

CPR meetings generally take place at key, predetermined points in the Agreement, as determined by the CAM and as shown in the Task List on page 1 of this Exhibit.

However, the CAM may schedule additional CPR meetings as necessary. The budget may be reallocated to cover the additional costs borne by the Recipient, but the overall Agreement amount will not increase. CPR meetings generally take place at the CEC, but they may take place at another location, or may be conducted via electronic conferencing (e.g., Microsoft Teams, Zoom, and WebEx) as determined by the CAM.

**The Recipient shall:**

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

**The CAM shall:**

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

**Recipient Products:**

* CPR Report(s)

**CAM Products:**

* CPR Agenda(s)
* Progress Determination

# Subtask 1.4 Final Meeting

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

The Recipient shall:

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

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

* The technical portion of the meeting will involve the presentation of findings, conclusions, and recommended next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
* The administrative portion of the meeting will involve a discussion with the CAM of the following Agreement closeout items:
  + - Disposition of any procured equipment.
    - The CEC’s request for specific “generated” data (not already provided in Agreement products).
    - Need to document the Recipient’s disclosure of “subject inventions” developed under the Agreement.
    - “Surviving” Agreement provisions such as repayment provisions and confidential products.
    - Final invoicing and release of retention.
* Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Recipient and Commission staff during the meeting.
* Prepare a *Schedule for Completing Agreement Closeout Activities*.
* Provide copies of *All Final Products* organized by the tasks in the Agreement.

**Products:**

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

**MONTHLY CALLS, REPORTS AND INVOICES**

Subtask 1.5 Monthly Calls

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

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

**The CAM shall:**

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

**The Recipient shall:**

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

**Product:**

* Email to CAM concurring with call summary notes.

Subtask 1.6 Quarterly Progress Reports and Invoices

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

**The Recipient shall:**

* Submit a *Quarterly* *Progress Report* to the CAM. Each progress report must:
  + Summarize progress made on all Agreement activities as specified in the scope of work for the reporting period, including accomplishments, problems, milestones, products, schedule, fiscal status, and an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Progress reports are due to the CAM the 10th day of each January, April, July, and October. The Quarterly Progress Report template can be found on the ECAMS Resources webpage available at: https://www.energy.ca.gov/media/4691
* Submit a monthly or quarterly *Invoice* on the invoice template(s) provided by the CAM.

**Recipient Products:**

* Quarterly Progress Reports
* Invoices

**CAM Product:**

* Invoice template

Subtask 1.7 Final Report

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

## Subtask 1.7.1 Final Report Outline

The Recipient shall:

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

**Recipient Products:**

* Final Report Outline (draft and final)

**CAM Products:**

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

## Subtask 1.7.2 Final Report

**The Recipient shall:**

* Prepare a *Final Report* for this Agreement in accordance with the approved Final Report Outline, Energy Commission Style Manual, and Final Report Template provided by the CAM with the following considerations:
* Ensure that the report includes the following items, in the following order:
  + - Cover page (**required**)
    - Credits page on the reverse side of cover with legal disclaimer (**required**)
    - Acknowledgements page (optional)
    - Preface (**required**)
    - Abstract, keywords, and citation page (**required**)
    - Table of Contents (**required**, followed by List of Figures and List of Tables, if needed)
    - Executive summary (**required**)
    - Body of the report (**required**)
    - References (if applicable)
    - Glossary/Acronyms (If more than 10 acronyms or abbreviations are used, it is required.)
    - Bibliography (if applicable)
    - Appendices (if applicable) (Create a separate volume if very large.)
    - Attachments (if applicable)
* Submit a draft of the Executive Summary to the TAC for review and comment.
* Develop and submit a *Summary of TAC Comments on Draft Final Report* received on the Executive Summary. For each comment received, the Recipient will identify in the summary the following:
* Comments the Recipient proposes to incorporate.
* Comments the Recipient does propose to incorporate and an explanation for why.
* 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**:

* Summary of TAC Comments on Draft Final Report
* Draft Final Report
* Written Responses to Comments *(if applicable)*
* Final Report

**CAM Product:**

* Written Comments on the Draft Final Report

## *MATCH FUNDS, PERMITS, AND SUBAWARDS*

#### Subtask 1.8 Match Funds

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

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

**The Recipient shall:**

* Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement. If no match funds were part of the application that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state this in the letter.

If match funds were a part of the application that led to the CEC awarding this Agreement, then provide in the letter:

* A list of the match funds that identifies:
* The amount of cash match funds, their source(s) (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied.
* The amount of each in-kind contribution, a description of the contribution type (e.g., property, services), the documented market or book value, the source (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient must identify its owner and provide a contact name, address, telephone number, and the address where the property is located.
* If different from the solicitation application, provide a letter of commitment from an authorized representative of each source of match funding that the funds or contributions have been secured.
* At the Kick-off meeting, discuss match funds and the impact on the project if they are significantly reduced or not obtained as committed. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
* Provide a *Supplemental Match Funds Notification Letter* to the CAM of receipt of additional match funds.
* Provide a *Match Funds Reduction Notification Letter* to the CAM if existing match funds are reduced during the course of the Agreement. Reduction of match funds may trigger a CPR meeting.

Products:

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

#### Subtask 1.9 Permits

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

**The Recipient shall:**

* Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If no permits are required at the start of this Agreement, then state this in the letter. If permits will be required during the course of the Agreement, provide in the letter:
* A list of the permits that identifies: (1) the type of permit; and (2) the name, address, and telephone number of the permitting jurisdictions or lead agencies.
* The schedule the Recipient will follow in applying for and obtaining the permits.

The list of permits and the schedule for obtaining them will be discussed at the Kick-off meeting (subtask 1.2), and a timetable for submitting the updated list, schedule, and copies of the permits will be developed. The impact on the project if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in progress reports and will be a topic at CPR meetings.

* If during the course of the Agreement additional permits become necessary, then provide the CAM with an *Updated List of Permits* (including the appropriate information on each permit) and an *Updated Schedule for Acquiring Permits*.
* Send the CAM a *Copy of Each Approved Permit*.
* If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 days. Either of these events may trigger a CPR meeting.

Products:

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

**Subtask 1.10 Subawards**

The goals of this subtask are to: (1) procure subawards required to carry out the tasks under this Agreement; and (2) ensure that the subawards are consistent with the terms and conditions of this Agreement.

**The Recipient shall:**

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

**Products:**

* Subawards *(if requested by the CAM)*

***Technical Advisory Committee***

**Subtask 1.11 Technical Advisory Committee (TAC)**

The goal of this subtask is to create an advisory committee for this Agreement. The TAC should be composed of diverse professionals. The composition will vary depending on interest, availability, and need. TAC members will serve at the CAM’s discretion. The purpose of the TAC is to:

1. Provide guidance in project direction. The guidance may include scope and methodologies, timing, and coordination with other projects. The guidance may be based on:

* Technical area expertise;
* Knowledge of market applications; or
* Linkages between the Agreement work and other past, present, or future projects (both public and private sectors) that TAC members are aware of in a particular area.

1. Review products and provide recommendations for needed product adjustments, refinements, or enhancements.
2. Evaluate the tangible benefits of the project to the state of California, and provide recommendations as needed to enhance the benefits.

* Provide recommendations regarding information dissemination, market pathways, or commercialization strategies relevant to the project products.
* Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
* Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.
* Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
* Advocate, to the extent the TAC members feel is appropriate, on behalf of the project in its effort to build partnerships, governmental support, and relationships with a national spectrum of influential leaders.
* Ask probing questions that insure a long-term perspective on decision-making and progress toward the project’s strategic goals.

The TAC may be composed of qualified professionals spanning the following types of disciplines:

1. Researchers knowledgeable about the project subject matter;
2. Members of trades that will apply the results of the project (e.g., designers, engineers, architects, contractors, and trade representatives);
3. Public interest market transformation implementers;
4. Product and project developers relevant to the project;
5. U.S. Department of Energy, U.S. Department of Transportation, U.S. Army Corps. of Engineers, California Coastal Commission, California State Lands Commission, California Department of Fish and Wildlife, research managers, or experts from other federal or state agencies relevant to the project;
6. Public interest environmental groups;
7. Public interest environmental justice organizations;
8. Tribal governments an/or their representatives;
9. Utility representatives;
10. Air district staff; and

* Members of relevant technical society committees.

**The Recipient shall:**

* Prepare a *List of Potential TAC Members* that includes the names, companies or organizations, physical and electronic addresses, and phone numbers of potential members. The list will be discussed at the Kick-off meeting at which time the CAM will provide input on the TAC member list, and a schedule for recruiting members and holding the first TAC meeting will be developed.
* Recruit TAC members. Ensure that each individual understands member obligations and the TAC meeting schedule developed in subtask 1.12.
* Prepare a *List of TAC Members* once all TAC members have committed to serving on the TAC.
* Submit *Documentation of TAC Member Commitment* (such as Letters of Acceptance) from each TAC member.

Products:

* List of Potential TAC Members
* List of TAC Members
* Documentation of TAC Member Commitment

**Subtask 1.12 TAC Meetings**

The goal of this subtask is for the TAC to provide strategic guidance for the project by participating in regular meetings, which may be held via teleconference.

**The Recipient shall:**

* Discuss the TAC meeting schedule with the CAM at the Kick-off meeting. Determine the number and location of meetings (in-person and via teleconference) in consultation with the CAM.
* Prepare a *TAC Meeting Schedule* that will be presented to the TAC members during recruiting. Revise the schedule after the first TAC meeting to incorporate meeting comments.
* Prepare a *TAC Meeting Agenda* and *TAC Meeting* *Back-up Materials* for each TAC meeting.
* Organize and lead TAC meetings in accordance with the TAC Meeting Schedule. Changes to the schedule must be pre-approved in writing by the CAM.
* Prepare *TAC Meeting Summaries* that include any recommended resolutions of major TAC issues.

**The TAC shall:**

* Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
* Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.
* Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
* Advocate on behalf of the project in its effort to build partnerships, governmental support and relationships with a national spectrum of influential leaders.
* Ask probing questions that insure a long-term perspective on decision-making and progress toward the project’s strategic goals.
* Review and provide comments to proposed project performance metrics.

**Products:**

* TAC Meeting Schedule (draft and final)
* TAC Meeting Agendas (draft and final)
* TAC Meeting Back-up Materials
* TAC Meeting Summaries

**Subtask 1.13 Project Performance Metrics**

The goal of this subtask is to finalize key performance targets for the project based on feedback from the TAC and report on final results in achieving those targets. The performance targets should be a combination of scientific, engineering, techno-economic, and/or programmatic metrics that provide the most significant indicator of the research or technology’s potential success.

**The Recipient shall:**

* Complete and submit the project performance metrics section of the *Initial Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task, to the CAM.
* Present the draft project performance metrics at the first TAC meeting to solicit input and comments from the TAC members.
* Develop and submit a *TAC Performance Metrics Summary* that summarizes comments received from the TAC members on the proposed project performance metrics. The *TAC Performance Metrics Summary* will identify:
  + TAC comments the Recipient proposes to incorporate into the *Initial Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task.
  + TAC comments the Recipient does not propose to incorporate with and explanation why.
* Develop and submit a *Project Performance Metrics Results* document describing the extent to which the Recipient met each of the performance metrics in the *Final Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task.
* Discuss the *Project Performance Metrics Results* at the Final Meeting.

**Products:**

* TAC Performance Metrics Summary
* Project Performance Metrics Results

1. **TECHNICAL TASKS**

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

**TASK 2 [Enter Name]**

The goal of this task is to *OR* The goals of this task are to [Complete the sentence with a brief description of the task goal(s). Limit to **one to three sentences. Use brief sentences**].

**The Recipient shall:**

* [List each activity the Recipient will perform in this task.
* Use a bulleted list unless there is only one activity.
* Organize activities sequentially.
* Begin with a verb that describes the activity the Recipient will perform (e.g., “Prepare a Diagnostic Software Report”).
* **Capitalize and *italicize*** the name of each product. All technical tasks should include product(s). A “product” is an item the Recipient submits to the CEC such as a report, summary, plan, or presentation materials, and not an activity.
* Give the product a **brief, descriptive name** and **describe the content** of written products such as reports (see examples below).
* If the project involves a test, one of the products should be a Test Plan. The plan may describe test objectives, procedures, conditions, facilities, and equipment.]
* [TBD]

**Products:**

* [Include the name of **each product** listed in “The Recipient shall” section above. **Capitalize** product names, but **do not italicize** them.]

**Examples:**

**TASK X preliminary engineering design**

The goal of this task is to complete preliminary design of the dock facility using the Feasibility Analysis of the underutilized port terminal. The preliminary design will be completed at a level to begin environmental review and project permitting. During this task a strategy will be implemented to engage original equipment manufacturers, offshore wind energy developers, workforce, communities adjacent to the port, with an emphasis on disadvantaged and under-resourced communities.

**The Recipient shall:**

* Prepare a *15-percent Engineering Design*:
  + Meets technology specifications
  + Preliminary cost estimates
* Create an *Engagement Strategy* to receive input on preliminary engineering designs:
  + The identification of original equipment manufacturers of floating offshore wind platforms
  + The identification of offshore wind energy developers
  + The identification of communities adjacent to the port, including disadvantaged and under-resourced communities.
  + A communication plan that seeks input on the preliminary engineering design
* Prepare a *30-percent Engineering Design* and *Summary Report*:
  + 30-percent Engineering Design
  + High-level *Summary Report* discussing:
    - Process and results of the 30-percent engineering design
    - Level of preparedness for environmental review
    - List of permits that will be required
    - Technical issues
    - Lessons learned for this phase in the project
* Submit the *15-percent Engineering Design* to the CAM for feedback and incorporate changes as requested in the *30-percent Engineering Design*.
* Submit the draft *Engagement Strategy* to the CAM for feedback and incorporate changes as requested in the final *Engagement Strategy*.
* Submit the *30-percent Engineering Design* to the CAM noting how feedback on the *15-percent Engineering Design* is incorporated.
* Prepare a *CPR Report* in accordance with subtask 1.3 (CPR Meetings).
* Participate in a CPR meeting.

**Products:**

* Final 15-percent Engineering Design
* Engagement Strategy (draft and final)
* Final 30-percent Engineering Design
* CPR Report

**TASK [TBD-1]: EVALUATION OF PROJECT BENEFITS *(Mandatory task)***

The goal of this task is to report the benefits resulting from this project.

**The Recipient shall:**

* Complete *the Initial Project Benefits Questionnaire*. The Initial Project Benefits Questionnaire shall be initially completed by the Recipient with ‘Kick-off’ selected for the ‘Relevant data collection period’ and submitted to the CAM for review and approval.
* Complete the *Annual Survey* by January 31st of each year. The Annual Survey includes but is not limited to the following information:
  + Project progress
  + New media and publications
  + Follow-on funding and awards received
* Complete the *Final Project Benefits Questionnaire*. The Final Project Benefits Questionnaire shall be completed by the Recipient with ‘Final’ selected for the ‘Relevant data collection period’ and submitted to the CAM for review and approval.
* Respond to CAM questions regarding the questionnaire drafts.

**Products:**

* Initial Project Benefits Questionnaire
* Annual Survey(s)
* Final Project Benefits Questionnaire

1. **Project schedule**

Please see the attached Excel spreadsheet.

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. [↑](#footnote-ref-2)