

DOCKETED

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ATTACHMENT 03
Scope of Work Template
Name of Applicant/Recipient

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 above in blue.

I. TASK ACRONYM/TERM LISTS

A. 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	Task Name
1		General Project Tasks
2		[TBD, add tasks as necessary]
[TBD-1]		Community Engagement Plan
[TBD-2]		Workforce Development Plan

B. 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
CBO	Community Based Organization
CEC	California Energy Commission
CPR	Critical Project Review

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

A. 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 vegetation management to reduce wildfire risk in high-threat areas.

B. Problem/ Solution Statement

Problem

Describe the resiliency problem that the project will address (e.g., disproportionate outages in project area, aging infrastructure, cost barriers, high fire threat). Explain why the problem has

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.

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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: Climate change has increased extreme fire risk, which increases the likelihood of power outages. Vegetation management in this community is imperative to help prevent the combustion of vegetation in the event of a downed line or other malfunction.

Solution

Describe how the project will solve the problem described above and technological advancement and breakthroughs to overcome barriers to the achievement of the State of California's statutory energy goals by [describe how the project will result in these benefits] Limit to **four paragraphs**. Use **brief sentences**.

Example: The Recipient proposes an enhanced vegetation management program that reduces the threat of extreme wildfire events. Using a series of crews and arborists, the program will reduce vegetation such as trees, shrubs, and grasses that build up near power lines. These personnel will clear small trees, brush, and dead vegetation and trim large trees.

C. 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]

Example:

The goals of this Agreement are to:

- Reduce wildfire risk through vegetation management programs.
- Provide resiliency benefits of safe and reliable energy to communities with high wildfire risk.
- Support California's clean energy policies by improving infrastructure resilience.
- Create vegetation management jobs with strong labor standards and protections.

Community Benefits This Agreement will result in the community benefit[s] of [insert benefits here such as increased employment, reduced fire risk, increased fire resilience, lower electricity costs, decreased outage frequency, increased access to emergency services] by [describe how the project will result in these benefits, in **one to two brief paragraphs**].

Workforce Development This Agreement will create workforce development benefits by [describe workforce development activities here]. These activities will [describe how the project will result in these benefits, in **one to two brief paragraphs**].

Agreement Objectives

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 project metrics that are relevant to the project.]

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- [TBD]

Example: The objectives of this Agreement are to:

- Reduce the potential for fire-related electrical outages by clearing vegetation for 2400 miles of transmission and distribution lines.
- Hire and train seven new full-time positions for ongoing vegetation management.
- Educate the surrounding communities about emergency preparedness, resources, and best practices by way of 15 outreach sessions and visits to local schools.

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

III. TASK 1 GENERAL PROJECT TASKS

PRODUCTS

Subtask 1.1 Products

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

The Recipient shall:

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

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

For products that require a final version only

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

For all products

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

Instructions for Submitting Electronic Files and Developing Software:

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

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

- Data sets will be in MS Access or MS Excel file format (version 2007 or later), or any other format approved by the CAM.
 - Text documents will be in MS Word file format, version 2007 or later.
 - Project management documents will be in Microsoft Project file format, version 2007 or later or any other format approved by the CAM.
- **Software Application Development**
- Use the following standard Application Architecture components in compatible versions for any software application development required by this Agreement (e.g., databases, models, modeling tools), unless the CAM approves other software applications such as open source programs:
- Microsoft ASP.NET framework (version 3.5 and up). Recommend 4.0.
 - Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5.
 - Visual Studio.NET (version 2008 and up). Recommend 2010.
 - C# Programming Language with Presentation (UI), Business Object and Data Layers.
 - SQL (Structured Query Language).
 - Microsoft SQL Server 2008, Stored Procedures. Recommend 2008 R2.
 - Microsoft SQL Reporting Services. Recommend 2008 R2.
 - XML (external interfaces).

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

MEETINGS

Subtask 1.2 Kick-off Meeting

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

The Recipient shall:

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

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

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

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- Match fund documentation (subtask 1.7);
- Permit documentation (subtask 1.8);
- Subcontracts (subtask 1.9); and
- Any other relevant topics.

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

- The CAM's expectations for accomplishing tasks described in the Scope of Work;
 - An updated Project Schedule;
 - Technical products (subtask 1.1);
 - Progress reports (subtask 1.5);
 - Final Report (subtask 1.6);
 - Any other relevant topics.
- Provide *Kick-off Meeting Presentation* to include but not limited to:
 - Project overview (i.e., project description, goals and objectives, technical tasks, expected benefits)
 - Project schedule that identifies milestones
 - List of potential risk factors and hurdles, and mitigation strategy
 - Provide an *Updated Project Schedule, Match Funds Status Letter, and Permit Status Letter*, as needed to reflect any changes in the documents.

The CAM shall:

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

Recipient Products:

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

CAM Product:

- Kick-off Meeting Agenda

Subtask 1.3 Critical Project Review (CPR) Meetings

The goal of this subtask is to determine if the project should continue to receive CEC funding, and if so whether any modifications must be made to the tasks, products, schedule, or budget. CPR meetings provide the opportunity for frank discussions between the CEC and the Recipient. As determined by the CAM, discussions may include project status, challenges, successes, report preparation, and progress on Community Engagement and Workforce Development activities. Participants will include the CAM and the Recipient and may include the CAO and any other individuals selected by the CAM to provide support to the CEC.

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

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

The Recipient shall:

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

The CAM shall:

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

Recipient Products:

- CPR Report(s) and/or Presentation(s)

CAM Products:

- CPR Agenda(s)
- Progress Determination

Subtask 1.4 Final Meeting

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

The Recipient shall:

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

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

- The technical portion of the meeting will involve the presentation of project results and benefits (including Project Metrics as cited in Attachment 10), challenges experienced, and recommended next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
- The administrative portion of the meeting will involve a discussion with the CAM and the CAO of the following Agreement closeout items:
 - Disposition of any procured equipment.
 - The CEC's request for specific "generated" data (not already provided in Agreement products).
 - Any "Surviving" Agreement provisions such as repayment provisions and confidential products.
 - Final invoicing and release of retention.
- Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Recipient and Commission staff during the meeting.
- Prepare a *Schedule for Completing Agreement Closeout Activities* if deemed necessary by the CAM.
- Provide copies of *All Final Products* on a USB memory stick, or via a secure File Transfer Protocol (FTP) site, organized by the tasks in the Agreement.

Products:

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

REPORTS AND INVOICES

Subtask 1.5 Project Management Reports and Invoices

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

The Recipient shall:

- Submit a *Quarterly Progress Report* (QPR) to the CAM. Each progress report must:
 - Detail progress made on all Agreement activities as specified in the Scope of Work for the preceding quarter, including baseline budget and incurred cost, milestones (as defined in the Project Schedule, Attachment 04), build metrics, and risk management activities.
 - QPRs must be submitted no later than 15 days after the end of the Federal Fiscal Quarter.
 - See the [Quarterly Progress Report Format Attachment and Instructions for the required specifications](#):
 - [Quarterly Progress Report Instructions](https://www.energy.ca.gov/media/9027):
<https://www.energy.ca.gov/media/9027>
 - [Quarterly Progress Report Template](https://www.energy.ca.gov/media/9028):
<https://www.energy.ca.gov/media/9028>
- Submit a monthly or quarterly *Invoice* that follows the instructions in the "Payment of Funds" section of the terms and conditions, including a financial report on Match Funds and in-state expenditures.

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Products:

- Quarterly Progress Reports
- Invoices

Subtask 1.6 Final Report

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

Subtask 1.6.1 Final Report Outline

The Recipient shall:

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

Recipient Products:

- Final Report Outline (draft and final)

CAM Product:

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

Subtask 1.6.2 Final Report

The Recipient shall:

Prepare a *Final Report* for this Agreement in accordance with the approved Final Report Outline, Energy Commission Style Manual, and Final Report Template provided by the CAM. Report elements that may be required are as follows:

- Cover page
- Credits page on the reverse side of cover with legal disclaimer
- Acknowledgements page
- Preface
- Abstract, keywords, and citation page
- Table of Contents
- Executive summary
- Body of the report
- References
- Glossary/Acronyms
- Bibliography
- Appendices
- Attachments
- Submit a draft of the report to the CAM for review and comment. The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt.
- Incorporate all CAM comments into the *Final Report*. If the Recipient disagrees with any

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comment, provide a *Written Responses to Comments* explaining why the comments were not incorporated into the final product.

- Submit the revised *Final Report* electronically with any *Written Responses to Comments* within 10 days of receipt of CAM's *Written Comments* on the *Draft Final Report*, unless the CAM specifies a longer time period or approves a request for additional time.

Products:

- Draft Final Report
- *Written Responses to Comments (if applicable)*
- Final Report

CAM Product:

- *Written Comments on the Draft Final Report*

MATCH FUNDS, PERMITS, AND SUBCONTRACTS

Subtask 1.7 Match Funds

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

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

The Recipient shall:

- Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement.

Provide in the letter:

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

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- Provide a *Supplemental Match Funds Notification Letter* to the CAM of receipt of additional match funds.
- Provide a *Match Funds Reduction Notification Letter* to the CAM if existing match funds are reduced during the Agreement. Reduction of match funds may trigger a CPR meeting, or, if federal requirements are violated by the reduction, cancellation of the Agreement.

Products:

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

Subtask 1.8 Permits

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

The Recipient shall:

- Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If no permits are required at the start of this Agreement, then state this in the letter. If permits will be required during the Agreement, provide in the letter:
 - A list of the permits that identifies: (1) the type of permit; and (2) the name, address, and telephone number of the permitting jurisdictions or lead agencies.
 - The schedule the Recipient will follow in applying for and obtaining the permits.
- The list of permits and the schedule for obtaining them will be discussed at the Kick-off meeting (subtask 1.2), and a timetable for submitting the updated list, schedule, and copies of the permits will be developed. The impact on the project if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in progress reports and will be a topic at CPR meetings.
- If during the Agreement additional permits become necessary, then provide the CAM with an *Updated List of Permits* (including the appropriate information on each permit) and an *Updated Schedule for Acquiring Permits*.
- Send the CAM a *Copy of Each Approved Permit*.
- If during the Agreement permits are not obtained on time or are denied, notify the CAM within 5 days. Either of these events may trigger a CPR meeting.

Products:

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

Subtask 1.9 Subcontracts

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

The Recipient shall:

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

Products:

- Subcontracts (*draft if required by the CAM*)

Subtask 1.10 Project Metrics

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

The Recipient shall:

- Complete and submit the *Project Metrics and Impact Report* to the CAM prior to October 15 of each project year. Each Program Metrics and Impact Report must:
- Detail baseline impact metrics (performance measures), current fiscal year impact metrics (performance measures), job creation and training, workforce demographics, and community engagement activities and events.
- See the Project Metrics and Impact Report Format Attachment and Instructions for the required specifications:
 - [Annual Program Metrics and Impact Report Instructions:](https://www.energy.ca.gov/media/9029)
<https://www.energy.ca.gov/media/9029>
 - [Annual Program Metrics and Impact Report Template:](https://www.energy.ca.gov/media/9030)
<https://www.energy.ca.gov/media/9030>
- Develop and submit a *Project Metrics Results* document describing the extent to which the Recipient met each of the initial performance metrics as described in Project Metrics - Attachment 10.
- Discuss the *Project Performance Metrics Results* at the Final Meeting.

Products:

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

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IV. 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.]

Example:

TASK X – VEGETATION CLEARING AND MAINTENANCE PLANNING TO REDUCE HAZARDS ON LINE 34

The goal of this task is cut back and clear vegetation along Line 34 in Fake County to reduce the risk of fire ignition and other hazards that may cause or contribute to electrical outages. During this task, a *10 Year Vegetation Management Plan* will be developed to plan for more aggressive vegetation management in the future.

The Recipient shall:

- Use equipment owned by the company to clear vegetation.
- Take notes on each area of line cleared to contribute to a *10 Year Vegetation Management Plan*.
- Develop a revised *10 Year Vegetation Management Plan* to cover at least 10 years of maintenance post-project.
- Follow industry best practices for vegetation management in mountainous regions as per Jane Expert’s guide to reducing fire risk.
- Take before and after pictures or video for each area of line cleared.

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Products:

- 10 Year Vegetation Management Plan
- Before and after photos

TASK [TBD-1]: COMMUNITY ENGAGEMENT PLAN (*Mandatory task*)

The goal of this task is to plan and execute community engagement activities and report on benefits and metrics identified in Project Metrics, Attachment 10.

The Recipient shall:

Develop and submit a *Community Engagement Plan* in coordination with a community-based organization or Tribe, which outlines the planned community engagement activities and summarizes the qualitative and quantitative impacts of community engagement. The plan should include a timeline, locations, role of the CBO or Tribe, type of engagement and method, and so on.

Conduct all activities listed in the *Community Engagement Plan* and provide a copy of any relevant *Engagement Materials* to the CAM.

- Invite CAM to community engagement activities as deemed appropriate.
- Provide at least (6) six *High Quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) of community engagement activities.
- [Add additional items as needed.](#)

Products:

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

TASK [TBD-2] WORKFORCE DEVELOPMENT PLAN (*Mandatory task*)

The goal of this task is to develop and execute a workforce development plan that will attract, train, and retain a skilled workforce through [\[insert program/activity, e.g. registered apprenticeships, joint labor management training programs, partnerships with training providers\]](#) for durable careers energy industry. [Expand as appropriate.](#)

The Recipient Shall:

- Develop and submit a *Workforce Development Plan* which outlines the planned activities the recipient will conduct and the roles of all participants and partners; summarizes the quantitative and qualitative impacts of the activities; and includes a timeline of activities with locations, remote options, and so on.
- Implement activities identified in the *Workforce Development Plan*.
- Submit copies of any *Training and Promotional Materials*.
- Provide at least (6) six *High Quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) of [\[insert workforce development activities.\]](#)
- [Expand as necessary to align with project proposal, and all attachments.](#)

Products:

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

TASK [TBD-3]: 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 *Annual Survey* by January 31st of each year.
- Complete and update the project profile on the CEC's public online project and recipient directory, and provide *Documentation of Project Profile* on the [Energize Innovation website](http://www.energizeinnovation.fund) (<http://www.energizeinnovation.fund>), including the profile link.
- If the Prime Recipient is an Innovation Partner on the project, complete and update the organizational profile on the CEC's public online project and recipient directory on the [Energize Innovation website](http://www.energizeinnovation.fund) (<http://www.energizeinnovation.fund>), and provide *Documentation of Organization Profile* on <http://www.energizeinnovation.fund>, including the profile link.

Products:

- Annual Survey(s)
- Documentation of Project Profile on <http://www.energizeinnovation.fund>
- Documentation of Organization Profile on <http://www.energizeinnovation.fund>

V. PROJECT SCHEDULE

Please see the attached Excel spreadsheet.