

EXHIBIT A

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DEFINITION OF ACRONYMS/TERMS

Included in the table below are important acronyms and terms used throughout this Scope of Work (SOW).

ACRONYM/ TERM	DEFINITION
ADA	Americans with Disabilities Act
ARRA	American Recovery and Reinvestment Act of 2009
CAM	Commission Agreement Manager
CCEC	California Climate and Energy Collaborative program
CEC	California Energy Commission
CPR	Critical Project Review
DOE	Department of Energy (United States)
EECBG	Energy Efficiency and Conservation Block Grant
2021 EECBG	IIJA funding made available in 2021 under the EECBG
EV	Electrical Vehicle
FARC	Federal Assistance Reporting Checklist
GHG	Greenhouse Gas
GIS	Geographic Information System
HVAC	Heating, Ventilation, and Air Conditioning
IIJA	Infrastructure Investment and Jobs Act
IEPR	Integrated Energy Policy Report
LGBDC	Local Government Building Decarbonization Challenge
MS	Microsoft
MuniEV	Municipal Electric Vehicle Charging Infrastructure
PDF	Adobe Portable Document Format
PRC	Public Resources Code
RFP	Request for Proposals
Roadmap	Existing Building Decarbonization Roadmap
SOW	Scope of Work
SBC	Sierra Business Council
Sierra CAMP	Sierra Climate Adaptation and Mitigation Partnership
State	State of California
Subrecipient	Town of Truckee

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ACRONYM/ TERM	DEFINITION
Town	Town of Truckee
WET	Workforce Education & Training Program

PURPOSE

The purpose of this agreement is to provide the Town of Truckee (Subrecipient) with funding for the following eligible project activities:

- Community building decarbonization planning.
- Municipal building decarbonization planning.
- Developing local codes, ordinances, and voluntary decarbonization measures.
- Building decarbonization related workforce development activities.

PROBLEM STATEMENT

The Subrecipient is a small, rural community in the snowy Sierra Nevada mountains. Due to its cold winters and high heating need, building energy use is by far the largest share of its community-wide greenhouse gas (GHG) emissions. With adopted Council Strategic Priorities supporting GHG reduction, as well equity and inclusion, the Subrecipient is committed to pursuing an equitable decarbonization strategy that protects workforce housing, improves community resilience, and enhances quality of life for all community members.

This project has four (4) components:

- 1. Community Building Decarbonization Planning** – Grant funds will support the two (2) following projects:
 - a. Existing Building Decarbonization Analysis:** As part of its recently adopted Climate Action Plan, the Town of Truckee (Town) committed to developing an Existing Building Decarbonization Roadmap (Roadmap). This Roadmap will leverage an analysis of the Town's building stock, energy uses, and permit data to recommend specific strategies to support decarbonization of existing residential and non-residential buildings. Grant funds would support a consultant study to identify appropriate cold climate technologies, provide in-depth cost and funding gap analysis, and develop an equitable decarbonization funding strategy to support implementation of measures identified in the Roadmap.
 - b. Energy Resilience Plan:** Energy resilience is a key part of addressing building decarbonization in the Truckee-Tahoe region, as climate impacts are expected to result in more frequent and severe power outages due to wildfires and winter storms. Grant funds will support

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development of an energy resilience plan to determine the combination of strategies at the community level, building level, and household level that can best support Truckee through various outage scenarios. The goal is to improve community resilience to grid outages, catalyze electrification of local residential and commercial buildings, and reduce reliance on GHG-intensive backup power sources like diesel generators.

2. **Municipal Building Decarbonization Planning** – Grant funds will support the two (2) following projects:

a. Municipal Building Decarbonization Plan: This project will support planning for decarbonization of building systems at Town facilities. The Town has engaged a consultant to develop a municipal GHG emissions dashboard that provides detailed insight into facility energy use. With this information in hand, the Town has identified the three (3) most energy-intensive facilities. This project will fund development of a plan to reduce GHG emissions from these facilities, including recommending and prioritizing retrofit measures, estimating equipment and labor costs, and calculating expected GHG emissions reductions.

b. MuniEV Plan: The Town's Municipal Electric Vehicle Infrastructure Plan (MuniEV) Project is expected to reduce emissions by expanding electric vehicle (EV) charging infrastructure for the Town's municipal fleet, as well as for employees at the Town's municipal buildings. The MuniEV Plan will determine the most appropriate locations for and types of EV charging stations at the two (2) major Town municipal facilities: Town Hall and the Public Service Center. The project will conduct site assessments for these locations, including but not limited to: site size and layout, site accessibility, assessment of existing electrical infrastructure capacity and load demands, estimation of required charger capacity and associated electrical demand for current and future charging needs, and any other data relevant to planning the increase of electric load in support of EV chargers. The site analysis will also evaluate potential for sites to reduce climate impacts and meet the Americans with Disabilities Act (ADA) accessibility standards. The Final MuniEV Plan will include preliminary site plans as well as a proposed phasing plan.

3. **Codes, Ordinances, and Voluntary Measures:** The Town has been working with local stakeholders to investigate options for ordinances and voluntary programs to decarbonize new and existing buildings. Based on direction from the Town Council of which measures to pursue further, this project will fund consultant-developed feasibility studies, support additional stakeholder and community engagement, and develop ordinance language or a program SOW.

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- 4. Workforce Development:** One (1) of the primary impediments to local building decarbonization in Town is a severe lack of local contractors skilled in performing electrification upgrades. The Subrecipient has partnered with the Sierra Business Council (SBC), a local nonprofit, to develop a workforce education and training pilot program aimed at accelerating building electrification that serves the Truckee-Tahoe region. This pilot program was developed with private funding; grant funds would be used to extend this training program beyond its current end date in Spring of 2025.

BACKGROUND

The Warren-Alquist State Energy Resources Conservation and Development Act, Public Resources Code (PRC) section 25000 et seq., established the California Energy Commission (CEC) as California's primary energy policy and planning agency. The Local Government Building Decarbonization Challenge (LGBDC) solicitation was designed, in part, to advance a portion of the strategies identified in the *2021 California Building Decarbonization Assessment*¹, which was developed in response to Assembly Bill 3232 (Friedman, Chapter 373, Statutes of 2018) and advances the policy recommendations contained in the *2021 Integrated Energy Policy Report (IEPR), Volume I: Building Decarbonization*².

In addition, the LGBDC aligns with and advances the requirements of a history of climate and energy legislation including: The 100 Percent (100%) Clean Energy Act of 2018, Senate Bill 100 (de León, Chapter 312, Statutes of 2018); Senate Bill 32 (Pavley, Chapter 249, Statutes of 2016); Senate Bill 350 (de León, Chapter 547, Statutes of 2015); and Assembly Bill 32 (Nunez, Chapter 488, Statutes of 2006).

Local governments play a critical role in helping California (State) meet its energy and climate goals, as they have a unique connection with their constituents and authority over local building and land use decisions. Many local governments have developed long term plans to address energy and climate issues. In fact, 42 percent (42%) of local governments in the State have a climate, energy, or sustainability plan to address GHG emissions. These action plans propose individual solutions to match the community's values and engage and mobilize the public.

The United States Department of Energy's (DOE) Energy Efficiency and Conservation Block Grant (EECBG) program was originally created by the Federal Energy Independence and Security Act of 2007 and expanded under the American Recovery and Reinvestment Act of 2009 (ARRA). New funding was allocated to the

1 Kenney, Michael, Nicholas Janusch, Ingrid Neumann, and Mike Jaske. 2021. [California Building Decarbonization Assessment](https://www.energy.ca.gov/publications/2021/california-building-decarbonization-assessment). CEC. Publication Number: CEC-400-2021-006-CMF. <https://www.energy.ca.gov/publications/2021/california-building-decarbonization-assessment>.

2 Kenney, Michael, Jacob Wahlgren, Kristina Duloglo, Tiffany Mateo, Danuta Drozdowicz, and Stephanie Bailey. 2022. [Final 2021 Integrated Energy Policy Report, Volume I: Building Decarbonization](https://efiling.energy.ca.gov/GetDocument.aspx?tn=241599). CEC. Publication Number: CEC-100-2021-001-V1. <https://efiling.energy.ca.gov/GetDocument.aspx?tn=241599>

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program in 2021 under the Infrastructure Investment and Jobs Act (IIJA) with the broad goals to reduce carbon emissions and energy use, improve energy efficiency, and increase community investment and local workforce development. IIJA funding made available in 2021 under the EECBG (2021 EECBG) allocated funds directly to state and certain local jurisdictions that met program criteria.

OBJECTIVES OF THE AGREEMENT

The objectives of this agreement are as follows:

- Establish lines of communication and procedures for implementing this agreement.
- Detail all requirements for successful completion of the awarded project and any associated activities.
- Project Activity #1: Community Building Decarbonization Planning – Existing Building Decarbonization Analysis Energy Resilience Plan.
- Project Activity #2: Community Building Decarbonization Planning – Energy Resilience Plan.
- Project Activity #3: Municipal Building Decarbonization Planning – Municipal Building Decarbonization Plan.
- Project Activity #4: Municipal Building Decarbonization Planning – MuniEV Plan.
- Project Activity #5: Codes, Ordinances, and Voluntary Measures –Building Decarbonization Program or Policy Development.
- Project Activity #6: Workforce Development – Workforce Education & Training (WET) Program.

DRAFT AND FINAL PRODUCTS/REPORTS

When creating reports, the Subrecipient shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (CAM) or designated project contact, the following:

- [Energy Commission Style Manual: Fourth Edition](https://www.energy.ca.gov/sites/default/files/2021-04/CEC-180-2020-001.pdf) located at (https://www.energy.ca.gov/sites/default/files/2021-04/CEC-180-2020-001.pdf).
- [Consultant Report Template](https://www.energy.ca.gov/media/2216) available for download at (https://www.energy.ca.gov/media/2216).

The CEC typically requires submission of products in an electronic format. If a hard copy product is required, each final hard copy product shall be delivered as one (1) original, reproducible, 8 ½” by 11”, camera-ready master in black ink, unless otherwise directed by the CAM or designated project contact. Illustrations and graphs shall be sized to fit an 8 ½” by 11” page and readable if printed in black and white.

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ELECTRONIC FILE FORMAT

The Subrecipient shall deliver an electronic copy of the full text in a compatible version of Microsoft (MS) Word (.doc or .docx).

Unless otherwise specified by the CAM or designated project contact, the following describes the accepted formats of electronic data and documents provided to the CEC as agreement products and establishes the computer platforms, operating systems, and application versions that will be required to review and approve all application products.

- Data sets shall be in MS Access, MS Excel, or another file format as specified by the CAM or designated project contact.
- Computer-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in Adobe Portable Document Format (PDF) file format, with the original file format provided as well.
- Project management documents shall be in a file format specified by the CAM or designated project contact.

PRIMARY TASKS

The major categories of work are divided into the following tasks:

TASK #	TASK NAME
1	General Project Tasks
2	Technical Tasks
3	Final Reporting

A. Task 1 – General Project Tasks

- **Subtask 1.1: Kick-Off Meeting**

The goal of this subtask is to establish the lines of communication and procedures for implementing this agreement. At the discretion of the CAM, this meeting may be held via conference call, MS Teams, or Zoom.

The CEC shall:

- Arrange the meeting, including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.
- Provide a quarterly progress report template following the kick-off meeting.

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The Subrecipient shall:

- Attend a “Kick-Off” meeting with the CAM, designated project contact, and any other CEC staff relevant to the agreement. The Subrecipient shall include its Project Manager and other individuals designated by the CEC in this meeting.
- This meeting will include a discussion of the administrative and technical aspects of this agreement, including the timing of the quarterly reporting periods.
- If necessary, prepare an updated Schedule of Products and Due Dates based on the decisions made in the kick-off meeting.

CEC Products:

- Kick-off meeting agenda
- Quarterly progress report template

Subrecipient Products:

- Updated Schedule of Products and Due Dates (if applicable)

• Subtask 1.2: Invoices and Reconciliation Reports

The goal of this subtask is to ensure accurate and timely payment for work performed under the agreement. See Terms and Conditions (Exhibits C and D) for more information on invoicing. Following signature and execution of the agreement, Subrecipient may request 50 percent (50%) of total awarded funds in advance by submitting an advance payment invoice to the CEC. Following full reconciliation of costs equal to, or more than, the initial 50 percent (50%) advance of awarded funds, the Subrecipient will have the option to submit a request for an additional advance of 25 percent (25%) of total awarded funds by submitting an advance payment invoice to the CEC. Following full reconciliation of all advance funds, the Subrecipient shall submit invoices, no more frequently than quarterly, for reimbursement of allowable costs.

The CEC shall:

- Provide an advance payment invoice template.
- Provide a reconciliation report template.
- Provide a standard invoice template.

The Subrecipient shall:

- Submit an advance payment invoice to request advance funds.
- To reconcile advance payments, prepare and submit reconciliation reports based on actual allowable costs incurred under this agreement in compliance with the Budget Worksheet (Exhibit B) and Terms and Conditions (Exhibits C and D). All reconciliation reports shall be

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submitted as frequently as quarterly and must be accompanied by a quarterly progress report as detailed in Subtask 1.3.

- Prepare and submit standard invoices for all reimbursable, allowable costs incurred performing tasks under this agreement in compliance with the Budget Worksheet (Exhibit B) and Terms and Conditions (Exhibits C and D). All invoices shall be submitted as frequently as quarterly and must be accompanied by a quarterly progress report as detailed in Subtask 1.3.
- Provide proof of payment for incurred costs when requested by the CAM or designated project contact.
- Following CAM approval of all products and the Final Report detailed in Task 3, submit a final invoice to receive the ten percent (10%) of funds held as retention.

CEC Products:

- Advance payment invoice template
- Reconciliation report template
- Standard invoice template

Subrecipient Products:

- First advance payment invoice (if applicable)
- Second advance payment invoice (if applicable)
- Quarterly reconciliation reports
- Quarterly standard invoices
- Proof of payment for incurred costs (if applicable)
- Final retention invoice

- **Subtask 1.3: Quarterly Progress Reports**

The goal of this subtask is to verify satisfactory and continued progress toward achieving the objectives of this agreement on time and within budget, as well as to comply with all DOE reporting requirements.

The purpose of the quarterly progress report is to summarize activities performed during the current reporting period, identify activities planned for the next reporting period, identify issues that may affect performance and expenditures, and form the basis for determining whether costs incurred and reconciled against advance payments or submitted by accompanying invoices are consistent with work performed.

The Subrecipient shall be required to submit a progress report quarterly. If no invoices are submitted within the designated 90-day period, a progress report will still be required.

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The Subrecipient shall:

- Prepare quarterly progress reports that summarize all agreement activities conducted by the Subrecipient for the quarterly reporting period, including an assessment of the ability to complete the agreement within the current budget and on the planned schedule and any anticipated cost overruns or delays.
- The first quarterly progress report is due fifteen (15) calendar days after the end of the quarter in which the agreement was signed, and activities commenced.
- Each subsequent report is due (fifteen) 15 days following the end of each quarter, either accompanying an invoice or reconciliation report, or as a standalone report.
- Submit each progress report to the CAM or designated project contact within fifteen (15) calendar days after the end of the quarterly reporting period.
- Provide all information required by DOE, including, but not limited to, the Federal Assistance Reporting Checklist (FARC).

Subrecipient Products:

- Quarterly progress reports

- **Subtask 1.4: Critical Project Review Meetings**

The CAM may schedule Critical Project Review (CPR) Meetings as necessary at any time during the agreement term. The goal of CPR Meetings is to determine whether products are being met and evaluate project implementation progress to ensure projects are complete within the agreement term, as well as to identify any needed modifications to the tasks, products, schedule, or budget.

At the discretion of the CAM, CPR Meetings may be held via conference call, MS Teams, or Zoom. The CEC meeting participants may include the CAM, designated project contact, and other key CEC management and staff. The Subrecipient shall include its Project Manager, key personnel, and others designated by the CAM or designated project contact.

The CEC shall:

- Arrange the meeting, including scheduling the date and time. When scheduling, provide notice of at least ten (10) business days to the Subrecipient.
- Provide an agenda to all potential meeting participants prior to the CPR Meeting.

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- Provide a written determination on whether modifications are needed to the tasks, products, schedule, and/or budget for the remainder of the agreement.

The Subrecipient shall:

- Prepare a CPR Report that discusses the progress of the agreement towards achieving its goals and objectives. The Subrecipient shall submit these documents to the CAM or designated project contact at least five (5) business days prior to each CPR Meeting.
- Attend and participate in discussion at the CPR Meeting.

CEC Products:

- CPR Meeting Agenda(s)

Subrecipient Products:

- CPR Report(s)

• Subtask 1.5: Execute and Manage Subaward Agreements

The goal of this subtask is to ensure the Subrecipient executes and manages any subaward agreements necessary to complete the tasks required for the project and to provide quality products. Sub-subrecipients shall complete tasks under this agreement consistent with the Terms and Conditions (Exhibits C and D). In the event of failure of the sub-subrecipient or vendor to satisfactorily perform services, the Subrecipient shall recommend solutions to resolve the problem. This subtask will also provide the CEC an opportunity to review subaward agreements to ensure that the tasks are consistent with this agreement, and the budgeted expenditures are reasonable and consistent with the allowable costs detailed in the Budget Worksheet (Exhibit B).

The CEC shall:

- Review subaward agreements prior to execution and provide feedback to the Subrecipient, if applicable.
- Review applicable documents for additional subaward agreements identified as necessary to complete the project under this agreement and provide feedback to the Subrecipient, if applicable.

The Subrecipient shall:

- Identify all activities requiring subaward agreements to complete work under this agreement, as well as the specific sub-subrecipients for each, pursuant to the approved project as described in this SOW.
- Prior to execution, submit a copy of each subaward agreement to the CAM for review, if requested.
- Execute agreements with sub-subrecipients.

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- Submit copies of all final executed subaward agreements, if requested by the CAM.
- Manage and coordinate sub-subrecipient and vendor activities.
- Enforce sub-subrecipient and vendor agreement provisions.
- In the event of sub-subrecipient or vendor failure to perform, recommend solutions to resolve the problem.
- If additional sub-subrecipients or vendors are identified as necessary to complete the project work under this agreement, notify the CAM within ten (10) calendar days of identifying this need and provide information on related project activities. The CAM may request copies of any applicable documents.

Subrecipient Products:

- List of all sub-subrecipient, vendors, and activities requiring subaward agreements to complete work under this agreement
- Copies of draft subaward agreements for review, if requested by the CAM
- Copies of final executed subaward agreements, if requested by the CAM
- Copies of applicable documents for any additional sub-subrecipients identified as necessary to complete the project work under this agreement.

- **Subtask 1.6: Final Meeting**

The goal of this subtask is to discuss closeout of this agreement and review the project. At the discretion of the CAM, this meeting may be held via conference call, MS Teams, or Zoom.

The Subrecipient shall:

- Meet with CEC staff prior to the term end date of this agreement. The CAM will designate the specific location. The Subrecipient's Project Manager and the CAM will attend this meeting. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the agreement based on the information included in the Final Report detailed in Task 3.
- Prepare a written document of meeting agreements and unresolved activities.

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- Prepare a schedule for completing the closeout activities for this agreement, based on determinations made within the meeting.

Subrecipient Products:

- Written documentation of meeting agreements and unresolved activities
- Schedule for completing closeout activities.

B. Task 2 – Technical Project Tasks

Project Activity #1: Community Building Decarbonization Planning

Project 2.A: Existing Building Decarbonization Analysis

Develop a consultant-led study to supplement the Subrecipient's Roadmap by identifying appropriate cold-climate technologies, providing an in-depth cost and funding gap analysis, and developing an equitable decarbonization funding strategy to support implementation of measures identified in the Roadmap.

- **Subtask 2.A.1: Develop Request for Proposals (RFP) for Existing Building Decarbonization Analysis**

This RFP will solicit consultant support to assess funding gaps for implementation of building decarbonization measures identified in the Subrecipient's adopted Roadmap and develop an equitable funding strategy for implementation of near-term measures.

The Subrecipient shall:

- Develop and issue an RFP for consultant support for cost analysis, funding gap assessment, and development of an equitable funding strategy for measures outlined in the Roadmap.

Subrecipient Products:

- RFP for Existing Building Decarbonization Analysis

- **Subtask 2.A.2: Consultant Contract**

This contract will include development of the cost analysis and equitable funding strategy. At the discretion of the Subrecipient, the SOW may be expanded based on Subrecipient Council direction in development of the Roadmap, if funding and staff capacity permit.

The Subrecipient shall:

- Develop and execute a contract for existing building decarbonization analysis with a consultant selected through the RFP process in Subtask 2.A.3.

Subrecipient Products:

- Staff report
- Executed consultant contract.

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- **Subtask 2.A.3: Community Engagement**

Equity-driven community engagement is key to inform development of the funding strategy and implementation plan for the measures outlined in the Roadmap. Subrecipient staff will collaborate with the consultant to identify priority groups for targeted engagement and facilitate community conversations. Priority groups could include, but are not limited to, the following:

- Low-income residents (both owners and renters)
- Mobile home residents
- Spanish-speaking residents
- Short-term rental owners
- Homeowners participating in one (1) of the Subrecipient's workforce housing rental subsidy programs.

Goals of the community engagement process include assessing community knowledge of building electrification and other decarbonization measures, identifying barriers – real or perceived – to decarbonization, and identifying community priorities with respect to building decarbonization.

The Subrecipient shall:

- Identify priority groups for targeted engagement based on building typologies, tenure or occupancy, income levels, or other demographic characteristics.
- Develop community engagement strategy detailing engagement with the identified populations, capture their feedback, and use their input to guide program design.
- Facilitate and oversee targeted community engagement with priority groups.

Subrecipient Products:

- Summary of community engagement activities and input

- **Subtask 2.A.4: Draft Cost Analysis and Equitable Funding Strategy**

This draft document will assess the costs for implementation of high-priority measures outlined in the final Roadmap, assess funding gaps between measure costs and existing incentive or assistance programs, and identify funding strategies to allow for equitable implementation of high-priority building decarbonization measures for existing residential and commercial buildings. The draft document will incorporate community input from Subtask 2.A.3.

The Subrecipient shall:

- Prepare a draft cost analysis and equitable funding strategy document.

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Subrecipient Products:

- Draft cost analysis and equitable funding strategy document

- **Subtask 2.A.5: Final Cost Analysis and Equitable Funding Strategy**

The final cost analysis and equitable funding strategy document will create a plan for implementation of high-priority measures in the Roadmap and create an implementation plan for these measures as part of the FY 25/26-26/27 Council Strategic Priorities Workplan.

The Subrecipient shall:

- Prepare a final cost analysis and equitable funding strategy document.

Subrecipient Products:

- Final cost analysis and equitable funding strategy document

Project Activity #2: Community Building Decarbonization Planning

Project 2.B: Energy Resilience Plan

Develop an energy resilience plan to recommend specific community-level, building-level, and household-level strategies to improve community resilience to grid outages, with the goal of reducing both real and perceived barriers to building electrification and reducing reliance on fossil fuel-based backup power like diesel generators. Specific strategies include increased deployment of renewable distributed energy resources, battery backup systems, vehicle-to-building charging, and passive resilience measures such as weatherization and building envelope improvements.

- **Subtask 2.B.1: Develop RFP**

The Subrecipient shall:

- Develop an RFP for consultant support to develop an energy resilience plan for the Town that will identify the combination of community-level, building-level, and household-level strategies needed to support the community in various outage scenarios.

Subrecipient Products:

- RFP for Energy Resilience Plan

- **Subtask 2.B.2: Consultant Contract**

The Subrecipient shall:

- Develop a SOW based on consultant proposal received in Subtask 2.B.1.
- Develop a staff report and present it to Subrecipient Council for contract award.
- Execute a contract with the consultant selected through the RFP process.

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Subrecipient Products:

- Staff report
- Executed consultant contract.

- **Subtask 2.B.3: Energy Resilience Plan Scope**

The Subrecipient shall:

- Define the scope for the energy resilience plan, including identification of outage scenarios that will be assessed based on duration, scale, and other factors.
- Develop a community engagement plan.

Subrecipient Products:

- Energy resilience plan scope/outline
- Community engagement plan

- **Subtask 2.B.4: Conduct Research and Engagement**

The Subrecipient shall:

- Conduct background research to inform strategy recommendations in the plan, including an analysis of the Town's building stock and energy use data as necessary, a review of the Town's existing plans (climate action and adaptation plan, local hazard mitigation plan, etc.), and an assessment of local conditions and expected climate impacts.
- Conduct community engagement as outlined in the community engagement plan developed in Subtask 2.B.3.
- Compile preliminary research findings.

Subrecipient Products:

- Preliminary research findings

- **Subtask 2.B.5: Draft Energy Resilience Plan**

The Subrecipient shall:

- Provide consultant with feedback on preliminary research findings and results of community engagement.
- Provide direction on prioritization of energy resilience strategies to support plan development.
- Prepare a Draft Energy Resilience Plan.

Subrecipient Products:

- Draft Energy Resilience Plan

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- **Subtask 2.B.6: Staff Review of Draft Energy Resilience Plan**

The Subrecipient shall:

- Review the Draft Energy Resilience Plan and assess recommendations for prioritization of strategies.
- Provide consultant with necessary feedback to support development of a final plan.

Subrecipient Products:

- Staff feedback on Draft Energy Resilience Plan

- **Subtask 2.B.7: Final Energy Resilience Plan**

The Subrecipient shall:

- Oversee consultant development of a Final Energy Resilience Plan based on feedback from Subrecipient staff.

Subrecipient Products:

- Final Energy Resilience Plan

- **Subtask 2.B.8: Staff Recommendations**

The Subrecipient shall:

- Review Final Energy Resilience Plan and develop staff report to present the plan to the Subrecipient Council.
- Develop specific recommendations on next steps for Subrecipient Council consideration.

Subrecipient Products:

- Staff report with recommendations.

Project Activity #3: Municipal Building Decarbonization Planning

Project 2.C: Municipal Building Decarbonization Plan

Use information gleaned from the new municipal energy and GHG emissions dashboard to conduct a preliminary feasibility analysis and outline a plan for decarbonizing one (1) or more of the Subrecipient's most energy-intensive facilities.

- **Subtask 2.C.1: Develop RFP**

The Subrecipient shall:

- Develop an RFP for consultant support to develop a feasibility analysis and Municipal Building Decarbonization Plan.

Subrecipient Products:

- RFP for Municipal Building Decarbonization Study

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- **Subtask 2.C.2: Consultant Contract**

This contract scope will include a preliminary feasibility analysis and outline a plan for decarbonizing one (1) or more of the Subrecipient's most energy-intensive facilities.

The Subrecipient shall:

- Develop a SOW based on consultant proposal received in Subtask 2.C.1.
- Develop a staff report and present it to Subrecipient Council for contract award.
- Execute a contract with the consultant selected through the RFP process.

Subrecipient Products:

- Staff report
- Executed consultant contract.

- **Subtask 2.C.3: Draft Municipal Building Decarbonization Plan**

The consultant will utilize information gleaned from the new municipal energy and GHG emissions dashboard to conduct a preliminary feasibility analysis and outline a plan for decarbonizing one (1) or more of the Subrecipient's most energy-intensive facilities.

The Subrecipient shall:

- Review relevant documents and information, including data from the municipal energy and GHG dashboard and results from the 2016 municipal facility energy audit.
- Consider prioritization of facilities and decarbonization measures to support plan development.
- Development of a Draft Municipal Building Decarbonization Plan.

Subrecipient Products:

- Draft Municipal Building Decarbonization Plan

- **Subtask 2.C.4: Staff Review of Draft Municipal Building Decarbonization Plan**

Staff will evaluate the draft plan, assess recommendations for prioritization of facilities and decarbonization measures, and provide the consultant with the necessary feedback to support development of a final plan.

The Subrecipient shall:

- Review the Draft Municipal Building Decarbonization Plan and provide feedback to the consultant.

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Subrecipient Products:

- Staff feedback on Draft Municipal Building Decarbonization Plan
- **Subtask 2.C.5: Final Municipal Building Decarbonization Plan**

Based on feedback from Subrecipient staff, consultant will develop a Final Municipal Building Decarbonization Plan including feasibility assessment and cost analysis of selected measures.

The Subrecipient shall:

- Oversee consultant development of a Final Municipal Building Decarbonization Plan.

Subrecipient Products:

- Final Municipal Building Decarbonization Plan

Project Activity #4: Municipal Building Decarbonization Planning

Project 2.D: MuniEV Plan

The MuniEV Plan will reduce GHG emissions by planning for expanded EV charging infrastructure for the Subrecipient's municipal fleet, as well as for Subrecipient employees. This plan will determine the most appropriate locations for and types of EV charging stations for the Subrecipient's two (2) primary facilities: Town Hall and the Public Service Center. The project will conduct site assessments for these locations, including but not limited to site size and layout, site accessibility, assessment of existing electrical infrastructure capacity and load demands, and estimation of required charger capacity and associated electrical demand for current and future EV charging needs.

- **Subtask 2.D.1: Develop RFP for MuniEV Plan**

This RFP will solicit consultant support to assess existing EV charging inventory, deliberate future charging demands, and develop a proposed phasing plan to guide the Subrecipient's EV charging infrastructure development at two (2) key municipal facilities: Town Hall and the Public Service Center.

The Subrecipient shall:

- Develop and issue an RFP for consultant support for existing and future charging demands, assessment of electrical capacity, feasibility of resilience measures, cost analysis, and development of a MuniEV Plan, to include preliminary site design and recommended action plan.

Subrecipient Products:

- RFP for MuniEV Plan

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- **Subtask 2.D.2: Consultant Contract**

This contract will include all tasks required for the development of the MuniEV Plan. At the discretion of the Subrecipient, the SOW may be expanded based on Subrecipient Council direction in development of the MuniEV Plan, if funding and staff capacity permit.

The Subrecipient shall:

- Develop and execute a contract for development of the MuniEV Plan with a consultant selected through the RFP process in Subtask 2.D.1.

Subrecipient Products:

- Staff report: Contract award
- Executed consultant contract.

- **Subtask 2.D.3: Project Kick-Off and Consultant Meetings**

Establish a foundation of common expectations and facilitate regular communication with the consultant to ensure the MuniEV Plan development remains on schedule and aligned with the needs of the Subrecipient.

The Subrecipient shall:

- Participate in a kick-off meeting with the consultant to discuss the proposed SOW and schedule, identify any modifications, as well as discuss the Subrecipient's goals and available documents.
- Participate in project milestone meetings to discuss deliverables, gather input, and plan next steps with the consultant. Milestones will include, but not be limited to, a draft plan, preliminary site designs, and a final plan.

Subrecipient Products:

- Project work plan

- **Subtask 2.D.4: Data Review and Collection**

Gather and review of documents and data to establish a foundation of recent past efforts related to EV infrastructure at the Subrecipient's municipal facilities.

The Subrecipient shall:

- Gather and review documents and data including, but not limited to, existing geographic information system (GIS) data, the Subrecipient's Five-Year Capital Improvement Program, and available construction and building documents for the Public Service Center and Town Hall.
- Build a comprehensive database from which to analyze current and future EV infrastructure demands at the Public Service Center and Town Hall for both the municipal fleet and employee vehicles.

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Subrecipient Products:

- Summary report detailing the processes involved in creating the comprehensive database of current and future EV charging infrastructure needs

- **Subtask 2.D.5: Draft MuniEV Plan**

The Subrecipient shall:

- Develop a Draft MuniEV Plan to include the following:
 - Existing and future EV charging demands for municipal fleet.
 - Existing and future EV charging demands for employees, contractors, vendors, and visitors at Subrecipient buildings.
 - Identification of the number of chargers and recommendations on an appropriate mix of Level 2 or Level 3 chargers.
 - Evaluate the opportunity and feasibility of resilience measures such as integrated solar power or energy storage systems.
 - Assess electrical infrastructure needs to support charging sites, including existing electrical capacity and ability to support future charging demand.
 - Develop a data-driven approach to measure the success of the MuniEV Plan.
 - Provide Proposed Phasing Plan for implementation with SOW, schedule, preliminary site plans, and cost estimates.

Subrecipient Products:

- Draft MuniEV Plan

- **Subtask 2.D.6: Preliminary Site Plans and Cost Estimates**

The Subrecipient shall:

- Prepare preliminary site plans for each of the Public Service Center and Town Hall sites, including cost estimates, to be included in the Proposed Phasing Plan

Subrecipient Products:

- Preliminary site plans and cost estimates

- **Subtask 2.D.7: Final MuniEV Plan**

The Subrecipient shall:

- Prepare a Final MuniEV Plan.
- Develop a staff report for the Subrecipient Council.

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- Present the Final MuniEV Plan to Subrecipient Council for approval.

Subrecipient Products:

- Final MuniEV Plan
- Staff report for Subrecipient Council
- Presentation slide deck

Project Activity #5: Codes, Ordinances, and Voluntary Measures

Project 2.E: Building Decarbonization Program or Policy Development

This project will develop a building decarbonization program or policy. The specific type of ordinance or program will be determined based on the development of the Subrecipient's Roadmap and Reach Code Exploration process and will be prioritized based on Subrecipient Council direction.

- **Subtask 2.E.1: Develop RFP**

Develop an RFP for a consultant with technical expertise in building decarbonization measures to conduct feasibility studies, community engagement (prioritizing underserved and vulnerable populations in Town) and develop ordinance language or a SOW for a voluntary building decarbonization program.

The Subrecipient shall:

- Develop a SOW for consultant services.
- Develop and publish an RFP.
- Review proposals and select consultant for recommendation to Subrecipient Council.

Subrecipient Products:

- RFP for consultant support

- **Subtask 2.E.2: Consultant Contract**

The Subrecipient shall:

- Develop a SOW based on consultant proposal received in Subtask 2.E.1.
- Develop a staff report and present it to Subrecipient Council for contract award.
- Execute a contract with the consultant selected through the RFP process.

Subrecipient Products:

- Staff report: Contract award
- Executed consultant contract.

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- **Subtask 2.E.3: Initial Consultant Meeting**

The Subrecipient shall:

- Convene a project kick-off meeting with the selected consultant.
- Review SOW, project timeline, and expected deliverables.

Subrecipient Products:

- Kick-off meeting agenda and other meeting materials

- **Subtask 2.E.4: Develop Initial Program or Ordinance Scope**

The Subrecipient shall:

- Develop an initial scope for a building decarbonization program or ordinance.
- Jointly define key program details and focus areas.
- Identify key criteria to be investigated as part of a feasibility study or program recommendation.

Subrecipient Products:

- Initial program/ordinance scope

- **Subtask 2.E.5: Community Engagement**

Community engagement has been a key part of the building decarbonization planning process. Conduct interactive community meetings, surveys, and/or other engagement methods to solicit input on ordinance or program details.

The Subrecipient shall:

- Develop a Community Engagement Plan for building decarbonization.
- Facilitate community engagement on key program/ordinance details.
- Develop materials for community meetings and online engagement, including presentations, interactive displays, and/or surveys.
- Summarize community input.

Subrecipient Products:

- Community Engagement Plan for building decarbonization
- Summary of community input

- **Subtask 2.E.6: Draft Feasibility Study/Program Recommendations**

The Subrecipient shall:

- Prepare a draft feasibility study for an ordinance or building decarbonization program with recommendations on next steps for implementation.

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- Solicit feedback from community stakeholders on draft feasibility study and program recommendations.

Subrecipient Products:

- Draft feasibility study/program recommendation

- **Subtask 2.E.7: Final Feasibility Study/Program Recommendations**

The code amendments will be introduced to the Subrecipient Council at a public hearing and returned to the Council for adoption at a subsequent meeting.

The Subrecipient shall:

- Prepare a final feasibility study incorporating input from key community stakeholders.
- Develop a staff report for Subrecipient Council.
- Present the final feasibility study and program recommendations to the Subrecipient Council for approval.

Subrecipient Products:

- Final feasibility study/program recommendations
- Staff report for Subrecipient Council
- Subrecipient Council presentation slide deck

- **Subtask 2.E.8: Develop Ordinance Language or Program SOW**

Based on Subrecipient Council direction, consultant will develop one (1) of the following, depending on the type of building decarbonization initiative under consideration:

- Code language for Council consideration at a public hearing; or
- SOW for a voluntary building decarbonization program, suitable for inclusion in an RFP for program implementation.

The Subrecipient shall:

- Develop ordinance language or a program SOW.

Subrecipient Products:

- Ordinance language or program SOW

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Project Activity #6: Workforce Development

Project 2.F: WET Program

This project will increase the local electrification workforce through custom education and training in building electrification for the Truckee-Tahoe area. This project will be primarily implemented by two (2) sub-subrecipients, which are anticipated to be SBC and Balance Point Home Performance.

- **Subtask 2.F.1: Perform WET Outreach**

The goal of this subtask is to increase awareness of and enrollment at no-cost technical electrification training opportunities to local contractors.

The Subrecipient shall:

- Conduct outreach to local contractors, including plumbers; heating, ventilation, and air conditioning (HVAC) technicians; electricians; and general contractors via localized tactics, including direct mail, email, newsletters, in-person outreach, phone calls, social media, attending community events, and engagement with the Contractor's Association of Truckee Tahoe and the Truckee Chamber of Commerce.

Subrecipient Products:

- Outreach materials to increase awareness and engagement of local contractors into the Truckee-Tahoe Electrification WET Program.
- Registration list of enrolled contractors into the WET Program.

- **Subtask 2.F.2: Provide WET Programming**

The goal of this subtask is to enroll and upskill local contractors and installers with the knowledge and experience to install electrification equipment for space heating/cooling and water heating.

The Subrecipient shall:

- Oversee extension of the current Truckee-Tahoe Electrification WET Pilot Program for one (1) additional year to allow for more local contractors to be upskilled in electrification upgrades. The custom program goes beyond general electrification training modules to delve into the challenges faced with implementing heat pumps in the high snow load, winter conditions unique to the Truckee-Tahoe region. The pilot program was designed to meet the training needs of local contractors by offering a multimodal approach, layered with 1. On-demand, online courses; 2. In-person, hands-on classes; and 3. On-call mentorship.
 - Provide ten (10) two-hour online courses that are designed to be tailored to different contractor focus areas. The online courses

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will be updated each year and available through the summer of 2027.

- Provide three in-person classes that cover an overview of the online materials and allow for hands-on analysis of electrification installations. Each class session will be 1.5 days long and include online visits to an example retrofitted building.
- Provide 75 hours of mentorship access to training participants located in the region to guide contractors in navigating and troubleshooting on-the-ground projects.

Subrecipient Products:

- A description of each course.
 - A registration/participation list for each course.
 - A recorded online course (login information can be shared with the CEC, if desired).
 - An agenda and slide presentation.
 - A registration/participation list for each class.
 - A brief report with the number of requests for mentorship, number of participants, and topics of support provided.
- **Subtask 2.F.3: Contractor Connection to Electrification Projects**

The goal of this subtask is to connect contractors who successfully complete the WET Program to clients who intend to electrify their buildings.

The Subrecipient shall:

- Oversee program implementation to increase the potential for upskilled contractors to receive electrification projects in the Truckee-Tahoe region. Contractors who graduate from the WET Program will be listed on the Truckee-Tahoe Decarbonization Program's website as preferred contractors for the region. Additionally, through the program's electrification coaching service, SBC will provide one-on-one assistance to residents and business owners through the electrification process and connect them with qualified local contractors. The current pilot decarbonization program runs through the summer of 2025, and this grant-funded project will extend it through April 2027.
- Extended electrification coaching service that will connect qualified contractors with electrification projects.

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Subrecipient Products:

- Updated list of local electrification contractors on the Truckee-Tahoe Decarbonization Program website

- **Subtask 2.F.4: Project Administration & Management**

The goal of this task is to oversee the administration of the WET Program, manage the contractors participating in the Truckee-Tahoe WET Program, and share project successes to the surrounding region.

The Subrecipient shall:

- Coordinate with sub-subrecipients to provide administrative management of the WET Program and contractor training.
- Oversee sub-subrecipient provision of the necessary registration and project management to contractors engaged in the training program.
- Oversee sub-subrecipient reporting on program progress and ensure sub-subrecipients share all documentation required for grant reporting purposes.
- Coordinate with sub-subrecipients to share program results to surrounding communities and local governments through peer-to-peer learning at regional climate coalitions (Sierra Climate Adaptation and Mitigation Partnership [Sierra CAMP], Climate Transformation Alliance), newsletters/social media/press releases, and presentations at relevant climate conferences, such as the California Climate and Energy Collaborative (CCEC) Forum.

Subrecipient Products:

- Executed contracts for program administration and training.
- Program registration documentation and process to enroll interested contractors.
- Content, materials, and presentations to share program results, lessons learned, and achievements.

C. Task 3 – Final Reporting

- **Subtask 3.1: Final Report**

The goal of this subtask is to prepare a comprehensive written Final Report that describes the original purpose, activities, outcomes, and lessons learned during the project under this agreement. The Subrecipient shall document successful completion of all project activities, tasks, and products.

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Upon the request of the CAM or designated project contact, the Subrecipient shall provide photos, graphs, documents, and data summaries to fully describe the project and all outcomes, as well as to support distribution of project information to other parties.

The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background. In addition, the Final Report shall be a public document and must be completed prior to the termination date of the agreement or within sixty (60) days of the depletion of funds.

The CAM or designated project contact will provide the Subrecipient with the Final Report template.

The CEC shall:

- Provide a final report template to the Subrecipient upon request.

CEC Products:

- Final report template

- **Subtask 3.1.1 – Final Report Outline**

The CEC shall:

- Review and provide comments on the draft outline of the Final Report

The Subrecipient shall:

- In accordance with the CEC Style Manual, prepare and submit a draft outline of the Final Report to the CAM or designated project contact for review and approval.
- Review comments received on the draft outline and if there are any issues with the recommended changes, discuss them with the CAM or designated project contact.
- Prepare and submit a final outline of the Final Report, incorporating CAM or designated project contact comments.

CEC Products:

- Comments on the draft outline of the Final Report (if applicable)

Subrecipient Products:

- Draft outline of the Final Report
- Final outline of the Final Report

- **Subtask 3.1.2 – Final Report**

The CEC shall:

- Review and provide comments on the draft version of the Final Report

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The Subrecipient shall:

- Prepare a draft version of the Final Report in accordance with the approved outline and submit it to the CAM or designated project contact for review and approval at least two (2) months prior to the agreement end date.
- Review comments received on the draft Final Report and if there are any issues with the recommended changes, discuss them with the CAM or designated project contact.
- Prepare and submit the last version of the Final Report, incorporating CAM or designated project contact comments.

CEC Products:

- Comments on the draft version of the Final Report (if applicable)

Subrecipient Products:

- Draft Final Report
- Final Report