

MEMORANDUM OF UNDERSTANDING BETWEEN
THE LOS ANGELES COUNTY INTERNAL SERVICES DEPARTMENT AND
SOUTHERN CALIFORNIA EQUITABLE BUILDING DECARBONIZATION COALITION

RELATING TO
REGIONAL PARTNERSHIPS FOR THE IMPLEMENTATION OF THE
CALIFORNIA ENERGY COMMISSION EQUITABLE BUILDING DECARBONIZATION DIRECT
INSTALL PROGRAM

This Memorandum of Understanding ("MOU") is made and entered into on March 1, 2025, by and between the County of Los Angeles (County), through its Internal Services Department ("ISD"), and South Bay Cities Council of Governments (SBCCOG), a member of the Southern California Equitable Building Decarbonization (SoCal EBD) Coalition, who together are implementing the California Energy Commission (CEC) Equitable Building Decarbonization (EBD) Direct Install (DI) Program. The EBD DI Program will accelerate large-scale residential building decarbonization efforts underway in Southern California for single-family homes, multifamily properties, manufactured housing, and public housing in disadvantaged communities. Specifically, SBCCOG will be responsible for conducting tailored and culturally relevant marketing, education, and outreach (ME&O) activities to inform and engage potential participants about EBD, the EBD DI Program, and its benefits. Activities will be informed by deep knowledge of the local needs, challenges, opportunities, and resources of communities, and delivered through established relationships.

I. PURPOSE

ISD, as the lead agency for implementation of the County's energy and environmental initiatives, is the recipient and administrator of the CEC EBD DI Grant Program for the Southern California region. On November 6, 2024, the Los Angeles County Board of Supervisors approved the acceptance of the 2024-2029 grant award to accelerate large scale residential building decarbonization funded by the EBD DI Program. ISD received an award of **\$328,977,740¹** from the CEC.

The approved grant budget by the CEC, for Calendar Years 2024-2029, will provide regional engagement, outreach, and implementation support for the CEC Southern California Equitable Building Decarbonization Direct Install Program. Los Angeles County has requested assistance with general program design and support, program marketing, regional engagement support, energy planning, education and training, agency recognition, program motivation and competition, and identification of pilot activities. Community-based organizations (hereinafter CBOs) shall be guided in their work by program documents provided by ISD, as well as ongoing coordination with the designated Los Angeles County task lead.

The purpose of the MOU is for SBCCOG to assist with the implementation of the CEC's

¹ Contingent upon USDOE HOMES approved funding.

Equitable Building Decarbonization program which seek to leverage their knowledge and perspective of their unique communities to increase the overall visibility and presence of projects, partnerships, and programs, generating new enrollments and registrations with communities and their members within their geographic region of influence, especially in hard to reach and disadvantaged communities; also, to support the program's efforts related to project identification with prioritized communities within the respective region, and to coordinate and deliver education and training activities to enrolled communities and their members. Finally, SBCCOG will work with Los Angeles County to identify further potential strategies and activities to support the CEC EBD DI program and ensure all deliverables as it concerns their specific communities.

II. TERM OF MOU

This MOU shall be effective from March 1, 2025 through December 31, 2029, or until such time , or either ISD or SBCCOG decides to terminate this MOU.

III. COMPENSATION FOR SERVICES

ISD shall pay SBCCOG for its performance of services as described in the attached Scope of Work, and the payment shall constitute full and complete compensation for SBCCOG services including administration and administrative support, marketing, education, and outreach activities of the aforementioned program in SBCCOG respective local community. Said compensation shall be paid by ISD out of its 2024-2029 allocation of CEC funds, for allowable costs to be incurred for the express purposes specified. The parties understand and agree that such payment shall be conditioned upon the allocation determined by the CEC of said funds to ISD-EID. Said funds shall be paid in accordance with the budget, which shall be provided on a yearly basis by ISD, as established in the program agreement with the CEC. Any money received by SBCCOG hereunder, and not incurred for costs pursuant hereto, and/or during the term of this MOU, shall be returned to ISD upon the expiration of the County Fiscal Years in which SBCCOG incurred costs for the Program.

IV. INVOICING, REPORTING & PAYMENTS

ISD will receive monthly invoices from SBCCOG and shall review the invoices to ensure the following:

- (1) That SBCCOG activities are consistent with the Scope of Work (SOW) contained in this MOU; and
- (2) That sufficient budgetary authorization exists.

The following Invoicing, Reporting and Payment Requirements are applicable to the SOW:

- (1) Time and Material Basis; Not to Exceed. All work will be performed on a

time and material basis and subject to the general provisions set forth below.

General Provisions

- (1) All charges shall be directly identifiable to, and required for, the authorized work or activity.
- (2) SBCCOG shall notify the ISD agent responsible for the MOU at such time that SBCCOG reasonably ascertains that the forecasted cumulative charges may exceed any budgets authorized (whether by task, total amount authorized, or both) by either the County or SBCCOG.
- (3) Labor Related Costs Under Time and Material Basis. To the extent applicable, SBCCOG shall invoice ISD, at the fixed hourly rates or Monthly Salary Rates for the applicable labor categories, for the performance of the authorized work by the SBCCOG's employees or agents as established in the ISD and CEC EBD agreement under the SBCCOG's respective budget form, as entered in the Direct Labor tab for rate caps. Such fixed hourly rates or Monthly Salary Rates shall be inclusive of all of the SBCCOG's overhead costs (including all taxes and insurance), administrative and general fees. All labor related costs shall be charged at cost, without mark-up, and shall be necessary, reasonable, and ordinary. ISD will only reimburse for actual direct labor expenses incurred, not to exceed the rates specified in the Agreement. Rates must include dollars and cents (t
- (4) Expenses. All expenses shall be charged at cost, without mark-up, and shall be necessary, reasonable, and ordinary. Expenses shall also comply with federal, State, and County expense policies.
- (5) Material and Miscellaneous Costs. Material and Miscellaneous Costs shall be substantiated with supporting documents and an invoice stating the unit price, quantity, and other information as required to identify the authorized work or activity. Materials are items under the agreement that do not meet the definition of Equipment and must be project-related. Food and drinks are not reimbursable expenses.
- (6) Subcontract Costs and Subcontractors. Subcontracted work or activities shall be charged at the rates actually paid by SBCCOG. SBCCOG shall provide ISD with an additional invoice for any SBCCOG invoice that includes Subcontractor costs. SBCCOG shall at all times be responsible for the services or deliverables which are to be provided by SBCCOG or its Subcontractors, and for the acts and omissions of Subcontractors and persons directly or indirectly engaged by the Subcontractors. All expenses shall be charged at cost, without mark-up and must follow the same labor related costs established by CEC guidelines.

- (7) Travel Costs. All travel costs are reimbursed at state rates, subject to any state-wide prohibition on travel, except in agreements between the Energy Commission and a UC campus or the Federal Government. SBCCOG will only receive reimbursement for travel costs for transportation (i.e. Flights, car rental, mileage, taxi) and lodging at state rates. All other travel related costs, such as meals and incidental expenditures, are not covered. SBCCOG must obtain written pre-approval from ISD for all travel listed on the agreement budget forms, in accordance with the terms and conditions of this MOU. Approved air travel costs shall in no case exceed the cost of economy or coach fares where said fares are reasonably available. A copy of an airfare receipt indicating the final cost for the trip as well as applicable supporting documents showing the traveler's starting point, travel destination, departure and return, and the purpose of the trip are required for each air travel reimbursement. Automobile travel from the County agents or representatives' office to any Program job site, function or activity shall be paid at applicable County travel expense rates and mileage. Either a mileage log showing miles driven for each trip or a Google Maps/ equivalent application printout showing the travel path shall be provided by SBCCOG for each mileage reimbursement request.
- (8) Records. SBCCOG shall maintain, for a period of five (5) years after final payment, complete accounting records (and supporting documentation) of all invoiced costs. The County reserves the right to audit and copy any applicable documents related to the Work hours, all costs and expenses invoiced, and task completion records. Each invoice shall list the number of the Contract covered by each such invoice.
- (9) Key Personnel. SBCCOG will appoint a CBO representative who will be the primary contact between SBCCOG and the ISD, and who will be authorized to act on behalf of the SBCCOG. Such appointment shall be communicated in writing to ISD as soon as reasonably practicable, following the execution of this MOU. SBCCOG shall promptly notify ISD of any intended reassignment or proposed replacement of the key personnel who will be submitting invoicing and reporting information to ISD.
- (10) Activities Outside of Program Scope. ISD shall not be required to pay SBCCOG for any activities undertaken by SBCCOG that are outside of the Scope of this MOU, but that are otherwise invoiced by SBCCOG.
- (11) Invoicing Requirements: SBCCOG shall provide a monthly invoice to ISD within the 7th calendar day of every month for all reimbursable expenses incurred performing work under this Agreement in compliance with the Terms and Conditions for the prior month. Invoices must separate and distinguish Marketing, Education, Outreach, Planning and Material Development-Related, and Administrative activity costs. The invoice and supporting

documents are for work performed by SBCCOG and its Subcontractors.

- (12) Invoice Deficiencies. In the event ISD determines that SBCCOG's (or any of its Subcontractors' that are included for payment) invoices do not meet the invoicing requirements of the MOU, lack accounting transparency, and/or lack sufficient material support, ISD will notify SBCCOG of the deficiencies and SBCCOG shall promptly correct such deficiencies. ISD has the right to review and approve the data and the methods used to develop the invoice documentation. However, the failure of ISD to conduct such review or grant such approval shall not relieve SBCCOG from its responsibilities and obligations under a particular invoice.
- (13) Payment by ISD. ISD shall pay undisputed charges within net thirty (30) days of receiving invoices that follow the requirements set forth in this MOU. ISD has the right to withhold payment of particular charges that ISD disputes in good faith, pending the resolution of the dispute, and ISD will provide SBCCOG with notice of the amounts being withheld and the reasons for the dispute.

V. ISD RESPONSIBILITIES

- A. ISD shall periodically monitor the project performance by SBCCOG on programs/projects activities by review of project records and meetings with SBCCOG's staff. ISD shall promptly notify SBCCOG of changes in any regulatory requirements, specifically governing the administration of funds, that become effective following the execution of this MOU.
- B. ISD may, after review and evaluation of the programs, modify the amount of funds designated for the programs, and/or require SBCCOG to implement changes in the scope of services to be performed by SBCCOG, in alignment with the agreement established between ISD and CEC.
- C. ISD authorizes SBCCOG staff to assist the CEC EBD DI Program in accordance with all applicable federal, State, and County laws and regulations. Where necessary, ISD shall make available designated staff to work with SBCCOG staff designated to assist the program on project-related activities.

VI. AMENDMENT TO MOU

ISD may modify the amount of funds designated to assist the SBCCOG programs and/or modify the scope of services to be performed, subject to costs incurred or encumbered by contractual agreement, in alignment with the agreement established between ISD and CEC. However, any other changes to this MOU must be accomplished by written consent of both parties.

VII. *TERMINATION OF MOU*

Either party may terminate this MOU by giving the other party 30 days written notice.

VIII. List of Attachments

- A. Scope of Work
- B. Budget
- C. Schedule of Products
- D. CEC EBD DI Program Terms and Conditions
- E. DOE HOMES Terms and Conditions
- F. CEC Invoice Template

[Signatures continue on the following
page.]

SIGNATURES

IN WITNESS WHEREOF, the ISD and the South Bay Cities Council of Government, by and through their duly authorized representatives have caused this MOU to be subscribed to on the day and year first above written.

COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT

By _____
Michael Owh,
DIRECTOR

Date ____/____/____

SOUTH BAY CITIES COUNCIL OF
GOVERNMENTS

By _____
Jacki Bacharach
EXECUTIVE DIRECTOR

Date ____/____/____

APPROVED AS TO FORM

County Counsel

ATTACHMENT A

SCOPE OF WORK

Scope of Work (SOW) for Community Outreach Partner: South Bay Cities Council of Governments

The primary objective of this Scope of Work is to outline the roles, responsibilities, and approved activities for Gateway Cities Council of Governments (SBCCOG), a community-based organization (CBO) participating in the California Energy Commission (CEC) Equitable Building Decarbonization Direct Install Program (EBD DI) in the Southern Region as a Program Partner (“Partner”). SBCCOG will complete the tasks outlined below under the direction of the Program Administrator, County of Los Angeles (LA County).

Program Overview

The EBD DI Program will accelerate large-scale residential building decarbonization efforts underway in Southern California for single-family homes, multifamily properties, manufactured housing, and public housing in disadvantaged communities. The Program includes community-led, culturally appropriate marketing, outreach, and education (ME&O) to potential program participants (owners and occupants) in each Community Focus Area to share information about the EBD DI Program and address questions and concerns, connecting them with a program Decarbonization Concierge who will complete eligibility screenings.

SBCCOG will be responsible for conducting tailored and culturally relevant ME&O activities to inform and engage potential participants about EBD and its benefits. Activities will be informed by deep knowledge of the local needs, challenges, opportunities, and resources of communities, and delivered through established relationships. SBCCOG will be supported by a dedicated Area Coordinator, who serves as the liaison between the CBO and the implementation team. The Area Coordinator is the single point of contact for SBCCOG to facilitate effective and timely communication. The Area Coordinator will meet regularly with SBCCOG to collect activity logs, gather feedback and lessons learned from outreach efforts, and provide guidance and support as needed.

Roles and Responsibilities

SBCCOG will participate in activities to boost awareness and drive participation in EBD DI Program among targeted Southern California communities by educating residents on the environmental, economic, and health benefits of the program. SBCCOG project tasks are numbered pursuant to CEC EBD DI tasks, summarized below in Table 1.

Table 1. Task Summary

Task #	Task Name
5.8.1	Outreach Strategies
5.8.2	Education Activities
5.8.3	Participant Handoff
5.8.4	Meetings and Reporting

SBCCOG will maintain detailed records of all expenditures and submit regular invoices as per the terms of its contract with Program Implementer ICF.

Monthly invoices shall be submitted clearly identifying Task 5.8, using the invoice template

(**Attachment F. CEC Invoice Template**) with all required supporting documentation, to the Program Administrator (LA County ISD) by the 5th of every month.

Task 5.8.1. Outreach Strategies

SBCCOG will conduct culturally appropriate outreach and engagement in each Community Focus Area, under the guidance of the Area Coordinator and Program Implementer. SBCCOG is expected to implement a variety of outreach strategies to effectively reach the target audience. Community events such as workshops, town hall meetings, and informational booths at local markets and festivals will provide opportunities for direct engagement. Digital campaigns will utilize social media, email newsletters, and community websites to disseminate information widely and engage with residents online. Print materials, including flyers, brochures, and posters, (provided by the Program) will be distributed in community centers, libraries, and local businesses to ensure that information is accessible to those who may not be reached through digital channels.

Initially, SBCCOG will serve as the point of contact for participating households. Once participants express interest in the EBD Direct Install Program, SBCCOG will connect interested residents with the Program Implementer, ICF, to complete eligibility screening and assignment to an Intake Advisor for enrollment support and a program Decarbonization Concierge for long-term program support.

SBCCOG will customize outreach materials and conduct outreach for participating community to engage participants.

Task 5.8.1 Deliverables

- Attend annual Area Coordinator ME&O Strategy Meeting
- Annual outline of anticipated events and estimated target audience quantities per event type to Area Coordinator

Task 5.8.2. Education Activities

SBCCOG shall engage the community through various activities designed to educate and involve community members in the EBD Direct Install Program. Workshops and demonstrations will provide hands-on experiences with decarbonization technologies such as heat pumps and induction cooktops, helping residents understand how these technologies work and the benefits they offer. Success stories, including testimonials and case studies from participants who have benefited from the program, will be shared to build trust and encourage others to enroll. Educational sessions will offer in-depth information on energy efficiency and decarbonization, helping community members make informed decisions. Partnerships with local schools, churches, and community groups will be established to co-host events and spread awareness, ensuring that outreach efforts are integrated into existing community activities. In planning education activities and interactions with the public, SBCCOG is expected to adhere to the following guidelines and raise any concerns immediately to the assigned Area Coordinator.

- Provide potential program participants with educational materials in appropriate languages about the EBD Direct Install Program, the benefits of building decarbonization, and how the program's Decarbonization Concierge will provide support before, during, and after the retrofit project.
- Ensure outreach and engagement includes clear information on CEC-approved programs and products and does not include third-party services or products not associated with the EBD Direct Install Program or otherwise approved by CEC.

- Include prevention measures to ensure the CEC, California Climate Investments (CCI), and Department of Energy (DOE) names and logos, and the EBD Direct Install Program, are not used for private party advertising or gain, or to mislead or exploit property owners or occupants.

Task 5.8.2 Deliverables

- **Quarterly** update of confirmed events to Area Coordinator, including specific outreach activities, location of event, date of event, and anticipated target audience attendees for each event.

Table 2. Approved Outreach & Education Activities

Outreach Event Types	Sample Approved Activities	Estimated Total Target Audience Reached (Number)
Church Socials	<ul style="list-style-type: none"> • Presentations • Discussions • Share education materials 	•
Community Parties	<ul style="list-style-type: none"> • Interactive games • Demonstrations • Testimonials & success stories 	•
Cultural Events	<ul style="list-style-type: none"> • Art showcases • Cultural performances • Informational booths 	•
Digital Campaigns	<ul style="list-style-type: none"> • Social media posts • Email newsletters • Online workshops 	•
Fairs and Festivals	<ul style="list-style-type: none"> • Booths with interactive displays • Educational games • Giveaways 	•
Health Clinics	<ul style="list-style-type: none"> • Information tables at health fairs • Presentations at wellness workshops • In-office info/flyers on bulletin boards 	•
Media Engagement	<ul style="list-style-type: none"> • Radio interviews • TV segments • Newspaper articles 	•
Neighborhood Meetings	<ul style="list-style-type: none"> • Presentations Q&A sessions • Distribution of informational packets • Showcase of completed project in neighborhood 	•
Partnership Events	<ul style="list-style-type: none"> • Co-hosted events with local schools and businesses • Distribution of educational materials • Speaking opportunities 	•
Public Events	<ul style="list-style-type: none"> • Informational booths • Workshops & demonstrations • Q&A sessions 	•

Outreach Event Types	Sample Approved Activities	Estimated Total Target Audience Reached (Number)
School Events	<ul style="list-style-type: none"> • Educational sessions • Science fairs • Environmental clubs 	•
Volunteer Programs	<ul style="list-style-type: none"> • Community clean-ups • Tree planting • Beach clean-ups 	•
Workshops/Other	<ul style="list-style-type: none"> • Hands-on demonstrations • Educational sessions • Tabling 	•

Task 5.8.3. Participant Handoff

SBCCOG will conduct outreach and educational activities for the target audiences in each Community Focus Area and connect interested residents with the Program Implementer, ICF, to complete eligibility screening and assignment to an Intake Advisor for enrollment support and a program Decarbonization Concierge for long-term program support.

Task 5.5.3 Deliverables

- Support potential participants in completing an Interest Form
- Provide a list of interested participants to the Program Implementer on a monthly basis by the Xth of the month.

Task 5.8.4. Meetings and Reporting

SBCCOG will track and report on program activity. SBCCOG will ensure adherence to program guidelines and quality standards in all outreach activities, and the timeliness and accuracy of reporting on outreach activities, and outcomes

- **Event Attendance:** Record the number of attendees at community events, workshops, and meetings, and assess the level of engagement and interaction at these events.
- **Lead Generation:** Count the number of leads generated from outreach activities and potential participants handed off to the Decarbonization Concierge.

Task 5.8.4 Deliverables

- Attend bi-weekly Area Coordinator meetings
- Support event attendance, lead generation, and participant hand-off reporting with Area Coordinator.

Timeline

Work and deliverables are to be completed in accordance with the CEC Schedule of Products (**Attachment C**).

Budget

Please see budget allocation (**Attachment B**). Per the EBD DI Terms and Conditions (**Attachment D**), any budgetary alterations shall adhere to Section 6. Changes to the Agreement.

Summary of Deliverables

Task #	Task Name	Deliverables
5.8.1	Outreach Strategies	<ul style="list-style-type: none"> • Attend annual Area Coordinator ME&O Strategy Meeting • Annual outline of anticipated events to Area Coordinator
5.8.2	Education Activities	<ul style="list-style-type: none"> • Quarterly update of confirmed events to Area Coordinator, including specific outreach activities, location, date, and anticipated target audience attendees for each event.
5.8.3	Participant Handoff	<ul style="list-style-type: none"> • Support potential participants in completing an Interest Form • Provide a list of interested participants to the Program Implementer on a monthly basis by the 5th of the month.
5.8.4	Meetings and Reporting	<ul style="list-style-type: none"> • Attend bi-weekly Area Coordinator meetings • Support event attendance, lead generation, and participant hand-off reporting with Area Coordinator.

ATTACHMENT B

BUDGET

BUDGET SUMMARY

Cost Category				State EBD Funds by Category			Federal EBD Funds by Category			Total EBD Funds (State and Federal) by Category		
	EBD Reimbursable Share	Match Share	Total	Administration	Project-Related	Project	Administration	Project-Related	Project	Administration	Project-Related	Project
Direct Labor	\$ 217,398	\$ -	\$ 217,398	\$ 35,528	\$ 122,748	\$ -	\$ 13,271	\$ 45,851	\$ -	\$ 48,799	\$ 168,599	\$ -
Fringe Benefits	\$ 33,442	\$ -	\$ 33,442	\$ 5,409	\$ 18,939	\$ -	\$ 2,020	\$ 7,074	\$ -	\$ 7,429	\$ 26,013	\$ -
Total Labor	\$ 250,840	\$ -	\$ 250,840	\$ 40,936	\$ 141,686	\$ -	\$ 15,291	\$ 52,925	\$ -	\$ 56,228	\$ 194,612	\$ -
Travel	\$ 1,238	\$ -	\$ 1,238	\$ -	\$ 901	\$ -	\$ -	\$ 337	\$ -	\$ -	\$ 1,238	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials/Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subcontractors	\$ 5,226	\$ -	\$ 5,226	\$ -	\$ 3,805	\$ -	\$ -	\$ 1,421	\$ -	\$ -	\$ 5,226	\$ -
Total Other Direct Costs	\$ 6,464	\$ -	\$ 6,464	\$ -	\$ 4,706	\$ -	\$ -	\$ 1,758	\$ -	\$ -	\$ 6,464	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Profit (not allowed for grant recipients)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Indirect and Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Totals	\$ 257,304	\$ -	\$ 257,304	\$ 40,936.36	\$ 146,392.40	\$ -	\$ 15,291.35	\$ 54,683.40	\$ -	\$ 56,227.71	\$ 201,075.79	\$ -
<i>Amount of Funds to be Spent in California**</i>			<i>Percent of Total</i>	22%	78%	0%	22%	78%	0%	22%	78%	0%
<i>Percentage of Funds to be spent in California</i>												

LABOR

Employee Name	Job Classification / Title	Cost Category (Select from drop-down menu)	Maximum Labor Rate (\$ per hour)	# of Hours	State EBD Funds	Federal EBD Funds	Total EBD Funds (State+Fed)	Match Share	Total						
Andreya Mulligan	Administrative Assistant	Project-Related	\$ 32.00	1,394	\$ 32,467	\$ 12,128	\$ 44,595	\$ -	\$ 44,595						
			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -						
Hourly Direct Labor Totals					\$ 32,467	\$ 12,128	\$ 44,595	\$ -	\$ 44,595						
Monthly Salary Rates															
Employee Name	Job Classification / Title	Cost Category (Select from drop-down menu)	Maximum Labor Rate (\$ per month)	# of Months	State EBD Funds	Federal EBD Funds	Total EBD Funds (State+Fed)	Match Share	Total						
Talia Perluss	Project Coordinator	Project-Related	\$ 600.00	42	\$ 18,456	\$ 6,894	\$ 25,350	\$ -	\$ 25,350						
Katty Segovia	Project Coordinator	Project-Related	\$ 700.00	42	\$ 21,532	\$ 8,043	\$ 29,575	\$ -	\$ 29,575						
Martha Segovia	Sr. Project Manager	Project-Related	\$ 400.00	42	\$ 12,304	\$ 4,596	\$ 16,900	\$ -	\$ 16,900						
Kim Fuentes	Deputy Executive Director	Administration	\$ 700.00	42	\$ 21,532	\$ 8,043	\$ 29,575		\$ 29,575						
Eleanor Murphy	Project Coordinator	Project-Related	\$ 500.00	42	\$ 15,380	\$ 5,745	\$ 21,125		\$ 21,125						
Lara Gerges	Administrative Officer	Administration	\$ 155.00	42	\$ 4,768	\$ 1,781	\$ 6,549		\$ 6,549						
Jacki Bacharach	Executive Director	Administration	\$ 200.00	42	\$ 6,152	\$ 2,298	\$ 8,450		\$ 8,450						
David Leger	Sr. Project Coordinator	Administration	\$ 100.00	42	\$ 3,076	\$ 1,149	\$ 4,225		\$ 4,225						
Aaron Baum	Sr. Project Manager	Project-Related	\$ 35.00	42	\$ 1,077	\$ 402	\$ 1,479	\$ -	\$ 1,479						
Dakota Townson	Project Coordinator	Project-Related	\$ 700.00	42	\$ 21,532	\$ 8,043	\$ 29,575	\$ -	\$ 29,575						
			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -						
Monthly Direct Labor Totals					\$ 125,808	\$ 46,994	\$ 172,803	\$ -	\$ 172,803						
										State EBD Funds by Category			Federal EBD Funds by Category		
					State EBD Funds	Federal EBD Funds	Total EBD Funds (State+Fed)	Match Share	Total	Administration	Project-Related	Project	Administration	Project-Related	Project
Direct Labor Grand Totals					\$ 158,275	\$ 59,122	\$ 217,398	\$ -	\$ 217,398	\$ 35,528	\$ 122,748	\$ -	\$ 13,271	\$ 45,851	\$ -

FRINGE BENEFITS

Fringe Benefit Base Description (Employee or Job Classification/Title)	Cost Category (Select from drop-down menu)	Max. Fringe Benefit Rate (%)	Direct Labor Costs - State EBD Funds (\$)	Direct Labor Costs - Federal EBD Funds (\$)	Fringe Benefits - State EBD Funds	Fringe Benefits - Federal EBD Funds	Fringe Benefits - Total EBD Funds (State+Fed)	Match Share	Total
All Classifications	Project-Related	20.00%		\$ -	\$ 18,939	\$ 7,074	\$ 26,013	\$ -	\$ 26,013
All Classifications	Administration	20.00%		\$ -	\$ 5,409	\$ 2,020	\$ 7,429	\$ -	\$ 7,429
		0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefit Totals			\$ -	\$ -	\$ 24,347	\$ 9,095	\$ 33,442	\$ -	\$ 33,442

TRAVEL

Cost Category (Select from drop-down menu)	Traveler's Name and/or Classification	Departure	Destination	Trip Purpose	No. of Days	Lodging	Flight	Mileage Cost	Vehicle Cost (if not included in Mileage Cost)	Per Diem	State EBD Funds	Federal EBD Funds	Total EBD Funds	Match Share	Total
Project-Related	Project Coordinator	2355 Crenshaw Blvd., Torrance	Throughout all the South Bay service area	Outreach & Engagement; Household		\$ -	\$ -	\$ 1,238	\$ -	\$ -	\$ 901	\$ 337	\$ 1,238	\$ -	\$ 1,238
						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:											\$ 901	\$ 337	\$ 1,238	\$ -	\$ 1,238

EQUIPMENT, MATERIALS & MISCELLANEOUS

No costs

SUBCONTRACTS

Cost Category (Select from drop-down menu)	Subcontractor or Vendor Name	Organization Type	Purpose and Cost Basis	CA Business Certifications DVBE/ SB/MB/None	State EBD Funds	Federal EBD Funds	Total EBD Funds (State+Fed)	Match Share	Total
Project-Related	Public Health Institute - CivicSpark	Subcontractor	Outreach & Engagement	Non-profit	\$ 3,805	\$ 1,421	\$ 5,226	\$ -	\$ 5,226
					\$ -	\$ -	\$ -	\$ -	\$ -
Total:					\$ 3,805	\$ 1,421	\$ 5,226	\$ -	\$ 5,226

INDIRECT COSTS AND PROFIT

No costs

ATTACHMENT C

SCHEDULE OF PRODUCTS

Task Number	Task Name	Product(s)	Southern Region Due Date (LAC)
1.1	Attend Kick-off Meeting		
		Kick-Off Meeting Agendas (CEC)	10 calendar days before Kick-Off Meetings
		Updated Schedule of Products and Due Dates	10 calendar days after Kick-off Meetings
1.2	Critical Project Review (CPR) Meetings		
	1st CPR Meeting	Agenda and a list of expected participants (CEC)	10 calendar days before CPR meeting
		CPR Report	10 calendar days before CPR meeting
		Schedule for written determination (CEC)	10 calendar days after CPR meeting
		Written determination (CEC)	As indicated in schedule for written determination
	2nd CPR Meeting	Agenda and a list of expected participants (CEC)	10 calendar days before CPR meeting
		CPR Report	10 calendar days before CPR meeting
		Schedule for written determination (CEC)	10 calendar days after CPR meeting
		Written determination (CEC)	As indicated in schedule for written determination
	3rd CPR Meeting	Agenda and a list of expected participants (CEC)	10 calendar days before CPR meeting
		CPR Report	10 calendar days before CPR meeting
		Schedule for written determination (CEC)	10 calendar days after CPR meeting
		Written determination (CEC)	As indicated in schedule for written determination
	4th CPR Meeting	Agenda and a list of expected participants (CEC)	10 calendar days before CPR meeting
		CPR Report	10 calendar days before CPR meeting
		Schedule for written determination (CEC)	10 calendar days after CPR meeting
		Written determination (CEC)	As indicated in schedule for written determination
1.3	Program Meetings and Briefings (2 per month for first year)		
		Agenda and a list of expected participants (CEC)	10 calendar days before Meeting
		Written documentation of meeting agreements	5 calendar days after meeting
1.4	Advisory Group		
		List of potential Advisory Group members for the region	At Kick-off Meeting
		Final list of potential Advisory Group members (CEC)	30 calendar days after Kick-off Meeting
		List of confirmed Advisory Group members for the region	15 calendar days after receiving the list from CEC
		Advisory Group meeting agendas (CEC)	5 calendar days before Meetings
1.5	Invoices		
		Monthly invoices	45 days after reporting period (assuming monthly reporting period) or as specified by CAM
		Monthly draft invoice	15th of every month
		Monthly true-up updates for advanced funds	45 days after reporting period (assuming monthly reporting period) or as specified by CAM
1.6	Monthly Progress Report		
		Monthly progress reports <i>Within 10 calendar days from the end of the reporting period</i>	15th of every month

Task Number	Task Name	Product(s)	Southern Region Due Date (LAC)
1.7	Obtain and Execute Subawards		
		List of subaward agreements and timeline for execution	At Kick-off Meeting
		Subaward agreements (Draft, if requested)	20 calendar days after Kick-off Meeting
		Subaward agreements (Final)	45 calendar days after Kick-off Meeting
1.8	Annual Reports and Presentations		
		Annual reports and presentations (Drafts)	January 30
		<i>15 days after CAM provides comments on draft reports</i>	15 calendar days after CAM provides comments on draft reports
1.9	Final Report and Presentation		
		Final report (Draft)	90 calendar days before the end of the agreement term
		Final report (Final) <i>60 days before the end of the Agreement Term</i>	60 calendar days before the end of the Agreement Term
1.10	Final Meetings		
		Written documentation of meeting agreements and unresolved activities	5 calendar days after final meeting
		Schedule for completing closeout activities	10 calendar days after final meeting
2	Internal Controls, Processes and Procedures		
		Internal controls, processes, and procedures	2 months after Kick-off Meeting
		Updated internal controls, processes, and procedures	As needed or requested by the CAM (no less than annually)
		Monthly fiscal accounting in Task 1.6 Monthly Progress Reports	within 10 calendar days from the end of the reporting period (i.e., end of prior month)
3	Program Data Collection and Reporting		
		Project data	Daily or as specified by CAM
		Metrics and Data Reports	Within 15 calendar days of CAM request
4	Assist CEC with DOE HOMES Application Components		
		Responses for DOE application components (Draft)	Within 15 calendar days of request from CAM
		Responses for DOE application components (Final) <i>At least 60 days prior to program launch</i>	Within 15 calendar days of request from CAM
		Components for Consumer Protection Plan (Draft)	Within 15 calendar days of request from CAM
		Components for Consumer Protection Plan (Final) <i>At least 60 days prior to program launch</i>	Within 15 calendar days of request from CAM
		Components for Market Transformation Plan (Draft)	Within 15 calendar days of request from CAM
		Components for Market Transformation Plan (Final) <i>At least 60 days prior to program launch</i>	Within 15 calendar days of request from CAM
		Input on draft Community Benefits Plan, Education and Outreach Strategy, Utility Data Access Plan, and Privacy and Security Risk Assessment	Within 15 calendar days of request from CAM
5.1	Community Focus Areas		
		List and justification for Initial Community Focus Areas	As part of application
		List and justification for amended or additional Community Focus Areas, if directed by the CAM	30 calendar days after request from the CAM
5.2	Community Application Process		
		Proposed Community Application Process and Selection Criteria	6 months after Kick-off Meeting
		Final Community Application Process and Selection Criteria	9 months after Kick-off Meeting

Task Number	Task Name	Product(s)	Southern Region Due Date (LAC)
5.3	Workforce Plan and Contractor Enrollment		
		Workforce Plan outline	2 months after Kick-off Meeting
		Workforce Plan (Draft)	3 months after Kick-off Meeting
		Workforce Plan (Final)	5 months after Kick-off Meeting
5.4	Standard Packages of Measures		
		Packages of measures and any related updates	4 months after Kick-off Meeting
		Bi-annual Report on Packages of Measures	June 30th and December 31st of each calendar year (excluding the fifth year)
5.5	Pricing and Cost Caps		
		Cost-Control Mechanisms	4 months after Kick-off Meeting
5.6	Household/Property Targeting		
		Household Identification and Screening Plan (Draft)	3 months after Kick-off Meeting
		Household Identification and Screening Plan (Final)	5 months after Kick-off Meeting
5.7	Set-Aside for Manufactured Homes		
		Manufactured and Mobile Homes Service Plan (Draft)	6 months after Kick-off Meeting
		Manufactured and Mobile Homes Service Plan (Final)	9 months after Kick-off Meeting
5.8	Outreach and Engagement		
		Outreach Materials	5 months after Kick-off Meeting
		Outreach and Engagement Log	Part of Task 3 Project Data
5.9	Household Eligibility and Initial Enrollment		
		Application Template	2 months after Kick-off Meeting
5.1	Home Assessments		
		Home Assessment Approach and Processes (Draft)	3 months after Kick-off Meeting
		Home Assessment Approach and Processes (Final)	5 months after Kick-off Meeting
		Updated Home Assessment Approach and Processes (if requested by CAM)	within 30 days of request from CAM
5.11	Program Participation Agreements and Tenant Protections		
		Program Participation Agreement Template	5 months after Kick-off Meeting
5.12	Building Decarbonization Retrofits		
		Post-installation Project Certificate Template (Draft)	5 months after Kick-off Meeting
		Post-installation Project Certificate Template (Final)	6 months after Kick-off Meeting
5.13	Quality Assurance and Quality Control (QA/QC)		
		Hotline Call Log Tracker	Weekly or as specified by the CAM
		QA/QC Procedures (Draft)	4 months after Kick-off Meeting
		QA/QC Procedures (Final)	6 months after Kick-off Meeting
5.14	Participant Surveys		
		Participant Survey (Draft)	5 months after Kick-off Meeting
		Participant Survey (Final)	9 months after Kick-off Meeting
6	Continuous Improvement		
		<i>No Awardee Product for this Task</i>	
7	Coordination and Layering with Other Programs		
		Coordination Plan (Draft)	4 months after Kick-off Meeting
		Coordination Plan (Final)	6 months after Kick-off Meeting

ATTACHMENT D

CEC EQUITABLE BUILDING DECARBONIZATION

DIRECT INSTALL PROGRAM TERMS AND CONDITIONS

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