PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA

ENERGY DIVISION **RESOLUTION E-3885**
August 19, 2004

R E S O L U T I O N

Resolution E-3885. Southern California Edison Company requests approval for establishing Cool Centers in its Service Territory during the Summer of 2004 and Recovery of Cool Center-Related Costs.

Request Granted as Modified.

By Advice Letter 1806-E Filed on June 16, 2004.

SUMMARY

The Commission is persuaded that the SCE's proposal to assist in funding Cool Centers for 2004 in SCE's hot desert climate zones is appropriate as a pilot, and that the Program be examined further in the 2005 program year planning process.

We have examined Southern California Edison Company's (SCE) Advice Letter 1806-E, dated June 16, 2004, wherein SCE proposes to assist in funding Cool Centers for 2004 in SCE's hot desert climate zones. We are persuaded that the 2004 Cool Center Project will allow targeted populations to visit Cool Centers, in lieu of cooling their own homes. In addition, this pilot project will provide us with valuable information for looking at future Cool Center programs and funding mechanisms. The funding source for the 2004 Cool Centers is to be determined in Program Year 2005 planning process, currently underway. [1]

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[1] In Rulemaking (R.) 04-01-006, Order Instituting Rulemaking on the Commission's Proposed Policies and Programs Governing Post-2003 Low-Income Assistance Programs; SCE's Application (A.) 04-07-012, Application Regarding Low-Income Assistance Programs for Program Year 2005; Pacific Gas and Electric Company's A. 04-07-013, Application for Approval of the 2005 California Alternate Rates for Energy and Low-Income Energy Efficiency Programs and Budget; San Diego Gas & Electric

Footnote continued on next page

BACKGROUND

Cool Centers are air-conditioned places operated by community-based and faith-based organizations in isolated and extremely hot climate zones where elderly and other target populations can visit to seek comfort and learn about energy efficiency and conservation programs.

Cool Centers are air-conditioned gathering places in southern California that are operated during the hot summer months in order to provide the elderly and other low-income citizens with a shelter from heat during the summer months. The Cool Centers are primarily operated by community based organizations (CBOs) and faith-based organizations. Generally, Cool Centers are located in isolated, extremely hot climate zones where few public facilities are available for use as alternative sites to stay cool during hot summer months. The Cool Centers allow targeted populations to visit in lieu of cooling their own homes, in an attempt to alleviate their home's electrical usage, reduce their energy bills and provide comfort. Also, the Cool Centers provide a place for these targeted populations to learn about energy efficiency programs, energy conservation, and other available community programs.

SCE's Cool Center Programs were funded with Senate Bill 5 funds in 2001 and 2002 and Public Purpose Program funds in 2003.

Prior to 2003, SCE received approval from the Commission to use $1.37 million of the funds appropriated by Senate Bill 5 from the first extraordinary session of 2001 (SBX1-5)[2] to operate the 2001 and 2002 Cool Center projects.[3] For the year

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Company's A. 04-07-011, Application for Approval of Program Year 2005 Low-Income Assistance Programs and Funding; and Southern California Gas Company's A. 04-07-010, Application for Approval of Program Year 2005 Low-Income Assistance Programs and Funding.

[2] SBX1-5 appropriated funds assisted in providing energy efficiency programs and low-income energy efficiency and rate assistance programs during the energy crisis.

[3] Advice letter 1563-E was approved on July 25, 2001 and authorized $1.12 million of SBX1 5 funds for Cool Center Program. Advice letter 1636-E was approved August 8, 2002 and authorized $250,000 of SBX1 5 funds for the 2002 Cool Center Program.

2003, the Commission approved the agreement between SCE and the Office of Ratepayer Advocates (ORA) to allow the recovery of SCE's actual Cool Center expenses through SCE's Public Purpose Programs Adjustment Mechanism (PPPAM) and also that the future funding for Cool Centers to be made through a formal application with the Commission.[4] For 2003, SCE expended $400,000 on its Cool Center Program.

SCE is proposing to spend up to $425,000 to assist in funding local Cool Centers from mid July 2004 thru October 15, 2004 and will record these costs in a Cool Center Program Memorandum Account (CCPMA).

On June 16, 2004, SCE submitted Advice Letter 1806-E proposing to (1) assist in funding a Cool Center Program during the summer months of 2004 and (2) to establish a memorandum account to record all incremental costs, up to $425,000, associated with implementing the 2004 program consistent with the agreement reached between ORA and SCE in 2003. Specifically, SCE is proposing to record the Cool Center costs in a Cool Center Program Memorandum Account (CCPMA) and would seek recovery of these recorded costs in its April 1, 2005 Energy Resource Recovery Account (ERRA) reasonableness application. [5]

SCE anticipates that its proposed budget of $425,000 will be sufficient to assist in funding an adequate number of Cool Centers in some of the following identified communities: Ripley, Palo Verde, Blythe, Joshua Tree, Victorville, Hesperia, Barstow, San Bernadino, Rubidoux, Highgrove, Perris, Redlands, Adelanto, and/or Palm Desert. These centers will operate from mid-July 2004 through October 15, 2004. The specific program activities and cost estimates are provided in Attachment A. These activities include transportation of the target population to the centers, administration, utilities, supplies, outreach/education, personnel and staff.
The scope of work for the Cool Centers, in detail, is described in Attachment B. The Cool Centers will operate between the hours of 11 a.m. to 5 p.m. Monday

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[4] SCE advice letter 1728-E-A was approved on September 8, 2003.

[5] The purpose of the ERRA is to record SCE's: (1) ERRA Revenue, (2) Utility Retained Generation fuel costs, and (3) purchase power-related expenses, excluding California Department of Water Resources "DWR" power contract expenses.

through Friday and from mid July through October 15, 2004. These are the minimum hours of operation for each Cool Center. Local CBOs, local government agencies, and other organizations will be informed so that they can refer the target population to these Cool Centers. The Operational Plan for these Cool Centers is provided in Attachment C.

San Diego Gas and Electric is assisting in funding similar Cool Center Programs in 2004.

San Diego Gas and Electric (SDG&E) is also implementing a Cool Center Program in its territory in 2004 as a pilot and its program is being funded through the California Alternate Rates for Energy (CARE) Program as an outreach expense. SDG&E is providing CARE outreach, educational materials and application forms at the Cool Center cites. SDG&E received Commission approval and guidance for its Cool Center Program for 2004 in Resolution E-3873, dated July 8, 2004.

The Commission will evaluate the value of cool center programs overall, as well as appropriate funding mechanisms in the 2005 program planning process.

For 2005, Cool Center Programs will be evaluated and approved in the Program Year 2005 planning process currently underway. In that proceeding, the Commission will evaluate the value of Cool Center Programs overall, in addition to the appropriate funding mechanisms.

NOTICE

Notice of AL 1806-E was made by publication in the Commission's Daily Calendar. Southern California Edison Company states that a copy of the Advice Letter was mailed and distributed in accordance with Section III-G of General Order 96-A.

PROTESTS

No protests were filed to this Advice Letter.

DISCUSSION

Cool Centers targeted to low-income and elderly populations may lower the high energy bills of those who can least afford it.

The Cool Centers, targeted in SCE's advice filing, are located in certain areas in SCE's hot desert climate zones. These centers are expected to target low-income and elderly populations, among others, who can least afford high energy costs. Local residents, including the low-income and the elderly, may visit a Cool Center in lieu of cooling their own homes, receive educational materials and be comfortable.

It appears that these Cool Centers may provide a valuable service in hot climates and assist the residential customers who participate in lowering their energy bills. However, it isn't clear what is the most appropriate way to assist in funding these efforts. We believe it is appropriate to fund SCE's 2004 Cool Center in the manner that is determined in the Program Year 2005 planning process.

For SDG&E, in Resolution E-3873, we recently approved assisting in funding these centers for 2004 by requiring them to conduct CARE outreach. SDG&E is required to track these efforts. For SCE, we believe it is appropriate to approve an alternative approach for 2004, which will expand our opportunity to review actual results in assisting us in our planning for cool centers in 2005.

The Commission is conditionally approving SCE's advice letter as a pilot program to assist in the Program Year 2005 planning process. SCE shall provide CARE outreach materials and application forms to the public at the Cool Centers and track increased CARE enrollment. The funding source for SCE's 2004 Cool Center program shall be determined in the Program Year 2005 planning process.

Therefore, as we did for SDG&E, we will conditionally approve SCE's Advice Letter 1806-E, as a pilot for exploratory purposes to assist us in our Program Year 2005 planning process. To assist this effort, SCE shall immediately design a survey form, in cooperation with the Energy Division, to be distributed at these centers and mailed back to SCE by participants at the Cool Center. The survey forms should have prepaid postage to facilitate the return of these surveys to

SCE. SCE is to work with Energy Division to design the survey and the type of information that shall be gathered from these forms.

As part of its Cool Center program, SCE shall also provide CARE outreach materials and coded application forms to each site to be provided to the public participating in the Cool Center programs. SCE shall track increased CARE enrollment from these coded application forms and report on the enrollment as directed by Energy Division. Because SCE is funding these sites alternatively, it shall not charge the provision of these CARE materials to the CARE program.

COMMENTS

"Public Utilities Code section 311(g)(1) provides that this resolution must be served on all parties and subject to at least 30 days public review and comment prior to a vote of the Commission. Section 311(g)(2) provides that this 30-day period may be reduced or waived upon the stipulation of all parties in the proceeding.

The 30-day comment period for the draft of this resolution was neither waived nor reduced. Accordingly, this draft resolution was mailed to parties for comments on July 20, 2004.

In its comments, dated August 9, 2004, SCE supports Draft Resolution E-3885, and urges the Commission to adopt it. However, SCE would like to see the following modifications to the resolution:

1. **Coding**: The Resolution should simply require SCE to code the CARE applications in such a way so as to be able to track the CARE applications received by SCE from contractors operating the Cool Centers.
2. **CARE Cost Sharing**: SCE would like to track costs for CARE outreach materials that would be specifically prepared and provided for the Cool Center Program.
3. **Budget**: SCE states that its proposed budget did not provide funds for surveys, postage, etc. And all costs incurred in this survey process should be in addition to the budgeted amount.
4. **2004 Cool Center Cost Recovery**: SCE believes that the Draft Resolution cost recovery mechanism “pursuant to mechanisms adopted in Rulemaking 04-01-006 and SCE’s Application 04-07-012” is inappropriate.

Energy Division should approve the coding process used for the CARE materials distributed at the Cool Centers to ensure that these applications are appropriately tracked. We clarify that the distribution of CARE materials at the Cool Centers, rather than the cost sharing of printing of CARE materials pointed to by SCE, should not be charged to the CARE program. However, it is appropriate to charge any CARE related materials produced specifically for the Cool Center Activities to the Cool Center and we make such changes to the resolution. We are not inclined to increase the overall budget for the incidental costs of providing the survey materials and those costs should come from the overall budget for this program.

SCE is provided authority by this resolution to establish a memorandum account to track the Cool Center Costs. While the Commission sees merit in funding this program for 2004, there isn't enough information to establish the cost recovery mechanism at this time. It is appropriate to establish an appropriate and consistent funding source for cool centers. Therefore, we will not modify the resolution as suggested by SCE in its comments with respect to cost recovery.

Community Action Partnership (CAP), Riverside County, filed comments on August 6, 2004. CAP suggests that SCE's program be operated only on days when temperatures are forecasted to exceed 105,' that funding be targeted to specific expenses, that SCE and CAP coordinate that that the CPUC survey to determine the impact about Cool Center related benefits.

In its Reply Comments, dated August 13, 2004, SCE indicated that CAP's suggestion to operate the cool centers in response to temperature changes is not pertinent to the Cool Centers in SCE's program and could increase costs to the SCE program. SCE indicated that its operational plans already included CAP's suggestions on funding and that SCE does work closely with its Cool Center operators. While SCE notes that the Riverside County Cool Centers are outside SCE's territory, SCE suggests it provide energy efficiency and low-income assistance information for dissemination at CAP's cool centers. SCE also noted that SCE is preparing a survey which addresses many of the questions raised by CAP.

We agree that SCE's plans already include many of the suggestions made by CAP and that as a pilot SCE's program should operate as planned. Operating centers only in response to temperature extremes could be explored in

Rulemaking 04-01-006. Funding information to be distributed outside of SCE's territory is outside scope of this resolution.

FINDINGS

1. Prior to 2003, SCE received approval from the Commission to use SBX1-5 LIEE funds to assist in operating Cool Centers.

2. For 2003, the Commission approved the recovery of SCE Cool Center expenditure recovery through SCE's Public Purpose Programs Adjustment Mechanism (PPPAM).

3. On June 16, 2004, SCE submitted Advice Letter 1806-E, requesting the Commission to establish Preliminary Statement, Part N.39, and the Cool Center Program Memorandum Account (CCPMA) to record all incremental Cool Center-related expenses incurred during the summer of 2004, not to exceed $425,000.

4. SCE's Cool Center efforts may assist vulnerable residential customers in lowering their energy costs and may provide other benefits such as comfort and educational materials.

5. SCE's Cool Center 2004 Program will provide us with information to assist in the Program Year 2005 planning process.

6. SCE's proposal to use up to $425,000 of public purpose funds to assist in funding Cool Centers in SCE's desert communities during the summer of 2004 in order to provide a safe, cool place where residents with limited income living in isolated, extreme climate areas can gather during the hot summer months is reasonable, as a pilot program, and should provide us with valuable information for evaluating future cool center proposals.

7. Riverside County's cool centers are outside SCE's service area and the energy efficiency and low-income assistance information SCE proposes to provide to the Riverside County cool centers is outside the scope of this advice letter and resolution.

THEREFORE IT IS ORDERED THAT:

1. Southern California Edison's (SCE) Advice Letter 1806-E requesting the Commission to establish Preliminary Statement, Part N.39, and the Cool Center Program Memorandum Account (CCPMA), as a one-way memorandum account, to record all incremental Cool Center-related expenses incurred during

the summer of 2004 is conditionally approved, subject to reasonableness review and approval of the Cool Center expenses and other modifications as noted herein.

2. SCE's Cool Center Program for 2004 shall not exceed $425,000.

3. The reasonableness of Cool Center-related costs incurred in 2004 and its recovery shall be determined pursuant to mechanisms adopted in Rulemaking 04-01-006 and SCE's Application 04-07-012.

4. Funding sources for this and future Cool Centers shall be addressed in the Program Year 2005 application process.

5. SCE, in consultation with Energy Division, shall design and distribute a usage survey at the Cool Centers for participants to fill out. This survey shall have prepaid postage to facilitate the participants' mailing the completed survey forms to SCE.

6. SCE shall code all CARE applications provided at the Cool Centers and track successful new CARE enrollees resulting from this process.

7. The coding process shall be approved by the Energy Division before CARE application forms are distributed at the Cool Centers.

8. SCE shall report on CARE enrollment from the Cool Center project and survey results, as directed by the Energy Division.

9. SCE shall not charge the CARE program for the distribution of CARE outreach materials (costs such as, but not limited to, distribution of CARE flyers, brochures, banners, and applications) at the Cool Centers and instead they should be provided as part of the costs of the Cool Center Program. All CARE related materials produced specifically for Cool Center activities shall be funded by the Cool Center Program.

This Resolution is effective today.

I certify that the foregoing resolution was duly introduced, passed and adopted at a conference of the Public Utilities Commission of the State of California held on August 19, 2004; the following Commissioners voting favorable thereon:

/s/ STEVE LARSON
STEVE LARSON
Executive Director

MICHAEL R. PEEVEY
PRESIDENT
CARL W. WOOD
LORETTA M. LYNCH
GEOFFREY F. BROWN
SUSAN P. KENNEDY
Commissioners

ATTACHMENT A

COOL CENTER PROGAM ACTIVITIESAND COSTS ESTIMATES

Category	Description of Expenditures	Budget Amount
SCE Budget Info		
SCE Program Oversight	These dollars are allocated for labor costs associated with planning and management oversight. This line item covers review and reconciliation of monthly expenditure reports, facilitating payments, ensuring all program guidelines are adhered to, any necessary training re: monthly reports, communicating key information to the agencies, etc.	$35,000.00
Agency Budget Info		
Administrative	Incremental costs for the following: utilities, janitorial, insurance, office supplies, rent, bookkeeping, photocopying, management oversight, and other miscellaneous administrative expenses. Incremental costs are those costs that would not have been incurred by the Agency but for the operation of the Cool Center. Exclusions: Capital improvement items such as furniture, appliances, etc. are not covered by this program.	$125,300.00
Utilities	Proportional electricity costs for actual space used for Cool Center activities.	$5,850.00
Supplies	Office supplies, activity items, etc.	$9,750.00
Outreach/Education	Printing and distribution of informal flyers or brochures, banners, etc., for use in providing outreach for the Cool Center; educational workshops or other assistance to inform Cool Center participants about other energy conservation or low-income programs. Note: SCE will provide some materials concerning its other energy efficiency and low-income programs for distribution to Cool Center participants.	$39,000.00
Transportation	Bus passes, vehicle rental, and fuel costs to provide transportation for the target populations. Note: Costs to transport participants who are not members of the target population or to pay for non-Cool Center vehicle operation, and mileage associated with rental vehicles (unless charges are included in the rental contract), are not covered by this program.	$39,000.00

Personnel/Staff	Incremental compensation for existing on-site staff members to provide direct support of Cool Center activities at a location; and/or full compensation for 1-2 new staff persons dedicated to activities. Costs could include payroll taxes, worker's compensation costs, etc. Exclusions: Costs for administrative oversight personnel not directly involved with providing Cool Center services should be included under the "Administrative" category; charges for volunteer personnel are not covered by this program.	$155,500.00
Refreshments	Costs for the following: bottled water, coffee, tea, punch, cookies, crackers, pretzels, or other light snacks. Exclusions: Food purchases that could be construed as an effort to provide full meals for participants are not covered by this program.	$15,600.00
Total 2004 Budget		$425,000.00

ATTACHMENT B

COOL CENTER SCOPE OF WORK

Contractor shall operate a Cool Center at each of the following locations (each a "***Cool Center***"):

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In the performance of its obligations under the Agreement, Contractor shall, with respect to each Cool Center listed above, perform the following work:

A. General Operations:

1. Operate the Cool Centers from _________, 2004 through October 15, 2004 (the "***Operating Period***").

   The Cool Centers shall be open Monday through Friday during the peak hours of 11 a.m. to 5 p.m. These are the minimum hours of operation for each Cool Center.

2. Use reasonable efforts to target (i) low-income, (ii) seniors, and (iii) disabled persons. Reasonable efforts to target the population include, but are not limited to, those activities set forth in Section B below.

3. Admit any person who wishes to use the Cool Center for its intended purposes (a "***Participant***" or collectively "***Participants***") regardless of such person's age, gender, race, religion, ethnicity, or sexual orientation.

4. Keep the Cool Center air-conditioned during the Operating Period from Monday through Friday during the hours of 11 a.m. to 5 p.m. Contractor shall keep the Cool Center clean and in safe condition. Contractor shall ensure that drinking water is available for all Participants.

5. Take reasonable steps to ensure that parking is available to those Participants who drive to the Cool Center.

6. Establish and maintain during the Operation Period procedures to be followed by staff and Participants in the event of an emergency. Such procedures should reflect the highest level of care that can be taken in an emergency situation.

B. Marketing and Public Awareness:

1. Inform local community-based organizations, local government agencies, and other organizations that serve the needs of the target population about the Cool Centers so that these organizations may refer members of the target population to the Cool Center.

2. Use its best efforts to promote the Cool Centers on one or more local radio stations through the use of radio public service announcements.

3. Prepare an information flyer and/or brochure about the Cool Center to inform the target population about the Cool Center. Contractor shall distribute copies of such information flyer and/or brochure in a manner reasonably calculated to reach to the target population. These efforts may include, without limitation, (i) direct mail, (ii) distribution to local community-based organizations, local government agencies, local businesses, and other organizations, and/or (iii) handling them out to Participants.

C. Education/Distribution of Information:

1. Provide energy conservation education to Participants. Contractor is responsible for requesting written energy conservation materials from SCE and maintaining an adequate supply so as to ensure that each Participant can receive such materials during the Operating Period.

2. Assist Participants in reading their energy bills, as necessary.

3. Conduct daily workshops at the Cool Center to inform Participants about the California Alternative Rates for Energy (CARE) program, assist Participants in determining whether they are eligible to participate in the SCE CARE program and, if so, in completing and mailing a CARE application. Contractor shall identify any CARE application submitted to SCE as a result of the Work performed under this Agreement by placing Contractor's Source Code ("***Source Code***") on such application. Contractor's Source Code is _________.

D. Tracking and Reporting

1. Utilize the sign-in sheet attached hereto as **Exhibit A** ("***Sign-in Sheet***") to track Participants for each calendar month of operation (a "***Reporting Month***"). Contractor shall provide to SCE a copy of the Sign-in Sheet for each Reporting Month no later than the fifteenth day of the calendar month following such Reporting Month. Contractor shall take reasonable steps to ensure that each Participant signs and accurately completes all of the

information requested on the Sign-in Sheet upon each visit to the Cool Center.

2. Track all referrals provided to other low-income and/or LIHEAP programs and include his tracked referral data in the Contractor's Monthly Report (defined below).

3. Track the energy conservation workshops and CARE workshops held in each Reporting Month, and include such data in the Monthly Report (defined below) for such Reporting Month.

4. Maintain supporting documentation for all expenditures related to the Cool Center operations for each Reporting Month and SCE include such supporting documentation in the Monthly Report (defined below) for such Reporting Month. SCE may, in its sole discretion, disallow any expenditure for which there is no supporting documentation. Contractor understands that any expenditure that is (i) exorbitant or (ii) not reasonably related to the performance of Contractor's obligations under the Agreement may be disallowed for reimbursement by SCE. Contractor may seek prior approval from SCE for any expenditure that is not described in the Contractor's initial Operation Plan.

5. Prepare an accurate report of the Cool Center operations for each Reporting Month, utilizing the monthly report forms attached hereto as **Exhibit B** ("***Monthly Report***"), and provide such Monthly Report to SCE by no later than the fifteenth day of the calendar month following such Reporting Month. Failure to submit a Monthly Report by its due date may result in additional funding delays. SCE may, in its sole discretion, refuse to accept any Monthly Report provided more than ten days after its due date, in which case any and all expenditures reported thereon will automatically be disallowed. Any Monthly Report that SCE deems unsatisfactory for reasons including, but not limited to, incompleteness, illegibility or use of incorrect format, will be returned to Contractor for revision. Contractor shall have five (5) business days from the date Contractor receives the unsatisfactory Monthly Report from SCE to revise it and return it to SCE. Failure to revise the Monthly Report in a satisfactory manner or return it to SCE within the allotted 5 days may result in the automatic disallowance of any or all expenditures reported on such Monthly Report.

6. Prepare a final report for each Cool Center, identifying, for the Operating Period, (i) the total budgeted amount for each budget category, (ii) the total actual reasonable expenditures for each budget category, and (iii) the

reasons for any variance in each budget category between the total budgeted amount and the total actual reasonable expenditures, if any (the "***Final Report***"). The Final Report shall also set forth the total number of Participants served over the Operating Period, identify the total number of Participants falling into each of the Target Population categories (*i.e.,* low-income, disabled, seniors), and evaluate the level of success achieved in the operation of each Cool Center, contemplating the purposes and goals of the Cool Center Project. The Final Report for each Cool Center shall be submitted to SCE by no later than November 15, 2004.

E. <u>Transportation</u>:

1. Provide transportation as follows: Contractor shall obtain and distribute bus passes to Participants who (i) are members of the Target Population, (ii) require transportation to and/or from the Cool Center, and (iii) can reasonably be expected to use the bus for such transportation. The bus passes should be valid for the Operating Period, but should not be valid for any substantial period beyond the Operating Period. For Participants who (i) are members of the Target Population and (ii) require transportation to and/or from the Cool Center but cannot reasonably be expected to use the bus, Contractor may provide car and/or van service to transport such Participants to and from the Cool Center as needed. Contractor shall not provide transportation to any Participant who does not meet the requirements set forth in this paragraph without prior approval from SCE.

2. Use its best efforts to encourage and organize ride-sharing among Participants.

3. Maintain each vehicle, if any, used by Contractor to transport Participants in safe operating condition during the Operating Period. Such vehicle(s) must be equipped to accommodate passengers for transportation purposes, including, but not limited to, having a seat belt available for each passenger, and must be covered by insurance as set forth in section F2 below.

4. Ensure that any person employed by Contractor to operate a vehicle used to transport Participants (i) meet the "Fitness for Duty" requirements of this Agreement, (ii) have and maintain a valid California Driver's License to operate such vehicle, and (iii) have and maintain a safe driving record, at all times during the Operating Period.

F. Insurance

1. Maintain insurance on the Cool Center operations during the Operating Period in accordance with the requirements of Section 16 of this Agreement. Contractor must provide SCE a copy of each insurance policy covering the Cool Center prior to beginning Cool Center operations.

2. Maintain insurance on each vehicle, if any, used by Contractor to transport Participants to and from the Cool Center during the Operating Period in accordance with the requirements of Section 16 of this Agreement. Contractor must provide SCE a copy of the insurance policy for a vehicle prior to using such vehicle to transport Participants to and from the Cool Center.

ATTAHCMENT C

COOL CENTER OPERATIONAL PLANS

***Estimated No. of Participants to be served*:**		
Daily:________	**Weekly:________**	**Monthly:________**

Agency:___________________________
Cool Center Location:_________________

Category	Description of Expenditures Within Category	Budget Amount (Proposed by Agency)	Activities (Please specify the Agency's planned activities or anticipated expenditures within each proposed budget category. If no budget for a category is listed, please indicate if another funding source will be used, or reasons no budget has been allocated)
Administrative	Incremental costs for the following: utilities, janitorial, insurance, office supplies, rent, bookkeeping, photocopying, management oversight, and other miscellaneous administrative expenses. Incremental costs are those costs that would not have been incurred by the Agency but for the operation of the Cool Center. Exclusions: Capital improvement items such as furniture, appliances, etc. are not covered by this program.	$__________	
Outreach/ Education	Printing and distribution of informational flyers or brochures, banners, etc., for use in providing outreach for the Cool Center; educational workshops or other assistance to inform Cool Center participants about other energy conservation or low-income programs. Note: SCE will provide some materials concerning its other energy efficiency and low-income programs for distribution to Cool Center participants.	$__________	
Transportation	Bus passes, vehicle rental, and fuel costs to provide transportation for the target populations only. Exclusions: Costs to transport participants who are not members of the target population or to pay for non-Cool Center vehicle operation, and mileage associated with rental vehicles (unless charges are included in the rental contract), are not covered by this program.	$__________	

Personnel/Staff	Incremental compensation for existing on-site staff members to provide direct support of Cool Center activities at a location; and/or full compensation for 1-2 new staff persons dedicated to activities. Costs could include payroll taxes, worker's compensation costs, etc. <u>Exclusions</u>: Costs for administrative or oversight personnel not directly involved with providing Cool Center services should be included under the "Administrative" category; charges for volunteer personnel are not covered by this program.	$__________	
Refreshments	Incremental costs for the following: bottled water, coffee, tea, punch, cookies, crackers, pretzels, or other light snacks. Exclusions: Food purchases that could be construed as an effort to provide full meals for participants are not covered by this program.	$__________	