

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION


 New Contract 400- - Amendment to Existing Contract: - - Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Sarah Taheri	45	916-654-3929	2/16/11

Contractor's Legal Name	Federal ID Number
Clean Energy States Alliance	27-0029803

Title of Project
Clean Energy States Alliance Membership Renewal

Term	Start Date	End Date	Amount
New/Original Contract	05 / 18 / 12	05 / 17 / 13	\$ 60,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information			
Proposed Business Meeting Date	May 9, 2012	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Sarah Taheri	Time Needed:	10 minutes

Agenda Item Subject and Description
Possible approval of a contract to renew membership in the Clean Energy States Alliance, a unique multistate collaboration of public clean energy funds and state agencies working together to develop and promote clean energy and low-carbon technologies and expand the market for these technologies.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- Contracts less than \$10k (*Policy Committee's signature is also required*)
- Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

The purpose of this contract is to renew the Energy Commission's membership in the Clean Energy States Alliance (CESA), a unique multistate collaboration of public clean energy funds and state agencies who have joined together to promote clean energy and low carbon technologies in their states and across the country. Established in 2002, CESA is managed by the Clean Energy Group, a nonprofit organization. It is important to note that CESA is much more than simply a membership organization. CESA serves as a technical consultant to the state clean energy funds, developing effective strategies for improving the performance of state programs; working on joint state initiatives to accelerate the expansion of renewable energy markets on state, regional, and national levels; providing up-to-date information on clean energy issues and programs; and serving as a clearinghouse on fund opportunities and challenges.

CESA is distinct in that it provides a forum to access the resources, experience, and expertise of all the members – to use the combined power of the network to solve common problems and share lessons learned. CESA's members represent diverse organizations, from state energy offices and public utilities commissions to municipally owned utilities and quasi-governmental or third-party entities specifically established to administer clean energy funding and programs. As a group, members have the ability, through CESA, to frame and address key issues of clean energy market development with federal agencies, regulators, industry participants, and the national media. By working together rather than going it alone, the state funds and programs can reduce the costs for consulting and outreach needs of their individual state programs. Members jointly support and share the costs for the administrative and substantial consulting services that CESA provides its members, and the financial contributions are leveraged many times through private foundation and Department of Energy support obtained by CESA.

The Energy Commission has been a long-standing and important member of CESA since the organization's establishment.



California Environmental Quality Act (CEQA) Compliance

1. Is Contract considered a "Project" under CEQA?
 Yes: skip to question 2 No: complete the following (PRC 21065 and 14 CCR 15378):
 Explain why contract is not considered a "Project":
 Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because this membership agreement does not meet the definition of a CEQA project .

2. If contract is considered a "Project" under CEQA:
 a) Contract **IS** exempt. (Draft NOE required)
 Statutory Exemption. List PRC and/or CCR section number: _____
 Categorical Exemption. List CCR section number: _____
 Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why contract is exempt under the above section: _____

b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

Budgets Information								
Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$60,000	11-12	\$60,000	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$60,000		TOTAL: \$60,000			TOTAL: \$ 0			
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Maria Blais	Name:	Mark Sinclair
Address:	50 State Street Suite 1	Address:	50 State Street Suite 1
City, State, Zip:	Montpelier, VT 05602	City, State, Zip:	Montpelier, VT 05602
Phone/ Fax:	(802) 223-2554 x-203 / (802) 223-4967	Phone/ Fax:	(802) 223-2554 x-206 / (802) 223-4967
E-Mail:	Maria@cleanegroup.org	E-Mail:	MSinclair@cleanegroup.org

Contractor Is

Private Company (including non-profits)
 CA State Agency (including UC and CSU)
 Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

Solicitation Select Type Solicitation #: _____ - - _____ # of Bids: _____ Low Bid? No Yes
 Non Competitive Bid (Attach CEC 96)
 Exempt Membership



Civil Service Considerations

Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)

Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

The Services Contracted:

- are not available within civil service
- cannot be performed satisfactorily by civil service employees
- are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.

The Services are of such an:

- urgent
- temporary, or
- occasional nature

that the delay to implement under civil service would frustrate their very purpose.

Justification:

Payment Method

A. Reimbursement in arrears based on:

- Itemized Monthly
- Itemized Quarterly
- Flat Rate
- One-time

B. Advanced Payment

C. Other, explain: Membership fee of \$60,000 will be paid as a lump sum upon receipt of Contractor's invoice.

Retention

1. Is contract subject to retention? No Yes

If Yes, Do you plan to release retention prior to contract termination? No Yes

Justification of Rates

The price of membership is established by the Clean Energy States Alliance. The original membership cost was \$82,943 for one year. For this year's membership, CESA agreed to a reduced fee of \$60,000 (approximately a 28% reduction from the original fee). CESA will be maintaining support of the same activities they have provided in the past, but will additionally be providing valuable support on several new projects to help further California's renewable energy development.

Disabled Veteran Business Enterprise Program (DVBE)

1. Not Applicable

2. Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____

- Contractor is Certified DVBE
- Contractor is Subcontracting with a DVBE: _____

3. Contractor selected through CMAS or MSA with no DVBE participation.

4. Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE? No Yes

If yes, check appropriate box: SB MB DVBE

Is Contractor subcontracting any services? No Yes

If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:

	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE
	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE
	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE

Miscellaneous Contract Information

1. Will there be Work Authorizations? No Yes

2. Is the Contractor providing confidential information? No Yes

3. Is the contractor going to purchase equipment? No Yes

4. Check frequency of progress reports

- Monthly
- Quarterly
- Other. CESA's biennial & Board of Dirctrs mtgs give status of ongoing

5. Will a final report be required? No Yes

6. Is the contract, with amendments, longer than a year? If yes, why? No Yes

CONTRACT REQUEST FORM (CRF)



The following items should be attached to this CRF			
1. Scope of Work, Attach as Exhibit A.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached	
2. Budget Detail, Attach as Exhibit B.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
5. CEC 95, DVBE Exemption Request	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached	
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
8. CEC 105, Questionnaire for Identifying Conflicts		<input type="checkbox"/> Attached	
9. CEC 106, IT Component Reporting Form		<input type="checkbox"/> Attached	

 Contract Manager Date Office Manager Date Deputy Director Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting. See Business Meeting Information Section.

 Presiding Policy Committee Date Associate Policy Committee Date Executive Director Date

Exhibit A

SCOPE OF WORK

PURPOSE

The purpose of this agreement is to fund the Energy Commission's membership in the Clean Energy States Alliance (CESA).

This membership will permit the Energy Commission to serve on CESA's Board of Directors, influence proposed joint project work, guide targeted CESA assistance for program challenges and issues faced in California, collaborate with representatives from other states, exchange information with other CESA members, participate and receive turbine eligibility assistance as a member of the Interstate Turbine Advisory Council administered by CESA, obtain assistance as useful from CESA's communication and government relations' director in Washington, DC, participate in Department of Energy/CESA emerging technology co-funding initiatives, and participate in biannual meetings and monthly update conference calls.

The following is an outline of general activities performed by CESA and opportunities for the Energy Commission's involvement as a member of CESA.

1. Joint Projects

Through its joint projects, CESA works to find solutions to key, cross-cutting problems that many CESA members face such as wind facility siting, advancing emerging renewable energy technologies, RPS implementation and related legal issues, solar PV market development, use of innovative clean energy finance tools, and hydrogen and fuel cell deployment.

Active Joint Projects

- Accelerating Offshore Wind
- State-Federal RPS Collaborative Forum
- DOE/States' Energy Storage Technology Advancement Partnership
- DOE/States Marine Energy Technology Advancement Project
- States Advancing Solar Network
- States Advancing Wind Network
- Hydrogen and Fuel Cells Initiative
- Renewable Energy Finance Innovation Analysis
- CESA National Clean Energy Database for State Clean Energy Progras
- State Leadership in Clean Energy Awards
- Climate Change Policy and the Role of States
- Interstate Turbine Advisory Council

2. Client Services

Through individual member program assistance, biannual meetings, and monthly member update webinars, CESA delivers client services, information, and analysis related to clean energy programs, technologies, and markets.

CESA General Client Services

General client services are umbrella services that benefit all members and focus on network development and information sharing between CESA members. These services include:

- CESA website & list serve
- CESA biannual meetings
- CESA identification and evaluation of state clean energy program best practices and programs
- Legal assistance on clean energy related legal issues
- CESA Members monthly-update webinars
- Partnership development between states and key stakeholders, including federal agencies, trade associations, and non-governmental organizations working on clean energy issues
- Communication efforts to highlight the importance and results of state clean energy programs

CESA Individual Client Services

Individual client services are specific assistance provided by CESA staff to individual members for state-specific support. Individual client services assistance typically fall into four categories:

- Assistance for individual state program development and analysis.
- Requests for specific information of value to a fund such as information from other states or countries, or data acquisition requests.
- Public education and messaging expertise for individual state initiatives.
- Support to assist individual funds to continue their programs by providing information and analysis for legislative or administrative processes.

CESA Energy Commission-Specific Consulting Services

The following Energy Commission-specific consulting services have been identified for CESA assistance during 2012-2013

- Energy Commission RE Strategic Plan. CESA will work with Commissioners and staff to provide assistance to inform the development of the Energy Commission's new strategic plan for renewable energy. CESA will provide recommendations, analysis, and other assistance on several strategies, based on our experience and familiarity with innovative clean energy policies and programs across the country.

Specifically, CESA will provide recommendations on the following focus strategic areas: (1) increasing regulatory coordination among state, federal, and local agencies to site RE projects, (2) effectively evaluating the cost of RE projects beyond technology costs, (3) promoting incentives to create economic development and jobs in the RE sector through use of economic development tools, and (4) increasing effectiveness in promoting existing state and federal financing for advancing commercialization of emerging technologies.

- EPIC Investment Plan. If the CPUC's proposed "EPIC" funding program is adopted, CESA will assist the Energy Commission in developing the first triennial Investment Plan, including demonstration project focus areas, how proposed activities will relate to supply chain growth, evaluation criteria, and key metrics, to ensure effectiveness of California investments in technology advancement.
- Interstate Turbine Advisory Council. CESA will continue to administer and support the Interstate Turbine Advisory Council (ITAC), with California as a key member, to evaluate small turbine technology for eligibility for state-based incentives, based on performance, safety, and reliability criteria. ITAC will allow states to reduce their investment in small wind technology assessment and create market leverage for this emerging technology sector.
- Clean Energy Economy Index. CESA will assist the Energy Commission in determining the merits and applicability of an innovative approach to assessing and tracking data on California's clean energy economy and supply chain, based on a recent similar prototype effort in Massachusetts.

3. CESA Information Exchange and Analysis

Through CESA's website, case studies, and reports, CESA provides comprehensive and low-cost analysis on state clean energy programs' efforts across the country to identify and promote best practices. These services include

- Partnership on LBNL Case Studies
CESA works with Lawrence Berkeley National Laboratories (LBNL) to develop case studies on clean energy technologies and provide strategic advice on CESA programs.
- Documentation of Best Practices
CESA will continue to work with states to identify best practices to promote renewable energy technologies. CESA staff will regularly survey CESA members and states to identify clean energy best practices, programmatic experience and results and recent program developments, and new state-based strategies to advance the market for clean energy technologies. Key findings will be summarized and shared with CESA members.
- Program Analysis and Performance Reports for Clean Energy and Economic Development

CESA will continue to serve as a clearinghouse for reports and analysis on clean energy and related economic development issues. Reports will be posted on the CESA website.

- **International Activities on Low Carbon Initiatives**
CESA will continue to maintain a section of the CESA website to facilitate an information exchange of best practices and innovative financing mechanisms between state clean energy fund managers and their international counterparts.
- **Updates of Annual Funding Summaries of Member programs; CESA National Database**
In 2012-2013, CESA will continue to maintain a comprehensive database to document state member support for renewable energy project deployment, providing an up-to-date account of the type and amount of renewable energy projects that have been supported by member programs, individually and collectively.
- **CESA Washington, D.C. Office**
CESA's office in Washington D.C. ensures that the interests and perspectives of its members, the leading state-level, publicly funded clean energy programs, are articulated clearly and considered by major external stakeholders, federal agencies, and public officials as the clean energy sector continues to receive increasing attention at the federal level. CESA will continue to take full advantage of federal opportunities to support the clean energy work of the states.
- **Public Education and Promotion of CESA Members**
CESA ongoing outreach efforts increase the public profile and awareness of CESA and its members through articles, press releases, forums, etc. CESA will regularly engage other parties to write about and promote CESA-related activities and post these articles on the CESA website.

4. CESA Partnership Development

CESA staff work with other public and private partners to create new partnership initiatives on clean energy issues of mutual concern to benefit CESA members. These partnership development opportunities are designed with one goal in mind – to leverage support for the work and objectives of CESA's member clean energy programs.

CESA partners include federal agencies such as the Department of Energy, Department of Interior, Department of Homeland Security, state membership associations such as NASEO, and industry associations such as the National Hydrogen Association, American Wind Energy Association, and Solar Energy Industry Association.