

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 CESA's proposed joint, multi-state project work; receive targeted CESA assistance for program challenges and issues faced in California; collaborate with representatives from other states to exchange information and identify program innovations with other CESA members; 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, Multi-State 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 Multi-State Projects

- Offshore Wind Accelerator Project
- State-Federal RPS Collaborative
- DOE/States' Energy Storage Technology Advancement Partnership
- States Advancing Solar Network

- Renewable Energy Finance Innovation Project
- CESA National Clean Energy Database Tracking the Deployment Results of State Clean Energy Incentive Programs
- State Leadership in Clean Energy Awards
- Interstate Turbine Advisory Council

2. Client Services

As a benefit of membership, CESA delivers client consulting 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 webinars on issues of relevance to state clean energy programs
- 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 and consulting provided by CESA staff to individual members for state-specific support, as part of the membership benefit package. 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 demonstrate and document the value of continued program funding 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 2013-2014:

- Energy Commission Solar Equipment Eligibility List. CESA will work with the National Renewable Energy Lab to develop recommendations and an action plan for the Energy Commission regarding options for establishing federal and/or multi-state and utility collaboration and support for sustained maintenance of a national list of solar equipment. A host of other states and utilities across the nation use the Energy Commission list to determine eligibility for their solar incentives at no cost. The Energy Commission is spending significant dollars each year to maintain this list, including funding and administration of a technical consultant contract, and dedication of in-house staff resources. To address the

funding and administrative burden on the Energy Commission of maintaining this list, CESA will analyze and develop an action plan to transition the Energy Commission's eligibility list service into a more national program that is supported and administered through a collaborative approach among some or all list users. CESA will evaluate (a) what entities or organizations could either support funding for or administer the solar eligibility lists and (b) how to create a consortium or collaboration among leading state and utility incentive programs to jointly support the administration of national eligibility lists.

- **Renewable Energy Applications in Emergency Preparedness.** CESA will assist the Energy Commission to share information and partner with other states to (a) examine and identify “best policies and programs” to support use of renewable energy applications for emergency power needs, grid resiliency, and critical infrastructure “hardening” and (b) identify and leverage multi-state partnership opportunities. This will include identifying potential funding and financing resources, selecting smart applications, the role of micro-grids and energy storage, the technologies most relevant, the role of utilities, and the role of federal agency support.
- **EPIC Investment Plan.** If the CPUC approves the Energy Commission's *Proposed 2012-14 Triennial Investment Plan*, CESA may assist the Energy Commission in developing solicitations by providing input on scope of work and proposal evaluation criteria. CESA will also propose key metrics for measuring the success of EPIC projects. CESA's support will assist the Energy Commission to ensure effectiveness of California investments in technology advancement.
- **CESA Clean Energy Finance Initiative.** CESA will provide recommendations, assistance and analysis to the Energy Commission regarding (1) trends in clean energy finance, (2) how to use innovative financing tools that can leverage the investment effect of state clean energy funding (tax exempt and taxable bond financing, credit enhancements, revolving loan funds, etc.), and (3) strategic partnership opportunities and benefits between the Energy Commission and community development finance agencies and state development finance agencies agency to integrate clean energy investments in their portfolios. This will increase the ability of the Energy Commission incentives and support to leverage other state financial assistance towards clean energy projects (taxable and tax-exempt bonds, loan guarantees, etc.).
- **Multi-State Solar Thermal Working Group.** CESA will administer and support a solar thermal working group, with California as a key member, of the leading clean energy programs in the U.S. with solar thermal incentives. The working group will examine multi-state partnerships and a host of program design issues to increase the effectiveness of state solar thermal programs. Issues to be examined may include effective incentive design to drive down costs, obtaining

improvements in the SRCC program to better meet state incentive program needs, compiling better end-use data, more effective marketing of solar thermal to the residential and commercial sectors, community purchasing, how state programs can advance 3rd party ownership/lease models, and incentives for new thermal applications (storage, chillers, new types of collectors, etc.)

- Solar PV Policy Innovation. CESA will assist the Energy Commission by examining and recommending several solar program innovations that the Commission could take to accelerate cost reduction and deployment goals in California. Among the policy innovations of CESA focus:
 - (a) Analysis of the policy implications to the NSHP and CSI programs, as well as the overall Senate Bill 1 Guidelines, of the growth of third-party finance, including how California could (1) adjust/redirect their incentive programs to complement third party ownership while addressing other financing and market development needs and (2) leverage reductions in third party financing, transaction and installation costs through establishment of financing standards, standard lease agreements, and consumer protection and consumer finance disclosure requirements.
 - (b) Assist the Energy Commission to evaluate the value of supporting a “Solarize” community purchasing model in California, an innovative program recently adopted in several other leading solar states to great success. The Solarize approach leverages community outreach to simplify the process for consumers to install solar and uses the power of group purchasing to deliver substantial discounts on the cost of installation.
 - (c) Assist the Energy Commission to work with other leading solar states to establish better and more transparent data sharing on solar PV costs across the country, to better understand cost trends and how to drive further cost reductions.

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

- Documentation of Best Practices
CESA continually works with states to identify best practices to promote renewable energy technologies. CESA staff regularly surveys CESA members and other states to identify clean energy best practices, programmatic experience and results, recent program developments, and new state-based strategies to advance the market for clean energy technologies. Key findings are 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.
- **CESA Washington, D.C. Office**
CESA's office in Washington D.C. ensures that the interests and perspectives of its members 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 are designed to increase the public profile and awareness of its members through articles, press releases, forums, etc. CESA regularly engages other parties to write about and promote CESA member-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, state membership associations such as NARUC and NASEO, and industry associations such as the National Hydrogen Association, American Wind Energy Association, and Solar Energy Industry Association.

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION


 New Contract 400-12-001 Amendment to Existing Contract: _____ - _____ Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Otto Tang	45	916-654-4405	7/26/10

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	07 / 01 / 13	07 / 01 / 14	\$ 48,000

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	06/03/2013	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter		Time Needed:	minutes

Agenda Item Subject and Description
Possible approval of Contract 400-12-001 for \$48,000 with the Clean Energy States Alliance to renew the Energy Commission's membership for one year. Clean Energy States Alliance is 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. (RRTF funding.)

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



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	\$48,000	13-14	\$48,000	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$48,000		TOTAL: \$48,000			TOTAL: \$ 0			
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Maria Blais Costello	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	
<input checked="" type="checkbox"/>	Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
<input type="checkbox"/>	Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
<input type="checkbox"/>	The Services Contracted:
<input type="checkbox"/>	are not available within civil service
<input type="checkbox"/>	cannot be performed satisfactorily by civil service employees
<input type="checkbox"/>	are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
<input type="checkbox"/>	The Services are of such an:
<input type="checkbox"/>	urgent
<input type="checkbox"/>	temporary, or
<input type="checkbox"/>	occasional nature
	that the delay to implement under civil service would frustrate their very purpose.
Justification:	

Payment Method							
<input type="checkbox"/>	A. Reimbursement in arrears based on:						
<input type="checkbox"/>	Itemized Monthly	<input type="checkbox"/>	Itemized Quarterly	<input type="checkbox"/>	Flat Rate	<input type="checkbox"/>	One-time
<input type="checkbox"/>	B. Advanced Payment						
<input checked="" type="checkbox"/>	C. Other, explain: Membership fee of \$48,000 will be paid as a lump sum upon receipt of Contractor's invoice.						

Retention	
1. Is contract subject to retention?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If Yes, Do you plan to release retention prior to contract termination?	<input type="checkbox"/> No <input type="checkbox"/> 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 \$48,000 (approximately a 42% 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. <input type="checkbox"/>	Not Applicable
2. <input type="checkbox"/>	Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
<input type="checkbox"/>	Contractor is Certified DVBE
<input type="checkbox"/>	Contractor is Subcontracting with a DVBE: _____
3. <input type="checkbox"/>	Contractor selected through CMAS or MSA with no DVBE participation.
4. <input checked="" type="checkbox"/>	Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, check appropriate box:	<input type="checkbox"/> SB <input type="checkbox"/> MB <input type="checkbox"/> DVBE

Is Contractor subcontracting any services?	<input checked="" type="checkbox"/> No <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
2. Is the Contractor providing confidential information?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
3. Is the contractor going to purchase equipment?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
4. Check frequency of progress reports	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Quarterly
<input checked="" type="checkbox"/>	Other. CESA's biennial & Board of Dirctrs mtgs give status of ongoing
5. Will a final report be required?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. Is the contract, with amendments, longer than a year? If yes, why?	<input checked="" type="checkbox"/> No <input type="checkbox"/> 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