

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION


 New Contract 400-14-002 Amendment to Existing Contract: - - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Brian McCollough	45	916-653-1648	7/27/10

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

Title of Project
Clean Energy States Alliance Membership Renewal

Term	Start Date	End Date	Amount
New/Original Contract	11 / 17 / 14	06 / 30 / 15	\$ 50,000

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	11/17/14	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter		Time Needed:	minutes

Agenda Item Subject and Description
Possible approval of Contract 400-14-002 for \$50,000 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 that 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 provides a collaborative, informative service to the state clean energy funds, working with the state clean energy funds to develop 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 and collaborating rather than going it alone, the state funds and programs can reduce the outreach needs of their individual state programs. Members jointly support and share the costs for the administrative and substantial collaborative 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	\$50,000	14-15	\$50,000	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL:	\$50,000	TOTAL:	\$50,000					TOTAL: \$ 0
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Maria Blais Costello	Name:	Warren Leon
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:	wleon@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 \$48,000 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 \$50,000 (approximately a 40% 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 information through several new projects that will help inform 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 California Energy Commission's (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 information related to 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 information as useful from CESA's communication staff; 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
- State Leadership in Clean Energy Awards
- Interstate Turbine Advisory Council
- Resilient Power Project
- Renewable Thermal Working Group

2. Member Services

As a benefit of membership, CESA delivers collaborative services, information, and analysis related to clean energy programs, technologies, and markets.

CESA General Member Services

General member 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
- Provide information 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
- State Leadership in Clean Energy Awards

CESA Individual Member Information Services

Individual member information services are specific assistance provided by CESA staff to individual members for state-specific issues, as part of the membership benefit package. These individual member information services typically fall into four categories:

- Discussion of individual state program development and analysis issues.
- Requests for specific information of value to a fund such as information from other states or countries, or data acquisition requests.
- Provision of examples of public education and messaging for individual state initiatives.
- Provision of examples of how individual funds can demonstrate and document the value of continued program funding by providing information for legislative or administrative processes.

CESA Energy Commission-Specific Topics

The following Energy Commission-specific topics have been identified in CESA activities during 2014-2015:

- CESA Clean Energy Finance Initiative. CESA will provide information 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) partnership opportunities between the Energy Commission and community development finance agencies and state development finance agencies to integrate clean energy investments in their portfolios.

- Impacts of State Clean Energy Programs. CESA will produce a qualitative report on the importance and impacts of state clean energy programs across the country. The report will include the Energy Commission and its programs.
- Solar PV Policy Innovation. CESA will examine and produce materials related to solar policy to accelerate cost reduction and deployment goals in member states. Among the policies and materials on which CESA will focus are:
 - (a) Analysis of the policy implications for member state solar incentive programs of the growth of third-party finance, including how to (1) adjust/redirect 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) Preparing a market status and trends report on solar on new homes that will include information about the Energy Commission's New Solar Homes Partnership (NSHP) program.
 - (c) Providing a guide for state program managers and for consumers on how to select a solar loan, lease, or PPA.
 - (d) Work with the Energy Commission and 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 Work in Washington, D.C.
CESA ensures that the interests and perspectives of its members are articulated clearly and considered by federal agencies and other 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, and other public forums. 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 the National Association of Regulatory Utility Commissioners and the National Association of State Energy Officials, and industry associations such as the National Hydrogen Association, American Wind Energy Association, and Solar Energy Industry Association.

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CLEAN ENERGY STATES ALLIANCE, INC.

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) adopts the staff CEQA findings contained in the Agreement Request Form; and

RESOLVED, that the Energy Commission approves Agreement 400-14-002 from the **Clean Energy States Alliance, Inc. (CESA)** for **\$50,000**, to renew the Energy Commission's membership for one year, from July 1, 2014 to June 30, 2015. CESA 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; and

FURTHER BE IT RESOLVED, that the Executive Director or his/her designee shall execute the same on behalf of the Energy Commission.

CERTIFICATION

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on November 17, 2014

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Harriet Kallemeyn,
Secretariat