



**CALIFORNIA
ENERGY COMMISSION**



**California Energy Commission
December 11, 2024, Business Meeting
Backup Materials for CivicWell**

The following backup materials for the above-referenced agenda item are available in this PDF packet as listed below:

1. Proposed Resolution
2. Contract Request Form
3. Scope of Work

[PROPOSED]

RESOLUTION NO: 24-1211-03g

STATE OF CALIFORNIA

**STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION: CivicWell

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

RESOLVED, that the CEC approves agreement 200-24-004 with CivicWell for a \$15,000 contract for a one-year membership. Membership allows CEC staff to meet with key stakeholders and participate in forums to pursue innovative smart-growth and climate resilience strategies; and

FURTHER BE IT RESOLVED, that the Executive Director or their designee shall execute the same on behalf of the CEC.

CERTIFICATION

The undersigned Secretariat to the CEC 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 CEC held on December 11, 2024.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

Kristine Banaag
Secretariat



CONTRACT REQUEST FORM (CRF)

A. New Agreement Number

IMPORTANT: New Agreement # to be completed by Contracts, Grants, and Loans

Office. New Agreement Number: 200-24-004

B. Division Information

1. Division Name: Administration
2. Agreement Manager: Carissa Peri
3. MS-18
4. Phone Number: (916) 258-2959

C. Contractor's Information

1. Contractor's Legal Name: CivicWell
2. Federal ID Number: 94-2791699

D. Title of Project

Title of project: CivicWell Membership

E. Term and Amount

1. Start Date: 12/11/2024
2. End Date: 12/10/2025
3. Amount: \$15,000.00

F. Business Meeting Information

1. Operational agreement to be approved by Executive Director? No
2. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No.
3. The Proposed Business Meeting Date: 12/11/2024
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: Carissa Peri
6. Time Needed for Business Meeting: 0 minutes.
7. The email subscription topic is: N/A

Agenda Item Subject and Description:

CivicWell. Proposed resolution approving agreement 200-24-004 with CivicWell for a \$15,000 contract for a one-year membership. Membership allows CEC staff to meet with key stakeholders and participate in forums to pursue innovative smart-growth and climate resilience strategies. (ERPA Funding) Contact: Carissa Peri

G. California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?

No.

If yes, skip to question 2.

If no, complete the following (PRC 21065 and 14 CCR 15378) and explain why Agreement is not considered a "Project":

Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because this agreement is for a membership with CivicWell. This will involve no physical work or construction. Membership



benefits include meeting with key stakeholders and participate in forums to pursue innovative smart-growth and climate resilience strategies.

2. If Agreement is considered a “Project” under CEQA answer the following questions.

a) Agreement IS exempt?

N/A

Statutory Exemption?

No.

If yes, list PRC and/or CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

PRC section number: None.

CCR section number: None.

Categorical Exemption?

No.

If yes, list CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

CCR section number: None.

Common Sense Exemption? 14 CCR 15061 (b) (3)

No.

If yes, explain reason why Agreement is exempt under the above section. If no, enter “Not applicable” and go to the next section.

Not applicable.

b) Agreement IS NOT exempt.

IMPORTANT: consult with the legal office to determine next steps.

No.

If yes, answer yes or no to all that applies. If no, list all as “no” and “None” as “yes”.

| Additional Documents | Applies |
|--|---------|
| Initial Study | No |
| Negative Declaration | No |
| Mitigated Negative Declaration | No |
| Environmental Impact Report | No |
| Statement of Overriding Considerations | No |
| None | Yes |

H. Is this project considered “Infrastructure”?

No.

I. Subcontractors



List all Subcontractors listed in the Budget (s). Insert additional rows if needed. If no subcontractors to report, enter "No subcontractors to report" and "0" to funds. **Delete** any unused rows from the table.

| Subcontractor Legal Company Name | Budget |
|----------------------------------|--------|
| No subcontractors | \$0 |

J. Key Partners

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter "No key partners to report." **Delete** any unused rows from the table.

| Key Partner Legal Company Name |
|--------------------------------|
| No Key Partners to Report |

K. Budget Information

Include all budget information. Insert additional rows if needed. If no budget information to report, enter "N/A" for "Not Applicable" and "0" to Amount. **Delete** any unused rows from the table.

| Funding Source | Funding Year of Appropriation | Budget List Number | Amount |
|----------------|-------------------------------|--------------------|-------------|
| ERPA | 2024-25 | 100.022 | \$15,000.00 |

TOTAL Amount: \$15,000.00

R&D Program Area: Not applicable

Explanation for "Other" selection: Not applicable

Reimbursement Contract #: Not applicable

Federal Agreement #: Not applicable

L. Contractor's Contact Information

1. Contractor's Administrator/Officer

Name: Michele Warren

Address: 520 Capitol Mall, Suite 440

City, State, Zip: Sacramento, CA 95814

Phone: 916-448-1198

E-Mail: mwarren@civicwell.org

2. Contractor's Project Manager

Name: Kelsey Wolf-Cloud

Address: 520 Capitol Mall, Suite 440

City, State, Zip: Sacramento, CA 95814

Phone: 916-448-1198



E-Mail: kwolfcloud@civicwell.org

M. Selection Process Used

There are three types of selection process. List the one used for this CRF.

| Selection Process | Additional Information |
|--|------------------------|
| Competitive Solicitation # | Not Applicable |
| Non Competitive Bid (<i>Attach DGS-GSPD-09-007</i> https://www.dgs.ca.gov/PD/Forms) | Not Applicable |
| Exempt | Membership |

N. Contractor Entity Type

| Contractor Entity Type | Yes or No? |
|---|------------|
| Private Company (<i>including non-profits</i>) | Yes |
| CA State Agency (<i>including UC and CSU</i>) | No |
| Government Entity (<i>i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state</i>) | No |

O. Is Contractor a certified Small Business (SB), Micro Business (MB) or Disabled Veterans Business Enterprise (DVBE)?

The contractor is a certified: Not applicable

P. Civil Service Considerations

- Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)? Yes
- Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER). No
- The Services Contracted: N/A

If no, go to the next question. If yes, which of the following applies to the contract? More than one can apply, list each answer choice, and separate them with a comma:

- are not available within civil service



- cannot be performed satisfactorily by civil service employee
- 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 following applies to the contract: Are not applicable within civil service.

- d. The Services are of such an urgent, temporary, or occasional nature that the delay to implement under civil service would frustrate their very purpose?

Not applicable.

Justification:

This one-year membership allows Energy Commission staff to connect with key stakeholders to pursue innovative smart-growth strategies, seek new partners and tools to improve their communities, strengthen local economies, and enrich the lives of all residents.

Q. Payment Method

1. Is the payment method Reimbursement, Advanced Payment, or Other?

Reimbursement.

If Other, explain: Not applicable

2. If Reimbursement, is it in arrears based on Itemized Monthly, Itemized Quarterly, Flat Rate, or One-time?

One-time.

R. Retention

Is Agreement subject to retention? No.

If Yes, Will retention be released prior to Agreement termination? No.

S. Justification of Rates

The total of this membership with CivicWell is based on the population range the Energy Commission serves.

T. Disabled Veteran Business Enterprise Program (DVBE)

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity) No.

2. Meets DVBE Requirements DVBE: No.

Amount: \$ 0 DVBE %:

3. Is the Contractor Certified DVBE or Subcontracting with a DVBE? If subcontracting with a DVBE, provide the name of the DVBE company. Not Applicable.

Enter Contractor Certified DVBE or Subcontracting with a DVBE. If subcontracting, provide name of DVBE company. Not Applicable.

4. Contractor selected through CMAS or MSA with no DVBE participation. No.

5. Requesting DVBE Exemption (attach CEC 95) Yes.

U. Miscellaneous Agreement Information



1. Will there be Work Authorizations? No.
2. Is the contractor providing confidential information? No.
3. Is the contractor going to purchase equipment? No.
4. What is the check frequency of the progress reports? Monthly, Quarterly, or Other? If Other, please provide explanation.

Monthly, Quarterly, or Other? If Other, please provide explanation. None.

5. Will a final report be required? No.
6. Is the Agreement, with amendments, longer than three years? If yes, why?
No.

V. The following items should be attached to this CRF (as applicable)

List all items that should be attached to this CRF by entering "Yes" or "No".

| Item Number | Item Name | Attached |
|-------------|--|----------|
| 1 | Exhibit A, Scope of Work/Schedule | Yes |
| 2 | Exhibit B, Budget Detail | Yes |
| 3 | DGS-GSPD-09-007, NCB Request | No |
| 4 | CEC 95, DVBE Exemption Request | Yes |
| 5 | Awardee CEQA Documentation | No |
| 6 | Resumes | No |
| 7 | CEC 105, Questionnaire for Identifying Conflicts | Yes |

Approved By

Individuals who approve this form must enter their full name and approval date in the MS Word version.

Agreement Manager: Carissa Peri

Approval Date: 7/26/2024

Office Manager: Adrienne Winuk

Approval Date: 7/26/2024

Deputy Director: Rob Cook

Approval Date: 7/26/2024

EXHIBIT A

Scope of Work

PURPOSE

The purpose of this Agreement is to provide the California Energy Commission (CEC) with a one-year membership with CivicWell. Membership provides CEC staff the opportunity to connect with key local stakeholders that are looking to advance fair and equitable climate and energy practices. The California Climate & Energy Collaborative (CCEC), a program implemented by CivicWell, when relevant and applicable, will provide opportunities to connect with local government stakeholders and their partners throughout the state through workshops, meetings, listening sessions and other CCEC-facilitated convenings. As relevant opportunities arise, CCEC will also gather input from the network to advise the CEC on programs when needed.

Benefits of membership include:

- Co-hosting 1 State & Local Energy and Climate Coordination (SLECC) meeting
- Bi-monthly Coordination meetings with key local government stakeholders, CCEC staff, and the CCEC Statewide Best Practices Coordinator
- Advisory support and promotional assistance for CEC workshops
- Promotion and circulation of CEC input opportunities to CCEC's statewide network of local government staff and climate practitioners
- Acknowledgement in CivicWell social media, annual Impact Report, and at the 2025 CivicWell Policymakers Conference and the 16th Annual California Climate and Energy Forum.

CivicWell (formerly the Local Government Commission) is a nonprofit supporting sustainable solutions and the leaders and communities that implement them. It inspires, equips, connects, and cultivates civic leadership for local innovation and community change. Since 1982, CivicWell has engaged local elected officials, government agencies, and community-based organizations through policy guidance, collaborative partnerships and coalitions, and direct assistance.