

**CONTRACT REQUEST FORM (CRF)**CEC-94 (Revised 10/2015)  
COMMISSION

CALIFORNIA ENERGY

A) New Agreement 300-19-001 (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
ERDD	Rachel Salazar	51	916-445-5316

C) Contractor's Legal Name	Federal ID Number
Local Government Commission	94-2791699

D) Title of Project
CivicSpark Fellow for Energy Research Support

E) Term and Amount	Start Date	End Date	Amount
	9/3/2019	9/15/2020	\$ 26,000

F) Business Meeting Information			
<input type="checkbox"/> Operational agreement (see CAM Manual for list) to be approved by Executive Director <input type="checkbox"/> ARFVTP agreements under \$75K delegated to Executive Director.			
Proposed Business Meeting Date	8/14/2019	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Rachel Salazar	Time Needed:	5 minutes
Please select one list serve. EPIC (Electric Program Investment Charge)			

**Agenda Item Subject and Description**  
 LOCAL GOVERNMENT COMMISSION. Proposed resolution approving agreement 300-19-001 with the Local Government Commission for a \$26,000 contract to provide a CivicSpark Fellow that will assist staff in collaborating with local governments on approaches to connect stakeholders in underserved regions with clean energy research funding opportunities and projects. Additionally, the Fellow will provide capacity building for up to six local government partners to help develop and/or implement specific aspects of climate action plans and build community support. (EPIC funding) Contact: Rachel Salazar

G) California Environmental Quality Act (CEQA) Compliance	
1. Is Agreement considered a "Project" under CEQA? <input type="checkbox"/> Yes (skip to question 2) <input checked="" type="checkbox"/> No (complete the following (PRC 21065 and 14 CCR 15378)): 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 project does not involve any construction, demonstration, or other similar activities. This project only involves research, data collection and analysis, community engagement to assess clean energy needs at the local level, and enhancements to an online tool to help local communities connect with stakeholders for potential future clean energy research projects.	
2. If Agreement is considered a "Project" under CEQA: <input type="checkbox"/> a) Agreement <b>IS</b> exempt. (Attach draft NOE) <input type="checkbox"/> Statutory Exemption. List PRC and/or CCR section number: _____ <input type="checkbox"/> Categorical Exemption. List CCR section number: _____ <input type="checkbox"/> Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section: _____  <input type="checkbox"/> b) Agreement <b>IS NOT</b> exempt. (Consult with the legal office to determine next steps.) Check all that apply <input type="checkbox"/> Initial Study <input type="checkbox"/> Environmental Impact Report <input type="checkbox"/> Negative Declaration <input type="checkbox"/> Statement of Overriding Considerations <input type="checkbox"/> Mitigated Negative Declaration	

H) List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)				
Legal Company Name:	Budget	SB	MB	DVBE
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I) List all key partners: (attach additional sheets as necessary)	
Legal Company Name:	

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**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
EPIC	18-19	300.001F	\$26,000
			\$
R&D Program Area: Admin: General		TOTAL:	\$
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

**K) Contractor's Administrator/ Officer**

Name:	Kif Scheuer	Name:	Kif Scheuer
Address:	980 9Th St Ste 1700	Address:	980 9Th St Ste 1700
City, State, Zip:	Sacramento, CA 95814-2736	City, State, Zip:	Sacramento, CA 95814-2736
Phone:	916-448-1198	Fax:	- -
E-Mail:	kscheuer@lgc.org	E-Mail:	kscheuer@lgc.org

**Contractor's Project Manager****L) Selection Process Used** (For amendments, address amendment exemption or NCB, do not identify solicitation type of original agreement.)

☐ Solicitation Select Type Solicitation #: \_\_\_\_\_ # of Bids: \_\_\_\_\_ Low Bid? ☐ No ☐ Yes  
☐ Non Competitive Bid (Attach CEC 96)  
☒ Exempt Subvention/Local Assistance Select Exemption (see instructions)

**M) Contractor Entity Type**

☒ 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)

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

If yes, check appropriate box:

☐ SB ☐ MB ☐ DVBE
**O) Civil Service Considerations**

☐ Not Applicable (Agreement 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:**

This agreement provides placement for a Fellow under the federal AmeriCorps CivicSparks program, and is not a personal services contract subject to GC 19130. To the extent it may be deemed to fall within GC 19130, the basis would be GC 19130(b)(3) pursuant to the following explanation:

CivicSpark AmeriCorps fellowships are part of a unique federal program, operated under federal guidelines, supported by federal funding and State/local match funding, and implemented at the local level through California Volunteers by the Local Government Commission. State agencies serve as a sponsor/partner in the program through funding and making project opportunities available for the Fellows. Similar to the PeaceCorps, AmeriCorps participants contribute time and effort for a greater good, while gaining hands-on experience, exposure, and enrichment. Fellows' approximately 1300 direct service hours are spent helping build capacity for local governments to address emerging environmental and/or social equity challenges (e.g., climate change, water management, affordable housing, etc.); they assist local governments with projects they may otherwise not be able to complete. In conjunction with direct service hours provided for in this agreement, as part of the broader program Fellows participate in at least 100 hours of professional development, including a 1-week orientation, national service dates, regional trainings, and other mentoring and networking opportunities. Additionally, they can spend up to 100 hours conducting volunteer community engagement for their projects.

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**P) Payment Method**

- ☒ A. Reimbursement in arrears based on:
- ☒ Itemized Monthly      ☐ Itemized Quarterly      ☐ Flat Rate      ☐ One-time
- ☐ B. Advanced Payment
- ☐ C. Other, explain:

**Q) Retention**

1. Is Agreement subject to retention? ☒ No      ☐ Yes
- If Yes, Will retention be released prior to Agreement termination? ☐ No      ☐ Yes

**R) Justification of Rates**

The CivicSpark AmeriCorps program provides stipends of up to \$20 per hour for Fellows, and is in line with the level of experience and expertise being provided. Fellows are typically just out of college with a bachelor degree and looking to garner early professional experience.

**S) Disabled Veteran Business Enterprise Program (DVBE)**

1. ☐ Exempt (Interagency/Other Government Entity)
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)

**T) 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      ☐ \_\_\_\_\_
5. Will a final report be required? ☒ No      ☐ Yes
6. Is the agreement, with amendments, longer than a year? If yes, why? ☐ No      ☒ Yes
- The Department of General Services has agreed to give the Commission blanket authority to execute multi-year contracts to support the Commission's RD&D Programs.

**U) The following items should be attached to this CRF (as applicable)**

- |   |   |  |
|---|---|--|
| 1. Exhibit A, Scope of Work                         | <input type="checkbox"/> N/A            | <input checked="" type="checkbox"/> Attached |
| 2. Exhibit B, Budget Detail                         | <input type="checkbox"/> N/A            | <input checked="" 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. CEQA Documentation                               | <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 checked="" type="checkbox"/> Attached |

\_\_\_\_\_  
Agreement  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director

\_\_\_\_\_  
Date

## EXHIBIT A

### SCOPE OF WORK

1. Local Government Commission (Contractor) agrees to provide the California Energy Commission (State) the services of an AmeriCorps CivicSpark Fellow.

Background: CivicSpark is a Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address emerging environmental and social equity resiliency challenges. CivicSpark is managed by the Local Government Commission in partnership with the Governor's Office of Planning and Research. CivicSpark Fellows serve for 11 months, implementing important climate, adaptation, affordable housing, water management, and other resiliency projects throughout California. Fellows have the opportunity to gain valuable experience in the sustainability field, build professional skills, and develop a strong network while creating a lasting difference in local communities.

Assignment: The Fellow provided under this agreement will work on the following:

This project will focus on building capacity for local governments by developing and disseminating guidance on incorporating energy-related climate adaptation and community engagement strategies with relevance for implementation of clean energy research projects and resiliency for communities located in underserved regions of California. Work to be performed by the assigned Fellow under this agreement, may include all or some of the following activities:

- Collaborating with local governments and community organizations in select regions of California that serve disadvantaged and low-income communities.
- Researching local planning and policy goals
- Developing or implementing aspects of local-level climate action plans.
- Developing and implementing community events to gauge priority needs and build support.
- Facilitating networking events where researchers and community stakeholders can conceptualize potential projects.
- Compiling feedback on the communities' energy and environmental needs.

Additionally, the Fellow will be required to develop and submit certain deliverables for the local government partner(s), as required by the CivicSpark program. The Fellow will provide the State with a copy of the deliverables, which are:

- Initial gap assessment to clarify the needs of the local government(s) in relation to the Fellow's assignment for the service period, to be provided in the first month of the service period.
- Transitional report that summarizes the work conducted by the Fellow during the service period, to be provided during the last month of the service period.

The Contractor will hire, assign, train, and support the Fellow. Contractor's local staff will provide overall program support, coordinate the Fellow's professional development activities and community service work, and also serve as a liaison to project partners to ensure the Fellow is successfully implementing the work under this agreement.

It is anticipated the Fellow will provide 1300 hours of project work under this agreement.

## EXHIBIT A

2. The project(s) will comply with AmeriCorps service guidelines including avoidance of prohibited activities and completion of required reporting - see Exhibit A - Attachment 1. The State will not be responsible for the actions of the Fellow outside the scope of this agreement.
3. The services shall be performed at the California Energy Commission, located at:  
1500 Fifth Street, Sacramento, CA 95814
4. Work schedule will be as directed by the State's Project Manager, or by such other person indicated by the State, such as but not limited to a local government project representative.
5. The Project Managers during the term of this agreement will be:

State Agency: California Energy Commission	Contractor: Local Government Commission
Name: Lorraine Gonzalez	Name: Kif Scheuer
Phone: (916) 445-5295	Phone: 916-448-1198 x312
Email: lorraine.gonzalez@energy.ca.gov	Email: kscheuer@lgc.org

Additional contact information for this contract is provided in Exhibit E.

The parties may change their representatives by providing ten days written notice to the other party at the address above. The notifying party shall provide complete contact information for the replacement representative to include the information provided above.

**STATE OF CALIFORNIA**

**STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION - RE: LOCAL GOVERNMENT COMMISSION**

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

**RESOLVED**, that the Energy Commission approves Agreement 300-19-001 with the Local Government Commission for a \$26,000 contract to provide a CivicSpark Fellow that will assist staff in collaborating with local governments on approaches to connect stakeholders in underserved regions with clean energy research funding opportunities and projects; 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 August 14, 2019.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

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Cody Goldthrite  
Secretariat