



STATE OF CALIFORNIA

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

A) New Agreement # 500-20-004 (to be completed by CGL office)

B) Division	Agreement Manager:	MS-	Phone
ERDD	Michael Ferreira	51	510-364-8808

C) Contractor's Legal Name	Federal ID Number
California Clean Energy Fund dba CalCEF Ventures	77-0640000

D) Title of Project
California Sustainable Energy Entrepreneur Development (CalSEED) - Low-Carbon Gas

E) Term and Amount

Start Date	End Date	Amount
6/30/2021	3/31/2027	\$ 10,000,000

F) Business Meeting Information

- ☐ Operational agreement (see CAM Manual for list) to be approved by Executive Director
- ☐ ARFVTP agreements \$75K and under delegated to Executive Director

Proposed Business Meeting Date 6/9/2021 ☐ Consent ☒ Discussion

Business Meeting Presenter Michael Ferreira Time Needed: 5 minutes

Please select one list serve. Local Government

Agenda Item Subject and Description:**California Clean Energy Fund dba CalCEF Ventures.**

Proposed resolution approving Agreement 500-20-004 with California Clean Energy Fund DBA CalCEF Ventures for a \$10,000,000 contract to administer the California Sustainable Energy Entrepreneur Development (CalSEED) - Low-Carbon Gas (LCG) small grants program for technologies that can decarbonize hard-to-electrify energy uses served by natural gas, and adopting staff's determination that this action is exempt from CEQA. This program will be modeled after and complement the successful CalSEED program funded under EPIC. CalSEED-LCG will provide entrepreneurs starting capital in the form of competitively awarded grants up to \$150,000 to develop their ideas into proof-of-concepts. This level of funding fills a crucial niche in the financing landscape for clean energy entrepreneurs. \$2.29 million of the \$10 million is immediately available and the balance of \$7.71 million will be available contingent upon approval of a future Natural Gas budget plan. (PIER NG funding) Contact: Michael Ferreira (Staff Presentation: 5 minutes)

G) California Environmental Quality Act (CEQA) Compliance

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

- ☒ Yes (skip to question 2)
- ☐ No (complete the following (PRC 21065 and 14 CCR 15378)):



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2. If Agreement is considered a "Project" under CEQA:

- a) ☒ Agreement **IS** exempt.
- ☒ Statutory Exemption. List PRC and/or CCR section number: Pub. Resources Code § 15262
- ☒ Categorical Exemption. List CCR section number:
Cal. Code Regs., tit. 14, § 15306
- ☒ Common Sense Exemption. **Cal. Code Regs., tit. 14 CCR 15061 (b) (3)**

Explain reason why Agreement is exempt under the above section:

Categorical Exemption - Cal. Code Regs., tit. 14, § 15306

This project falls under this exemption because the project consists of data collection, research, experimental management, and resource evaluation activities that do not lead to a serious or major disturbance to an environmental resource.

This project involves research of promising new energy concepts and development of solicitations based on that research to fund early stage technologies. These early energy concepts are in the infant stages of development and are not yet commercial. In some cases, there is not even a prototype of the technology. This project helps establish the technical merits and commercial potential of promising early stage technologies and establish private sector interest and capital.

Statutory Exemption – Pub. Resources Code § 15262

Funding for awards from the solicitations developed by this project will be subject to approval at a future Energy Commission business meeting. Therefore, this project is exempt because the project involves planning studies for possible future actions which the Commission has not yet approved, adopted, or funded.

Common Sense Exemption - Cal. Code Regs., tit. 14, § 15061(b)(3)

Additionally, this project falls under this exemption because there is no possibility that the research and development of solicitations for early state energy concepts may have a significant effect on the environment.

- b) ☐ Agreement **IS NOT** exempt. (consult with the legal office to determine next steps)

Check all that apply

- ☐ Initial Study
- ☐ Negative Declaration
- ☐ Mitigated Negative Declaration
- ☐ Environmental Impact Report
- ☐ Statement of Overriding Considerations



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H) List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)

Legal Company Name:	Budget
Los Angeles Cleantech Incubator	\$ 449,500
TBD-Equity Activities	\$ 154,412
Umberg Zipser LLP	\$ 100,000
Lawrence Berkeley National Laboratory	\$ 90,000
Regents of the University of California, on behalf of the Davis campus	\$0
The Regents of the University of California, on behalf of the San Diego campus	\$0
Center for Sustainable Energy	40,000
Build Momentum	\$0
Surge Consultant Group, LLC	\$129,500
TBD – Scorers for Concept Awards	\$72,000
TBD – Scorers for Prototype Awards	\$16,800
Industrial Economics Incorporated	\$62,500

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

Legal Company Name:

J) Budget Information

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
Natural Gas	FY 2019-20	501.001N	\$734,835
Natural Gas	FY 2020-21	500.001M	\$198,000
Natural Gas	FY 2020-21	501.001O	\$1,555,165
Natural Gas	FY 2021-22	500.001N	\$502,000
Natural Gas	FY 2021-22	501.001P	\$7,010,000

R&D Program Area: Admin: General

TOTAL: \$10,000,000

Explanation for "Other" selection

Reimbursement Contract #: Federal Agreement #:

K) Contractor's Contact Information**1. Contractor's Administrator/Officer**

Name: Joy Larson

Address: 436 14Th St Ste 1220

City, State, Zip: Oakland, CA 94612-2723

Phone: 415-957-0167

E-Mail: joy.larson@newenergynexus.com

2. Contractor's Project Manager

Name: Sarah Chester

Address: 436 14Th St Ste 1220

City, State, Zip: Oakland, CA 94612-2723

Phone: 415-957-0167

E-Mail: sarah.chester@newenergynexus.com

**CONTRACT REQUEST FORM (CRF)****L) Selection Process Used**

- ☐ Solicitation Select Type Solicitation #: # of Bids: Low Bid ☐ No ☐ Yes
- ☒ Sole Source (Pub. Resources Code 25620.5 (f))
- ☐ Exempt 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?

If yes, check appropriate box(es): ☐ 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:

The CEC selected CalCEF through a competitive solicitation process to implement and manage CalSEED for Electric Program Investment Charge. Since the first CalSEED solicitation in 2016, the program has been a success. Each year, CalSEED receives between 200 to 400 applications, of which only 25-28 are selected for a CalSEED award. This oversubscription shows not only the popularity of the program, but also indicates the lack of alternative funding opportunities at this early stage. Through November 2020, CalSEED has provided funding for 91 start-up companies that have gone on to receive \$37.40 million in public funding and \$28.36 million in private investment. Given these results, the CEC believes conducting a competitive solicitation and selecting a different program administrator for the Natural Gas small grant program would not deliver the same results that CalCEF has under CalSEED.

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Additionally, CalCEF will be able coordinate activities between the two programs that will result in operational efficiencies and reduce duplicative efforts and activities if the two programs were administered by separate entities. This includes labor-intensive activities such as: conducting outreach to reach clean energy entrepreneurs in disadvantaged- and low-income communities and rural locations in the state; setting up meetings between potential investors and the start-up companies; as well as standard administrative activities. These operational efficiencies will provide increased value to the ratepayers since more funding can be directed towards technology development.

P) Payment Method

1. ☒ Reimbursement in arrears based on:
☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time
2. ☐ Advanced Payment
3. ☐ Other, explain:

Q) Retention

Is Agreement subject to retention? ☐ No ☒ Yes

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

R) Justification of Rates

The rates under this contract are very similar to the rates under the CEC's EPIC CalSEED contract with CalCEF, 300-15-007. Under that contract, CalCEF and its subcontractors perform very similar project work to the work under this proposed contract. The EPIC CalSEED contract was selected through a competitive solicitation process. As part of that competitive solicitation process, 30 percent of the total score was based on the average loaded hourly rate. The score for Average Loaded Hourly Rate was derived from a mathematical cost formula which compares the cumulative average loaded hourly rate of all loaded hourly rates listed in the subject Bidder's Cost Bid, with the cumulative average loaded hourly rate of all loaded hourly rates listed in the Lowest Bidder's cost bid.

S) Disabled Veteran Business Enterprise Program (DVBE)

1. ☐ Exempt (Interagency/Other Government Entity)
2. ☒ Meets DVBE Requirements - DVBE Amount: \$ 129,500 DVBE %: 4.9%
 - a. ☐ Contractor is Certified DVBE
 - b. ☒ Contractor is Subcontracting with a DVBE: Surge Consultant Group, LLC
3. ☐ Contractor selected through CMAS or MSA with no DVBE participation
4. ☐ Requesting DVBE Exemption (attach CEC 95)

T) Miscellaneous Agreement 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

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4. Check frequency of progress reports

☐ Monthly ☒ Quarterly ☐ Other5. Will a final report be required? ☐ No ☒ Yes

6. Is the Agreement, with amendments, longer than three years? If yes, why?

☐ No ☒ Yes

The Commission has had a long-standing understanding with the Department of General Services giving the Commission blanket authority to execute multi-year contracts for the Commission's Research, Development, and Demonstration (RD&D) programs. This stems from the fact that RD&D projects do not neatly fit in a short timeframe and allowing longer timeframes supports projects (1) of greater complexity and (2) moving from testing to commercialization, both of which provide greater benefits to Californians.

The proposed contract likewise needs a long duration to fully realize the benefits of the proposed work. The contractor will support early-level clean energy entrepreneurs through multiple phases of support, with the most promising clean energy entrepreneurs receiving further support as they continue to develop their innovations for the marketplace. Continuity through these multiple phases of support is critical to project success and can only be accomplished with a longer-term contract.

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. DGS-GSPD-09-007, NCB Request | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 4. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEQA Documentation | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 6. Resumes | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 7. 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

I. TASK ACRONYM/TERM LISTS

A. Task List

Task #	CPR ¹	Task Name
1	X	General Project Tasks
2		CalSEED-LCG Initiative Plan
3		Technical Aspects of the CalSEED-LCG Initiative
4		Solicit Applications for Concept Award CalSEED-LCG Funding
5		Annual Business Plan Competition for Prototype Award
6		Project Management
7		Evaluation of Project Benefits
8		Technical Merit Review

B. Acronym/Term List

Word/Term	Definition
CalSEED- LCG Initiative	California Sustainable Energy Entrepreneur Development Low-Carbon Gas Initiative
CAM	Commission Agreement Manager, the person designated by the Energy Commission to oversee the performance of this Agreement and to serve as the main point of contact for the Contractor
Contractor	The Bidder who receives a contract from the Energy Commission and performs the tasks specified in this Scope of Work under the direction of the Energy Commission's Agreement Manager (CAM). Also referred to as Contractor.
Energy Commission	California Energy Commission
LCG	Low Carbon Gas
Project Manager	The person designated by the bidder to oversee the project and to serve as the main point of contact for the Energy Commission
Proposal	Formal written response to this document from Bidder
Sub awardee	The contractor of a subaward.
Subaward	Funding from CalSEED-LCG Concept Award and Prototype Award
State	State of California
TAC	Technical Advisory Committee
Technology Readiness Level	Technology Readiness Level (TRL) is a metric used for describing technology maturity.

¹ Please see subtask 1.3 in Part III of the Scope of Work (General Project Tasks) for a description of Critical Project Review (CPR) Meetings.

Exhibit A Scope of Work

II. PURPOSE OF AGREEMENT, PROBLEM/SOLUTION STATEMENT, AND GOALS AND OBJECTIVES

A. Purpose of Agreement

The purpose of this Agreement is for California Clean Energy Fund dba CalCEF Ventures (Contractor) to establish and manage the California Sustainable Energy Entrepreneur Development Low-Carbon Gas (CalSEED-LCG) Initiative Small Grants Program (also called the CalSEED Low-Carbon Gas Small Grants Program or the CalSEED-LCG Initiative). This program will provide clean energy entrepreneurs with small grants for technologies that can decarbonize the natural gas sector.

This agreement also seeks to ensure that the Energy Commission's Research and Development programs reflect the rich and diverse characteristics of California and its people. This includes encouraging greater participation by underrepresented groups, specifically Disabled Veteran Business Enterprises (DVBE's), small businesses; as well as encouraging greater geographic representation throughout California.

For purposes of this contract, underrepresented groups include:

- DVBE's.
- Small businesses.
- Businesses located in disadvantaged communities as defined by CalEnviroScreen 3.0. [tp://oehha.ca.gov/ej/ces2.html](http://oehha.ca.gov/ej/ces2.html)
- Organizations and businesses located in the following geographic locations:
 - San Joaquin Valley (Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus and Tulare Counties)
 - North State (Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties)
 - Inland Empire (Inyo, Riverside, and San Bernardino Counties)

B. Problem/ Solution Statement

Problem

California's statutory energy policies have put the state on an accelerated timeline to decarbonize its energy sector. Independent studies have found electrifying traditionally non-electric end-uses to be a promising pathway for decarbonizing the energy sector. While some end-uses can more easily and cost-effectively electrify, such as space and water heating in new building construction, other end-uses such as industrial process heating and medium- and heavy-duty transportation will be more challenging. For California to successfully decarbonize these end-uses in a manner that is cost-competitive with fossil fuels, significant innovation and entrepreneurship is needed to introduce new technology solutions to the market.

Solution

This small grant program will fill a critical gap in California's clean energy policy landscape, providing proof-of-concept funding for entrepreneurs developing technology solutions to decarbonize the natural gas sector. This program will provide clean energy entrepreneurs with small grants for technologies that can decarbonize energy uses currently served by the natural gas sector, particularly industrial process heating, medium- and heavy-duty transportation, and space and water heating in the existing building stock.

Exhibit A

Scope of Work

C. Goals and Objectives of the Agreement

Agreement Goals

The goals of this Agreement include the following:

- Establish the technical merits and commercial potential of promising early-stage energy technology concepts that can decarbonize the natural gas sector.
- Attract private sector interest and capital to clean energy innovations supported through the California Sustainable Energy Entrepreneur Development (CalSEED) - LCG Initiative.
- Encourage broad and diverse participation in the CalSEED-LCG Initiative from entrepreneurs and researchers throughout California with targeted outreach to underrepresented groups.
- Ensure a fair, simplified, streamlined, and transparent process for identifying entrepreneurs and researchers to receive support from the CalSEED-LCG Initiative.

Ratepayer Benefits: This Agreement will result in the ratepayer benefit of Economic Development by filling an important niche in the energy innovation space. The CalSEED Low-Carbon Small Grants Program established by this Agreement will provide initial small grant funding to energy entrepreneurs to prove out their technology concept. The results can be used to attract private sector interest and funding for their energy technology venture.

Technological Advancement and Breakthroughs: This Agreement will lead to technological advancement and breakthroughs to overcome barriers to the achievement of the State of California's statutory energy goals by providing grants and professional development for innovators and entrepreneurs working to bring early stage clean energy concepts to market.

The CalSEED Low-Carbon Gas Small Grants Program will support a diverse group of entrepreneurs and help them deliver equitable outcomes from their clean tech innovations. The first round of funding is through a Concept Award of up to \$150,000. Concept Awardees can compete for a second round of funding through a Prototype Award of up to \$450,000.

CalSEED-LCG will fund technologies that are at a Technical Readiness Level (TRL) of 2-4 for clean energy innovations to move from a collection of scientific principles and experiments to validating the basic functionality of a prototype or pilot project, ultimately demonstrating proof of concept and performance. The focus will be on scientific breakthroughs that are early stage, higher risk, and higher reward.

Agreement Objectives

The objectives of this Agreement are to support energy entrepreneurs and researchers at two levels:

- **Concept Award:** Concept Awards will provide support to selected entrepreneurs and researchers to establish the technical feasibility of their promising energy technology concepts. Concept Awards will include up to \$150,000 in funding as well as business support and acceleration, guidance for follow-on funding, and leadership development training. A minimum of 20% of combined Concept and Prototype Award support must go to projects from underrepresented groups.

Exhibit A Scope of Work

- **Prototype Award:** Prototype Awards will provide entrepreneurs and researchers whose energy technology concepts show significant commercial promise with additional support, including up to \$450,000 in follow-on funding, to further develop their innovations. Only energy concepts that receive a Concept Award funding may be eligible for a Prototype Award.

III. TASK 1 GENERAL PROJECT TASKS

DELIVERABLES

Subtask 1.1 Deliverables

The goal of this subtask is to establish the requirements for submitting project deliverables (e.g., reports, summaries, plans, and presentation materials). Unless otherwise specified by the Commission Agreement Manager (CAM), the Contractor must deliver deliverables as required below by the dates listed in the **Project Schedule (Part V)**. All deliverables submitted which will be viewed by the public, must comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations. All technical tasks should include deliverable(s). Deliverables that require a draft version are indicated by marking “**(draft and final)**” after the deliverable name in the “Deliverables” section of the task/subtask. If “(draft and final)” does not appear after the deliverable name, only a final version of the deliverable is required. With respect to due dates within this Scope of Work, “**days**” means working days.

The Contractor shall:

For deliverables that require a draft version, including the Final Report Outline and Final Report

- Submit all draft deliverables to the CAM for review and comment in accordance with the Project Schedule (Part V). The CAM will provide written comments to the Contractor on the draft deliverable within 15 days of receipt, unless otherwise specified in the task/subtask for which the deliverable is required.
- Consider incorporating all CAM comments into the final deliverable. If the Contractor disagrees with any comment, provide a written response explaining why the comment was not incorporated into the final deliverable.
- Submit the revised deliverable and responses to comments within 10 days of notice by the CAM, unless the CAM specifies a longer time period, or approves a request for additional time.

For deliverables that require a final version only

- Submit the deliverable to the CAM for acceptance. The CAM may request minor revisions or explanations prior to acceptance.

For all deliverables

- Submit all data and documents required as deliverables in accordance with the following Instructions for Submitting Electronic Files and Developing Software:

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- **Electronic File Format**

- Submit all data and documents required as deliverables under this Agreement in an electronic file format that is fully editable and compatible with the California Energy Commission's (CEC) software and Microsoft (MS)-operating computing platforms, or with any other format approved by the CAM. Deliver an electronic copy of the full text of any Agreement data and documents in a format specified by the CAM, such as memory stick.

The following describes the accepted formats for electronic data and documents provided to the CEC as deliverables under this Agreement, and establishes the software versions that will be required to review and approve all software deliverables:

- Data sets will be in MS Access or MS Excel file format (version 2007 or later), or any other format approved by the CAM.
- Text documents will be in MS Word file format, version 2007 or later.
- Project management documents will be in Microsoft Project file format, version 2007 or later.

- **Software Application Development**

Use the following standard Application Architecture components in compatible versions for any software application development required by this Agreement (e.g., databases, models, modeling tools), unless the CAM approves other software applications such as open source programs:

- Microsoft ASP.NET framework (version 3.5 and up). Recommend 4.0.
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5.
- Visual Studio.NET (version 2008 and up). Recommend 2010.
- C# Programming Language with Presentation (UI), Business Object and Data Layers.
- SQL (Structured Query Language).
- Microsoft SQL Server 2008, Stored Procedures. Recommend 2008 R2.
- Microsoft SQL Reporting Services. Recommend 2008 R2.
- XML (external interfaces).

Any exceptions to the Electronic File Format requirements above must be approved in writing by the CAM. The CAM will consult with the CEC's Information Technology Services Branch to determine whether the exceptions are allowable.

MEETINGS

Subtask 1.2 Kick-off Meeting

The goal of this subtask is to establish the lines of communication and procedures for implementing this Agreement.

The Contractor shall:

- Attend a "Kick-off" meeting with the CAM, the Commission Agreement Officer (CAO), and any other CEC staff relevant to the Agreement. The Contractor will bring its Project Manager and any other individuals designated by the CAM to this meeting. The administrative and technical aspects of the Agreement will be discussed at the meeting. Prior to the meeting, the CAM will provide an agenda to all potential meeting

Exhibit A

Scope of Work

participants. The meeting may take place in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.

The administrative portion of the meeting will include discussion of the following:

- Terms and conditions of the Agreement;
- Invoicing and auditing procedures;
- Administrative deliverables (subtask 1.1);
- CPR meetings (subtask 1.4);
- Match fund documentation (subtask 1.8);
- Permit documentation (subtask 1.9);
- Subcontracts (subtask 1.10); and
- Any other relevant topics.

The technical portion of the meeting will include discussion of the following:

- The CAM's expectations for accomplishing tasks described in the Scope of Work;
- An updated Project Schedule;
- Technical deliverables (subtask 1.1);
- Progress reports (subtask 1.6);
- Final Report (subtask 1.7);
- Technical Advisory Committee meetings (subtasks 1.11 and 1.12); and
- Any other relevant topics.

- Provide *Kick-off Meeting Presentation* to include but not limited to:
 - Project overview (i.e. project description, goals and objectives, technical tasks, expected benefits, etc.)
 - Project schedule that identifies milestones
 - List of potential risk factors and hurdles, and mitigation strategy
- Provide an *Updated Project Schedule*, *Match Funds Status Letter*, and *Permit Status Letter*, as needed to reflect any changes in the documents.

The CAM shall:

- Designate the date and location of the meeting.
- Send the Contractor a *Kick-off Meeting Agenda*.

Contractor Deliverables:

- Kick-off Meeting Presentation
- Updated Project Schedule (*if applicable*)
- Match Funds Status Letter (subtask 1.8) (*if applicable*)
- Permit Status Letter (subtask 1.9) (*if applicable*)

CAM Deliverable:

- Kick-off Meeting Agenda

Subtask 1.3 Monthly Progress Calls with CAM

The Contractor shall participate in brief phone calls that will occur at least monthly and which will be initiated by the CAM to briefly discuss project progress and identify any emerging issues. Monthly calls might not be held on those months when a quarterly progress report is submitted, or the CAM determines that a monthly call is unnecessary.

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The Contractor shall:

- Participate in monthly progress calls as deemed necessary by the CAM.

The CAM shall:

- Schedule and initiate regular calls with Contractor to briefly discuss project progress and identify emerging issues.
- Hold the progress calls monthly, unless the CAM determines that a call is unnecessary in a given month.

Deliverables:

- N/A

Subtask 1.4 Critical Project Review (CPR) Meetings

The goal of this subtask is to determine if the project should continue to receive CEC funding, and if so whether any modifications must be made to the tasks, deliverables, schedule, or budget. CPR meetings provide the opportunity for frank discussions between the CEC and the Contractor. As determined by the CAM or contractor, discussions may include project status, challenges, successes, advisory group findings and recommendations, final report preparation, and progress on technical transfer and production readiness activities (if applicable).

Participants will include the CAM and the Contractor and may include the CAO and any other individuals selected by the CAM to provide support to the CEC.

CPR meetings generally take place at key, predetermined points in the Agreement, as determined by the CAM and as shown in the Task List on page 1 of this Exhibit. However, the CAM may schedule additional CPR meetings as necessary. The budget will be reallocated to cover the additional costs borne by the Contractor, but the overall Agreement amount will not increase. CPR meetings generally take place at the CEC, but they may take place at another location, or may be conducted via electronic conferencing (e.g., WebEx) as determined by the CAM.

The Contractor shall:

- Prepare and submit a *CPR Report* for each CPR meeting that: (1) discusses the progress of the Agreement toward achieving its goals and objectives; and (2) includes recommendations and conclusions regarding continued work on the project.
- Attend the CPR meeting.
- Present the CPR Report and any other required information at each CPR meeting.

The CAM shall:

- Determine the location, date, and time of each CPR meeting with the Contractor's input.
- Send the Contractor a *CPR Agenda* with a list of expected CPR participants in advance of the CPR meeting. If applicable, the agenda will include a discussion of match funding and permits.
- Conduct and make a record of each CPR meeting. Provide the Contractor with a schedule for providing a Progress Determination on continuation of the project.
- Determine whether to continue the project, and if so whether modifications are needed to the tasks, schedule, deliverables, or budget for the remainder of the Agreement. If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Deputy Director of the Energy Research and Development Division.

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- Provide the Contractor with a *Progress Determination* on continuation of the project, in accordance with the schedule. The Progress Determination may include a requirement that the Contractor revise one or more deliverables.

Contractor Deliverables:

- CPR Report(s)

CAM Deliverables:

- CPR Agenda
- Progress Determination

Subtask 1.5 Final Meeting

The goal of this subtask is to complete the closeout of this Agreement.

The Contractor shall:

- Meet with CEC staff to present project findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement. This meeting will be attended by the Contractor and CAM, at a minimum. The meeting may occur in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.

The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be divided into two separate meetings at the CAM's discretion.

- The technical portion of the meeting will involve the presentation of findings, conclusions, and recommended next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
- The administrative portion of the meeting will involve a discussion with the CAM and the CAO of the following Agreement closeout items:
 - Disposition of any procured equipment.
 - The CEC's request for specific "generated" data (not already provided in Agreement deliverables).
 - Need to document the Contractor's disclosure of "subject inventions" developed under the Agreement.
 - "Surviving" Agreement provisions such as repayment provisions and confidential deliverables.
 - Final invoicing and release of retention.
- Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Contractor and Commission staff during the meeting.
- Prepare a *Schedule for Completing Agreement Closeout Activities*.
- Provide copies of *All Final Deliverables* on a USB memory stick, organized by the tasks in the Agreement.

Deliverables:

- Final Meeting Agreement Summary (*if applicable*)
- Schedule for Completing Agreement Closeout Activities
- All Final Deliverables

Exhibit A Scope of Work

REPORTS AND INVOICES

Subtask 1.6 Progress Reports and Invoices

The goals of this subtask are to: (1) periodically verify that satisfactory and continued progress is made towards achieving the project objectives of this Agreement; and (2) ensure that invoices contain all required information and are submitted in the appropriate format.

The Contractor shall:

- Submit a quarterly *Progress Report* to the CAM. Each progress report must:
 - Summarize progress made on all Agreement activities as specified in the scope of work for the preceding quarter, including accomplishments, problems, milestones, deliverables, schedule, and an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. See the Progress Report Format Attachment for the recommended specifications.
- Submit a monthly or quarterly *Invoice* that follows the instructions in the “Payment of Funds” section of the terms and conditions, including a financial report on Match Funds and in-state expenditures.

Deliverables:

- Progress Reports
- Invoices

Subtask 1.7 Final Report

The goal of this subtask is to prepare a comprehensive Final Report that describes the original purpose, approach, results, and conclusions of the work performed under this Agreement. When creating the Final Report Outline and the Final Report, the Contractor must use the CEC Style Manual provided by the CAM.

Subtask 1.7.1 Final Report Outline

The Contractor shall:

- Prepare a *Final Report Outline* in accordance with the *Energy Commission Style Manual* provided by the CAM.

Contractor Deliverables:

- Final Report Outline (draft and final)

CAM Deliverable:

- Energy Commission Style Manual
- Comments on Draft Final Report Outline
- Acceptance of Final Report Outline

Subtask 1.7.2 Final Report

The Contractor shall:

- Prepare a *Final Report* for this Agreement in accordance with the approved Final Report Outline, Energy Commission Style Manual, and Final Report Template provided by the CAM with the following considerations:
 - Ensure that the report includes the following items, in the following order:
 - Cover page (**required**)

Exhibit A Scope of Work

- Credits page on the reverse side of cover with legal disclaimer (**required**)
- Acknowledgements page (optional)
- Preface (**required**)
- Abstract, keywords, and citation page (**required**)
- Table of Contents (**required**, followed by List of Figures and List of Tables, if needed)
- Executive summary (**required**)
- Body of the report (**required**)
- References (if applicable)
- Glossary/Acronyms (If more than 10 acronyms or abbreviations are used, it is required.)
- Bibliography (if applicable)
- Appendices (if applicable) (Create a separate volume if very large.)
- Attachments (if applicable)
- Submit a draft of the Executive Summary to the TAC for review and comment.
- Develop and submit a *Summary of TAC Comments* received on the Executive Summary. For each comment received, the Contractor will identify in the summary the following:
 - Comments the Contractor proposes to incorporate.
 - Comments the Contractor does propose to incorporate and an explanation for why.
- Submit a draft of the report to the CAM for review and comment. The CAM will provide written comments to the Contractor on the draft deliverable within 15 days of receipt.
- Incorporate all CAM comments into the Final Report. If the Contractor disagrees with any comment, provide a *Written Responses to Comments* explaining why the comments were not incorporated into the final deliverable.
- Submit the revised Final Report electronically with any Written Responses to Comments within 10 days of receipt of CAM's Written Comments on the Draft Final Report, unless the CAM specifies a longer time period or approves a request for additional time.

Contractor Deliverables:

- Summary of TAC Comments
- Draft Final Report
- Written Responses to Comments (*if applicable*)
- Final Report

CAM Deliverables:

- Written Comments on the Draft Final Report

MATCH FUNDS, PERMITS, AND SUBCONTRACTS

Subtask 1.8 Match Funds

The goal of this subtask is to ensure that the Contractor obtains any match funds planned for this Agreement and applies them to the Agreement during the Agreement term.

While the costs to obtain and document match funds are not reimbursable under this Agreement, the Contractor may spend match funds for this task. The Contractor may only spend match funds during the Agreement term, either concurrently or prior to the use of CEC funds. Match funds must be identified in writing, and the Contractor must obtain any associated commitments before incurring any costs for which the Contractor will request reimbursement.

Exhibit A Scope of Work

The Contractor shall:

- Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement. If no match funds were part of the proposal that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state this in the letter.

If match funds were a part of the proposal that led to the CEC awarding this Agreement, then provide in the letter:

- A list of the match funds that identifies:
 - The amount of cash match funds, their source(s) (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied.
 - The amount of each in-kind contribution, a description of the contribution type (e.g., property, services), the documented market or book value, the source (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Contractor must identify its owner and provide a contact name, address, telephone number, and the address where the property is located.
 - If different from the solicitation application, provide a letter of commitment from an authorized representative of each source of match funding that the funds or contributions have been secured.
- At the Kick-off meeting, discuss match funds and the impact on the project if they are significantly reduced or not obtained as committed. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide a *Supplemental Match Funds Notification Letter* to the CAM of receipt of additional match funds.
- Provide a *Match Funds Reduction Notification Letter* to the CAM if existing match funds are reduced during the course of the Agreement. Reduction of match funds may trigger a CPR meeting.

Deliverables:

- Match Funds Status Letter
- Supplemental Match Funds Notification Letter (*if applicable*)
- Match Funds Reduction Notification Letter (*if applicable*)

Subtask 1.9 Permits

The goal of this subtask is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track. Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Permits must be identified and obtained before the Contractor may incur any costs related to the use of the permit(s) for which the Contractor will request reimbursement.

The Contractor shall:

- Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If no permits are required at the start of this Agreement, then state this in the letter. If permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies: (1) the type of permit; and (2) the name, address, and telephone number of the permitting jurisdictions or lead agencies.
 - The schedule the Contractor will follow in applying for and obtaining the permits.

Exhibit A

Scope of Work

The list of permits and the schedule for obtaining them will be discussed at the Kick-off meeting (subtask 1.2), and a timetable for submitting the updated list, schedule, and copies of the permits will be developed. The impact on the project if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in progress reports and will be a topic at CPR meetings.

- If during the course of the Agreement additional permits become necessary, then provide the CAM with an *Updated List of Permits* (including the appropriate information on each permit) and an *Updated Schedule for Acquiring Permits*.
- Send the CAM a *Copy of Each Approved Permit*.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 days. Either of these events may trigger a CPR meeting.

Deliverables:

- Permit Status Letter
- Updated List of Permits (*if applicable*)
- Updated Schedule for Acquiring Permits (*if applicable*)
- Copy of Each Approved Permit (*if applicable*)

Subtask 1.10 Subcontracts

The goals of this subtask are to: (1) procure subcontracts required to carry out the tasks under this Agreement; and (2) ensure that the subcontracts are consistent with the terms and conditions of this Agreement.

The Contractor shall:

- Manage and coordinate subcontractor activities in accordance with the requirements of this Agreement.
- Incorporate this Agreement by reference into each subcontract.
- Include any required Energy Commission flow-down provisions in each subcontract, in addition to a statement that the terms of this Agreement will prevail if they conflict with the subcontract terms.
- If required by the CAM, submit a draft of each *Subcontract* required to conduct the work under this Agreement.
- Submit a final copy of each executed subcontract.
- Notify and receive written approval from the CAM prior to adding any new subcontractors (see the discussion of subcontractor additions in the terms and conditions).

Deliverables:

- Subcontracts (*draft if required by the CAM*)

TECHNICAL ADVISORY COMMITTEE

Subtask 1.11 Technical Advisory Committee (TAC)

The goal of this subtask is to create an advisory committee for this Agreement. The TAC should be composed of diverse professionals. The composition will vary depending on interest, availability, and need. CalSEED-LCG TAC members will serve at the Contractor's discretion. The CalSEED-LCG TAC is anticipated to meet at least once per year.

Exhibit A

Scope of Work

The TAC may be composed of qualified professionals spanning the following types of disciplines:

- Researchers knowledgeable about the project subject matter;
- Members of trades that will apply the results of the project (e.g., designers, engineers, architects, contractors, and trade representatives);
- Public interest market transformation implementers;
- Deliverable developers relevant to the project;
- U.S. Department of Energy research managers, or experts from other federal or state agencies relevant to the project;
- Public interest environmental groups;
- Utility representatives;
- Air district staff; and
- Members of relevant technical society committees.

The purpose of the CalSEED-LCG TAC is to:

- Aid in solicitation design by suggesting technology areas (see Task 3).
- Provide recommendations to the Contractor on ways to improve the CalSEED Initiative to meet the goals and objectives of the contract.

The Contractor shall:

- Prepare a *List of Potential TAC Members* that includes the names, companies, physical and electronic addresses, and phone numbers of potential members. The list will be discussed at the Kick-off meeting, and a schedule for recruiting members and holding the first TAC meeting will be developed.
- Recruit TAC members. Ensure that each individual understands member obligations and the TAC meeting schedule developed in subtask 1.12.
- Prepare a *List of TAC Members* once all TAC members have committed to serving on the TAC.
- Submit *Documentation of TAC Member Commitment* (such as Letters of Acceptance) from each TAC member.

Deliverables:

- List of Potential TAC Members
- List of TAC Members
- Documentation of TAC Member Commitment

Subtask 1.12 TAC Meetings

The goal of this subtask is for the TAC to provide strategic guidance for the project by participating in regular meetings, which may be held via teleconference.

The Contractor shall:

- Discuss the TAC meeting schedule with the CAM at the Kick-off meeting. Determine the number and location of meetings (in-person and via teleconference) in consultation with the CAM.
- Prepare a *TAC Meeting Schedule* that will be presented to the TAC members during recruiting. Revise the schedule after the first TAC meeting to incorporate meeting comments.
- Prepare a *TAC Meeting Agenda* and *TAC Meeting Back-up Materials* for each TAC meeting.
- Organize and lead TAC meetings in accordance with the TAC Meeting Schedule.

Exhibit A

Scope of Work

Changes to the schedule must be pre-approved in writing by the CAM.

- Prepare *TAC Meeting Summaries* that include any recommended resolutions of major TAC issues.

The TAC shall:

- Review deliverables and provide recommendations for needed deliverable adjustments, refinements, or enhancements.
- Evaluate the tangible benefits of the project to the state of California, and provide recommendations as needed to enhance the benefits.
- Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
- Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.
- Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
- Advocate on behalf of the project in its effort to build partnerships, governmental support and relationships with a national spectrum of influential leaders.
- Ask probing questions that insure a long-term perspective on decision-making and progress toward the project's strategic goals.
- Review and provide comments to proposed project performance metrics.

Deliverables:

- TAC Meeting Schedule (draft and final)
- TAC Meeting Agendas (draft and final)
- TAC Meeting Back-up Materials
- TAC Meeting Summaries

Subtask 1.13 Project Performance Metrics

The goal of this subtask is to finalize key performance targets for the project based on feedback from the TAC and report on final results in achieving those targets. The performance targets should be a combination of scientific, engineering, techno-economic, and/or programmatic metrics that provide the most significant indicator of the research or technology's potential success.

The Contractor shall:

- Complete and submit the project performance metrics from the *Initial Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task, to the CAM.
- Present the draft project performance metrics at the first TAC meeting to solicit input and comments from the TAC members.
- Develop and submit a *TAC Performance Metrics Summary* that summarizes comments received from the subcontractors and TAC members on the proposed project performance metrics. The *TAC Performance Metrics Summary* will identify:
 - TAC comments the Contractor proposes to incorporate into the *Initial Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task.
 - TAC comments the Contractor does not propose to incorporate with and explanation why.
- Develop and submit a *Project Performance Metrics Results* document describing the extent to which the Contractor met each of the performance metrics in the *Final Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task.

Exhibit A Scope of Work

- Discuss the *Project Performance Metrics Results* at the Final Meeting.

Deliverables:

- Project Performance Metrics Questionnaire (draft and final)
- TAC Performance Metrics Summary
- Project Performance Metrics Results

IV. TECHNICAL TASKS

*Deliverables that require a draft version are indicated by marking “(draft and final)” after the deliverable name in the “Deliverables” section of the task/subtask. If “(draft and final)” does not appear after the deliverable name, only a final version of the deliverable is required. **Subtask 1.1 (Deliverables)** describes the procedure for submitting deliverables to the CAM.*

TASK 2: CALSEED-LCG INITIATIVE PLAN

The goal of this task is to develop a *CalSEED-LCG Initiative Plan* that will serve as the strategic and operation plan for the Initiative. The plan describes the procedures, processes, tools, templates and resources that will be used to implement, develop, and manage the Initiative in a manner that achieves the Goals and Objectives of the contract.

The Contractor shall:

- Submit a *Draft CalSEED-LCG Initiative Plan* to the CAM for review and comment. It will include, but not be limited to, details on solicitation design, outreach, scoring, and the 15subawardees management process.
- Submit the *Final CalSEED-LCG Initiative Plan* for CAM approval.

Contractor Deliverables:

- Draft CalSEED-LCG Initiative Plan
- Final CalSEED-LCG Initiative Plan

CAM Deliverables:

- Final CalSEED-LCG Initiative Plan Approval

TASK 3: TECHNICAL ASPECTS OF THE CALSEED-LCG INITIATIVE

The goal of this task is to develop and manage the technical aspects of the CalSEED-LCG Initiative in accordance with the *CalSEED-LCG Initiative Plan*.

The Contractor shall:

- Work with CAM to determine eligible technology areas through research on scientific breakthroughs, possible future scientific breakthroughs, and their potential applications to energy, as well as what the needs for breakthrough technologies are within guidance provided by the TAC. These technology areas will establish eligibility criteria for the solicitation and be included in the Application Manual (See Task 4).
- Develop innovative approaches and marketing materials to encourage participation in the Initiative including by underrepresented groups.
- Develop and maintain the tools and resources identified in the CalSEED-LCG Initiative Plan.
- Provide or make available on an as-needed-basis the tools and resources for use by applicants and subawardees.

Exhibit A

Scope of Work

- Develop and update a network of low-carbon gas related technical experts in a *Document of Technical Expert Information* that, upon request from the Contractor, will provide independent technical reviews to be used by the CalSEED-LCG Review Committee in evaluating applications for CalSEED-LCG Concept Award.
- Prepare and submit to the CAM each year a document containing the following information for the low-carbon gas related technical experts used in the CalSEED-LCG Initiative:
 - Name
 - Affiliation
 - Area(s) of expertise
 - Email and phone number
 - Services provided to the CalSEED-LCG Initiative (for example: technical review of proposals, technical consulting).
- Conduct other activities as specified in the final *CalSEED-LCG Initiative Plan* as approved by the CAM.

Deliverables:

- Document of Technical Expert Information
- Other deliverables as specified in the final CalSEED-LCG Initiative Plan as approved by the CAM

Task 4: SOLICIT APPLICATIONS FOR CONCEPT AWARD CALSEED-LCG FUNDING

The goal of this task is to conduct at least one solicitation for Concept Award small grants (TRL 2-4) for low-carbon gas related projects and technologies, including screening applications for eligibility; initiating project evaluation and selection processes; and recommending selected projects for funding to the CAM.

Selected projects must be approved for award at an Energy Commission Business Meeting and the Contractor must written approval from the CAM prior to entering into subawards with the Concept Award applicant(s).

The Contractor shall:

- Develop a *CalSEED-LCG Initiative Manual* that communicates the aspects of the CalSEED Initiative necessary for entrepreneurs and researchers to produce quality applications for Concept Award funding. This will be a public document that will describe, at minimum, the following to potential applicants:
 - The solicitation release and notification process
 - An intuitive and streamlined application system for applicants
 - The application screening and selection criteria
 - The award recommendation and Energy Commission approval process
 - The process for unsuccessful applicants to request debriefings
 - The contract management process
 - The services available to entrepreneurs and researchers that receive Concept Award and Prototype Award funding.
- Create *Application Forms* for Concept Award funding opportunities.
- Create *Scorer and Reviewer Forms* for Concept Award funding opportunities.
- Organize a CalSEED-LCG Review Committee (CRC) which may be composed of diverse professionals representing groups such as, but not limited to:
 - California Energy Commission staff.

Exhibit A

Scope of Work

- One representative (four total) from each agreement awarded under GFO-15-306: “Regional Energy Innovation Clusters.” Regional Energy Innovation Cluster awardees will provide and coordinate key services, assistance, resources, and infrastructure needed by entrepreneurs and researchers in the region to successfully develop and commercialize new energy innovations.
- Researchers knowledgeable about the project subject matter;
- Members of trades that will apply the results of the project (e.g., designers, engineers, architects, contractors, and trade representatives);
- Public interest market transformation implementers;
- U.S. Department of Energy research managers, or experts from other federal or state agencies;
- Public interest environmental groups;
- Utility representatives;
- Air district staff;
- Members of relevant technical society committees;
- Venture Capital firms; and
- Environmental Justice organizations.
- Facilitate the CRC that will score proposals and make final recommendations for Concept sub awardees. The committee will also score Business Plans and pitches and make final recommendations for prototype sub awardees (see Task 5).
- Submit a *CalSEED-LCG Solicitation Package*, including the schedule, technology areas, and planned outreach materials for the solicitation.
- Seek approval from the CAM for the solicitation and, upon CAM written approval of the solicitation package, develop, release, and advertise the solicitation to promote geographically and organizationally diverse applicants in accordance with CalSEED-LCG Initiative Plan.
- The Contractor will ensure no potential or actual conflict of interests exist between the CRC members and Concept Award applicants, subcontractors or partners.
- Hold a CRC meeting to score proposals and identify recommended projects for funding for each solicitation.
- Recommend projects to the CAM for funding for each solicitation with a *CalSEED-LCG Concept Award Project Recommendations Package* that includes information identified in the *CalSEED-LCG Initiative Plan*.

Deliverables:

- CalSEED-LCG Initiative Manual (Draft and Final)
- Application Forms (Draft and Final)
- Scorer and Reviewer Forms (Draft and Final)
- CalSEED-LCG Solicitation Packages
- CalSEED-LCG Concept Award Project Recommendations Package

TASK 5: ANNUAL BUSINESS PLAN COMPETITION FOR PROTOTYPE AWARD

The goal of this task is to plan and conduct at least one Business Plan Competition for low-carbon gas related projects and technologies. The Business Plan Competition will serve as the mechanism to evaluate which energy concepts that received Concept Award funding have the greatest commercial potential and merit Prototype Award funding. The Business Plan Competition will culminate in a “pitch fest” to a panel of market experts. This panel of experts will recommend projects for Prototype Award funding.

Exhibit A

Scope of Work

Selected projects must be approved for award at an Energy Commission Business Meeting and the Contractor must written approval from the CAM prior to entering into subawards with the Prototype Award applicant(s).

The Contractor shall:

- Discuss and coordinate the date, location, panel members and format of the Business Plan Competition with the CAM. The Contractor will ensure no potential or actual conflict of interests exist between the review panel of market experts and Prototype Award applicants, subcontractors or partners participating in the Business Plan Competition.
- Submit a *CalSEED-LCG Business Plan Competition Schedule* with the date, location, panel members and format of the Business Plan Competition with a credentials summary for each of the review panel members.
- Prepare and submit to the CAM for approval a *CalSEED-LCG Business Plan Competition Approval Package* that shall include but not be limited to:
 - The Concept Award Contractors eligible to participate in the upcoming Business Plan Competition
 - The review panel of market experts for the Business Plan Competition. The review panel will be chosen based on their market expertise
- Conduct the Business Plan Competition(s) in accordance with the CalSEED-LCG Initiative Plan and the CalSEED-LCG Business Plan Competition Approval Package.
- Prepare and submit to the CAM the *CalSEED-LCG Prototype Award Recommendation Package* that includes information identified in the *CalSEED-LCG Initiative Plan*.

Deliverables:

- CalSEED-LCG Business Plan Competition Schedule
- CalSEED-LCG Business Plan Competition Approval Packages
- CalSEED-LCG Prototype Award Project Recommendation Packages

TASK 6: PROJECT MANAGEMENT

The goal of this task is for the Contractor to manage each project receiving Concept Award and Prototype Award support from the CalSEED-LCG Initiative, providing fiduciary and technical oversight for projects in accordance with the CalSEED-LCG Initiative Plan and the terms and conditions of this Agreement. The Contractor will be the first line of communication with the subawardees for all administrative needs.

The Contractor shall:

- Intervene to provide appropriate levels of technical or administrative assistance for projects that encounter problems.
- Use the Completed Project Summary Template developed in 300-15-007 that summarizes the findings, accomplishments, and next steps for each finished sub awardee project.
- Provide *Completed Project Summaries* that provide details as outlined in the Completed Project Summary Template for each subaward that finishes Concept and Prototype Awards.
- Maintain real-time, up-to-date information on sub awardees and their projects in a method that is readily accessible by the CAM. This may be accomplished via an online resource that can be filtered and sorted. The format, contents, location, and accessibility of this resource will be determined in coordination with the CAM and described in the

Exhibit A

Scope of Work

CalSEED-LCG Initiative Plan. Sample data maintained in this resource may include, but is not limited to:

- Technology Type
- Latest Progress Report and/or Update
- A two-sentence highlight statement about the project innovation
- A picture of the company or innovation
- Company Contact Information
- The project's start and end date
- The EnergizeInnovation.fund company profile URL

Deliverables:

- Completed Project Summaries

TASK 7: EVALUATION OF PROJECT BENEFITS

The goal of this task is to report the benefits resulting from this project.

The Contractor shall:

- Complete the *Initial Project Benefits Questionnaire*. The *Initial Project Benefits Questionnaire* shall be initially completed by the Contractor with 'Kick-off' selected for the 'Relevant data collection period' and submitted to the CAM for review and approval.
- Complete the *Final Project Benefits Questionnaire*. The *Final Project Benefits Questionnaire* shall be completed by the Contractor with 'Final' selected for the 'Relevant data collection period' and submitted to the CAM for review and approval.
- Respond to CAM questions regarding the questionnaire drafts.
- Complete and update the project profile on the CEC's public online project and Contractor directory on the [Energize Innovation website \(www.energizeinnovation.fund\)](http://www.energizeinnovation.fund), and provide *Documentation of Project Profile on EnergizeInnovation.fund*, including the profile link.
- If the Prime Contractor is an Innovation Partner on the project, complete and update the organizational profile on the CEC's public online project and Contractor directory on the [Energize Innovation website \(www.energizeinnovation.fund\)](http://www.energizeinnovation.fund), and provide *Documentation of Organization Profile on EnergizeInnovation.fund*, including the profile link.
- Continue to use and improve upon the *CalSEED Ratepayer Benefits Assessment Framework* as a standardized and comprehensive approach to collecting and aggregating potential ratepayer benefits of funded technologies. This framework will be used by sub awardees to project metrics for how the innovation could reduce emissions, lower costs, increase safety, and/or improve reliability when the technology scales. This framework will also include business development metrics for job creation, technology advancement, and commercialization timeline.

Deliverables:

- Initial Project Benefits Questionnaire
- Final Project Benefits Questionnaire
- Documentation of Project Profile on EnergizeInnovation.fund
- Documentation of Organization Profile on EnergizeInnovation.fund
- CalSEED Ratepayer Benefits Assessment Framework as developed under 300-15-007

Exhibit A

Scope of Work

TASK 8: TECHNICAL MERIT REVIEW

The goal of this task is for Energy Commission staff to receive annual presentations from CalSEED-LCG subawardees on the sub awardee projects.

The Contractor shall:

- Prepare in person or virtual (as determined by the CAM) annual workshops where Concept Award and Prototype Award Contractors are able to present their innovations and conduct Q & A with CEC staff.
- Prepare and submit a *Summary of Annual Technical Merit Review* document which summarizes the activities of the workshops described earlier in this task. These summaries shall include high quality photographs, quotes from staff and sub awardees, an overall summary of the events of the meeting, and the slides used by the presenters.

Deliverables:

- Summary of Annual Technical Merit Review

V. PROJECT SCHEDULE

- Please see the attached Excel spreadsheet.

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CALIFORNIA CLEAN ENERGY FUND DBA CALCEF
VENTURES

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 500-20-004 with California Clean Energy Fund DBA CalCEF Ventures for a \$10,000,000 contract to administer the California Sustainable Energy Entrepreneur Development (CalSEED) - Low-Carbon Gas (LCG) small grants program for technologies that can decarbonize hard-to-electrify energy uses served by natural gas. This program will be modeled after and complement the successful CalSEED program funded under EPIC. CalSEED-LCG will provide entrepreneurs starting capital in the form of competitively awarded grants up to \$150,000 to develop their ideas into proof-of-concepts. This level of funding fills a crucial niche in the financing landscape for clean energy entrepreneurs. \$2.29 million of the \$10 million is immediately available and the balance of \$7.71 million will be available contingent upon approval of a future Natural Gas budget plan; and

FURTHER BE IT RESOLVED, that the Executive Director or his/her 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 June 9, 2021.

AYE:

NAY:

ABSENT:

ABSTAIN:

Patricia Carlos
Secretariat