



STATE OF CALIFORNIA

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

A) New Agreement # 500-21-001 (to be completed by CGL office)

B) Division	Agreement Manager:	MS-	Phone
500 Renewable Energy Division	Myoung-Ae Jones	45	916-477-0246

C) Contractor's Legal Name	Federal ID #
Association for Energy Affordability	13-3374285

D) Title of Project
Building Initiative for Low-Emissions Development (BUILD) Program (Senate Bill 1477 2018)

E) Term and Amount

Start Date	End Date	Amount
10/01/2021	10/14/2027	\$ 8,000,000

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 9/ 8/ 2021 ☐ Consent ☒ Discussion

Business Meeting Presenter Myoung-Ae Jones Time Needed: 5 minutes

Please select one list serve. Select: Renewable Energy Division, Building Decarbonization

Agenda Item Subject and Description:

Proposed-resolution approving Agreement 500-21-001 with Association for Energy Affordability, Inc. for \$6,000,000, with an option for CEC to augment the budget with an additional \$2,000,000, and adopting staff's determination this action is exempt from CEQA. Association for Energy Affordability, Inc. will provide technical assistance to residential builders and developers under the Building Initiative for Low-Emissions Development (BUILD) Program, with an initial focus on new low-income residential housing. (BUILD funding). Contact: Myoung-Ae Jones (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)):

Explain why Agreement is not considered a "Project":

If Agreement is considered a "Project" under CEQA:

a) ☐ Agreement **IS** exempt.

☐ Statutory Exemption. List PRC and/or CCR section number:

☐ Categorical Exemption. List CCR section number: 14 CCR 15306 and 14 CCR 15308

☒ Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section:

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Tasks under this Agreement will provide technical assistance to increase the adoption of near-zero emission building technologies in new residential buildings that reduce GHG emissions beyond the prescriptive building energy efficiency standards. Contractor's work involves outreach and educational activities to encourage participation in the program, providing technical assistance to incentive applicants and recipients on building technologies and appliances that support decarbonization, and other technical assistance in support of program implementation and application processes.

CEQA compliance for any new building project that Contractor assists with still needs to be satisfied by builders and develops through local governmental agencies with jurisdiction over the new construction.

- 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

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

Legal Company Name:	Budget
TRC Engineers, Inc.	\$ 2,675,207
California Housing Partnership Corporation	\$ 676,364
Highlands Diversified Inc.	\$ 142,535
Celery Design Collaborative LLC	\$ 154,852
David Baker, an Architectural Corporation	\$ 56,140
Mithun, Inc.	\$ 56,136
Smithgroup, Inc. which will do business in California as SmithGroup Architects and Engineers	\$ 81,337
Integral Group, Inc.	\$ 81,339
The Ortiz Group, LLC	\$185,945

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 Number	Amount
BUILD	2020/2021	530.003A	\$2,500,000
BUILD	2021/2022	530.003B	\$2,500,000
BUILD	2022-2023	530.003A & B	\$3,000,000

R&D Program Area: TOTAL: \$8,000,000

Explanation for “Other” selection

Reimbursement Contract #: Federal Agreement #:



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K) Contractor's Contact Information

1. Contractor's Administrator/Officer

Name: Andrew Brooks
Address: 5900 Hollis St. Ste R2
City, State, Zip: Emeryville, CA,
94608-2098
Phone: 510-431-1791
E-Mail: abrooks@aea.us.org

2. Contractor's Project Manager

Name: Nick Young
Address: 5900 Hollis St. Ste R2
City, State, Zip: Emeryville, CA,
94608-2098
Phone: 510-859-5378
E-Mail: nyoung@aea.us.org

L) Selection Process Used

- ☒ Solicitation Select Type Solicitation #: RFP-20-502 # of Bids: 2 Low Bid ☐ No ☒ Yes
☐ Non Competitive Bid (Attach DGS-GSPD-09-007 <https://www.dgs.ca.gov/PD/Forms>)
☐ 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 Contractor will provide assistance to the CEC with ongoing support for tasks related to the implementation of BUILD, a building decarbonization incentive program. The work includes education and outreach, project pipeline development, technical engineering support, and training



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and support of professional staff across multiple sectors and professionals, requiring a deep understanding of low-income residential markets and barriers, the private building industry, as well as decarbonization and near-zero emission technologies. The services provided will vary depending on the stage of development of each specific project and the knowledge base of the clients/stakeholders. This unique set of skills under the scope of work for this contract is highly specialized and technical in nature, combining the skills and knowledge of several industries, and is not available within California civil service. Also, the scope of work supports a pilot program, which is a short-term effort that will have intermittent and uncertain workload. Given the level of uncertainty around program activity and the short-term nature of the pilot, developing these diverse fields of expertise under new classifications in state service is not cost effective.

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 maximum labor rates charged by Contractor for the contract team personnel, including subcontractors, are average or below average in the green building consulting industry for similar or identical job classifications.

S) Disabled Veteran Business Enterprise Program (DVBE)

1. ☐ Exempt (Interagency/Other Government Entity)
2. ☒ Meets DVBE Requirements DVBE Amount:\$ 329,980 DVBE %: 4
 - a. ☐ Contractor is Certified DVBE
3. ☒ Contractor is Subcontracting with a DVBE: HDI dba Highlands Energy Services
4. Contractor selected through CMAS or MSA with no DVBE participation
5. ☐ 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
4. Check frequency of progress reports
 - ☒ Monthly ☐ Quarterly ☐ Other...
6. Will a final report be required? ☐ No ☒ Yes
7. Is the Agreement, with amendments, longer than three years? If yes, why? ☐ No ☒ Yes
Contractor will support a pilot program which will run multiyear.

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 checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEQA Documentation | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |

Exhibit A Scope of Work

TASK LIST

Task #	Task Name
1	Agreement Management
2	Provide Education, Outreach, and stakeholder Engagement Support to the BUILD Program
3	Provide Technical Assistance for Potential BUILD Incentive Program Participants
4	Provide Technical Support and Subject Matter Expertise to the BUILD Program Staff
5	Provide Data and Other Requested Information for BUILD Program Evaluation, Measurement and Verification (EM&V)

ACRONYMS/GLOSSARY

Specific acronyms and terms used throughout this scope of work are defined as follows:

Acronym/Word	Definition
AHSC	Affordable Housing and Sustainable Communities Program
BUILD	Building Initiative for Low-Emissions Development (BUILD) Program, or BUILD Pilot Program, or Program
BUILD Guidance Documentation	All existing or developing governance documentation pertaining to the BUILD Program, including but not limited to, SB 1477, CPUC Decision 20-03-027, BUILD Implementation Plan(s), the BUILD Guidelines, handbooks, manuals and other procedural documents.
CABEC	California Association of Building Energy Consultants
CAM	Commission Agreement Manager
CARB	California Air Resources Board
CBECC	Building Energy Efficiency Standards Approved Computer Compliance Program. Freeware available on CEC Website.
CDLAC	California Debt Limit Allocation Committee
CEA	Certified Energy Analyst
CEC	State Energy Resources Conservation and Development Commission or as commonly called, the California Energy Commission, the Energy Commission, or the CEC
CPUC	California Public Utilities Commission
GHG	Greenhouse Gas
HCD	California Department of Housing and Community Development
HERS	Home Energy Rating System
HVAC	Heating, Ventilation and Air Conditioning
LITHC	Low-Income Housing Tax Credit Program
LSE	Load Serving Entities including Investor Owned Utilities (IOUs), Publicly Owned Utilities (POUs), Community Choice Aggregators (CCAs), and Electric Service Providers (ESPs)

Exhibit A

Scope of Work

Acronym/Word	Definition
Near-zero-emissions technology	Technology that reduces: (1) energy demands of a building, and (2) direct and indirect emissions of greenhouse gases from buildings
REN	Regional Energy Networks
State	State of California
CTCAC	California Tax Credit Allocation Committee
TECH Initiative	Technology and Equipment for Clean Heating (TECH) Initiative
WA	Work Authorization

BACKGROUND/PROBLEM STATEMENT

Senate Bill 1477 (SB 1477) states that electricity and heating fuels used in buildings are responsible for a quarter of California's GHG emissions and contribute to indoor and outdoor air pollution. To address these issues, SB 1477 established the Building Initiative for Low-Emissions Development (BUILD) Program and directed BUILD to incentivize installation of near-zero emission building technologies in new residential buildings that reduce greenhouse gas (GHG) emissions significantly beyond the prescriptive standards described in Part 6 of Title 24 of the California Code of Regulations (California Energy Code). SB 1477 also requires that new low-income residential building projects be offered technical assistance.

Consistent with the direction provided in CPUC D. 20-03-027, for the first two years BUILD funding will be available for low-income residential building projects only. Two years after BUILD Program launch¹ the CPUC may consider expansion of the program as described in D. 20-03-027.

The general design of the BUILD Program is detailed in the CEC's [Building Initiative for Low-Emissions Development \(BUILD\) Program Implementation Plan](#) (BUILD Implementation Plan) which provides information on the eligible projects and applicants, technology requirements, and other relevant information. Additional guidance on BUILD Program implementation, which may be relevant to the tasks to be performed by the Technical Assistance Provider, is provided through existing and future BUILD Guidance Documentation.

GOALS AND OBJECTIVES OF THE AGREEMENT

The activities conducted under this Agreement will contribute to the reduction of GHG emissions from the building sector by supporting the integration of high-performance building designs and near-zero-emission building technologies, with a priority to address low-income and affordable multifamily housing.

The contractor will provide technical assistance and education and outreach supporting BUILD to achieve these program objectives.

¹ Two years from the CEC's issuance of the BUILD Program's Notice of Availability.

Exhibit A

Scope of Work

WORK AUTHORIZATIONS

For certain tasks, as specified below, no work shall be undertaken unless authorized by the CAM through a specific written document called a "Work Authorization." For tasks subject to a Work Authorization, the CAM will prepare a Work Authorization that identifies the specific tasks to be performed and sets a maximum price, budget, and schedule for the work as further described in Exhibit E, section 2. The end date for Work Authorizations should be no later than 60 days prior to the term end date of the Agreement to allow the Contractor time to complete closeout activities and prepare the Final Report.

All other tasks may begin immediately, as appropriate and in accordance with the terms and conditions of this Agreement.

FORMAT/REPORTING REQUIREMENTS

All products and deliverables for this contract intended for release to the public shall be compliant with the Americans With Disabilities Act (ADA).

Deliverables/Reports

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (CAM), the latest version of the Consultant Reports Style Manual published on the Energy Commission's web site:

http://www.energy.ca.gov/contracts/consultant_reports/index.html

Each final deliverable shall be delivered as one original, reproducible, 8 ½" by 11", camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

Electronic File Format

The Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CAM) of the full text in a compatible version of Microsoft Word (.doc).

The following describes the accepted formats of electronic data and documents provided to the Energy Commission as contract deliverables and establishes the computer platforms, operating systems and software versions that will be required to review and approve all software deliverables.

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
- Project management documents shall be in MS Project file format.

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Scope of Work

Software Application Development

If this scope of work includes any software application development, including but not limited to databases, websites, models, or modeling tools, contractor shall utilize the following standard Application Architecture components in compatible versions:

- 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 Software Application Development requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

TASK 1- AGREEMENT MANAGEMENT

Task 1.1 Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement. The 'kick-off' meeting will occur no later than 15 calendar days after final approval of the Agreement is complete.

The Contractor shall:

Attend a "kick-off" meeting with the CAM, and the CAO. The meeting may be held virtually. The Contractor shall include their Project Manager, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.

- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

The CAM shall:

- Arrange the meeting including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.

Deliverables:

- An Updated Schedule of Deliverables (if applicable)

Exhibit A

Scope of Work

Task 1.2 Invoices

The Contractor shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices shall be submitted with the same frequency as progress reports (Task 1.4) but may be submitted on a less frequent basis, coordinated with the accompanying progress report for invoiced activities, with approval of the CAM. Invoices must be submitted to the CEC Accounting Office.

Deliverables:

- Invoices

Task 1.3 Manage Subcontractors

The goal of this task is to ensure quality products, to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Contractor shall:

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and the Energy Commission will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the Terms and Conditions of the Agreement, and 2) notify the CAM who will follow the Energy Commission's process for adding or replacing subcontractors.

Task 1.4 Periodic Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

- Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due within 15 calendar days after the end of the reporting period. The CAM will provide the format for the progress reports. While initial reporting will be monthly, it may become more periodic (less frequent than monthly) if mutually agreed upon by both parties.

Deliverables:

- Monthly or Periodic Progress Reports

Task 1.5 Quarterly Work Plans

The goal of this subtask is to develop and manage, in consultation with the CAM, the specific scope of all services to be completed, including any Work Authorizations (WAs) issued by the CAM as specified in Tasks 4 and 5 and in accordance with all requirements of this Agreement, with all technical and budgetary considerations on a recurring three-month cycle. Each three-month period will be documented in a Quarterly Work Plan that is subject to review and approval by the CAM. Progress in completing

Exhibit A

Scope of Work

the approved work will be assessed during monthly/periodic reviews with the CAM and revised Quarterly Work Plans will be prepared as needed.

The Contractor shall:

- In consultation with CAM, prepare Quarterly Work Plans in accordance with the contract requirements. The Work Plan format and contents will be specified by the CAM. Final schedule to be agreed upon and documented during the kickoff meeting described in Task 1.1 and based on the agreement start date
- Participate in Quarterly Work Plan Reviews
- Establish and maintain contractual agreements with entities performing work
- Develop project schedules
- Manage Subcontractor activities in accordance with the Agreement terms and conditions
- Provide oversight and first-level review of reports and documentation, and comment on the content of deliverables
- Provide audit and accounting services for all Work Plans and invoices
- Immediately report any significant variances affecting performance under the work plans and recommend mitigation actions for consideration by the Contractor and CAM. Examples of significant variances include the inability to submit deliverables by key due dates, unavailability of key personnel that will affect timely submittal of deliverables, and key technical issues that would require change in scope, redirection of the effort, or discontinuation of the project
- Coordinate with the CAM to close out completed Work Plans and remaining unallocated balances
- Provide updated WA project schedules, as needed, and determine if each WA is on schedule and deliverables are satisfactory
- Track the start, progress, and closure of each WA
- Monitor and track each Work Plan and the Overall Agreement
 - Provide updated project schedules, as needed, and determine if each Work Plan on schedule and deliverables are satisfactory
 - Determine the fiscal status of each Work Plan and the overall Agreement
 - Prevent cost overruns
 - Track the start, progress, and closure of the service provided under the Work Plan
 - Submit all Work plans to the CAM

Deliverables:

- Quarterly Work Plans including draft versions as needed to reach agreement with CAM
- Revised Work Plans, as applicable, after Work Plan Reviews
- Determine the fiscal status of each WA and the overall Agreement
- WA products, if applicable

Exhibit A

Scope of Work

Task 1.6 Final Report

The goal of this task is to prepare a comprehensive written Final Report that documents all activities conducted under this Agreement, including the original purpose, a summary of services performed and related outcomes, data realized through activities and as required to complete evaluation activities, and lessons learned with recommendations for future activities supporting the continued progress to reduce GHG emissions in the building sector. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Final Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables.

Task 1.6.1 Final Report Outline

The Contractor shall:

- Prepare a draft outline of the Final Report following guidance and direction provided by the CAM during relevant workplan reviews.
- Submit the draft outline of the Final Report to the CAM for review and approval. The CAM will provide written comments to the Contractor on the draft outline. The Contractor shall review the comments and discuss any concerns regarding the recommended changes with the CAM.
- Prepare and submit the final outline of the Final Report, incorporating CAM comments.

Deliverables:

- Draft Outline of the Final Report
- Final Outline of the Final Report

Task 1.6.2 Final Report

The Contractor shall:

- Prepare the draft Final Report for this Agreement in accordance with the approved final report outline, the CEC Style Guide and publications requirements and meeting all Americans with Disabilities Act requirements.
- Submit the draft Final Report for review and comment. The CAM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.
- Prepare and submit the Final Report, incorporating CAM comments.

Deliverables:

- Draft Final Report
- Final Report

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Task 1.7 Complete Required Trainings

- Individuals from the selected Contractor and Subcontractors performing certain tasks under the resulting contracts that qualifies as “consultant” work under the Political Reform Act will be required to complete conflict of interest trainings at least once every two years. For further detail on this requirement, see Exhibit G, Conflicts of Interest. The Contractor should anticipate 1.5 to 2 hours at least once every two years for individuals to which this requirement applies complete the necessary training.

TECHNICAL TASKS

The Contractor shall be responsible for completing the tasks listed below during the term of this Agreement. For the first two years of this Agreement, these tasks will focus exclusively on serving new low-income residential housing projects unless stated otherwise. However, the BUILD pilot program is subject to review during initiation and administration by an independent program evaluator. Additionally, if funds reserved for new low-income residential housing building projects remain unspent after two years following program implementation, CEC, in consultation with CPUC staff, may change building project eligibility requirements through the implementation plan approval process and as allowed under Public Utilities Code Section 921.1(c)(2) to increase participation and make program funds, or a portion of program funds, available for other purposes consistent with the program. Consequently, the focus of the tasks below may expand to new market-rate housing projects, electric-ready retrofits to ease future transitions toward all-electric building, or other new measures based on the program evaluation.

Task 2 Provide Education, Outreach, and Stakeholder Engagement Support to the BUILD Program

The goal of this task is to conduct outreach and educational activities to a diverse set of stakeholders to promote and encourage participation in the BUILD incentive program and raise awareness of the feasibility and benefits of building near zero-emission and all-electric housing. Initially, stakeholders will include but not be limited to low-income residential housing developers and owners, state and local government agencies, low-income housing advocacy groups, and other relevant parties. although this may expand or change over time as this pilot program is evaluated and further developed. Another goal of this task is to develop and maintain a robust pipeline of projects applying for BUILD Program incentives in alignment with the targeted distribution of Program funds and other program priorities.

As a pilot program, BUILD is modeling a new pathway to achieving low-emission buildings in California. Conducting effective stakeholder education and engagement is essential to program success. As discussed in Chapter Eight of the *BUILD Implementation Plan*, outreach activities are designed to encourage changes within the building sector that increase the adoption of high-performance building designs and near-zero-emission building technologies.

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Activities include dissemination of accurate technical and narrative information about technologies and building designs including field data on costs, efficacy, and efficiency of all-electric housing versus mixed-fuel housing in all four gas utilities territories. The Contractor's work must be coordinated with and complement other building decarbonization efforts conducted by CEC, CPUC, and other related parties. Tasks identified below shall also be consistent with the BUILD Program Implementation Plan and all other BUILD Guidance Documentation.

To ensure robust program participation, this Task will begin prior to the BUILD incentive Program's launch and will continue throughout the contract term. The Contractor will provide services that include, but are not limited to, the following areas:

- Develop a Technical Assistance Outreach and Education Plan (Outreach Plan) that targets key program stakeholders and represents all segments of the low-income and affordable multifamily housing industry. The Outreach Plan must reflect the priorities of the BUILD Program, and may prioritize specific disadvantaged communities, climate zones, income areas, and other targets. Draft versions will be prepared for review and approval by the CAM prior to the development of a final Outreach Plan. Updates to the final Outreach Plan, including revisions to address potential changes to the BUILD program after two years, will be considered during the development of Quarterly Workplans identified in Task 1.5.
- Conduct education and outreach campaigns to residential building developers and owners, government agencies, housing advocacy groups and other stakeholders in all four gas utilities' territories to promote the BUILD incentive program and advance awareness of the available technical assistance. Campaigns must initially be for low-income and affordable multifamily housing, but this may change or expand as the BUILD program is evaluated and modified
- Develop educational materials, factsheets and web content focused on residential building decarbonization design and all-electric technology for various stakeholder groups and participants (e.g. project developers, architects, contractors). Materials must include, but are not limited to, multi-fuel vs. all electric cost and GHG savings comparisons for building, space and water heating, and appliance technologies, and eligible measures for the BUILD Program's target markets and climate zones. The program may also be available to mixed-use and mixed-income projects. These materials will be targeted to both market rate and low-income and affordable multifamily residential markets
- Develop and make available educational webinars and additional tools to educate housing building industry professionals
- Develop, maintain, and manage web-based pages and resources to support the implementation of services under this Agreement, in collaboration with and at the direction of the CAM. Provide web-based materials and resources for CEC and partner organizations as needed to support program implementation and develop materials and tools to provide access to technical assistance services, BUILD Incentives, and support reporting and evaluation activities
- Provide education, outreach, and stakeholder engagement services to market-rate developers and owners, and other relevant stakeholders following any changes to or expansion of the BUILD Program, as appropriate and only when approved by the CAM

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- Coordinate with the Technology and Equipment for Clean Heating (TECH) Initiative staff and contractors to ensure collaboration, avoid duplication, and facilitate the leveraging of resources

Deliverables:

- Draft and Final Technical Assistance Outreach Plan, to be reviewed and approved by the CAM. The plan will be updated over the term of the contract as noted above
- Educational webinars, outreach and educational documents, training materials, technical guides, and factsheets for eligible building design elements, eligible technologies, and other similar program purposes
- Web-based pages, tools, and resources to support the implementation of services under the Agreement and access to technical assistance services.
- Monthly or periodic (less than monthly) coordination meetings with the TECH staff to ensure effective collaboration
- Implement outreach and education activities to parties as described above
- Summary of outreach and educational activities with specific metrics in Monthly/Periodic Progress Reports

Task 3 Provide Technical Assistance for Potential BUILD Incentive Program Participants

The goal of this task is to provide a spectrum of technical assistance services to BUILD Program incentive applicants and recipients including but not limited to: assistance with residential building decarbonization design; expanded access to technical and market information on building technologies and appliances supporting building decarbonization; providing technical support to BUILD Incentive applicants; and additional assistance to support project completion and reporting. The level of technical assistance will vary depending on an applicant's existing expertise in near-zero technologies and building design, readiness, need, and stage of project development.

The BUILD Technical Assistance Provider must acquire and demonstrate a thorough command of BUILD incentive program requirements and incentive calculation factors and structure, eligible technologies, program specifics related to individual climate zones and other variables affecting incentive eligibility and impacts to owner and tenant utility costs. Performing these tasks requires direct engagement with housing developers and owners, government agencies, and manufacturers of eligible technologies.

The Contractor shall provide technical assistance that includes but is not limited to the following areas:

General BUILD Technical Assistance

- Develop, in collaboration with the BUILD staff, a technical assistance design and corresponding implementation strategy. This includes consumer-facing interest form process, under which stakeholders can apply for and receive technical assistance to develop and construct near-zero emission residential buildings. These efforts must align with the CEC's BUILD website and other consumer facing efforts. This work is targeted to begin prior to the BUILD incentive Program's launch to ensure robust program participation

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- Conduct technical assistance intake interviews, prepare summaries and service recommendations for approval by the CAM
- Assist applicants with layering BUILD incentives with other common industry financing programs such as CTCAC, CDLAC, HCD and the AHSC programs
- Assist eligible housing developers in identifying complementary clean energy incentives available by the state, federal, local government, LSEs, RENs, and other parties

Assistance with Residential Building Decarbonization Design

- Provide qualified team personnel or Subcontractors capable of delivering a comprehensive suite of services (as the BUILD Technical Assistance Provider) to each BUILD incentive program participant, addressing all phases of building construction—from layering incentives, designing, permitting, construction, completion and commissioning
- Provide a full suite of technical assistance to eligible residential stakeholders (e.g. building designers, architects, engineers, general contractors, developers, owners, property managers, housing advocacy groups, government agencies, local governments, and other stakeholders) to support the adoption of all-electric whole building and passive design building approaches (including: near-zero emission high efficiency HVAC systems and appliances)
- Offer assistance to eligible housing developers to consider near-zero emission all-electric building design options and overcome project specific design challenges presented by new building developments, renovations, rebuilds, and repurposing of nonresidential building for residential use. This work requires experienced and licensed architects or engineers. The program will also be available to mixed income and mixed-use projects
- Expand access to technical and market information on building technologies and appliances supporting building decarbonization. As an element of technical assistance, develop and share technical information, design and installation considerations and other market information to further support adoption of near zero technologies and building designs
- Provide technical assistance to potential BUILD incentive applicants to facilitate their readiness to apply for BUILD incentives, in accordance with BUILD Guidance Documentation.

Providing Technical support to BUILD Incentive Applicants

- Provide technical support to applicants completing BUILD incentive applications
- Provide technical input to applicants and BUILD staff as needed to resolve any barriers to participation in the incentive process
- Provide referrals to manufacturers' resources to support electric space and water heating building technologies and appliance installations
- Provide energy information and other technical input to project developers and engineers in conjunction with their California Association of Building Energy Consultants (CABEC)-qualified Certified Energy Analysts (CEA)² to assist in modeling projects in CBECC or other approved Title 24 Part 6 compliance software

² CEA should meet the requisite experience and certifications to conduct activities for single family, low-rise multi-family, and high-rise residential energy modeling.

Exhibit A

Scope of Work

to assess proposed building designs energy efficiency, and GHG emissions. This requires understanding of the Home Energy Rating System (HERS) registries and services

- Provide technical assistance to low-income and affordable multifamily developers on local governments' all-electric building permit requirements specified in relevant laws, ordinances, regulations, and standards and advise, if needed, on all-electric building Reach Codes development
- Provide technical assistance and information to local government building department officials, industry training partners and other parties on all-electric building permit considerations, equipment and technologies and related requirements
- Provide technical assistance necessary to complete low-income housing projects; conduct in-person and virtual site visits as needed to support design efforts

Deliverables:

- Assist in designing and establish an intake process for technical assistance inquiries and requests; in support of, and in alignment with the CEC's BUILD website and consumer facing efforts. This will require a phased approach, dependent on program activity level, that will ultimately include an online portal, requiring site hosting and maintenance
- Technical assistance intake interview summaries and service recommendations
- Database for tracking participation and program activity and impact metrics
- Provision of technical assistance services as described herein
- Project-level summaries and statistics in Monthly/Periodic Progress Reports

Task 4: Provide Technical Support and Subject Matter Expertise to the BUILD Program Staff

The goal of this task is to provide technical support and subject matter expertise to assist CEC Staff to implement and develop the BUILD Program. The Contractor will provide input to help CEC staff with program design, implementation, and reporting. This will also include updating program implementation to align with regular updates to California Energy Code (Title 24), and incorporating lessons learned in early implementation to strengthen program impact.

The Contractor shall provide technical assistance that includes but is not limited to the following areas:

- Assist CEC staff with the technical aspects of BUILD Program implementation
- Provide input and feedback and conduct and present research and analysis on program design, including but not limited to research and analysis of low-income residential development, building technologies, energy consumption and conservation, or utility bills
- Serve as a continuous feedback loop conveying responses from applicants and the wider housing sector to the BUILD staff so appropriate program adjustments can be made by CEC to increase incentive program subscriptions and bolster BUILD Program success

Exhibit A

Scope of Work

- Provide technical assistance to CEC staff for implementing any modifications to the BUILD Program

Deliverables:

- Research and analysis on program design
- Feedback from applicants and the wider housing sector on the program in Monthly/Periodic Progress Reports

Additionally, at the direction of the CAM through a properly executed Work Authorization, the Contractor shall:

- Provide market analysis of the California residential building sector. This market analysis may focus on sector-wide drivers and impediments of decarbonization efforts; low-emissions building trends, local ordinances and requirements supporting wider adoption in the low-income housing sector; and in consultation with CAM, develop projections for BUILD Program's participation rate

Task 5: Provide Data and Other Requested Information for BUILD Program Evaluation, Measurement and Verification (EM&V)

The goal of this task is to generate, collect, and provide requested program data and input for program evaluation by an independent program evaluator. Pursuant to SB 1477, and as discussed in Chapter Ten of the BUILD Implementation Plan, BUILD will be evaluated after two years, and may require modifications to incorporate lessons learned from early program implementation and the assessment provided by an independent program evaluator.

BUILD Program performance metrics and indicators at a minimum must include:

- 1) the number of low-emission systems installed in each building type
- 2) project utility bill savings
- 3) the cost per metric ton of avoided GHG emissions.

Additional data points to collect will be identified as the BUILD Program evolves, key metric sources include (1) the BUILD Guidance Documentation or (2) the BUILD/TECH independent program evaluator.

The Contractor shall provide technical assistance that includes but is not limited to the following areas:

- Assist BUILD staff with collecting and furnishing data required for program evaluation in accordance with BUILD Guidance Documentation
- Coordinate with, and provide information to, the independent evaluator in accordance with BUILD Guidance Documentation

Deliverables:

- Inclusion of program activity and impact data in Monthly/Periodic reports, that includes but is not limited to: the number of inquiries, the number of participants served, type and level of technical assistance provided, technologies adopted, demographic information about participants (e.g. new versus experienced in building decarbonization, location), and other project metrics

Exhibit A

Scope of Work

Additionally, at the direction of the CAM through a properly executed Work Authorization, the Contractor shall:

- Review completed projects to assess installed equipment and validate performance and efficiencies to improve technical assistance services under the BUILD Program

SCHEDULE OF DELIVERABLES AND DUE DATES

Administrative tasks are to be completed as described above, with the initial start of activities based on the date the Agreement is finalized.

Technical tasks are on-going over the course of the contract with specific deliverables and associated budget and deadlines agreed upon during the Quarterly Work Plans, as described above.

Task #	Deliverable	Due Date
1	Agreement Management	Ongoing
1.1	Kickoff Meeting, including meeting notes and next steps summary	October 2021
1.2	Invoices	Ongoing
1.3	Manage Subcontractors	Ongoing
1.4	Monthly/Periodic Progress Report	Ongoing
1.5	Quarterly Work Plan	Every Three Months
1.6	Final Report	September 2025 or 2027
1.7	Completed Required Trainings	Biennial
2	Education and Outreach Plan, Factsheets, Educational Materials, Training Manuals, Market Analysis, Website	Starting October 2021 and Ongoing
3	Technical Assistance to Incentive Applicants, TA Application Process and Tracking System, Project Level Summaries	Starting October 2021 and Ongoing
4	Technical Assistance to Staff, Program design research and analysis, Market Analysis, Task Summary	Ongoing
5	Assistance with Program Evaluation, Measurement & Verification Process	Ongoing

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION ASSOCIATION FOR ENERGY AFFORDABILITY, INC.

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 500-21-001 with Association for Energy Affordability, Inc. for \$6,000,000, with an option to augment the budget with \$2,000,000. Association for Energy Affordability, Inc. will provide technical assistance to residential builders and developers under the Building Initiative for Low-Emissions Development (BUILD) Program, with an initial focus on new low-income residential housing; 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 September 8, 2021.

AYE:

NAY:

ABSENT:

ABSTAIN:

Liza Lopez
Secretariat