



**California Energy Commission
September 13, 2023 Business Meeting
Backup Materials for Agenda Item No 03a:
National Association of State Energy Officials (NASEO)**

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

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

STATE OF CALIFORNIA
STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: National Association of State Energy Officials (NASEO)

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 400-23-001 with NASEO for a \$27,380 one-year membership. The membership gives staff the opportunity to connect with key policy and decision makers, officials from other state and regional energy offices, and affiliates from private and public sectors. Membership also provides a forum for exchanging information, ideas, and resources, as an opportunity to learn about funding and partnership opportunities; and

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

CERTIFICATION

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the CEC held on September 13, 2023.

AYE:
NAY:
ABSENT:
ABSTAIN:

Dated:

Kristine Banaag
Secretariat



CONTRACT REQUEST FORM (CRF)

A. New Agreement Number

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

New Agreement Number: 400-23-001

B. Division Information

1. Division Name: Efficiency Division
2. Agreement Manager: Elizabeth Butler
3. MS-28
4. Phone Number: (916) 903-4533

C. Contractor's Information

1. Contractor's Legal Name: National Association of State Energy Officials (NASEO)
2. Federal ID Number: 52-1474553

D. Title of Project

Title of project: Annual Membership Dues and Meeting Fees

E. Term and Amount

1. Start Date: 10/01/2023
2. End Date: 09/30/2024
3. Amount: \$27,380.00

F. Business Meeting Information

1. Operational agreement to be approved by Executive Director? No.
2. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No.
3. The Proposed Business Meeting Date: 09/13/2023
4. Consent or Discussion? Consent.
5. Business Meeting Presenter Name: Elizabeth Butler
6. Time Needed for Business Meeting: 0 minutes.
7. The email subscription topic is: Not applicable.

Agenda Item Subject and Description:

National Association of State Energy Officials (NASEO). Proposed resolution approving Agreement 400-23-001 with National Association of State Energy Officials (NASEO) for a \$27,380.00 one-year membership. The membership allows staff the opportunity to connect with key policy and decision makers, officials from other state and regional energy offices, and affiliates from private and public sectors. Membership also provides a forum for exchanging information, ideas, and resources, as an opportunity to learn about funding and partnership opportunities. (ERPA Funding) Contact: Elizabeth Butler

G. California Environmental Quality Act (CEQA) Compliance

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

No.

If yes, skip to question 2.



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

Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because: this is a membership that only involves accessing and exchanging information, as well as communicating with other policy makers. It does not involve designing or carrying out specific projects.

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

a) Agreement **IS** exempt?

No.

Statutory Exemption?

No.

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

PRC section number: None.

CCR section number: None.

Categorical Exemption?

No.

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

CCR section number: None.

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

No.

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

Not applicable.

b) Agreement **IS NOT** exempt.

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

No.

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

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



H. Subcontractors

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

Subcontractor Legal Company Name	
No subcontractors to report.	\$ 0.00

I. Key Partners

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

Key Partner Legal Company Name
No key partners to report.

J. Budget Information

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

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ERPA	FY 2023/24	100.022	\$27,380.00

TOTAL Amount: \$27,380.00

R&D Program Area: Not applicable.

Explanation for “Other” selection: Not applicable.

Reimbursement Contract #: Not applicable.

Federal Agreement #: Not applicable.

K. Contractor’s Contact Information

1. Contractor’s Administrator/Officer

Name: David Terry

Address: 1300 North 17th Street, Suite 1275

City, State, Zip: Arlington, VA 22209

Phone: (703) 299-8800

E-Mail: dterry@naseo.org



2. Contractor’s Project Manager

Name: Shemika Spencer
Address: 1300 North 17th Street, Suite 1275
City, State, Zip: Arlington, VA 22209
Phone: (703) 299-8800
E-Mail: sspencer@naseo.org

L. Selection Process Used

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

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

M. Contractor Entity Type

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

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

The contractor is a certified: Not applicable.

O. Civil Service Considerations

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



c. The Services Contracted: No.

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

- are not available within civil service
- cannot be performed satisfactorily by civil service employee
- are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system

The following applies to the contract: Not applicable.

d. The Services are of such an urgent, temporary, or occasional nature that the delay to implement under civil service would frustrate their very purpose? Not applicable.

Justification:

NASEO is a nonprofit organization created to improve effectiveness and quality of state energy programs and policies and provides leadership on energy issues. It offers energy offices access to educational and technical assistance programs.

P. Payment Method

1. Is the payment method Reimbursement, Advanced Payment, or Other? Reimbursement
If Other, explain: Not applicable.
2. If Reimbursement, is it in arrears based on Itemized Monthly, Itemized Quarterly, Flat Rate, or One-time? One-time.

Q. Retention

Is Agreement subject to retention? No.

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

R. Justification of Rates

The rate of \$27,380.00 is the rate billed to the CEC for membership participation for the 2023/24 year.

S. Disabled Veteran Business Enterprise Program (DVBE)

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity): No.
2. Meets DVBE Requirements DVBE: No.
Amount: \$0 DVBE %: Not applicable.
3. Is the Contractor Certified DVBE or Subcontracting with a DVBE? If subcontracting with a DVBE, provide the name of the DVBE company. If none applies, enter "Not Applicable".
Not applicable.
4. Contractor selected through CMAS or MSA with no DVBE participation: No.
5. Requesting DVBE Exemption (attach CEC 95): Yes.



T. Miscellaneous Agreement Information

1. Will there be Work Authorizations? No.
2. Is the contractor providing confidential information? No.
3. Is the contractor going to purchase equipment? No.
4. What is the frequency of the progress reports? Monthly, Quarterly, or Other? If Other, please provide explanation.
None.
5. Will a final report be required? No.
6. Is the Agreement, with amendments, longer than three years? If yes, why? No.

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

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

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

Approved By

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

Agreement Manager: Elizabeth Butler

Approval Date: 07/17/2023

Office Manager: N/A

Approval Date: N/A

Deputy Director: Michael J. Sokol

Approval Date: 7/19/23

EXHIBIT A

Scope of Work

PURPOSE

The purpose of this Agreement is to formalize the California Energy Commission's (Energy Commission) membership in the National Association of State Energy Officials (NASEO). This membership allows the Energy Commission staff to connect with key policy and decision makers; officials from other state and territorial energy offices; and affiliates from the private and public sectors. This membership provides a forum for exchanging information; ideas and resources; and to learn about new funding and partnership opportunities. Additionally, the membership provides an opportunity to guide regional, state and federal government officials toward an understanding of energy's pivotal role in the economy and environment and to inform them about specific energy priorities and concerns to California.