



**CALIFORNIA
ENERGY COMMISSION**



**California Energy Commission
November 08, 2023 Business Meeting
Backup Materials for Agenda Item No 03d:
CivicWell**

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

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

STATE OF CALIFORNIA
STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: **CivicWell**

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

RESOLVED, that the CEC approves agreement 100-23-004 with CivicWell for a \$15,000 contract for a one-year membership. Membership allows CEC staff to meet with key stakeholders and participate in forums to pursue innovative smart-growth and climate resilience strategies; and

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

CERTIFICATION

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the CEC held on November 08, 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: 100-23-004

B. Division Information

1. Division Name: Commissioners Offices
2. Agreement Manager: Phil Dyer
3. MS-18
4. Phone Number: (916) 891-8474

C. Contractor's Information

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

D. Title of Project

Title of project: CivicWell Membership

E. Term and Amount

1. Start Date: 11/08/2023
2. End Date: 11/07/2024
3. Amount: \$15,000

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? Yes
3. The Proposed Business Meeting Date: 11/08/2023
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: N/A
6. Time Needed for Business Meeting: N/A
7. The email subscription topic is: N/A

Agenda Item Subject and Description:

CivicWell. Proposed resolution approving Agreement 100-23-004 with CivicWell for a \$15,000 contract for one-year membership with CEC. Membership allows CEC staff to meet with key stakeholders and participate in forums to pursue innovative smart-growth and climate resilience strategies. (ERPA funding) Contact: Michael Poe

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 agreement is for a



membership with CivicWell. This will involve no physical work or construction. Membership benefits include providing a forum for exchanging information, ideas, and resources, and to learn about new funding and partnership opportunities,

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

a) Agreement IS exempt?

N/A.

Statutory Exemption?

N/A.

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: N/A.

CCR section number: N/A.

Categorical Exemption?

N/A.

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: N/A.

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

N/A.

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

N/A.

b) Agreement IS NOT exempt.

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

N/A.

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	Budget
No subcontractors to report	\$0

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	2023-24	100.002	\$15,000

TOTAL Amount: \$15,000

R&D Program Area: N/A.

Explanation for "Other" selection N/A.

Reimbursement Contract #: N/A.

Federal Agreement #: N/A.

K. Contractor's Contact Information

1. Contractor's Administrator/Officer

Name: Michele Warren

Address: 520 Capitol Mall, Suite 440

City, State, Zip: Sacramento, CA 95814

Phone: 916-448-1198

E-Mail: mwarren@civicwell.org

2. Contractor's Project Manager

Name: Kelsey Wolf-Cloud

Address: 520 Capitol Mall, Suite 440

City, State, Zip: Sacramento, CA 95814

Phone: 916-448-1198

E-Mail: kwolfcloud@civicwell.org

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	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)?

No

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) N/A.

c. The Services Contracted: N/A.

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

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

The following applies to the contract: N/A.



- 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?

N/A.

Justification:

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

P. Payment Method

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

Reimbursement.

If Other, explain: N/A.

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? N/A.

R. Justification of Rates

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

S. Disabled Veteran Business Enterprise Program (DVBE)

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity) N/A.

2. Meets DVBE Requirements DVBE N/A.

Amount: \$ N/A DVBE %: N/A

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".

N/A.

4. Contractor selected through CMAS or MSA with no DVBE participation N/A.

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 check frequency of the progress reports? Monthly, Quarterly, or Other? If Other, please provide explanation.



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

Contract Request Form
CEC-94 (Revised 04/2023)

Other. N/A. Membership agreement.

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	Yes
2	Exhibit B, Budget Detail	Yes
3	DGS-GSPD-09-007, NCB Request	No
4	CEC 95, DVBE Exemption Request	Yes
5	Awardee CEQA Documentation	No
6	Resumes	No
7	CEC 105, Questionnaire for Identifying Conflicts	Yes

Approved By

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

Agreement Manager: Phil Dyer

Approval Date: 10/04/2023

Office Manager: Adrienne Winuk

Approval Date: 10/4/2023

Deputy Director:

Approval Date:

EXHIBIT A

Scope of Work

PURPOSE

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

Benefits of membership include:

- Co-hosting 1 State & Local Energy and Climate Coordination (SLECC) meeting
- Bi-monthly Coordination meetings with key local government stakeholders, CCEC staff, and the CCEC Statewide Best Practices Coordinator
- Advisory support and promotional assistance for CEC workshops
- Promotion and circulation of CEC input opportunities to CCEC's statewide network of local government staff and climate practitioners
- Acknowledgement in CivicWell social media, annual Impact Report, and at the 2024 CivicWell Policymakers Conference.

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