



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
November 08, 2023 Business Meeting  
Backup Materials for Agenda Item No 03e:  
American Council for an Energy Efficient Economy (ACEEE)**

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: **American Council for an Energy Efficient Economy (ACEEE)**

**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 400-23-003 for a \$25,000 contract to formalize the CEC's membership with ACEEE. This one-year membership allows CEC staff access to a network of energy efficiency experts, leaders, and decision makers; 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: 400-23-003

### 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: American Council for an Energy Efficient Economy
2. Federal ID Number: 94-2711707

### D. Title of Project

Title of project: American Council for an Energy Efficient Economy (ACEEE) Membership

### E. Term and Amount

1. Start Date: 11/08/2023
2. End Date: 11/07/2024
3. Amount: \$25,000

### 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? No.
3. The Proposed Business Meeting Date: 11/08/2023
4. Consent or Discussion? Consent.
5. Business Meeting Presenter Name: Not applicable
6. Time Needed for Business Meeting: 0 minutes.
7. The email subscription topic is: Not applicable.

#### **Agenda Item Subject and Description:**

**American Council for an Energy Efficient Economy (ACEEE).** Proposed resolution approving agreement 400-23-003 for a \$25,000 contract to formalize the CEC's membership with ACEEE. This one-year membership allows CEC staff access to a network of energy efficiency experts, leaders, and decision makers. (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?

Not applicable.

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.

Not applicable.

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

<b>Additional Documents</b>	<b>Applies</b>
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.	\$ 0.00

**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	100.002	\$25,000.00

**TOTAL Amount: \$25,000.00**

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: Nicholas Abriola

Address: 529 14<sup>th</sup> Street NW

City, State, Zip: Washington, DC 20045

Phone: 703-717-2040

E-Mail: nabriola@aceee.org



**2. Contractor’s Project Manager**

Name: Jocelyn Perkins  
Address: 529 14<sup>th</sup> Street NW  
City, State, Zip: Washington, DC 20045  
Phone: 703-717-2040  
E-Mail: jperkins@aceee.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> <a href="https://www.dgs.ca.gov/PD/Forms">https://www.dgs.ca.gov/PD/Forms</a> )	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)?**

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)

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:**

This ACEEE membership provides a valuable networking tool that offers expertise and recommendations for energy efficiency reforms.

**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? Not applicable.

**R. Justification of Rates**

The total of this agreement is consistent with what is charged by ACEEE at the Pathfinder membership level 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.  
Other. Not applicable for membership agreements.
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:** Elizabeth Butler

**Approval Date:** 10/06/2023

**Office Manager:** N/A

**Approval Date:** N/A

**Deputy Director:** Michael Sokol

**Approval Date:** 10/06/2023

## **EXHIBIT A**

### **Scope of Work**

#### **PURPOSE**

This agreement will formalize the California Energy Commission's (CEC) membership with American Council for an Energy Efficient Economy (ACEEE). This one-year membership allows CEC staff access to a network of energy efficiency experts, leaders, and decision makers.

ACEEE is a nonprofit research organization and develops transformative policies to reduce energy waste and combat climate change. With their independent analysis, they aim to build a vibrant and equitable economy, one that uses energy more productively, reduces costs, protects the environment, and promotes the health, safety, and well-being of everyone. ACEEE was founded in 1980 by leading energy researchers who were concerned about U.S. dependence on foreign oil.