



**CALIFORNIA
ENERGY COMMISSION**



**California Energy Commission
November 08, 2023 Business Meeting
Backup Materials for Agenda Item No 03I:
Guidehouse Inc.**

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: Guidehouse 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 400-23-002 with Guidehouse Inc. for a \$248,876 contract to provide technical support for developing a federal application management plan, memorandum to inform the development of a report to the Legislature, and materials to inform federal funding applications as required by Senate Bill 1112 (Becker, Chapter 834, Statutes of 2022), pending the Department of General Services' approval of agreement 400-23-002; 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: 400-23-002

B. Division Information

1. Division Name: Reliability, Renewable Energy & Decarbonization Incentives Division
2. Agreement Manager: Jacob Wahlgren
3. MS-Not applicable
4. Phone Number: (916) 954-3746

C. Contractor's Information

1. Contractor's Legal Name: Guidehouse Inc.
2. Federal ID Number: 36-4094854

D. Title of Project

Title of project: Research, Design, & Development Services for Inclusive Utility Investments and Federal Financing Opportunities

E. Term and Amount

1. Start Date: November 8, 2023
2. End Date: September 30, 2024
3. Amount: \$248,876.00

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: 11-08-2023
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: Jacob Wahlgren
6. Time Needed for Business Meeting: 0 minutes.
7. The email subscription topic is: 01-Decarbonization Topics, 02-Energy Efficiency Financing, 3-Efficiency Topics

Agenda Item Subject and Description:

Guidehouse Inc. Proposed resolution approving Agreement 400-23-002 with Guidehouse Inc. for a \$248,876 contract to provide technical support for developing a federal application management plan, memorandum to inform the development of a report to the Legislature, and materials to inform federal funding applications as required by Senate Bill 1112 (Becker, Chapter 834, Statutes of 2022) (General Fund Funding) Contact: Jacob Wahlgren.

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: its purpose is to obtain technical support for developing application materials to access federal financing and materials to inform a Legislative report.

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	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
General Fund	FY 2023-24	BL# 500.002	\$248,876.00

TOTAL Amount: \$248,876.00

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: Amul Sathe

Address: 101 California Street, Suite 4100

City, State, Zip: San Francisco, CA 94111

Phone: (415) 399-2180

E-Mail: Amul.sathe@guidehouse.com

2. Contractor's Project Manager

Name: Karen Maoz

Address: 101 California Street, Suite 4100

City, State, Zip: San Francisco, CA 94111



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

Phone: (510) 406 3742

E-Mail: karen.maoz@guidehouse.com

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

L. Selection Process Used

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

Selection Process	Additional Information
Competitive Solicitation #	RFO-23-401 One (1) bid
Non Competitive Bid (<i>Attach DGS-GSPD-09-007</i> https://www.dgs.ca.gov/PD/Forms)	Not Applicable
Exempt	Not Applicable

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: No - N/A

O. Civil Service Considerations

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

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: 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

- 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?

Occasional nature, Urgent.

Justification:

Work for this contract is highly specialized and technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.

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?

Itemized Monthly.

Q. Retention

Is Agreement subject to retention? Yes

If Yes, Will retention be released prior to Agreement termination? Yes

R. Justification of Rates

The rates are CMAS rates that have been pre-negotiated by DGS.

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 %:0

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 Yes.

5. Requesting DVBE Exemption (attach CEC 95) Yes.

T. Miscellaneous Agreement Information



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

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

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.

Monthly

5. Will a final report be required? Yes..
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	Yes
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: Jacob Wahlgren

Approval Date: August 25, 2023

Office Manager: Christine Collopy

Approval Date: August 27, 2023

Deputy Director: Christine Collopy

Approval Date: August 27, 2023

Exhibit A

SCOPE OF WORK

A. SCOPE AND DESCRIPTION

The purpose of this Agreement is to obtain assistance with identifying and applying for state and federal financing or investment solutions, consistent with Public Resources Code Section 25235 and the USEPA's inclusive utility investment policies, that will enable eligible entities to provide zero-carbon, clean energy, or decarbonizing building upgrades. This includes providing technical assistance to eligible entities to apply for state and federal financing or investment solutions and identifying potential barriers that inhibit access to federal financing or investment solutions for inclusive utility investment.

The CEC requires the technical support of an entity with subject matter expertise in clean energy financing programs and expertise in designing and developing applications for federal funding opportunities. The CEC also requires the support of an entity with expertise in the energy sector, with considerations for designing and developing programs that address affordability and equity barriers to building decarbonization.

The Contractor shall identify and prepare materials to inform federal funding applications for the CEC to consider on the topic of federal funding and investment solutions, consistent with the USEPA's Inclusive Utility Investment policies, that will enable eligible entities in California to provide zero-carbon, clean energy, or decarbonizing building upgrades. This includes coordinating with the DOE and USEPA to access federal funding, such as the Title 17 Innovative Clean Energy Loan Guarantee Program and Greenhouse Gas Reduction Fund.

B. Acronyms

Specific acronyms and terms used throughout this Scope of Work (SOW) are defined as follows:

Acronyms & Terms	Definition
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
DOE	United States Department of Energy
EIR	Energy Infrastructure Reinvestment
SOW	Scope of Work
USEPA	United States Environmental Protection Agency
USDA	United States Department of Agriculture

Exhibit A

SCOPE OF WORK

C. CONTRACTOR TASKS AND RESPONSIBILITIES

TASK 1.1 – KICK-OFF MEETING

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement. At the discretion of the Commission Agreement Manager (CAM), the meeting may be held via conference call, Microsoft Teams, or Zoom.

The Contractor shall:

- Participate in a virtual “kick-off” meeting with the CAM, the Contracts Agreement Officer (CAO), and a representative of the Accounting Office to discuss aspects of the administrative tasks and deliverables, including goals and expectations, pertaining to the Agreement.
- For the administrative portion of the meeting, include their Project Manager, Contracts Administrator, Accounting Officer, and any others designated by the CAM to discuss the Terms and Conditions and other administrative tasks pertinent to the Agreement.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

The CAM shall:

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

Task Deliverables:

- Updated Schedule of Deliverables, if necessary

TASK 1.2 – PROGRESS MEETINGS AND INVOICES

The goal of this task is to ensure direct collaboration with CEC staff, as well as to ensure accurate and timely payment for work performed under the Agreement. At the discretion of the CAM, all progress meetings may be held via conference call, MS Teams, or Zoom. Additional progress meetings, discussions, or conference calls may be scheduled at the CAM’s discretion.

The Contractor shall:

- Conduct weekly meetings with CEC staff and other applicable application partners and stakeholders to discuss application progress, tasks, and needs, and provide Progress Meeting Agenda and Action Items to CAM.
- Provide Monthly Invoices for each month that work occurs under the Agreement.

Exhibit A

SCOPE OF WORK

The CAM shall:

- Arrange each progress meeting, including designating the specific meeting platform and scheduling the date and time.

Task Deliverables:

- Progress Meeting Agenda and Action Items
- Monthly Invoices

TASK 1.3 – FINAL MEETING

The goal of this task is to discuss the outcomes and final requirements for this Agreement.

The Contractor shall:

- Participate in a final meeting via video-teleconference with the CEC.
- Prepare a brief summary of activities completed under this Agreement and answer any questions posed by the CEC team.
- Provide CAM a Schedule of Agreement Closeout Activities.
- Participants of this meeting will include the CAM, the application partners, and other CEC staff designated by the CAM. The Contractor participants will include the Project Manager and the relevant principles.

The CAM will:

- Provide an agenda to meeting participants three (3) working days prior to the final meeting.

Task Deliverables:

- Schedule of Agreement Closeout Activities

TASK 2 – Develop a Federal Application Management Plan

The goal of this task is to develop a *Federal Application Management Plan* that is responsive to available federal funding opportunities, loan solicitations, and loan guarantee solicitations; and to facilitate coordination activities with the CEC and other applicable application partners and stakeholders.

The Contractor shall:

- Conduct an in-depth review of available federal funding opportunities, loan solicitations, and loan guarantee solicitations. This includes the USEPA Greenhouse Gas Reduction Fund, USDA Energy Efficiency and Conservation Loan Program, DOE Energy Infrastructure Reinvestment Financing Program, and DOE Innovative Clean Energy Loan Guarantee Program.
- Consult with CEC staff and other stakeholders identified in coordination with the CAM on application goals, objectives, and scope.

Exhibit A

SCOPE OF WORK

- Develop and provide a *Federal Application Management Plan* that includes at a minimum the following:
 - Identifies all proposal components and requirements necessary to develop a grant, loan, or loan guarantee application that complies with the requirements of the USEPA Greenhouse Gas Reduction Fund, USDA Energy Efficiency and Conservation Loan Program, DOE Energy Infrastructure Reinvestment Financing Program, and DOE Innovative Clean Energy Loan Guarantee Program; and CEC application focus objectives;
 - Establishes a timeline for accomplishing all required steps to meet the deadlines of the funding or financing opportunity including task status, progress, and interim/final deadlines;
 - Identifies outstanding information needed to develop a program and proposal; and
 - Assigns Contractor staff to proposal preparation tasks and responsibilities.

Task Deliverables:

- Draft Federal Application Management Plan
- Final Federal Application Management Plan

TASK 3 – Memorandum for Report Development

The goal of this task is to support the CEC in developing a report that describes any statutory changes necessary to improve access to federal funding for inclusive utility investments.

The Contractor shall:

- Identify any statutory and regulatory changes necessary to improve access to applicable federal funding opportunities, loan solicitations, or loan guarantee solicitations. This includes the USEPA Greenhouse Gas Reduction Fund, USDA Energy Efficiency and Conservation Loan Program, DOE Energy Infrastructure Reinvestment Financing Program, and DOE Innovative Clean Energy Loan Guarantee Program.
- Consult with CEC staff and other stakeholders identified in coordination with the CAM on report development goals, objectives, and scope.
- Prepare a *Memorandum for Report Development* that describes barriers to applicable federal funding opportunities, loan solicitations, or loan guarantee solicitations.

Task Deliverables:

- Draft Memorandum for Report Development
- Final Memorandum for Report Development

Exhibit A

SCOPE OF WORK

TASK 4 – Prepare Materials for Federal Funding Applications

The goal of this task is to prepare *Materials to Inform Federal Funding Applications* for the CEC to consider.

The Contractor shall:

- Obtain any remaining information for grant, loan, or loan guarantee application deliverables from the CEC and other application partners.
- Provide guidance to the CEC and other application partners in completing grant, loan, or loan guarantee application documents and requirements, including submission to DOE, USEPA, and USDA.
- Prepare and provide *Materials to Inform Federal Funding Applications* as directed by the CAM.
- Conduct other technical, grant writing, and project management/coordination related activities necessary to complete and submit a grant, loan, or loan guarantee application, as needed and upon request by the CAM.

Task Deliverables:

- Draft Materials to Inform Federal Funding Applications
- Final Materials to Inform Federal Funding Applications

D. SCHEDULE OF DELIVERABLES

Task Number	Deliverable	Due Date
1.1	Kick-off Meeting	Upon Execution
1.2	Progress Meetings and Invoices Agendas and Action Items	Monthly by the 25 th of the month, beginning November 2023
1.3	Schedule of Agreement Closeout Activities	Two days prior to Final Meeting
2	Draft Federal Application Management Plan	November 16, 2023
2	Final Federal Application Management Plan	December 7, 2023
3	Draft Memorandum for Report Development	November 16, 2023
3	Final Memorandum for Report Development	December 7, 2023
4	Draft Materials to Inform Federal Funding Applications	April 25, 2024
4	Final Materials to Inform Federal Funding Applications	May 23, 2024

Exhibit A

SCOPE OF WORK

E. ACCEPTANCE CRITERIA

The Contractor shall perform all tasks described within the Agreement in a timely and professional manner. All deliverables will be considered draft until approved by the CAM.

F. OTHER REPORTING REQUIREMENTS

The Contractor shall actively keep the CAM informed of progress made and provide early notice electronically and by telephone of potential problems that may jeopardize the Contractor's ability to carry out the tasks described within the Agreement on schedule and within budget.

The Contractor shall adhere to the Terms and Conditions of the Agreement in regard to use of personnel working on tasks identified in Contractor's SOW for the Agreement.

G. TRAVEL

No travel is required, and travel expenses shall not be reimbursed under the Agreement.