



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
January 21, 2025 Business Meeting  
Backup Materials for Women of Renewable Industries and Sustainable Energy  
(WRISE)**

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

**[PROPOSED]**

**RESOLUTION NO: 25-121-03c**

**STATE OF CALIFORNIA**

**STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: Women of Renewable Industries and Sustainable Energy (WRISE)**

**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 700-24-002 for a \$18,000 one-year membership in WRISE. WRISE is a collaborative platform that connects women in renewable and sustainable energy agencies; 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 January 21, 2025.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

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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: 700-24-002

### B. Division Information

1. Division Name: Siting, Transmission, and Environmental Protection
2. Agreement Manager: Joelle Kelly
3. MS-Not applicable
4. Phone Number: (916) 549-0660

### C. Contractor's Information

1. Contractor's Legal Name: Women of Renewable Industries and Sustainable Energy
2. Federal ID Number: 26-3253843

### D. Title of Project

Title of project: Women of Renewable Industries and Sustainable Energy (WRISE) Membership

### E. Term and Amount

1. Start Date: 1/30/2025
2. End Date: 1/30/2026
3. Amount: \$18,000

### 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: 01-21-25
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: Joelle Kelly
6. Time Needed for Business Meeting: 0 minutes.
7. The email subscription topic is: Not Applicable

#### Agenda Item Subject and Description:

**Women of Renewable Industries and Sustainable Energy (WRISE).** Proposed resolution approving agreement 700-24-002 for a \$18,000 one-year membership in WRISE. WRISE is a collaborative platform that connects women in renewable and sustainable energy agencies.  
Contact: Joelle Kelly

### 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: The agreement is for organizational membership only.



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

**a) Agreement IS exempt?**

Not applicable.

**Statutory Exemption?**

Not applicable.

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?**

Not applicable.

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)**

Not applicable.

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. Is this project considered “Infrastructure”?**

No

**I. 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.

<b>Subcontractor Legal Company Name</b>	<b>Budget</b>
No subcontractors to report	\$ 0



**J. 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

**K. 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	2024/25	100.022	\$18,000

**TOTAL Amount:** \$18,000

R&D Program Area: Not applicable.  
Explanation for “Other” selection Not applicable.  
Reimbursement Contract #: Not applicable.  
Federal Agreement #: Not applicable.

**L. Contractor’s Contact Information**

**1. Contractor’s Administrator/Officer**

Name: Shanaya Byrd  
Address: 155 Water Street, Suite 410  
City, State, Zip: Brooklyn, NY 11201  
Phone: 206-844-1931  
E-Mail: Shanaya@wrisenergy.org

**2. Contractor’s Project Manager**

Name: Randa Adib  
Address: 155 Water Street, Suite 410  
City, State, Zip: Brooklyn, NY 11201  
Phone: 206-844-1931  
E-Mail: Randa@wrisenergy.org



### M. 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	Exempt-membership or sponsorship

### N. 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

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

The contractor is a certified: N/A.

### P. Civil Service Considerations

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

Not applicable.

**Justification:**

Categorical Exemption: This contract is for an important annual membership for the Energy Commission; departmental memberships in professional organizations, provided it is solely a membership and does not include the performance of any personal services, are exempt.

**Q. Payment Method**

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

Reimbursement.

If Other, explain: Enter explanation for "Other" payment method.

2. If Reimbursement, is it in arrears based on Itemized Monthly, Itemized Quarterly, Flat Rate, or One-time?

One-time.

**R. Retention**

Is Agreement subject to retention? No.

If Yes, Will retention be released prior to Agreement termination? Not Applicable..

**S. Justification of Rates**

The funds requested reflect membership fees paid to the Women of Renewable Industries and Sustainable Energy (WRISE) to join.

**T. Disabled Veteran Business Enterprise Program (DVBE)**

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity) Yes.

2. Meets DVBE Requirements DVBE No.

Amount: \$ 0 DVBE %:

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.



**U. 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.

Not Applicable membership agreement

5. Will a final report be required? No.
6. Is the Agreement, with amendments, longer than three years? If yes, why?

No

**V. 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:** Joelle Kelly

**Approval Date:** 12/10/2024

**Office Manager:** Kyle Emigh

**Approval Date:** 12/11/2024

**Deputy Director:** Elizabeth Huber

**Approval Date:** 12/12/2024



## **EXHIBIT A**

### **Scope of Work**

#### **PURPOSE**

The purpose of this Agreement is to fund the California Energy Commission's membership in the Women of Renewable Industries and Sustainable Energy (WRISE).

#### **BACKGROUND**

WRISE is a collaborative platform that connects women in renewable and sustainable energy agencies. WRISE operations include coordinating the activities of participants; organizing and moderating meetings and events, including Leadership Forums, webinars and an annual luncheon; and connecting company sponsors with women seeking careers in renewable and sustainable energy field through the WRISE digital Jobs and Events Bulletin.

Membership funds shall be administered by WRISE and used to facilitate and coordinate the cooperative efforts of WRISE.

#### **SCOPE OF WORK**

The California Energy Commission will pay \$18,000 for a one-year membership in WRISE. The benefits of membership include:

- Organization-wide individual memberships for people of all genders;
- 50 percent discount on WRISE Job Board;
- Featured listing in digital Jobs and Events Bulletin.

#### **Registration Contingency**

The effectiveness of this Agreement shall be contingent upon WRISE's registration with the Secretary of State or justification WRISE is not required to register.