



**CALIFORNIA
ENERGY COMMISSION**



**California Energy Commission
August 13, 2025 Business Meeting
Backup Materials for 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

[PROPOSED]

RESOLUTION NO: 25-0813-03a

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 300-25-001 for \$29,013 for a one-year CEC membership to NASEO to connect with key energy policy decision makers, agencies, and private entities. Membership also provides a forum for exchanging information, ideas, and resources, as well as the 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 August 13, 2025.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

Kim Todd
Secretariat



CONTRACT REQUEST FORM (CRF)

A. New Agreement Number

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

New Agreement Number: 300-25-001

B. Division Information

1. Division Name: ERDD
2. Agreement Manager: Darren Lee
3. MS-None
4. Phone Number: 916-461-5454

C. Recipient's Information

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

D. Title of Project

Title of project: 2025 Annual Membership and Meeting Fees

E. Term and Amount

1. Start Date: 10/1/2025
2. End Date: 9/30/2026
3. Amount: \$29,013.00

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: 8/13/2025
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: Darren Lee
6. Time Needed for Business Meeting: 0 minutes.
7. The email subscription topic is: N/A

Agenda Item Subject and Description:

National Association of State Energy Officials (NASEO)
Proposed resolution approving agreement 300-25-001 for \$29,013 for a one-year CEC membership to NASEO to connect with key energy policy decision makers, agencies, and private entities. Membership also provides a forum for exchanging information, ideas, and resources, as well as the opportunity to learn about funding and partnership opportunities. (ERPA funding) Contact: Darren Lee.

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":



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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”.

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. Is this project considered “Infrastructure”?

No



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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

Subcontractor Legal Company Name	Budget
No subcontractors to report	\$

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	25-26	100.022	\$29,013

TOTAL Amount: \$29,013

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: David Terry
Address: 1300 North 17th Street, Suite 1275
City, State, Zip: Arlington, VA 22209
Phone: (703) 395-1076
E-Mail: dterry@naseo.org



3. Contractor’s Project Manager

Name: Shemika Spencer
Address: 1300 17Th St N Ste 1275
City, State, Zip: Arlington, VA 22209-3819
Phone: (571) 290-0035
E-Mail: sspencer@naseo.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> https://www.dgs.ca.gov/PD/Forms)	Not Applicable.
Exempt	Membership

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: Not Applicable

P. 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



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- 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.

Q. Payment Method

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

Other.

If Other, explain: One-Time.

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? No.

S. Justification of Rates

The rate of \$29,013.00 is the rate billed to the CEC for membership participation for the 2025/26 year.

T. Disabled Veteran Business Enterprise Program (DVBE)

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity) No.
2. Meets DVBE Requirements DVBE No.
Amount: \$ 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. None



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- 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: Darren Lee

Approval Date: 6/27/2025

Branch Manager: Jesselyn Rosales

Approval Date: 6/27/2025

Director: Jonah Steinbuck (delegated to Manager)

Approval Date: 6/27/2025

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.