

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 03/2019)

CALIFORNIA ENERGY COMMISSION

A) New Agreement 500-18-002 (To be completed by CGL Office)

500 Renewable Energy Division	Jim Folkman	45	916-654-5116
Clean Energy States Alliance, Inc.		27-0029803	
Clean Energy States Alliance Membership Renewal			
05 / 15 / 2019	06 / 30 / 2020	\$ 100,000	

☐ Operational agreement (see CAM Manual for list) to be approved by Executive Director

☐ ARFVTP agreements \$75K and under delegated to Executive Director.

Proposed Business Meeting Date	05 / 15 / 2019	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
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Business Meeting Presenter	Time Needed:	0 minutes
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Please select one list serve. Select

**Agenda Item Subject and Description**

CLEAN ENERGY STATES ALLIANCE, INC. Proposed resolution approving Agreement 500-18-002 with Clean Energy States Alliance, Inc. (CESA) for a \$100,000 contract to renew the Energy Commission Core Membership in CESA for two years. CESA is a national, nonprofit coalition of state, municipal and regional clean energy agencies and organizations working together to advance clean energy markets, and the development of clean energy technology. This membership provides the Energy Commission a seat on the CESA Board of Directors to ensure California's interests are addressed in CESA activities. (ERPA Funding) Contact: Jim Folkman

1. Is Agreement considered a "Project" under CEQA?

☐ Yes (skip to question 2)

☒ No (complete the following (PRC 21065 and 14 CCR 15378)):

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 funds a membership and does not include any activities that would impact the environment.

2. If Agreement is considered a "Project" under CEQA:

☐ a) Agreement **IS** exempt. (Attach draft NOE)

☐ Statutory Exemption. List PRC and/or CCR section number:

☐ Categorical Exemption. List CCR section number:

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why Agreement is exempt under the above section:

☐ b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)

Check all that apply

☐ Initial Study

☐ Negative Declaration

☐ Mitigated Negative Declaration

☐ Environmental Impact Report

☐ Statement of Overriding Considerations

Legal Company Name:	Budget	SB	MB	DVBE
n/a	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Legal Company Name:

n/a

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**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
State - ERPA	2018/2019	100.022	\$50,000
State - ERPA	2019/2020	100.022	\$50,000
Funding Source			\$
Funding Source			\$
Funding Source			\$
R&D Program Area: Select Program Area			\$100,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Name:	Maria Blais Costello	Name:	Warren Leon
Address:	50 State Street Suite 1	Address:	50 State Street Suite 1
City, State, Zip:	Montpelier, VT 05602	City, State, Zip:	Montpelier, VT 05602
Phone:	802-223-2554	Fax:	802-223-4967
Phone:	978-317-4559	Fax:	802-223-4967
E-Mail:	Maria@cleanegroup.org	E-Mail:	wleon@cleanegroup.org

<input type="checkbox"/> Solicitation	Select Type	Solicitation #:	- -	# of Bids:		Low Bid?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> Non Competitive Bid	(Attach CEC 96)						
<input checked="" type="checkbox"/> Exempt	Membership						

<input checked="" type="checkbox"/> Private Company (including non-profits)
<input type="checkbox"/> CA State Agency (including UC and CSU)
<input type="checkbox"/> Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, check appropriate box:	<input type="checkbox"/> SB <input type="checkbox"/> MB <input type="checkbox"/> DVBE

<input checked="" type="checkbox"/> Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)
<input type="checkbox"/> Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
<input type="checkbox"/> The Services Contracted:
<input type="checkbox"/> are not available within civil service
<input type="checkbox"/> cannot be performed satisfactorily by civil service employees
<input type="checkbox"/> are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
<input type="checkbox"/> The Services are of such an:
<input type="checkbox"/> urgent
<input type="checkbox"/> temporary, or
<input type="checkbox"/> occasional nature
that the delay to implement under civil service would frustrate their very purpose.
<b>Justification:</b>
Categorical Exemption: This contract is for an important membership renewal for the Energy Commission; departmental memberships in professional organizations, provided it is solely a membership.

<input type="checkbox"/> A. Reimbursement in arrears based on:	<input type="checkbox"/> Itemized Monthly	<input type="checkbox"/> Itemized Quarterly	<input type="checkbox"/> Flat Rate	<input type="checkbox"/> One-time
<input type="checkbox"/> B. Advanced Payment				
<input checked="" type="checkbox"/> C. Other, explain: Membership fee of \$50,000 will be paid annually pursuant to Contractor's invoice.				

1. Is Agreement subject to retention?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If Yes, Will retention be released prior to Agreement termination?	<input type="checkbox"/> No <input type="checkbox"/> Yes

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**R) Justification of Rates**

The membership renewal rate is established by the Clean Energy States Alliance. The same annual level of membership in previous contract was \$50,000. This \$100,000 contract to renew our annual CESA Core Membership for two years, invoiced at \$50,000 annually. 1st Invoice after 5/15/2019.

**S) Disabled Veteran Business Enterprise Program (DVBE)**

1. ☐ Exempt (Interagency/Other Government Entity)
2. ☐ Meets DVBE Requirements DVBE Amount:\$ 0 DVBE %: \_\_\_\_\_  
☐ Contractor is Certified DVBE  
☐ Contractor is Subcontracting with a DVBE: Name of DVBE Company
3. ☐ Contractor selected through CMAS or MSA with no DVBE participation.
4. ☒ Requesting DVBE Exemption (attach CEC 95)

1. Will there be Work Authorizations? ☒ No ☐ Yes
2. Is the Contractor providing confidential information? ☒ No ☐ Yes
3. Is the contractor going to purchase equipment? ☒ No ☐ Yes
4. Check frequency of progress reports  
☐ Monthly ☐ Quarterly ☒ Staff and Mgmt participate and receive regular updates on activities.
5. Will a final report be required? ☒ No ☐ Yes
6. Is the Agreement, with amendments, longer than three years? If yes, why? ☒ No ☐ Yes

- |   |   |  |
|---|---|--|
| 1. Exhibit A, Scope of Work                         | <input type="checkbox"/> N/A            | <input checked="" type="checkbox"/> Attached |
| 2. Exhibit B, Budget Detail                         | <input type="checkbox"/> N/A            | <input checked="" type="checkbox"/> Attached |
| 3. CEC 96, NCB Request                              | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            |
| 4. CEC 95, DVBE Exemption Request                   | <input type="checkbox"/> N/A            | <input checked="" type="checkbox"/> Attached |
| 5. CEQA Documentation                               | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            |
| 6. Resumes  | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            |
| 7. CEC 105, Questionnaire for Identifying Conflicts |   | <input checked="" type="checkbox"/> Attached |

\_\_\_\_\_  
Agreement Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Office Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Deputy Director\_\_\_\_\_  
Date

## **Exhibit A**

### **SCOPE OF WORK**

#### **PURPOSE**

The purpose of this agreement is for the Energy Commission to renew its membership, for two years, with the Clean Energy States Alliance (CESA), at the Core Member level.

CESA is a national, nonprofit coalition of public agencies and organizations working together to advance clean energy. CESA works with state leaders, federal agencies, industry representatives, and other stakeholders to develop and promote clean energy technologies and markets. CESA supports effective state and local policies, programs, and innovation in the clean energy generation sector, with emphasis on renewable energy, financing strategies, and economic development. CESA facilitates information sharing, provides technical assistance, coordinates multi-state collaborative projects, and communicates the positions and achievements of its members.

Core Members are entitled to the full spectrum of CESA member services and privileges, which are described in the CESA Annual Workplan attached to this Scope of Work, including:

- Complimentary participation in all CESA national member meetings, listservs, newsletters, webinars, and special events to meet with colleagues, discuss successes and challenges in programs, develop new joint projects, and learn about the opportunities available to their programs through innovative finance, policy and market initiatives.
- Access to the CESA Members listserv and the collective expertise of an exclusive, national network of peers to explore clean energy problems and solutions candidly.
- Access to the CESA Members section of the CESA website for information and analysis that is developed specifically for CESA's Members.
- One-on-one consulting time from CESA staff to meet individualized technical assistance requests.
- Participation at CESA clean energy conference events to highlight the Member's innovative clean energy programs at a national platform.
- Program or project highlights publicized in The CESA Brief, a monthly e-news blast sent to over 2,000 subscribers across the nation.
- Promotion of member news and program updates in CESA social media platforms: CESA's Twitter feed (@CESA\_News) and Facebook, <https://www.facebook.com/cleanenergystates>.
- Participation in CESA governance activities.

CESA staff will continue several on-going projects and activities that serve and benefit members. CESA will also work with members to strengthen the membership and

network, to identify additional desirable member services, and to assess how the organization can grow to meet new challenges and opportunities. The following is an outline of general activities performed by CESA, as described in the CESA Annual Workplan, and that will benefit the Energy Commission as a member of CESA.

## **CESA'S PROGRAM AREAS**

### **I. Program Area 1: CESA Projects**

Through its priority active projects, CESA advances solutions to key, cross-cutting problems that many CESA members face. Active Projects include:

- Energy Storage
  - Energy Storage Technology Advancement Partnership Project (ESTAP)
  - Grid Modernization Laboratory Consortium (GMLC)
  - State Energy Storage Policy Working Group
- Offshore Wind
  - Multistate Cooperation on Offshore Wind
- Renewable Heating and Cooling
  - Biomass Thermal Working Group and Renewable Heating and Cooling Working Group
- RPS Collaborative
- States Advancing Solar
  - Sustainable Solar Education Project
  - State Strategies to Bring Solar to Low- and Moderate-Income Communities
  - Multistate Initiative to Develop Solar in Locations that Provide Benefits to the Grid
  - Solar Technical Assistance Team (STAT) Network
- State Leadership in Clean Energy (SLICE) Awards
- Supplement to Clean Energy Champions Report
- Clean Energy Leveraged Group Projects
  - Energy Storage Policy
  - New England States Energy Storage Policy Collaborative
  - Northeast Wind Resource Center

### **II. Program Area 2: CESA Client Services**

CESA services provide members with essential information, support network development, and encourage the interchange of ideas and best practices. CESA members receive individualized consulting and technical assistance. CESA's communication efforts focus on promoting and disseminating its own publications and resources, as well as promoting the work and achievements of its member organizations. CESA's communications network is large and steadily growing, and they use a variety of communication platforms.

## **CESA Communication Efforts:**

- **CESA'S Website: A Comprehensive Clearinghouse for Information on Clean Energy Best Practices:** The CESA website is the one-stop-shop for information about all CESA activities. The website serves as a clearinghouse for reports and analyses on clean energy and related economic development issues. Each of CESA's projects has its own webpages that feature respective webinar announcements and recordings, reports, and other resources. CESA's homepage features recent reports, member news, upcoming webinars and events, and a Twitter feed comprised news from our members and the clean energy world. In the CESA Resource Library, reports, webinars, and third-party resources can be sorted by project category or resource type.

The CESA website contains a "Members-only Section" that is accessed by password. There, the staff posts organization-specific documents, archives the CESA members-only newsletter, provides information about CESA members-only events, and maintains a membership directory.

CESA members are listed in the Member Profiles section of the website, which provides website visitors with subpages highlighting each of our members and links to CESA-member organizations' website.

- **CESA National Membership Meeting:** CESA membership meetings are one of the most appreciated services that CESA offers its members. The meetings allow for direct interaction between members and are essential to exchange of best practices. CESA members come together annually for several days to meet with their colleagues, discuss successes and challenges in their programs, develop new joint projects, and learn about the opportunities available to their programs through innovative finance, policy, and market initiatives. The small-group nature of these meetings allows CESA members to engage in frank discussions about how their programs are progressing and how effective programs can be emulated by others. The meetings also feature advice from and dialogue with leading representatives of clean energy finance, industry, federal agencies, and other stakeholders.

Core Members receive complementary registration to these meetings, including meals and receptions. Meeting materials are archived in the Members-Only section of the CESA website. CESA members serve as co-hosts for these meetings as the meeting venues move from state to state. This enables the host-member to have more of their staff participate in the meeting and its discussions. The meetings are also held periodically in Washington, DC to promote the value of member programs to federal agencies, Congressional staff members, the news media, and DC-based stakeholders.

- **CESA Members-Only Newsletter:** Each month, CESA staff distributes a members-only, electronic newsletter with information useful to our members. In the newsletter, we promote upcoming webinars, provide updates on CESA projects, collect clean energy news stories of interest to the members, highlight CESA-member news, and provide links to new publications and

reports on clean energy technology, finance, and policy. CESA newsletters are distributed via the members-only distribution list via iContact, and archived in the members-only section of the CESA website.

- **THE CESA Brief:** The CESA Brief is a public e-newsletter that provides monthly updates about the programs and accomplishments of the Clean Energy States Alliance (CESA) and its member organizations. It highlights new CESA reports, member press releases, and other news of significance to state clean energy programs. The “Brief” provides a spotlight on member news and CESA activities.
- **CESA and CEG Project Newsletters:** CESA and our partner organization Clean Energy Group publish eight e-newsletters, including The CESA Brief, the CESA Members’ Newsletter, the Resilient Power Project Newsletter, the Offshore Wind Accelerator Project Newsletter, the Sustainable Solar Education Project Newsletter, Solar+Storage News, the Northeast Wind Resource Center Land-Based Wind Newsletter, and the RPS Collaborative Newsletter.
- **CESA Member Listserv and E-List:** CESA maintains the CESA Members Listserv, which is a private email distribution tool that allows instant two-way communication with the staffs of CESA-member organizations. This list is only available to CESA members enrolled in the listserv.
- **Project Electronic Distribution Lists (E-Lists):** For many of the individual active CESA projects, CESA offers E-Lists that CESA members can join to receive updates about a specific CESA project via our iContact service.
- **Social Media:** CESA’s online network continues to grow through an expanding social media presence. CESA has a large and growing audience and network on both Facebook and Twitter.
- **CESA Webinars:** CESA hosts frequent webinars so CESA members can receive information on CESA project initiatives and results, recent developments in the clean energy field, and timely updates and collaborations. These events usually feature guest speakers. Recordings of all webinars are available on the CESA website.

#### **CESA Networks and Coalition Building:**

- **CESA in Washington:** CESA seeks to maintain a working relationship with the U.S. Department of Energy and other federal agencies in Washington, D.C. to ensure that the interests and perspectives of state-level publicly funded clean energy programs are articulated clearly and considered by policy leaders, federal officials, and external stakeholders. CESA also periodically hosts networking receptions in Washington, D.C. to promote the work of our members and the organization.
- **CESA Multistate Funding Opportunities:** CESA works with many federal agencies and non-profit organizations to create and implement collaborative initiatives to advance clean energy deployment and the objectives of CESA members. CESA also seeks out opportunities to secure contracts for services

that advance the interests and goals of CESA members. Because these partnerships and contracts provide additional funding and organizational resources, they leverage CESA members' annual dues and allow CESA to accomplish much more than it could otherwise.

### **CESA Individual Client Services:**

- **Energy Commission Client Services:** CESA staff provides individualized direct assistance to members in response to requests to help address state-specific issues. Core Members are encouraged to request assistance as needed. Individual client services typically involve technical assistance on issues related to program development and analysis, research studies on topics of specific interest to the member; assistance with public education and outreach; and fundraising assistance.

The following are CESA activities that directly support Energy Commission activities:

- The Deputy Director of the Energy Commission's Renewable Energy Division or another Energy Commission leadership representative will serve on the CESA Board of Directors, representing the interests of California and the Energy Commission. The Board shall provide input and oversight of CESA's activities, including approval of membership in CESA.
- As a CESA Core Member, the Energy Commission can appoint up to two (2) state agencies from California for participation in CESA as Affiliate members for the fiscal year. These agencies may include, but are not limited to, State Energy Offices, Public Utility Commissions, Economic Development Agencies, Environmental Protection Agencies, and other State Energy Agencies.
- Support for Energy Storage List Working Group to identify ongoing agency efforts and needs.
- Develop a report of consumer needs for maintaining PV infrastructure.
- Develop consumer awareness/informational materials.
- Support Energy Commission's participation at CESA events.
- Highlight at least one (1) California programs annually in publications – such as the Clean Energy Champions Report.
  - Success of New Solar Homes Partnership.
  - Success of Solar Equipment List.
  - Highlight the Renewable Energy for Agriculture Program (REAP).
  - Highlight Food Production Investment Program (FPIP).
  - Highlight progress in Energy Commission's clean energy transportation.



STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CLEAN ENERGY STATES ALLIANCE, INC (CESA)

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

**RESOLVED**, that the Energy Commission approves Agreement 500-18-002 with CESA for a \$100,000 contract to renew the Energy Commission's Core Membership for two years. CESA is a national, nonprofit coalition of state, municipal and regional clean energy agencies and organizations working together to advance clean energy markets and the development of clean energy technology. This membership provides the Energy Commission a seat on the CESA Board of Directors to ensure California's interests are addressed in CESA activities; and

**FURTHER BE IT RESOLVED**, that the Executive Director or his/her designee shall execute the same on behalf of the Energy Commission.

**CERTIFICATION**

The undersigned Secretariat to the Commission 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 California Energy Commission held on May 15, 2019.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

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Cody Goldthrite,  
Secretariat