

CONTRACT REQUEST FORM (CRF)



1) List all key partners: (attach additional sheets as necessary)

Legal Company Name:

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ERPA	17-18	300.000	\$199,000
			\$
			\$
			\$
			\$
			\$
R&D Program Area:	Admin: General		\$199,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Name:	David Spruth	Name:	John Holmes
Address:	500 5 th Street NW	Address:	500 5 th Street NW
City, State, Zip:	washington, DC 20001	City, State, Zip:	Washington, DC 20001
Phone:	202-334-2049	Fax:	202-334-2797
E-Mail:	dspruth@nas.edu	E-Mail:	jholmes@nas.edu

Solicitation Select Type Solicitation #: _____ # of Bids: _____ Low Bid? No Yes
 Non Competitive Bid (Attach CEC 96)
 Exempt Select Exemption (see instructions)

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

_____ No Yes
 If yes, check appropriate box: SB MB DVBE

Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)
 Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
 The Services Contracted:
 are not available within civil service
 cannot be performed satisfactorily by civil service employees
 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 Services are of such an:
 urgent
 temporary, or
 occasional nature
 that the delay to implement under civil service would frustrate their very purpose.

Justification:
 This contractor was chosen because the Energy Commission needs The National Academies of Science, Engineering, and Medicine's (NASEM) expertise to bring the science community, cities, and states impacted by climate change together to discuss what needs to be done and best practices in applying science to local solutions. Election to NASEM is considered one of the highest professional honors among scientists, engineers, and health professionals. Each year, new members are elected by current members based on outstanding achievement and

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commitment to service. The NASEM membership includes experts from across the United States with unique knowledge and experience on issues related to resilience planning. No other organization has NASEM's level of recognition, professional connections, and field-specific technical knowledge to perform this work.

- A. Reimbursement in arrears based on:
- Itemized Monthly Itemized Quarterly Flat Rate One-time
- B. Advanced Payment
- C. Other, explain:

1. Is Agreement subject to retention? No Yes
 If Yes, Will retention be released prior to Agreement termination? No Yes

Rates are reasonable in comparison to our technical support contract and it's subcontractors; a 20 percent discount from the NASEM was provided to the State for this contract agreement.

1. Exempt (Interagency/Other Government Entity)
2. Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
 Contractor is Certified DVBE
 Contractor is Subcontracting with a DVBE: _____
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 _____
5. Will a final report be required? No Yes
6. Is the agreement, with amendments, longer than a year? 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 type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 4. CEC 30, Survey of Prior Work | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEC 95, DVBE Exemption Request | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 6. CEQA Documentation | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. Resumes | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 8. 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

I. TASK ACRONYM/TERM LISTS

A. Task List

Task #	CPR ¹	Task Name
1		General Project Tasks
2		Appoint a Planning Committee
3		Organize Workshop
4		Convene Workshop
5		Prepare Rapporteur-authored Summary and “Workshop in Brief”
6		Dissemination and Communication Support
7		Evaluation of Project Benefits
8		Technology/Knowledge Transfer Activities

B. Acronym/Term List

Acronym/Term	Meaning
NASEM	National Academies of Science, Engineering, and Medicine
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CGE	Computable General Equilibrium
CNRA	California Natural Resources Agency
CPR	Critical Project Review
TAC	Technical Advisory Committee

II. PURPOSE OF AGREEMENT, PROBLEM/SOLUTION STATEMENT, AND GOALS AND OBJECTIVES

A. Purpose of Agreement

The purpose of this Agreement is to fund the planning and convening of a two-day public workshop at the National Academy of Sciences facilities in Washington, D.C. to discuss planning for climate resilience, webcast and post recordings of the workshop online, prepare and publish a rapporteur-authored report and a workshop highlights document, and use a variety of social media platforms to engage a broad audience.

B. Problem/ Solution Statement

Problem

Climate change poses an urgent and significant threat to California and the nation. California has taken a leadership position in supporting cutting edge science to understand the nature of the threat and possible actions to mitigate that impact. However, California cannot solve this threat alone and does not have all of the solutions.

¹ Please see subtask 1.3 in Part III of the Scope of Work (General Project Tasks) for a description of Critical Project Review (CPR) Meetings.

EXHIBIT A

Scope of Work

SB 379 (Jackson, 2015) requires local governments to address climate adaptation and resiliency strategies applicable to city or county local hazard mitigation plans or other climate adaptation plans or documents. Information sharing among federal, state, regional, and local agencies forms a critical part of preparation of these documents.

The California Energy Commission is sponsoring a set of studies in coordination with the California Natural Resources Agency (CNRA), jointly referred to as the “Fourth California Climate Change Assessment” or the “Assessment”) to assess the impacts and implications of climate change for California. The Energy Commission is funding studies of the state’s energy sector and the CNRA is funding non-energy sector studies. In addition, a number of externally funded research projects have aligned with the Assessment’s timeline and underlying climate scenarios to substantially expand the overall effort at no cost to the state.

Results of these new peer-reviewed scientific studies will be available in 2018. A number of public events are planned in California to discuss the results. However, an additional public workshop in Washington, D.C. is needed to discuss the scientific results with federal, state, and local resilience planning leaders and experts outside of California. In addition, the Assessment must be put into the context of an overall strategy to foresee and manage weather-related extreme events at local to national geographical scales.

Solution

The Contractor will empanel technical experts to plan and convene a two-day workshop in Washington, D.C., including expert panelists and applicable decision makers from other states for a productive technical discussion on climate preparedness. The workshop will bring together leaders from the scientific community and cities and states impacted by climate change to share in an understanding of what needs to be done to address climate change and to discuss best practices in applying science to local solutions. The contractor will webcast the workshop and make recordings available online. Also, the contractor will prepare a rapporteur-authored summary and a “workshop in brief” document. The contractor will use a variety of social media platforms to engage a broad audience.

C. Goals and Objectives of the Agreement

Agreement Goals

The goal of this agreement is to convene a two-day workshop in Washington, DC to discuss state and local planning for climate resilience and share updated science from California’s Fourth Climate Change Assessment. This workshop will describe a broad set of climate assessment activities that evaluate community, infrastructure, and natural resource vulnerabilities in California; and some of the mitigation, adaptation, and resiliency strategies that can be implemented to address these vulnerabilities. Participants will disseminate findings of the Fourth California Climate Assessment to a broad audience including other state and local government actors as well as representatives from the private sector, non-governmental organizations, and organizations across the federal government. The workshop will also include discussion of weather-related risks.

Benefits: This Agreement will result in the benefit of sharing best practices among federal, state, regional, and local agencies as well as improved capacity of California cities and counties to integrate climate adaptation and resiliency strategies into planning efforts, including local hazard mitigation plans as required by SB 379 (Jackson, 2015). Also, this Agreement will result

EXHIBIT A Scope of Work

in improved understanding of how to coordinate multiple local efforts towards regional assessments and actions.

Technological Advancement and Breakthroughs: This Agreement will lead to technological advancement and breakthroughs to overcome barriers to the achievement of the State of California's statutory energy goals by integrating climate change into local and regional planning (in particular, local hazard mitigation planning as required by SB 379) and by improving responsiveness to state policies directed at improving vulnerability assessments, infrastructure resilience, and preparedness for climate change impacts.

Agreement Objectives

The objective of this Agreement is to improve understanding and share best practices among scientific experts, stakeholders, and federal, state, regional, and local agencies to address climate adaptation and resiliency strategies applicable to the city or county in local hazard mitigation plans or other climate adaptation plans or documents.

III. TASK 1 GENERAL PROJECT TASKS

DELIVERABLES

Subtask 1.1 Deliverables

The goal of this subtask is to establish the requirements for submitting project deliverables (e.g., reports, summaries, plans, and presentation materials). Unless otherwise specified by the Commission Agreement Manager (CAM), the Contractor must provide deliverables as required below by the dates listed in the **Schedule of Deliverables (Part V)**. Deliverables that require a pre-publication version are indicated by marking “**(pre-publication and final)**” after the deliverable name in the “Deliverables” section of the task/subtask. If “(pre-publication and final)” does not appear after the deliverable name, only a final version of the deliverable is required. With respect to due dates within this Scope of Work, “**days**” means working days.

The Contractor shall:

For deliverables that require a pre-publication version

- Submit all pre-publication deliverables to the CAM for review and comment in accordance with the Schedule of Deliverables (Part V). The CAM will provide factual corrections to the Contractor on the pre-publication deliverable within 5 days of receipt, unless otherwise specified in the task/subtask for which the deliverable is required.
- Consider incorporating all CAM comments into the final product. If the Recipient disagrees with any comment, provide a written response explaining why the comment was not incorporated into the final deliverable.
- Submit the final deliverable with responses and comments within 10 days of notice by the CAM, unless the CAM specifies a longer time period, or approves a request for additional time.

For deliverables that require a final version only

- Submit the pre-publication deliverable to the CAM for factual review. The CAM may request factual corrections or explanations prior to report being finalized.

For all deliverables

- Submit all data and documents required as deliverables in accordance with the following:

EXHIBIT A Scope of Work

Instructions for Submitting Electronic Files and Developing Software:

○ **Electronic File Format**

Submit all data and documents required as deliverables under this Agreement in an electronic file format that is fully editable and compatible with the Energy Commission's software and Microsoft (MS)-operating computing platforms, or with any other format approved by the CAM. Deliver an electronic copy of the full text of any Agreement data and documents in a format specified by the CAM, such as memory stick or CD-ROM.

The following describes the accepted formats for electronic data and documents provided to the Energy Commission as deliverables under this Agreement, and establishes the software versions that will be required to review and approve all software deliverables:

- Data sets will be in MS Access or MS Excel file format (version 2007 or later), or any other format approved by the CAM.
- Text documents will be in MS Word file format, version 2007 or later.
- Documents intended for public distribution will be in PDF file format.
- The Contractor must also provide the native Microsoft file format.
- Project management documents will be in Microsoft Project file format, version 2007 or later.

○ **Software Application Development**

Use the following standard Application Architecture components in compatible versions for any software application development required by this Agreement (e.g., databases, models, modeling tools), unless the CAM approves other software applications such as open source programs:

- Microsoft ASP.NET framework (version 3.5 and up). Recommend 4.0.
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5.
- Visual Studio.NET (version 2008 and up). Recommend 2010.
- C# Programming Language with Presentation (UI), Business Object and Data Layers.
- SQL (Structured Query Language).
- Microsoft SQL Server 2008, Stored Procedures. Recommend 2008 R2.
- Microsoft SQL Reporting Services. Recommend 2008 R2.
- XML (external interfaces).

Any exceptions to the Electronic File Format requirements above must be approved in writing by the CAM. The CAM will consult with the Energy Commission's Information Technology Services Branch to determine whether the exceptions are allowable.

MEETINGS

Subtask 1.2 Kick-off Meeting

The goal of this *subtask* is to establish the lines of communication and procedures for implementing this Agreement.

EXHIBIT A Scope of Work

The Contractor shall:

- Attend a “*Kick-off*” meeting with the CAM, the Commission Agreement Officer (CAO), and any other Energy Commission staff relevant to the Agreement. The Contractor will bring its Project Manager and any other individuals designated by the CAM to this meeting. The administrative and technical aspects of the Agreement will be discussed at the meeting. Prior to the meeting, the CAM will provide an agenda to all potential meeting participants. The meeting may take place in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.

The administrative portion of the meeting will include discussion of the following:

- Terms and conditions of the Agreement;
- Deliverables (subtask 1.1);
- CPR meetings (subtask 1.3);
- Match fund documentation (subtask 1.7);
- Permit documentation (subtask 1.8);
- Subcontracts (subtask 1.9); and
- Any other relevant topics.

The technical portion of the meeting will include discussion of the following:

- The CAM’s expectations for accomplishing tasks described in the Scope of Work;
 - An updated Project Schedule;
 - Deliverables (subtask 1.1);
 - Progress reports and invoices (subtask 1.5);
 - Final Report (subtask 1.6);
 - Technical Advisory Committee meetings (subtasks 1.10 and 1.11); and
 - Any other relevant topics.
- Provide an *Updated Schedule of Deliverables, List of Match Funds, and List of Permits*, as needed to reflect any changes in the documents.

The CAM shall:

- Designate the date and location of the meeting.
- Send the Contractor a *Kick-off Meeting Agenda*.

Contractor Deliverables:

- Updated Schedule of Deliverables (*if applicable*)
- Updated List of Match Funds (*if applicable*)
- Updated List of Permits (*if applicable*)

CAM Deliverable:

- Kick-off Meeting Agenda

Subtask 1.3 Critical Project Review (CPR) Meetings

The goal of this subtask is to determine if the project should continue to receive Energy Commission funding, and if so whether any modifications must be made to the tasks, deliverables, schedule, or budget. CPR meetings provide the opportunity for frank discussions between the Energy Commission and the Contractor. As determined by the CAM, discussions may include project status, challenges, successes, advisory group findings and recommendations, final report preparation, and progress on technical transfer and production readiness activities (if applicable). Participants will include the CAM and the Contractor, and

EXHIBIT A

Scope of Work

may include the CAO and any other individuals selected by the CAM to provide support to the Energy Commission.

CPR meetings generally take place at key, predetermined points in the Agreement, as determined by the CAM and as shown in the Task List on page 1 of this Exhibit. However, the CAM may schedule additional CPR meetings as necessary. The budget will be reallocated to cover the additional costs borne by the Contractor, but the overall Agreement amount will not increase. CPR meetings generally take place at the Energy Commission, but they may take place at another location, or may be conducted via electronic conferencing (e.g., WebEx) as determined by the CAM.

The Contractor shall:

- Prepare a *CPR Report* for each CPR meeting that: (1) discusses the progress of the Agreement toward achieving its goals and objectives; and (2) includes recommendations and conclusions regarding continued work on the project.
- Submit the CPR Report along with any other *Task Deliverables* that correspond to the technical task for which the CPR meeting is required (i.e., if a CPR meeting is required for Task 2, submit the Task 2 deliverables along with the CPR Report).
- Attend the CPR meeting.
- Present the CPR Report and any other required information at each CPR meeting.

The CAM shall:

- Determine the location, date, and time of each CPR meeting with the Contractor's input.
- Send the Contractor a *CPR Agenda* and a *List of Expected CPR Participants* in advance of the CPR meeting. If applicable, the agenda will include a discussion of match funding and permits.
- Conduct and make a record of each CPR meeting. Provide the Contractor with a *Schedule for Providing a Progress Determination* on continuation of the project.
- Determine whether to continue the project, and if so whether modifications are needed to the tasks, schedule, deliverables, or budget for the remainder of the Agreement. If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Deputy Director of the Energy Research and Development Division.
- Provide the Contractor with a *Progress Determination* on continuation of the project, in accordance with the schedule. The Progress Determination may include a requirement that the Contractor revise one or more deliverables.

Contractor Deliverables:

- CPR Report(s)
- Task Deliverables (draft and/or final as specified in the task)

CAM Deliverables:

- CPR Agenda
- List of Expected CPR Participants
- Schedule for Providing a Progress Determination
- Progress Determination

Subtask 1.4 Final Meeting

EXHIBIT A Scope of Work

The goal of this subtask is to complete the closeout of this Agreement.

The Contractor shall:

- Meet with Energy Commission staff to present project findings, conclusions, and products. The final meeting must be completed during the closeout of this Agreement. This meeting will be attended by the Contractor and CAM, at a minimum. The meeting may occur in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.

The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be divided into two separate meetings at the CAM's discretion.

- The technical portion of the meeting will involve the presentation of findings, conclusions, and identified next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
- The administrative portion of the meeting will involve a discussion with the CAM and the CAO of the following Agreement closeout items:
 - Disposition of any state-owned equipment.
 - Need to file a Uniform Commercial Code Financing Statement (Form UCC-1) regarding the Energy Commission's interest in patented technology.
 - The Energy Commission's request for specific "generated" data (not already provided in Agreement deliverables).
 - Need to document the Contractor's disclosure of "subject inventions" developed under the Agreement.
 - "Surviving" Agreement provisions such as repayment provisions and confidential deliverables.
 - Final invoicing and release of retention.
 - Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Contractor and Commission staff during the meeting.
 - Prepare a *Schedule for Completing Agreement Closeout Activities*.
 - Provide *All Pre-publication and Final Written Deliverables* on a CD-ROM or USB memory stick, organized by the tasks in the Agreement.

Deliverables:

- Final Meeting Agreement Summary (*if applicable*)
- Schedule for Completing Agreement Closeout Activities
- All Pre-publication and Final Written Deliverables

REPORTS AND INVOICES

Subtask 1.5 Progress Reports and Invoices

The goals of this subtask are to: (1) periodically verify that satisfactory and continued progress is made towards achieving the project objectives of this Agreement; and (2) ensure that invoices contain all required information and are submitted in the appropriate format.

The Contractor shall:

- Submit a monthly *Progress Report* to the CAM. Each progress report must:
 - Summarize progress made on all Agreement activities as specified in the scope of work for the preceding month, including accomplishments, problems, milestones, products, schedule, fiscal status, and an assessment of the ability to complete the

EXHIBIT A Scope of Work

Agreement within the current budget and any anticipated cost overruns. See the Progress Report Format Attachment for the recommended specifications.

- Submit a monthly or quarterly *Invoice* that follows the instructions in the “Payment of Funds” section of the terms and conditions, including a financial report on Match Fund and in-state expenditures.

Deliverables:

- Progress Reports
- Invoices

MATCH FUNDS, PERMITS, AND SUBCONTRACTS

Subtask 1.6 Match Funds

The goal of this subtask is to ensure that the Contractor obtains any match funds planned for this Agreement and applies them to the Agreement during the Agreement term.

While the costs to obtain and document match funds are not reimbursable under this Agreement, the Contractor may spend match funds for this task. The Contractor may only spend match funds during the Agreement term, either concurrently or prior to the use of Energy Commission funds. Match funds must be identified in writing, and the Contractor must obtain any associated commitments before incurring any costs for which the Contractor will request reimbursement.

The Contractor shall:

- Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement.
- If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, then state this in the letter.

If match funds were a part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter:

- A list of the match funds that identifies:
 - The amount of cash match funds, their source(s) (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied.
 - The amount of each in-kind contribution, a description of the contribution type (e.g., property, services), the documented market or book value, the source (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Contractor must identify its owner and provide a contact name, address, telephone number, and the address where the property is located.
- A copy of a letter of commitment from an authorized representative of each source of match funding that the funds or contributions have been secured.
- At the Kick-off meeting, discuss match funds and the impact on the project if they are significantly reduced or not obtained as committed. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide a *Supplemental Match Funds Notification Letter* to the CAM of receipt of additional match funds.

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- Provide a *Match Funds Reduction Notification Letter* to the CAM if existing match funds are reduced during the course of the Agreement. Reduction of match funds may trigger a CPR meeting.

Deliverables:

- Match Funds Status Letter
- Supplemental Match Funds Notification Letter (*if applicable*)
- Match Funds Reduction Notification Letter (*if applicable*)

Subtask 1.7 Permits

The goal of this subtask is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track. Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement, with the exception of costs incurred by University of California recipients. Permits must be identified and obtained before the Contractor may incur any costs related to the use of the permit(s) for which the Contractor will request reimbursement.

The Contractor shall:

- Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If no permits are required at the start of this Agreement, then state this in the letter. If permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies: (1) the type of permit; and (2) the name, address, and telephone number of the permitting jurisdictions or lead agencies.
 - The schedule the Contractor will follow in applying for and obtaining the permits.

The list of permits and the schedule for obtaining them will be discussed at the Kick-off meeting (subtask 1.2), and a timetable for submitting the updated list, schedule, and copies of the permits will be developed. The impact on the project if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in progress reports and will be a topic at CPR meetings.

- If during the course of the Agreement additional permits become necessary, then provide the CAM with an *Updated List of Permits* (including the appropriate information on each permit) and an *Updated Schedule for Acquiring Permits*.
- Send the CAM a *Copy of Each Approved Permit*.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 days. Either of these events may trigger a CPR meeting.

Deliverables:

- Permit Status Letter
- Updated List of Permits (*if applicable*)
- Updated Schedule for Acquiring Permits (*if applicable*)
- Copy of each Approved Permit (*if applicable*)

Subtask 1.8 Subcontracts

The goals of this subtask are to: (1) procure subcontracts required to carry out the tasks under this Agreement; and (2) ensure that the subcontracts are consistent with the terms and conditions of this Agreement.

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The Contractor shall:

- Manage and coordinate subcontractor activities in accordance with the requirements of this Agreement.
- Incorporate this Agreement by reference into each subcontract.
- Include any required Energy Commission flow-down provisions in each subcontract, in addition to a statement that the terms of this Agreement will prevail if they conflict with the subcontract terms.
- If required by the CAM, submit a draft of each *Subcontract* required to conduct the work under this Agreement.
- Submit a final copy of the executed subcontract.
- Notify and receive written approval from the CAM prior to adding any new subcontractors (see the discussion of subcontractor additions in the terms and conditions).

Deliverables:

- Subcontracts (*draft if required by the CAM*)

EXHIBIT A Scope of Work

IV. TECHNICAL TASKS

Deliverables that require a pre-publication version are indicated by marking “(Pre-publication and Final)” after the deliverable name in the “Deliverables” section of the task/subtask. If “(Pre-publication and Final)” does not appear after the deliverable name, only a final version of the deliverable is required. Subtask 1.1 (Deliverables) describes the procedure for submitting deliverables to the CAM.

TASK 2 APPOINT A PLANNING COMMITTEE

The goal of this task is to appoint a planning committee of 4 to 6 technical experts to organize a workshop in Washington D.C.

The Contractor shall:

- Consult with the CAM to discuss potential leaders and technical experts to appoint to the planning committee;
- Appoint a planning committee;
- Provide the committee with information from the Fourth California Climate Assessment, in consultation with the CAM;
- Prepare a *List of Planning Committee Members*.

Deliverables:

- List of Planning Committee Members

TASK 3 ORGANIZE WORKSHOP

The goal of this task is for the planning committee and Contractor to organize the workshop including developing the workshop agenda.

The Contractor shall:

- Coordinate the work of the planning committee;
 - Establish the content of the workshop;
 - Identify speakers and presentation topics, along with organizations and individuals who will be invited as observers, and develop and provide to the CAM a *Workshop Agenda* for the 2-day workshop.
- Major topics to discuss on the first day will include but not be limited to:
 1. History and evolution of California’s climate assessment process and an overview of the Assessment;
 2. Topical sessions describing select results of the Assessment;
 3. Strategies for implementing the Assessment, including: how the results of the assessments inform mitigation and adaptation strategies; how to sustain the assessment process; and how the assessment process might evolve over time, particularly to work within ongoing mitigation efforts.
 4. Resiliency strategies applicable to California city or county local hazard mitigation plans or other climate adaptation plans or documents.
 5. Discussion of weather-related extreme events and how to prepare for them.
 - The major topics to discuss on Day 2 include:

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1. What other states, regions, cities and the private sector are doing in climate assessment and resilience planning, including: the process of implementing a climate assessment; challenges facing policy makers and local actors; the issues in engaging key stakeholders such as utilities and companies; and the need for coordinating multiple local efforts towards regional and national actions;
 2. What are the key elements of a regional/state/local climate assessment and how to engage local and national resources (e.g., state and local research institutions, federal organizations involved in the U.S. Global Change Research Program, and other federal groups) to develop such assessments; and
 3. Resiliency strategies and information at the federal level and in other states for local hazard mitigation plans or other climate adaptation plans or documents.
- Develop and provide hard copies of *Online and Social Media Workshop Materials*, in coordination with the CAM.
 - Develop and provide a *Workshop Notice* in coordination with the CAM.

Deliverables:

- Workshop Agenda
- Hard Copies of Online and Social Media Workshop Materials
- Workshop Notice

TASK 4 CONVENE WORKSHOP

The goal of this task is to convene a two-day workshop in or about August 2018 at the National Academy of Sciences facilities in Washington, D.C. to improve understanding and share best practices among scientific experts, stakeholders, and federal, state, regional, and local agencies. This discussion will help California cities and counties address climate adaptation and resiliency strategies in local hazard mitigation plans or other climate adaptation plans or documents.

The Contractor shall:

- Convene a two-day workshop.
- Moderate discussions.
- Webcast the workshop.
- Announce at the workshop that it will be recorded and recordings will be made available online.
- Record the workshop and make recordings available online.

TASK 5 PREPARE RAPPORTEUR-AUTHORED SUMMARY AND “WORKSHOP IN BRIEF”

The goal of this task is to prepare a rapporteur-authored summary and “workshop in brief” documents.

The Contractor shall:

- Produce a *Pre-publication Version of the Rapporteur-Authored Summary Report* of the results of the workshop convened under Task 4, as directed by the CAM, for CAM's factual review.
- Following CAM's comments, publically release the *Final Rapporteur-Authored Summary Report*.
- Produce a *Pre-publication Workshop in Brief Document* with highlights from the *Rapporteur-Authored Summary Report*, and share a pre-publication version for CAM's

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factual review.

- Submit the *Workshop in Brief Document* to peer review.
- Produce for CAM's factual review a *Pre-publication Workshop in Brief Document*.

Deliverables:

- Rapporteur-Authored Summary Report (Pre-publication and Final)
- Workshop in Brief Document (Pre-publication and Final)

TASK 6 DISSEMINATION AND COMMUNICATION SUPPORT

The goal of this task is to disseminate the rapporteur-authored summary and “workshop in brief” documents.

The Contractor shall:

- Develop and share results of the Assessment and dissemination strategies with CAM.
- Present an overview of the workshop at Governor Brown’s Global Climate Action Summit in San Francisco in September 2018, as directed by the CAM.
- Create a *Pre-publication Overview of the Workshop Summary Presentation*, to include salient content from the Assessment, and submit to CAM for review.
- Include CAM feedback and create a *Final Overview of the Workshop Summary Presentation*.
- Review communication materials, workshops, stakeholder responses at the request of CAM
- Produce *Stakeholder Report*, which details at minimum which stakeholders were targeted for dissemination of results.

Deliverables:

- Copy of Overview of the Workshop Summary Presentation (Pre-publication and Final)
- Stakeholder Report

V. PROJECT SCHEDULE

Please see the attached Excel spreadsheet.

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: THE NATIONAL ACADEMIES OF SCIENCES, ENGINEERING,
AND MEDICINE

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 300-17-001 with The National Academies of Sciences, Engineering, and Medicine for a \$199,000 contract to plan and convene a two-day workshop in Washington, D.C. to discuss planning for climate resilience, webcast and post recordings of the workshop online, prepare and publish a rapporteur-authored report and a workshop highlights document, and use a variety of social media platforms to engage a broad audience; 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 January 17, 2018.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Cody Goldthrite,
Secretariat