

Scope of Work for CAEECC Equity Advisory Committee (EAC) 2025-2026 Pilot

Background

Several CAEECC Working Groups have recommended an Equity Advisory Committee (and later on, a Board). This Scope of Work defines a 9-18 month pilot for the EAC, which can then be reassessed by CAEECC to determine if the EAC should continue and/or if scope should be expanded.

Purpose

During the 2025-2026 pilot, the EAC will focus on advising Portfolio Administrators and Energy Division on Equity Best Practices.

Additional future scope, to be determined by CAEECC and/or the CPUC, could include providing feedback to Portfolio Administrators on best practices and lessons learned on furthering equity objectives across programs; providing informal input to Energy Division on portfolio and policy changes to promote Energy Efficiency (EE) delivery to communities of concern/priority communities; collaborating with the CAEECC Facilitation Team for equity-centered meeting facilitation; serving as a liaison between CAEECC and DACAG, LIOB, and other similar entities; or other topics at the discretion of CAEECC.

Tasks

Pre-Committee Facilitation Team Task: Develop Energy Efficiency Equity Program Resource Page

Background: Many CAEECC members and stakeholders have long expressed an interest in CAEECC addressing equity issues at a programmatic level. Before programmatic efforts can be done effectively, there needs to be a centralized source for information focused on equity that is relevant to EE program design and implementation. The CPUC Third-Party (3P) Equity Programs Process and Effectiveness Evaluation

recommendation 2C¹ recommends CPUC assign an entity to inventory all energy equity documents for the state in one location.²

The CAEECC facilitation team will complete the following tasks, based on the CPUC EM&V study, in parallel with the onboarding of the EAC, from May through August 2025:

1. Create a webpage on CAEECC that provides instructions on how to use CEDARS to download a list of CPUC-authorized market rate energy efficiency equity documents³
2. Post links to existing dictionaries of key and relevant terms for California energy equity⁴
3. Develop plan to ensure repository is marketed to relevant stakeholders so the public is aware of these valuable materials

2025-2026 Pilot EAC Focus: Advise Program Administrators and Energy Division on Equity Best Practices

The EAC's first task will be sorting the list of CEDARs equity programs to understand the scope and scale (e.g., sort by program type, sector, implementer, and additional criteria TBD).

EAC members will be expected to attend the portions of CAEECC meetings and Portfolio Performance Report Reviews that focus on Equity segment programs and provide informal recommendations and advice to PAs. Optionally, the EAC may also provide informal recommendations to the CPUC ED. EAC members may reasonably

¹Recommendation 2C (page 66): It may benefit stakeholders (including the PAs, CPUC, and other energy equity stakeholders) to have all relevant California energy equity documentation in one place (e.g., the ESJ Action Plan or the CAEECC website) so there is one guiding source for equity information. CPUC should assign an entity to inventory all energy equity documents for the state in one location (e.g., CPUC Energy Division, CAEECC, or other entity). This repository should include a dictionary of key and relevant terms for energy equity (e.g., goals, NEBs) to ensure consistency in terminology across energy equity actors. Ensure the repository is marketed to relevant stakeholders so the public is aware of these valuable materials. https://www.calmac.org/publications/3P_Equity_FINAL_Report_09.12.24_CALMAC.pdf

² The facilitation team will coordinate with CalTF who is working on a similar project to ensure collaboration and no duplication of effort.

³ Note, the instructions will specify the difference between market-rate and ESAP energy efficiency programs, explain why CAEECC focuses on market rate, and explain that this list is not exhaustive since there are many PA programs with equity components that are not within the Equity segment. PA-specific Programs - CEDARS; step 1: filter programs by "program segment" and then select "download program documents"... further filter by active programs. As of 2/24/25 there were approximately 70 Equity Segment energy efficiency programs. Recognizing the value in a comprehensive list, a strong attempt will be made to specify how to search for programs that include an equity component but are not categorized within the Equity segment

⁴ For example, goals, NEBs, disadvantaged and vulnerable, hard-to-reach, underserved, priority/communities of concern to ensure consistency in terminology across energy equity actors. Existing sources to link to include CPUC ESJ Action Plan (and other equity work), CAEECC Compensation Task Force, and the EE Policy Manual.

request additional information and documentation to develop those recommendations and advice.

Recommendations may be conveyed during CAEECC quarterly meetings and Portfolio Performance Report Reviews, or in a timely* written memo to the PAs via CAEECC.

**Timely, to take into consideration PA or CPUC timelines for drafting their regulatory documents. Deadlines will be identified in the meeting.*

Composition

EAC members will have knowledge of CAEECC and experience in California's energy efficiency industry with a focus on programs that include an equity element. This might include, but is not limited to, folks with experience as California energy efficiency equity program evaluators, implementers, program administrators, and community engagement representatives.

Composition may include a mix of CAEECC Members and non-Members but will be capped at approximately 3-5 people.

Applicants, including CAEECC Members (who must also apply), will provide a resume and cover letter explaining their interest and expertise relevant to the EAC. CAEECC leadership (Co-Chairs, Energy Division, and facilitation team) will review, make the decision to accept or deny an application, and notify applicants. EAC members will be expected to maintain their role on the EAC for the entirety of the pilot, 1-1.5 years.

Compensation

No compensation is available through CAEECC at this time, although there may be compensation through other sources such as community grants.

EAC Members must follow CAEECC's Groundrules on Disclosures: "Non-CAEECC Member organizations participating in a Working Group [or EAC] are required to disclose to the Working Group and the Facilitation Team both a) the entities with whom they are currently doing energy-related business with or for, both currently and within the past year and b) whether they are proposing to represent their own organization or another entity, and if so whom. If new contractual relationships develop during the course of the Working Group [or EAC], or their representation changes, they will update their disclosures" (CAEECC Groundrules, section III.E.ii, pg4).

If an EAC Member receives compensation from a PA for participating in the EAC, they shall explore co-funding agreements from multiple PAs to reduce bias and increase transparency.

Proposed Timeline

The following is a high level proposed timeline for the 9-18 month pilot:

- Q2 Full CAEECC Meeting 5/8/2025: Gather CAEECC Member input
- May-July 2025: Co-Chairs and ED finalize SOW and work with facilitation team to develop recruitment and onboarding plan; conduct recruitment;
- May-August 2025: Complete Pre-Committee Facilitation Team Task: Develop Energy Efficiency Equity Program Resource Page
- Q3 Full CAEECC Meeting 8/13/2025: report out progress (regarding recruitment, or first meeting if it has happened)
- Q3 date tbd: 1st EAC Meeting
- Q4 date tbd: 2nd EAC Meeting

It is anticipated that the EAC will meet quarterly, although it may need to meet more frequently in the beginning or around deliverable deadlines.

Deliverable and Expected Use

Deliverable: Meeting notes and a possible presentation at a full CAEECC quarterly meeting or Portfolio Performance Report Review. A formal report may not be needed, and it may be more valuable to provide feedback in real time. Additional deliverables could be proposed by EAC members and discussed at a CAEECC quarterly meeting (i.e., a best practices checklist).

Expected use of the recommendations: informal recommendations to the PAs and CPUC ED.