



General Order 156 Annual Report and Plan

March 1, 2023

2022 Annual Report on Diverse Business
Entities Procurement Activities and 2023
Annual Plan

Table of Contents

Overview	3
Introduction	4
2022 Annual Report	5
9.1.1 Description of Supplier Diversity Program Activities During the Previous Calendar Year	5
Internal Program Activities	5
External Program Activities	9
Supplier Diversity Website and Contact Information	16
9.1.2 Supplier Diversity Results of Goods and Services (Non-Power Purchases)	17
Addendum Table Small and Local Procurement Spending	18
9.1.2 Description of Diverse Suppliers with Majority Workforce in California	18
9.1.3 Supplier Diversity Program Expenses	19
9.1.5 Description of Prime Contractors Utilization of Diverse Subcontractors	20
9.1.6 List of Supplier Diversity Complaints Received and Current Status	20
9.1.9 Description of Supplier Diversity Activities and Progress in Power (Energy) Procurement	20
9.1.9 Supplier Diversity Results in Power (Energy) Procurement	22
2023 Annual Plan	23
10.2 Description of Supplier Diversity Program Activities Planned for the Next Calendar Year	23
Internal Program Activities	23
External Program Activities	25
10.2 Plans to Encourage Prime Contractors to Subcontract Small, Local, and Diverse Businesses	26
Appendix A: Policy #22 Diversity, Equity, Accessibility, and Inclusion Policy	28

Appendix B: Policy #9 Ethical Vendor Standards	35
Appendix C: Policy #10 Inclusive and Sustainable Workforce Policy	36
Inclusive Workforce	36
Sustainable Workforce	38

Overview

In compliance with Senate Bill (SB) 255 and General Order (GO) 156, Sections 9 and 10, Peninsula Clean Energy Authority submits its third Annual Report and Annual Plan for the California Public Utilities Commission's Supplier Diversity Program. This 2022 Annual Report details Peninsula Clean Energy's spend with GO 156 certified women, minority, disabled veteran, persons with disabilities, and lesbian, gay, bisexual, transgender business enterprises and other supplier diversity initiatives during the period January 1, 2022 to December 31, 2022. The 2023 Annual Plan describes our ongoing and future efforts as we continue to build our program during the period January 1, 2023 to December 31, 2023.

Introduction

Peninsula Clean Energy is a Community Choice Aggregation agency. It is the official electricity provider for San Mateo County and for the City of Los Banos. Founded in 2016 with a mission to reduce greenhouse gas emissions, Peninsula Clean Energy is a joint powers authority that serves a population of 810,000 by providing more than 3,600 gigawatt hours annually of electricity that is 50 percent renewable, 100 percent clean and at lower cost than Pacific Gas & Electric. As a community-led, not-for-profit agency, Peninsula Clean Energy makes significant investments in our communities to expand access to sustainable and affordable energy solutions.

Peninsula Clean Energy made big efforts to advance diversity, equity, accessibility, and inclusion (DEAI) throughout our organization in calendar year 2022. We conducted a survey with both internal and external stakeholders to determine our strengths and opportunities for growth with regard to DEAI in the areas of procurement practices, hiring, staff well-being, program development, customer service, communication, and outreach to our community. We developed and approved a DEAI policy that demonstrates our commitment to prioritizing diversity, equity, accessibility, and inclusion during our decision-making processes. We continued to serve our low-income customers with energy programs, including providing increased incentives for income-qualified residents to purchase used electric vehicles, buy new electric bikes, transition to heat pump water heaters, and receive no-cost home upgrades.

Peninsula Clean Energy made progress in the supplier diversity space as well. Our total spend with GO 156 certified diverse suppliers increased from \$390,569 in calendar year 2021 to \$889,731 in calendar year 2022. We received recommendations from a consultant through our DEAI initiative on how to improve our budding supplier diversity program, including potential new methods for outreach, ways to track subcontractor spend, and proposed modifications to our contract and solicitation templates. We look forward to implementing these recommendations as we continue to build the foundation of our program.

2022 Annual Report

9.1.1 Description of Supplier Diversity Program Activities During the Previous Calendar Year

Internal Program Activities

Diversity, Equity, Accessibility, and Inclusion (DEAI) at Peninsula Clean Energy

Peninsula Clean Energy DEAI Policy and Action Plan Project

Peninsula Clean Energy selected a consultant, GCAP Services, Inc. in late 2021 to assist staff in the creation of a diversity, equity, accessibility, and inclusion (DEAI) Policy and Action Plan for our organization. The scope of work for the consultant had the following five primary tasks:

1. Review relevant DEAI legislation and regulatory requirements
2. Conduct DEAI organizational needs assessment
3. Create organizational DEAI Policy
4. Update relevant organizational policies
5. DEAI Action Plan development

Tasks 1-3 were completed during calendar year 2022, and tasks 4 and 5 are still in progress by staff with estimated completion within the first half of 2023. Tasks 4 and 5 and are described further in sections *10.2 Description of Supplier Diversity Program Activities Planned for the Next Calendar Year* and *10.2 Plans to Encourage Prime Contractors to Subcontract Small, Local, and Diverse Businesses*.

For task 1 of the project, the consultant team from GCAP and Peninsula Clean Energy staff worked together on a brief report that analyzed SB 255 (Bradford-2019), General Order 156, and Proposition 209. The consultant team also reviewed Peninsula Clean Energy's Request for Proposals (RFP) template, contract template, and supplier diversity questionnaire as part of this analysis. Within this report, GCAP also made specific recommendations on how Peninsula Clean Energy could improve our supplier diversity program. These recommendations include:

- Develop a reporting mechanism to monitor commitments and payments to subcontractors certified by the Supplier Clearinghouse and other diverse businesses. Peninsula Clean Energy can consider monthly payment reporting requirements in its solicitations and resulting contracts.

- Peninsula Clean Energy can request all first-level subcontractors be listed on a form for all proposal/bids
- Peninsula Clean Energy can require that diverse contractor/subcontractor data be provided after selection and award of contract. Payment data can be reported monthly
- Consider utilizing supplier diversity contract compliance software to track small, local, and diverse supplier awards, payments, prompt payments, disputes, and other contract compliance items.
- Revise solicitation documents and the solicitation webpage to emphasize that diverse businesses have the maximum practicable opportunity to participate in contracts and that this policy shall not be used to exclude any qualified businesses from participating in contracting opportunities.
- Consider the following outreach measures:
 - Advertise procurements with local community organizations and groups, including minority, women, LGBT, disabled veteran, and persons with disabilities organizations
 - Attend events held by local community organizations and groups to promote procurements and GO 156 supplier diversity eligibility requirements
 - Advertise procurements and support of diverse suppliers in online publications that focus on small and diverse businesses, such as the Small Business Exchange and GoodFaithEffort.com
- Update Peninsula Clean Energy website to include a Supplier Diversity FAQ

Peninsula Clean Energy plans to start implementing these recommendations during calendar year 2023.

For task 2 of the project, the DEAI needs assessment phase, GCAP facilitated both internal (staff, former staff, and contractors), and external (Board members, Citizens Advisory Committee members, outreach partners, and other community stakeholders) surveys to assess Peninsula Clean Energy's strengths and opportunities for growth on a range of DEAI subject areas. These areas included:

- Leadership
- Employee and representative training
- Hiring practices
- Equitable career advancement opportunities
- Employee training
- Workplace environment
- Procurement policies and practices
- Accessibility of services and programs
- Customer service
- Community outreach
- Facilitation of public input

- Communication
- Experiences with discrimination and inappropriate behavior

After completion of the survey, GCAP conducted 13 in depth interviews with internal and external stakeholders. The key takeaways from both the surveys and interviews are categorized by theme and provided below.

Human Resources, Staffing, Recruitment:

1. Opportunity to improve the diversity of Peninsula Clean Energy staff, particularly at the leadership level, to better reflect the diversity of the communities we serve; includes efforts to source candidates from underrepresented communities
2. Identified need for a dedicated talent management and human resources function
3. Employees, Board members, and Committee members could benefit from DEAI-focused training

Programs, Services, Communication, and Outreach

1. Accessibility of Peninsula Clean Energy programs could be improved to provide easier and better access to all customer segments
2. Opportunity to improve awareness and communication re: Peninsula Clean Energy's programs, especially among low-income and non-English speaking groups
3. Peninsula Clean Energy materials should be translated into different language to improve accessibility
4. Consider exploring additional communications channels (e.g. TV and radio) to better reach target populations

Management

1. Internal stakeholders believe that Peninsula Clean Energy's leadership provides opportunities for them to grow and advance in their career with Peninsula Clean Energy regardless of their background
2. Peninsula Clean Energy could improve on celebrating and encouraging diverse perspectives and understanding among staff
3. Peninsula Clean Energy top management is receptive to DEAI initiatives, but needs more training and coaching on the topic

Procurement, Vendor Management

1. Consider ways to promote diversity and the involvement of women and minority-owned businesses in Peninsula Clean Energy's supply chain

Psychological Safety and Organizational Culture

1. Employees largely agree that on their teams they can have discussions regarding difficult and uncomfortable topics
2. DEAI-specific training could be utilized to improve company culture around diversity

The results from the survey and interview phase of the project were utilized to inform both the DEAI Policy creation (task 3) and Action Plan development (task 5) phases of the project.

GCAP provided an initial draft of a DEAI Policy for Peninsula Clean Energy in early August 2022. Peninsula Clean Energy staff and GCAP scheduled three workshops during the months of August and September to get stakeholder feedback on the draft policy with the following groups:

1. Peninsula Clean Energy staff
2. Peninsula Clean Energy Board DEAI Subcommittee
3. Citizens Advisory Committee, Community Based Organizations, and the broader community

For the community workshop, Peninsula Clean Energy staff conducted outreach with our community partners to help ensure robust participation in the workshop. Staff also created a temporary webpage where written comments on the policy could be received in different languages to allow people who could not attend to provide feedback on the policy in an inclusive way.

Staff and the GCAP team consolidated feedback from all three workshops and incorporated it into a final version of the DEAI Policy, which was presented to and approved by the Peninsula Clean Energy Board of Directors at their meeting on October 27, 2022. The full text of the policy is included as Appendix A to this report. An excerpt of the section of the policy on supplier diversity is provided below:

Supplier Diversity

Peninsula Clean Energy will make best efforts to encourage the participation and utilization of a diversity of suppliers and vendors on contracts and procurements within the parameters of applicable state and federal law. Peninsula Clean Energy will track and report on its progress regarding small, local, and diverse business entities spend amounts in its annual Supplier Diversity reports to the California Public Utilities Commission (CPUC). Additionally, Peninsula Clean Energy will conduct reasonable research to ensure that the companies that Peninsula Clean Energy works with are also committed to advancing and promoting equity.

This is in compliance with Peninsula Clean Energy's operational policies and California Proposition 209.

In compliance with Proposition 209, Peninsula Clean Energy does not give preferential treatment based on race, sex, color, ethnicity, or national origin. Peninsula Clean Energy

encourages minority-owned, women-owned, veteran-owned, small, and local businesses to respond to solicitations. Peninsula Clean Energy supports the CPUC's efforts to create supplier diversity and encourages contractors who may qualify to register with the CPUC Supplier Clearinghouse and the Department of General Services Small Business and Disabled Veteran Business Enterprises programs.

Peninsula Clean Energy created a staff led DEAI council in 2022 to begin implementation of this policy and to integrate DEAI into department specific workplans. More detail on plans for expanding the DEAI Council and implementing the DEAI Policy is provided in section *10.2 Description of Supplier Diversity Program Activities Planned for the Next Calendar Year*.

DEAI All Staff Training

A need for staff training on DEAI subjects was identified as part of the needs assessment phase of the DEAI Policy and Action Plan project. Peninsula Clean Energy staff selected the firm Premier-OD as the trainer to conduct a DEAI training for one of our quarterly all staff gatherings on October 18, 2022. Premier-OD held a highly engaging, interactive training session that encouraged a safe and positive environment for learning and team-building. The session covered the following topics:

- Structural factors in economic and energy equity, such as structural racism
- Gender awareness
- Disability awareness
- Intersectionality
- Cultural humility, ethnocentrism, unconscious bias, stereotypes
- Micro-aggressions, micro-advantages, and micro-inequities, including examples and vignettes
- How can I be more respectful of other cultures and beliefs at Peninsula Clean Energy?
- Respecting differences
- What is my role? How to be an ally
- How to be an inclusive leader/manager

Peninsula Clean Energy plans to hold more DEAI trainings in the future for our staff to increase awareness of DEAI within our organization.

External Program Activities

Chamber of Commerce Spending and Community Sponsorships

Please see the below table for chamber of commerce memberships and spending for calendar year 2022.

Sponsorship	Amount
Belmont Chamber of Commerce	\$430
Brisbane Chamber of Commerce	\$1,025
Burlingame Chamber of Commerce	\$170
Daly City Chamber of Commerce	\$350
Foster City Chamber of Commerce	\$540
Half Moon Bay Chamber of Commerce	\$300
Los Banos Chamber of Commerce	\$265
Menlo Park Chamber of Commerce	\$400
Pacifica Chamber of Commerce	\$205
Redwood City Chamber of Commerce	\$350
San Bruno Chamber of Commerce	\$280
San Mateo Area Chamber of Commerce + Latino Chamber Committee	\$750
South San Francisco Chamber of Commerce	\$280

Please see the below table for other Peninsula Clean Energy community sponsorships in calendar year 2022.

Sponsorship	Amount
Siena Youth Center (Trips for Kids Bulldog Riders)	\$2,000
Canopy	\$3,000
Climate Resilient Communities (Breath of Air Campaign)	\$1,000
Millbrae Lunar New Year Festival	\$1,388
Millbrae Japanese Culture Festival	\$500
San Bruno CommUNITY Day	\$2,500
South San Francisco Chamber Scholarship Program	\$1,000
Daly City Colma Chamber Scholarship Program	\$1,000

Peninsula Clean Energy 2022 Community Outreach Grant Program

Since 2018 Peninsula Clean Energy has awarded grants to strengthen partnerships with community-based organizations (CBOs) and to expand our overall outreach. Through diverse approaches to in-person and digital outreach, grant recipients increase awareness of Peninsula Clean Energy programs and bill discounts as well as provide education to customers on clean energy, building electrification, and electric vehicles.

Outreach grants have enhanced Peninsula Clean Energy's ability to reach low-income and underserved communities. Many grant recipients operate in multiple languages, and they leverage their organizational platform, relationships, and expertise to deploy targeted outreach to difficult-to-

reach audiences. Throughout the COVID-19 pandemic, these grants have helped bridge critical gaps in our own outreach. As trusted messengers embedded in the local community, grantees have also provided Peninsula Clean Energy staff with insights about our customers and feedback on our programs.

Peninsula Clean Energy continued our community outreach grant program in calendar year 2022, awarding 12 grants to 11 organizations to increase outreach particularly to low-income and other disadvantaged communities on bill savings and other benefits of clean energy programs.

The grants – totaling \$310,000 and ranging from \$20,000 to \$40,000 each – support efforts spread throughout San Mateo County. Those include outreach to Spanish-speaking, Chinese-speaking, elderly and other customers regarding energy bill discounts and Peninsula Clean Energy’s income-qualified programs; as well as efforts to expand education among consumers on building electrification and purchasing electric vehicles. A summary of the 12 grants that were awarded in calendar year 2022 is provided below.

Acterra – Virtual workshops and public outreach about building electrification; and separately for workshops and other efforts to educate first-time electric vehicle buyers

Casa Circulo Cultural – Webinars, videos, and other outreach in Spanish on energy bill discounts and Peninsula Clean Energy’s income-qualified programs

Climate Resilient Communities – Workshops and outreach at community events particularly targeting East Palo Alto residents including in Samoan and Tongan

El Concilio – One-on-one bilingual enrollment assistance for energy bill discounts and efforts to avoid utility disconnection, as well as education on Peninsula Clean Energy programs

Nuestra Casa – Bilingual community outreach on environmental justice and Peninsula Clean Energy rebate and discount programs

Rise South City – Presentations and bilingual community outreach in South San Francisco including one-on-one enrollment support in Peninsula Clean Energy residential programs

Senior Coastsiders – Home-delivered notices, newspaper and radio ads and other outreach to senior residents in Half Moon Bay and Pacifica about energy bill discounts, EV rebates, home energy assistance and other programs

Sound of Hope – Radio and web ads in Mandarin and Cantonese, and discussion of Peninsula Clean Energy programs through videos, radio programs, and workshops

Support Life Foundation – Outreach at food distribution and other community events with a focus on northern San Mateo County

Sustainable San Mateo County – Virtual events, photo competition on building electrification, and other digital outreach

Thrive Alliance – Engagement of non-profit and community leaders throughout the county, including through hosting a summit on environmental justice

Peninsula Clean Energy has continued our outreach grant program in calendar year 2023, which is further described in section 10.2 *Description of Supplier Diversity Program Activities Planned for the Next Calendar Year*.

Peninsula Clean Energy Schools Programs Funded in 2022

Peninsula Clean Energy funded the following programs in schools and community colleges during calendar year 2022.

Program	Description	Amount
Climate Youth Ambassadors	High school students gain background knowledge on environmental issues and receive support to develop and implement projects to drive change within San Mateo County.	\$34,250
Energize Colleges	Community college students complete paid energy and sustainability internships with community partners in San Mateo County.	\$50,860
One Planet Schools Challenge	Awards that recognize students, teachers, administrators, and community members for their impact towards creating a sustainable future.	\$2,500
Energy Dashboard Pilot	Partnership to develop energy dashboards with school districts in San Mateo County and implement dashboards in school curriculum and facilities management.	\$29,986

Energy Programs Highlights

In addition to providing clean energy at lower rates, Peninsula Clean Energy invests in energy programs and rebates that help residents in our service territory further reduce carbon emissions from buildings and transportation. Several of these energy programs are targeted towards residents with lower-incomes or have increased incentive levels for income-qualified customers.

One such program, our Home Upgrade Program, is administered by one of our diverse suppliers, Richard Heath and Associates (RHA). This program provides income-qualified homeowners with home repairs and energy efficiency upgrades at no cost. The average Peninsula Clean Energy expenditure per home is \$7,000, and over 100 homes have already been completed, with more enrolled and in progress. This program was launched in late 2021, with a majority of the homes served in the program so far completing construction in 2022. A testimonial from a Peninsula Clean Energy customer who participated in the program in Los Banos is provided below.

The Marquez family lives in a 1200 square foot 3-bedroom home in Los Banos, California. The home was built in 2003. Sharing the home are Mr. and Mrs. Marquez and their two school age children. Mr. Marquez has a job with the school district and Mrs. Marquez works in customer service. During the in-person assessment income documentation was collected, the customer was interviewed, and the Home Upgrade home assessment was completed.

During the assessment, the customers shared that both the children's bedrooms had western exposure and got uncomfortably warm during the long summer months. The kids used ceiling fans daily to stay cool. Both the ceiling fans were original and nearly 20 years old. One was non-functional and the other was missing parts and posed a hazard as it shook violently when turned on. Several other issues were found including missing smoke alarms, a leaking gas water heater and other aging gas appliances. The HVAC system also had the original analog thermostat.

After the assessment, Home Treatment Plan (HTP) development and customer approval the work was scheduled to be completed by Bright Ideas Construction (BIC). Originally the Home Upgrade Program was not going to be able to replace the gas water heater with a heat pump water heater (HPWH), but after further investigation Bright Ideas Construction (BIC) was able to remove the door and hinges, narrowly making room for the HPWH. Following building permits and procurement, BIC completed the installation, including a new heat pump water heater, smart thermostat, smoke alarm, and new front door locks.

The family is happy with the services provided by the Home Upgrade Program. The kids have bright lights and attractive new fans that cool them off as they do their homework or sleep during the hot summer evenings. The front door locks properly now, giving the family peace of mind. Mrs. Marquez told us in a post install follow-up "...the program made summer more

comfortable by adding ceiling fans to our rooms and a new thermostat I can manage with my phone.”

RHA originally offered the customer an electric dryer for electrification due to space constraints with the water heater closet. On closer inspection by the installer for Bright Ideas Construction, RHA’s full-service subcontractor; if the door and hinges were removed and re-installed the Heat Pump could narrowly fit. The aging gas water heater was replaced with a HPWH before the leak could cause any permanent or structural damage. As stated by Mrs. Marquez “The PCE program’s crew and workers were professional, friendly and quick.” When we asked her how the new water heater was working, she stated “(This) is a phenomenal program. It helped my family at the perfect time. Our water heater broke, and the program stepped in and helped.”

Peninsula Clean Energy looks forward to serving more of our income-qualified customers through our Home Upgrade Program in calendar year 2023.

Another one of our income-qualified programs, Peninsula Clean Energy’s Green Access Program, began enrolling customers in 2022. Green Access is Peninsula Clean Energy’s implementation of the Disadvantaged Communities Green Tariff (DAC-GT) program, where select customers receiving CARE/FERA discounts in census tracts that experience higher levels of environmental pollution can receive an additional 20% discount on their electric bill. Peninsula Clean Energy’s Green Access Program began in February 2022 and is providing more than 1,000 income-qualified customers in San Mateo County and the City of Los Banos with this discount, saving them over \$315,000 collectively in 2022. Through Green Access, Peninsula Clean Energy will be building new solar arrays in Merced County’s Dos Palos to provide program participants with 100 percent emission-free renewable energy. Peninsula Clean Energy will continue this program in calendar year 2023.

Supplier Diversity Events Attended

Peninsula Clean Energy staff attended quarterly supplier diversity meetings with other CCA supplier diversity partners to share best practices, collaborate on ways to improve supplier diversity reporting, and celebrate successes. Peninsula Clean Energy looks forward to continuing to attend these meetings with other CCA supplier diversity partners as we each work on growing our supplier diversity programs. Peninsula Clean Energy Staff also attended the following meetings held by CPUC staff:

- CPUC 20th Annual Supplier Diversity En Banc, October 13, 2022 9am-3pm
- Doing Business with Community Choice Aggregators, November 10, 2022 9-10:30am

Outreach to Small and Diverse Suppliers

Peninsula Clean Energy conducted outreach to our suppliers to invite them to MCE's Certify and Amplify Event held on June 14th, 2022 so that they could learn about small and diverse supplier certification programs, hear the benefits of certification, and see if they qualified to become certified. Staff also promoted the event on social media to expand reach to other interested parties.

Supplier Diversity Website and Contact Information

Peninsula Clean Energy staff created a supplier diversity webpage in late 2022 to house our past supplier diversity reports, share supplier diversity resources, and showcase our support for the CPUC's efforts to increase supplier diversity. The webpage link and supplier diversity contact information are provided below.

Web link: <https://www.peninsulacleanenergy.com/supplier-diversity/>

Contact Name: Shayna Barnes

Email: info@peninsulacleanenergy.com

Phone: 1-866-966-0110

9.1.2 Supplier Diversity Results of Goods and Services (Non-Power Purchases)

In compliance with Proposition 209, Peninsula Clean Energy does not currently require our bidders or contractors to report their GO 156 certification status. In order to identify spend to GO 156 certified suppliers to complete the table below, Peninsula Clean Energy cross referenced all vendors that we made payments to in 2022 with the Supplier Clearinghouse database. Certified suppliers were then further classified by type of certification (i.e., WBE, MBE, LGBTBE, DVBE, PDBE, or other 8(a)) and ethnicity. Peninsula Clean Energy does not track net procurement spending by “product” or “service” categories.

		2022 Report							
		Direct Spend ¹ \$	Sub Spend ² \$	Total \$	%	Product Spend \$	Service Spend \$	Total \$	%
Minority Male	African American	\$411,331		\$411,331	1.83%		\$411,331	\$411,331	1.83%
	Asian Pacific American	\$9,268		\$9,268	0.04%	\$76	\$9,192	\$9,268	0.04%
	Hispanic American	\$278,064		\$278,064	1.24%		\$278,064	\$278,064	1.24%
	Native American								
	Total Minority Male	\$698,663		\$698,663	3.11%	\$76	\$698,587	\$698,663	3.11%
Minority Female	African American								
	Asian Pacific American								
	Hispanic American								
	Native American								
	Total Minority Female								
Total Minority Business Enterprise (MBE)		\$698,663		\$698,663	3.11%	\$76	\$698,587	\$698,663	3.11%
Women Business Enterprise (WBE)		\$179,121		\$179,121	0.80%		\$179,121	\$179,121	0.80%
Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)		\$11,947		\$11,947	0.05%		\$11,947	\$11,947	0.05%
Disabled Veteran Business Enterprise (DVBE)									
Persons with Disabilities Business Enterprise (DBE)									
8(a)*									
Total Supplier Diversity Spend		\$889,731		\$889,731	3.96%	\$76	\$889,655	\$889,731	3.96%
Net Procurement**		\$22,475,616							
Net Product Procurement									
Net Service Procurement									
Total Number of Diverse Suppliers that Received Direct Spend		9							

NOTE:

* 8(a) - Businesses owned and controlled by persons found to be disadvantaged by the U.S. Small Business Administration pursuant to Section 8(a) of the Small Business Act, as amended (15 U.S.C. 637 (a)) or the U.S. Secretary of Commerce, pursuant to Section 5 of Executive Order 11625 (GO 156 Section 1.3.13).

** Net Procurement includes purchase orders, non-purchase orders, and credit card dollars.

¹ Direct - Means Direct Procurement: when a CCA directly procures from a supplier.

² Sub - Means Subcontractor Procurement: when a prime contractor, in contract with a CCA, procures from a subcontractor to fulfill its contractual obligation(s).

% - Percentage of Net Procurement.

Addendum Table Small and Local Procurement Spending

Peninsula Clean Energy's small and local procurement spending is represented in the table below. Small business procurement represents direct spend to small and micro businesses certified by the CA Department of General Services. Local business procurement represents direct spend to businesses and organizations within Peninsula Clean Energy's service territory of San Mateo County and the City of Los Banos.

Small Business Procurement (\$)	%	# of Suppliers
\$176,430	0.78%	3

Local Business Procurement (\$)	%	# of Suppliers
\$521,201	2.32%	10

Small & Local Combined Spend (\$)	Small & Local Combined %
\$697,631.00	3.10%

Net Procurement	\$ 22,475,616
-----------------	---------------

9.1.2 Description of Diverse Suppliers with Majority Workforce in California

Peninsula Clean Energy reports 8 out of 9 of our diverse suppliers with a majority of their workforce in California.

9.1.3 Supplier Diversity Program Expenses

During calendar year 2022, Peninsula Clean Energy incurred the following expenses as part of our Supplier Diversity Program. This includes staff time spent on compiling and writing the GO 156 2021 Annual Report and 2022 Annual Plan, attending and preparing for supplier diversity events put on by the CPUC and CCA staff, and building our own supplier diversity program. Staff also utilized a consultant to recommend improvements to our supplier diversity practices. The cost of the time the consultant spent on supplier diversity matters is included in the below table under Consultant Expenses.

Expense Category	Year (Actual)
Wages	\$ 12,557
Other Employee Expenses	
Program Expenses	
Reporting Expenses	
Training Expenses	
Consultant Expenses	\$ 29,740
Other Expenses	
Total	\$ 42,297

9.1.5 Description of Prime Contractors Utilization of Diverse Subcontractors

Peninsula Clean Energy does not currently have a method implemented to track subcontractor spending to diverse suppliers and therefore did not track diverse subcontractor spending in calendar year 2022. In further developing our supplier diversity program, we seek to create a tracking system for spending to diverse subcontractors. As described in section 9.1.1 *Internal Program Activities*, Peninsula Clean Energy engaged a consultant to create a DEAI Policy and Action Plan for our organization. The consultant team from GCAP Services suggested methods for reporting and tracking diverse subcontractor spending, which are described in section 9.1.1. *Internal Program Activities* and further described in sections 10.2 *Description of Supplier Diversity Program Activities Planned for the Next Calendar Year* and 10.2 *Plans to Encourage Prime Contractors to Subcontract Small, Local, and Diverse Businesses*.

9.1.6 List of Supplier Diversity Complaints Received and Current Status

Peninsula Clean Energy did not receive any complaints from diverse suppliers or third parties regarding our supplier diversity program in calendar year 2022.

9.1.9 Description of Supplier Diversity Activities and Progress in Power (Energy) Procurement

Peninsula Clean Energy did not procure renewable or non-renewable power products or fuels from GO 156 certified diverse suppliers in calendar year 2022. As discussed in prior year reports and the *Year 2021 Utilities Procurement of Goods, Services, and Fuel from Women, Minority, Disabled Veteran, and LGBT Business Enterprises (CPUC Report to the Legislature on Utilities' and CCAs' Year 2021 WMDVLGBTBE Procurement)*, there exists challenges to increasing supplier diversity within the power procurement space. Peninsula Clean Energy faces similar challenges to the investor-owned utilities in increasing supplier diversity in energy procurement, including the need for large capital requirements for renewable energy products being a barrier to diverse supplier participation. Peninsula Clean Energy issued an RFO for Renewable Energy + Storage in mid-December 2022 and attempted to circulate the RFO to diverse renewable energy suppliers certified in the Supplier Clearinghouse. From staff's search in the Supplier Clearinghouse, there were very few certified diverse suppliers that could help us fulfill our goals for the RFO. Notwithstanding these challenges, Peninsula Clean Energy is committed to making the effort to increase supplier diversity in power procurement. These efforts include:

- Considering the addition to our pro forma of monthly diverse subcontractor spend reporting to the monthly progress report requirements
- Adding qualitative questions to our RFO template for large scale renewable energy procurements
- Funding energy related programs in schools and community colleges to help create a diverse energy workforce for the future

Below is a sample of some of the qualitative questions in our RFO for Renewable Energy + Storage released in mid-December 2022:

- Please describe any onsite efforts that project has made to avoid impacts to protected areas, habitat and habitat linkages (especially for threatened and endangered species) and open space in urbanized areas.
- Peninsula Clean Energy seeks to prioritize “multi-benefit renewable energy” - renewable energy that provides additional societal, health, economic, water saving, or environmental benefits beyond the climate and GHG reduction benefits of renewable energy. Indicate which benefit your project demonstrates.
- Is your project located within a Disadvantaged Community (DAC)?
- Does your project demonstrate benefits to DACs?
- Regardless of whether or not your project is located in a DAC, have you conducted outreach to the communities around the project location?
- Is the bidder a GO 156 certified business and/or plans to use GO 156 certified businesses?
- Does the bidder have initiatives to promote workplace diversity?
- Has the bidder consulted with local Native American tribes about whether the proposed project footprint is on lands that may contain cultural resources?

9.1.9 Supplier Diversity Results in Power (Energy) Procurement

		Direct Power Purchases \$	Direct Fuels for Generation \$			Totals \$ ¹			% ²
		Renewable and Non-Renewable Power Products	Diesel	Nuclear	Natural Gas	Direct ³	Sub ⁴	Total \$ ⁵	
Minority Male	African American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Asian Pacific American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Hispanic American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Native American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Total Minority Male	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Minority Female	African American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Asian Pacific American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Hispanic American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Native American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Total Minority Female	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Total Minority Business Enterprise (MBE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
Women Business Enterprise (WBE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
Disabled Veteran Business Enterprise (DVBE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
Persons with Disabilities Business Enterprises (DBE)	\$0	\$0	\$0	\$0	0	0	0	0.00%	
8(a) ⁶	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
Total Supplier Diversity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
Net Power Procurement	\$112,259,002								
Net Direct Power Purchases	\$112,259,002								
Net Direct Fuels for Generation	\$0								
Total Number of Diverse Suppliers	0								

NOTES:

¹ Excludes purchases from the California Independent System Operator (CAISO), utilities, federal entities, state entities, municipalities and cooperatives.

² % - Percentage of Net Procurement.

³ Includes Direct Power Purchases and Direct Fuels for Generation. Direct - Means Direct Procurement: when a CCA directly procures from a supplier.

⁴ Sub - Means Subcontractor Procurement: when a prime contractor, in contract with a CCA, procures from a subcontractor to fulfill its contractual obligation(s).

⁵ "Total" does not include pre-commercial development (COD) subcontracting values.

⁶ 8(a) - Businesses owned and controlled by persons found to be disadvantaged by the U.S. Small Business Administration pursuant to Section 8(a) of the Small Business Act, as amended (15 U.S.C. 637 (a)) or the U.S. Secretary of Commerce, pursuant to Section 5 of Executive Order 11625 (GO 156 Section 1.3.13).

2023 Annual Plan

10.2 Description of Supplier Diversity Program Activities Planned for the Next Calendar Year

Internal Program Activities

Peninsula Clean Energy will continue to advance supplier diversity and our broader diversity, equity, accessibility, and inclusion efforts in calendar year 2023. This includes wrapping up the DEAI Policy and Action Plan project described in section 9.1.1 *Internal Program Activities*, specifically tasks 4 and 5. As part of task 4, updating relevant organizational policies, Peninsula Clean Energy plans to revise our Policy #9, Ethical Vendor Standards, Policy #10, Inclusive and Sustainable Workforce Policy, our strategic plan, and our employee handbook. Policies #9 and #10 pertain to our vendor relationships, supply chain, business practices, staff, and commitment to use of local labor and fair compensation practices. The current language for Policies #9 and #10 are included as Appendices B and C of this report, respectively.

For task 5 of this project, Peninsula Clean Energy anticipates receiving Board approval of the DEAI Action Plan in April of 2023 after a thorough stakeholder review process. Currently, the draft Action Plan has the following areas of focus and related goals:

Area of Focus	DEAI Goal Description
Organizational Culture and DEAI Commitment	Advance and promote diversity, equity, accessibility, and inclusion within PCE’s workforce, business practices, policies, and programs.
Human Resources, Staffing, and Recruitment	Create a workforce that is more representative and inclusive of people of all backgrounds; provide equitable access to employment opportunities for underrepresented and underserved members of the communities PCE serves.

<p>Training and Development</p>	<p>Require employees to complete DEAI related training and promote and encourage Board and Citizen Advisory Committee members to complete DEAI related training to increase awareness of DEAI within the organization.</p>
<p>Energy Program Development and Implementation</p>	<p>Define energy equity and set goals and metrics for achieving it through our programs. Increase input and feedback from diverse communities, especially low-income and disadvantaged groups, to improve equity in program development and implementation.</p>
<p>Marketing and Account Services</p>	<p>Improve awareness, communication, and accessibility of PCE customer service, energy supply, and energy programs, especially among low-income and disadvantaged populations, and limited English proficiency groups.</p>
<p>Vendor and Energy Supplier Diversity and Social Responsibility</p>	<p>Ensure that the vendors and suppliers that do business with PCE are environmentally conscious and have equitable business practices. Establish a level playing field by creating opportunities and eliminating barriers to equal participation for all vendors.</p>

The above areas of focus and related goals may change slightly during the stakeholder review process and subsequent Board approval. Each area of focus and related goal is further supported in the Action Plan document, with specific actions, steps, and recommendations for staff to take to achieve each goal. Staff plans to expand the DEAI Council described in section 9.1.1 *Internal Program Activities* to include a diverse group of staff members of at least one team member from each internal department. The DEAI Council will be tasked with implementing this Action Plan throughout the organization.

Specific actions tied to the Vendor and Energy Supplier Diversity and Social Responsibility area of focus include:

- Finalize and adopt the recommendations in the Legislation & Regulatory analysis report. This is the report described in section 9.1.1 *Internal Program Activities* as task 1 of the project.
- Finalize and adopt recommended revisions of Peninsula Clean Energy’s contracting documents and templates.
- Adopt supply chain code of conduct
- Develop and implement diverse subcontractor reporting
- Develop outreach materials on How to do Business with Peninsula Clean Energy and a GO 156 FAQ document

- Increase visibility of solicitations webpage
- Conduct supplier diversity training for all staff
- Encourage vendors/suppliers to practice equity
- Measure customer satisfaction with customer service provided by vendors

External Program Activities

Peninsula Clean Energy plans to maintain its membership status with the local and ethnic chambers of commerce listed in section 9.1.1 *External Program Activities*.

Consistent with its Policy #10 Inclusive and Sustainable Workforce Policy, and Policy #22 Diversity, Equity, Accessibility, and Inclusion, Peninsula Clean Energy intends to engage in efforts to reach diverse communities to ensure an inclusive pool of applicants and potential suppliers for its hiring and contracting opportunities. One tactic to ensure we are reaching potential diverse contractors during our solicitation process is to do a keyword search in the Supplier Clearinghouse when pulling potential vendor lists to circulate our solicitations.

Peninsula Clean Energy 2023 Community Outreach Grant Program

In calendar year 2023, Peninsula Clean Energy has continued its outreach grant program described in section 9.1.1 *External Program Activities*. This current grant cycle runs from January 1, 2023 to December 31, 2023. Peninsula Clean Energy awarded these grants to increase outreach particularly to low-income and other disadvantaged communities on bill savings and other benefits of clean energy programs. In addition to advancing our original goals around outreach and awareness, this cohort of grants will address new priorities and commitments:

- Supporting a regional approach to community climate action goal-setting through partnering with grantees to host public workshops
- Addressing diversity, equity, inclusion, and accessibility (DEAI) goals and commitment to energy equity, including through:
 - Expanding reach to new communities (e.g., Daly City)
 - Partnering on focus groups to understand community needs and inform messaging and program development
 - Increasing in-person enrollment support for energy discounts & programs across our service area

For this cycle, Peninsula Clean Energy awarded 14 grants ranging from \$15,000 to \$45,000 to 13 organizations. The total amount granted for 2023 is \$415,000. These organizations include:

350 Silicon Valley – Public education and engagement about building electrification, electric vehicles, and climate action throughout San Mateo County

Acterra – One grant supporting public education about home electrification, and a second grant supporting workshops and one-on-one consultations offered in English, Spanish, and Chinese to help residents purchase electric vehicles in San Mateo County and Los Banos

Climate Resilient Communities – Community outreach in English, Spanish, Samoan, and Tongan, and case management for Peninsula Clean Energy’s free home upgrade program

Cultiva La Salud – Spanish-language community outreach, focus groups, and enrollment support for energy bill discounts and Peninsula Clean Energy programs in Los Banos

El Concilio – English and Spanish-language outreach and energy discount and program enrollment assistance in English and Spanish throughout San Mateo County

HealthWays – Outreach, program enrollment support, and focus groups and workshops in northern San Mateo County in English and Tagalog

Nuestra Casa – Community outreach about utility bill discounts and Peninsula Clean Energy programs in East Palo Alto and surrounding communities, offered in Spanish and English

Peninsula Family Service – Assistance for income-qualified residents in English and Spanish for purchasing and financing used electric vehicles as well as other community engagement

Senior Coastsiders – Outreach to older adults and other residents in Half Moon Bay and Pacifica about energy bill discounts, home energy assistance, and other programs

Sound of Hope – Education about Peninsula Clean Energy programs through radio, video, web ads, and in-person workshops in Mandarin and Cantonese

Support Life Foundation – Multi-lingual outreach at food distribution and community events with a focus on northern San Mateo County in languages including English, Arabic, and Urdu

Sustainable San Mateo County – Events and workshops to engage residents and community stakeholders in Peninsula Clean Energy’s mission to reduce greenhouse gas emissions locally

Thrive Alliance – Education and engagement and education of non-profit and community leaders throughout San Mateo County about Peninsula Clean Energy programs

10.2 Plans to Encourage Prime Contractors to Subcontract Small, Local, and Diverse Businesses

As described in sections 9.1.1 *Internal Program Activities*, 9.1.5 *Description of Prime Contractor Utilization of Diverse Subcontractors*, and 10.2 *Internal Program Activities*, Peninsula Clean Energy

recognizes the need to develop methods to track subcontractor spending. We plan to make progress in implementing subcontractor reporting in calendar year 2023 and are considering the following methods, in addition to those already described in section 9.1.1 *Internal Program Activities*:

- Modifying contract templates to include a section requiring the reporting of subcontractor payments
- Developing a small, local, and diverse supplier form for prime contractors to complete monthly or when they submit invoices for payment
- Developing an annual data request to send to all prime contractors where they can list subcontractor spending tied to the contract they hold with Peninsula Clean Energy
- Add question regarding DEAI and supplier diversity practices to RFP/RFO template

Developing the processes to track and report subcontractor spending is an important initial step to encouraging our primes to subcontract small, local, and diverse businesses.

Appendix A: Policy #22 Diversity, Equity, Accessibility, and Inclusion Policy



Adopted Date: October 27, 2022

1. Commitment to DEAI

Peninsula Clean Energy has a vision of a sustainable world with clean energy for everyone. We recognize there are longstanding systemic barriers that impede the advancement of fair and inclusive policies and limit the full participation of historically underserved and disadvantaged communities. This includes our stakeholders that face the most adverse impacts from economic, health, and environmental burdens. Peninsula Clean Energy recognizes that we have an obligation to maximize our efforts to eliminate disparities and ensure that our programs, policies, and practices are inclusive and accessible for everyone in the geographic markets we serve.

Peninsula Clean Energy commits to making diversity, equity, accessibility, and inclusion a priority during decision making. We firmly uphold anti-racism, anti-discrimination, diversity, equity, accessibility, and inclusion as core values. The Peninsula Clean Energy team, including all staff, Board of Directors, committees, and community groups, is committed to this DEAI Policy. This policy is a foundation for operating our business and Peninsula Clean Energy's goals as detailed in the Strategic Plan 2020-2025.

The Peninsula Clean Energy DEAI Policy 22 will help guide our work in the DEAI space. This document outlines the definitions, application, details, responsibility, administration, and communication of the policy. As the DEAI Policy explains what the agency will do in terms of DEAI initiatives, the DEAI Action Plan will cover how the agency will integrate DEAI initiatives into our programs, policies, and practices and strive towards our mission to reduce greenhouse gas emissions by expanding access to sustainable and affordable energy solutions. Both the DEAI Policy and Action Plan are in compliance with Peninsula Clean Energy's operational policies.

2. Definitions

- a. **Diversity:** Diversity is the presence of differences in people within any community that may include, but is not limited to race, gender, religion, sexual orientation, ethnicity, nationality, neurodiversity, socioeconomic status, language, (dis)ability, age, or veteran status. An

intersectional approach to diversity goes beyond merely counting different kinds of representation in a group, but also recognizes differences in power dynamics between different identities, and how to equitably include and empower individuals from different backgrounds to participate within groups, decision making processes, and social justice movements.

- b. **Equity:** Equity acknowledges historical factors that created oppressive societal structures and recognizes that we do not all start from the same place and must make adjustments to imbalances by providing power or resources to historically oppressed groups and persons. Equity promotes justice, impartiality, and fairness within the procedures, processes, and distribution of resources by institutions or systems.
- c. **Accessibility:** Accessibility means persons with disabilities are provided with equal opportunity to acquire the same information, visit the same places, engage in the same interactions, and enjoy the same services as persons without disabilities. Accessibility means a commitment to removing a variety of barriers, including institutional, physical, informational, communication, attitudinal, and cultural.
- d. **Inclusion:** Inclusion outcomes are met when your institution, your programs, and you personally are genuinely inviting to all. It is based on the degree to which diverse individuals can participate as appropriate in the decision-making processes and development opportunities within an organization or group thus empowering them.

3. Application

This policy applies to all Peninsula Clean Energy Leadership and Staff, Board of Directors, and Citizens Advisory Committee (CAC) members, and is in compliance with the specifications of Peninsula Clean Energy's operational policies.

a. Roles and Responsibilities

- **Peninsula Clean Energy Leadership and Staff:** Both leadership and staff will be responsible for utilizing the DEAI Policy when implementing the activities and initiatives listed in the DEAI Action Plan.
- **Board of Directors:** The role of the Board of Directors is to provide oversight of policy compliance and ensure that Peninsula Clean Energy staff follow and integrate the DEAI policy within the agency's programs, policies, and practices.
- **Citizens Advisory Committee (CAC):** The role of CAC is to provide comments, advice, and recommendations to improve or enhance DEAI initiatives.

4. Details of Policy

a. DEAI Commitment

Peninsula Clean Energy has established this policy as a commitment to making diversity, equity, accessibility, and inclusion a priority within the organization. The organization commits to developing and supporting equity fluent leadership. This policy will also support the goals and objectives as stated in the DEAI Action Plan, which is a separate strategic document that outlines actions to implement reasonable and achievable DEAI initiatives throughout the organization.

b. Recruitment, Promotions, and Retention

Peninsula Clean Energy will aim to recruit, promote, and retain a qualified diverse workforce that is reflective of the communities we serve, especially workforce populations that are underserved and underrepresented.

Recruitment, promotions, and retention practices should be transparent and in compliance with Peninsula Clean Energy's human resources and operational policies.

c. Onboarding

Peninsula Clean Energy will expand the onboarding process to communicate the organization's commitment to DEAI and support all employees to feel welcome and have the needed information to thrive at the organization. Additionally, during the onboarding process, Peninsula Clean Energy will inform incoming employees of how they can be involved in the agency's DEAI efforts.

d. Compensation and Employee Performance Reviews

Peninsula Clean Energy supports fairness in employee compensation and performance reviews.

Peninsula Clean Energy will develop human resource practices to competitively compensate incoming and current employees through salary, benefits, and other amenities that appeal to a diverse workforce.

Additionally, Peninsula Clean Energy will enhance employee performance reviews and include DEAI metrics to measure employee accountability and development. These metrics will be tied to key performance indicators in the Strategic Plan and will be taken into consideration during compensation adjustments.

e. DEAI Learning and Development

Peninsula Clean Energy understands the importance of involving employees in discussions regarding DEAI and ensuring that all employees have access to develop their knowledge,

skills, and abilities. All Peninsula Clean Energy leadership, employees, Board, and Citizen Advisory Committee members will participate in formal DEAI learning and development opportunities to expand their knowledge and awareness in the DEAI space.

f. Professional Development

All Peninsula Clean Energy staff will be provided equitable professional development opportunities, including DEAI specific learning, to maintain, improve and strengthen their knowledge, expertise, and competence to perform their job duties and execute on the Strategic Plan.

g. Leadership and Staff Accountability

Peninsula Clean Energy leadership and staff are expected to support the DEAI Policy and be held accountable for upholding DEAI values throughout the agency.

Through the DEAI Action Plan, Peninsula Clean Energy leadership and staff will establish a list of DEAI priorities and how best to measure results to improve the agency's programs, policies, and practices. By doing this, Peninsula Clean Energy will be able to collect data to drive and assess the DEAI impact on the organization internally and externally. Peninsula Clean Energy will ensure that the priorities align with the Strategic Plan and ensure leaders are involved in setting DEAI goals. Peninsula Clean Energy staff will provide a semi-annual progress update to the Board of Directors on DEAI initiatives, and an annual report during the annual Strategic Plan update.

h. Supplier Diversity

Peninsula Clean Energy will make best efforts to encourage the participation and utilization of a diversity of suppliers and vendors on contracts and procurements within the parameters of applicable state and federal law. Peninsula Clean Energy will track and report on its progress regarding small, local, and diverse business entities spend amounts in its annual Supplier Diversity reports to the California Public Utilities Commission (CPUC). Additionally, Peninsula Clean Energy will conduct reasonable research to ensure that the companies that Peninsula Clean Energy works with are also committed to advancing and promoting equity.

This is in compliance with Peninsula Clean Energy's operational policies and California Proposition 209.

In compliance with Proposition 209, Peninsula Clean Energy does not give preferential treatment based on race, sex, color, ethnicity, or national origin. Peninsula Clean Energy encourages minority-owned, women-owned, veteran-owned, small, and local businesses to

respond to solicitations. Peninsula Clean Energy supports the CPUC's efforts to create supplier diversity and encourages contractors who may qualify to register with the CPUC Supplier Clearinghouse and the Department of General Services Small Business and Disabled Veteran Business Enterprises programs.

i. Accessibility

Peninsula Clean Energy is committed to providing equitable access and opportunity to individuals with disabilities in all programs, services, and activities. Peninsula Clean Energy recognizes that in order to have equally effective opportunities and benefits, individuals with disabilities may need reasonable accommodations made to practices and procedures.

- **Training:** Peninsula Clean Energy leadership will be required to participate in DEAI learning and development that includes education on how to hire and create an inclusive culture for people with disabilities as well as respond to accommodation requests made by internal and external stakeholders.
- **Accommodation Requests:** Peninsula Clean Energy will respond to internal and external accommodation requests by providing equitable access to staff and the public. For internal requests, Peninsula Clean Energy will ensure reasonable accommodations are made for employees with disabilities so that they are able to perform the essential duties of their jobs without physical or procedural barriers. For external requests, Peninsula Clean Energy will make a good faith effort to address accommodations by removing barriers to ensure stakeholders have access to public participation in Peninsula Clean Energy programs, services, and activities. Accommodation requests may include, access to public meetings, interpretation/translation language services, large print outreach/program materials, closed captioning/live transcriptions, and accessible public facilities.
- **Website:** Peninsula Clean Energy websites must follow and be compliant with Americans with Disability Act (ADA) and Web Content Accessibility Guidelines (WCAG). The websites should be accessible to people with disabilities and audited at least annually to ensure accessibility.

j. Communication & Outreach

Peninsula Clean Energy will utilize an equity lens when developing and distributing communication and outreach materials for programs and projects to improve informational awareness and increase inclusion and accessibility throughout the communities we serve.

Some examples of ensuring equity in Peninsula Clean Energy communications and outreach include, but are not limited to, providing outreach materials in languages needed to reach

target populations, using imagery that mirrors the diversity of the communities we serve, using terminology that is gender neutral and respectful, and providing accommodations for people with disabilities and other accessibility needs.

k. Energy Programs

Peninsula Clean Energy will adopt policies, programs, and practices to achieve energy equity for low-income and disadvantaged households. These groups may include a disproportionate number of households on fixed incomes and people of color as they utilize a larger share of their income on energy bills, straining budgets and putting these households at a heightened risk of utility shutoffs during times of economic hardships.

Peninsula Clean Energy will seek input and gain feedback from a wide and diverse set of community members when developing policies, programs, and practices. Peninsula Clean Energy will also ensure that programs are designed and evaluated through an equity lens to give underserved and underrepresented communities (all rate payers and program participants) equitable access to Peninsula Clean Energy programs.

These efforts will be in compliance with Peninsula Clean Energy's operational policies.

5. Party Responsible for Policy

Every part of the organization is responsible for implementing this policy as described in Section 3a, Roles and Responsibilities. In addition, Peninsula Clean Energy will establish a staff-led DEAI Council that will be responsible for operationally implementing this policy throughout the organization.

6. Policy Administration

a. Monitor and Measure

The DEAI Council will monitor and measure all DEAI commitments and initiatives through the DEAI Action Plan and will be responsible for identifying areas of progress and areas needing improvement.

The DEAI Council will also oversee the implementation of the DEAI initiatives and report progress to the Peninsula Clean Energy Board of Directors and leadership team on a semi-annual basis.

b. Implementation

All employees are expected to understand and share the responsibility of upholding the Peninsula Clean Energy DEAI Policy. If an employee or community stakeholder notes that a

section of the policy is not being upheld, they should bring it to the attention of Peninsula Clean Energy's Human Resources Director or one of the members of the DEAI Council. After review by the Human Resources Director or a member of the DEAI Council, concerns will be brought to the attention of Peninsula Clean Energy executive leadership and appropriate action will be taken.

c. Policy Review

The Peninsula Clean Energy DEAI Council will be responsible for performing an annual review of the DEAI Policy and modifying and updating the document if there are any major changes needed. The DEAI Council will present proposed updates to executive leadership and the Board of Directors for their approval.

7. Communication of Policy

The Peninsula Clean Energy DEAI Policy will be posted and available on the Peninsula Clean Energy public website.

Appendix B: Policy #9 Ethical Vendor Standards



Adopted Date: November 17, 2016

Policy: Peninsula Clean Energy is committed to the highest standards of responsible behavior and integrity in all of its business relationships. Peninsula Clean Energy will consider a company's business practices, environmental track record, and commitment to sustainability in its procurement decisions.

Appendix C: Policy #10 Inclusive and Sustainable Workforce Policy



Adopted Date: December 15, 2016 **Revised:** October 25, 2018

Policy: One of Peninsula Clean Energy's strategic goals is to “foster a work environment that espouses sustainable business practices and cultivates a culture of innovation, diversity, transparency, integrity, and commitment to the organization’s mission and the communities it serves.” Peninsula Clean Energy recognizes that an inclusive and sustainable workforce helps Peninsula Clean Energy meet its core mission and goals more effectively, serve its customers in a more culturally sensitive manner, and reflect the businesses we partner with and the community we serve more comprehensively. Peninsula Clean Energy strives to have a workforce that is as inclusive as the community it serves.

Inclusive Workforce

Peninsula Clean Energy Staff

Peninsula Clean Energy relies on its employees to provide clean, cost-effective, alternative energy to its customers. These customers live in diverse communities, and an inclusive workforce comprised of staff who reflect and are invested in these communities allows Peninsula Clean Energy to serve them more effectively. An inclusive staff also provides good jobs for people from diverse communities.

To help maintain and strengthen Peninsula Clean Energy's inclusive staff, Peninsula Clean Energy will:

1. Engage in broad outreach efforts in diverse communities, including disadvantaged and low-income communities, to ensure a diverse pool of candidates for open positions;
2. Provide fair compensation that aligns with regional market indicators for compensation levels for each position;
3. Be transparent about these practices and lessons learned; and
4. Provide contact information for staff who can answer questions about this policy.

Supply Chain

Peninsula Clean Energy's commitment to inclusion also extends to its supply chain. Where and from whom Peninsula Clean Energy purchases goods and services have important consequences for businesses, customers, and their communities. An inclusive supply chain is an important driver for

successful delivery of Peninsula Clean Energy's services to its customers, and of fair and equitable economic development generally.

To help ensure an inclusive supply chain, Peninsula Clean Energy will:

1. Strive to use local businesses and provide fair compensation in the purchase of services and supplies;
2. Proactively seek services from local businesses and from businesses that have been Green Business certified and/or are taking steps to protect the environment;
3. Engage in efforts to reach diverse communities to ensure an inclusive pool of potential suppliers;
4. Collect information from suppliers and contractors on the inclusivity of their workforce;
5. Include questions about supplier inclusivity in requests for proposals (RFPs) for services;
6. Require reporting from developers and large vendors on inclusivity in business ownership and staff;
7. Be transparent about these practices and lessons learned; and
8. Provide contact information for staff who can answer questions about this policy.

Inclusive Business Practices

To fulfill its core mission to provide energy choices to the diverse residents and communities of San Mateo County, Peninsula Clean Energy must ensure that its services and information are accessible to all communities. Accordingly, Peninsula Clean Energy will:

1. Strive to provide information on Peninsula Clean Energy's services in the multiple languages commonly spoken in Peninsula Clean Energy's service area (including mailers, tabling materials, customer service, call center, workshops and outreach events, advertisements, and other means of customer engagement);
2. Conduct marketing and outreach in diverse communities (including advertising in minority-owned media, establishing partnerships with community organizations, and using various media, such as radio and television) to increase awareness of Peninsula Clean Energy's services and programs;
3. Strive to attend important multi-cultural community events with multi-lingual materials and speakers;
4. Share information about activities and initiatives that promote inclusion, access, and diverse engagement in the community.

Non-Discrimination Pledge

Peninsula Clean Energy will not discriminate, and will require that its suppliers do not discriminate, on the basis of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

Sustainable Workforce

Support of local businesses, union labor and apprenticeship and pre-apprenticeship programs that create employment opportunities are important components of building and sustaining healthy and sustainable communities. It is in the interest of Peninsula Clean Energy in San Mateo County (Peninsula Clean Energy) to provide fair compensation and sustainable workforce opportunities within a framework of competitive service and the promotion of renewable energy, energy efficiency and greenhouse gas reduction.

Peninsula Clean Energy Recognizes the importance of locally-generated renewable energy in assuring that California is provided with (1) adequate supplies of renewable energy for economic growth, (2) sustained local job opportunities and job creation, and (3) effective means to reduce the impacts of greenhouse gas emissions. Peninsula Clean Energy also recognizes the opportunities that energy efficiency programs provide for local workforce training and employment.

Peninsula Clean Energy supports fair compensation in direct hiring, renewable development projects, energy efficiency programs and in procurement of Peninsula Clean Energy services and supplies. Peninsula Clean Energy also supports quality State of California approved apprenticeship and pre-apprenticeship training programs in construction craft occupations to foster long-term, fairly compensated employment opportunities for program graduates and believes that local apprenticeship and pre-apprenticeship programs are an efficient vehicle for delivering quality training in construction industry craft occupations.

Peninsula Clean Energy therefore desires to facilitate and accomplish the following objectives:

1. Support for and direct use of local businesses;
2. Support for and direct use of union members from multiple trades;
3. Support for and use of training and State of California approved apprenticeship programs, and pre-apprenticeship programs from within Peninsula Clean Energy's service territory; and
4. Support for and direct use of green and sustainable businesses

“Local” is defined as 1.) San Mateo County; 2.) Nine Bay Area Counties (Alameda, Contra Costa, Marin, Napa, San Mateo, San Francisco, Santa Clara, Solano, Sonoma); 3.) Northern California; 4.) California. Preference will be give first to San Mateo County; second, to the Nine Bay Area Counties; third, to Northern California; fourth, to California.

Peninsula Clean Energy will support the objectives stated above in the following ways:

Peninsula Clean Energy Power Purchase Agreements with Third Parties

Peninsula Clean Energy shall collect information from respondents to any bidding and/or RFP/RFQ process regarding past, current and/or planned efforts by project developers and their contractors to:

- Employ workers and use businesses from the Peninsula Clean Energy service territory.
- Employ properly licensed (A, B, C10, C7, C46) contractors and California Certified electricians.
- Utilize multi-trade project labor agreements on the proposed project or any prior project developments.
- Utilize local apprentices, particularly graduates of local pre-apprenticeship programs.
- Pay workers the correct prevailing wage rates for each craft, classification and type of work performed.
- Display a poster at jobsites informing workers of prevailing wage requirements.
- Provide workers compensation coverage to on-site workers.
- Support and use State of California approved apprenticeship programs.

Relevant information submitted by proposers will be used to evaluate potential workforce impacts of proposed projects with the goal of promoting fair compensation, fair worker treatment, multi-trade collaboration, and support of the existing wage base in local communities where contracted projects will be located.

Peninsula Clean Energy Owned Generation Projects

Any Peninsula Clean Energy-owned renewable development project shall use local businesses, union labor, and apprenticeship programs through multi-trade agreements and/or through multiple agreements for work. Each construction contractor or subcontractor performing work on any Peninsula Clean Energy-owned project shall use a combination of local labor, union labor and apprenticeship programs, and shall follow fair compensation practices including proper assignment of work to crafts that traditionally perform the work. For each renewable energy project, Peninsula Clean Energy or its construction contractor shall require of its regular workforce that at least 50% of all “journey level” employees shall be graduates of a State of California approved apprenticeship program and at least 20% shall be enrolled and participating in a local State of California approved apprenticeship program. Apprenticeship programs must be approved by the State Department of Apprenticeship Standards.

Peninsula Clean Energy Feed-In Tariff Price Projects

Peninsula Clean Energy shall use best efforts to ensure each construction contractor or subcontractor performing work on any Peninsula Clean Energy Feed-in Tariff project utilize local businesses, union labor, multi-trade agreement, apprenticeship programs, and fair compensation practices including proper assignment of work to crafts that traditionally perform the work.

Peninsula Clean Energy Energy Efficiency Projects

Peninsula Clean Energy shall use best efforts to support local businesses, union labor, and local apprenticeship programs in the implementation of its energy efficiency programs. Peninsula Clean Energy shall use best efforts to ensure each construction contractor or subcontractor performing work on any Peninsula Clean Energy energy efficiency program utilize local businesses, union labor, local

apprenticeship, and fair compensation practices in program implementation including proper assignment of work to crafts that traditionally perform the work.