



Serving the San Mateo County Community

February 26, 2021

Via Electronic Mail

Rachel Peterson
Executive Director
California Public Utilities Commission
505 Van Ness Avenue
San Francisco, California 94102

Subject: **Peninsula Clean Energy Authority General Order 156 Compliance Filing – 2020 Annual Report and 2021 Annual Plan**

Dear Ms. Peterson,

Pursuant to Senate Bill (SB) 255 and General Order (GO) 156, Sections 9 and 10, Peninsula Clean Energy Authority submits its 2020 Annual Report on its procurement from women, minority, disabled veteran, and lesbian, gay, bisexual, transgender business enterprises (WMDVLGBTBE) and 2021 Annual Plan.

Any requests regarding this report can be directed to the following:

Email: jwaen@peninsulacleanenergy.com

Regular Mail: Attn: Jeremy Waen
Peninsula Clean Energy
2075 Woodside Road
Redwood City, CA 94061

Respectfully submitted,

A handwritten signature in black ink that reads "Janis C. Pepper".

Janis Pepper, CEO
Peninsula Clean Energy Authority

CC: Stephanie Green
Program and Project Supervisor
California Public Utilities Commission
505 Van Ness Avenue
San Francisco, California 94102



2020 Annual Report on Women, Minority, Disabled
Veteran, and LGBT Business Entities Procurement
Activities and 2021 Annual Plan

Table of Contents

Overview	2
Introduction	2
2020 Annual Report	4
9.1.1 <i>Description of WMDVLGBTBE Program Activities During the Previous Calendar Year.....</i>	4
Internal Program Activities	4
External Program Activities	4
9.1.2 <i>WMDVLGBTBE Annual Results by Ethnicity</i>	6
9.1.2 <i>WMDVLGBTBE Direct Procurement by Product and Service Categories.....</i>	7
9.1.2 <i>WMDVLGBTBE Subcontractor Procurement by Product and Service Categories</i>	8
9.1.2 <i>WMDVLGBTBE Procurement by Standard Industrial Categories</i>	9
9.1.2 <i>Number of WMDVLGBTBE Suppliers and Revenue Reported to the Clearinghouse</i>	10
9.1.2 <i>Description of Number of WMDVLGBTBE Suppliers with California Majority Workforce</i>	10
9.1.3 <i>WMDVLGBTBE Program Expenses</i>	11
9.1.4 <i>Description of Progress in Meeting or Exceeding Set Goals and WMDVLGBTBE Results and Goals</i>	11
9.1.5 <i>Description of Prime Contractor Utilization of WMDVLGBTBE Subcontractors.....</i>	12
9.1.5 <i>Summary of Prime Contractor Utilization of WMDVLGBTBE Subcontractors.....</i>	12
9.1.6 <i>A List of WMDVLGBTBE Complaints Received and Current Status</i>	13
9.1.7 <i>Description of Efforts to Recruit WMDVLGBTBE Suppliers in Low Utilization Categories</i>	13
9.1.11 <i>WMDVLGBTBE Fuel Procurement</i>	13
2021 Annual Plan	14
10.1.1 <i>WMDVLGBTBE Annual Short, Mid, and Long-Term Goals</i>	14
10.1.2 <i>Description of WMDVLGBTBE Planned Program Activities for the Next Calendar Year</i>	14
Internal Program Activities	14
External Program Activities	14
10.1.3 <i>Plans for Recruiting WMDVLGBTBE Suppliers in Low Utilization Areas.....</i>	15
10.1.4 <i>Plans for Recruiting WMDVLGBTBE Suppliers Where Unavailable.....</i>	15
10.1.5 <i>Plans for Encouraging Prime Contractors to Subcontract WMDVLGBTBE Suppliers</i>	15
10.1.6 <i>Plans for Complying with WMDVLGBTBE Program Guidelines.....</i>	16
Appendix A: Policy #9 Ethical Vendor Standards.....	17
Appendix B: Policy #10 Inclusive and Sustainable Workforce Policy.....	18

Overview

In compliance with Senate Bill (SB) 255 and General Order (GO) 156, Sections 9 and 10, Peninsula Clean Energy Authority (“PCE”) submits its first Annual Report and Annual Plan for the California Public Utilities Commission’s Supplier Diversity Program. This 2020 Annual Report details PCE’s spend with GO 156 certified women, minority, disabled veteran, and lesbian, gay, bisexual, transgender business enterprises (“WMDVLGBTBE”) and other supplier diversity initiatives during the period January 1, 2020 to December 31, 2020. The 2021 Annual Plan describes our ongoing and future efforts as we continue to build our program during the period January 1, 2021 to December 31, 2021.

Introduction

Peninsula Clean Energy is a Community Choice Aggregator (“CCA”) and the official electricity provider for San Mateo County. Founded in 2016 by unanimous approval of the 20 cities and towns of San Mateo County with a mission to reduce greenhouse gas emissions in the county, PCE is a joint powers authority that serves 295,000 customers by providing more than 3,500 gigawatt hours annually of electricity that is 100% GHG free and at lower cost than PG&E. As a community-led, not-for-profit public agency, PCE makes significant investments in our communities to expand access to sustainable and affordable energy solutions.

PCE is committed to providing economic benefits to the communities that we serve. Through our pricing policies that from our inception have maintained a 5% discount from the electric generation rates established by PG&E, we have saved San Mateo County customers an estimated \$18 million a year. In 2020, to address impacts of COVID-19, we provided an additional \$3.6 million via \$100 bill credits to our 36,000 low-income customers. In addition, we invest our earnings into programs that help reduce carbon emissions, support local jobs, and deliver further savings and benefits to our communities. In developing these community programs, equity is a key focus area. For example, PCE has had a used electric vehicle program in place since 2019 where income-qualified San Mateo County residents (those making 400% of the Federal Poverty Level or less) can receive an incentive up to \$4,000 towards the purchase of a used electric vehicle coupled with low interest loans and financial literacy training through collaboration with a community-based organization. Other programs that are currently in development include a low-income home upgrade and electrification program that offers up to \$8,000 for home repairs, energy efficiency, and electrification measures and an electric bicycle rebate program that will provide approximately 300 rebates of up to \$800 to residents with low to moderate incomes.

While PCE makes efforts to create a suite of customer-facing programs that allow our customers to benefit from and participate in the clean energy transition, we were in the early stages of developing our supplier diversity program in 2020 and were not subject to GO 156 reporting requirements until this year. Increasing procurement from small, local, and diverse business enterprises aligns with our organization’s goals, and as we

build our supplier diversity program, it is worth noting certain special considerations that we must include. As government entities, CCAs are subject to Proposition 209 and cannot give preferential treatment based on race, sex, color, ethnicity, or national origin in hiring or contracting. The Supplier Clearinghouse database of GO 156 certified suppliers places an emphasis on race and gender. As a public agency and consistent with state law, PCE does not use information, if it is provided, from bidders and contractors regarding their GO 156 certification status when making procurement decisions.

In addition to the constraints presented by Proposition 209 compliance, PCE faces supplier diversity challenges associated with the electricity sector in general. As noted in the *CPUC Report to the Legislature on Utilities' Year 2019 WMDVLGBTBE Procurement*, it is difficult for diverse suppliers to be competitive with large electric generators, with strong credit and financed by large investment firms and banks, in electricity markets. With approximately 90% of our procurement spend in electric procurement, it is challenging for PCE to have a substantial percentage of our procurement spend go to women, minority, disabled veteran, and LGBT business enterprises. With these limitations in mind, PCE recognizes the importance of increasing procurement from our small, local, and diverse businesses. In 2020, we supported our small and local business community in ways that are not fully captured by GO 156 metrics and will elaborate on our positive impacts in this Annual Report. For calendar year 2021, we plan to continue to build our supplier diversity and inclusion program and will describe those ongoing efforts in our 2021 Annual Plan.

2020 Annual Report

9.1.1 Description of WMDVLGBTBE Program Activities During the Previous Calendar Year

Internal Program Activities

In the first quarter of calendar year 2020, PCE underwent a strategic planning process to create an organizational-wide strategic plan for years 2020-2025. One of our strategic goals over the next five years is to *Ensure organizational excellence by adhering to sustainable business practices and fostering a workplace culture of innovation, diversity, transparency, and integrity*. In order to achieve this goal, PCE has identified opportunities for growth within our organization regarding the implementation of vendor policies that embrace diversity and inclusion. Updating and developing implementation plans for our Policy #9 - *Ethical Vendor Standards* and Policy #10 - *Inclusive and Sustainable Workforce Policy* were tasks identified during the strategic planning process in 2020. The full text of Policies #9 and #10 are included as Appendices A and B of this report.

As stated above, PCE was not required to submit a GO 156 annual report and annual plan until this year. In 2020, PCE staff were focused on determining our reporting obligations under SB 255 and GO 156 and attended the following workshops/meetings:

- CPUC Workshop on SB 255 with CCAs on February 26, 2020 from 2-4:30pm
- CalCCA GO 156 (SB 255) Implementation and Compliance Internal Workshop on December 1, 2020 from 1-3:30pm
- CPUC GO 156 Supplier Diversity CCA Follow-up Reporting Meeting December 16, 2020 from 2-3:30pm

External Program Activities

In 2020, PCE recognized the hardship that our small business community faced due to COVID-19. In August 2020, the PCE Board of Directors approved up to \$1.5 million in direct relief to our small business customers in the form of on-bill credits on the electric generation portion of their utility bill. For the purpose of this relief assistance, small businesses were classified as customers with small commercial (A1/B1 or A6/B6) service who have a total of 2 or fewer accounts and where their second account is not a large electric service. Qualified small businesses received notification in the mail that they were eligible and were asked to complete an online form to claim their \$250 credit. This initiative thus far resulted in \$438,750 in direct relief to small businesses in San Mateo County in 2020. In addition to these credits, the PCE Board of Directors approved a \$50,000 donation to the San Mateo Credit Union (SMCU) Community Fund that was earmarked specifically for small business support via the Renaissance Entrepreneurship Center (REC) in East Palo Alto.

PCE has incurred additional spending to small businesses that are not classified as Other 8(a) in the Supplier Clearinghouse and therefore were not counted as diverse spend in Section 9.1.2 of this report. This includes \$207,703 of direct spend to small and micro businesses certified by the CA Department of General Services.

PCE has an additional \$140,425 of direct spend to women and/or minority owned businesses that are not currently GO 156 certified and were not captured in Section 9.1.2. PCE's future outreach efforts to provide assistance to these suppliers who are not certified but may qualify for certification are described in Section 10.1.2.

PCE was a member of the following chambers of commerce in our community in 2020:

- Belmont Chamber of Commerce
- Brisbane Chamber of Commerce
- Burlingame Chamber of Commerce
- Daly City/Colma Chamber of Commerce
- Foster City Chamber of Commerce
- Half Moon Bay Chamber of Commerce
- Menlo Park Chamber of Commerce
- Millbrae Chamber of Commerce
- Pacifica Chamber of Commerce
- Redwood City Chamber of Commerce (merged with San Carlos Chamber of Commerce)
- San Bruno Chamber of Commerce
- San Mateo Chamber of Commerce
- South San Francisco Chamber of Commerce

9.1.2 WMDVLGBTBE Annual Results by Ethnicity

In compliance with Proposition 209, PCE does not require our bidders or contractors to report their GO 156 certification status. In order to identify spend to GO 156 certified suppliers in the below table, PCE cross referenced all vendors that we made payments to in 2020 with the Supplier Clearinghouse database. Certified suppliers were then further classified by type of certification (i.e., WBE, MBE, LGBTBE, DVBE, or other 8(a)) and ethnicity. Net Procurement in this table includes Power Procurement spend which makes up approximately 90% of our total procurement expenditures.

Peninsula Clean Energy Authority		2020 Report		G.O. #156 Sec. 9.1.2		
WMDVLGBTBE Annual Results by Ethnicity						
		2020 Report				
		Direct	Sub	Total \$	%	
1	Minority Male	Asian Pacific American	\$21,222	\$0	\$21,222	0.01%
2		African American	\$0	\$0	\$0	0.00%
3		Hispanic American	\$185,490	\$0	\$185,490	0.07%
4		Native American	\$0	\$0	\$0	0.00%
5		Total Minority Male	\$206,712	\$0	\$206,712	0.08%
6	Minority Female	Asian Pacific American	\$0	\$0	\$0	0.00%
7		African American	\$0	\$0	\$0	0.00%
8		Hispanic American	\$0	\$0	\$0	0.00%
9		Native American	\$0	\$0	\$0	0.00%
10		Total Minority Female	\$0	\$0	\$0	0.00%
11	Total Minority Business Enterprise (MBE)		\$206,712	\$0	\$206,712	0.08%
12	Women Business Enterprise (WBE)		\$53,756	\$0	\$53,756	0.02%
13	Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)		\$0	\$0	\$0	0.00%
14	Disabled Veteran Business Enterprise (DVBE)		\$0	\$0	\$0	0.00%
15	Other 8(a)*		\$0	\$0	\$0	0.00%
16	TOTAL WMDVLGBTBE		\$260,468	\$0	\$260,468	0.10%
17	Net Procurement**		\$260,421,515			
NOTE: * FIRMS CLASSIFIED AS 8(a) OF SMALL BUSINESS ADMINISTRATION INCLUDES NON-WMDVLGBTBE						
** NET PROCUREMENT INCLUDES PURCHASE ORDER, NON-PURCHASE ORDER, AND CREDIT CARD DOLLARS						
Direct - DIRECT PROCUREMENT						
Sub - SUBCONTRACTOR PROCUREMENT						
% - PERCENTAGE OF NET PROCUREMENT						

9.1.2 WMDVLGBTBE Direct Procurement by Product and Service Categories

Direct spend to GO 156 certified suppliers identified in table 9.1.2 *WMDVLGBTBE Annual Results by Ethnicity* were further categorized by “Product or Service” in the below table. PCE does not track total procurement spend by “Product or Service.” Percentages in the “Products” and “Services” columns in the below table are GO 156 certified spend in that category as a percentage of Net Procurement.

Peninsula Clean Energy Authority		2020 Report				G.O. #156 Sec. 9.1.2			
WMDVLGBTBE Direct Procurement by Product and Service Categories									
				Products		Services		Total	
				\$	%	\$	%	\$	%
1	Minority Male	Asian Pacific American	Direct	\$13,232	0.01%	\$7,990	0.00%	\$21,222	0.01%
2		African American	Direct	\$0	0.00%	\$0	0.00%	\$0	0.00%
3		Hispanic American	Direct	\$0	0.00%	\$185,490	0.07%	\$185,490	0.07%
4		Native American	Direct	\$0	0.00%	\$0	0.00%	\$0	0.00%
5		Total Minority Male	Direct	\$13,232	0.01%	\$193,480	0.07%	\$206,712	0.08%
6	Minority Female	Asian Pacific American	Direct	\$0	0.00%	\$0	0.00%	\$0	0.00%
7		African American	Direct	\$0	0.00%	\$0	0.00%	\$0	0.00%
8		Hispanic American	Direct	\$0	0.00%	\$0	0.00%	\$0	0.00%
9		Native American	Direct	\$0	0.00%	\$0	0.00%	\$0	0.00%
10		Total Minority Female	Direct	\$0	0.00%	\$0	0.00%	\$0	0.00%
11	Total Minority Business Enterprise (MBE)		Direct	\$13,232	0.01%	\$193,480	0.07%	\$206,712	0.08%
12	Women Business Enterprise (WBE)		Direct	\$0	0.00%	\$53,756	0.02%	\$53,756	0.02%
13	Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)		Direct	\$0	0.00%	\$0	0.00%	\$0	0.00%
14	Disabled Veteran Business Enterprise (DVBE)		Direct	\$0	0.00%	\$0	0.00%	\$0	0.00%
15	Other 8(a)*		Direct	\$0	0.00%	\$0	0.00%	\$0	0.00%
16	TOTAL WMDVLGBTBE		Direct	\$13,232	0.01%	\$247,237	0.09%	\$260,468	0.10%
17	Total Product Procurement			\$0					
18	Total Service Procurement			\$0					
19	Net Procurement**			\$260,421,515					
20	Total Number of WMDVLGBTBEs that Received Direct Spend			5					

NOTE: * FIRMS CLASSIFIED AS 8(a) OF SMALL BUSINESS ADMINISTRATION INCLUDES NON-WMDVLGBTBE
 ** NET PROCUREMENT INCLUDES PURCHASE ORDER, NON-PURCHASE ORDER, AND CREDIT CARD DOLLARS
 Direct - DIRECT PROCUREMENT
 Sub - SUBCONTRACTOR PROCUREMENT
 % - PERCENTAGE OF NET PROCUREMENT

9.1.2 WMDVLGBTBE Subcontractor Procurement by Product and Service Categories

PCE does not track total procurement spend by “Product or Service.” PCE did not track subcontractor spend to WMDVLGBTBE suppliers in calendar year 2020. In building our supplier diversity program, we seek to create a tracking system for spend to WMDVLGBTBE subcontractors.

Peninsula Clean Energy Authority		2020 Report			G.O. #156 Sec. 9.1.2				
WMDVLGBTBE Subcontractor Procurement by Product and Service Categories									
				Products		Services		Total	
				\$	%	\$	%	\$	%
1	Minority Male	Asian Pacific American	Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
2		African American	Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
3		Hispanic American	Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
4		Native American	Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
5		Total Minority Male	Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
6	Minority Female	Asian Pacific American	Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
7		African American	Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
8		Hispanic American	Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
9		Native American	Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
10		Total Minority Female	Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
11	Total Minority Business Enterprise (MBE)		Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
12	Women Business Enterprise (WBE)		Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
13	Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)		Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
14	Disabled Veteran Business Enterprise (DVBE)		Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
15	Other 8(a)*		Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
16	TOTAL WMDVLGBTBE		Sub	\$0	0.00%	\$0	0.00%	\$0	0.00%
17	Total Product Procurement			\$0					
18	Total Service Procurement			\$0					
19	Net Procurement**			\$260,421,515					

NOTE: * FIRMS CLASSIFIED AS 8(a) OF SMALL BUSINESS ADMINISTRATION INCLUDES NON-WMDVLGBTBE
 ** NET PROCUREMENT INCLUDES PURCHASE ORDER, NON-PURCHASE ORDER, AND CREDIT CARD DOLLARS
 Direct - DIRECT PROCUREMENT
 Sub - SUBCONTRACTOR PROCUREMENT
 % - PERCENTAGE OF NET PROCUREMENT

9.1.2 WMDVLGBTBE Procurement by Standard Industrial Categories

PCE does not track total procurement spend by “Product or Service” or by “Standard Industrial Categories” (SIC). WMDVLGBTBE Procurement dollars were categorized according to the Standard Industrial Categories (SIC) associated with the suppliers in the Supplier Clearinghouse database. Percentages in the below table are spend to WMDVLGBTBE in identified SIC as a percentage of Net Procurement.

Peninsula Clean Energy Authority		2020 Report								G. O. #156 Sec 9.1.2					
WMDVLGBTBE Procurement by Standard Industrial Categories															
SIC Category	Asian Pacific American		African American		Hispanic American		Native American		Minority Business Enterprise (MBE)	Women Business Enterprise (WBE)	Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)	Disabled Veterans Business Enterprise (DVBE)	Other 8(a)**	Total WMDVLGBTBE	Total Dollars
	Male	Female	Male	Female	Male	Female	Male	Female							
2542	\$									\$1,845				\$1,845	
	%									0.0%				0.0%	
8712	\$									\$30,000				\$30,000	
	%									0.0%				0.0%	
8748	\$									\$21,911				\$21,911	
	%									0.0%				0.0%	
2752	\$					\$185,490				\$185,490				\$185,490	
	%					0.1%				0.1%				0.1%	
5045	\$	\$21,222								\$21,222				\$21,222	
	%	0.0%								0.0%				0.0%	
	\$														
	%														
	\$														
	%														
	\$														
	%														
	\$														
	%														
TOTAL	\$	\$21,222				\$185,490				\$206,712	\$53,756			\$260,468	
	%	0.01%				0.07%				0.08%	0.02%			0.10%	

Total Product Procurement	\$0
Total Service Procurement	\$0
Net Procurement***	\$260,421,515

NOTE: *FIRMS WITH MULT MINORITY OWNERSHIP STATUS
 **FIRMS CLASSIFIED AS 8(a) OF SMALL BUSINESS ADMINISTRATION INCLUDES NON-WMDVLGBTBE
 ***NET PROCUREMENT INCLUDES PURCHASE ORDER, NON-PURCHASE ORDER, AND CREDIT CARD DOLLARS
 TOTAL DOLLARS - TOTAL PROCUREMENT DOLLAR AMOUNT IN THE SPECIFIC SIC CATEGORY
 % - PERCENTAGE OF TOTAL DOLLARS

9.1.2 Number of WMDVLGBTBE Suppliers and Revenue Reported to the Clearinghouse

Data in the “Data on Number of Suppliers — Utility-Specific 2020 Summary” section of the below table were found from publicly available information on our WMDVLGBTBE suppliers. Payment data in the “Utility-Specific 2020 Summary” are PCE’s spend to these suppliers. Revenue Reported to CHS was not readily available.

Peninsula Clean Energy Authority			2020 Report				G. O. #156 Sec 9.1.2 (D.11-05-019 & D.06-11-028)						
Number of WMDVLGBTBE Suppliers and Revenue Reported to the Clearinghouse													
Data on Number of Suppliers													
Revenue Reported to CHS							Utility-Specific 2020 Summary						
# WMDVLGBTBEs	MBE	WBE	LGBTBE	DVBE	Other 8(a)*	Grand Total	MBE	WBE	LGBTBE	DVBE	Other 8(a)*	Grand Total	
Under \$1 million							1	1				2	
Under \$5 million								2				2	
Under \$10 million							1					1	
Above \$10 million							2	3				5	
TOTAL													
Revenue and Payment Data													
Revenue Reported to CHS							Utility-Specific 2020 Summary						
WMDVLGBTBE \$M	MBE	WBE	LGBTBE	DVBE	Other 8(a)*	Grand Total	MBE	WBE	LGBTBE	DVBE	Other 8(a)*	Grand Total	
Under \$1 million													
Under \$5 million							\$ 185,490	\$ 21,911				\$ 207,401	
Under \$10 million								\$ 31,845				\$ 31,845	
Above \$10 million							\$ 21,222					\$ 21,222	
TOTAL							\$ 206,712	\$ 53,756				\$ 260,468	
NOTE: * FIRMS CLASSIFIED AS 8(a) OF SMALL BUSINESS ADMINISTRATION INCLUDES NON-WMDVLGBTBE													
CHS: SUPPLIER CLEARINGHOUSE													

9.1.2 Description of Number of WMDVLGBTBE Suppliers with California Majority Workforce

PCE reports 4 out of 5 of our WMDVLGBTBE suppliers with CA Majority Workforce.

9.1.5 Description of Prime Contractor Utilization of WMDVLGBTBE Subcontractors

PCE did not track subcontractor spend to WMDVLGBTBE suppliers in calendar year 2020. In developing our supplier diversity program, we seek to create a tracking system for spend to WMDVLGBTBE subcontractors.

9.1.5 Summary of Prime Contractor Utilization of WMDVLGBTBE Subcontractors

PCE did not track subcontractor spend to WMDVLGBTBE suppliers in calendar year 2020, therefore the values in the “Subcontracting \$” and “Subcontracting %” rows in the below table are reported as zeroes. Values in the “Direct \$” row reflect PCE’s direct spend to WMDVLGBTBE suppliers identified in the Supplier Clearinghouse database. As we develop our supplier diversity program, we seek to create a tracking system for spend to certified subcontractors so that this spend can be captured in our GO 156 Annual Reports.

Peninsula Clean Energy Authority			2020 Annual Report			G.O. #156 Sec. 9.1.5		
Summary of Prime Contractor Utilization of WMDVLGBTBE Subcontractors								
	Minority Male	Minority Female	Minority Business Enterprise (MBE)	Women Business Enterprise (WBE)	Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)	Disabled Veterans Business Enterprise (DVBE)	Other 8(a)*	TOTAL WMDVLGBTBE
Direct \$	\$206,712	\$0	\$206,712	\$53,756	\$0	\$0	\$0	\$260,468
Subcontracting \$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total \$	\$206,712	\$0	\$206,712	\$53,756	\$0	\$0	\$0	\$260,468
Direct %	0.08%	0.00%	0.08%	0.02%	0.00%	0.00%	0.00%	0.10%
Subcontracting %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total %	0.08%	0.00%	0.08%	0.02%	0.00%	0.00%	0.00%	0.10%
Net Procurement**	\$260,421,515							
NOTE: *FIRMS CLASSIFIED AS 8(a) OF SMALL BUSINESS ADMINISTRATION INCLUDES NON-WMDVLGBTBE								
**NET PROCUREMENT INCLUDES PURCHASE ORDER, NON-PURCHASE ORDER, AND CREDIT CARD DOLLARS								
% - PERCENTAGE OF NET PROCUREMENT								
Direct - DIRECT PROCUREMENT								
Sub - SUBCONTRACTOR PROCUREMENT								

9.1.6 A List of WMDVLGBTBE Complaints Received and Current Status

PCE has not received any formal complaints and is not aware of any informal complaints from our WMDVLGBTBE suppliers.

9.1.7 Description of Efforts to Recruit WMDVLGBTBE Suppliers in Low Utilization Categories

This section is not applicable to Community Choice Aggregators.

9.1.11 WMDVLGBTBE Fuel Procurement

PCE did not procure fuel from GO 156 certified WMDVLGBTBE in calendar year 2020 and therefore this section is not applicable to PCE. Power Procurement spend is captured in Net Procurement in the tables in Section 9.1.2 and is not reported separately in this section.

2021 Annual Plan

10.1.1 WMDVLGBTBE Annual Short, Mid, and Long-Term Goals

This section is not applicable to Community Choice Aggregators.

10.1.2 Description of WMDVLGBTBE Planned Program Activities for the Next Calendar Year

Internal Program Activities

In 2021, PCE staff will continue to develop our supplier diversity and inclusion program. To bring best practices to bear on PCE's emerging program, PCE will be issuing a request for proposals for a consultant or firm to assist in the development of a supplier diversity and inclusion program that will ensure PCE's supplier network includes small, local and diverse businesses. As part of this effort, updating both PCE's Policy #9 – *Ethical Vendor Standards* and PCE's Policy #10 - *Inclusive and Sustainable Workforce Policy* is anticipated to be necessary and could form the foundation for the ultimate supplier diversity and inclusion policy adopted by our Board of Directors. PCE's Supplier Diversity and Inclusion Program is intended to be further developed to serve the following objectives:

- Align internal PCE policies and internal procedures with PCE's mission and vision
- Update and modify as necessary *Ethical Vendor Standards* and *Inclusive and Sustainable Workforce Policy* to ensure these policies are grounded in good professional practices and proven methods and are aligned with organizational goals.
- Ensure organizational processes are structured to support Board adopted supplier diversity policy
- Develop supplier diversity and inclusion program that will allow PCE to meet regulatory reporting requirements for procurement from small, local, and diverse businesses
- Identify necessary internal resources and processes, tracking and reporting software and other processes/technologies necessary to track and report on supplier diversity and inclusion program to ensure reporting requirements can be met and that internal practice results in meaningful progress towards Board established goals

External Program Activities

The remaining \$49,750 in small business credits from the COVID-19 small business relief initiative described in Section 9.1.1 have been credited in 2021. This initiative was a first step in learning about our small business customers, and in 2021 we seek to

further develop our knowledge of this community and explore possible areas for outreach and collaboration.

PCE plans to maintain its membership status with the local chambers of commerce listed in Section 9.1.1.

Consistent with its Policy #10 *Inclusive and Sustainable Workforce Policy*, PCE 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. As part of the process described in Section 9.1.1 Internal Program Activities and Section 10.1.2 Internal Program Activities, PCE seeks to develop a plan for implementing and tracking its progress in this area.

As noted in Section 9.1.1 External Program Activities, PCE has identified spending to businesses that could self-report as women and/or minority owned but that are not currently GO 156 certified. PCE realizes there is an opportunity for outreach and education to our suppliers who may be eligible for certification. In further developing our supplier diversity program in 2021, PCE is committed to educating our current vendors about the GO 156 Supplier Clearinghouse in case they may be eligible to participate within its framework.

In early 2021, PCE's Citizens Advisory Committee constructed a draft equity statement to bring to the PCE Board of Directors for consideration and adoption. Formed in 2017, the PCE Citizens Advisory Committee consists of 15 community members from PCE's service territory and acts as a liaison to the community, engages in outreach to encourage participation in PCE offerings and programs, and provides feedback on policy and operational objectives. At their January 2021 Board meeting, the PCE Board of Directors accepted this draft equity statement and formed a Board subcommittee to work with the Citizens Advisory Committee and community members to build on the draft equity statement and create a DEAI (Diversity, Equity, Accessibility, and Inclusion) Policy and an action plan for PCE in 2021.

10.1.3 Plans for Recruiting WMDVLGBTBE Suppliers in Low Utilization Areas

This section is not applicable to Community Choice Aggregators.

10.1.4 Plans for Recruiting WMDVLGBTBE Suppliers Where Unavailable

This section is not applicable to Community Choice Aggregators.

10.1.5 Plans for Encouraging Prime Contractors to Subcontract WMDVLGBTBE Suppliers

This section is not applicable to Community Choice Aggregators.

10.1.6 Plans for Complying with WMDVLGBTBE Program Guidelines

This section is not applicable to Community Choice Aggregators.

Appendix A: Policy #9 *Ethical Vendor Standards*



Policy Number: 9

Adopted date: November 17,
2016

Subject: Ethical Vendor Standards

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

Appendix B: Policy #10 *Inclusive and Sustainable Workforce*

Policy



Policy Number: 10

Adopted date: December 15, 2016

Revised: October 25, 2018

Subject: Inclusive and Sustainable Workforce Policy

Policy: One of PCE’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.” PCE recognizes that an inclusive and sustainable workforce helps PCE 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. PCE strives to have a workforce that is as inclusive as the community it serves.

Inclusive Workforce

PCE Staff

PCE 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 PCE to serve them more effectively. An inclusive staff also provides good jobs for people from diverse communities.

To help maintain and strengthen PCE’s inclusive staff, PCE 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

PCE's commitment to inclusion also extends to its supply chain. Where and from whom PCE 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 PCE's services to its customers, and of fair and equitable economic development generally.

To help ensure an inclusive supply chain, PCE 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, PCE must ensure that its services and information are accessible to all communities. Accordingly, PCE will:

1. Strive to provide information on PCE's services in the multiple languages commonly spoken in PCE'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 PCE'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

PCE 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 (PCE) 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.

PCE 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. PCE also recognizes the opportunities that energy efficiency programs provide for local workforce training and employment.

PCE supports fair compensation in direct hiring, renewable development projects, energy efficiency programs and in procurement of PCE services and supplies. PCE 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.

PCE 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 PCE'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.

PCE will support the objectives stated above in the following ways:

PCE Power Purchase Agreements with Third Parties

PCE 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 PCE 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.

PCE Owned Generation Projects

Any PCE-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 PCE-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, PCE 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.

PCE Feed-In Tariff Price Projects

PCE shall use best efforts to ensure each construction contractor or subcontractor performing work on any PCE 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.

PCE Energy Efficiency Projects

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