

GRANTS/CONTINGENT AWARD REQUEST



To: Grants and Loans Office

Date: 11 / 14 / 2011

Project Manager: Miki Crowell Phone Number: (916) 653-0363 ext.  
Office: Special Projects Division: Fuels and Transportation MS- 23  
Project Title: Grant Agreement - City of San Carlos

Type of Request: (check one)

**New Agreement:** (include items A-F from below) Agreement Number: CBG-09-095  
Program: EECBG  
Solicitation Name and/or Number: \_\_\_\_\_  
Legal Name of Recipient: City of San Carlos  
Recipient's Full Mailing Address: 600 Elm Street  
San Carlos, CA 94070  
Recipient's Project Officer: Ray Chan Phone Number: (650) 802-4201 ext.  
Agreement Start Date: 06 / 25 / 10 Agreement End Date: 2 / 3 / 12

**Amendment:** (Check all that apply) Agreement Number: CBG-09-095  
 Term Extension – New End Date: 06 / 14 / 2012  
 Work Statement Revision (include Item A from below)  
 Budget Revision (include Item B from below)  
 Change of Scope (include Items A – F as applicable from below)  
 Other: (Specify)

ITEMS TO ATTACH WITH REQUEST:

- A. Work Statement
- B. Budget
- C. Recipient Resolution, if applicable. (Resolution may be requested in Special Conditions if not currently available.)
- D. Special Conditions, if applicable.
- E. CEQA Compliance Form
- F. Other Documents as applicable
  - Copy of Score Sheets
  - Copy of Pre-Award Correspondence
  - Copy of All Other Relevant Documents

California Environmental Quality Act (CEQA)

CEC finds, based on recipient's documentation in compliance with CEQA:  
 Project exempt: Categorical Exemption, CCR # 15303 NOE filed: NA / /  
 Environmental Document prepared: \_\_\_\_\_ NOD filed: / /  
 Other: Explain  
 CEC has made CEQA finding described in CEC-280, attached

Funding Information:

\*Source #1: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Statute: \_\_\_\_\_ FY: \_\_\_\_\_ Budget List #: \_\_\_\_\_  
\*Source #2: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Statute: \_\_\_\_\_ FY: \_\_\_\_\_ Budget List #: \_\_\_\_\_  
\*Source #3: \_\_\_\_\_ Amount: \$ 0.00 Statute: \_\_\_\_\_ FY: \_\_\_\_\_ Budget List #: \_\_\_\_\_

If federally funded, specify federal agreement number: DE-EE0000905

\* Source Examples include ERPA, PIER-E, PIER-NG, FED, GRDA, ARFVT, OTHER.

Business Meeting Approval: (refer to Business Meeting Schedule)

Proposed Business Meeting Date: 1 / 11 / 2012  Consent  Discussion  
Business Meeting Participant: Miki Crowell Time Needed: (0 minutes)

Agenda Notice Statement: (state purpose in layperson terms)

Possible approval of a  Grant /  Contingent Award to...  
Possible approval of Amendment 1 to Agreement CBG-09-095 with the City of San Carlos for a no-cost time extension from 2/3/2012 to 06/14/2012 to allow more time to complete the City's streetlight and interior light replacement project. The Scope of Work, Budget, and the total grant amount of \$147,059 have not changed. Miki Crowell, 653-0363.



## Purpose of Questionnaire

The Energy Commission's protocol for identifying conflicts of interest, real or perceived, requires staff and consultants involved in the development or management of contracts, grants, and loans (sometimes collectively referred to as "agreements") to complete this questionnaire. Energy Commission staff and consultants must, therefore, complete this questionnaire upon assignment to one or more of the following phases:

- 1) draft part or all of a solicitation,
- 2) review or score a proposal, application, or bid for a contract, grant or loan,
- 3) negotiate, draft, or execute an agreement, or
- 4) manage a contract, grant, or loan.

Completed questionnaires shall be returned to the Contracts Office or the Grants and Loans Office to be filed with the related solicitation and/or agreement. **Any questionnaires containing one or more "yes" responses will be referred to the Chief Counsel's Office for further inquiry and direction before release of the solicitation or final approval of the agreement. No agreement shall be scheduled for a business meeting (or sent to the executive director if business meeting approval is not required) until all persons involved in the phases listed above have completed this questionnaire.**

Staff is also strongly encouraged to consult or complete this questionnaire if they have a question about a potential conflict of interest related to their involvement in other kinds of governmental decisions, e.g., developing regulations, testifying in a siting case, recommending funding allocations, etc. Please be advised that the use of this questionnaire is simply a tool to help public officials, including staff, of the Energy Commission assess whether there is a real or perceived conflict of interest in the making of a contract, grant or loan or any other governmental decisions. All public officials are required to be aware of and avoid conflicts of interest as prohibited by the Political Reform Act at Government Code section 81000 et seq., Government Code section 1090 et seq., and other state and federal laws.

## Section 1. Employee and Solicitation / Agreement Information

<b>Employee Name:</b> Miki Crowell		<b>Date:</b> November 14, 2011
<b>Division:</b> Fuels & Transportation	<b>Office:</b> Special Projects	<b>Job Classification:</b> Associate Energy Specialist
<b>Solicitation/Agreement Name:</b> EECBG - City of San Carlos		<b>Solicitation/Agreement Number:</b> CBG-09-095
<b>Brief Description of Purpose of the Solicitation/Agreement or Other Assignment:</b> No cost time extension from February 3, 2012 to June 14, 2012.		

## Section 2. Phase of Solicitation / Agreement Development

Indicate below the phase of solicitation or agreement development in which you are involved.

<input type="checkbox"/> <b>Phase 1. Drafting of Part or All of a Solicitation</b> Do you know any persons and/or entities likely to bid on the solicitation? <input checked="" type="checkbox"/> <b>No</b> (sign and date the questionnaire and submit to the Contracts Office or Grants and Loans Office) <input type="checkbox"/> <b>Yes</b> (list the persons and/or entities in Section 3 and answer the questions in Section 4)
<input type="checkbox"/> <b>Phase 2. Review and Scoring of Proposals, Applications, or Bids</b> Please complete Section 4 if you have not previously completed it for the solicitation (identified in Section 1). If you previously completed Section 4 for the identified solicitation, have your answers changed? <input checked="" type="checkbox"/> <b>No</b> (sign and date the questionnaire and submit to the Contracts Office or Grants and Loans Office) <input type="checkbox"/> <b>Yes</b> (complete Section 4)



<input type="checkbox"/> <b>Phase 3. Negotiate, Draft, or Execute Agreement</b> Please complete Section 4 if you are assigned to negotiate any terms or conditions of an agreement whether competitively bid or not or if you have not previously completed it for the solicitation identified in Section 1. If you previously completed Section 4 for the identified solicitation, have your answers changed? <input checked="" type="checkbox"/> <b>No</b> (sign and date the questionnaire and submit to the Contracts Office or Grants and Loans Office) <input type="checkbox"/> <b>Yes</b> (complete Section 4)
<input type="checkbox"/> <b>Phase 4. Contract Management</b> Please complete Section 4 if you have not previously completed it for the solicitation identified in Section 1. If you previously completed Section 4 for the identified solicitation, have your answers changed? <input checked="" type="checkbox"/> <b>No</b> (sign and date the questionnaire and submit to the Contracts Office or Grants and Loans Office) <input type="checkbox"/> <b>Yes</b> (complete Section 4)
<input type="checkbox"/> <b>Other Assignment:</b> (Please Specify)  Please complete Section 4. Sign and date the questionnaire and submit to the Office of Chief Counsel.

## Section 3. Persons and / or Entities

<b>Phase 1 (Solicitation)</b> – <i>To be completed by the employee based on the best of his her knowledge.</i> Likely Bidder(s)/Applicant(s): <b>NA</b>
<b>Phase 2 (Review of Proposals, Applications and / Bids)</b> – <i>To be completed by the Contracts Office or Grants and Loans Office.</i> Bidder(s)/Applicant(s): <b>NA</b>
<b>Phase 3 (Negotiate, Draft, or Execute Agreement)</b> – <i>To be completed by the Contracts Office or Grants and Loans Office.</i> Prime and known Sub-Contractor(s): <b>NA</b> Grantee(s): Borrower(s):
<b>Phase 4 (Manage Agreement)</b> – <i>To be completed by the employee upon assignment to manage all or part of the agreement.</i> Prime and known Subcontractor(s): <b>NA</b> Grantee(s) and known Subgrantee(s): Contractor/Grantee(s)/Borrower(s):

## Section 4. Questions

NOTE: Answer each question below with respect to the persons and entities listed in Section 3.

<b>1.</b> Have you, your spouse, or a dependent member of your family received or been promised income aggregating \$500 or more in value from any person or entity listed in Section 3 in the last 12 months for any work outside the Commission, whether or not related to the proposed agreement? <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> - please identify the person(s) and/or entity(ies)
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2. Have you received or been promised one or more gifts aggregating \$420 or more in value from any person or entity listed in Section 3 in the last 12 months?

**No**  
 **Yes** - *please identify the person(s) and/or entity(ies)*

3. Do you or your spouse have an investment worth \$2,000 or more in any person or entity listed in Section 3? If so, please identify each person and/or entity?

**No**  
 **Yes** - *please identify the person(s) and/or entity(ies)*

4. Whether compensated or uncompensated, do you or your spouse serve as director, officer, partner, trustee, elected official, employee, or member, hold any other position of management in a business entity, nonprofit organization, government agency, planning commission, or other organization listed in Section 3?

**No**  
 **Yes** - *please identify the person(s) and/or entity(ies)*

5. Do you or your spouse have any business affiliation with any person or entity listed in Section 3?

**No** - skip the following questions and please sign and date the form.  
 **Yes** – answer the following questions and please sign and date the form.

a. Do you or your spouse serve on a board that has a contact with any person or entity listed in Section 3?

**No**  
 **Yes**

b. Is any person or entity listed in Section 3 a member of a board on which you or your spouse also serve?

**No**  
 **Yes**

c. Is your spouse a contractor for any person or entity listed in Section 3?

**No**  
 **Yes**

d. Please describe any other affiliation you or your spouse may have, if any, with each each person or entity listed in Section 3:NA

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Reviewing Attorney Signature (required for any form with one or more “yes” responses)**

\_\_\_\_\_  
**Date**

**GRANT/LOAN AMENDMENT**

CEC-140 (Revised 6/11)

CALIFORNIA ENERGY COMMISSION


 Check here if additional pages are attached. \_\_\_\_\_ Pages

AGREEMENT NUMBER:

CBG-09-095

AMENDMENT NUMBER:

1

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME

California Energy Commission

RECIPIENT'S NAME

City of San Carlos

2. The term of this Agreement: From: 6/25/10 To: 6/14/123. The maximum amount of this Agreement after this amendment is: \$ 147,059.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

1. Extend the end term of the agreement from 02/03/12 to 06/14/12.

All other terms and conditions shall remain the same.

## 5. Amendment Amount

Fund Title	Item	Fiscal Year	Chapter	Statute	Amendment Amount
					\$
					\$
					\$
OBJECT CODE	<b>Total</b>				\$ 0.00

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose stated above.

SIGNATURE OF ACCOUNTING OFFICER

DATE

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**RECIPIENT**

RECIPIENT'S NAME (If other than an individual, state whether a corporation, partnership, etc)

City of San Carlos

BY (Authorized Signature)

DATE SIGNED (Do not type)

NAME AND TITLE OF PERSON SIGNING

ADDRESS

600 Elm Street  
San Carlos, CA 94070-3018**STATE OF CALIFORNIA**

AGENCY NAME

California Energy Commission

BY (Authorized Signature)

DATE SIGNED (Do not type)

NAME AND TITLE OF PERSON SIGNING

Mark Hutchison, Deputy Director of Administration

ADDRESS

1516 9th Street, MS-1  
Sacramento, CA 95814

# Memorandum

To: Robert P. Oglesby  
Executive Director

Date : November 14, 2011

Telephone: 653-0363

From : **California Energy Commission**  
1516 Ninth Street  
Sacramento CA 95814-5512

Subject: STAFF RECOMMENDATION TO APPROVE AN AMENDMENT TO THE CITY OF SAN CARLOS'S GRANT AGREEMENT (CBG-09-095) FOR A NO-COST TIME EXTENSION TO JUNE 14, 2012 TO BE CONSIDERED AT THE JANUARY 11<sup>TH</sup> BUSINESS MEETING.

## Summary of Item

On May 12, 2010, the California Energy Commission approved an Energy Efficiency Conservation Block Grant to the City of San Carlos (City) in the amount of \$147,059. The City will replace high pressure sodium street lights with LED and upgrade interior lights.

The City has signed a contract for the street light project, but a contract for the interior light project still needs to be approved by the City Council. Therefore, the city's project manager has requested a no cost time extension.

## Justification for Action Requested

The City is committed to completing their street light and interior light replacement project. The current grant agreement expires February 3, 2012. The City is requesting to extend the grant term end date to June 14, 2012 to give the City more time to complete the project.

## Oral Presentation

Staff will be prepared to discuss this recommendation and to respond to questions regarding the grant.

Robert P. Oglesby  
November 14, 2011  
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Business Meeting Participants

Miki Crowell, Special Projects Office, Fuels and Transportation Division

Commission Action Requested

Approve the grant agreement end term date extension.

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PAT PEREZ, Deputy Director  
Fuels and Transportation Division