

GRANTS/CONTINGENT AWARD REQUEST



To: Grants and Loans Office

Date: 12 / 06 / 11

Project Manager: Shahid Chaudry Phone Number: (916) 654-4858 ext.  
Office: Special Projects Office Division: Fuels and Transportation Div MS- 23  
Project Title: County of Sutter ARRA EECBG CBG-09-131 Energy Efficiency Lighting Retrofit

Type of Request: (check one)

**New Agreement:** (include items A-F from below) Agreement Number: CBG-09-131  
Program: ARRA EECBG  
Solicitation Name and/or Number: \_\_\_\_\_  
Legal Name of Recipient: County of Sutter  
Recipient's Full Mailing Address: 1130 Civic Center Blvd  
Yuba City, CA 95993  
Recipient's Project Officer: Guadalupe Rivera Phone Number: (530) 822-7450 ext.  
Agreement Start Date: 06 / 30 / 2010 Agreement End Date: 06 / 14 / 2012

**Amendment:** (Check all that apply) Agreement Number: CBG-09-131  
 Term Extension – New End Date:  / /  
 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: C-8 List of Projects

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: \_\_\_\_\_ NOE filed:  / /  
 Environmental Document prepared: \_\_\_\_\_ NOD filed:  / /  
 Other: \_\_\_\_\_  
 CEC has made CEQA finding described in CEC-280, attached

Funding Information:

\*Source #1: ARRA Amount: \$ 141,606.00 Statute: \_\_\_\_\_ FY: \_\_\_\_\_ Budget List #: \_\_\_\_\_  
\*Source #2: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Statute: \_\_\_\_\_ FY: \_\_\_\_\_ Budget List #: \_\_\_\_\_  
\*Source #3: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ 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: 02 / 08 / 2012  Consent  Discussion  
Business Meeting Participant: Shahid Chaudry Time Needed: (1 minute)

Agenda Notice Statement: (state purpose in layperson terms)

Possible approval of a  Grant /  Contingent Award to...  
COUNTY OF SUTTER: Possible approval of Amendment No. 1 to Agreement CBG-09-131 with the County of Sutter. The County has received free energy efficiency lights and associated fixtures from the Sierra Nevada Energy Watch Muni Program; and has requested to utilize the cost savings to include LED parking lot lights and expand their LED streetlight retrofits. The grant amount remains unchanged at \$141,606.

Project Manager \_\_\_\_\_ Date \_\_\_\_\_ Office Manager \_\_\_\_\_ Date \_\_\_\_\_ Deputy Director \_\_\_\_\_ Date \_\_\_\_\_

**EXHIBIT A**  
**SCOPE OF WORK**

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**EXHIBIT A**  
**SCOPE OF WORK**

**Task 1 — Attend Kick-Off Meeting**

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement. The Recipient shall attend a “kick-off” meeting with the Commission Project Manager and the Grants Officer. The Recipient shall bring their Project Manager and other relevant staff. The administrative and technical aspects of this Agreement will be discussed at the meeting. Prior to the kick-off meeting, the Commission Project Manager will provide an agenda to all potential meeting participants.

Topics to be discussed at this meeting will include, but are not limited to:

- Terms and Conditions of the Agreement
- Permit Documentation
- Scope of Work
- Project Schedule (including Products and Due Dates)
- Progress Reports
- Final Report
- Use of State Identity Branding Mark Logo
- Prohibition on KEMA Inc. or its subsidiary known as KEMA Services Inc. from performing services as a subcontractor or other lower-tier contractor to achieve the objectives of this Agreement
- Historic Preservation and Consultation Package Requirements

The Commission Project Manager shall designate the date and location of this meeting. This meeting may occur in person, via teleconference call, or other method at the discretion of the Commission Project Manager.

**Products:**

- List of Permits, if applicable (no draft)

**Due Date:** ~~May 21, August 25,~~ 2010

**Task 2 — Identify and Obtain Required Permits**

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Permits must be identified in writing and obtained before the Recipient can incur any costs related to the use of the permits for which the Recipient will request reimbursement.

The Recipient shall prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Project Manager at least 2 working days prior to the kick-off meeting:

1. If there are no permits required at the start of this Agreement, then state such in the letter.
2. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
  - Type(s) of permit(s)
  - Name, address and telephone number of the permitting jurisdictions or lead agencies
  - Schedule the Recipient will follow in applying for and obtaining these permits

The list of permits and the schedule for obtaining them will be discussed at the kick-off meeting and a timetable for submitting the updated list, schedule and the copies of the permits will be developed. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the progress reports.

If during the course of the Agreement additional permits become necessary, then provide the appropriate information on each permit and an updated schedule to the Commission Project Manager.

As permits are obtained, send a copy of each approved permit to the Commission Project Manager.

If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Project Manager within 5 working days.

**Product:** Letter documenting the Permits or stating that no Permits are required (no draft)

**Due Date:** August ~~25,23~~, 2010

**Product:** Updated list of permits as they change during the approved term of the Agreement (no draft)

**Due Date:** As necessary, within 10 days of change

**Product:** A copy of each approved Permit (no draft)

**Due Date:** As necessary, within 10 days of receipt of each permit

### **Task 2a — Submission of Waste Management Plan**

The goal of this task is to submit a Waste Management Plan to the Commission Project Manager prior to the proposed project activities generating any waste. This Waste Management Plan will describe the Recipient's plan to dispose of any sanitary or hazardous waste generated by the proposed project activities. Sanitary and hazardous waste includes, but is not limited to, construction and demolition debris, old light bulbs, fluorescent ballasts and lamps, piping, roofing material, discarded equipment, debris, and asbestos.

The Recipient's Waste Management Plan must comply with all federal, state, and local laws and regulations governing waste disposal.

**Products:** Waste Management Plan (no draft)

**Due Date:** ~~January 31, 2011~~ March 15, 2012

### **Task 2b — Award Subcontract(s) for the Installation of LED Lights**

The goal of this task is to approve a subcontract for the purchase and/or installation of approved materials/equipment as identified in Attachment C-8 of this Agreement. All equipment must adhere to the requirements and specifications set forth in Exhibit 2 of the EECBG funding solicitation (PON-09-001). This project will be carried out in two parts:

- All interior light fixture ballasts and lamps will be obtained from the Sierra Nevada Energy Watch Muni Program without any cost equipment must adhere to the County, and subcontractor will provide installation services; and
- Subcontractor will purchase and install 23 additional street lights and upgrade about 30 existing exterior parking lot lights fixtures to LED lighting at County parking lots.

A listing of the specific materials/equipment purchased AND project activities undertaken pursuant to this subcontract shall be documented in the next monthly progress report submitted under this agreement.

NOTE: The list of materials and equipment identified in Attachment C-8 includes the total possible universe of materials and equipment that the Recipient may purchase with EECBG funds. The Recipient may not purchase any material or equipment that is not on this list. The Recipient may purchase more or less of a certain type of material or equipment than the exact number listed in Attachment C-8, provided that such

modifications are made in accordance with the rules governing changes to the Agreement in the terms and conditions of this Agreement. These restrictions do not apply to materials and equipment which are entirely paid for with cost share funds.

NOTE: The requirement to submit copies of all executed subcontracts applies to all subcontracts for services to achieve the objectives of this Agreement, including subcontracts paid for entirely with cost share funds.

**Products:** Copy of Executed Subcontract (no draft)

**Due Date:** ~~January 31, 2011~~ March 15, 2012

### **Task 2c — Submit Prevailing Wage Rates and Weekly Certified Payrolls**

Within 30 days or less after execution of any subcontract for services under this Agreement the Recipient must submit to the Commission Project Manager a copy of applicable wage determinations for any and all labor and mechanic work to be performed under the subcontract.

The Recipient must also submit to the Energy Commission on a weekly basis a copy of all certified payrolls prepared for all subcontractors and lower tier contractors. The terms and conditions of this Agreement provide the required specifications.

These requirements apply to all subcontracts for services to achieve the objectives of this Agreement, including subcontracts paid for entirely with cost share funds.

**Products:** Copies of Applicable Wage Determinations (no draft)

**Due Date:** Within 30 days or less after execution of any subcontract for services under this Agreement

**Products:** Weekly Certified Payrolls of All Lower Tier Contractors (no draft)

**Due Date:** Weekly for each week in which any Contract work is performed during the term of the Agreement

### **Task 2d — Historic Preservation**

Prior to the expenditure of EECBG Program funds to alter any structure or site, the Recipient is required to comply with the requirements of Section 106 of the National Historic Preservation Act (NHPA). In order to fulfill the requirements of Section 106, the Energy Commission and the Recipient must consult with the California State Historic

Preservation Officer (SHPO), and, if applicable, the Tribal Historic Preservation Officer (THPO), to ensure that proposed projects will have no adverse effects on any historic resources. The Energy Commission has executed a Programmatic Agreement with the SHPO to streamline the Section 106 consultation process. Under the Programmatic Agreement, the Energy Commission will evaluate projects to determine whether such projects are categorically excluded from the SHPO's direct review and consultation.

In order for the Energy Commission to determine whether a given project is categorically excluded from the SHPO's direct review and consultation, the applicant must prepare a Consultation Package for each project proposed under this grant, unless the project obtained SHPO clearance prior to grant approval. The Energy Commission will provide the required specifications for the Consultation Package.

**Products:** Consultation Package

**Due Date:** No later than 30 days after the **execution** of the grant or the identification of the project structure(s) or site(s) to be retrofitted under the grant, whichever is later.

### **Task 3 — Purchase LED Street Lights and Parking Lot LightsEquipment**

The goal of this task is to purchase the approved materials/equipment as listed in the grant as identified in Attachment C-8 of this Agreement. All equipment must adhere to the requirements and specifications set forth in Exhibit 2 of the EECBG funding solicitation (PON-09-001).

The Recipient shall purchase the approved materials/equipment: programmable thermostats that County of Sutter forces will install and noted below in task 4. A listing of the materials/equipment purchased shall be documented in the next monthly progress report submitted under this agreement.

NOTE: The list of materials and equipment identified in Attachment C-8 includes the total possible universe of materials and equipment that the Recipient may purchase with EECBG funds. The Recipient may not purchase any material or equipment that is not on this list. The Recipient may purchase more or less of a certain type of material or equipment than the exact number listed in Attachment C-8, provided that such modifications are made in accordance with the rules governing changes to the Agreement in the terms and conditions of this Agreement. These restrictions do not apply to materials and equipment which are entirely paid for with cost share funds.

**Products:** None

**Due Date:** ~~May 31, 2011~~ April 30, 2012

#### ~~Task 4— Install Equipment/ Install Equipment: Programmable Thermostats~~

~~The goal of this task is to install the purchased equipment purchased in Task 3 above with County of Sutter forces.~~

~~The Recipient shall install the approved equipment at the Airport, 100 Airport Road, Yuba City. A listing of the equipment installed shall be documented in the next monthly progress report submitted under this agreement. As appropriate, photographs should be submitted to the Energy Commission Project Manager to verify that installation has been completed. For very large projects, a sampling of photos may be used to document installation. Recipients shall work with the assigned Energy Commission Project Manager to ensure sufficient verification is provided.~~

~~**Products:**— Photographs of Installed Equipment (no draft)~~

~~**Due Date:**— June 30, 2014~~

#### **Task 5 4— Install Equipment: Indoor Light Fixtures and Ballasts**

The goal of this task is to install the equipment obtained from the Sierra Nevada Energy Watch Muni Program without any cost to the County ~~purchased~~ in Task 2b above at the following locations:

##### Locations:

- Live Oak Library, 10321 Live Oak Boulevard, Live Oak, CA, 95953-2063
- Human Services First Steps, 1251 East Onstott Road, Yuba City, CA, 95991-2439
- Children and Families Commission Office, 1527 Starr Drive, Suite O, Yuba City, CA, 95993
- Human Services Administration Office, 1547 Starr Drive, Suite H, Yuba City, CA, 95993
- Welfare Department Building, 539 Garden Highway, Yuba City, CA, 95991
- Child Support Services Building, 543 Garden Highway, Yuba City, CA 95991
- ~~Sutter Library, 2147 California Street, Sutter, CA, 95982~~
- Sutter Public Works Maintenance Facility, 2560 Pacific Avenue, Trowbridge, CA 95659-9604
- Information Technology Department, 512 2<sup>nd</sup> Street, Yuba City, CA 95991
- Sheriff's Department Detective Offices, 1130 Civic Center Boulevard, Suite D, Yuba City, CA, 95993
- Community Services Planning Division, 1130 Civic Center Boulevard, Suite A, Yuba City, CA, 95993

The Recipient shall ensure that the subcontractor will install the approved equipment. A listing of the equipment installed shall be documented in the next monthly progress report submitted under this agreement. As appropriate, photographs should be

submitted to the Energy Commission Project Manager to verify that installation has been completed. For very large projects, a sampling of photos may be used to document installation. Recipients shall work with the assigned Energy Commission Project Manager to ensure sufficient verification is provided.

**Products:** Photographs of Installed Equipment (no draft)

**Due Date:** ~~April 30, 2012~~ May 31, 2014

**Task ~~3b5~~ 6 — Install ~~Equipment~~: LED Streetlights & Parking Lot Lights**

The goal of this task is to install the purchased equipment in Task 3 above. The County will purchase 23 additional street lights and upgrade approximately 30 existing exterior parking lot lights fixtures to LED lighting at County parking lots. All equipment must adhere to requirements and specifications set forth in Exhibit 2 of the EECBG funding solicitation (PON-09-001).

~~The goal of this task is to install the LED Streetlights purchased in Task 2b above.~~

The Recipient shall install ~~ensure that the subcontractor will install the approved LED streetlights in various locations throughout the approved materials/equipment. County's Urban Area Residential Street Light District and County Consolidated Street Light District.~~ A listing of the materials/equipment installed shall be documented in the next monthly progress report submitted under this agreement. A sampling of photos photographs will be submitted to the Energy Commission Project Manager to verify that installation has been completed. Recipients shall work with the assigned Energy Commission Project Manager to ensure sufficient verification is provided.

**Products:** Copy of awarded contract with contractor; copy of invoice(s) for materials purchased;  
Photographs of Installed Equipment; and  
Copy of Notice of Completion to contractor

**Due Date:** ~~April~~ June 30, ~~2012~~ 2014

**Task ~~64~~ 7 — Monthly Progress Reports**

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Recipient shall prepare progress reports which summarize all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns.

The terms and conditions of this Agreement provide the required specifications.

**Products:** Monthly Progress Reports (no draft)

**Due Date:** By the 3<sup>rd</sup> day of each month during the approved term of this Agreement or until submission of the final report, whichever comes first.~~report.~~

### **Task 78 — Final Report**

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results and conclusions of the work done under this Agreement. The Commission Project Manager will review and approve the Final Report.

A Draft Final Report shall be submitted to the Commission Project Manager no later than the Draft Final Report Due Date. The terms and conditions of this Agreement provide the required specifications.

The Commission Project Manager will review the Draft Final Report. The Recipient will incorporate applicable comments and submit the Final Report (the original and two copies) to the Commission Project Manager for review and approval. Upon receipt of the Final Report, the Commission Project Manager shall ensure that all work has been satisfactorily completed.

The Final Report must be completed on or before the Final Report Due Date.

The Final Report shall be a public document.

**Product:** Draft Final Report

**Due Date:** May 15, 2012~~July 29, 2011~~

**Product:** Final Report

**Due Date:** May 31, 2012~~September 29, 2011~~