

GRANTS/CONTINGENT AWARD REQUEST



To: Grants and Loans Office

Date: January / 28 / 2011

Project Manager: Joji Castillo

Phone Number: (916) 653-6471 ext.

Office: SPO

Division: FTD

MS- 23

Project Title: City of Seaside EECBG

Type of Request: (check one)

Form for New Agreement with fields for Program, Solicitation Name, Recipient Name, Address, Project Officer, and Dates.

Form for Amendment with checkboxes for Term Extension, Work Statement Revision, Budget Revision, Change of Scope, and Other.

ITEMS TO ATTACH WITH REQUEST:

- List of items to attach: A. Work Statement, B. Budget, C. Recipient Resolution, D. Special Conditions, E. CEQA Compliance Form, F. Other Documents.

California Environmental Quality Act (CEQA)

Form for CEQA compliance with checkboxes for CEC finds, project exempt, and CEQA finding.

Funding Information:

Form for funding information with fields for Source #1, #2, and #3, Amount, Statute, FY, and Budget List #.

If federally funded, specify federal agreement number:

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

Business Meeting Approval: (refer to Business Meeting Schedule)

Form for Business Meeting Approval with fields for Date, Participant, and Consent/Time Needed.

Agenda Notice Statement: (state purpose in layperson terms)

Possible approval of a Grant / Contingent Award to... Amendment 2 to Grant Agreement #CBG-09-036 with the City of Seaside for a change in scope.

**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:** August 13, 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 11, 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, 2012

**Task 2b — Award Subcontract**

~~The goal of this task is to approve a subcontract for the purchase and 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-09-004). The goal of this task is to approve one or more subcontracts for the purchase and installation of the streetlight retrofit (Task 3) and building and parking lot lighting retrofit (Task 4). A listing of the specific 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.

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:** February 29, 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 — Install Streetlighting Equipment and Complete Contract**

The goal of this task is to install the purchased equipment described in Task 2b above, consisting of approved ~~induction~~ and LED lighting to replace high pressure sodium

lighting and approved LED signals to replace incandescent signals, throughout the city of Seaside.

The Recipient shall ensure that the subcontractor installs 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:** ~~February 29, 2012~~ May 25, 2012

**Task 4 – Install Interior and Exterior Lighting Equipment and Controls and Complete Contract**

The goal of this task is to install the purchased equipment described in Task 2b above, at the following locations:

- a. City Hall – 440 Harcourt Ave, Seaside, CA 9355 – interior and exterior lighting retrofits.
- b. Police Station - 440 Harcourt Ave, Seaside, CA 93955 – interior and exterior lighting retrofits and controls, exit sign retrofits.
- c. Fire Station - 1635 Broadway, Seaside, CA 93955 – interior and exterior lighting retrofits and controls
- d. Odelymyer Community Center - 986 Hilby Ave, Seaside, CA 93955 – exterior lighting retrofits
- e. Seaside Community Center – 220 Coe Ave, Seaside, CA 93955 – exterior lighting retrofits and controls.
- f. Teen Center – 1136 Wheeler St, Seaside, CA 93955 – exterior lighting retrofits and controls.
- g. Patullo Swim Center - 1148 Wheeler, Seaside, CA 93955 – exterior lighting retrofits and controls.

The Recipient shall ensure that the subcontractor installs 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:** May 25, 2012

#### **Task 4-5 — 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 until submission of the final report.

#### **Task 5-6 — 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 31, 2012

**Product:** Final Report

**Due Date:** June 4, 2012

Deleted:

STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: City of Seaside

**RESOLVED**, that the State Energy Resources Conservation and Development Commission (Energy Commission) approves Amendment 1 for Agreement CBG-09-036. The City originally proposed retrofitting its streetlights, traffic and pedestrian signals city-wide under the Direct Equipment Purchase Program. Instead, the grant funds will be used to upgrade streetlights, interior lights, exterior lights, and exit signs to more efficient lights and install lighting controls under the Energy Efficiency Program. (ARRA funding.) Contact: Joji Castillo.

**FURTHER BE IT RESOLVED**, that this document authorizes the Executive Director to execute the same on behalf of the Energy Commission.

**CERTIFICATION**

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on March 14, 2012.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

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Harriet Kallemeyn,  
Secretariat

