



DATE: September 9, 2015
TO: Energy Council
FROM: Wendy Sommer, Deputy Executive Director
BY: Heather Larson, Program Manager
SUBJECT: PG&E Local Government Partnership: Contract Amendment

BACKGROUND

The Energy Council has an open contract with PG&E for Local Government Partnership activities. Last fiscal year, these activities included sponsoring a multifamily property management training and supporting local Climate Action Plan implementation in the commercial sector. The Energy Council Technical Advisory Group (TAG) has provided ongoing input on their priorities for Local Government Partnership activities and coordination with the East Bay Energy Watch (EBEW).

East Bay Energy Watch is collaboration between PG&E and local governments, non-profit and for-profit energy service providers dedicated to providing energy efficiency solutions for residents and businesses throughout Alameda and Contra Costa Counties. In 2014 PG&E hired an EBEW Partnership Manager to provide management, technical, strategic and administrative support to the EBEW Strategic Advisory Committee (SAC) and its subcommittees. Currently, the Partnership Manager is an independent contractor hired by PG&E. In June 2015 the Partnership Manager, PG&E and the EBEW SAC co-chairs from Alameda and Contra Costa Counties approached StopWaste about serving as a fiscal sponsor for the Partnership Manager.

DISCUSSION

The EBEW SAC is comprised of staff from jurisdictions in Alameda and Contra Costa Counties and, in partnership with PG&E, has decision making authority over the activities and budget of the EBEW programs. The EBEW SAC requested that the Energy Council become the fiscal sponsor for the Partnership Manager. The Energy Council will contract with the Partnership Manager as an independent contractor and revisit this arrangement in one year. The EBEW SAC also approved a budget for the Energy Council to coordinate programmatic activities. The scope of work and budget for these tasks is described in Attachment A.

At its July 21 meeting, the Energy Council TAG discussed the proposal for sponsoring the EBEW partnership manager and indicated their support for it. This arrangement will facilitate strategic

planning and improve coordination of energy efficiency activities throughout the County. Staff will participate in SAC meetings and work directly with the Partnership Manager to integrate program offerings for 2016 and beyond. Immediate program coordination opportunities exist in the commercial, municipal, residential and school sectors.

RECOMMENDATION

Adopt the Resolution in Attachment B authorizing the Executive Director to amend the existing agreement with PG&E by \$202,575 to include the fiscal sponsorship of the Partnership Manager and staff coordination of programmatic activities.

Attachment A

PG&E Local Government Partnership

Additional Scope of Work

Independent East Bay Energy Watch (EBEW) Partnership Manager (PM) Fiscal Sponsorship & Programmatic Coordination

Total Contract Amount: \$ 202,575

East Bay Energy Watch

EBEW is a collaboration between PG&E and local governments, non-profit and for-profit energy service providers in the East Bay dedicated to providing innovative energy efficiency solutions for residents and businesses in communities throughout Alameda and Contra Costa Counties. The Strategic Advisory Committee (SAC) is comprised of representatives of the cities and counties served by the EBEW. In 2016, StopWaste will work with EBEW by administering a sub-contract between PG&E and SAC's Independent Partnership Manager (PM), as well as by coordinating the Agency's programmatic activities with EBEW offerings as described in more detail in tasks 1 & 2 below.

Task 1: Partnership Manager Fiscal Sponsorship (Task 1 Budget NTE: \$178,575)

The EBEW SAC hired a Partnership Manager (PM) in 2014 to provide management, technical, strategic and administrative support to the SAC and its subcommittees. Currently, the PM is an independent contractor hired by PG&E. The term of this contract period is up. The SAC has voted to maintain this management structure by housing the PM at StopWaste in the form of a consultant/fiscal sponsor relationship.

Task 1 Deliverables of Partnership Manager

- Convening the SAC, facilitating meetings, drafting minutes
- Monitoring and reporting on program performance
- Providing strategic and technical guidance on existing and proposed initiatives, including budget allocations and goals, including time-sensitive recommendations to the SAC as conditions change
- Recommending changes to rebate levels, measures and other program rules to maximize program effectiveness
- Preparing program proposals in coordination with existing and prospective energy efficiency service providers
- Preparing EBEW marketing materials
- Maintaining EBEW website
- Preparing other informational materials, including a monthly newsletter
- Coordinating relations amongst PG&E program managers, service providers and PG&E field staff, as needed
- Support the management of AmeriCorps members working in EBEW/Civic Spark partner cities
- Maintain an active presence at the CPUC as it related to policy involving EBEW programs and initiatives
- Seek funding from non-Investor Owned Utility sources

Task 1 Deliverables of StopWaste

- Contract with PM as an independent contractor for the duration of one year (2016-2017)

- Revisit PM’s contract with both the PM and SAC June 2016 (at the end of StopWaste’s fiscal year)
- Execute and administer agreements with PG&E and Partnership Manager (PM), including legal review and Board approval

Task 1 Due Dates

On-going between January 1, 2016-December 31, 2016

Task 1 Budget of \$178,575 includes \$146,432 for the Partnership Manager salary and benefits, \$14,643 for StopWaste Administrative Overhead, and \$17,500 for expenses and contractor insurance.

Task 2: Programmatic Coordination and Partnership Manager Mentorship (Task 2 Budget NTE 24,000)

The SAC has also approved a scope of work for StopWaste staff as part of their Strategic Energy Resources (SER) budget for programmatic coordination and mentorship of the Partnership manager.

Task 2 Deliverables of StopWaste:

- Meet with Partnership Manager to coordinate EE activities between organizations
- Participate in EBEW SAC and related coordination meetings
- Provide support to Partnership Manager on strategic planning and civic stakeholder engagement
- Connect PM to relevant resources that support the EBEW mission
- Provide guidance and collaboration on pursuing joint funding opportunities
- Assist with challenges facing the PM and discuss pathways to overcome those challenges
- Advise on networking opportunities, support PM's professional and leadership development

Task 2 Due Dates

On-going between January 1, 2016-December 31, 2016

Task 2 budget of \$24,000 includes \$24,000 for StopWaste staff time and expenses related to coordination and mentorship.

Total Contract Budget will be billed to PG&E as follows

Administration	\$73,453.67
Marketing	\$56,310.67
Implementation	\$48,810.67
Strategic Energy Resources (SER) - Energy Council / SAC Coordination	\$24,000.00
Total	\$202,575.00

Attachment B

**ENERGY COUNCIL
RESOLUTION #EC 2015 –**

**MOVED:
SECONDED:**

AT THE MEETING HELD SEPTEMBER 16, 2015

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND PG&E LOCAL
GOVERNMENT PARTNERSHIP CONTRACT AND OTHER RELATED ACTIONS**

WHEREAS, The Energy Council recognizes that it is in the interest of the local, regional, state, and federal agencies to stimulate the economy; create and retain jobs; reduce fossil fuel emissions; and reduce total energy usage and improve energy efficiency; and

WHEREAS, Energy Council has embarked on an ongoing, coordinated effort to reduce the emissions that cause global warming, improve air quality, reduce waste, cut energy use and save money; and

WHEREAS, the Energy Council has entered into a Local Government Partnership with PG&E to conduct multifamily outreach in Alameda and Contra Costa Counties as part of the East Bay Energy Watch (EBEW) and to provide coordinated climate action plan implementation in Alameda County; and

WHEREAS, PG&E has asked the Energy Council to amend its Local Government Partnership scope of work to include fiscal sponsorship and mentorship to the Independent EBEW Partnership Manager and provide direct Programmatic Coordination with the EBEW; and

WHEREAS, the Energy Council will be awarded \$202,575 to sub-contract with the Independent EBEW Partnership Manager and participate in the EBEW Strategic Advisory Committee (as described in further detail in Attachment A); and

NOW THEREFORE, BE IT RESOLVED, that the Energy Council hereby authorizes the Executive Director to:

1. Enter into all necessary contracts and agreements with PG&E in order to amend the current Local Government Partnership contract and add \$202,575 to that contract
2. Amend the FY 2015/16 budget to reopen Project 1348: PG&E Energy Programs and add \$202,575 to that project
3. Approve any required time extensions, modifications, or amendments thereto
4. Allocate the necessary resources to implement and carry out the amended scope of work

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAINED:

Gary Wolff, PE, PhD
Executive Director