

SILICON VALLEY CLEAN ENERGY MEMBER AGENCY GRANT PROGRAM

AGREEMENT

THIS AGREEMENT is made and effective on the date of last signature below (“Effective Date”) by and between the Silicon Valley Clean Energy Authority (“SVCE”), an independent public agency and **City of Sunnyvale** (“Recipient”). In consideration of the covenants, conditions and undertakings set forth herein, the parties agree as follows:”

1. RECITALS. This Agreement is made with respect to the following facts and purposes which each of the parties acknowledge and agree are true and correct:

A. SVCE’s Member Agency Competitive Grant Program (“Program”) will provide \$3M in grants to member jurisdictions to plan and develop decarbonization demonstration, energy resilience, and engagement projects.

B. Recipient submitted an application for Program funding, attached hereto and incorporated herein as Exhibit A, for a decarbonization demonstration, energy resilience, and engagement projects (“Project”). The scope and estimated budget for the Project are included in Exhibit A.

C. SVCE finds that the use of Grant Funds described herein furthers a public purpose and meets the goals and objectives established for the Program, and desires to award Recipient a one-time grant pursuant to the terms of this Agreement.

2. GRANT. SVCE hereby agrees to provide funding to Recipient in an amount not to exceed **\$100,000**, subject to the provisions of this Agreement (“Grant Funds”). Such Grant Funds shall be disbursed to Recipient on a reimbursement basis. It is agreed and understood that the Grant Amount is a ceiling and that SVCE will only reimburse the allowable cost of services actually rendered as authorized by SVCE at or below the Grant Amount established herein.

3. REIMBURSEMENT OF GRANT FUNDS. Grant Funds shall be reimbursed pursuant to the following process:

A. SVCE shall reimburse Recipient for its actual and reasonable costs of constructing the Project up to the agreed upon Grant Funds.

B. Requests for payment submitted to SVCE shall include: 1) a cover letter in the agency’s letterhead summarizing the project and requested dollar amount for reimbursement 2) an itemized list of all expenditures; and 3) supporting documentation that clearly identifies the expenditure(s) in relation to the scope of the Project set forth in Exhibit A of this Agreement. Payment requests should be aggregated and submitted after Project completion.

C. SVCE shall process requests for payment and remit payment within 30 days.

D. If, in SVCE’s sole discretion, the request for payment is incomplete, inadequate, or inaccurate, SVCE may dispute the invoice for reasonable cause and hold all or a portion of the payment request until all required information is received or corrected. Any penalties imposed

on the Recipient by a contractor, or other consequence, because of delays in payment or other breach of the agreement between the Recipient and the contractor are the responsibility of the Recipient and are not reimbursable under this Agreement.

E. Unless otherwise authorized by SVCE in writing, Recipient shall submit all documentation of Project completion, including a final request for payment, within sixty (60) days of Project completion.

F. Final payment of remaining Grant Funds, including any amounts withheld from previous payments, shall be paid up to the total amount of the actual Project cost, not to exceed the Grant Funds amount set forth in this Agreement, upon completion of the Project, receipt of the final report and final request for payment from the Recipient in a form and content satisfactory to SVCE.

4. USE OF GRANT FUNDS. Recipient shall use the Grant Funds to support the Program as set forth in Exhibit A. Any use(s) of Grant Funds not contemplated in this Agreement must be approved in writing by SVCE. This Agreement was awarded to Recipient based on the application submitted by Recipient with the intention that the awarded funds would be used to implement the Project as described in Exhibit A. Any substantive deviation during Project implementation may require reevaluation or result in loss of funding. In no event shall Recipient's Grant Funds or scope of work be increased. If Recipient knows or should have known that substantive changes to the Project will occur or have occurred, Recipient will immediately notify SVCE in writing. SVCE will then determine whether the Project is still consistent with the overall objectives of the Program and whether the changes would have negatively affected the Project ranking during the Grant evaluation process. SVCE reserves the right to have Grant Funds withheld from Recipient, or refunded to SVCE, due to Recipient's failure to satisfactorily complete the Project or due to substantive changes to the Project.

5. TERM. This Agreement shall commence on the Effective Date, and shall remain and continue in effect until the final Grant Funds are paid to Recipient, unless sooner terminated pursuant to the provisions of this Agreement. Project completion dates shall not be extended unless SVCE determines, in its sole discretion, that extenuating circumstances justify an extension. Projects must be complete no later than **December 31, 2027**.

6. REPORTING AND RECORDS. Recipient agrees to cooperate with SVCE and provide requested information, if any, related to the use of Grant Funds and the Project, including for the purposes of SVCE's evaluation, measurement, and verification activities for the Program. Recipient will cooperate in good faith with SVCE or its authorized representative in performing evaluation, measurement and verification (EM&V) of the Program. Information accessed for EM&V may include, but is not limited to, onsite verification of Project operation, Program compliance, and Project records, analysis of facility billing metered data, analysis of data collected from facility-owned submetering, and collection of supplementary metered data on-site. All information collected will be held confidentially and will be used by SVCE or its authorized representative for Program analysis purposes only. Recipient is responsible for ensuring, through a separate agreement between Recipient and property owner, that property owner shall cooperate with SVCE to provide any documentation and assist in analysis and provide access to the Project site at reasonable times, during the construction of the Project and for a period of up to two (2) years from the completion of the Project. During the course of the

Project and for three (3) years thereafter from the receipt of the final Grant Funds, the Recipient agrees to maintain, intact and readily accessible, all communications, data, documents, reports, records, contracts, and supporting materials relating to the Project, as SVCE may require. The Recipient agrees to have financial and compliance audits performed as SVCE may require.

7. LEGAL RESPONSIBILITIES. Recipient shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance under this Agreement. Recipient shall at all times observe and comply with all such ordinances, laws and regulations. SVCE, and its officers and employees, shall not be liable at law or in equity occasioned by failure of Recipient to comply with this Section.

8. PREVAILING WAGES. By accepting the Grant Funds, Recipient as a material term of this Agreement shall be fully responsible for complying with all California public works requirements including but not limited to payment of prevailing wage. Therefore, as a material term of this Agreement, to the extent required by California law, Recipient shall ensure that prevailing wages are paid, that the project budget for labor reflects these prevailing wage requirements, and that the project complies with all other requirements of prevailing wage law, including that Recipient's subcontractors also comply with all applicable public works/prevaling wage requirements.

9. PROCUREMENT. At minimum, Recipient shall abide by Recipient's purchasing regulations and policies and all California laws and regulations in procuring goods or services where the costs are eligible for reimbursement under this Agreement.

10. CALIFORNIA PUBLIC RECORDS ACT. Recipient acknowledges that SVCE is subject to the California Public Records Act (Gov. Code § 7920.000 *et seq.*). SVCE acknowledges that Recipient may submit information to SVCE that Recipient considers to be confidential, proprietary, or trade secret information. Only such information clearly designated in writing as "confidential" shall be deemed "Confidential Information." Upon request or demand of any third person or entity ("Requestor") for the production, inspection, and/or copying of Confidential Information, SVCE shall notify Recipient that such request has been made. Recipient shall be solely responsible for taking whatever legal steps are necessary to protect Confidential Information and to prevent its release to the Requestor. Without limiting SVCE's right to disclose Confidential Information as may be required by law, if Recipient takes no such action after receiving the foregoing notice from SVCE, SVCE shall be permitted to release information it deems subject to disclosure

11. NOTICES. Any notices provided under this Agreement must be in writing and may be given either by mail or e-mail to the following addresses:

SVCE:

Silicon Valley Clean Energy Authority 333 W. El Camino
Real #330
Sunnyvale, CA 94087
Attention: jessica.cornejo@svcleanenergy.org

RECIPIENT:**City of Sunnyvale****456 W. Olive Ave., Sunnyvale, CA****94086****Attention: Madeline Khair,****mkhair@sunnyvale.ca.gov****12. INDEPENDENT CONTRACTOR.**

- A. Recipient shall at all times remain as to the SVCE a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Recipient shall at all times be under Recipient's exclusive direction and control. Neither SVCE nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Recipient or any of Recipient's officers, employees, or agents except as set forth in this Agreement. Recipient shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the SVCE. Recipient shall not incur or have the power to incur any debt, obligation or liability whatever against SVCE, or bind SVCE in any manner.
- B. No employee benefits shall be available to Recipient in connection with the performance of this Agreement. Except for the fees paid to Recipient as provided in the Agreement, SVCE shall not pay salaries, wages, or other compensation to Recipient for performing services hereunder for SVCE. SVCE shall not be liable for compensation or indemnification to Recipient for injury or sickness arising out of performing services hereunder.

13. INDEMNIFICATION. Recipient shall indemnify, protect, defend and hold harmless SVCE, its elected officials, officers, employees, volunteers, and representatives from any and all suits, claims, demands, losses, defense costs or expenses, actions, liability or damages of whatsoever kind and nature which SVCE, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Recipient's acts or omissions arising out of or in any way related to the performance or non-performance of this Agreement; excluding, however, such liability, claims, losses, damages or expenses arising from SVCE's sole negligence or willful acts. This Section shall survive the terminate of this Agreement.

14. INSURANCE.

A. On or before the commencement of the term of this Agreement, Recipient shall furnish SVCE with a certificate of self-insurance showing effective dates, and dates of expiration of insurance coverage in compliance with the requirements in this Section. Recipient is self-insured for the coverage required herein through a combination of self-insured retentions and municipal risk pooling as authorized by state law. Recipient shall maintain such coverage in full force at all times for the duration of this Agreement, at its sole cost and expense. Nothing herein shall be construed as a limitation on Recipient indemnification obligations under this Agreement.

B. Recipient shall maintain the following minimum insurance coverages:

- 1) Workers' compensation, as required by the State of California;
- 2) Commercial general liability coverage with minimum limits of \$3,000,000 per occurrence and \$5,000,000 aggregate for bodily injury and property damage.
- 3) Comprehensive automotive liability coverage with minimum limits of \$1,000,000 per accident for bodily injury and property damage.

C. Such coverages shall be issued by an insurer(s) licensed to conduct business in the State of California, with a minimum A.M. Best's Insurance Rating of A:VII unless otherwise approved in writing as satisfactory to SVCE. The Recipient may satisfy its obligations under this Section through self-insurance.

D. The insurance limits required by SVCE are not represented as being sufficient to protect Recipient. Recipient is advised to confer with its insurance broker to determine adequate coverage for Recipient.

15. DEFAULT AND TERMINATION. Should an Event of Default occur, SVCE shall provide a notice of default to Recipient and shall give Recipient at least fifteen (15) calendar days from the date the notice is sent to cure the Event of Default. If Recipient fails to cure the Event of Default within the time prescribed, SVCE may, at SVCE's sole discretion, withhold Grant Funds not yet disbursed hereunder, require the return or repayment of Grant Funds already disbursed, and/or terminate this Agreement by written notice which shall be effective upon receipt by Recipient. "Event of Default" shall mean the occurrence of any one or more of the following events by Recipient: (a) any false statement, representation, or warranty contained in this Agreement, the Application, or any other document submitted to SVCE; (b) failure to comply with applicable laws; (c) a failure to maintain in effect any policy of insurance required under this Agreement; or (d) a material breach of this Agreement.

16. NON-APPROPRIATION. Recipient acknowledges that SVCE is a public agency. In the event that sufficient funds for the performance of this Agreement are not appropriated by the SVCE Board of Directors in any fiscal year covered by this Agreement, this Agreement may be terminated by SVCE, without penalty, by giving notice to Recipient of such facts and of SVCE's intention to terminate.

17. NON-WAIVER. Failure to exercise any right the SVCE may have or be entitled to, in the event of default hereunder, shall not constitute a waiver of such right or any other right in the event of a subsequent default.

18. AMENDMENT OF AGREEMENT. No modification, rescission, waiver, release or amendment of any provision of this Agreement shall be made except by a written agreement executed by the Recipient and the SVCE.

19. ASSIGNMENT PROHIBITED. In no event shall the Recipient assign or transfer any portion of this Agreement.

20. GOVERNING LAW. This Agreement shall be governed by the laws of the State of California. Any legal action brought under this Agreement must be instituted in the Superior Court of the County of Santa Clara, State of California.

21. NO THIRD-PARTY BENEFIT. The provisions of this Agreement are for the sole benefit of the parties hereto and confer no rights, benefits, or claims upon any person or entity not a party hereto.

22. SEVERABILITY. If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The parties agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.

23. RECIPIENT'S AUTHORITY. Recipient represents and warrants that (a) it has the power and authority to enter into this Agreement and to perform its obligations hereunder; (b) the person who executes this Agreement on its behalf has the necessary authority to bind Recipient; and (c) neither the execution and delivery of this Agreement nor the performance of its obligations hereunder will constitute a violation of, a default under, or conflict with any term of any governance documents or other agreements to which it is bound.

24. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument. Faxed and PDF counterpart signatures are sufficient to make this Agreement effective.

25. ENTIRE AGREEMENT. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

26. COMMUNICATIONS AND ENGAGEMENT. Recipient agrees that SVCE may use and publicize information and visual materials (photos, videos, etc.) related to this project that belong to Recipient, including (but not limited to) information and visual materials provided in this application, updates, or follow-up information. Recipient will coordinate in good faith with SVCE on follow-up activities, such as interviews, outreach coordination, photo or video shoots, requests for additional information, and the design of educational materials and signage related to the project. Recipient will work with SVCE to schedule all coordination and activities within a determined and mutually agreed-upon time frame and understand that refusal or failure to collaborate on marketing and outreach may result in termination of the funding.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

SILICON VALLEY CLEAN ENERGY AUTHORITY

DocuSigned by:

Monica Padilla

573FC104110B4C0...

Name: Monica Padilla

Title: CEO

Date: 8/12/2025

APPROVED AS TO FORM:

DocuSigned by:

Michael Callahan

2F4EE3A5B6F342D...

Name: Michael Callahan

Title: General Counsel

CITY OF SUNNYVAL

DocuSigned by:

By: *Tim Kirby*

A38667B87C1D420...

Name: Tim Kirby

Title: City Manager

AS TO FORM

DocuSigned by:

Rebecca Moon

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EXHIBIT A

[Attach Grant Application]



Sunnyvale

City Hall

Environmental Services

456 West Olive Avenue

Sunnyvale, CA 94088-3707

408-730-7500

[Sunnyvale.ca.gov](https://www.sunnyvale.ca.gov)

March 28, 2025

Silicon Valley Clean
Energy 333 W El
Camino Real #330
Sunnyvale, CA 94087

Re: Sunnyvale Application for Competitive Member Agency Grant: Engagement Track

To Whom It May Concern,

I am submitting this application packet for the Silicon Valley Clean Energy (SVCE) Community Competitive Member Agency Grant: Engagement Track on behalf of the City of Sunnyvale.

The City of Sunnyvale is seeking funding to support the expansion of our electric vehicle infrastructure (EVI), accelerate the electrification of our buildings, and expand the sustainability programming within Library and Recreation Services. This funding will build upon the City's current education and engagement programs that encourage and support our community members to transition their properties to all-electric. This application details plans for growing the collaboration between Environmental Services and Library and Recreation Departments at Sunnyvale to ensure sustainability and energy resilience are woven into services across the city.

Sunnyvale is committed to decarbonizing buildings and transportation, as demonstrated in the City's Climate Action Playbook and Game Plan 2028. Sunnyvale has partnered with SVCE to achieve this shared goal through grants, community outreach, public education, and collaborative policy making and program design. SVCE has supported the City's construction of the LEED Platinum Net-Zero Energy City Hall and the Lakewood Branch Library and Learning Center, as well as educational programs to compliment these buildings. We look forward to a continued partnership and the opportunity to provide new and exciting services to our community.

Thank you for your consideration and please reach out with any questions.

Sincerely,

Madeline Khair

Environmental Programs Manager

mkhair@sunnyvale.ca.gov

408-730-7798

1. Agency and Staff Roles

The City of Sunnyvale is applying for the Competitive Member Agency Grant Engagement Track to provide funding for community engagement projects that educate the community on building and transportation electrification in innovative ways. The address of the City of Sunnyvale's local office is 456 W. Olive Ave., Sunnyvale, CA, 94086.

Majority of project team are full time Sunnyvale employees. An electrification liaison will be hired as a part time (casual staff) to support the project if funds are granted. The project team, roles, and contact information are:

Name	Title	Role	Email	Phone Number
Madeline Khair	Environmental Programs Manager	Climate Action Playbook Manager	mkhair@sunnyvale.ca.gov	(408) 730-7798
Christina Raby	Environmental Engineering Coordinator	Lead for expansion of EVI	craby@sunnyvale.ca.gov	(408) 730-7742
Chaunacey Dunklee	Supervising Library Manager	Manager for LOT and library sustainability programming	cdunklee@sunnyvale.ca.gov	(408) 730-7381
Jack Niggli	Sustainability Librarian	Lead for sustainability programming at the library	jniggli@sunnyvale.ca.gov	(408) 730-7304
Rhea Grover	Environmental Programs Specialist I	Lead for existing building electrification outreach campaign.	rgrover@sunnyvale.ca.gov	(408) 730-7733
Electrification Liaison	Electrification Liaison	Lead for direct outreach to community members on EVI and BE	N/A	N/A
Michele-Bridget Ragsdale	Recreation Services Manager	Manager for recreation programming	MRagsdale@sunnyvale.ca.gov	(408) 730-7338
Nicole Maser	Recreation Coordinator	Lead for recreation programming utilizing generator	nmaser@sunnyvale.ca.gov	(408) 730-7324

2. Proposal Summary

The City of Sunnyvale is requesting \$100,000 to support hiring a project member to conduct community engagement, expand all-electric alternative equipment to Sunnyvale's Library of Things (LOT) and purchase an electric generator for City events. The project member would focus on conducting in-person engagement with property owners and community groups on implementing Climate Action Playbook (CAP) Move 2.D focused on the electrification of existing buildings (BE) and Move 3.N focused on installation of electric vehicle infrastructure (EVI). They would partner with our current Environmental Service's staff to conduct community engagement. Their duties will include developing outreach materials to educate the community about grant and funding opportunities to electrify, developing a contact list of properties and

organizations that would benefit from outreach and engagement opportunities and

working hand-in-hand with property managers and organizations to assist with electrifying and receiving funding. The purpose of this position is to connect Sunnyvale community member with the existing resources and opportunities available to electrify, while developing connections with community members ready to champion electrification at their sites.

The second piece of the project will be focused on expanding the available all-electric equipment in Sunnyvale's LOT. Sunnyvale's Public Library offers non-traditional items community members can borrow and check out with their Library card. The goal of the Library of Things is to provide accessibility to items that may be expensive to buy, are only needed for specific and rare use cases, or to try out a new technology. The program sparks creativity in the community, allows for exploration and provides items that are not used often to be shared among the community. The Library of Things began in 2018 with 10 items in circulation. As of Spring 2025, the program has reached a total of 11,199 households with 178 Library of Things items available to borrow from the Library. Environmental Service's staff co-run the Cool Cooktops Program through the Library of Things. The Cool Cooktop Program provides community members with an induction cooktop kit for three weeks, including cookware and educational information. The Cool Cooktop Program is a part of CAP Move 2.D as it's an engagement program that accelerates the adoption of all-electric appliances by promoting the adoption of induction stovetops from gas. The Program began in Fall 2021 and as of March 2025, 391 households have borrowed the Cool Cooktop kits. To build off the established Library of Things program, the City would like to purchase other electric alternative tools or appliances (e.g. solar panel kit, portable air pump, air quality monitor). The electric alternative tools purchased will educate the community on the benefits of electrification and energy efficient all-electric technology and the use of these tools for at home energy resilience. The City may conduct a series of in-person demonstrations or online tutorials educating community members on the new items in the Library of Things to demonstrate how to use the items and provide a hands-on experience

In addition to expanding the LOT, Sunnyvale's Library and Recreation Department uses a gas generator to host an outdoor Sunset Movie Series four times throughout the month of August. Replacing the gas generator with an electric one will benefit the City's greenhouse gas emissions and additionally be a demonstration of an electric alternative. To make the community aware of the electric generator being used at the Sunset Movie Series, educational signage will be developed and posted at the movie night location. In requesting a larger sized generator, the Recreation Division will be able to eliminate renting larger generators for other events and uses (i.e. running sound systems). This will save the Recreation Division money as well as provide further demonstration opportunities for the use of the electric generator.

3. Greenhouse Gas Reduction or Climate Action Goals

Sunnyvale's greenhouse gas reduction and climate action goals are illustrated in the CAP 2024 Updates and Game Plan 2028. The City's targets align with the State to achieve carbon neutrality by 2045 and set the ambitious target of reducing emissions by 40% below 1990 levels by 2030. The Engagement Track Grant directly targets the key drivers in Sunnyvale's greenhouse gas emissions, transportation and natural gas use from buildings and bolsters CAP Strategy 5: Empowering our Community.

While the Sunnyvale CAP Implementation team is focused on building and transportation electrification at the policy and promotional level, there is a gap in connecting one-on-one with

property managers and organizations about their sustainability efforts. The Electrification Liaison will develop a short list of

property managers/organizations that are ready and open to implementing BE or EVI at their sites. This will help the City identify champions in the community, connect them to resources for completing the electrification process and learning from their experience. Success will be measured by the number of people or organizations engaged, the outcomes of our engagement with them, and any quantification of number of electrification items swapped out or installed. Following the completion of the Electrification Liaisons term, City staff will continue to stay connected to property managers/organizations. Those that implement BE or EVI will be demonstration sites cultivating more relationships in the community and the lessons learned through this process will inform future efforts.

Sunnyvale Environmental Services Department and Library Services began collaborating on programs in 2021 and are increasingly looking for ways to integrate sustainability into Library programs. Cool Cooktops and the Lakewood Library Electrification project and Electrify your Life series are some examples. As part of the CAP update and Game Plan 2028 adoption, Sunnyvale hired a limited-term sustainability-focused librarian to continue developing this relationship and programming. Encouraging community members to engage with electric alternative items through the Library inspires them to learn more about the benefits of purchasing that technology for their homes. Educational materials and rebate/incentive information will be provided with the products to lay out the framework for purchasing this technology and additional all-electric appliances in their homes. A guide to building electrification in Sunnyvale brochure from the City's Building Electrification Campaign will be included with the items to guide community members on their path to electrifying their lives. The success of this program will be tracked through the number of times the items are checked out and through survey responses. For community members to write their experiences with the checked-out item, either an online survey or a notebook will be available. The Library currently conducts a community survey biannually to receive item ideas and feedback on LOT. Ideas for additional technology will be gathered through this survey and evaluated by staff.

4. Community Engagement Plan

The Electrification Liaison will develop a list and strategy to reach property owners and organizations that are eligible for rebates/incentives, are in charging deserts, have sustainability plans/goals, or have partnered with the City in other areas. Their approach will be focused on relationship building, finding contacts that are receptive to working with the City on sustainability projects, and offering support and services. The goal will be to find at least 5 properties/organizations to partner with in their electrification efforts and to learn from them about the challenges/barriers and positives in their journey to electrify.

Through this process they will also learn about the best way to reach various community members/groups. This position will be focused on connecting the community members to existing efforts and resources. The Sustainability Coordinator working on the expansion of EVI at the citywide scale is evaluating priority areas to install EVI, joining the Bay Area Charging Smart program, and will provide resources and guidance to the Electrification Liaison on EVI. The Environmental Programs Specialist working on the existing building electrification campaign will provide outreach materials and connect the Electrification Liaison to resources for BE. They will also work to capture success stories to use in the electrification campaign.

City of Sunnyvale Environmental Services staff and Library staff will develop promotional material to advertise the addition of the new materials to the LOT. The City's current outreach

methods for promoting Library programs are very successful. When the Cool Cooktops program was launched there was a significant waitlist for the cooktops for the first six months. This resulted in the purchase of additional

cooktops and a pause on promotion to ensure the waitlist was cleared prior to publicity being pushed out again. Staff will develop educational material and resources to be included with the items on checkout.

5. Budget Table

Category	Items	Cost	Notes
Electrification Liaison	1,750 hrs @ \$45.70/hr	\$80,000	Sunnyvale will hire this position as a casual staff position. The position will be part time and can work up to 900 hours per Fiscal Year. This hourly rate is equal to Environmental Programs Specialist I pay (step 1).
Library of Things	Solar Generator	\$2,600 for 10	\$260 per unit
	Solar Panel Kit	\$1,600 for 20	\$80 per unit
	Solar Power Bank	\$2,000 for 20	\$100 per unit
	Portable Air Pump	\$1,020 for 6	\$170 per unit. Portable Air Pump can inflate a wide range of items (e.g. car tire, bike tire, sports ball, kayak, etc.)
	Rechargeable Lantern	\$700 for 10	\$70 per unit. Rechargeable lantern has run time up to 180 hours. The lantern can recharge via USB, solar or hand crank. Solar panel kit and rechargeable lantern can be paired to utilize the solar charging capabilities.
	Induction Cooktop Kits	\$1690 for 6	\$282 per unit. 12 kits currently in rotation. Increase kits to 18 total.
	Air Quality Monitor	\$900 for 18	\$50 per unit. Can be paired with the Cool Cooktop kit to encourage residents to test their homes air quality when using a gas appliance.
	Emergency Solar Hand Crank Radio	\$490 for 5	\$98 per unit. Hand Crank radios are an item that illustrates energy resilience and emergency preparedness.
	Other Materials	\$2,523	“How Tos”, waivers, notebooks, educational information and resources included with the check-out of various items
	Total	\$12,000	

Electric Generator	One Electric Generator	\$4,000	The range for a 5000 Watts electric generator is generally \$3,500 - \$4,000. The electric generator will be used for City programming such as the Summer
			Movie Series which currently uses a gas generator for 4.5 hours. [..]
Outreach and Publicity Materials	Social media campaigns, printed materials, translation services, etc.	\$2,500	Materials developed to promote the LOT.
Total		\$100,000	

6. Project Work Plan

Timeline	Tasks
May to December 2025	• Purchase equipment and addition to Library of Things items. • Electrification Liaison hired in September 2025. Will begin developing a contact list of property managers/ organizations. • Develop materials to provide education on new LOT items. • Develop promotional materials to advertise the new LOT items in circulation.
January to December 2026	• New LOT items are available to the public to borrow. • Review community member feedback and make adjustments as needed. • Continue to engage with property managers and organizations to assist with electrifying and receiving funding • Evaluate the progress of the engagement with property managers and organizations. Re-evaluate forms of engagement and adjust them accordingly.
January to December 2027	• Continue to implement the community engagement programs. • Use community member feedback to make additions to the Library of Things items and/or outreach materials.

7. Sunnyvale's Qualifications

Sunnyvale manages a multitude of projects on an annual basis, many of which are grant funded. This table demonstrates Sunnyvale's Environmental Services Department's ability to manage and complete grant funded projects that include construction, community engagement, and interdepartmental collaboration.

Grant Period	Grant Name	Grant Award Amount	Results & Outcomes	Completion Status
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FY 2023/24 - FY 2025/26	Silicon Valley Clean Energy Decarbonization Demonstration Program Grant	\$500,000	Support the construction and electrification of the new Lakewood Branch Library and Learning Center. Implement an accompanying education and outreach program.	Fall 2026
FY 2024/25	CalRecycle SB1383 Local Assistance Grant	\$412,829	Supports local jurisdictions with implementing SB1383 (Statewide Organic Waste Recycling and	Spring 2026

			Surplus Food Recovery. Grant funds used to improve City's edible food recovery program and increase participation in the program by multi-family dwelling residents.	
FY 2021/22	CalRecycle Organics Grant Program	\$3,000,000	Grant funds implemented retrofit food mash recovery equipment and organics fines diversion at the Sunnyvale Materials Recovery and Transfer Station. Objectives achieved were increasing: the recovery of food waste and organics from the accepted material, holding capacity as part of the food mash recovery equipment project, and the overall throughput efficiency.	Both project components are complete and operational since Fall 2024. Final report is due Spring 2025.
FY 2022/23	Silicon Valley Clean Energy Community Resilience Program – Capital Projects Grant	\$1,000,000	Support the construction of a 4-story, 118,698 square foot LEED Platinum Net-Zero Energy Sunnyvale City Hall. The grant funding was used for a roof-mounted photovoltaic (PV) solar array and battery energy storage system (BESS).	Winter 2023
FY 2022/23	Silicon Valley Clean Energy Community Resilience Program – Capital Projects Grant	\$327,680	Installation of four Beam EV ARC units equipped with EV chargers to support the sites: Sunnyvale Public Library, Community Center, Department of Public Safety, and the Corporation Yard. The clean electricity produced is used to charge EVs or power equipment and can be used during a power outage.	Winter 2022

8. Grant Agreement Modifications

Sunnyvale currently has no proposed modifications to the grant agreement terms.

EXHIBIT B

[Member Agency
Guiding
Documents]

SVCE Member Agency Grant: Engagement Track

Reimbursement Guidance

Reimbursement Overview

- The following activities must be completed before requesting reimbursement:
 - Project deliverables
 - Community engagement activities as listed in your grant application
- The reimbursement request must be submitted with the final report
- If the reimbursement request or final report is missing information, SVCE will notify the grantee to resolve before processing
- Please compile all documents in a single PDF file
- Reimbursement will be delivered as a physical check

Key Items for Reimbursement Packet

- Cover letter on agency letterhead with a summary of the project, date, grant reimbursement amount, and signature from authority (e.g., Department Director, City Manager)
- Accounts payable information such as official name and invoicing address
- All applicable project invoices
- Itemized list of expenditures listing SVCE's applied grant funds
- Photos, videos, and any publications related to the project
- Reimbursement requests and questions can be sent to Jess Cornejo (jessica.cornejo@svcleanenergy.org)

Member Agency Grant: Engagement Track Final Report Outline

[Guidance for grantees: This document is meant to present a high-level summary of the grant project for easy consumption by a general audience. Please use non-technical language, define acronyms, and limit the page range from 3-5 pages. You are encouraged to include any graphics or visualizations that help illustrate the project.]

Grant Project Title: _____

Grant Project Timeline:

Budget Amount: (List SVCE funding, external grant funding, and any match funding)

Partners: (List all project partners)

- ...
- ...
- ...

Targeted Groups: List the groups this project targets (e.g., single-family residential, multi-unit dwellings, commercial/industrial, public agencies, demographic of groups, etc.)

Summary (~5-6 sentences, max 200 words)

Provide a brief summary of the grant project and goals.

Project Goals (~2-4 paragraphs, max 300 words)

List the goals and objectives of the project.

Outcomes (~3-5 paragraphs, max 400 words)

- What are the anticipated short-, medium- and long-term outcomes?
- What are key metrics of success, and how did you measure success of the project?
- What were your agency's challenges during the project, and how did you resolve them?
- What were the lessons learned from the project?

Please try to quantify anticipated outcomes where possible – e.g., number of events attended and number of people engaged, materials distributed, potential GHG reductions (direct or indirect), etc. Please attach any additional materials associated with the project if applicable.

Future Plans (~2-5 paragraphs, max 400 words)

- What are your agency's plans for continuing this work?
- What might you do differently in the future for similar projects and what advice might you have for others doing similar projects?
- How can SVCE further support your agency in future grant cycles?

Final reports must be submitted with the reimbursement request and sent to Jess Cornejo (jessica.cornejo@svcleanenergy.org).

Silicon Valley Clean Energy Community Grant Marketing Guidelines

HOW TO USE THIS DOCUMENT

This document is designed to provide guidance for grantees developing communications and marketing materials related to projects receiving Silicon Valley Clean Energy (SVCE) Community Grant funding.

Grantees are responsible for ensuring all branding and related marketing materials, press releases, social media, online assets and communications are consistent with the guidelines in this document. SVCE can require grantees to change and/or remove any material deemed to veer from the following guidelines.

Please share this with marketing, communications, public relations, graphics, and web teams in addition to any staff working on materials that reference SVCE.

Grantee's Role

- Submit all materials created around the project receiving SVCE grant funding for SVCE review at least **one week** prior to planned material publication.
- If requesting SVCE content support or guidance, please notify SVCE as soon as possible and allow for **at least 2 weeks** prior to planned publication.

SVCE's Role

- SVCE will complete a timely review for all materials that relate to SVCE grant-funded projects or reference SVCE programs and resources.
- SVCE will support planned press, media, or events around the project.

Key Contacts

If you have questions about your project, funding or timeline, please contact Senior Community Strategies Specialist Jess Cornejo at Jessica.cornejo@svcleanenergy.org.

If you have questions about these guidelines, marketing, public relations, or communications materials about the funded project, please contact Communications Specialist Emily Muniz at Emily.muniz@svcleanenergy.org.

Approved Language

Referring to SVCE:

1. Silicon Valley Clean Energy
2. SVCE (acronym may be used after first spelling out full agency name)
3. SV Clean Energy

Describing SVCE grant funding:

1. "Funding for *[title of project that received grant funding]* is provided [or partly funded] by the Silicon Valley Clean Energy Community Grants Program."

Sharing SVCE resources:

1. "Explore rebates and incentives to go electric at svcleanenergy.org/offers-services/"
2. "Talk to a trusted energy advisor for FREE at goelectric.svcleanenergy.org/"
3. "Start your journey to go electric with eHub (svcleanenergy.org/ehub/), the Silicon Valley Clean Energy resource that simplifies your switch to all-electric living. Find personalized rebates, incentives, and tips to power your home, car, appliances, and business with clean energy."
4. Additional resources to share: <https://svcleanenergy.org/digital-media-assets/>

Optional language to provide information about SVCE:

1. "Silicon Valley Clean Energy is the community choice electricity provider for thirteen communities in Santa Clara County formed to reduce greenhouse gas emissions and fight climate change locally. Silicon Valley Clean Energy provides homes and businesses with clean electricity at competitive rates, reinvests locally through programs and community grants, and accelerates electric technologies through rebates, technical support, and innovative solutions supporting grid-wide resilience."

SVCE Logo Use

Grantees may use the [SVCE full logo](#) or [SVCE abbreviated logo](#) in marketing materials related to the funded project, but must submit the materials to SVCE for review prior to publication.

The SVCE logo shall not be cropped, rotated, compressed or have the colors changed. If the grantee needs a specific logo not provided (i.e. all-white logo for dark backgrounds), the grantee should contact SVCE with the request.