

## CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET  
SACRAMENTO, CA 95814-5512  
www.energy.ca.gov



August 3, 2009

The Honorable John Doe, Mayor  
City of ABC  
123 Main Street  
ABC, CA 91234

Dear Mr. Doe:

You're used to thinking outside the box to leverage funds and make them go further. Investing the American Recovery and Reinvestment Act (ARRA) money today in energy efficiency, clean energy systems and green jobs will reward your community for years. And as important, this investment can create new jobs and new industries for your area.

The California Energy Commission has over \$30 million available through the Energy Efficiency and Conservation Block Grant (EECBG) program to help small cities and counties install cost-effective energy efficiency projects that reduce energy use and greenhouse gases.

The city of ABC is eligible to receive up to \$157,297 under this program and this letter is the first step in applying for this funding. To qualify for this funding, we **must** receive the completed form from your chief executive or financial officer no later than **August 21, 2009** so funds for your application can be set aside. **If the completed form is not returned by the due date, you may forfeit your EECBG funding allocation.** The next step will be completing the application when it becomes available in September 2009.

The *EECBG Program Guidelines* are being finalized and are available at [\[http://www.energy.ca.gov/recovery/blockgrant.html\]](http://www.energy.ca.gov/recovery/blockgrant.html). You are encouraged to review these guidelines and begin identifying potential projects that would work in your community. We can also provide free technical help, if you require assistance identifying energy efficiency projects. For more information about free technical assistance, please visit our Energy Partnership Program at [\[http://www.energy.ca.gov/efficiency/partnership/index.html\]](http://www.energy.ca.gov/efficiency/partnership/index.html).

Please note that to receive and expend these ARRA funds your small city or county **must** meet the financial and compliance audit requirements of the US Office of Management and Budget. A single audit report (Audit determination), Exemption Letter or "No Review Necessary" is provided each fiscal year by the California State Controller and will be a required part of your final application to the Energy Commission for these EECBG funds. For more information about your status or obtaining this single audit

report, please contact the State Controller's Office, Division of Audits, via email at [singleaudits@sco.ca.gov](mailto:singleaudits@sco.ca.gov).

Email any EECBG questions to [eecbg@energy.state.ca.us](mailto:eecbg@energy.state.ca.us). Again, return the enclosed form as soon as possible but no later than **August 21, 2009**.

We are energized at the prospect of adding new jobs and saving energy in your community. We look forward to working with your jurisdiction under this program.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Sugar", is positioned above the printed name.

JOHN SUGAR  
EECBG Program Manager

## Energy Efficiency and Conservation Block Grant (EECBG) Program

### Intent to Apply

The City of \_\_\_\_\_ intends to: (check one only)

- ☐ **Participate.** We intend to apply and use the EECBG funding allocation for eligible project(s). Please reserve this funding for our use. We will submit an application for an eligible project once the funding solicitation is released (expected September 2009).
- ☐ **Not Participate.** We do not intend to apply and use our EECBG funding allocation. We understand that the decision not to participate may result in forfeiting our funding allocation.

The City of \_\_\_\_\_: (please check)

- ☐ Is aware that we must have the most current fiscal year single audit report or exemption letter from the California State Controller to receive and use these federal funds.

This form must be returned and received by the Energy Commission no later than **August 21, 2009**. **FAILURE TO RETURN THIS FORM BY THE DUE DATE MAY RESULT IN FORFEITING YOUR EECBG ALLOCATION.** Please mail signed and completed forms to:

California Energy Commission  
Attn: EECBG Program  
1516 Ninth Street, MS-42  
Sacramento, CA 95814

### CERTIFICATION

I hereby certify that the information contained on this form is true and accurate. I further certify that I am a duly authorized representative empowered by the City of Adelanto to make this election.

Signature of Authorized Representative: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_