



THE CITY OF
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MEMORANDUM

DATE: January 3, 2008

TO: Marin General Services Agency Board

FROM: Daniel E. Keen, Novato City Manager

SUBJECT: **Grant Award from Bay Area Air Quality Management District**

Members of the Board:

I would like to give you a brief update on the status of the Bay Area Air Quality Management District (air district) Climate Protection Grant Program. The City of Novato submitted a grant application for \$75,000 on behalf of the Marin Climate and Energy Partnership (MCEP), a newly formed group of representatives from all Marin municipalities in collaboration with the International Council for Local Environmental Initiatives (ICLEI), Marin Energy Management Team, and Joint Venture Marin. We are very happy to report that our project was selected for full funding. The grant funding will be used to hire a consultant, a 'Climate Action Director', to assist municipalities with their climate protection efforts such as green building programs and other related greenhouse gas reduction programs. All cities have been notified of the grant award and the group is excited to get to work on this project.

At the time of the application, the group felt that the MGSA would be the most suitable organization to manage the consultant contract and oversee the regional climate protection collaborative. Since this is a new project, work remains to define the details of the program management and administration. We recommend that the next steps of the grant award process should include the following:

1. In January, the City of Novato, as the lead applicant for the grant, will work with the air district (in consultation with the members of the MCEP) to develop a scope of work for this project. We anticipate that the scope of work will be similar to the scope of work specified in the grant application.
2. In early February, the MCEP will meet with the MGSA to define the Climate Action Director job description and hiring process, the MCEP/MGSA steering committee management structure and process, and discuss future resource development needs and opportunities
3. Also in February, the MCEP/MGSA group will be working the air district legal staff to draft a grant contract
4. In March, the air district anticipates that the grant contracts should be finalized and signed and the grants should be awarded
5. We anticipate that the consultant will be hired and start by July 1, 2008