

File No. 121068

Committee Item No. 2

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date 11/14/2012

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

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Completed by: Victor Young Date November 9, 2012

Completed by: Victor Young Date \_\_\_\_\_

1 [Accept and Expend Grant - Brownfields Assessment Project - \$400,000]

2  
3 **Resolution authorizing the Department of the Environment to accept and expend**  
4 **a grant in the amount of \$400,000 from the United States Department of**  
5 **Environmental Protection to support the Brownfields Assessment Project by**  
6 **performing site assessments and preparing cleanup plans for potentially**  
7 **contaminated properties located in the Southeast area of San Francisco, in**  
8 **support of the Blue Greenway Project for the period of October 1, 2012, through**  
9 **October 31, 2015.**

10  
11 WHEREAS, After a competitive process, the United States Department of  
12 Environmental Protection (EPA) has selected Department of the Environment for the  
13 City and County of San Francisco (SF Environment) to implement a Brownfields  
14 Communitywide Assessment project that will involve preparation of an inventory of  
15 potentially contaminated sites in the Southeast area of San Francisco; performing  
16 assessments of up to ten sites; and preparing cleanup plans; and

17 WHEREAS, The brownfields sites selected for assessments will be based on  
18 criteria determined through a public process, and target properties that can be cleaned  
19 up for reuse as recreational open spaces and green space linkages, in support of the  
20 Blue Greenway project, an open space waterfront corridor that will extend the region's  
21 Bay Trail along the Southeast shoreline of San Francisco; and

22 WHEREAS, The Brownfields Communitywide Assessment project will build on  
23 the current and recent activities conducted by the Port of San Francisco, San Francisco  
24 Parks Alliance and other organizations to develop an open space waterfront corridor  
25 along the Southeast shoreline, and increase recreational opportunities for residents of

1 the Bayview Hunters Point community and surrounding neighborhoods, and promote  
2 active healthy exercise and activities such as biking, walking and gardening; and

3 WHEREAS, Funding from the EPA under this grant will support opportunities  
4 for public outreach and education about the Blue Greenway and brownfield sites, and  
5 help solicit public input about the Blue Greenway project and open space planning; and

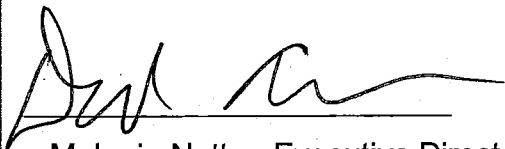
6 WHEREAS, The granting agency does not allow indirect costs, and

7 WHEREAS, The length of the grant is from October 1, 2012 through October 31,  
8 2015; and

9 WHEREAS, This grant does not require an amendment to the Annual Salary  
10 Ordinance (ASO); now, therefore, be it

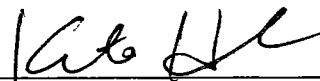
11 RESOLVED, That the Board of Supervisors authorizes the Director of the  
12 Department of the Environment to accept and expend funding in the amount of  
13 \$400,000 from the EPA to support the Brownfields Communitywide Assessment  
14 project.

15  
16 Recommended:

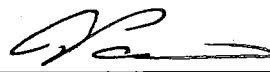
17   
18 \_\_\_\_\_

19 Melanie Nutter, Executive Director,  
20 Department of the Environment

21  
22 Approved:

23   
24 \_\_\_\_\_  
25 Mayor

26 Approved:

27   
28 \_\_\_\_\_

29 Controller, Grant Division

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *EM* Mayor Edwin M. Lee *JC*  
RE: *EM* Accept and Expend Grant – Brownfields Assessment - \$400,000  
DATE: October 30, 2012

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Attached for introduction to the Board of Supervisors is the resolution authorizing the Department of the Environment to accept and expend a grant in the amount of \$400,000 from the United States Department of Environmental Protection to support the Brownfields Assessment Project by performing site assessments and preparing cleanup plans for potentially contaminated properties located in the Southeast area of San Francisco, in support of the Blue Greenway project.

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
7/12 OCT 30 PM 2:18

12/068

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** The Department of the Environment  
**DATE:** September 21, 2012  
**SUBJECT:** Accept and Expend Resolution for Federal Grant  
**GRANT TITLE:** EPA Brownfields Assessment

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Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Rachel Buerkle

Phone: 415-355-3704

Interoffice Mail Address:

Certified copy required Yes

No X

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).



**Grant Resolution Information Form**  
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Brownfields Community-Wide Assessment Grant
2. Department: Department of the Environment
3. Contact Person: Rachel Buerkle Telephone: 415-355-3704
4. Grant Approval Status (check one):  
 [X] Approved by funding agency                       [ ] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$400,000
- 6a. Matching Funds Required: \$ \$0  
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: United States Environmental Protection Agency  
b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary:  
San Francisco Department of the Environment will conduct assessments of potentially contaminated properties, known as "brownfields", located in the Southeast area of San Francisco. This work will include: conduct an inventory of brownfield sites in the Bayview Hunters Point neighborhood and surrounding area, perform an assessment (Phase I, or "All Appropriate Inquiry) of 8 to 10 properties; performing detailed site assessments with soil testing (Phase II) ; and prepare clean up plans for targeted sites. This work will promote cleanup and reuse of brownfield sites for recreational open spaces and green corridors, to support development of the Blue Greenway, a waterfront open space corridor that extends the region's Bay Trail along the San Francisco's eastern shoreline and southward into the Bayview Hunters Point community.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: October 1, 2012                      End-Date: October 31, 2015

- 10a. Amount budgeted for contractual services: \$340,320  
b. Will contractual services be put out to bid?  
Yes, Contracts to consultants will be awarded based on the standard City contracting process of issuing an RFP and selecting contractors based on responses.  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? Yes  
d. Is this likely to be a one-time or ongoing request for contracting out? One-time

11a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much?

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? \$5,349

12. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\*\*(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Claudia Molina, Departmental ADA Coordinator, Payroll Personnel Clerk

Date Reviewed: 9/26/12

Claudia Molina  
(Signature Required) *Res.*

**Department Head or Designee Approval of Grant Information Form:**


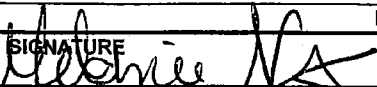
Melanie Nutter, Director, Department of the Environment

Date Reviewed: 9/26/12

Melanie Nutter  
(Signature Required)



SF Environment Brownfields Assessment Project		Budget		
		EPA	Match	TOTAL Project
<b>Personnel</b>				
Environmental Justice Sr. Environmental Specialist 5644	.10 FTE Manage project. Secure and oversee contractors, reporting, evaluation, coordinate with EPA	\$ 27,957	\$ -	\$ 27,957
<b>Fringe Benefits</b>		at 38.5 % \$ 10,771		\$ 10,771
<b>Total Personnel</b>		\$ 38,728		\$ 38,728
<b>Contractor</b>				
Non-Profit Community Based Organization for public outreach and convening meetings	Identify and recruit stakeholders to participate in advisory committee; convene community meetings; solicit and disseminate information about brownfields assessment process; develop outreach materials. Services secured using standard City granting procedures	\$ 30,720	\$ -	\$ 30,720
Professional environmental firm with expertise in site assessments	Consultant to prepare inventory, conduct assessments and soil testing; prepare technical reports. Secured using standard City RFP/procurement process	\$ 309,600	\$ -	\$ 309,600
<b>Total Contractor</b>		\$ 340,320	\$ -	\$ 340,320
<b>Other</b>				
Regulatory oversight and permit fees	for community planning, trainings, evaluation component of program	\$ 20,792	\$ -	\$ 20,792
Photocopying		\$ 160	\$ -	\$ 160
<b>Total Other</b>		\$ 20,952		\$ 20,952
<b>TOTAL PROJECT DIRECT</b>		\$ 400,000	\$ -	\$ 400,000
<b>Total Indirect costs</b>				
		\$ -		\$ -
<b>TOTAL PROJECT COST</b>		\$ 400,000	\$ -	\$ 400,000

	<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>  <b>Cooperative Agreement</b>	<b>GRANT NUMBER (FAIN):</b> 00T98101 <b>MODIFICATION NUMBER:</b> 0 <b>PROGRAM CODE:</b> BF	<b>DATE OF AWARD</b> 09/11/2012
		<b>TYPE OF ACTION</b> New	<b>MAILING DATE</b> 09/18/2012
		<b>PAYMENT METHOD:</b> Advance	<b>ACH#</b> 90147
		<b>Send Payment Request to:</b> Las Vegas Finance Center, Fax (702) 798-2423	
<b>RECIPIENT TYPE:</b> County		<b>PAYEE:</b> Department of the Environment - City & Cnty of SF 11 Grove Street San Francisco, CA 94102	
<b>RECIPIENT:</b> City and County of San Francisco - Dept of the Env 11 Grove Street San Francisco, CA 94102 EIN: 94-6000417			
<b>PROJECT MANAGER</b> Anne Eng 11 Grove Street San Francisco, CA 94102 E-Mail: anne.eng@sfgov.org Phone: 415-355-3735	<b>EPA PROJECT OFFICER</b> Carolyn Douglas 75 Hawthorne Street, SFD-6 San Francisco, CA 94105 E-Mail: Douglas.Carolyn@epa.gov Phone: 415-972-3092	<b>EPA GRANT SPECIALIST</b> Danielle Carr Grants Management Office, MTS-7 E-Mail: Carr.Danielle@epa.gov Phone: 415-972-3871	
<b>PROJECT TITLE AND DESCRIPTION</b> Brownfields Assessment Cooperative Agreement This cooperative agreement will be used to conduct community wide assessments (or a site specific assessment) at potential Brownfields sites contaminated with Petroleum and Hazardous Substances. The grant recipient will conduct site prioritization, then Phase I and Phase II Assessments at selected sites. Funds will also be used for public outreach and community involvement/public participation processes. Funds will be used to pay for oversight activities from the San Francisco Department of Public Health, which includes review and approval of reports and sampling and analysis plans. This local government oversight is required under Article 22A of the San Francisco Public Health Code which governs soil testing on Bay fill lands. This is also known as the Maher Ordinance.  This assistance agreement provides full federal funding in the amount of \$400,000.			
<b>BUDGET PERIOD</b> 10/01/2012 - 10/31/2015	<b>PROJECT PERIOD</b> 10/01/2012 - 10/31/2015	<b>TOTAL BUDGET PERIOD COST</b> \$400,000.00	<b>TOTAL PROJECT PERIOD COST</b> \$400,000.00
<b>NOTICE OF AWARD</b>			
Based on your application dated 06/29/2012, including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA), hereby awards \$400,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$400,000. Such award may be terminated by EPA without further cause if the recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Grants Management Office listed below within 21 days after receipt, or any extension of time, as may be granted by EPA. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments.			
<b>ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)</b>		<b>AWARD APPROVAL OFFICE</b>	
<b>ORGANIZATION / ADDRESS</b> U.S. EPA, Region 9 Grants Management Office, MTS-7 75 Hawthorne Street San Francisco, CA 94105		<b>ORGANIZATION / ADDRESS</b> U.S. EPA, Region 9 Superfund Division, SFD-1 75 Hawthorne Street San Francisco, CA 94105	
<b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>			
Digital signature applied by EPA Award Official Denise Zvanovec - Grants Management Officer			<b>DATE</b> 09/11/2012
<b>AFFIRMATION OF AWARD</b>			
<b>BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION</b>			
<b>SIGNATURE</b> 	<b>TYPED NAME AND TITLE</b> Melanie Nutter, Director		<b>DATE</b> 9/19/12