

File No. 100336

Committee Item No. 4

Board Item No. 10

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: City Operations & Neighborhood Ser. Date: March 22, 2010

Board of Supervisors Meeting Date 3/30/10

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
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| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input 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 |
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Completed by: Victor Young

Date March 18, 2010

Completed by: Victor Young

Date 3-23-10

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

01 02 3

1 [Accept and Expend Grant – American Recovery and Reinvestment Act of 2009 Department
2 of Energy Weatherization Assistance Program – \$2,581,152]

3
4 **Resolution authorizing the Mayor, on behalf of the City and County of San Francisco, to**
5 **accept and expend FY2009-2010 ARRA Weatherization Assistance Program funds from**
6 **the U.S. Department of Energy, disbursed by the State of California's Department of**
7 **Community Services and Development, in the amount of \$2,581,152.**

8
9 WHEREAS, The San Francisco Mayor's Office of Housing (MOH) provides financing
10 for the purchase, rehabilitation, and retrofitting of affordable housing in San Francisco; and

11 WHEREAS, A tremendous opportunity exists to increase energy efficiency and
12 preserve affordability for thousands of units of low income housing in San Francisco; and

13 WHEREAS, The San Francisco Mayor's Office of Housing has been selected to
14 administer ARRA weatherization funds allocated by the California Department of Community
15 Services and Development; and

16 WHEREAS, The City and County of San Francisco will enter into an agreement with
17 the State of California for implementation of weatherization activities; and

18 WHEREAS, The proposed grant does not require an Annual Salary Ordinance
19 amendment; and,

20 WHEREAS, The grant budget includes the maximum allowed for administrative costs
21 and no additional funds are available for indirect costs; now, therefore, be it

22 **RESOLVED, That the Mayor of the City and County of San Francisco is hereby**
23 **authorized to accept and expend the City's 2009/10 ARRA Weatherization Assistance**
24 **Program funds, all in accordance with the purposes and goals for the funding as generally set**
25 **forth in the federal Energy Conservation and Production Act; and, be it**

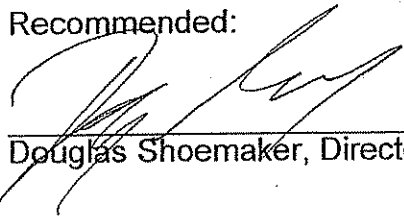
1 FURTHER RESOLVED, That the Board of Supervisors does hereby approve the
2 purposes and goals for 2009/10 ARRA Weatherization funding as set forth in the 2009/2010
3 ARRA Weatherization Business Plan; and, be it

4 FURTHER RESOLVED, That the Mayor is hereby authorized to enter into and execute
5 agreements between the City and County of San Francisco and various agencies consistent
6 with the ARRA Weatherization Business Plan; and, be it

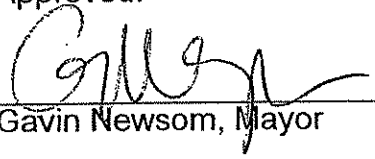
7 FURTHER RESOLVED, That due to the grantor's two-phased schedule for release of
8 funds, 50% of all budget line items shall be placed on reserve by the Controller, pending
9 notification from the grantor regarding the release of the remaining 50% of the funds; and, be
10 it

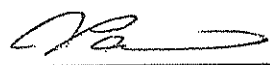
11 FURTHER RESOLVED, That all actions heretofore taken by the officers of the City
12 with respect to the acceptance or expenditure of 2009/10 ARRA Weatherization funds are
13 hereby approved, confirmed and ratified.

14
15 Recommended:

16 
17 _____
18 Douglas Shoemaker, Director

19 Approved:

20 
21 _____
22 Gavin Newsom, Mayor

23 
24 _____
25 For Ben Rosenfield, Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Doug Shoemaker, Director
DATE: March 9, 2010
SUBJECT: Accept and Expend Resolution
GRANT TITLE: Federal ARRA DOE Weatherization Funds

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

- Proposed resolution, signed
- Grant information form
- Grant Work Plan and Timeline
- 2009/2010 ARRA Weatherization Business Plan
- 2009/2010 ARRA Weatherization Program Budget
- Notice of Intent to Fund from funding agency
- Other (Explain): Contract not yet available.

Departmental representative to receive a copy of the adopted Resolution:

Name: Benjamin McCloskey **Phone:** 701-5575
Interoffice Mail Address: 1 South Van Ness, 5th Floor
Certified copy required: Yes.

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

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: 2009/10 ARRA Weatherization Assistance Program
- 2. Department: Mayor's Office of Housing
- 3. Contact Person: Douglas Shoemaker Telephone: 415-701-5509
- 4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$2,581,152

- 6a. Matching Funds Required: \$0
- b. Source(s) of matching funds (if applicable): N/A

- 7a. Grant Source Agency: U.S. Department of Energy
- b. Grant Pass-Through Agency (if applicable): California Department of Community Services and Development

8. Proposed Grant Project Summary: Weatherization funds will be used to improve energy efficiency, water efficiency, and resident comfort within the City's affordable housing portfolio.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: March 1, 2010 End-Date: March 30, 2012

10. Number of new positions created and funded: None

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: Grants to be made to nonprofit agencies, which will secure contractual services. Total amount of grants to nonprofit agencies is approximately \$2 million

- b. Will contractual services be put out to bid? yes
- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? yes
- d. Is this likely to be a one-time or ongoing request for contracting out? This is a one-time grant

13a. Does the budget include indirect costs? Yes No
b1. If yes, how much? n.a.

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

P.O. Box 1947
Sacramento, CA 95812-1947
(916) 576-7109
(916) 263-1406 (FAX)
(916) 263-1402 (TDD)



VIA ELECTRONIC AND U.S. MAIL

February 23, 2010

Douglas Shoemaker, Director
Mayor's Office of Housing
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

Re: Notice of Intent to Fund

Dear Mr. Shoemaker:

The Department of Community Services and Development ("CSD") hereby conveys its intent to contract with the City and County of San Francisco to administer American Recovery and Reinvestment Act ("ARRA") funds for the Weatherization Assistance Program. The total ARRA Weatherization Assistance Program grant amount is estimated at \$2,581,152.00. The initial contract, however, will be issued in the amount of \$1,290,576.00. The balance of the grant will be issued upon the State's achievement of U.S. Department of Energy (DOE) performance requirements.

Per your request, please find attached a "Sample Copy" of the DOE ARRA contract for informational purposes.

This contract and award will be contingent only upon the U.S. Department of Energy's approval of the contract, which CSD fully anticipates will be granted.

CSD welcomes this opportunity to partner with the City of San Francisco in the Weatherization Assistance Program.

Thank you for your efforts as the ARRA contracting process moves forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronn Kaiser", with a long horizontal line extending to the right.

Ronn Kaiser
Acting Chief Deputy Director

Cc: Lloyd Throne
Jason Wimbley
Emily Fisher

**City and County of San Francisco – Mayor’s Office of Housing (MOH)
2009/2010 ARRA Weatherization Assistance Program (WAP) Business Plan**

Work Plan and Timeline

1. Conduct In-House Training on Weatherization Requirements, Feb/Mar 2010

Conduct in-house training of project managers, construction managers, wage compliance officers, and fiscal officers on project review, intake, implementation, monitoring, and reporting protocols. Coordinate with California Community Services and Development Department (CSD) as needed.

2. Establish Project Review and Underwriting Standards, Including Energy Audits/Green Capital Needs Assessments (CNAs), Feb/Mar 2010

Building on the work completed to date as part of the Green Retrofit Pilot Program, establish underwriting and review standards and processes for retrofit projects that will access WAP funding ensuring consistency with ARRA WAP funding requirements.

3. Coordinate with Housing Sponsors to Incorporate Weatherization Program Goals into Yearly Work Plans, Feb-April 2010

Ensure that housing providers receiving CDBG funds include weatherization and green retrofit goals in their work plans. Provide technical assistance to sponsors on program requirements. Outreach to additional providers not receiving CDBG assistance.

4. Assist with Identification of Properties, Feb-April 2010

Using information provided in annual monitoring reports and tabulated in the asset management data base, assist housing providers in the identification of properties with an acute need for energy efficiency upgrades and with an eligible tenant population.

5. Issue Notice of Funding Availability (NOFA)/Request for Proposals (RFP) to “procure” affordable housing providers as subcontractors to manage weatherization funds, April 2010

Issue NOFA/RFP to affordable housing providers in order to select “subcontractors” (housing providers) and eligible buildings for weatherization. All direct program and health and safety funding shall flow through the housing providers to technical assistance providers (energy auditors) and weatherization service providers (general contractors and their subcontractors) through established monthly billing and disbursement protocols.

6. Review proposals and select participating projects, May 2010

Review submitted applications for funding and approve.

7. Perform Energy Audits and Green Capital Needs Assessments, June 2010

The selected housing providers shall contract with energy audit firms to conduct a “whole-building” assessment of energy use at the identified properties. MOH will monitor and ensure acceptable audit protocols are followed.

8. Establish scopes of work for weatherization, energy upgrades, and associated measures, June 2010

Based on energy audits, establish scopes of work, as well as identify eligible funding sources to complete the "whole-building" retrofit identified. Leveraged sources in addition to weatherization funding includes: utility rebates, EECBG funds, CDBG funds, Lead Program funding, etc.

**Please note that two housing providers are currently participating in the Green Retrofit Pilot program, and two buildings with a total of 161 units have already received an initial energy audit.

9. Bid scopes of work and select construction contractor, June/July 2010

The housing providers shall develop a bid package articulating the scope of work identified in the energy audit and capital needs assessment. MOH will monitor this activity.

10. Review Scopes of work and approve projects, including WAP funding allocation, July 2010

Housing providers shall submit a funding request to MOH for review and approval prior to issuing a Notice to Proceed for the work.

11. Implement weatherization and energy efficiency upgrades, July 2010-December 2010

The selected general contractor shall coordinate implementation of the construction scope of work including all weatherization and energy efficiency measures. Where mandatory prescriptive measures are identified and necessary, the general contractor shall employ one of two selected LIEE contractors in San Francisco to perform those scopes of work. Optional measure justified through the energy audit and the savings-to-investment ration calculation shall be undertaken by the licensed general contractor or licensed sub-contractors specializing in those scope of work.

12. Monitor implementation of work, including wage compliance, July 2010-December 2010

MOH's construction manager will review work as completed on site and review and approve all requests for payment. MOH's wage compliance officer shall receive monthly certified payroll to ensure compliance with Davis Bacon wage requirements.

13. Develop and Implement Tenant Education Curriculum, Feb 2010-December 2010

MOH will work with housing providers as well as energy audit firms and technical assistance organizations currently collaborating on the Green Retrofit Pilot Program to develop a tenant education curriculum. Selected housing providers will be responsible for incorporating curriculum into tenant and resident meetings and activities.

14. Project Close Out, August 2010-March 2011

Upon completion, MOH will ensure that all required documentation is completed confirming installation of identified weatherization and energy efficiency measures, as well as confirm that the housing sponsor has registered with PGE's benchmarking tools to track ongoing energy use in order to measure impact of retrofit work over time.

City and County of San Francisco – Mayor’s Office of Housing
2009/2010 ARRA Weatherization Assistance Program (WAP) Business Plan
Business Plan Narrative
Phase I (50% of Allocation)
February 2010-December 2010

Short synopsis

Of proposed business plan for providing administrative oversight and carry-out the delivery of weatherization services within the designated service area. The synopsis is to serve more as an intro piece, describe how the City plans to incorporate and support the administrative requirements of ARRA within the existing organization infrastructure, plans for outsourcing (subcontracting) weatherization service operations whole or in-part, and number of homes the City plans to weatherized under the DOE ARRA grant, and relevant experiences and resources the City possesses that will enabling the City to serve as an effective administering agent to DOE ARRA funding. Also, the City should acknowledge and provide mention to how they envision the DOE ARRA funding to benefit local service area in terms of weatherization/energy-efficiency services and job creation by the term of the DOE ARRA contract on March 31, 2012.

The San Francisco Mayor’s Office of Housing (MOH) provides financing for the purchase, rehabilitation, and retrofitting of affordable housing in San Francisco, managing a diverse array of funding sources and programs including CDBG, HOME, local hotel tax funds, inclusionary housing funds, lead abatement programs, first time homebuyer assistance programs, etc. In addition, MOH has established a Green Retrofit Pilot Program to improve energy efficiency, water efficiency, and resident comfort within the City’s affordable housing portfolio.

For the Weatherization Assistance Program (WAP) funds, MOH will target affordable multi-family housing stock in San Francisco. In so doing, we build upon a network of professional affordable housing providers with extensive experience in managing maintenance and rehabilitation projects, as well as providing services to San Francisco’s neediest populations. The Weatherization funding will be included in our Green Retrofit Pilot program and as such will leverage other funding sources such as local Energy Watch rebates and incentives, Energy Efficiency and Conservation Block Grants (EECBG), limited Community Development Block Grant (CDBG) funds, and a revolving loan fund established to provide financing for energy efficiency improvements within affordable housing. This leveraging will allow each project to pursue a “whole-building” approach to the retrofit, maximizing the impact of each Weatherization dollar.

As the housing agency for the City, MOH relies has financial and accounting protocols and controls in place for all funds that we manage, including ARRA funds. The City’s accounting system and processes allows for a variety of levels of independent reviews and approvals depending on the transaction or document type. City systems also segregate all transactions by funding source and specific allowable use. The City has an independent Controller’s Office, with a Controller appointed for a 10-year term. While transactions are initiated at the Department level, all Departments receive regular audits from the Controller’s Office as well as the City’s external auditors to ensure proper accounting and fiscal management. Finally, the City has established a separate review process with dedicated staff for all ARRA funds to ensure the highest level of compliance, transparency and to ensure prevention of misuse, fraud, and waste.

Finally, for all multifamily projects including those projects making use of WAP funding, MOH will work in collaboration with San Francisco’s First Source hiring program, and its CityBuild Academy that provides job training and placement for our local workforce. Citybuild is currently working to expand its training to include the “Green Academy,” a comprehensive Certificated LIEE Training Initiative that will prepare participants with the necessary skills and certifications required to market and install energy efficiency

measures not only for the LIEE program but for the federal Low Income Home Energy Assistance Program (LIHEAP) and Weatherization Assistance Program (WAP) as well.

Ramp-up/Planning

Under this section the City should speak to the necessary and planned activities to be undertaken in order to improve the organization's readiness and capacity to administer ARRA. The readiness efforts should address the key areas, including:

Administrative structure/compliance

Separate accounting and tracking of DOE ARRA funding

MOH manages a number of programs and funding sources each of which require their own accounting and tracking. Thus, systems and protocols are already in place that can be used to ensure separate accounting and tracking of DOE ARRA funding for weatherization activities.

Administrative Staff recruitment and training (for staff tasked with supporting DOE ARRA related administrative activities)

MOH's current staff includes project managers, construction managers, wage compliance officers, and a fiscal department with capacity to undertake the management of the weatherization program. No additional recruitment of staff is anticipated at this time, though limited contract labor may be needed in order to support program development and implementation. MOH staff has already visited a sister agency in Contra Costa County to begin to be trained on management of an existing WAP program. Other training will be undertaken in-house on topics including: administration, energy audit procedures, weatherization project underwriting, construction oversight, and reporting.

Any initial and ongoing interactions with the City Council

The City and County of San Francisco (CCSF) has pursued, and is pursuing, ARRA funding for energy and water efficiency improvements on a number of fronts, with the full and complete support of the Board of Supervisors and Mayor. The Weatherization Program is entirely consistent with those efforts.

Davis Bacon Compliance

All of MOH's multifamily projects must comply with either Davis Bacon or State Prevailing Wage requirements. Compliance is monitored by MOH's wage compliance officer. Reporting is conducted through an electronic reporting system. No disbursements of funds take place without first confirming compliance with applicable wage requirements. Our existing wage compliance monitoring infrastructure will be used to ensure compliance for the WAP funds.

Compliance with DOE ARRA transparency and accountability requirements

The City and County of San Francisco has sophisticated financial and accounting internal controls in place for all funds, including ARRA funds. The City's accounting system and processes allows for a variety of levels of independent reviews and approvals depending on the transaction or document type. City systems also segregate all transactions by funding source and specific allowable use. The City has an independent Controller's Office, with a Controller appointed for a 10-year term. While transactions are initiated at the Department level, all Departments receive regular audits from the Controller's Office as well as the City's external auditors to ensure proper accounting and fiscal management. Finally, the City has established a separate review process with dedicated staff for all ARRA funds to ensure the highest level of compliance, transparency and to ensure prevention of misuse, fraud, and waste.

Ability to support and provide required administrative reporting data – should acknowledge required data elements (e.g., job reporting, monthly administrative expenditures)

The City and County of San Francisco complies with all transparency and reporting requirements for ARRA funds. The Mayor's Office of Housing (MOH) completes quarterly reports for all ARRA grants and publishes those reports on the City's ARRA website (www.recoverysf.org) and the federal ARRA website (www.recovery.gov) using the US Office of Management and Budget required reporting documentation. In addition, MOH provides additional overview and programmatic reporting for ARRA grants on the RecoverySF website. MOH also complies with all additional, grant-specific reporting requirements for submitting information into separate reporting systems. Finally, the City also has very strong local government participation and transparency laws which apply to virtually all government documents and processes. MOH project management staff will be responsible for completing and submitting all required reports including data on job creation, monthly administrative expenditures, units completed to date, etc.

Program Implementation/Compliance

Timelines for releasing RFPs and contract negotiations with potential subcontractors

Per MOH's service delivery model (see below), the subcontractors for the implementation of our WAP will be local affordable housing providers who own and manage affordable housing units and who are experienced in the management of rehabilitation and retrofit efforts. Affordable housing providers will be selected either through an RFP (Request for Proposal) or a NOFA (Notice of Funding Availability) process. Selection will be based on sponsor capacity and identified need. MOH is very experienced in the issuance of RFPs and NOFAs, as well as the establishing of contracts and agreements for identified scopes of work. Upon selection, each affordable housing provider shall procure a technical assistance consultant to develop an energy audit and "green" capital needs assessment upon which a retrofit scope of work shall be based. After the scope of work is established, the housing provider will bid the work and select a contractor based on price and qualification. For mandatory measures (if applicable), each housing developer shall work with either one of San Francisco's LIEE contractors, or the Economic Opportunity Council. These contractors have received all the training required by WAP at the PGE training facility in Stockton. For optional measures justified through the energy audit and a documented savings-to-investment ratio of 1.0 or greater, the project sponsor will select contractors licensed to do the work described in the scope of work. All contractor selection and performance of weatherization services shall be monitored by MOH's construction management staff.

Development of internal reporting and data collection systems

As mentioned above, MOH manages a number of funding sources and has an infrastructure in place for reporting on expenditures, and ensuring compliance with funding requirements. All recipients of our funding provide monthly reports on project progress and expenditures. Thus, the monthly reporting requirements of the Weatherization Assistance Program are entirely consistent with current reporting protocols. Our construction management team performs frequent site visits to ensure quality of construction, and our wage compliance officer monitors compliance with Davis Bacon. Both wage compliance monitoring and construction management review will be included as part of the WAP.

Development of Outreach, Intake and Client Education service strategies and their implementation

Outreach and intake will be achieved through our existing network of affordable housing providers. MOH has requested that non-profit housing providers include in their annual work plans the identification of properties in their portfolio with an acute need for energy efficiency upgrades. MOH will target the neediest properties (and thus those properties where there is the greatest potential for improved efficiencies) for the use of WAP funds. Intake will occur through the submittal of a request for funding from the affordable housing sponsor/owner to MOH for the allocation of WAP funds. MOH staff will review the scope of work and proposed funding source to ensure that the project has sufficient resources to complete the scope and achieve the project energy savings. Finally, MOH will work with housing providers as well as energy audit firms and technical assistance organizations currently collaborating on the Green Retrofit Pilot Program to develop a tenant education curriculum. Selected housing providers will be responsible for incorporating curriculum into tenant and resident meetings and activities.

Program Staff (internal) recruitment and training

No staff recruitment is anticipated. Training will occur through visits to sister agencies experienced with multifamily housing and through "in-house" training of project managers, construction managers, wage compliance officers, and fiscal officers. In addition, training will consist of internal training sessions on energy audits and "green" capital needs assessments performed by collaborating TA subcontractors already participating in the Green Retrofit Pilot Program.

Weatherization subcontractor recruitment and training

As mentioned above, for mandatory measures, housing sponsors will contract with identified LIEE subcontractors or the SF EOC to undertake those prescriptive measures. These contractors have received all required training and have vendor numbers with the City and County of San Francisco. Licensed General Contractors for the "whole-building" scopes of work will have all required licensing to undertake particular scopes of work and will not require additional training. Affordable housing providers, also considered subcontractors for the purposes of this program, shall receive training through ongoing consultation with MOH project management staff.

Field monitoring and work quality oversight

Field monitoring will be conducted through MOH's construction management staff. MOH has considerable experience overseeing small scale rehabilitation of single family homes, and managing larger multi-family rehabilitations and new construction. MOH's construction management staff includes contractors and licensed architects with dozens of years of experience in the design and building trades.

Developing data reporting systems between subcontractor workforce and the City

The SF WAP program will build on established reporting and coordination systems used to implement housing rehabilitation programs, including monthly project reports from affordable housing providers, monthly payment application protocols from construction trades, monthly job placement reports from the CityBuild workforce program, and monthly certified payroll submissions through the Elations system wage reporting software.

Market analysis to identify target areas and populations the City intends to service under ARRA

MOH worked with the Low Income Investment Fund (LIIF) to research utility costs and energy-saving potential in multifamily affordable housing developments throughout the city of San Francisco, resulting in a report entitled "San Francisco Community Facilities: Energy Retrofit Demand and Sensitivity Analysis." Using data provided by the Mayor's Office of Housing, the report analyzed approximately 132 multifamily affordable housing developments (~ 7,000 households) throughout the city, as well as certain non-housing facilities, evaluating utility costs and building characteristics to identify those developments most in need of energy retrofitting. The analysis modeled which of the buildings sampled could generate sufficient cash flow from retrofits to support timely repayment of loans. The report identified approximately 50 properties of the 132 surveyed as good candidates for extensive "whole-building" retrofitting. As the sample included only about one quarter of the city's multifamily affordable housing stock, the research suggests that roughly 200 multifamily affordable housing developments in San Francisco alone may be appropriate targets for significant energy efficient retrofits.

Given the significant identified need for energy efficiency improvements in San Francisco's affordable housing stock, MOH will direct the WAP funds to those buildings with the most acute need for improvements in order to maximize the impact of the funds. MOH collects data on utility costs from affordable housing properties throughout the city and can use this data to target allocation of funding.

Leveraging resource plans and models

Because the WAP funds will be used as part of MOH's Green Retrofit Program, the funds will be leveraged with a number of sources, including:

- Energy Efficiency and Conservation Block Grant funds managed by SF Dept. of Environment
- Energy Watch utility incentive payments managed by SF Dept. of Environment
- Community Development and Conservation Block grants that will support outreach and property identification efforts
- Lead Remediation funding that can cover a portion of costs associated with energy efficiency such as window replacement and caulking
- The Green Retrofit Revolving Loan fund providing unsecured low-interest loans to affordable housing providers for energy efficiency upgrades

Note: Identify any potential barriers that may impede organization readiness efforts and how they will be overcome

The great opportunity we have in San Francisco for effective and timely implementation of an ARRA funded Weatherization Program is to use our existing affordable housing infrastructure to target buildings with the most need, to leverage other funding sources to amplify the impact, and to create local jobs through collaborations with City-sponsored job training programs. Conversely, the greatest potential impediment to this work is the extent to which the traditional WAP service delivery model conflicts with our housing service delivery model.

Performance Expectations/Benchmarking

Under this section, the City should offer their best guess on the total number of dwellings to be weatherized and the assumptions factoring into this calculation estimate. Complete the DOE Local Plan production schedule attached.

Assuming the full \$6,500 is able to be disbursed for each eligible unit, MOH would expect to retrofit approximately 305 units. However, given that WAP funds will be highly leveraged as part of our Green Retrofit Program, we anticipate being able to retrofit twice the number of units, or approximately 600 units. Two buildings have already been identified with a combined unit count of 161 units. Given that this pilot program is already underway, we are confident of our ability to deploy funds efficiently and within the time constraints established for ARRA funding.

Budget

The business plan should incorporate a detailed budget. The budget needs to translate directly into the City's service delivery strategies for direct service activities, to include: outreach, intake, client education, and weatherization.

See attached budget

Outreach

- ✓ Describe how the budgeted amount for outreach will be utilized to support the City's ability to:
- ✓ Lead effective marketing and outreach to low-income customers
- ✓ Provide outreach and services in written and spoken languages of eligible clients
- ✓ Ability to coordinate with other community-based organizations, social service agencies, and any other agencies providing services to low-income customers

Our program will build on an established network of affordable housing providers years of experience in managing retrofit activities and providing support services to low-income tenants. Because such an infrastructure, including reporting and compliance mechanisms, is already in place, outreach can be efficient, streamlined, and effective. Our outreach activities will be primarily comprised of:

- Review and approval of yearly work plans to ensure that weatherization activities are included in the scopes of work;
- Education to affordable housing providers on program parameters, requirements, and eligible scopes of work;

- Site visits to properties to perform initial analysis of building conditions and eligibility of tenant population

Intake

- ✓ Provide intake enrollment services to low-income customers.

Again, building on current MOH protocols for project review and approval, the intake process will occur in two stages.

- 1) Housing sponsors shall submit an initial application to participate in the Green Retrofit Program (and benefit from WAP funding) in response to the NOFA/RFP. A MOH Project Manager will review the information submitted and confirm population eligibility and building needs. If a project demonstrates need and eligibility, they will be authorized to conduct a more in depth building assessment and scope development.
- 2) Upon completion of an energy audit, and the development of a comprehensive scope of work, the project sponsor shall submit a request for funding to MOH, with costs associated with weatherization measure clearly identified. The weatherization scope of work will include both mandatory prescriptive measures (if applicable) and optional measure that are justified through the energy audit and savings-to-investment ratio.

Client Education

- ✓ How the City plans to use the budgeted amount to provide education to low-income customers on the value of energy conservation, how to maximize the benefits of installed DOE ARRA weatherization services to achieve expected energy-savings, and education on EPA Mold and Lead awareness and

A further advantage to building on our existing network of affordable housing providers is our ability to utilize existing on-site social service provision to coordinate education to tenants on energy efficiency, water use and conservation, and recycling. Our affordable housing providers typically provide a number of services to tenants either through on-site staff or through linkages to partnering service providers for job training, drug treatment, adult day care activities, etc. MOH will develop an energy-efficiency education curriculum to provide to affordable housing sponsors for use at resident and tenant association meetings.

Weatherization Direct Program Funding

- ✓ Training and Technical Assistance – what are the identified needs, how will the T&TA dollars will be invested to support the City's and external subcontractor T&TA needs.
- ✓ Equipment purchases –identify the minor and major weatherization equipment the City plans to purchase and furnish its subcontractor workforce with. What efforts will be made to safeguard this equipment so at the end of the grant CSD can redirect to another DOE energy provider.
- ✓ Insurances –generally cities are self-insured. However, in the event they need to purchase any additional insurance, then the cost and type need to be identified.

Training and technical assistance for MOH staff will include:

- In-house training on WAP requirements for MOH construction management, project management, wage compliance, and monthly reporting
- Training by MOH staff of affordable housing sponsors on program requirements and implementation
- Development of energy audit protocols and capital needs templates for use as diagnostic tools

There will be no equipment purchase. All insurance will be included as a project cost.

Essentially the purpose of this exercise is to ensure that the City has applied some degree of prudent planning and analysis to determine how they plan to make use of the DOE funds by budget-line item and category, and by doing so figure out the balance of funding remaining earmarked (after all start-up/administration related costs have been accounted for) for weatherization services, thus yield a more accurate estimate of dwelling numbers

Political Support

Confirm Mayor and City Council support/approval of LADWP's administration of ARRA. If such approval has yet to be obtained, then in this section LADWP will need to describe the process and steps for securing such approval.

As the Mayor's Office of Housing we anticipate full support from the Mayor and Board of Supervisors to direct this important resource to affordable housing providers in San Francisco. We do not anticipate any impediments to receive required endorsements or approvals to receive and expend the WAP funding.

Weatherization Assistance Program - DOE ARRA
 Program Budget - San Francisco Mayor's Office of Housing
 March 1, 2010-March 31, 2012

Task	Total	Administration		Client Education		Outreach		Training & Technical Assistance		Intake		Direct Program Activities		Health & Safety Measures	
		MOH	Nonprofit Contracts	MOH	Nonprofit Contracts	MOH	Nonprofit Contracts	MOH	Nonprofit Contracts	MOH	Nonprofit Contracts	MOH	Nonprofit Contracts	MOH	Nonprofit Contracts
In-house training on weatherization requirements	40,000							40,000							
Establish project underwriting standards including energy audit protocols	70,000							70,000							
Coordinate with Sponsors to incorporate WAP participation into yearly workshops/Outreach to additional properties	80,000					40,000		40,000							
Assist with identification of eligible properties	40,000					40,000									
Issue NOFAR/FP(s)	40,000					40,000									
Review proposal and select participating projects	46,460	36,460								10,000					
Perform buildings assessment of selected projects	200,000	10,000										140,000		50,000	
Monitor building assessment of selected projects	20,000	20,000													
Monitor bidding of work and selection of subcontractors to perform weatherization and energy efficiency work	20,000	20,000													
Review submitted scopes of work and approve budget and WAP funding	30,000									30,000					
Implementation of weatherization and energy efficiency measures	1,774,692											1,262,692		512,000	
Monitor implementation of weatherization and energy efficiency work including wage compliance	60,000											50,000		10,000	
Provide monthly reporting to CSD	50,000	50,000													
Develop tenant education curriculum and coordinate implementation	90,000			45,000	45,000										
Project close-out; confirm energy savings and verify that ongoing monitoring of energy use is in place	20,000	20,000													
Total	2,581,520	156,460	0	45,000	45,000	120,000	0	130,000	0	40,000	0	50,000	1,452,692	10,000	562,000