

File No. 120392

Board Item No. **18**

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date: April 24, 2012

Cmte	Board	
<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER:

Completed by: Annette Lonich

Date: April 19, 2012

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

INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

Time Stamp or
Meeting Date

I hereby submit the following item for introduction:

- 1. For reference to Committee: _____
An ordinance, resolution, motion, or charter amendment
- 2. Request for next printed agenda without reference to Committee
- 3. Request for Committee hearing on a subject matter
- 4. Request for letter beginning "Supervisor _____ inquires..."
- 5. City Attorney request
- 6. Call file from Committee
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File Nos.
- 9. Request for Closed Session
- 10. Board to Sit as A Committee of the Whole
- 11. Question(s) submitted for Mayoral Appearance before the BOS on _____

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.]

Sponsor(s): Mar

Subject: Accept and Expend Grant - Plug-In Electric Vehicle (PEV) Infrastructure Readiness Planning - \$49,957

The text is listed below or attached:

See attached.

Signature of Sponsoring Supervisor: _____



For Clerk's Use Only:

1 [Accept and Expend Grant - Plug-In Electric Vehicle Infrastructure Readiness Planning -
2 \$49,957]

3 **Resolution authorizing the Department of the Environment to retroactively accept and**
4 **expend a grant of \$49,957 from the Bay Area Air Quality Management District to assist**
5 **the District in preparing a Regional Plug-In Electric Vehicle Infrastructure Readiness**
6 **Planning Study.**

7
8 WHEREAS, The Bay Area Air Quality Management District (BAAQMD), through its
9 Transportation Fund for Clean Air and the United States Department of Energy (DOE) has
10 awarded a grant of \$49,957 to the Department of the Environment to assist in preparing a
11 Regional Plug-In Electric Vehicle (PEV) Infrastructure Readiness Planning Study; and

12 WHEREAS, Electric Vehicles significantly reduce greenhouse gases compared to
13 vehicles with internal combustion engines; and

14 WHEREAS, Forty percent of the greenhouse gases generated in San Francisco are
15 attributable to transportation; and

16 WHEREAS, In 2004, the Department of the Environment and the San Francisco Public
17 Utilities Commission released a "Climate Action Plan for San Francisco" identifying
18 transportation, energy efficiency, renewable energy, and solid waste measures that could
19 achieve significant greenhouse gas reductions; and

20 WHEREAS, Creating the infrastructure necessary to support the market for Electric
21 Vehicles in San Francisco is an important element of San Francisco's strategy for reducing
22 greenhouse gases; and

23 WHEREAS, In addition, companies manufacturing Electric Vehicles have targeted San
24 Francisco as a strong "early adopter" market, and critical actions need to be taken by the City
25 for that market to materialize; and

1 WHEREAS, In addition, companies manufacturing Electric Vehicles have targeted San
2 Francisco as a strong "early adopter" market, and critical actions need to be taken by the City
3 for that market to materialize; and

4 WHEREAS, The promotion of Electric Vehicle charging infrastructure throughout the
5 San Francisco Bay Area will contribute to the continued deployment of Electric Vehicles; and

6 WHEREAS, The identification of the needs of large employers and large fleets in the
7 San Francisco Bay Area will allow for coordinated PEV infrastructure planning; and

8 WHEREAS, Assisting in the development of "Best Practices" guidelines for PEV
9 readiness will identify San Francisco as a continuing leader in creating programs and services
10 with measurable environmental impact; and

11 WHEREAS, The term of this grant is from March 26, 2012 to September 30, 2012; and

12 WHEREAS, A request for retroactive approval is being sought because the Department
13 of the Environment was not notified of the grant award until March 26, 2012; and

14 WHEREAS, The funding source does not allow for indirect costs; and

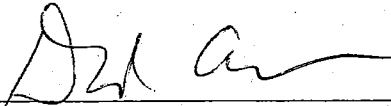
15 WHEREAS, The grant does not require an Annual Salary Ordinance (ASO)
16 amendment; now, therefore, be it

17 RESOLVED, That the Board of Supervisors authorizes the Director of the Department
18 of the Environment to retroactively accept and expend a grant in the amount of \$49,957 from
19 the Bay Area Air Quality Management District to assist the District in preparing a Regional
20 Plug-In Electric Vehicle (PEV) Infrastructure Readiness Planning Study; and, be it

21 FURTHER RESOLVED, That the Board of Supervisors hereby waives the inclusion of
22 indirect costs in the grant budget.

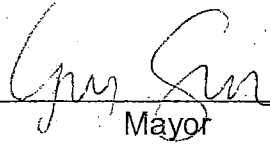
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Recommended:



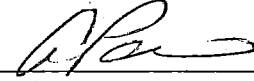
Department Head

Approved:


Mayor

For Kente Howard

Approved:



Controller, Grant Division

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: Regional Plug-In Electric Vehicle (PEV) Infrastructure Readiness Planning Study.

2. Department: Department of the Environment

3. Contact Person: Rachel Buerkle

Telephone: 415-355-3704

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$49,957

6a. Matching Funds Required: \$ not required

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Bay Area Air Quality Management District

b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary:

The San Francisco Department of the Environment was awarded a grant of \$49,957 from the Bay Area Air Quality Management District to assist the District in preparing a Regional Plug-In Electric Vehicle (PEV) Infrastructure Readiness Planning Study. The project will include surveys of Bay Area governments and employers and hosting public meetings on a draft regional PEV readiness plan.

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

Start-Date: March 26, 2012

End-Date: September 30, 2012

10a. Amount budgeted for contractual services: 0-

b. Will contractual services be put out to bid? N/A

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

11a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much? N/A

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? \$19,425

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: 4/10/12

Claudia Molina
(Signature Required)

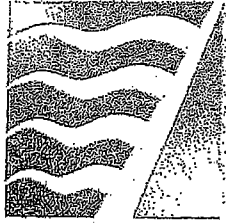
Department Head or Designee Approval of Grant Information Form:

Melanie Nutter, Director, Department of the Environment

Date Reviewed: 4/10/12

Melanie Nutter
(Signature Required)

Department of the Environment		
Accept and Expend Grant Funds from Bay Area Air Quality Management District		
PEV Infrastructure Planning		
		Total Project
Personnel		
	Sr. Environmental Specialist 5642	Project Management \$ 48,757
	Total Personnel	\$ 48,757
Supplies and Other		
		Materials and Supplies \$ 600
		Facility Rental \$ 600
	Total Other	\$ 1,200
	Total Project Direct	\$ 49,957
	Total Indirect Costs	\$
	TOTAL PROJECT COST	\$ 49,957



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

ALAMEDA COUNTY

Tom Bates
Scott Haggerty
Jennifer Hosterman
Nate Milley
(Secretary)

CONTRA COSTA COUNTY

John Gloja
(Chairperson)
David Hudson
Mary Piepho
Mark Ross

MARIN COUNTY

Katie Rice

NAPA COUNTY

Brad Wagenkriecht

SAN FRANCISCO COUNTY

John Avalos
Edwin M. Lee
Eric Mar

SAN MATEO COUNTY

Carole Groom
Carol Klatt

SANTA CLARA COUNTY

Susan Garner
Ash Kalra
(Vice-Chair)
Liz Kniss
Ken Yeager

SOLANO COUNTY

James Spring

SONOMA COUNTY

Susan Gorin
Shirlee Zane

Jack P. Broadbent
EXECUTIVE OFFICER/APCO

March 26, 2012

William Zeller
Manager, Clean Vehicle Program
Department of the Environment
City and County of San Francisco,
11 Grove Street, San Francisco, CA 94102

RE: Regional Plug-In Electric Vehicle (PEV) Readiness Planning Funding

Dear Mr. Zeller,

The Bay Area Air Quality Management District (Air District) is please to announce that the San Francisco Clean Cities Coalition (SFCCC) has been awarded \$50,000 to assist with Regional PEV Readiness Planning. This award was made by the Air District Board of Directors on November 2, 2011.

The award itself is a combination of \$25,000 from the Air District's Transportation Fund for Clean Air (TFCA) and \$25,000 from the United States Department of Energy (DOE). This funding is being provided to SFCCC for a contract period beginning in February/March 2012 running through September 2012, for the following scope of work:

• **Task 1: Public Agency Survey Follow-Up**

As part of this task, SFCCC will perform outreach to city and County governments in Sonoma, Marin, Napa and San Francisco on an informational survey designed by the California Plug-in Electric Vehicle Coordinating Council (CalPEVCC). The Air District will identify those cities and counties who did not respond to the survey in the areas listed above and SFCCC will follow up with those jurisdictions to get as many complete survey responses as possible. This task is expected to take approximately 6 to 8 weeks in the February/March 2012 timeframe.

• **Task 2: Fleet and Employer Survey Follow-Up**

As part of this task, SFCCC will perform outreach to fleets and major employers in Sonoma, Marin, Napa and San Francisco counties on an informational survey designed by the Air District. SFCCC will work with the Air District to identify the 100 largest employers and 50 largest fleets in the area listed above. Following the initial distribution of the survey, the Air District will identify those fleets and employers who did not respond. SFCCC will follow up with those fleets and employers to get as many complete survey responses as possible. This task is expected to take approximately 6 to 8 weeks in the February/March 2012 timeframe.

• **Task 3: Distribution of PEV "Best Practices" guidelines**

The CalPEVCC will develop PEV "best practices" guidelines documents for distribution to cities and counties for input and comment. SFCCC will distribute these documents to the appropriate city and County governments in Sonoma, Marin, Napa and San Francisco. This task is expected to take approximately 1 week in the March 2012 timeframe.

- **Task 4: Outreach Meetings on Draft Regional PEV Readiness Plan**
SFCCC will set up and host 1 to 2 public meeting on a Draft Regional PEV Readiness Plan. All content will be provided by the Air District with SFCCC to provide the meeting location(s) and logistical support for the events. This task is expected to take approximately 1 to 2 weeks in the June 2012 timeframe.
- **Task 5: Outreach Meetings on Final Regional PEV Readiness Plan**
SFCCC will set up and host 1 to 2 public meeting on a Final Regional PEV Readiness Plan. All content will be provided by the Air District with SFCCC to provide the meeting location(s) and logistical support for the events. This task is expected to take one to two weeks in the August 2012 timeframe.

It is expected that SFCCC will adhere to the following budget in the performance of the tasks outlined above:

Table 1 - SFCCC Budget for Regional PEV Readiness Planning Grant

Position	Hourly Rate	Fringe Rate	Total Loaded Rate	Total Hours	Total Cost
Project Manager	\$46.20	40.2%	\$64.75	753	\$48,757
Travel (local and reimbursed at the IRS mileage rate)					
Facilities Lease / Modification Expenses (space rental for regional meetings)					\$ 600
Equipment Rental / Use Fees (for AV off-site)					
Materials / Supplies / Equipment / Misc.					\$ 600
TOTAL					\$ 49,957

The Air District looks forward to working with SFCCC to advance the cause of reducing air pollution, health risk and greenhouse gas emissions as a result of increased PEV adoption as a result of the grant funding being provided.

If you have any questions regarding this letter please contact me at (415) 749-5041.

Yours sincerely,



Damian Breen,
Director, Strategic Incentives Division