

File No. 181088

Committee Item No. 7

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

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date December 13, 2018

Board of Supervisors Meeting

Date \_\_\_\_\_

**Cmte Board**

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

**OTHER (Use back side if additional space is needed)**

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Completed by: Linda Wong

Date December 7, 2018

Completed by: Linda Wong

Date \_\_\_\_\_

1 [Accept and Expend Grant - Bay Area Air Quality Management District - Keep It Tuned Pilot  
2 Program - \$166,175]

3 **Resolution retroactively authorizing the Department of the Environment to accept and**  
4 **expend a grant in the amount of \$166,175 from the Bay Area Air Quality Management**  
5 **District's 2018 Climate Protection Grant Program to expand its Keep It Tuned pilot**  
6 **project, a comprehensive refrigeration maintenance program in service to the small**  
7 **commercial food and beverage sector, for the period of October 1, 2018, through June**  
8 **30, 2020.**

9  
10 WHEREAS, The City and County of San Francisco is a long-standing leader in local  
11 and regional energy efficiency program development and implementation; and

12 WHEREAS, On April 19, 2018, Mayor Mark Farrell committed San Francisco to a  
13 climate goal of net-zero greenhouse gas (GHG) emissions by 2050; and

14 WHEREAS, Since the launch of the Keep It Tuned pilot project in mid-2016, the  
15 Department of the Environment has become increasingly aware that emissions of high global  
16 warming potential (GWP) refrigerants like hydrofluorocarbons (HFCs) from aging commercial  
17 refrigeration equipment can negate energy-efficiency benefits achieved elsewhere; and

18 WHEREAS, There is widespread need to develop aggressive strategies to address this  
19 pollution source as refrigerants currently account for 86% of HFCs statewide; and

20 WHEREAS, The City highly values energy efficiency in support of reducing operating  
21 costs for small businesses and small building owners; and

22 WHEREAS, Small commercial buildings and small businesses are not affordably  
23 serviced by private companies that offer energy efficiency services, and have limited  
24 resources for equipment upgrades and regular maintenance; and

1           WHEREAS, Through extensive field work in the City's small business sector, the  
2 Department of the Environment's San Francisco Energy Watch program has found that a  
3 significant percentage of corner store refrigeration equipment is likely 15 years or older; and

4           WHEREAS, The Department of the Environment has been offering energy efficiency  
5 services and incentives to small commercial buildings and small businesses since 2001; and

6           WHEREAS, In May 2018, the Department of the Environment submitted a proposal to  
7 the Bay Area Air Quality Management District's (BAAQMD) Climate Protection Grant Program  
8 to prioritize projects that reduce GHG emissions from existing buildings and foster innovative  
9 strategies for long-term impacts in GHG reduction; and

10           WHEREAS, In June 2018, the BAAQMD announced proposed awards under the  
11 Climate Protection Grant Program, which included an award of \$166,175 to the Department of  
12 the Environment to expand its Keep It Tuned project; and

13           WHEREAS, This additional funding will enable the Department of the Environment to  
14 fully replace equipment at 35 current project sites and to fully assess energy savings potential  
15 from mitigated refrigerant emissions; and

16           WHEREAS, The Department of the Environment can leverage existing staff for this  
17 expansion of the Keep It Tuned project; and

18           WHEREAS, The grant does not require an Annual Salary Ordinance (ASO)  
19 amendment and partially reimburses the Department of the Environment for several existing  
20 positions; and

21           WHEREAS, The term of this grant is from October 1, 2018, to June 30, 2020; and

22           WHEREAS, The grant budget includes provision for indirect costs of \$15,107; now,  
23 therefore, be it

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RESOLVED, That the Director of the Department of the Environment is hereby authorized to accept and expend the Climate Protection Grant Program grant award of \$166,175 on behalf of the City, in accordance with the purposes and goals for the funding as generally set forth by the BAAQMD; and, be it

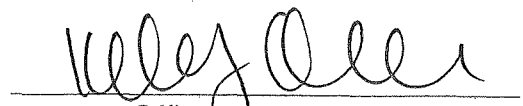
FURTHER RESOLVED, That the Director of the Department of the Environment is hereby authorized to enter into and execute all agreements, and amendments thereto, between the City and various agencies consistent with the aforementioned proposal and necessary to carry out the purpose of the grant.

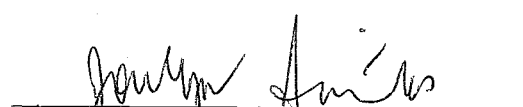
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RECOMMENDED:

  
Department of the Environment

APPROVED:

  
for Office of the Mayor

  
for Office of the Controller

File Number: 181088  
(Provided by Clerk of Board of Supervisors)

10034044

**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: Keep It Tuned
2. Department: Department of the Environment
3. Contact Person: Victoria Chan 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: \$166,175
- 6a. Matching Funds Required: N/A  
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: Bay Area Air Quality Management District (BAAQMD)  
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: With this grant, the Department of the Environment will expand its current Comprehensive Refrigeration Maintenance in the Food and Beverage Sector pilot project, also known as Keep It Tuned. This project currently provides to small business owners and managers (1) training on commercial refrigeration maintenance best practices; and (2) technical assistance and partial incentives for refrigeration equipment repairs and/or replacement. Expansion of the project will result in full compressor replacement at 35 sites, development of a blueprint for reducing high Global Warming Potential (GWP) refrigeration emissions, and an invaluable opportunity to build a financial case for funding maintenance and replacement of refrigeration systems.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: 10/01/18 End-Date: 06/30/2020
- 10a. Amount budgeted for contractual services: \$127,100  
b. Will contractual services be put out to bid? No.  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?  
d. Is this likely to be a one-time or ongoing request for contracting out?
- 11a. Does the budget include indirect costs?                       Yes                       No  
b1. If yes, how much? \$15,107  
b2. How was the amount calculated? De minimus percentage (10%).

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? N/A.

12. Any other significant grant requirements or comments: No.

**\*\*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.

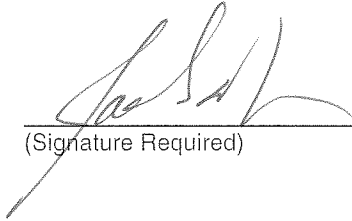
If such access would be technically infeasible, this is described in the comments section below:

Comments: All facilities served are privately owned, consisting of various types of buildings, in both residential and commercial sectors. Staff will make site visits to conduct energy efficiency assessments.

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

Claudia Molina, Departmental ADA Coordinator, Payroll Personnel Clerk

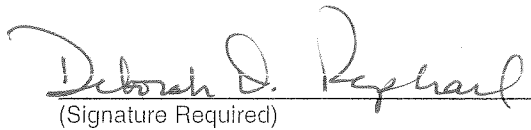
Date Reviewed: 10/1/18

  
(Signature Required)

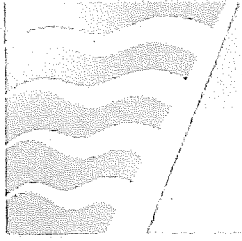
Department Head or Designee Approval of Grant Information Form:

Deborah O. Raphael, Director, Department of the Environment

Date Reviewed: 10/10/18

  
(Signature Required)





**BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT**

June 18, 2018

Kathleen Bryan  
San Francisco Department of the Environment  
1455 Market St., Suite 1200  
San Francisco, CA 94103

RE: Notice of Award for Climate Protection Grant Program


Dear Ms. Bryan,

Congratulations! I am pleased to inform you that the Bay Area Air Quality Management District (Air District) is awarding the San Francisco Department of the Environment's proposed *Keep It Tuned* project \$166,175 in funding from the Air District's 2018 Climate Protection Grant Program.

Over the next few weeks, Air District staff will work with you to develop a scope of work for your project and begin the contracting process. Please note that no work funded under this grant award may commence until a contract has been fully executed. In the meantime, if you have any questions regarding your grant award or the grant implementation process, please contact Geraldina Grunbaum at [ggrunbaum@baaqmd.gov](mailto:ggrunbaum@baaqmd.gov) or (415)749-4956.

On behalf of the Air District, congratulations on a successful proposal. We are looking forward to working with you as a partner in the Air District's climate protection efforts.

Sincerely,

  
Jack P. Broadbent  
Executive Officer / APCO

Cc: Hilary Ronen  
Tyrone Jue

ALAMEDA COUNTY  
John J. Bauters  
Pauline Russo Cutter  
Scott Haggerty  
Nate Miley

CONTRA COSTA COUNTY  
John Gioia  
David Hudson  
(Chair)  
Karen Mitchoff  
Mark Ross

MARIN COUNTY  
Katie Rice  
(Vice Chair)

NAPA COUNTY  
Brad Wagenknecht

SAN FRANCISCO COUNTY  
Hillary Ronen  
Tyrone Jue  
(SF Mayor's Appointee)

SAN MATEO COUNTY  
David Canepa  
Carole Groom  
Doug Kim

SANTA CLARA COUNTY  
Margaret Abe-Koga  
Cindy Chavez  
Liz Kniss  
Rod G. Sinks  
(Secretary)

SOLANO COUNTY  
Pete Sanchez  
James Spering

SONOMA COUNTY  
Teresa Barrett  
Shirlee Zane

Jack P. Broadbent  
EXECUTIVE OFFICER/APCO

Connect with the  
Bay Area Air District:



**City and County of San Francisco - Department of the Environment**

**Keep It Tuned - BAAQMD Climate Protection Grant**

**Personnel Services**

	5642 Senior Environmental Specialist (0.03 FTE); 5640 Environmental Specialist (.07 FTE); 5638 Environmental Assistant (.07 FTE)	Project Management; Contractor Coordination; Data Collection/Tracking; Reporting	\$17,120
	Fringe Benefits (40%)		\$6,848
		<b>Subtotal Personnel</b>	<b>\$23,968</b>

**Professional Services**

	Newcomb Anderson & McCormick (NAM) (Service Hours)	Baselining; evaluation; maintenance training	\$39,600
	Newcomb Anderson & McCormick (NAM) (Equipment)	Compressor replacement	\$87,500
		<b>Subtotal Professional</b>	<b>\$127,100</b>
		<b>Indirect (10%)</b>	<b>\$15,107</b>
		<b>GRAND TOTAL</b>	<b>\$166,175</b>



**SF Environment**

**Our home. Our city. Our planet.**

A Department of the City and County of San Francisco

City and County of  
San Francisco

Deborah O. Raphael  
Director

**TO: Angela Calvillo, Clerk of the Board of Supervisors**

**FROM: The Department of the Environment**

**DATE: October 1, 2018**

**SUBJECT: Accept and Expend Resolution for State Grant**

**GRANT TITLE: BAAQMD Climate Protection Grant (Keep It Tuned)**

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Attached please find the original and 2 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
- Ethics Form 126 (*for Newcomb Anderson McCormick*)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

**Special Timeline Requirements:**

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

Name: Victoria Chan                      Email: victoria.w.chan@sfgov.org  
Phone: 415-355-3704

Certified Copy Required Yes  No

(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).

Print Form

BOARD OF SUPERVISORS  
SALINAS, CALIFORNIA  
2010 NOV 13 PM 12:42  
BY     Time stamp  
or meeting date

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

I hereby submit the following item for introduction (select only one):

- 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 hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor  inquires"
- 5. City Attorney request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Question(s) submitted for Mayoral Appearance before the BOS on

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

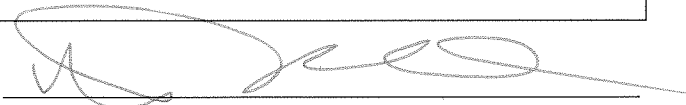
- Small Business Commission       Youth Commission       Ethics Commission
- Planning Commission       Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.**

**Sponsor(s):**

**Subject:**

**The text is listed below or attached:**

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

**FORM SFEC-126:  
NOTIFICATION OF CONTRACT APPROVAL**  
(S.F. Campaign and Governmental Conduct Code § 1.126)

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: Newcomb Anderson McCormick, Inc.	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
1. N/A	
2. and 3: John Newcomb, CEO, Ownership 33% Ann L. McCormick, CFO, Ownership 33% Michael K. J. Anderson, Secretary, Ownership 33%	
4. Subcontractors: Ecology Action, Stone Energy Associates, Open Energy Efficiency, Upcurve Cloud, Frontier Energy, Redwood Energy Services.	
5. Political Committee: None	
Contractor address: 201 Mission Street, Suite 2000, San Francisco, CA 94105	
Date that contract was approved:	Amount of contracts: \$127,100
Describe the nature of the contract that was approved: Technical advisory services and administrative support for energy efficiency and climate change programs in San Francisco.	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors  
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

\_\_\_\_\_  
Signature of City Elective Officer (if submitted by City elective officer)

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

\_\_\_\_\_  
Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

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