

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**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: Decarbonizing Deliveries in San Francisco
- 2. Department: San Francisco Environment Department
- 3. Contact Person: David Kashani Telephone: (415) 513-3750
- 4. Grant Approval Status (check one):

Approved by funding agency                       Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$605,620

- 6. a. Matching Funds Required: \$605,633
- b. Source(s) of matching funds (if applicable): California Energy Commission grant funds; staff time paid by interagency work orders or General Fund; subrecipient (GRID Alternatives) staff time

- 7. a. Grant Source Agency: United States Department of Energy
- b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Decarbonizing Deliveries in San Francisco project aims to quantify and demonstrate the benefits of using electric bicycles (e-bikes) for deliveries including app-based food delivery by identifying the economic and non-economic advantages of using e-bikes to make deliveries of food and consumer goods. The project will collect and use extensive data to quantify improvements in operational efficiency, increases worker safety, increases worker earnings, reduces demand on the curb, reduces greenhouse gas emissions, vehicle miles traveled and vehicle congestion, while creating workforce development opportunities. The project will also develop an online resource for users to quickly determine if e-bikes are appropriate for their needs. This project will decarbonize transportation emissions by informing effective and comprehensive clean mobility policies and pedestrian and bicycle safety and establish a clear business case for delivery companies and their workers to increase the use of e-bikes instead of driving.

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

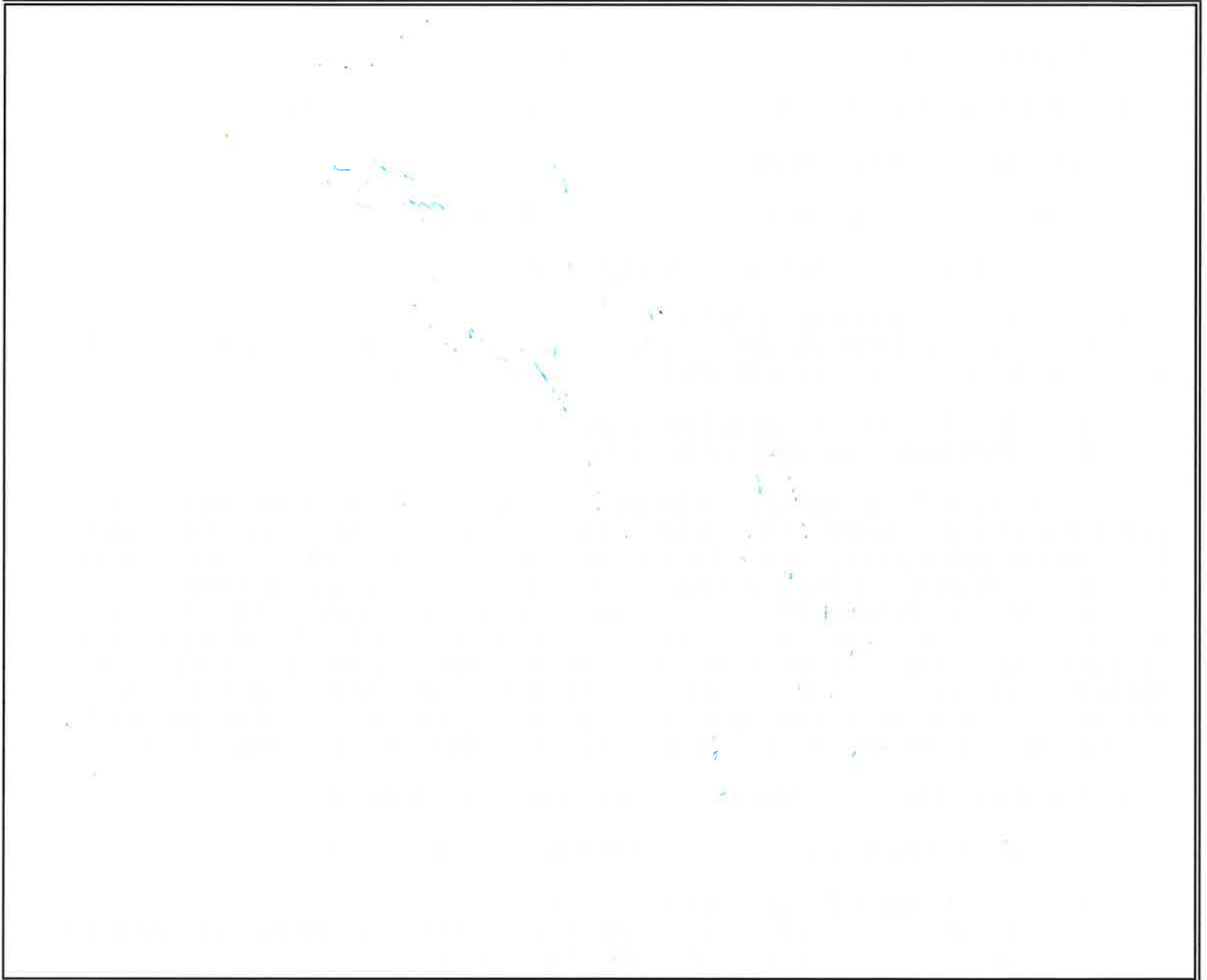
Start-Date: September 12, 2023                      End-Date: September 11, 2026

- 10. a. Amount budgeted for contractual services: \$537,286
- b. Will contractual services be put out to bid? A Request for Qualifications was completed prior to submitting the grant application to select a prime implementation partner.
- c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? Not applicable, State and Federal funding.
- d. Is this likely to be a one-time or ongoing request for contracting out? One-time

11. a. Does the budget include indirect costs?  
 Yes                       No

- b. 1. If yes, how much? \$7,969
- b. 2. How was the amount calculated? 10% de minimis rate applied to direct labor costs
- c. 1. 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):
- c. 2. If no indirect costs are included, what would have been the indirect costs?

**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):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Existing Site(s)      | <input type="checkbox"/> Existing Structure(s)      | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s)      |
| <input type="checkbox"/> New Site(s)           | <input type="checkbox"/> 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.
4. All websites and digital content developed as part of this project will comply with the [Digital Accessibility Inclusion Standard](#).

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:

Deborah Kaplan  
(Name)

Deputy Director, MOA  
(Title)

Date Reviewed: 9/28/23

  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Leo Chyi  
(Name)

Deputy Director & Chief Administrative Officer  
(Title)

Date Reviewed: 10/2/2023

DocuSigned by:  
  
AF4DCF36A6464AD  
(Signature Required)