

File No. 100643

Committee Item No. 6

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Sub - Committee: Budget and Finance

Date: June 9, 2010

Board of Supervisors Meeting

Date: \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" 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"/> | 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 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

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Completed by: Andrea S. Ausberry

Date Friday, June 4, 2010

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

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



1 [Accept and Expend Grant - Federal Department of Energy Appropriations and Amendment to  
2 the Annual Salary Ordinance, FY2009-2010 - \$1,000,000]

3 **Ordinance authorizing the Department of the Environment to accept and expend a**  
4 **grant in the amount of \$1,000,000 from the Federal U. S. Department of Energy**  
5 **appropriations to support the San Francisco Electric Vehicle Initiative and amending**  
6 **Ordinance No 183-09 to reflect the addition of two (2) grant funded positions at the**  
7 **Department of the Environment.**

8  
9 Note: deletions are ~~striketthrough italics Times New Roman~~.  
10 Additions are single-underline italics Times New Roman;  
11 Board amendment additions are double underlined.  
12 Board amendment deletions are ~~striketthrough normal~~.

13 Be it ordained by the People of the City and County of San Francisco:

14 **Section 1. Findings**

15 A congressional earmark of \$1,000,000 for support of the San Francisco Electric  
16 Vehicle (EV) Initiative has been included in the FY 2010 U.S. Department of Energy  
17 appropriations.

18 These funds will have a substantial impact on accelerating a large scale shift away  
19 from gasoline vehicles to clean alternative fuels, especially electric vehicles which produce  
20 zero tailpipe emissions.

21 In 2004, the Department of the Environment and the San Francisco Public Utilities  
22 Commission released a "Climate Action Plan for San Francisco" identifying transportation,  
23 energy efficiency, renewable energy, and solid waste measures that could achieve significant  
24 greenhouse gas reductions.

25 More than half the greenhouse gases generated in San Francisco are attributable to  
transportation.

1 Electric Vehicles ("EVs") in the City fleet and privately owned EVs charged at City-  
2 owned garages will be operating on nearly 100% renewable hydroelectric power provided by  
3 the City's Public Utilities Commission Power Enterprise.

4 Beginning in late 2010, Nissan, Ford and General Motors are scheduled to launch their  
5 first EV models and other major car companies will introduce their models shortly thereafter.  
6 All car companies have targeted San Francisco as a strong "early adopter" market, but critical  
7 actions need to be taken by the City for that market to materialize.

8 This funding ensures San Francisco's EV infrastructure is in place.

9 **Section 2. Authorization to Accept and Expend Funds.**

10 The Board of Supervisors hereby authorizes the Department of the Environment to  
11 accept and expend \$1,000,000 from the U.S. Department of Energy to support San  
12 Francisco's EV initiative.

13 The Department of the Environment is further authorized to furnish whatever additional  
14 information or assurances the funding agency may request in connection with this funding,  
15 and to execute any and all agreements necessary to carry out the purpose of the funds.

16 The grant budget does not include a provision for indirect costs.

17 The term of the Department of Energy appropriation for the San Francisco Electric  
18 Vehicle Initiative is from June 1, 2010-May 31, 2011.

19 **Section 3. Grant-funded Positions; Amendment to FY 2009-2010 Annual Salary**  
20 **Ordinance.**

21 The hereinafter designated sections and items of Ordinance No. 183-09 (Annual Salary  
22 Ordinance, FY 2009-2010) are hereby amended to ADD TWO (2) (FTE) positions in the  
23 Department of the Environment, and reads as follows:

24 Department: ENV-22  
25

1 Program: CIO

2 Subfund: 1G-AGF-AAA

3 Index Code: 220170

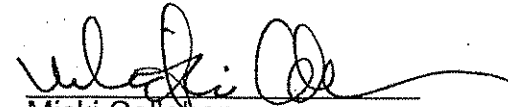
4

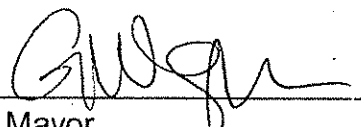
Amendment:	Number of Positions:	Class and Item No.:	Compensation Schedule:
Add	.05 FTE	5644 Principal Environmental Specialist	\$ 3410 B \$3581
Add	.05 FTE	9922 Public Service Aide	\$ 1405 B \$1405

10  
11 APPROVED AS TO FORM:  
DENNIS J. HERRERA, City Attorney

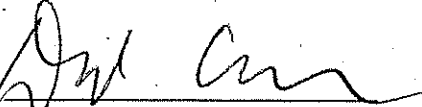
APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

12  
13 By:   
Thomas Owen  
Deputy City Attorney

By:   
Micki Callahan  
Director

14  
15  
16 APPROVED:   
For Mayor

17  
18 APPROVED:   
For Ben Rosenfield  
Controller

19  
20  
21 RECOMMENDED:  
22   
23 David Assmann, Acting Director  
Department of the Environment

File Number: 100643  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

Purpose: Accompanies ASO Amendment Ordinance including Board authorization to accept and expend federal appropriation funds.

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

1. Grant Title: San Francisco Electric Vehicle Initiative
2. Department: Department of the Environment (SF Environment)
3. Contact Person: Shawn Rosenmoss Telephone: 415-355-3746

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$1,000,000

6a. Matching Funds Required: At least \$ 1,000,000

b. Source(s) of matching funds (if applicable): Matching funds of \$1,279,099 are being provided in coordinated grants from the Bay Area Air Quality Management District and the California Energy Commission to install the first phase of publicly-accessible charging stations. Matching funds are also being provided by the City for a portion of cost of its fleet replacement vehicles. The matching funds will pay the amount the vehicles would cost if they were conventional vehicles and DoE funds will pay for the difference between the cost of the electric vehicles and the cost of conventional vehicles. Matching funds are also being provided through the salaries of existing City staff, who will contribute to the project by performing tasks that are currently part of their regular duties. The City will provide matching funds in the form of land value for the parking spaces which will have electric vehicle chargers or battery swapping stations. SFEnvironment will provide matching funds for outreach materials, as well as create web-based information on the project.

7a. Grant Source Agency: U.S. Department of Energy-Federal Appropriations

b. Grant Pass-Through Agency (if applicable): none

8. Proposed Grant Project Summary:

The San Francisco EV Initiative is a multi-faceted program to prepare San Francisco for plug-in vehicles and to accelerate the market success of EVs in the City and the region. This project will 1) strategically develop EV charging infrastructure in public and private locations, including establishing a network of public charging stations, streamlining procedures for home-charger installations, and addressing the shortage of personal home-charging locations for residents in multi-family buildings; 2) incorporate EVs in the municipal fleet; 3) conduct public outreach to accelerate consumer acceptance of electric transportation; 4) establish a strong regional Bay Area EV Corridor program to accelerate deployment of EV infrastructure and EV-supportive policies throughout the nine-county region; and 5) disseminate information about the initiative to stakeholders from around the region, state and country

The project supports the City's overall greenhouse gas emissions reduction goals by promoting the use of electric vehicles which produce zero tailpipe emissions and facilitates the use of renewable energy to replace fossil fuel use in transportation.

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

Start-Date: June 1, 2010 End-Date: May 31, 2011

10. Number of new positions created and funded: Two FTE's: One 9922 and One 5644

11. If new positions are created, explain the disposition of employees once the grant ends? The positions will end once appropriation funds expire

12a. Amount budgeted for contractual services: Possibly the acquisition of EV chargers will be contracted

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? It depends on future DoE budgets

13a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much?

b2. How was the amount calculated?

c. 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):

14. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\***

15. 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)

16. The Departmental ADA Coordinator and/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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Claudia Molina

(Name)

Date Reviewed: 4/26/10

Department Approval: David Assmann

(Name)

Acting Director

(Title)

(Signature)

San Francisco Department of Environment Electric Vehicle Initiative

Funding from Department of Energy

	Description	Other notes	DoE Year 1	Match Year 1	Total Year 1
<b>PERSONNEL</b>					
Deputy Director	10%FTE	Represent project at the regional, national and international arenas, Support mgmt of Street-Level Charging Pilot Project and Public Outreach (\$126,048 FTE)		\$ 12,605	\$12,605
Principal Environmental Specialist 5644 Clean Vehicle Program Manager	100% FTE	Mgmt of all project tasks, hiring subcontractors, data collection, coordinating with other stakeholders and municipal depts, reporting	\$108,715		\$108,715
Public Service Aide 9922 Clean Air	100% FTE	Assist with mgmt of all project tasks, data collections, reporting	\$36,671		\$36,671
Principal Env. Specialist 5644 Outreach Coordinator	6% FTE	Coordinate Mayor's press announcements and media events, oversee and coordinate program outreach, including website material (\$108,715 FTE)		\$9,784	\$9,784
Clean Vehicle Prog Mgr 5642	20% FTE	Conduct workshops and other public ed programs, coordinate with Clean Cities Coalitions	\$16,000	\$2,892	\$18,892
Manager of Grants, Fundraising, Community Partnerships 5642	10% FTE	Community partnership outreach and continued program development		\$9,446	\$9,446
Sustainability/BC3 Coordinator	10% FTE	Coordinate Workplace, Fleet EVs with corp members of BC3		\$13,400	\$13,400
Programs Manager Principal Env. Specialist 5642-Green Building	10% FTE	Coordinate residential EV-ready incentive program with Green Finance SF and home energy audits (95,000 FTE)		\$9,446	\$9,446
City Administrator	15% FTE	Chair interdepartmental task force & direct agency implementation. Oversee mgmt of street-level charging pilot project installation and management, residential EV incentive and taxi pilot		\$36,000	\$36,000
Fleet Services Mgr	15% FTE	Coordinate purchase of EVs and fleet charger infrastructure		\$21,705	\$21,705
Manager of Climate Change Initiatives-Mayors Office 0903 XV	15% FTE	Support street-level charging pilot project, residential EV incentive and taxi pilot, represent project to regional, national, international audience (\$122500 FTE)		\$18,375	\$18,375
<b>Subtotal Personnel</b>			<b>\$161,386</b>	<b>\$133,653</b>	<b>\$295,039</b>
Fringe	30%		\$48,416	\$40,096	\$88,512
<b>Total personnel</b>			<b>\$209,802</b>	<b>\$173,749</b>	<b>\$383,551</b>
<b>EQUIPMENT</b>					
Municipal Vehicles		Incremental cost for 11 EVs (assume negotiated rate of 35K/vehicle with differential of 13K for Electric)	\$143,000	\$ 253,000	\$396,000
Municipal Fleet Chargers		11 EVSEs @ \$3,700 plus install @ \$5,000 each. (Match is land use: \$50/Sq Ft @ 72 sq ft/ charger @ 11 chargers)	\$95,700	\$82,500	\$178,200
Street-Level Chargers		14 EVSEs @ \$3,700 = \$51,800 plus installation costs (6 locations @ \$35,000 = \$210,000) match provided by land use (\$50/Sq Ft @ 150 sq ft/station for 14 stations @ the 6 charging sites) This will be contracted using standard City procurement practices. Parking spaces will be under the jurisdiction of MTA and/or SF Public Library.	\$262,000	\$105,000	\$367,000
Public Garage Chargers		60 chargers in 22 garages. Funding provided by CEC (\$173,000) and BAAQMD (\$100,000).		\$273,000	\$273,000
Battery Switch Station		Pilot Project w/ taxis	\$107,498		\$107,498
<b>Subtotal Equipment</b>			<b>\$608,198</b>	<b>\$713,500</b>	<b>\$1,321,698</b>
<b>SUPPLIES</b>					
Outreach Materials		Match provided by SFE including EV information in existing outreach materials including City and SF Environment web sites	\$32,000	\$12,000	\$44,000
<b>Subtotal Supplies</b>			<b>\$32,000</b>	<b>\$12,000</b>	<b>\$44,000</b>
<b>Other</b>					
Residential incentives		261 home or multi-unit bldg owners at \$575	\$150,000		\$150,000
<b>Subtotal Other</b>			<b>\$150,000</b>	<b>\$0</b>	<b>\$150,000</b>
<b>TOTAL DIRECT COSTS</b>			<b>\$1,000,000</b>	<b>\$899,249</b>	<b>\$1,899,249</b>
INDIRECT COSTS	20%	Indirect costs for entire project are being provided as match		\$379,850	\$379,850
<b>TOTAL PROJECT (Direct + Indirect)</b>			<b>\$1,000,000</b>	<b>\$1,279,099</b>	<b>\$2,279,098</b>





# STATEMENT OF PROJECT OBJECTIVES

Department of the Environment, San Francisco

## San Francisco Electric Vehicle Initiative

### A. PROJECT OBJECTIVES

The goals of the *San Francisco Electric Vehicle (EV) Initiative* are to ensure that San Francisco is "EV-ready" in time for the market launch of electric vehicles in late 2010-2011, to establish the starting level of infrastructure needed to enable a rapidly expanding EV market in San Francisco and the Bay Area, and to contribute to the market success of electric transportation in San Francisco and nationwide. Largely because of San Francisco's environmentally friendly consumer demographics, auto companies have identified San Francisco as a key launch market that will have a critical role in measuring the market success of electric vehicles. However, as in other urban areas, the City's density and housing characteristics provide strong challenges to establishing an EV infrastructure because the majority of San Francisco residents do not have access to a personal garage or driveway space for EV charging. By addressing this particular urban challenge as well as other key aspects of EV-readiness, the City's *EV Initiative* will provide valuable information and experience for other metropolitan markets. Enabling and accelerating the use of EVs also is vital to achieving San Francisco's climate protection goals. Like most urban areas in the US, more than 50% of GHGs generated in San Francisco are attributable to transportation. Even with its Transit-First planning policies, the City's GHG reduction goals cannot be attained without substantial and increasing use of electric transportation.

Expected Outcomes of the 2010-2011 implementation of the *San Francisco EV Initiative* include:

- installation of public charging stations in 22 city-owned garages in key downtown locations and SF International Airport;

- initiation of pilot projects for street-level charging in selected surface parking lots and at curbside locations convenient to residents without personal garages;
- installation of up to four demonstration EV charging programs in apartment buildings, condominiums or other multi-family units;
- creation of streamlined permitting/installation process for residential EV chargers
- installation of EV charging equipment at 500-1,000 residences;
- initiation of EV programs with at least two carsharing organizations;
- initiation of EV charging programs at three or more high profile workites;
- planning and initiation of a taxi EV pilot program employing advanced technology battery exchange stations and/or fast-charge technology;
- inclusion of 11 light duty passenger vehicles and supporting infrastructure in the City's municipal fleet;
- comprehensive outreach and education programs, in conjunction with the San Francisco Clean Cities Coalition, to maximize awareness of the EV programs and support adoption of EV technology;
- assist with regional coordination through leadership participation in the Bay Area EV Corridor Project for the installation of 500-1,000 public charge locations in the greater Bay Area and regional adoption of streamlined processes for residential charger installations.

### B. PROJECT SCOPE

The *San Francisco EV Initiative* is a multi-faceted program to prepare San Francisco and the Bay Area for plug-in vehicles and to accelerate the market success of EVs in the City and region. As part of the overall *Initiative*, this project will provide funding assistance for six components of the Initiative during the one-year period of mid-2010 to mid-2011: 1) strategically developing EV charging infrastructure in public and private locations, including establishing a network of public charging stations, streamlining

procedures for home-charger installations, and addressing the shortage of personal home-charging locations for residents in multi-family buildings; 2) incorporating EVs in the municipal fleet; 3) conducting public outreach to accelerate consumer acceptance of electric transportation; 4) establishing a strong regional Bay Area EV Corridor program to accelerate deployment of EV infrastructure and EV-supportive policies throughout the nine-county region; 5) disseminating information about the initiative to stakeholders from around the region, state and country; 6) collecting data and filing reports to funding partners.

### **C. TASKS TO BE PERFORMED**

#### **Task 1.0 EV Charging Infrastructure Development**

Seven Subtasks will be implemented to establish the starting level of infrastructure needed to enable a rapidly expanding EV market in San Francisco and the Bay Area

##### **Subtask 1.1 Charging Stations in Public Garages**

Publicly accessible charging equipment will be installed in city-owned garages that serve shopping, commercial, entertainment and other high-volume uses. A total of 60 charge spots will be installed in 22 public garages, including three parking facilities at San Francisco International Airport. These public charging stations will be needed to meet the demand for public "convenience" charging as auto companies launch the sales of plug-in vehicles in the Bay Area, beginning in late 2010. Just as importantly, the visible presence of well-placed public charging stations is widely recognized as a critically important factor in giving consumers the confidence to purchase EVs, and will serve as a catalyst for getting more zero-emission EVs on the road. Thirteen of the garages have previous-generation "legacy" chargers that were installed in the late 1990s which are not compliant with the current SAE standard for Level 2 EV charging. The charging equipment at these garages will be replaced and upgraded to be compliant with current standards and in most cases will receive additional charging units. Nine additional garages (without legacy chargers) will receive charging units in

order to provide added coverage for convenience charging in anticipated high-use areas.

##### **Subtask 1.2 Street-Level Charging – Pilot Project**

Up to eight locations will be selected to demonstrate and test various configurations of publicly accessible charging units in surface parking lots and at curbside locations. The purpose of these charging units will be both to 1) expand the availability of daytime convenience charging in areas of potential daytime demand, and 2) to help provide overnight charging locations for residents of multi-family buildings or others who do not have access to personal parking spaces. Locations for the pilot installations will be selected to accommodate this dual purpose, and will include curbside and/or surface parking lot installations at

- selected public libraries, in coordination with the Library system's SF GreenStacks environmental program,
- one or more city-owned neighborhood surface parking lots, and
- other curbside settings.

These pilot installations will provide experiential information needed for determining how to proceed with broader coverage of street-level charging, including use and demand patterns by residents without personal garages, maintenance and/or operational challenges that may apply to these types of street level locations; and complexities that can arise with curbside and surface parking lot locations related to electricity metering, parking space allocations in areas with parking scarcity, and power-supply issues at curbside and open lots.

##### **Subtask 1.3 Streamlined Process for EV Charger Installations**

For sales of EVs to be successful with general consumers, the buyers will need to have a quick and easy experience in arranging to have EV charging equipment installed at their homes. Past experience with EV marketing efforts in some cities has shown that complexity and time delays associated with making installation arrangements, obtaining permits and receiving inspections can be a major barrier for potential EV buyers. Prior to the initial market launch of the Nissan EV in late 2010, the City

will prepare and coordinate a streamlined package of procedures and consumer information resources with the City's Department of Building Inspection, equipment vendors and installers, auto companies and PG&E to assure that EV purchasers will find an expedited and smooth process for installing charging equipment at their homes in the City. This will be coordinated and leveraged with Task 1.4 (Residential EV-Ready Incentives) and Task 3.0 (Public Outreach) to encourage property owners to prepare their homes for EV charging even before obtaining a plug-in vehicle, and with Task 4.0 (Regional Coordination) to foster consistent streamlined installations procedures and information resources throughout the Bay Area regional market.

#### **Subtask 1.4 Residential EV-Ready Incentive Program**

San Francisco residents whose property includes a garage or private parking spaces will be encouraged to make their residences EV-ready, even before they purchase a plug-in vehicle, through three primary actions of the *EV Initiative*: 1) Rebating permit fees for installing the wiring for EV charging equipment to the first 500 homeowner applicants; 2) Tailoring the *SF Energy Watch* program to incorporate an assessment of EV charging as part of a building energy audit conducted through the *Energy Watch* program; and 3) Structuring the *GreenFinancesSF* program (San Francisco's PACE program) to enable property owners to finance the cost of installing EV charging equipment over as long as 20 years through installments on property tax bills.

#### **Subtask 1.5 Multi-Family Building Charger Installation Program**

The majority of San Franciscans live in apartments, condominiums, mixed-use or other multi-family buildings. The installation of EV charging equipment in these types of buildings often raises a host of site-specific challenges including assignment of installations costs, electricity metering, assignment of equipment ownership, HOA restrictions, and others. In coordination with San Francisco's *Energy Watch* program which manages energy audit programs for multi-family buildings and commercial properties, four or more properties will be identified that are interested in serving as demonstration sites for installation

of EV charging equipment in multi-family buildings. The City will serve as a facilitator to bring the property owners together with qualified suppliers, installers and other project participants, and to introduce the property owners to financing sources such as *GreenFinancesSF* and to possible grant opportunities from regional and state sources.

#### **Subtask 1.6 Workplace and Carshare EV Charger Program**

Two categories of private, non-residential entities are targeted by the *EV Initiative* for installation of EV charging Infrastructure. In conjunction with the Business Council on Climate Change (BCC3, affiliated with the San Francisco Department of the Environment) and other Bay Area business organizations, the City will work as a facilitator with at least three large employers to install charging equipment at their workplace parking facilities to accommodate employees who drive plug-in vehicles. Similarly, the City will facilitate the introduction of EV systems by at least two carsharing organizations by assisting them in identifying potential locations for installation of EV charging equipment and helping identify potential regional and state funding assistance.

#### **Subtask 1.7 EV Taxis and Battery Swap Station – Pilot**

San Francisco will participate in a pilot project in which a San Francisco taxi company will operate a fleet of 4-8 battery electric taxis outfitted with "switchable" battery packs. At least one, and possibly several battery switch stations will support the taxi fleet for fast "refueling" during the taxis' operational hours. The time spent for each battery switch is expected to be less than the time required for refueling a gasoline tank. San Francisco taxi cabs typically average approximately 100,000 miles per year. The taxis in this pilot project are expected to operate in normal driving cycles, and therefore will provide a high-mileage test of the feasibility of battery swap technology, user reactions and power grid interface. The pilot project is a collaboration with the EV infrastructure company Better Place, which is assembling additional state and regional grant funding needed for the project

in addition to the company's commitment to supply 25% of the project cost.

### **Task 2.0 EVs in Municipal Fleet**

San Francisco's municipal fleet is shaped by two primary policies:

1) reducing the size of the fleet by retiring old vehicles without replacement, substituting the vehicles with more efficient use of the fleet or use of alternative transportation sources; and 2) to the extent new vehicles are purchased, they must be alternative fuel vehicles and/or the most energy-efficient and cleanest models available. EVs will be the top priority for fleet procurement as they become available in models suitable for fleet needs, as implemented by the two following subtasks of the *EV Initiative*.

#### **Subtask 2.1 EV Fleet Procurement**

In the San Francisco fleet purchasing cycle for the 2010-2011 year, eleven light duty passenger electric vehicles will be procured and placed in service by departmental fleets.

#### **Subtask 2.2 Charging Infrastructure for Municipal Fleet**

To support the EV purchases, eleven EV charging units will be purchased and installed in fleet garages or other city facilities from which the vehicles will operate.

### **Task 3.0 Public Outreach**

In order to achieve the *EV Initiative's* objectives, public outreach will be conducted by the Department of the Environment in conjunction with the San Francisco Clean Cities Coalition. The outreach program will also coordinate with other related organizations including Business Council on Climate Change (BC3), the library's citywide environmental program *SF GreenStacks*, the San Francisco EV Association and San Francisco-based Plug-In America. Three categories of outreach will be implemented:

- Media events with the Mayor and other high level officials to announce and publicize products of the *EV Initiative* that will accelerate public acceptance of EVs, such as the availability of public charging stations, streamlined procedures for installation of home charging equipment,

and financial incentive programs to assist property owners with charging equipment installations.

- Workshops, training sessions and other informational events targeted to key audiences such as:
  - Stakeholders responsible for implementing the streamlined EV charging installation procedures.
  - Property owners and other stakeholders involved with multi-family buildings.
  - Employers who can facilitate employee use of EVs.
  - General automotive consumers.
- Printing and distribution of information documents and posting information on Department of the Environment and other websites.

### **Task 4.0 Regional Coordination – Participation in Bay Area EV Corridor Project**

Consistent with the *EV Initiative's* objective of accelerating the use of EVs in the entire Bay Area region, San Francisco will exercise leadership participation in the Bay Area EV Corridor Project by convening quarterly meetings of the Bay Area government-to-government working group, assisting with regional coordination and planning for the installation of 500-1,000 public charge locations in the greater Bay Area, and assisting regional adoption of streamlined processes for residential charger installations.

### **Task 5.0 Dissemination of Project Information and Lessons Learned**

Information about the project, and lessons learned from the project, will be presented by the Department of the Environment's Director and other representatives at applicable regional, national and international forums. Summary information will be posted on the Department's website.

### **Task 6.0 Management, Data Collection and Reporting**

The project will be managed by the EV Initiative Program Manager at the SF Department of the Environment. Reports and other deliverables will be provided in accordance with the Federal Assistance Reporting Checklist following the instructions included therein.



U.S. Department of Energy



National Energy Technology Laboratory

February 5, 2010

City and County of San Francisco  
Mr. Robert Hayden  
11 Grove Street  
San Francisco, CA 94102

Dear Mr. Hayden,

Reference: Pending award for project titled *San Francisco Electric Vehicle Initiative (CA)*, Tracking Number 217.10

The Department of Energy (DOE), National Energy Technology Laboratory (NETL), is responsible for processing a grant or cooperative agreement for the referenced project, which is a Congressionally Directed Project (CDP) identified for funding in the Explanatory Statement to the 2010 Energy and Water and other Related Agencies Appropriations Act. To assist in the processing of this project to award, it is necessary for you to submit a public nonproprietary, technical summary description (limit one to two pages). The purpose of this technical summary is to determine your cost share and appropriate DOE program area. The technical summary should include:

- Project title
- Tracking number (identified in the reference)
- Legal name of business
- Name of business and technical points of contact (name, title, address if different from organization, phone number, e-mail address)
- Project purpose (why)
- Scope (what are the boundaries of tasks to be done)
- Expected outcomes (benefits)
- Tasks Numbers and Titles (work to be done)
- Project maturity category(ies) (fundamental science, research, demonstration, commercialization, or outreach activities). Project tasks may have different categories; therefore, if the project has more categories, specify the category for each task.

NETL will have a webcast on February 18, 2010 at 1:00 pm EST that can be viewed at <http://www.netl.doe.gov/business/cdp/> in order to answer any of your questions. Please submit your summary no later than seven (7) days after the date of this webcast to the following e-mail address: [CDP-PMC@netl.doe.gov](mailto:CDP-PMC@netl.doe.gov).

After receipt of this summary, DOE will review it and determine the required cost share based on the category of your project and/or category of the different tasks. Consistent with Congressional direction, DOE is reminding recipients that statutory cost share requirements will apply to this project. Cost share is defined as the amount of resources (e.g. cash, labor hours, equipment, etc.), expressed as a financial value, that the recipient must contribute as part of the project. The cost share you may be required to provide could range from a minimum of 20% to 50%. Your contributing cost share will be added to the Federal fund award amount to become the total value of the project.

2/5/2010

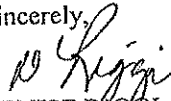
NETL will send a follow-up letter with our determination of the required cost share. This follow-up letter will provide guidance to obtain the necessary forms and the specific information needed to submit a complete application package, which is due within thirty (30) days after receiving the follow-up letter.

In order to receive an award, your organization must have a DUNS Number and be registered in the Central Contractor Registration (CCR) database and FedConnect. To assist you with obtaining the DUNS Number and registering in the CCR and FedConnect, please refer to <http://www.netl.doe.gov/business/forms-far.html> "Doing Business with the Federal Government". The OMB Circulars (A-21, A-87, and A-122) also found at <http://www.netl.doe.gov/business/forms-far.html> will assist you in understanding your requirements as an award recipient.

This letter should not be construed as a commitment on the part of DOE to either make an award or to make an award for a particular amount.

The Department appreciates your interest in the Office of Energy Efficiency and Renewable Energy programs. For more information regarding your pending award or the application process please visit <http://www.netl.doe.gov/business/forms-far.html>. Any additional questions should be addressed to James Parker at (304) 285-5249 or [JAMES.PARKER@NETL.DOE.GOV](mailto:JAMES.PARKER@NETL.DOE.GOV).

Sincerely,



DENISE RIGGI

Contracting Officer

Acquisition and Assistance Division

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*Legislative Checklist to be submitted with all supporting materials for items  
scheduled on a Committee Consent Calendar*

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Board of Supervisors File Number: \_\_\_\_\_

Department: Environment \_\_\_\_\_

Department Contact: Shawn Rosenmoss \_\_\_\_\_

Contact Phone Number: 415-355-3746 \_\_\_\_\_

Type of Legislation on Consent Calendar:

- amendments to the City Code that have no fiscal impact and have not been subjected to the 30-day rule provided in Rule 5.41 (which governs amendments to the City Code that have been determined by the President to create or revise major City policy);
- specific authorizations to sell bonds;
- the refunding of bonds when done only to achieve lower interest rates and cost savings for the City;
- authorizations for the acceptance of gifts;
- authorizations for the acceptance and expenditure of grant funds;
- authorizations for renewing property leases, with no significant changes in the terms of the lease (the implementation of COLAs is not considered a significant change in the terms of a lease);
- supplemental appropriations that only involve non-General Fund monies or re-appropriate funds that have been previously appropriated by the Board of Supervisors;
- releases of reserves under \$500,000;
- other items that the Committee Chair and the Budget Analyst agree do not require a Budget Analyst's review and report.

**Description:** ASO Amendment Ordinance with Accept and Expend authorizing the Department of the Environment to accept and expend funding in the amount of \$1,000,000 through a federal allocation from the U.S. Department of Energy for the SF Electric Vehicle Initiative. The Initiative will establish programs in San Francisco to accelerate the development of a City-wide EV charging infrastructure and encourage the use of electric vehicles.



**Presentation of Budgetary Information to Board Committees in Conformance with Budget Analyst Reference Guide**

- ✓ Summary budget information included
- ✓ Position Detail Information (included in budget)
- Equipment Detail Information
- Capital/Facilities Improvement Project Information
- ✓ Consultant/Contractor Expenditures and Selection Processes
- Written explanation and justification for budget request.

**Information provided in Conformance with Budget Analyst Reference Guide for the following:**

- ✓ Amendments to City Code (Administrative Code, Municipal Code, Health Code, etc.)
- Issuance of Debt (i.e., Bonds)
- Gifts to the City
- ✓ Grants (authorization to apply for, accept and expend)
- Property Leases – City as Lessor
- Property Leases – City as Lessee
- "Proposition J" Contracts (City contractors under Charter Section 10.104)
- Releases of Reserves
- Supplemental Appropriations
- Memoranda of Understanding (MOU) and other Agreements

Other Information Provided:

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## Budget Analyst Reference Guide Questions

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**23. Describe the source of funds.** Federal allocation for the City of SF from the US Dept of Energy

**24. Describe the grant-funded project clearly, concisely and in layman's terms.**

The San Francisco EV Initiative is a multi-faceted program to prepare San Francisco and the Bay Area for plug-in vehicles and to accelerate the market success of EVs in the City and the region. This project will: 1) strategically develop EV charging infrastructure in public and private locations, including establishing a network of public charging stations, streamlining procedures for home-charger installations, and addressing the shortage of personal home-charging locations for residents in multi-family buildings; 2) incorporate EVs in the municipal fleet; 3) conduct public outreach to accelerate consumer acceptance of electric transportation; 4) establish a strong regional Bay Area EV Corridor program to accelerate deployment of EV infrastructure and EV-supportive policies throughout the nine-county region; and 5) disseminate information about the initiative to stakeholders from around the region, state and country.

**25. Provide context and detail to the grant so that the proposed project can be compared to current operations.**

The purpose of the San Francisco Electric Vehicle Initiative is to ensure that San Francisco is "EV-ready" in time for the market launch of electric vehicles, lay the groundwork to rapidly expand the EV market in San Francisco and the Bay Area, and accelerate the roll-out of EVs nation-wide. Auto companies have identified San Francisco as a key launch market in which to measure the market success of electric vehicles. They will begin to introduce both battery-electric and plug-in hybrids beginning in late 2010. In addition to providing fertile ground for auto companies to prove feasibility and grow the national EV market, enabling and accelerating the use of EVs is vital to achieving San Francisco's climate protection goals. Like most urban areas in the US, more than 50% of GHGs generated in San Francisco are attributable to transportation. Even with its Transit-First planning policies, the City's GHG reduction goals cannot be attained without substantial and increasing use of electric transportation. The City's density and housing characteristics provide challenges to establishing an EV infrastructure—the majority of San Francisco residents do not have access to a personal garage or driveway space for EV charging. This project will address many of these issues and serve as a model for other urban areas.

**26. Identify any ongoing costs for the Department once the grant funds expire, such as new personnel, new equipment, new leases, etc and how the Department would fund such future costs.** There will be no ongoing costs to the Department once grant funds expire.

**27. If the grant period has begun before the Department has been given Board of Supervisor approval, the Department should state why it is late in seeking approval and the resolution must provide for retroactivity.** NA—the project will not begin without board approval.

**28. State if the Department has accepted the grant or encumbered any expenses that the grant funds would reimburse the City. The Department should state why they have either accepted and/or began expending the grant funds before receiving approval.** NA

**29. If grant funds have been expended or encumbered, state the amount of funds that have been expended or encumbered and for what purpose.** NA

**30. If there is a significant delay in seeking Board of Supervisor approval from the time the grant period began, state how the proposed project would be completed in the remaining period of time available and/or if the Department has asked for or received an extension of the grant period.** NA

**31. If the grant is a multi-year grant, state the amount of the grant in future years and if future years would be included in the Department's budget. Include a proposed multiyear budget.** NA

**32. Indicate whether or not matching funds are required from the City, and if so, in what amount and the source of such matching funds.** Matching funds of at least \$1,000,000 are required. The City

will be providing a match of \$1,279,099 in the form of existing salaries, other project grants and the total project budget indirect costs.

**33. If matching funds are not required but the Department is providing in-kind contributions for the grant, the Department should clearly state how you are proposing to provide in-kind contributions. Also state whether these in-kind contributions are new services to supplement the grant or existing services. NA**

**34. Provide a detailed budget by object including personnel detail, equipment detail and details on services/consultants/contractors. Each line item in the budget should be explained. See attached budget**

**35. The number of full time equivalent positions (FTE), the Job Title, Classification, and percentage of fringe benefits should be clearly stated in the budget of the grant. In most cases, any position funded under a grant should be "G" coded, or designated as a grant funded position that would terminate when the grant expires. The resolution should state that the position(s) should be "G" coded. See attached budget.**

**36. If a portion of the grant funds would be spent on contractual services, the Department needs to clarify how those contracts were awarded, whether a sole-source or an RFP process. If a contract is proposed to be awarded on a sole source basis, the Department needs to clearly explain why the Department chose the contractor. The Department should provide a detailed budget for the contractual services, including the number of hours dedicated to the project and the hourly rate if applicable. NA**

**37. If a Department plans on work-ordering grant funds to another Department, the Department should note what Department would receive the work-order and what services will be provided for the work ordered funds. Funds may be work-ordered to the Repro Department for the production of outreach materials.**

**38. Indicate if indirect costs were included in the budget. If indirect costs are included, state how the indirect cost rate was determined. If indirect costs were not included, indicate why.**

Indirect costs were not included in the DOE funded portion of the project budget, but indirect costs of 20% of the total project budget (\$379,850) were included in the attached budget and are provided as a match.

**39. If travel is included in the budget, the Department should detail how many people are traveling, their identities (i.e. City employees or consultants), where they are going and for how long. NA**

**40. All grant reports must include a form entitled the "Grant Application Information Form" with a Disability Access Checklist at the end.**



TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *PM* Mayor Gavin Newsom *ST*  
RE: Accept-Expend Federal Grant from the Federal Department of Energy  
Appropriations and Amendment to the Annual Salary Ordinance, FY  
2009-2010  
DATE: May 18, 2010

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Dear Madame Clerk:

Attached for introduction to the Board of Supervisors is the ordinance authorizing the Department of the Environment to accept and expend a grant in the amount of \$1,000,000 from the federal U. S. Department of Energy (DOE) appropriations to support the San Francisco Electric Vehicle Initiative and amending Ordinance Number 183-09 to reflect the addition of two (2) grant funded positions at the Department of the Environment.

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

Should you have any questions, please contact Starr Terrell (415) 554-5262.

1.00643

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** The Department of the Environment  
**DATE:** 4/20/10  
**SUBJECT:** ASO Amendment with Accept and Expend for Federal Funding  
**GRANT TITLE:** San Francisco Electric Vehicle Initiative

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

X Proposed ASO amendment ordinance including Accept and Expend; original signed by Department, Mayor, Controller, City Attorney, Human Resources

X Grant information form, including disability checklist

X Grant budget

X Grant application (*there was no application required, funds were awarded through a federal allocation and Dept of the Environment staff were asked to identify project objectives*)

X Grant award letter from funding agency

X Other (Explain): Legislative Checklist

**Special Timeline Requirements:**

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

Name: Shawn Rosenmoss

Phone: 415-355-3746

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).

