

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):
 [X] 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? [X] 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)