

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date: February 14, 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 checked="" 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 checked="" 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: February 8, 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 hearing on a subject matter at Committee: \_\_\_\_\_
- 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:

- |   |  |
|---|--|
| <input type="checkbox"/> Small Business Commission      | <input type="checkbox"/> Youth Commission    |
| <input type="checkbox"/> Ethics Commission              | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Building Inspection Commission |  |

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

**Sponsor(s):** Mar

**Subject:** Resolution to accept and expend an Innovation Opportunity Grant for Emergency Disclosure Policy Workshop - \$25,300

The text is listed below or attached:

Please see attached.

  
Signature of Sponsoring Supervisor: \_\_\_\_\_

**For Clerk's Use Only:**

1 [Accept and Expend Grant - Energy Performance Benchmarking Forum - \$25,300]

2

3 Resolution authorizing the Department of the Environment to accept and expend a  
4 grant in the amount of \$25,300 from the Urban Sustainability Directors Network to  
5 convene a two-day forum covering adoption and implementation of energy  
6 performance benchmarking and disclosure policies.

7

8 WHEREAS, After a competitive process the Urban Sustainability Directors Network  
9 (USDN) has selected the Department of the Environment to receive funding to collaborate

10 with the nonprofit organization, Institute for Market Transformation, to convene a forum for  
11 USDN members to share best practices in adopting and implementing energy performance  
12 benchmarking and disclosure policies; and

13 WHEREAS, The Board of Supervisors for the City and County of San Francisco has  
14 directed the Department of the Environment to reduce carbon dioxide (CO<sub>2</sub>) emissions within  
15 the City and County of San Francisco to 20% below 1990 levels by the year 2012; and

16 WHEREAS, Annually, the building sector accounts for more than half of all greenhouse  
17 gas emissions in San Francisco; and

18 WHEREAS, Building energy performance labeling and disclosure policies are emerging  
19 tools intended to motivate investment in energy efficiency by highlighting the value of energy  
20 savings for building owners, tenants, and energy service providers; and

21 WHEREAS, San Francisco recently adopted the Existing Commercial Buildings Energy  
22 Performance Ordinance no. 17-11 (Environmental Code Chapter 20) calling for the use of  
23 energy performance labeling and disclosure; and

24

25

1 WHEREAS, Energy performance labeling and disclosure policy requires each  
2 commercial building of 10,000 square feet or greater to publicly report its energy performance  
3 annually and undertake a comprehensive energy audit at least once every five years; and

4 WHEREAS, Energy performance labels for commercial buildings are powerful  
5 motivators for energy efficiency improvement when disclosed to the market, and this  
6 innovative approach is cost effective for both local government and building owners; and

7 WHEREAS, Convening a forum for other USDN member cities ensures that San  
8 Francisco continues to be a leader in creating programs and services with measurable  
9 environmental impacts; and

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

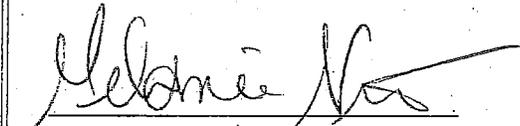
11 WHEREAS, The grant does not require an Annual Salary Ordinance amendment; and

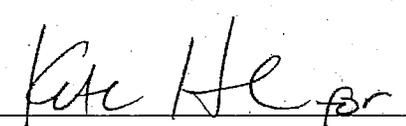
12 WHEREAS, The term of the grant is from November 15, 2011, through December 31,  
13 2012; now, therefore, be it

14 RESOLVED, That the Board of Supervisors hereby authorizes the Director of the  
15 Department of the Environment to accept and expend \$25,300 from the USDN to convene a  
16 two-day forum on adoption and implementation of energy performance benchmarking and  
17 disclosure policies, and, be it

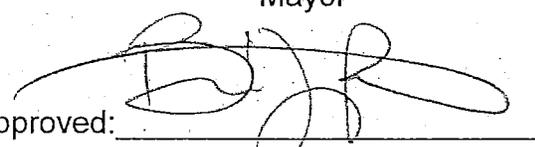
18 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of  
19 indirect costs in the grant budget.

20  
21 Recommended:

22  
23   
24 Department Head

Approved: 

Mayor

Approved: 

Controller

120131

**TO:**

**FROM:** The Department of the Environment

**DATE:** November 9, 2011

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

**GRANT TITLE:** Innovation Opportunity Grant for Energy Disclosure Policy Workshop

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

Proposed grant resolution; original signed by Department, Mayor, Controller

Grant information form, including disability checklist

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Grant budget

Grant application

Grant award letter from funding agency

Other (Explain):

**Special Timeline Requirements:**

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

Name: Rachel Buerkle

Phone: 415-355-3704

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).

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

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: USDN Innovation Opportunity Grant for Energy Disclosure Policy Workshop
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: \$ 25,300

6a. Matching Funds Required: not required

While a match is not required, one is being provided in the form of venue rental, staff time from Department of Environment, and Local 21 professional development funds.

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

7a. Grant Source Agency:

Urban Sustainability Directors Network

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

Global Philanthropy Partnership

8. Proposed Grant Project Summary:

The Department of the Environment was awarded a grant of \$25,300 from the Urban Sustainability Directors Network to convene a two-day forum covering adoption and implementation of energy performance benchmarking and disclosure policies. Energy benchmarking and disclosure is an emerging policy practice, and San Francisco recently adopted the Existing Commercial Buildings Energy Performance Ordinance (Environmental Code Chapter 20). This building energy performance labeling and disclosure policy requires each commercial building of 10,000 square feet or greater to publicly report its energy performance annually, and to get an energy audit every 5 years. Public disclosure of energy performance will motivate investment in energy efficiency by highlighting – at little cost to cities – the value of energy savings for building owners, tenants, and energy service providers.

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

Start-Date: November 15, 2011

End-Date: December 31, 2012

10. Number of new positions created and funded: N/A

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: \$17,800

b. Will contractual services be put out to bid?

The grant award is contingent upon the Institute for Market Transformation facilitating the event and generating reports on the event. The Institute for Market Transformation is the only organization providing policy development and policy implementation support services, including relevant workshops and reports, for energy benchmarking and disclosure in the United States.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? \*\*\*\*\*

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

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

b1. If yes, how much?

b2. How was the amount calculated? Maximum

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: Charles Miles  
(Name)

Date Reviewed: 11/9/11

Department Approval: Melanie Nutter  
Melanie Nutter, Director, Department of the Environment

**Department of the Environment-City and County of San Francisco (SFE)**

**Accept and Expend Grant Funds from  
Urban Sustainability Directors Network (USDN)**

|                         |   |   | USDN             | SFE Match       | Total            |
|-------------------------|---|---|------------------|-----------------|------------------|
| <b>Personnel</b>        |   |   |                  |                 |                  |
|                         | Green Building Coordinator<br>Environmental Specialist 5640 | Coordinate event with representatives from participating cities, co-author two post-workshop reports, deliver presentations on policy implementation.               | \$ 6,000         |                 | \$ 6,000         |
| <b>Contracts/Grants</b> |   |   |                  |                 |                  |
|                         | Institute for Market Transformation                         | Promote and coordinate workshop, arrange travel scholarships for participants, write post-workshop report, coordinate follow-up webinar, write post-webinar report. | \$ 17,800        |                 | \$ 17,800        |
|                         |   | Venue Rental  |                  | \$ 5,000        | \$ 5,000         |
|                         |   | <b>SubTotal Contract/ Grant</b>   | <b>\$ 23,800</b> |                 | <b>\$ 23,800</b> |
| <b>Travel</b>           |   |   |                  |                 |                  |
|                         | Travel to Workshop (2 SF Environment staff)                 |   | \$ 1,500         | \$ 2,000        | \$ 3,500         |
|                         |   | <b>SubTotal Travel</b>  | <b>\$ 1,500</b>  | <b>\$ 2,000</b> | <b>\$ 3,500</b>  |
| <b>Grand Total</b>      |   |   | <b>\$ 25,300</b> | <b>\$ 5,000</b> | <b>\$ 30,300</b> |

**Participating Cities:** San Francisco and 13 other member cities

**Grant Amount Requested:** \$22,200

### **Purpose**

The San Francisco Department of Environment (SF Environment) will convene a two-day energy benchmarking and disclosure policy forum with USDN members, covering both adoption and implementation of energy performance benchmarking and disclosure policies.

The building sector accounts for almost half of all greenhouse gas emissions in the U.S. annually. Thus, making concerted efforts to reduce energy usage from buildings and the associated greenhouse gas emissions is paramount for any city seeking to mitigate the effects of Climate Change.

Energy benchmarking and disclosure is an emerging policy practice in this arena and San Francisco recently adopted the Existing Commercial Buildings Energy Performance Ordinance (SF Environment Code Chapter 20) calling for the use of these tools. This building energy performance labeling and disclosure policy requires each commercial building of 10,000 square feet or greater to publicly report its energy performance annually using ENERGY STAR Portfolio Manager, and to also undertake a comprehensive energy audit at least once every 5 years. The intent is to ensure that each building owner has the tools to manage energy effectively: knowledge and accountability borne of comparing their building's performance compares to its peers and sharing that information with tenants, tracking trends in energy consumption, and audit results that offer a specific, actionable plan to cost-effectively improve energy performance.

San Francisco's ordinance is most directly analogous to the energy retro-commissioning and benchmarking laws adopted in New York City's Greener Greater Buildings Plan. Other jurisdictions that have adopted benchmarking and disclosure requirements include Seattle WA, Washington State, Washington DC, Austin TX, and California.

All seven jurisdictions' policies mandate the use of ENERGY STAR Portfolio Manager, a free interactive energy management tool provided by the US Environmental Protection Agency and US Dept of Energy that allows commercial building owners and managers to track and assess energy and water consumption for a single building or across an entire portfolio of buildings. The use of a common tool helps amplify the effect of these policies, since major real estate portfolios commonly extend across many cities or states. Each policy is also an experiment, testing what specific data yields most effective disclosure; to whom the data should be disclosed (the jurisdiction, the counterparty in a business transaction, or the public); when data should be disclosed (during a transaction or on an ongoing basis); where best to communicate the requirements and results, and how to administer the new requirements.

Currently, leaders in at least ten USDN core and member cities are investigating similar policies and opportunities for accelerating the adoption of these types of policies are extensive:

- Building energy performance labeling and disclosure policies are emerging tools intended to motivate investment in energy efficiency by highlighting – at little cost to cities – the value of energy savings for building owners, tenants, and energy service providers, which

helping cities and utilities target incentives and support services to districts or uses that will yield the biggest greenhouse gas mitigation per dollar invested, and to amplify efforts to recognize and celebrate excellence. Considering the scale of risk to city economies and infrastructure from climate change, the public interest in effective management of energy resources outweighs the value of secrecy for energy hogs.

- This innovative approach is cost effective for both the local government and building owners. The cost of implementing such a policy lays primarily in communication and stakeholder outreach, information technology, and enforcement. Existing energy incentive funding from utilities as well as federal, state, and local governments is leveraged, and the capacity to target additional increases to get the biggest bang for the buck increases as the city, owners, tenants, and energy service providers better understand which districts or specific buildings have the greatest potential for improved performance.
- Energy performance disclosure policy also leverages – at little or no cost to cities – the potentially far greater incentive of enabling market actors to systematically factor energy costs into real estate valuation. Energy is typically the single largest controllable cost of operating a building; a 10% decrease in energy use can yield a 1.5% increase in net operating income. For medium-sized office property with average energy cost and usage, this can translate into hundreds of thousands of dollars in increased value.
- Simple and easy to compare energy performance labels for commercial buildings disclosed to the market are powerful motivators for energy efficiency improvement. In December 2008, and again in November 2010, the US EPA ENERGY STAR Program hosted, “Power of Information to Motivate Change” workshops where industry and governments exchanged case studies on the impact of the ENERGY STAR label and the Portfolio Manager tool on building energy management. A key finding was that local government staff value opportunities to share experiences, lessons learned, and solutions to common challenges they face in adopting and implementing energy benchmarking and disclosure policies. [*The Power of Information to Motivate Change II: Workshop Summaries, Findings, and Next Steps*, January 2011.]
- Portfolio Manager is used to track the performance of more than 11.5 billion square feet – 1.2 billion in California alone. As of 2008, more than 6,200 facilities in the U.S. have earned the ENERGY STAR label, representing savings of more than \$1.7 billion in utility bills and avoided greenhouse gas emissions equivalent to taking more than 2 million cars off the road.
- Energy performance disclosure helps cities and utilities target incentives and support services to districts or uses that will yield the biggest greenhouse gas mitigation per dollar invested, and to amplify efforts to recognize and celebrate excellence.

Even with the tremendous opportunities for energy savings and celebration, there are still several barriers to implementing similar policies, such as:

- Navigating state regulations on utility data, which may make it difficult for building

owners to obtain tenant energy use data.

- US EPA must balance support for effective energy efficiency policy with requirement to hold Portfolio Manager users' reported energy usage data confidential.
- Stakeholder buy-in that considering the risks to city economies and infrastructure posed by climate change, the public interest in greenhouse gas emissions reduction and effective management of energy resources outweighs the preference to not disclose energy usage data.
- The value of disclosure hinges on the accuracy of underlying data; it is challenging to balance validation of submitted energy usage data with customer-centric administrative process.

### **Proposed Product**

The forum will convene the seven jurisdictions where energy performance benchmarking and disclosure policies have been adopted, as well as ten jurisdictions whose leaders are considering these innovative policy tools. The forum will be open to all USDN member cities, but we propose prioritizing scholarships for travel costs (if needed) to jurisdictions with an adopted energy performance benchmark policy, followed by USDN cities with a benchmarking policy in active development.

Key implementation partners that will also be invited include:

- US EPA ENERGY STAR staff, and US DOE: to inform design of potential future national programs, as well as to understand cities needs and the opportunities to hone the federal tools that these local policies leverage.
- The Institute for Market Transformation: Gather information to motivate similar actions in other cities, a channel that complements the Urban Sustainability Directors' Network.

Gathering the cities testing varying approaches to energy performance benchmarking and disclosure policy will not only support those in initial stages of the process, it will inform additional jurisdictions considering benchmarking and disclosure policies. The forum will provide space and time to share lessons learned, initiate and expand inter-city collaborations.

Reporting will be compiled from each session during the forum, and this information will be synthesized into a final report to be disseminated according to USDN protocol. In addition, findings and reports will be used to inform the US DoE and EPA as they move forward in supporting other municipalities in adopting building efficiency policies.

### **Key Tasks Involved**

San Francisco's Green Building staff are in conversation with the cities currently beginning the implementation phase of their Building Energy Benchmarking programs, as well as those investigating similar policies to gauge interest and need. In addition, the Green Building team and SF Environment Director have been in conversation with the Institute for Market Transformation (IMT), which will facilitate the convening.

The organizing team will hold pre-forum meetings at the US Green Building Council's GreenBuild in October 2011, in addition to having regular planning calls with the IMT and other key stakeholders. Early on, the team will confirm the site for the forum--probably on the East Coast, since it is anticipated that more participants will be from that area.

SF Environment will continue working with the IMT on scheduling and preliminary planning for the forum. IMT will be responsible for actually producing the event; securing a site, arranging food, materials, etc.

### Project management

The City of San Francisco will receive funds through SF Environment, the Department primarily involved in organizing the forum. San Francisco staff will make decisions on the project, however, will work closely with those member cities in formatting the forum.

### Progress Measurement

The team will track progress by surveying USDN member participants, as well as participants from the US DoE and EPA throughout the planning phase. In addition it will perform an extensive post-forum evaluation after the event, relying on input from participants. The post-forum evaluation will include information on the relative value of findings, recommendations and reporting resulting from the forum, as well as the value to individual participant.

### Project Budget

| Task   | Time     | Cost            | In-kind       |
|--|----------|-----------------|---------------|
| Workshop Coordination                            | 30 hours | \$3000          |               |
| Venue Rental                                     |          |                 | \$3,000       |
| Participant Travel<br>(Hotel, Airfare, Per Diem) |          | \$11,200        |               |
| Produce Forum Summary                            | 20 hours | \$2000          |               |
| Project Management                               | 60 hours | \$6000          |               |
| <b>Total</b>                                     |          | <b>\$22,200</b> | <b>\$3000</b> |

Total Request: \$22,200  
Total Project \$25,200

### Timeline

The timeline will be in keeping with the USDN granting requirements. Ideally, the workshop will be in early March 2012, with workshop summary published by May 2012.

### Potential To Benefit Many USDN Members

All USDN members face environmental, infrastructure, and public safety risks from climate change. Energy performance disclosure and auditing policies to motivate investment in energy efficiency, and to generate actionable data about which districts or buildings have the greatest

potential to use energy more effectively are applicable to all of our communities. To yield such benefits, the cohort of innovative jurisdictions piloting this concept must document success and lessons learned to identify the most effective approaches and the best ways to navigate complex relationships with stakeholders as well as state and federal agencies, workforce capacity, and the challenges of effective communication about a technical topic unfamiliar to many.

**Plan for sustaining the project if it is intended to continue/be maintained.**

This proposal is for a single workshop. Results will be published through the USDN website. Member cities will continue to connect via USDN processes such as monthly conference calls. In addition, information may be used by the US DoE and EPA to inform their future work in this area.

**Contact Information**

Johanna Partin  
Director of Climate Initiatives  
Mayor's Office  
City and County of San Francisco  
415-554-6640

Melanie Nutter  
Director  
SF Environment  
City and County of San Francisco  
415-355-3701

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**Proposed Supplement to USDN Grant to SF Environment for  
Energy Performance Disclosure Policy Forum**

San Francisco Department of Environment requests an additional \$5100 from USDN, to support a follow-up webinar and additional report 6 months after the conference, and to expand availability of travel scholarships for staff of agencies considering or implementing benchmarking policies.

| <b>Budget</b>                                 | <b>Staff Hours</b> | <b>Other Item</b> | <b>Total</b>    |
|---|--------------------|-------------------|-----------------|
| Workshop Coordination                         | 30                 |                   | \$3,000         |
| Venue   |                    | \$3,000           | In Kind         |
| Participant Travel (Hotel, Airfare, Per Diem) |                    | \$11,200          | \$11,200        |
| Publication of Workshop Summary               | 60                 |                   | \$6,000         |
| Project Management/Overhead                   |                    |                   |                 |
| <b>Total</b>                                  |                    |                   | <b>\$20,200</b> |
| <b>Supplemental Budget</b>                    |                    |                   |                 |
|   | <b>Staff Hours</b> | <b>Other Item</b> | <b>Total</b>    |
| Participant Travel                            |                    | \$3,500           | \$3,500         |
| Follow Up Webinar and Report                  | 16                 |                   | \$1,600         |
| <b>Total Supplement</b>                       |                    |                   | <b>\$5,100</b>  |
| <b>Amended Total Project Budget</b>           |                    |                   | <b>\$25,300</b> |



# GLOBAL PHILANTHROPY PARTNERSHIP

1916 N. Mohawk Street, #7 • Chicago, IL 60614 • tel: 1 312.213.3793  
fax: 1 312.332.2626 • www.global-philanthropy.org

Ms. Melanie Nutter  
Director of the San Francisco Department of the Environment  
San Francisco, CA

August 31, 2011

Dear Melanie,

Global Philanthropy Partnership is pleased to proceed with a USDN Innovation Opportunity Fund grant for \$25,300 to enable early adopters of commercial building energy disclosure to share lessons learned, explore ways to address barriers, and initiate and expand inter-city collaborations. The goal of the grant is to enable San Francisco and 13 other cities, including New York City, Seattle, Austin, Washington, D.C., Eugene, Cambridge, and Minneapolis to accelerate the adoption of these types of policies.

The grant funding must support:

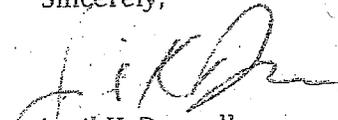
- Convening the seven jurisdictions that have adopted energy performance benchmarking and disclosure policies, as well as the 10 who are considering it, and other implementation partners (US EPA Energy STAR, DOE, Institute for Market Transformation) for a two-day energy benchmarking and disclosure policy forum, covering both adoption and implementation of energy performance benchmarking and disclosure policies.
- Hiring Institute for Market Transformation (IMT) to produce and facilitate the convening event and generate a meeting report on how to facilitate action in more cities.
- Providing for the forum a comprehensive policy scan of Building Energy Labeling programs existing, and emerging issues in this new programmatic area for cities.
- Exploring at the event pros and cons of varying approaches to energy performance benchmarking and disclosure policy, lessons learned, and
- Also exploring at the event interest in inter-city collaborations and/or an on-going user group to share challenges and experiences with Building Energy Labeling.
- Capturing lessons in a final report to be disseminated to all USDN members.
- Informing US DOE and EPA on how they can support more municipalities in adopting building energy efficiency policies.
- Offering a follow-up webinar and additional report 6 months after the policy forum.

Here are the terms of the grant:

- The grant funds cannot be used for lobbying.
- The grant funds must be expended per the proposed budget.
- The project will be collaboration with New York City, Seattle, Austin, Washington, D.C., Eugene, Cambridge, Minneapolis, and other cities.
- The participating cities will be active in shaping the policy forum to fit their needs and the Institute for Market Transformation understands that this is the case.
- The grant products described above will be delivered by May 2012. The workshop will ideally be by March 2012.
- The City of San Francisco will provide project management and coordination.
- The project manager will provide a final report on expenditures of the funds compared to the budget.

Please sign this letter indicating that you agree with the terms. Once Global Philanthropy Partnership receives your signed letter, we will disburse the grant funds.

Sincerely,



---

April K. Donnellan  
Executive Director

#### Acceptance of Grant Terms

**The City of San Francisco accepts the grant conditions.**

**Name:**

**Title:**

**Signature:**

**How the Check Should Be Issued:**

**Tax ID Number:**

**Project Manager:**